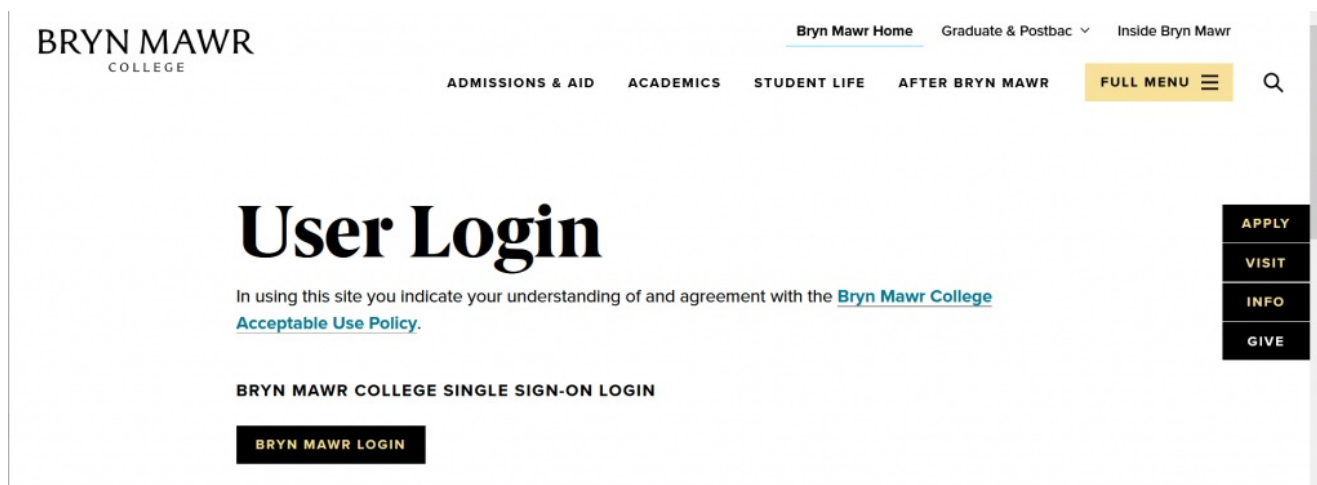


Drupal - Basic: Log in and find content in Drupal

Last Modified on 11/13/2023 3:03 pm EST

Log in:

Log in from <https://www.brynmawr.edu/user>



Press the "Bryn Mawr Login" button

Enter your college credentials and expect duo authentication.

Your user home screen will now be your Groups page



Log out:

If you click on your user name in the right side of the Admin Bar you will see a tab appear on the left side of the toolbar to be able to log out

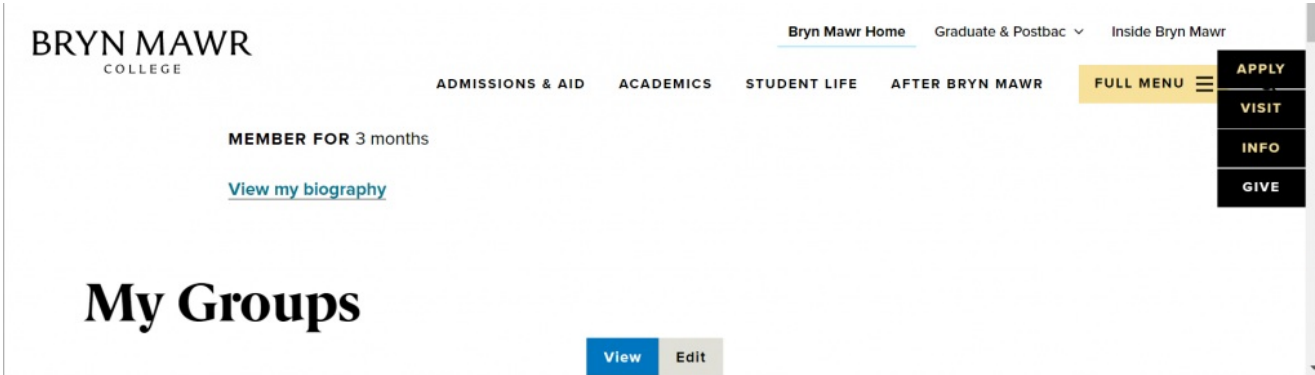


My Groups Page:

The Admin toolbar (black menu at top) now has a Manage button in the top left. Click on that for content editing options to appear in your toolbar.



You will see a link to your Biography (Directory profile) so that you can view it.



If you scroll down you will see links to your sections.

The screenshot shows the 'My Groups' page with a navigation bar at the top containing 'Manage', 'Shortcuts', 'Content', 'Structure', 'Groups', and 'Help'. The main content area is titled 'My Groups' and features a table with two columns: 'Group' and 'Options'. The 'Group' column lists 'Biology', 'Computer Science', and 'Mathematics'. The 'Options' column contains 'Nodes' buttons for each group. A 'View' button is located below the 'Mathematics' group, and an 'Edit' button is to its right. On the far right, there is a vertical menu with buttons for 'APPLY', 'VISIT', 'INFO', and 'GIVE'.

Group	Options
Biology	Nodes
Computer Science	Nodes
Mathematics	Nodes

Click on the name of one of your sections to add or edit content within that section.

To see all the content for that section, click on the Nodes button for that section. This will take you to the Nodes tab of the Section Management for your group.

The screenshot shows the 'Groups' administration page with a breadcrumb trail 'Home > Administration'. Below the title is a table with the following columns: 'GROUP ID', 'NAME', 'TYPE', 'STATUS', 'OWNER', and 'OPERATIONS'. The table lists five groups: Biology (ID 116), Chemistry (ID 171), Computer Science (ID 216), Physics (ID 621), and Mathematics (ID 866). Each group has a 'Nodes' button in the 'OPERATIONS' column. The 'Nodes' button for the 'Mathematics' group is circled in red.

GROUP ID	NAME	TYPE	STATUS	OWNER	OPERATIONS
116	Biology	Group	Published	suser	Nodes
171	Chemistry	Group	Published	suser	Nodes
216	Computer Science	Group	Published	suser	Nodes
621	Physics	Group	Published	suser	Nodes
866	Mathematics	Group	Published	suser	Nodes

This page allows you to sort content by published/unpublished and by content type.

The screenshot shows the Bryn Mawr College Group Management interface. At the top, there's a navigation bar with 'Manage', 'Shortcuts', and user information 'iftest_steward'. Below that, a secondary navigation bar includes 'Bryn Mawr Home', 'Graduate & Postbac', and 'Inside Bryn Mawr'. The main navigation menu contains 'ADMISSIONS & AID', 'ACADEMICS', 'STUDENT LIFE', 'AFTER BRYN MAWR', and a 'FULL MENU' button. On the right, a vertical sidebar contains 'APPLY', 'VISIT', 'INFO', and 'GIVE' buttons. The main content area features a '+ Add new content' link, two filter dropdowns for 'PUBLISHED STATUS' and 'TYPE' (both set to '- Any -'), and an 'APPLY' button. Below the filters is a table with columns: Title, Content type, Status, Updated, and Operations. The table is currently empty, displaying 'No content available.' and has 'View' and 'Nodes' tabs at the bottom.

Group Management Page:

Once you're on the page for managing a Group, you will see some quick links in the right and a small blurb about the section to the left. You will also see two tabs on the bottom of the screen for "View" and "Nodes" where the "Nodes" tab will bring you to a page that only has the table of nodes (or content) associated with your Group.

The "View" tab is the default Group Management page and has a table of "Recent Content" at the bottom of the page for you to see what nodes (or content) is associated with your Group.

Mathematics

Description for the group can go here...

Lorem ipsum dolor sit amet, consectetur adipiscing elit. -, sed ut hoc iudicarem, non esse in iis partem maximam positam beate aut secus vivendi. Hoc est non dividere, sed frangere. Quae qui non vident, nihil unquam magnum ac cognitione dignum amaverunt. Si verbum sequimur, primum longius verbum praepositum quam bonum. Negat esse eam, inquit, propter se expetendam. Hic ego: Pomponius quidem, inquam, noster iocari videtur, et fortasse suo iure.

Ergo in utroque exercebantur, eaque disciplina effecit tantam illorum utroque in genere dicendi copiam. Duo Reges: constructio interrete. Quia dolori non voluptas contraria est, sed doloris privatio. Bonum liberi: misera orbitas. Is ita v

View

Nodes

Section Links

[Mathematics Department Landing](#)

Add content to *Mathematics*

[Basic Page](#)

[Honor Roll](#)

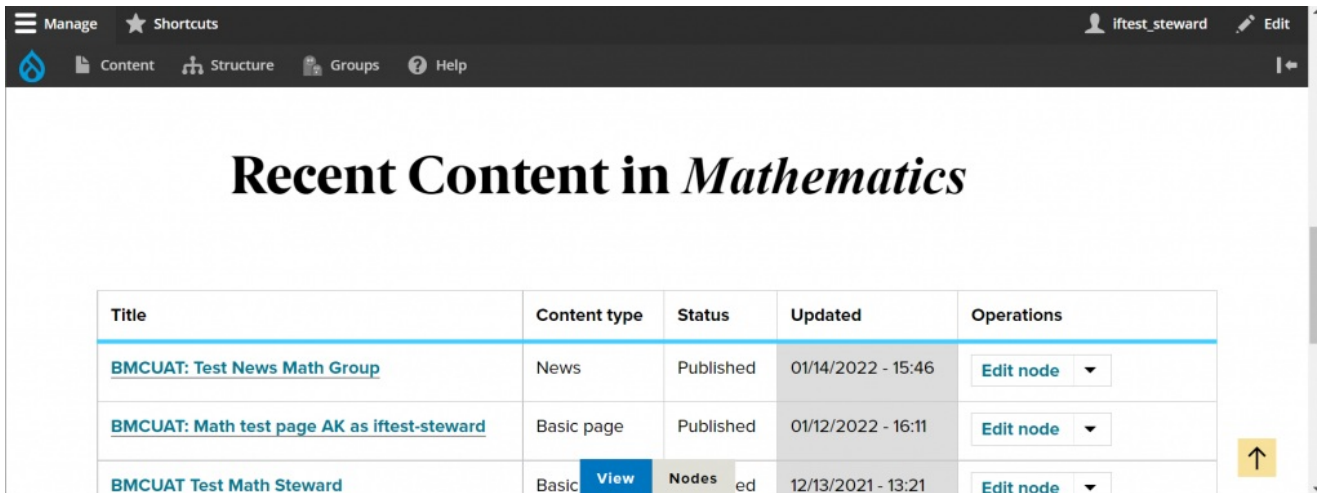
[News](#)

Submit content

[Announcement](#)

[Event](#)

If you scroll further, you can see a table of the Recent Content in your section.



Title	Content type	Status	Updated	Operations
BMCUAT: Test News Math Group	News	Published	01/14/2022 - 15:46	Edit node ▼
BMCUAT: Math test page AK as iftest-steward	Basic page	Published	01/12/2022 - 16:11	Edit node ▼
BMCUAT Test Math Steward	Basic View Nodes ed		12/13/2021 - 13:21	Edit node ▼

View a Node (or page)

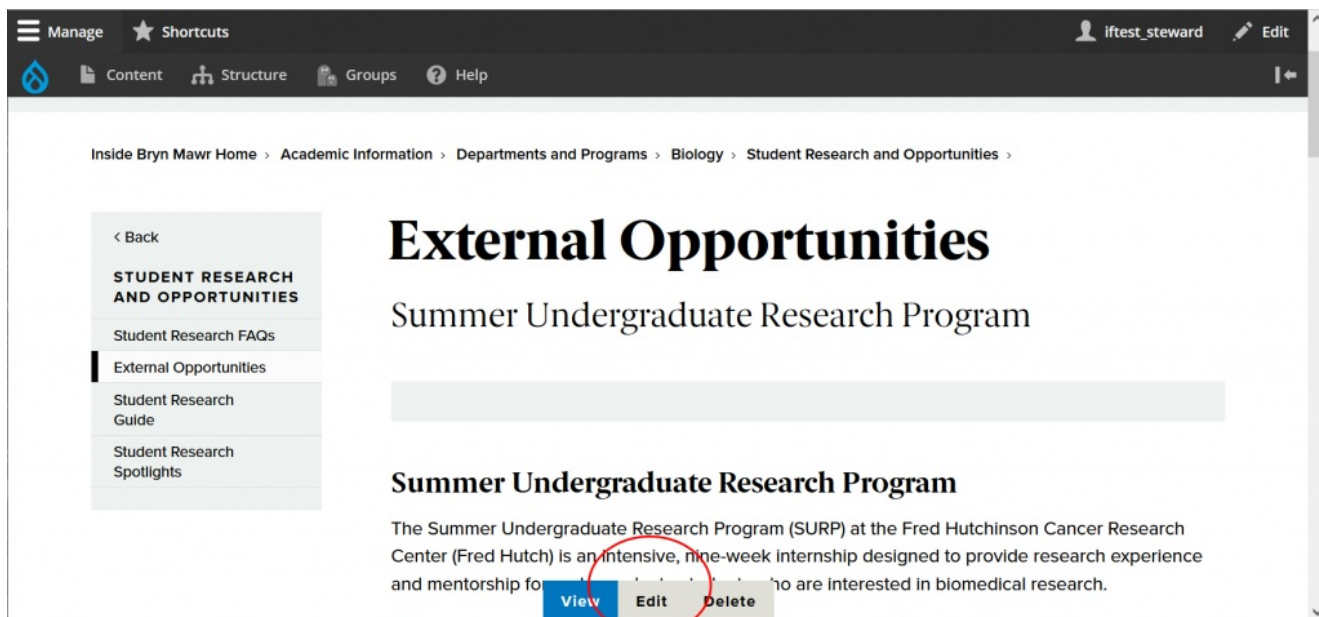
To view a node (or content) you just need to click on the title of it in the table.

This will open the page as visitors to your site would see it.

Alternatively, navigate to the content like a visitor would (use the URL or menu system to find it).

Using Edit tab on the page

To edit the node you are viewing: If you have navigated to the page and you have access to edit, you will see an “Edit” tab at the bottom of the page. Clicking on that tab will open up the Edit Screen of the page (or node).



Finding Content to Edit

There are a few ways to get to the page you may want to edit. Through the Group Management page you can look through the Recent Content, filter and search the Nodes or simply navigate to the page and click the Edit tab.

Edit a Node (or page)

To Edit a node (or content) from your Group Management Page, simply click on the Edit node link in the right side of the Recent Content table to bring you to the Edit screen for that page (or node).

ted

Operations

2022 - 15:46

Edit node ▼

2022 - 16:11

Edit node ▼

2021 - 13:21

Edit node ▼

Use the Node tab to find content in your group.

Once you are logged in and in your Group Management page, you will see the Node tab at the bottom of the page.

Manage ★ Shortcuts iftest_steward Edit

Content Structure Groups Help

Inside BRYN MAWR Bryn Mawr Home Graduate & Postbac Inside Bryn Mawr

ACADEMIC INFORMATION OFFICES AND SERVICES THE LATEST POLICIES AND HANDBOOKS

Mathematics

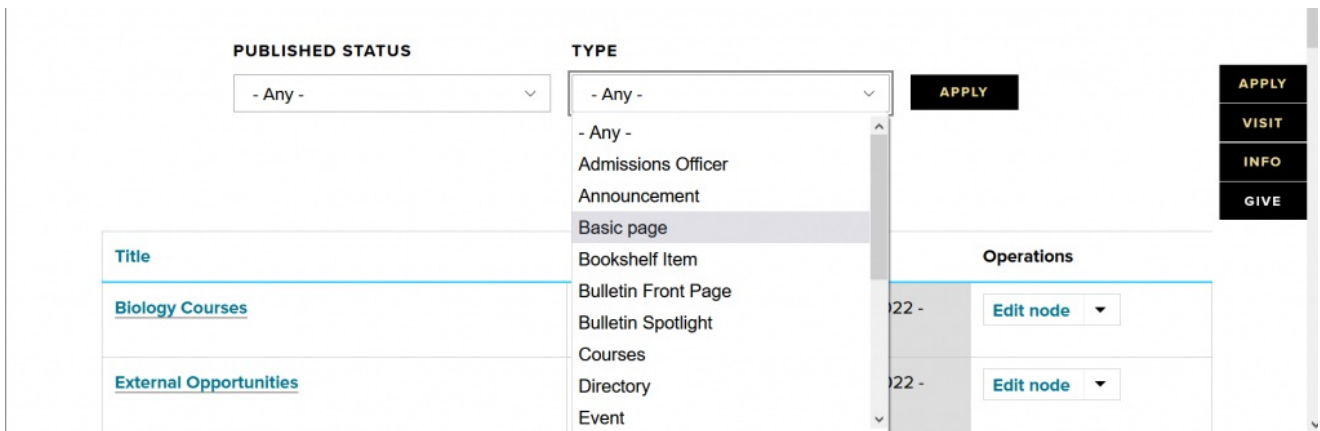
- **To View a node (or content)** - Click on the title of it in the *Recent Content* table (below). This will open the page as visitors to your site would see it.
- **To Edit a node (or content)** - Click on the *Edit Node* link in the *Operations* column of the *Recent Content* table (below).
- **To Create a node (or content)** - Click on the *View Nodes* link in the right column to create a new content.

View Nodes

Section Links
[Mathematics Department Landing](#)

Add content to Mathematics
[News](#)
[Basic page](#)

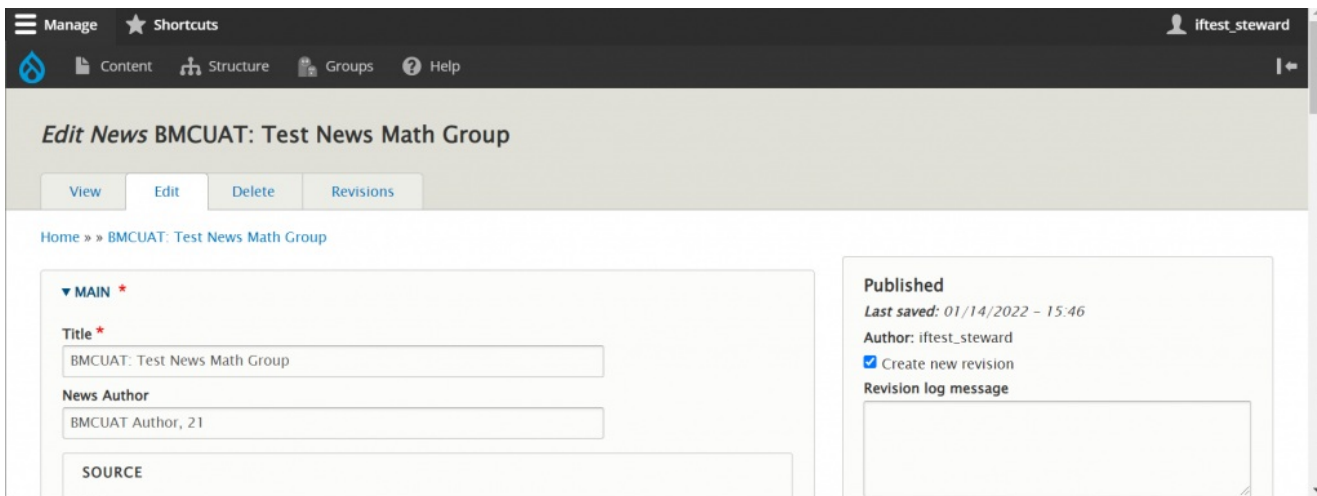
To Edit a node (or content) from your Group Page Node tab , click on the Node tab at the bottom of the screen. Once there, use the filter to find the content type (Basic Page or News, for example) as this will help narrow down the list.



Once you locate the node you want to edit, click the Edit node button in the operations column of that node to bring you to the Edit screen for that page (or node).

ted	Operations
2022 - 15:46	<div data-bbox="464 972 776 1041"> Edit node ▼ </div>
2022 - 16:11	<div data-bbox="464 1106 776 1176"> Edit node ▼ </div>
2021 - 13:21	<div data-bbox="464 1241 776 1310"> Edit node ▼ </div>

This will open up the Edit Screen of the page you want to edit

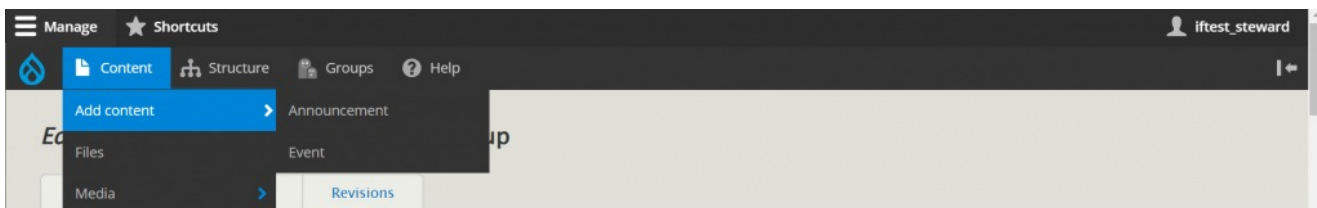
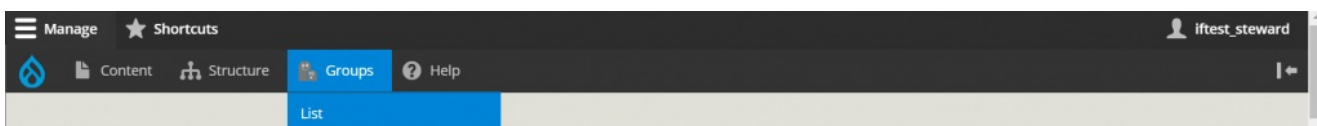


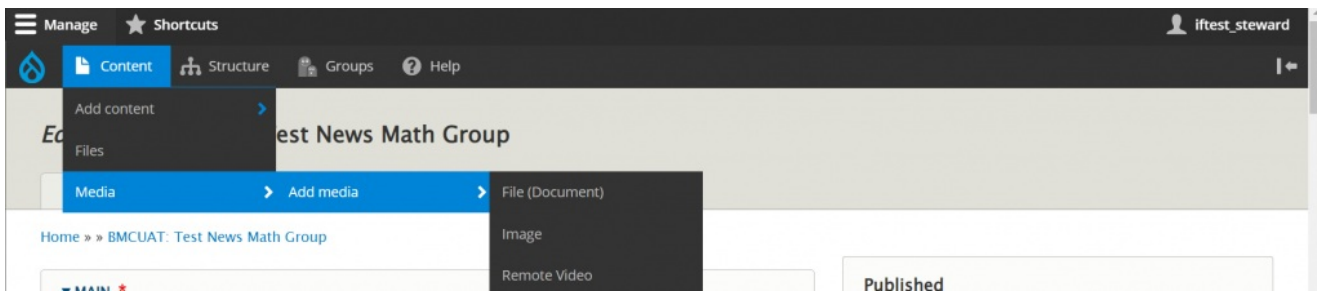
The Admin Bar:



If you see the admin bar at the top of a page, you know you're logged into Drupal.

With the **Manage tab** on the Admin Bar you can add some content, view some content, and get to your Groups list. Also, depending on your permissions level, you may be able to do other things, such as add menu items.

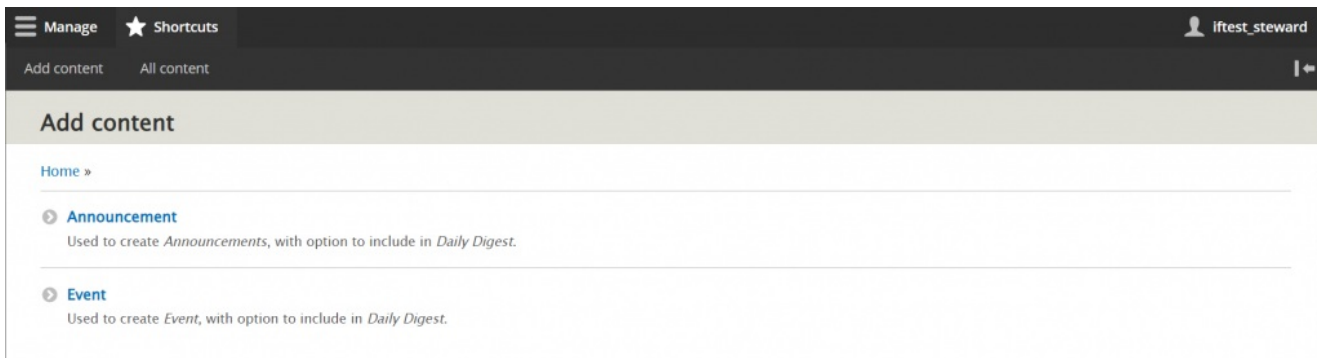




The **Shortcuts tab** in the Admin Bar will show you some shortcuts.



The Add Content button will take you to a screen to submit either an Event or an Announcement.



The All Content button will take you the same place as the Content button does in the Manage tab. This is the Content Screen.

The Content Screen:

If you aren't sure which section a piece of content is in, you may wish to search all Drupal content. You can do this by clicking "Content."

You can use the filters at the top of this screen to be able to find something by title, content type (i.e., Basic Page or News or Event) author (usually the person’s username within Drupal), Main Theme (Marketing, Inside Bryn Mawr, etc) or if it is published or unpublished.

Note that you will only be able to edit content for which you have editing access by the appearance of the “Edit” button in the Operations column, as illustrated below. For assistance with content you aren’t able to edit, please contact help@brynmawr.edu.

Back to site Manage Shortcuts iftest_steward

Content Structure Groups Help

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS	MAIN THEME	D7 SECTION
<input type="checkbox"/>	Bi-Co Math Colloquium with Gideon Simpson	Event	msscott4	Published	01/14/2022 - 16:26		Inside Bryn Mawr	
<input type="checkbox"/>	Doing the Math on Medicine	News	czavisca	Published	01/14/2022 - 15:47		Alumnae Bulletin	Bulletin
<input type="checkbox"/>	Bridging History and Math	News	czavisca	Published	01/14/2022 - 15:47		Alumnae Bulletin	Bulletin
<input type="checkbox"/>	BMCUAT: Test News Math Group	News	iftest_steward	Published	01/14/2022 - 15:46	Edit	Marketing	
<input type="checkbox"/>	FITW Just-In-Time, Blended Math	Basic page	czavisca	Published	01/14/2022 - 14:47		Inside Bryn Mawr	Blended Learning
<input type="checkbox"/>	Bi-Co Math Colloquium with	Event	Anonymous (not	Published	01/14/2022 -		Inside Bryn	