

# Drupal - Basic: Drupal Training Videos

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## Drupal New User Training Sessions:

If you want edit access to the website, you will have to fill in the Drupal Access Request form, which can be found on the Communications Website Training Information page -

<https://www.brynmawr.edu/inside/offices-services/college-communications/website-management/website-access-training>

### To receive Drupal edit access:

you must [fill out the form](#), then register for and attend the next available [Drupal New User Training Session](#).

*Your Drupal account will be activated at the session.*

We have recorded our Training Sessions for all the Drupal Users. Please feel free to review these. The Drupal How-To Articles that we have for Login, Basic Page Events and Announcements as well as certain Flexible Content Items are covered in the videos below. We may add more as other training sessions occur. Special Role training videos may be available on certain Special Role articles.

## Notes from the Sessions

Our new site has lots of things that will feel familiar even if things are a little different. There has been improvements and additions to what you can do, such as the ability to more easily add things like photo galleries, quotes, and embedded video to pages and articles.

1. Login will now have Duo two-factor authentication. This is similar to logging into your Bryn Mawr email.
2. There are a few Themes for the new site, but your work will stay mostly in the Inside Bryn Mawr theme.
3. Sections are now Groups. You will see a different experience in the way you find content compared to how sections worked in the old site.
4. Syndication is now run by Tags and Themes instead of Topics and Sections. If you recall, we used Topics and Sections to beam pieces of content to different parts of the old site. Tags and Themes are

now the things we use to help beam content in the new site. These are pretty advanced. To learn more, please watch our Syndication video or read the article.

5. There are some new terms we will be using to help you become more familiar with Drupal, like nodes, tags, and groups. Knowing these will come in handy as you become more familiar with adding and editing content to the site.
6. Images and links work a little differently than in our old site.
7. Biography is also known as Directory. These terms may be used interchangeably.
8. Events and Announcements are pretty similar to how they have always worked.
9. Anonymous User is just a person that isn't logged in to Drupal.
10. Authenticated User is just a person that has logged in to Drupal.

## Session Vocabulary

There are a few phrases and words you may hear over and over. This will, over time, help you understand how the site uses pieces of content. If you hear something that you don't quite know what it is, please ask! Here are a few items we have identified that may help you get off on the right foot.

1. What "group" means. Group is what we used to call Section. It is the area or areas of the website that you are responsible for editing.
2. We now use the word "tags". Tags are what we used to call Topics. As you remember, they were integral in helping us to syndicate content across the site. The way we syndicate things is different now. It is an advanced topic which we will cover later, but if you hear Tags or Display Themes, know that these are things to help syndicate content.
3. We use the word "node" a lot. Node is a Drupal term for content that is in the site. Things that are Nodes are pages, articles, events, etc. Things that are not nodes (but still content ) are files, images, etc.
4. Quick How-To Tips for Web Editors: <https://www.brynmawr.edu/inside/offices-services/college-communications/web-content-accessibility/quick-how-tips-web-editors> □
5. Syndication - Syndication is pretty complex, but here is an easy way to think about it: there is something that is already created that you want to display in another spot, usually as a way to advertise or share it.

Read the article: [Drupal Short Sessions - Syndication](#) □

Syndication has three very basic parts to it:

- What to share - This is called Syndicable Content. This is any Event, Announcement, News article, or Story on our website.
- Where to share it - By using Flex Content Items on a different page, we can display a small list of select Syndicable Content. This small list usually displays each item in what we call a Teaser. Teasers typically consist of a title, image and other brief information like a date or location.
- How to get it shareable - By using certain settings on the Syndicable Content, like tags or display theme, we can get the item to easily appear in another spot.

## Basic Session Videos

These are Panopto Videos and may require you to sign-in to view them

### Drupal Basic – Login, Basic Page and the WYSIWYG

Read the article: [Flex Basic WYSIWYG](#)

### Drupal Basic – Flex Basic 2 - Accordion, Carousel and more

Read the article: [Flex Basic 2 - Accordion, Carousel and More](#)

Featuring: Accordion, Callout, Carousel, Contact, Embed, Social Media Callout, Special List Large and Special List Small.

### Drupal Basic – Flexible Content Item Intermediate A

Read the article: [Flexible Content Intermediate A](#)

Featuring: WYSIWYG Video, Columns, Feature: Grid, Image Gallery, Image List.

### Drupal Basic – Flexible Content Item Intermediate B

Read the article: [Flexible Content Intermediate B](#)

Featuring: People List, Social Media Connect, Feature: Large, Feature: Medium, Feature: Quote, Image Detail Large.

## Short Session Videos

## Short Session: Syndication

Read the article: [Drupal Short Sessions - Syndication](#) □

## Short Session: Announcements

Read the article: [Drupal - Basic: Announcements in Drupal](#) □

Read the article: [Drupal Short Sessions - Syndication](#) □

Read the article: [Drupal Short Sessions - Announcement 4up](#) □

## Short Session: Events

Read the article: [Drupal - Basic: Events in Drupal](#) □

Read the article: [Drupal Short Sessions - Syndication](#) □

Read the article: [Drupal Short Sessions - Event 3up](#) □

## Flex Content Short Session Videos

### Short Session: Accordions

Read the article: [Flex Basic 2 - Accordion, Carousel and More](#) □

### Short Session: Announcement 4up

Read the article: [Drupal - Basic: Announcements in Drupal](#) □

Read the article: [Drupal Short Sessions - Syndication](#) □

Read the article: [Drupal Short Sessions - Announcement 4up](#) □

## Short Session: Callout

Read the article: [Flex Basic 2 - Accordion, Carousel and More](#) □

## Short Session: Carousels

Read the article: [Flex Basic 2 - Accordion, Carousel and More](#) □

## Short Session: Columns

Read the article: [Flex Basic 2 - Accordion, Carousel and More](#) □

## Short Session: Event 3up

Read the article: [Drupal Short Sessions - Syndication](#) □

Read the article: [Drupal Short Sessions - Event 3up](#) □

## Short Session - Image-based Features in Flex Content

Read the article: [Drupal Short Sessions - Image-based Features in Flex Content](#) □

## Short Session - Image List

Read the article: [Drupal Short Sessions - Image List](#) □

## Short Session - Special Lists

Read the article: [Flex Basic 2 - Accordion, Carousel and More](#) □

## Short Session - Syndicating News (News 3-up & News+Contact)

Read the article: [Drupal Short Sessions - News 3up and News+Contact](#) □

# Short Session - Syndicating Stories (Story 3-up & Story 1-up)

Read the article: [Drupal Short Sessions - Story 3up & Story 1-up](#)

## Upcoming Short Session Videos

- **People List and Bio Pages**, with a discussion about when to use People List flex content vs. Image List and a discussion about the elements of a Bio Page.
- **Best Practices for Images and PDFs**.
- **Image Gallery**, with a discussion about when to use Gallery flex content as opposed to the Carousel flex content.

## Still need Drupal help? Have more Drupal questions?

If after reading this article or watching the training videos you still have questions, we can help!

Sign-up for any of our [Drupal Drop-ins](#) throughout the year.

[Schedule a Drupal training session](#) for you or your whole department with our Drupal Trainer.

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor