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

Images & Media

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
• 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

Server Level
• Pantheon - Backing up Your Live Site on Pantheon
• Pantheon - Restoring a Backup on Pantheon
• Pantheon - Running Security Updates

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.
<table>
<thead>
<tr>
<th>How to Add Buttons to Content</th>
<th>Adding Personnel User Accounts</th>
<th>Adding Tables and Making Them Responsive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding Background Color to Blocks of Text</td>
<td>Adding Web Committee and Personnel User Accounts</td>
<td>Create a Menu Block with a Custom Title</td>
</tr>
<tr>
<td>Adding Images to Content</td>
<td>CAS Authentication for Qualtrics Forms</td>
<td>Creating Special Section</td>
</tr>
<tr>
<td>Adding Links to Content</td>
<td>Creating Friendly Course Schedules Using Google Docs and Google DataStudio for Use on Departmental Website</td>
<td>Creating Special Sections of Your Site.</td>
</tr>
<tr>
<td>Adding Pages or Links to the Menu Structure</td>
<td>Creating friendly course schedules using Google Docs for use on departmental web site</td>
<td>Making a Special Category for Your Special Section’s Events</td>
</tr>
<tr>
<td>Adding Pages or Links to the Menu with Edit</td>
<td>Creating New Course Schedule</td>
<td>Managing Content in Blocks</td>
</tr>
<tr>
<td>Adding Related Articles to Research Areas</td>
<td>Embedding Qualtrics Forms /Surveys in Your Drupal Site</td>
<td>Override Date Controls on Homepage Using “Sticky” Functionality</td>
</tr>
<tr>
<td>Adding Related Events to Research Areas</td>
<td>Filtering certain pages by Taxonomy Classification</td>
<td></td>
</tr>
<tr>
<td>Adding/Editing Homepage Slides</td>
<td>How to Delete Files</td>
<td></td>
</tr>
<tr>
<td>Assigning Authorship to Personnel Pages</td>
<td>How to Edit Content in Blocks</td>
<td></td>
</tr>
<tr>
<td>Changing the Color Scheme of Your Site</td>
<td>Inserting an Image or File That is Already Being Used on the Website</td>
<td></td>
</tr>
<tr>
<td>Creating a Basic Qualtrics Form</td>
<td>Logging in to your website on the staging sever</td>
<td></td>
</tr>
<tr>
<td>Creating New Article</td>
<td>Looking Up a MyID</td>
<td></td>
</tr>
<tr>
<td>Creating New Basic Page</td>
<td>Optimizing Website Images</td>
<td></td>
</tr>
<tr>
<td>Creating New Event</td>
<td>Pantheon - Running Security Updates</td>
<td></td>
</tr>
<tr>
<td>Creating New Homepage Image Header</td>
<td>Photoshop: Clipping Masks Tutorial</td>
<td></td>
</tr>
<tr>
<td>Creating New Labs</td>
<td>Photoshop: Layer Tutorial</td>
<td></td>
</tr>
<tr>
<td>Creating New Research Area Page</td>
<td>Reducing PDF Size</td>
<td></td>
</tr>
<tr>
<td>Creating New Slider for Homepage</td>
<td>Setup Conditional E-mail Trigger for Qualtrics Notifications</td>
<td></td>
</tr>
<tr>
<td>Editing your Personnel Page or Directory Listing on Your Unit’s Site</td>
<td>Setup E-mail Trigger for Qualtrics Notifications</td>
<td></td>
</tr>
<tr>
<td>Embedding a Video in a Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Google Analytics Primer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guide to Image Sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Add Buttons to Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inserting PDFs and Other Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installing Typefaces</td>
<td></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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Google Analytics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>