Drupal Support

Departmental Web site Training

See our Web site training schedule

Search by Keyword

- Browse by Category
- Browse by Complexity

By Category

Login

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.

Contact the Franklin OIT Help Desk

Submit a ticket

Help Desk
http://helpdesk.franklin.uga.edu

Email
helpdesk@franklin.uga.edu

Call
706-542-9900

Hours of Operation

Monday - Friday
8:00 a.m. - 5:00 p.m.

Website Information

Homepage
http://oit.franklin.uga.edu

Directory
http://oit.franklin.uga.edu/

Service Offerings
https://kb.franklin.uga.edu/x/xgKIAg

Systems Status Information
Simple Content Management
- Adding links to content
- Adding pages to the menu structure
- Editing your personnel page or directory listing on your unit’s site
- How to delete files
- 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
- Welcome to your Drupal 8 Web site

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

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/
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>
</thead>
<tbody>
<tr>
<td>&quot;Become&quot; another user to check their permissions by using &quot;Masquerade&quot;</td>
<td>CAS Authentication for Qualtrics Forms</td>
<td>Add a banner image to your special section or conference pages</td>
</tr>
<tr>
<td>Adding images to content</td>
<td>Embedding Qualtrics forms/surveys in your Drupal Site</td>
<td>Adding tables and making them responsive</td>
</tr>
<tr>
<td>Adding links to content</td>
<td>Filtering certain pages by Taxonomy Classification</td>
<td>Create a menu block with a custom title</td>
</tr>
<tr>
<td>Adding pages to the menu structure</td>
<td>How to delete files</td>
<td>Create a special section</td>
</tr>
<tr>
<td>Adding/Editing Homepage Slides</td>
<td>Logging in to your website on the staging sever</td>
<td>Creating Special Sections of Your Site.</td>
</tr>
<tr>
<td>Changing the color scheme of your site</td>
<td>Optimizing Web site Images</td>
<td>Making a special category for your special section’s Events</td>
</tr>
<tr>
<td>Creating a basic qualtrics form</td>
<td>Pantheon - Running Security Updates</td>
<td>Managing Content in Blocks</td>
</tr>
<tr>
<td>Editing your personnel page or directory listing on your unit’s site</td>
<td>Reducing PDF size</td>
<td>Override date controls on homepage using &quot;sticky&quot; functionality</td>
</tr>
<tr>
<td>Embedding a Video in a page</td>
<td>Selective CAS Authentication for Qualtrics Forms</td>
<td>Website Training Opportunities for Franklin units</td>
</tr>
<tr>
<td>Google Analytics Primer</td>
<td>Setup Conditional E-mail Trigger for Qualtrics Notifications</td>
<td></td>
</tr>
<tr>
<td>Guide to Image Sizes</td>
<td>Setup E-mail Trigger for Qualtrics Notifications</td>
<td></td>
</tr>
<tr>
<td>Inserting PDFs and other Documents</td>
<td>Website Training Opportunities for Franklin units</td>
<td></td>
</tr>
<tr>
<td>Logging in to Google Analytics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logging in to your website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure Social Media Traffic with Google Analytics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pantheon - Backing up your live site on Pantheon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pantheon - Restoring a backup on Pantheon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publishing Events to the UGA Calendar of Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redirect Old Links to New Links</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove logo from Qualtrics Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requesting new accounts for users on your website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restrict Access to Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seeing who has access to your site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share/Collaborate a Qualtrics Project/Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unpublishing or Deleting Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website Training Opportunities for Franklin units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome to your Drupal 8 Web site</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>