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/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

### 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

---

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