GUMBA Club Site Administration Tutorial
A quick tour to Drupal Administration

McDonough School of Business Technology Center
Accessing the Administrator’s Control Panel

Step 1: Enter your login information, and then locate the administer button on the left side of the page. This will bring you to another page which will let you edit the content of the website. Different clubs might be using slightly different versions of Drupal, but the only difference will be slight visual issues.

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Fall 2022 Events

The Control Panel

This is the control panel. From this page, you will be able to edit the website. You can create basic pages, manage users, and perform other administrative tasks. The needs of each club will vary, but for the most part you will just be editing pages.
Creating a Page

To create a page using Drupal, go to the right side of the page and follow the drop down menus to “create content.” Next, select the type of content you want. In this instance, we will be creating a blank page.
create content

Date
A date content type that is linked to a Views calendar.

Image
An image (with thumbnail). This is ideal for publishing photographs or screenshots.

Page
A page, similar in form to a story, is a simple method for creating and displaying information that rarely changes, such as an "About us" section of a website. By default, a page entry does not allow visitor comments and is not featured on the site's initial home page.

Poll
A poll is a question with a set of possible responses. A poll, once created, automatically provides a simple running count of the number of votes received for each response.

Story
A story, similar in form to a page, is ideal for creating and displaying content that informs or engages website visitors. Press releases, site announcements, and informal blog-like entries may all be created with a story entry. By default, a story entry is automatically featured on the site's initial home page, and provides the ability to post comments.
The picture at the bottom is a typical blank page. You can edit the title, as well as create tags. Any text written in the box will appear on the website as you type it. If you are familiar with HTML, you can click the “source” button above the text box, which will convert this to a plain-text HTML editor. This will also let you modify specific line breaks and formatting issues that you might have.
Editing the content on a page

Go to the control panel, and scroll down to “Content Management.” Select “Content.”

- Content management
  - Comments
  - Content
  - Content types
  - Date tools
  - Feed aggregator
  - Image galleries
  - Image import
  - Post settings
  - RSS publishing
  - Signup administration
  - Taxonomy
- Site building
- Site configuration
- User management
- Reports
- Advanced help
- Log out

The other options will allow you to edit other features on your website, but are not needed for basic site management.

You will be presented with the entire list of site content. Use the drop down menu shown below to change “type” from “blog entry” to “page.” Click “filter” (if you want to unfilter, click the “undo button” that appears).
Create a hyperlink in Drupal

Drupal allows you to insert images and create links without needing to code in HTML. First, find a page whose content you want to edit. Then, click on the edit tab of that page.
Adding an Image to Your Website

Select the insert image button from the content editor.

Using this page, you can link to any image that you have uploaded to your website. You can modify the size either here or in the actual content editor.
Creating and Modifying a Table

Click on the table button.

By using the hyperlink button, you can turn plain text into a link.

Table Properties

You can use this prompt to modify the properties of your table.

If you wish to modify these settings later on, you can do so by right clicking on the table and going to "table properties."

Modifying Site Menus
Navigate back to the administrator's control panel, where you which you previously used to find the “Content” page. Go to “site building.” Select “menus.”

### site building

- **Blocks**
  - Configure what block content appears in your site's sidebars and other regions.
- **ImageCache**
  - Administer imagecache presets and actions.
- **Menus**
  - Control your site's navigation menu, primary links and secondary links, as well as rename and reorganize menu items.
- **Modules**
  - Enable or disable add-on modules for your site.
- **Themes**
  - Change which theme your site uses or allows users to set.
- **Translate Interface**
  - Translate the built-in interface and optionally other text.
- **Triggers**
  - Tell Drupal when to execute actions.
- **URL aliases**
  - Change your site's URL paths by aliasing them.
- **Views**
  - Views are customized lists of content on your system; they are highly configurable and give you control over how lists of content are presented.

On the next page, select “navigation” or “links.”

### menus

<table>
<thead>
<tr>
<th>add menu</th>
<th>settings</th>
</tr>
</thead>
</table>

- **Navigation**
  - The navigation menu is provided by Drupal and is the main attractor menu for any site. It usually the only menu that contains personalized links for authenticated users and is often not even visible to anonymous users.
- **Primary links**
  - Primary links are often used at the top level and are the most important links on a site. They are typically used for major navigation.
  - Secondary links are often used for pages like legal notices, contact details, and other secondary navigation items that
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The links page will modify the top row of links on the main page.
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primary links

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Enabled</th>
<th>Expanded</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>home</td>
<td>✔</td>
<td>□</td>
<td>edit</td>
</tr>
<tr>
<td>About Us</td>
<td>✔</td>
<td>□</td>
<td>edit</td>
</tr>
<tr>
<td>alumni</td>
<td>✔</td>
<td>□</td>
<td>edit</td>
</tr>
<tr>
<td>Calendar</td>
<td>✔</td>
<td>□</td>
<td>edit</td>
</tr>
<tr>
<td>GM &amp; Ops</td>
<td>✔</td>
<td>□</td>
<td>edit</td>
</tr>
<tr>
<td>Contact</td>
<td>✔</td>
<td>□</td>
<td>edit</td>
</tr>
<tr>
<td>Board</td>
<td>✔</td>
<td>□</td>
<td>edit</td>
</tr>
</tbody>
</table>

Save configuration

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Enabling or disabling modules

Modules are plugins that extend Drupal's core functionality. Enable modules by selecting the Enabled checkboxes below and clicking the Save configuration button. Once a module is enabled, new permissions may be available.

Go to Administer > site building > Modules

<table>
<thead>
<tr>
<th>Modules</th>
<th>CCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content 6.x-2.6</td>
<td>Enables ability to import/export field definitions. Depends on Content (enabled).</td>
</tr>
<tr>
<td>Content 6.x-2.6</td>
<td>Set field-level permissions for CCK fields. Depends on Content (enabled).</td>
</tr>
<tr>
<td>Fieldgroup 6.x-2.6</td>
<td>Create display groups for CCK fields. Depends on Content (enabled).</td>
</tr>
<tr>
<td>FileField 6.x-3.2</td>
<td>Defines a file field type. Depends on Content (enabled). Required by FileField/Meta (disabled), FileField Tokens (disabled), ImageField (disabled), Image crop (disabled).</td>
</tr>
<tr>
<td>FileField 6.x-3.2</td>
<td>Add metadata gathering and storage to Filefield.</td>
</tr>
</tbody>
</table>

Help Log out