

## Opening Remarks

### Drupal Basics

1. Login Page [https://guamcc.edu/gcc\\_2018\\_admin](https://guamcc.edu/gcc_2018_admin) and how to log in.
2. Reset Your Password.
3. Change your password after logging in.
4. Black Menu Bar
  - A) Home Icon
  - B) Content
  - C) Structure
  - D) Search Log
  - E) Log Out
5. Content page <https://guamcc.edu/admin/content>
  - A) Add Content
  - B) Filters and Reset
  - C) Operations and Execute
  - D) Table Listing Results, Table Columns, and Pagination
6. Editing in admin panel and on website
7. Delete versus Unpublish/Publish
8. Menu Settings, URL Settings, Publishing Options.

### Editor Box

1. Editing Features
2. Linking files and webpages
3. Inserting images and videos
4. Horizontal lines
5. Tables
6. Buttons

### Different Types of Pages

1. Basic Page – No left menu, only Title and Body
2. Program page – Degrees, Certificates, DCAPS, Certifications categories.  
Includes left menu.
3. Departments – For pages in the Departments category. Includes left menu.
4. Offices – For pages in Offices category. Includes left menu.

5. Topic Page – For pages in Topics category. Includes left menu

### **Other Content Types**

1. Contact Information – How to create and apply
2. Course Descriptions and SLOs – How to create and apply
3. Courses – How to create and apply
4. Header Images – How they are applied
5. Slideshow – How they are applied

### **News and Events**

1. Explanation of the fields
2. News - 30 day after post date condition
3. Events - 5 day countdown timer condition

### **Stories and Testimonials**

1. Explanation of the fields
2. How it applies on the website

### **Taxonomy**

1. Purpose
2. Application

### **Blocks**

1. Gear icons on the website
2. Blocks and Regions

### **Questions?**

### **Closing Remarks**