To manage any part of your web site, you will have to be logged into the Drupal CMS. If you need help logging in, please review this login help document.
### Simple Content Management
- Adding links to content
- Adding pages to the menu structure
- Adding pages to the menu structure
- Adding pages to the menu structure
- Editing your personnel page or directory listing on your unit's site
- Link to Courses on the UGA Bulletin
- Logging in to Google Analytics
- Logging in to your web site
- Publishing Events to the UGA Calendar of Events
- Unpublishing or Deleting Content

### Images & Media
- Adding images to content
- Adding/Editing Homepage Slides
- Embedding a Video in a page
- Guide to Image Sizes
- Inserting PDFs and other Documents
- Optimizing Web site Images
- Reducing PDF size
- Resizing and Optimizing Large Images

### Advanced Content Management
- Add a banner image to your special section or conference pages
- Adding pages to the menu structure
- Create a menu block with a custom title
- Create a special section
- Creating Special Sections of Your Site.
- Making a special category for your special section's Events
- Override date controls on homepage using "sticky" functionality

### Formatting
- Adding tables and making them responsive

### Qualtrics
- CAS Authentication for Qualtrics Forms
- Creating a basic qualtrics form
- Embedding Qualtrics forms/surveys in your Drupal Site
- Remove logo from Qualtrics Form
- Selective CAS Authentication for Qualtrics Forms
- Setup Conditional E-mail Trigger for Qualtrics Notifications
- Setup E-mail Trigger for Qualtrics Notifications
- Share/Collaborate a Qualtrics Project/Form

### Administrative
- "Become" another user to check their permissions by using "Masquerade"
- Adding pages to the menu structure
- Changing the color scheme of your site
- Logging in to Google Analytics
- Logging in to your web site
- Permission Levels
- Redirect Old Links to New Links
- Requesting new accounts for users on your website
- Restrict Access to Content
- Scheduling Content
- Seeing who has access to your site

### Server Level
- Pantheon - Backing up your live site on Pantheon
- Pantheon - Restoring a backup on Pantheon
- Pantheon - Running Security Updates

### By Complexity
| Complexity | | | |

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**Franklin OIT Status**
http://status.franklin.uga.edu/
https://kb.franklin.uga.edu/x/BQB0

**UGA/EITS Systems Status Pages**
http://status.uga.edu
https://twitter.com/uga_eits
https://www.facebook.com/uga.eits

**USG Systems Status Page**
http://status.usg.edu

**Additional Help**
If you manage a Department, Center or Institute site, and would like a refresher training session please contact the Franklin Helpdesk at http://helpdesk.franklin.uga.edu or by e-mail at helpdesk@franklin.uga.edu.
<table>
<thead>
<tr>
<th>Beginner</th>
<th>Intermediate</th>
<th>Advanced</th>
</tr>
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<tbody>
<tr>
<td>- &quot;Become&quot; another user to check their permissions by using &quot;Masquerade&quot;&lt;br&gt;- Adding images to content&lt;br&gt;- Adding links to content&lt;br&gt;- Adding pages to the menu structure&lt;br&gt;- Adding/Editing Homepage Slides&lt;br&gt;- Changing the color scheme of your site&lt;br&gt;- Creating a basic qualtrics form&lt;br&gt;- Drupal 8 Website Training Opportunities&lt;br&gt;- Editing your personnel page or directory listing on your unit's site&lt;br&gt;- Embedding a Video in a page&lt;br&gt;- Google Analytics Primer&lt;br&gt;- Guide to Image Sizes&lt;br&gt;- Inserting PDFs and other Documents&lt;br&gt;- Logging in to Google Analytics&lt;br&gt;- Logging in to your website on the staging sever&lt;br&gt;- Measure Social Media Traffic with Google Analytics&lt;br&gt;- Pantheon - Backing up your live site on Pantheon&lt;br&gt;- Pantheon - Restoring a backup on Pantheon&lt;br&gt;- Publishing Events to the UGA Calendar of Events&lt;br&gt;- Redirect Old Links to New Links&lt;br&gt;- Remove logo from Qualtrics Form&lt;br&gt;- Requesting new accounts for users on your website&lt;br&gt;- Restrict Access to Content&lt;br&gt;- Scheduling Content&lt;br&gt;- Seeing who has access to your site&lt;br&gt;- Share/Collaborate a Qualtrics Project/Form&lt;br&gt;- Unpublishing or Deleting Content</td>
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