<table>
<thead>
<tr>
<th>Simple Content Management</th>
<th>Formatting</th>
<th>Qualtrics</th>
<th>Administrative</th>
<th>Server Level</th>
<th>Google Analytics</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Adding links to content</td>
<td>- Adding tables and making them responsive</td>
<td>- CAS Authentication for Qualtrics Forms</td>
<td>- “Become” another user to check their permissions by using “Masquerade”</td>
<td>- Pantheon - Backing up your live site on Pantheon</td>
<td>- Google Analytics Primer</td>
</tr>
<tr>
<td>- Adding pages to the menu structure</td>
<td>- Adding pages to the menu structure</td>
<td>- Creating a basic qualtrics form</td>
<td>- Adding pages to the menu structure</td>
<td>- Pantheon - Restoring a backup on Pantheon</td>
<td>- Logging in to Google Analytics</td>
</tr>
<tr>
<td>- Editing your personnel page or directory listing on your unit’s site</td>
<td>- Changing the color scheme of your site</td>
<td>- Embedding Qualtrics forms/surveys in your Drupal Site</td>
<td>- Changing the color scheme of your site</td>
<td>- Pantheon - Running Security Updates</td>
<td>- Measure Social Media Traffic with Google Analytics</td>
</tr>
<tr>
<td>- How to delete files</td>
<td>- Remove logo from Qualtrics Form</td>
<td>- Selective CAS Authentication for Qualtrics Forms</td>
<td>- Restricted Access to Content</td>
<td></td>
<td>- Google Analytics Primer</td>
</tr>
<tr>
<td>- Link to Courses on the UGA Bulletin</td>
<td>- Setup Conditional E-mail Trigger for Qualtrics Notifications</td>
<td>- Setup E-mail Trigger for Qualtrics Notifications</td>
<td>- Scheduling Content</td>
<td></td>
<td>- Logging in to Google Analytics</td>
</tr>
<tr>
<td>- Logging in to Google Analytics</td>
<td>- Share/Collaborate a Qualtrics Project/Form</td>
<td>- Setup E-mail Trigger for Qualtrics Notifications</td>
<td>- Seeing who has access to your site</td>
<td></td>
<td>- Measure Social Media Traffic with Google Analytics</td>
</tr>
<tr>
<td>- Logging in to your web site</td>
<td>- Unpublishing or Deleting Content</td>
<td>- Setup E-mail Trigger for Qualtrics Notifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Publishing Events to the UGA Calendar of Events</td>
<td>- Welcome to your Drupal 8 Web site</td>
<td>- Share/Collaborate a Qualtrics Project/Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unpublishing or Deleting Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Welcome to your Drupal 8 Web site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 banner image for your special section
- 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

**Google Analytics**
- Google Analytics Primer
- Logging in to Google Analytics
- Measure Social Media Traffic with Google Analytics

**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

### Franklin OIT Status
- [http://status.franklin.uga.edu/](http://status.franklin.uga.edu/)
- [https://kb.franklin.uga.edu/x/BQB0](https://kb.franklin.uga.edu/x/BQB0)

### UGA/EITS Systems Status Pages
- [http://status.uga.edu](http://status.uga.edu)
- [https://twitter.com/uga_eits](https://twitter.com/uga_eits)
- [https://www.facebook.com/uga.eits](https://www.facebook.com/uga.eits)

### USG Systems Status Page
- [http://status.usg.edu](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](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>
</thead>
<tbody>
<tr>
<td>“Become” another user to check their permissions by using “Masquerade”&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;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 web site&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&lt;br&gt;Website Training Opportunities for Franklin units&lt;br&gt;Welcome to your Drupal 8 Web site</td>
<td>CAS Authentication for Qualtrics Forms&lt;br&gt;Embedding Qualtrics forms/surveys in your Drupal Site&lt;br&gt;Filtering certain pages by Taxonomy Classification&lt;br&gt;How to delete files&lt;br&gt;Logging in to your website on the staging server&lt;br&gt;Optimizing Website Images&lt;br&gt;Pantheon - Running Security Updates&lt;br&gt;Reducing PDF size&lt;br&gt;Selective CAS Authentication for Qualtrics Forms&lt;br&gt;Setup Conditional E-mail Trigger for Qualtrics Notifications&lt;br&gt;Setup E-mail Trigger for Qualtrics Notifications&lt;br&gt;Website Training Opportunities for Franklin units</td>
<td>Add a banner image to your special section or conference pages&lt;br&gt;Adding tables and making them responsive&lt;br&gt;Create a menu block with a custom title&lt;br&gt;Create a special section&lt;br&gt;Creating Special Sections of Your Site&lt;br&gt;Making a special category for your special section’s Events&lt;br&gt;Managing Content in Blocks&lt;br&gt;Override date controls on homepage using “sticky” functionality&lt;br&gt;Website Training Opportunities for Franklin units</td>
</tr>
</tbody>
</table>