Basic Drupal terms

- Content
- Field
- Content type
- Node
- View
- Menu
- Block
- Page
Content

Information (text, images, media, etc.) provided to your site’s visitors
Field

A data element that stores a particular type of information. Field types include plain text, formatted text, image, file, date, and email, among others.
Content type

A collection of fields that describes a specific type of content.
Node

An individual piece of content that is created using an existing content type.
View

A collection of nodes that match specified criteria, for example:

- All published nodes of the ‘Article’ content type
- All published nodes of the ‘Event’ content type whose start date is in the future
- All published nodes of the ‘Member’ content type whose value for the ‘Job Class’ field is ‘Faculty’

A view can be displayed in a number of ways (as a list, table, grid, carousel, etc.), and can include one or more fields available in the nodes it contains.

Additionally, a view can include filters that allow the user to dynamically change the initial criteria and thus results that are shown.
Announcements

Singer-songwriter Julie Williams (Trinity '19) embarks on a music gap year in Nashville after graduation
May 7, 2019
Public Policy Major Loves to Perform

Duke LIFE Hosts First Southern Conference
March 21, 2019
First-Gen, Low-Income Students Urged to Tell Their Stories

Drop/Add ends on Wednesday
January 22, 2019
Check out The Short List, this week's top 5 events and deadlines for undergraduates.

Faculty

Jed W. Atkins
Associate Professor of Classical Studies

Mary T. Boatwright
Professor of Classical Studies

Claire Catenaccio
Assistant Professor of Classical Studies

Rex Crews
Lecturing Fellow of Classical Studies

N. Gregson Davis
Andrew W. Mellon Research Professor of Humanities

Sheila Dillon
Professor of Art, Art History and Visual Studies
Menu

A list of links that provides site visitors the means of navigating through the site.
Block

A snippet of content which can be displayed on one or more pages throughout a site.
An assembly of one or more content elements (i.e. a node, view, block, and/or menu) that are rendered together when a visitor accesses one of your site’s URLs (web address), e.g.: admin.trinity.duke.edu/dean
Editing existing content (node)

1. Login to your site
2. Navigate to the page containing the content you wish to edit
3. Click the ‘Edit’ tab
4. Modify the appropriate fields
5. Click ‘Save’
Editing existing content (block)

1. Login to your site
2. Navigate to a page containing the block you wish to edit
3. Click the gear icon at the top-right of the block and select ‘Configure block’
4. Modify the appropriate fields
5. Click ‘Save block’
Adding new content

1. Login to your site
2. Select Content > Add content > [content type] from the admin toolbar, where [content type] represents the type of content you wish to add (e.g. ‘News article’)
   ○ Alternatively, expand the shortcut menu, click Add content, then click the name of the type of content you wish to add
3. Enter content to all required fields as well as any optional fields, if applicable
4. To create a menu link to the resulting page, click the ‘Provide a menu link’ checkbox in the ‘Menu settings’ tab near the bottom of the page
   (cont’d)
Adding new content (continued)

5. The ‘Menu link title’ will be auto-populated with value of the ‘Title’ field, but you can modify if necessary.

6. Select the page under which this page will appear from the ‘Parent item’ drop-down menu. To add the menu item to the top-level horizontal navigation, leave the default `<Main menu>`.

7. Click ‘Save’

*Note*: Nodes of certain content types cannot be assigned to a menu, for example the ‘Event’ content type. Nodes of this type are typically displayed in and accessed from an ‘Upcoming Events’ view.
Imported content

Your Drupal website is able to, and probably is, importing content from external sources:

- Trinity Directory Tool (department members and administrative positions)
- Scholars@Duke (scholarly works and activities)
- Duke Event Calendar (events held by a variety of organizations at Duke)

These imports are set up as part of an initial site build and continue to run periodically, thereby keeping the Drupal site content in sync with the external sources.
Trinity Directory Tool

- Membership of departments and other units that exist in dFac will be automatically populated with the members of the respective groups in Scholars@Duke
- Members can be added to a group who are not in the Scholars@Duke group (e.g. staff and affiliated faculty)
- Organizational units that do not exist in dFac (e.g. certain centers) can be created in Directory Tool, to which the appropriate members can be added
- Attributes of members who do not exist in Scholars@Duke are managed in Directory Tool (photo, working title, job overview)
- Administrative positions are currently managed in Directory Tool
Scholars@Duke

Aggregates content from other sources, while some is entered directly in S@D:

- Name and appointments (including titles): dFac
- Contact information: Duke@Work (addresses and phone) and OIT’s Account Self-Service (email)
- Publications: Duke Elements
- Grants: Duke Sponsored Projects System (SPS)
- Overview, awards, presentations, and service activities: Scholars@Duke

For additional information, see scholars.duke.edu or contact scholars@duke.edu.
Duke Event Calendar

- All departments have a representation in the Duke Event Calendar; events added by a department’s calendar admin will automatically be designated as being sponsored by that department
- Events can be assigned additional sponsors other than the department hosting the event
- Your Drupal site includes a ‘Local event’ content type that allows you to manually add an event for which your department is not a sponsor or an event which simply does not exist in the Duke Event Calendar

For more information, or to find out who your department calendar admin is, contact anne.light@duke.edu.
Thank you!

- Questions? Comments? Grievances?
- User guides: https://admin.trinity.duke.edu/technology/drupal-website-editing
- Support: trinitywebsupport@duke.edu