Web Site & Email Support

Help Documents

- **Drupal Support** — To manage any part of your web site, you will have to be logged into the Drupal CMS.
  - **Welcome to your Drupal 9 Web site**
    - **Article** — Allows you to post Departmental News
    - **Basic Page** — Allows you to post mostly static information that changes infrequently (ie NOT news, events, directory listings, etc)
    - **Courses** — Allows you to provide basic information about courses
    - **Event** — Allows you to post upcoming departmental events based on dates
    - **Homepage Image Header**
    - **Lab** — Allows you to post information about Research Labs in your department.
    - **Personnel** — Allows you to provide contact information, biography, CV, research, publications, etc for a Faculty & Staff directory
    - **Research Area** — Allows you to list the different types of research being done in the department.
    - **Slide** — Allows you to load large dynamic images as "sliders" in your homepage
  - **Logging in to Your Website**
  - **Changing the Color Scheme of Your Site**
  - **Adding Content to your Website**
    - Creating New Slider for Homepage
    - Creating New Basic Page
    - Creating New Article
    - Creating New Event
    - Creating New Labs
    - Creating New FAQ
    - Creating New Course Schedule
    - Creating New Research Area Page
    - Creating a New Homepage Image Header
    - Creating/Editing Simple Slider Images on Homepage
    - Creating New Inclusive Excellence Spotlights
    - Creating a New Project Showcase
  - **Adding Images to Content**
    - Inserting an Image or File That is Already Being Used on the Website
  - **Inserting PDFs and Other Documents**
  - **Optimizing Website Images**
  - **Publishing Events to the UGA Calendar of Events**
  - **Adding Tables and Making Them Responsive**
  - **Editing your Personnel Page or Directory Listing on Your Unit's Site**
  - **Restrict Access to Content**
  - **Embedding a Video in a Page**
  - **Guide to Image Sizes**
  - **Creating Special Sections of Your Site.**
    - Add a Banner Image to your Special Section or Conference Pages
    - Create a Menu Block with a Custom Title
    - Create a Special Section
    - Making a Special Category for Your Special Section's Events
  - **Logging in to your website on the staging sever**
  - **Override Date Controls on Homepage Using "Sticky" Functionality**
  - **Managing Content in Blocks**
  - **Pantheon - Running Security Updates**
  - **Pantheon - Backing up Your Live Site on Pantheon**
  - **Pantheon - Restoring a Backup on Pantheon**
  - **Filtering certain pages by Taxonomy Classification**
  - **Unpublishing or Deleting Content**
  - **Permission Levels**
  - **Creating New Personnel/Directory Page**
  - **Scheduling Content**
  - **Seeing Who Has Access to Your Site**
  - "Become" Another User to Check Their Permissions by Using "Masquerade"
  - **Redirect Old Links to New Links**
  - **Embedding Qualtrics Forms/Surveys in Your Drupal Site**
  - **Creating a Basic Qualtrics Form**
  - **CAS Authentication for Qualtrics Forms**
  - **Reducing PDF Size**
  - **Link to Courses on the UGA Bulletin**
  - **Make a local backup of your site**
  - **Remove Logo from Qualtrics Form**
  - **Share/Collaborate a Qualtrics Project/Form**
  - **Setup E-mail Trigger for Qualtrics Notifications**
  - **Setup Conditional E-mail Trigger for Qualtrics Notifications**
  - **Google Analytics Primer**
* Logging in to Google Analytics — To work with Google Analytics data, go to http://analytics.google.com http://analytics.google.com
* Measure Social Media Traffic with Google Analytics
* Is my unit's website hosted with Franklin on the Drupal Content Management System?
* Using OneDrive to store course materials
* Interesting Uses of Departmental Sites
* How to Edit Content in Blocks
* How to Delete Files
* Installing Typefaces
* Photoshop: Introduction to Application Interface
* Photoshop: Opening and Creating Images
* Photoshop: Resizing and Optimizing Large Images
* Photoshop: Layer Tutorial
* Photoshop: Clipping Masks Tutorial
* Photoshop: Correcting Minor Blemishes in Photos
* Photoshop: Masking Tutorial
* Create a basic page and put it in the menu
* OneDrive: Creating friendly course schedules for use on departmental web site
* How to Add Buttons to Content
* Adding Personnel User Accounts
* Assigning Authorship to Personnel Pages
* Adding Related Events to Research Areas
* Adding Related Articles to Research Areas
* Creating friendly course schedules using Google Docs for use on departmental web site
* Looking Up a MyID
* Adding Pages or Links to the Menu with Edit
* Adding Pages or Links to the Menu Structure
* Creating Friendly Course Schedules Using Google Docs and Google DataStudio for Use on Departmental Website
* Creating New Homepage Image Header
* Sharing content on Office365
* Blocking Web Committee and Personnel User Accounts
* Adding Background Color to Blocks of Text
* Using OneDrive to store files for your web site
* Embedding external content in Your Drupal Site
* Adding an Accordion Menu to your Website

**Franklin Web Applications**

* Online Course Evaluation System — Login Portals
  * Viewing evaluation results
  * Loading Courses to be evaluated
  * Edit course evaluation settings
  * Add/edit/delete students from evaluation
  * Change evaluation start and end dates
  * Cloning a course evaluation
  * E-mail Reminders
  * Frequently Asked Questions
  * Instructor Interface
  * Send E-mail Reminders to Students
* Requests and Commitments (R&C)
  * Account Management
  * Entering and Prioritizing Requests in the Requests and Commitments System

**UGAMail and Calendar** — Information and support for UGA email and calendar services as well as popular email and calendaring tools.

* Creating Contact Groups in Outlook
* How to Look Up Distribution Groups and Members
* How to Set-up an "Away" Message in UGAMail
* Managing Distribution Groups in Outlook for Windows
* Room Reservations
  * Resource Calendar List
* Setting Up UGAMail Email and Calendar on Handheld Devices
* UGAMail Authentication and Compatibility

**Distribution Lists and Listservs** — UGA Listserv System https://listserv.uga.edu

* Departmental Listservs (Add/Remove Members)
* Receive or Discontinue Status and Service Updates from Franklin OIT

**Use of Third Party Services for UGA web sites with UGA domains**

**Github Pages Setup**

**Alternate Website Hosting Options**

**External Resources**

* Drupal
**Need additional support?**

If you have a question that has not been answered in our help documentation or FAQ pages, please click the "Submit a ticket" button to contact the Franklin OIT Help Desk and we will be happy to help!