Drupal Support

Departmental Web site Training

See our Web site training schedule

Search by Keyword

• Browse by Category
• Browse by Complexity

By Category

Simple Content Management

• Adding Content to your Website
• Adding Links to Content
• Adding Pages or Links to the Menu Structure
• Adding Pages or Links to the Menu with Edit
• Adding Related Articles to Research Areas
• Adding Related Events to Research Areas
• Creating Content - Adding Pages to your Site
• Creating New Article
• Creating New Basic Page
• Creating New Course Schedule
• Creating New Event
• Creating New Homepage Image Header
• Creating New Labs
• Creating New Personnel/Directory Page
• Creating New Research Area Page
• Creating New Slider for Homepage
• Editing your Personnel Page or Directory Listing on Your Unit's Site
• How to Delete Files
• How to Edit Content in Blocks
• Link to Courses on the UGA Bulletin
• Logging in to Google Analytics
• Logging in to Your Website
• New Homepage Header
• Publishing Events to the UGA Calendar of Events
• Unpublishing or Deleting Content

Formatting

• Adding Background Color to Blocks of Text
• Adding Tables and Making Them Responsive
• How to Add Buttons to Content

Qualtrics

• CAS Authentication for Qualtrics Forms
• Creating a Basic Qualtrics Form
• Embedding Qualtrics Forms/Surveys in Your Drupal Site
• Remove Logo from Qualtrics Form
• Setup Conditional E-mail Trigger for Qualtrics Notifications
• Setup E-mail Trigger for Qualtrics Notifications
• Share/Collaborate a Qualtrics Project/Form

Administrative

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
- Adding Images to Content
- Adding/Editing Homepage Slides
- Embedding a Video in a Page
- Guide to Image Sizes
- Inserting an Image or File That is Already Being Used on the Website
- Inserting PDFs and Other Documents
- Optimizing Website Images
- Photoshop: Resizing and Optimizing Large Images
- Reducing PDF Size

Photoshop
- Photoshop: Clipping Masks Tutorial
- Photoshop: Correcting Minor Blemishes in Photos
- Photoshop: Introduction to Application Interface
- Photoshop: Layer Tutorial
- Photoshop: Masking Tutorial
- Photoshop: Opening and Creating Images
- Photoshop: Resizing and Optimizing Large Images
- Signing in to Use Adobe Software

Advanced Content Management
- Add a Banner Image to your Special Section or Conference Pages
- Adding Pages or Links to the Menu Structure
- Adding Pages or Links to the Menu with Edit
- Create a Menu Block with a Custom Title
- Create a Special Section
- Creating Friendly Course Schedules Using Google Docs and Google DataStudio for Use on Departmental Website
- Creating friendly course schedules using Google Docs for use on departmental web site
- 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

By Complexity

<table>
<thead>
<tr>
<th>Beginner</th>
<th>Intermediate</th>
<th>Advanced</th>
</tr>
</thead>
</table>

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.
• "Become" Another User to Check Their Permissions by Using "Masquerade"
• Adding Background Color to Blocks of Text
• Adding Images to Content
• Adding Links to Content
• Adding Pages or Links to the Menu Structure
• Adding Pages or Links to the Menu with Edit
• Adding Related Articles to Research Areas
• Adding Related Events to Research Areas
• Adding/Editing Homepage Slides
• Assigning Authorship to Personnel Pages
• Changing the Color Scheme of Your Site
• Creating a Basic Qualtrics Form
• Creating New Article
• Creating New Basic Page
• Creating New Event
• Creating New Homepage Image Header
• Creating New Labs
• Creating New Personnel /Directory Page
• Creating New Research Area Page
• Creating New Slider for Homepage
• Editing your Personnel Page or Directory Listing on Your Unit’s Site
• Embedding a Video in a Page
• Google Analytics Primer
• Guide to Image Sizes
• How to Add Buttons to Content

• Adding Personnel User Accounts
• Blocking Web Committee and Personnel User Accounts
• CAS Authentication for Qualtrics Forms
• Creating Friendly Course Schedules Using Google Docs and Google DataStudio for Use on Departmental Website
• Creating friendly course schedules using Google Docs for use on departmental web site
• Creating New Course Schedule
• Embedding Qualtrics Forms /Surveys in Your Drupal Site
• Filtering certain pages by Taxonomy Classification
• How to Delete Files
• How to Edit Content in Blocks
• Inserting an Image or File That is Already Being Used on the Website
• Logging in to your website on the staging sever
• Looking Up a MyID
• Optimizing Website Images
• Pantheon - Running Security Updates
• Photoshop: Clipping Masks Tutorial
• Photoshop: Layer Tutorial
• Photoshop: Masking Tutorial
• Reducing PDF Size
• Setup Conditional E-mail Trigger for Qualtrics Notifications
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• Creating Special Sections of Your Site.
• Making a Special Category for Your Special Section’s Events
• Managing Content in Blocks
• Override Date Controls on Homepage Using "Sticky" Functionality
• Inserting PDFs and Other Documents
• Installing Typefaces
• Logging in to Google Analytics
• Logging in to Your Website
• Measure Social Media Traffic with Google Analytics