Website Training Opportunities for Franklin units

This page lists upcoming training opportunities online and in-person for content editors on Franklin College websites.

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  - Intermediate
  - Advanced
- Other training
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Online Training

The web team offers weekly online training on **Wednesdays at 11:15am**. Each 30 minute session focuses on one or two small tasks and will be conducted using Zoom online software.

We recommend signing in a few minutes early to ensure your computer configurations are correct before the training begins. The url is: [https://zoom.us/j/561368604](https://zoom.us/j/561368604)

Below are the topics for the current semester. *Updated November 15, 2019.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Topic</th>
<th>Level</th>
<th>Relevant Documentation</th>
<th>Sign up</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Nov 2019</td>
<td>Q&amp;A</td>
<td>All levels</td>
<td><a href="https://zoom.us/j/561368604">Your pick!</a> to access the training</td>
<td>No sign up required for online training;</td>
</tr>
<tr>
<td></td>
<td>Topics and training will be determined by the audience in attendance.</td>
<td></td>
<td></td>
<td>click <a href="https://zoom.us/j/561368604">https://zoom.us/j/561368604</a> to access the training</td>
</tr>
<tr>
<td>27 Nov 2019</td>
<td>No Online Training (Week of Thanksgiving)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 Dec 2019</td>
<td>Adding a Special Section to Your Site (like a conference)</td>
<td>Advanced - unit admins</td>
<td><a href="https://zoom.us/j/561368604">Creating Special Sections of Your Site</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Parts One &amp; Two</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Dec 2019</td>
<td>Adding a Special Section to Your Site (like a conference) - Continued -</td>
<td>Advanced - unit admins</td>
<td><a href="https://zoom.us/j/561368604">Creating Special Sections of Your Site</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Parts Three &amp; Four</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Dec 2019</td>
<td>No Online Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2020 online training</td>
<td>Topics TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In-Person Training

The web team offers in-person training a few times a year in Gilbert Hall. Sessions are up to 2 hours and include time to practice and/or ask questions. Users are welcome to bring a personal laptop, but if we are in a computer lab, computers will be available.

Please use the Sign Up Forms so we know you expect to attend.
<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Training Name</th>
<th>Details</th>
<th>Level</th>
<th>Location</th>
<th>Sign up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decembe r 5, 2019; 2-4pm (Reading Day)</td>
<td>Basic Website Training for Beginners</td>
<td>Overview on working with your website, including logging in, adding images, links, files, working with the slideshow, and web accessibility.</td>
<td>Beginner</td>
<td>Gilbert Hall, 113 (computer lab)</td>
<td>Please use Training and Development's Professional Education Portal to register. Search for the class title.</td>
</tr>
<tr>
<td>Decembe r 16, 2019; 2-4pm</td>
<td>Basic Photoshop Training</td>
<td>Sometimes Drupal's cropping capabilities aren't enough. Learn how to use Adobe Photoshop to take your site's visuals to the next level. No previous Photoshop experience required. Please bring a laptop with Adobe Photoshop installed. If you need help getting Photoshop, you may create a ticket with the Helpdesk before the training date.</td>
<td>Beginner/Intermediate</td>
<td>Gilbert Hall, 122 (conference room, please bring a laptop with Adobe Photoshop installed. See &quot;details&quot; column.)</td>
<td>Please use Training and Development's Professional Education Portal to register. Search for the class title. We are limited to 10 people.</td>
</tr>
</tbody>
</table>

A note on the levels

**Beginner**

Suitable for beginners or content editors looking for a refresher.

**Intermediate**

For content editors who feel confident with the basics of working with their site and are looking to do more.

**Advanced**

Special topics for confident content editors.

**Other training**

As a reminder, we have a wealth of self-help documents in our Knowledge Base under Drupal Support.

**Training Archive**

**Online Training Archive**

**Fall 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Training</th>
<th>Type</th>
<th>Detail and/or relevant documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Aug 2019</td>
<td>Publishing and promoting events</td>
<td>Beginner</td>
<td>Creating Events on your site&lt;br&gt;Publishing Events to the UGA Calendar of Events</td>
</tr>
<tr>
<td>21 Aug 2019</td>
<td>Welcome to your website</td>
<td>Beginner</td>
<td>Login help document&lt;br&gt;Content versus lists of content (views)&lt;br&gt;Adding and editing content (content types)&lt;br&gt;Types of fields, intro to the text editor field&lt;br&gt;Unpublishing or Deleting Content&lt;br&gt;Getting help</td>
</tr>
<tr>
<td>28 Aug 2019</td>
<td>Inserting links and files</td>
<td>Beginner</td>
<td>Adding links to content&lt;br&gt;Inserting PDFs and other Documents&lt;br&gt;It time: Reducing PDF size</td>
</tr>
<tr>
<td>Date</td>
<td>Training</td>
<td>Type</td>
<td>Detail</td>
</tr>
<tr>
<td>------------</td>
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<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 04 Sep 2019| Inserting images | Beginner | Adding images to content  
If time: Resizing and Optimizing Large Images  
If time: Embedding a Video in a page |
| 11 Sep 2019| Menu     | Beginner       | Adding pages to the menu structure  
If time: Embedding a Video in a page |
| 18 Sep 2019| Qualtrics | Intermediate  | Creating a basic qualtrics form etc...  
If time: Embedding a Video in a page |
| 25 Sep 2019| Content control | Beginner  | Unpublishing or Deleting Content  
Restrict Access to Content  
Scheduling Content  
Disabling links in the menu  
If time: Embedding a Video in a page |
Optimizing Web site images  
Photoshop: Resizing and Optimizing Large Images |
| 09 Oct 2019 | By request: Embedding video, calendars, social media, etc | Beginner to Intermediate | Embedding Video in a page  
Google Calendars  
If time: Social media  
Embedding Qualtrics forms/surveys |
| 16 Oct 2019 | Taxonomy classification - how to change out or create your own checkboxes for event types, personnel positions, etc. | Intermediate | Filtering certain pages by Taxonomy Classification |
| 23 Oct 2019 | User management - who has access, what access they have, how to give it and get it (mostly for unit administrators) | Beginner to Intermediate (unit admins) | Seeing who has access to your site  
Permission Levels  
"Become" another user to check their permissions by using "Masquerade"  
If time: Restrict Access to Content  
If time/needed: Requesting new accounts for users on your website |
| 30 Oct 2019 | Page layout overview (including working with sidebars, by request) | Beginner | Working with the text editor region that allows you to add images, videos, etc, and choose how they appear together. |
| 06 Nov 2019 | Redirects (unit admins) | Beginner - unit admins | Redirect Old Links to New Links |
| 13 Nov 2019 | The Front Page - everything about the home page of your site | Beginner | Changing the color scheme of your site  
Changing/Editing Homepage Slides  
Adding pages to the menu structure ("quick overview")  
Managing Content in Blocks (needs to be updated to reflect the lack of access to block layout page)  
What's up with the spotlights? |

**Spring 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Training</th>
<th>Type</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 04/03/2019 11am</td>
<td>Inserting Images</td>
<td>Foundational</td>
<td>Learn how to upload images and insert them next to text on your site. We'll also discuss alignment, captioning, and alternative text for images. We'll troubleshoot common issues and talk about optimal image sizes.</td>
</tr>
</tbody>
</table>
**In Person Training Archive**

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Training Name</th>
<th>Details</th>
<th>Level</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thursday</strong> 03/07 2019 2:30-3:20pm</td>
<td>Basic Website Training</td>
<td>Overview on working with your website, including logging in, adding images, links, files, working with the slideshow, and web accessibility.</td>
<td>Foundational</td>
<td>Gilbert Hall 121</td>
</tr>
<tr>
<td><strong>Thursday</strong> 03/07 2019 3:30-4:50pm</td>
<td>Optimizing Your Website</td>
<td>Best practices for page layout, including headings, images and links. Optimizing images. Making “Events” show up automatically on the UGA Master Calendar. Making data tables mobile friendly.</td>
<td>Beyond the Basics + Intermediate</td>
<td>Gilbert Hall 122</td>
</tr>
<tr>
<td><strong>Thursday</strong> 05/09 2019 10-11am</td>
<td>Google Analytics: Understanding Your Site’s Visitors</td>
<td>Understanding the data we have collected about your visitors over the years using Google Analytics. Note, due to the personalized nature of this training, seats are limited. Please sign up in advance.</td>
<td>Intermediate</td>
<td>Gilbert Hall 122</td>
</tr>
<tr>
<td><strong>August 13, 2019 2-4pm</strong></td>
<td>Basic Website Training</td>
<td>Overview on working with your website, including logging in, adding images, links, files, working with the slideshow, and web accessibility.</td>
<td>Beginner</td>
<td>Gilbert Hall 113 (computer lab)</td>
</tr>
</tbody>
</table>

Please email Lauren via lblais@uga.edu if you are unable to attend.

Can you please provide a summary of the in-person training sessions mentioned in the document? The sessions include:

- **Wednesday 04/10/2019 11am**
  - Links and Files
  - Foundational
  - Inserting links using button on text editor field to pages on sites and pages on other sites. Uploading and linking to files. Accessible links.

- **Wednesday 04/17/2019 11am**
  - Working with the menu
  - Foundational
  - What content belongs in the menu and two ways to put it here.

- **Wednesday 04/24/2019 11am**
  - Optimizing Images
  - Beyond the Basics
  - Difference between image field and text editor field. Understanding how one image gets used throughout the site.

- **Wednesday 05/01/2019 11am**
  - Qualtrics in place of PDF forms
  - Intermediate
  - How to create a basic Qualtrics form and embed it on your site. Stephanie can request accounts for attendees.