SF State Drupal sites for Faculty
Training Document
Drupal Support
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Where, how and what?

Where is my Drupal site?
Faculty Drupal sites are located at https://faculty.sfsu.edu/~<emailshortname> where <emailshortname> is your SF State email id without @sfsu.edu.

How do I login to my site?
Visit your faculty site https://faculty.sfsu.edu/~<emailshortname>, scroll to the bottom left section. Select the SF State Faculty Login link.

Use your SF State email/id and password to login. Upon login you will be redirected back to your site.

The Admin Menu on the top section of the screen with links such as Menu, Home and Log out indicates you are logged in.

What to do after first login?
First step is to review/update the ‘About’ page which has the profile information.

The site automatically populates the ‘About’ page with your name, title, email, phone, department and office location. These are directly pulled from the online directory.

You can update other information such as Office hours, Biography, CV, Profile picture, At SF State Since, Website. Please refer to the following section on how to update the ‘About’ page.

How to update the ‘About’ page?
When logged in, select the ‘Edit’ link on the page.

Update only fields you want to (All fields are optional).
For example you can:
• Update fields such as At SF State Since, Biography, Website
• Use the CV field to upload a CV
• Use the Profile Picture field on the right section to upload your profile picture.
• Use the Office Hours section to enter your office hour times or use the Office hours (Additional info) field to type in information (example: Office hours by appointment).

Select the Save button below Profile Picture to update the ‘About’ page.
How to add/update site content/structure?

How do I add a new page?
When logged in, select “Add Content” link from the Menu link on the top.

You will be taken to a page to enter the title of the page and the content (in the text area below Title). This text area has formatting options similar to MS Word.

The “Menu options“ on the right section has a “Provide a menu link” checkbox that’s checked by default. This is to automatically create a menu tab for this page. Type in the 'Title' field in the Menu Options section to create the new menu tab. You can uncheck the “Provide a menu link” if you don’t want to display a menu tab for this page.

When you are done with the content and menu title, click on the Publish button on the right section of the screen.
How do I edit a page?
When logged in, navigate to the page you want to edit and select the “Edit” link.

You can add/update the content and select the Save button to update the page.

How do I add a site menu (menu tab)?
This can be done when adding a page or while editing a page. When adding/editing a page, look for the “Menu options” on the right section of the page. Make sure the “Provide a menu link” is checked and type in the Title that you want to show on the menu tab. Select Save to update the menu tab.

How do I re-order the site menu (menu tab) items?
When logged in, go to the Menu link on the top of the page and select the ‘Site Menu’ link.
On the next screen, all the menu items will be listed. You can select and hold the plus like (+) icon to move it up or down. Once you have re-ordered the items, select Save.

How do I find all the content in my site?
When logged in, go to the Menu link on the top of the page and select the ‘Contents’ link.

This will list all the content in your site.


Text Editor

How to add and link a file/document to a page?
When creating or editing a content page, type in the text you want to make a link to a file/document. For example say the text is “Famous publication”. Highlight the text and select the chain like icon.

Then select the Browse Server button on the pop-up.

This should open up a pop-up.
If your file is not listed, you need to add the file to this storage area. You can do this by either dragging-dropping the file from your desktop into the right section of the pop-up or use the ‘Upload file’ icon.

Once the file is uploaded, it will appear on the right section on the pop-up. Double click on the file.

This will close the storage area pop-up and prefill the URL field in the first pop-up.

Select Ok button. Now the text “Famous Publication” is linked to the document you uploaded. You can test this by saving the page and then selecting the link.
Note: You can also use the new folder icon to organize your file storage area into folders.

How do I add an image to the page?
When creating or editing a content page, place the cursor where you want to add an image and select the image icon.

Then select the Browse Server button on the pop-up.
This should open up a pop-up.

If your image is not listed, you need to add the image to this storage area. You can do this by either dragging-dropping the image file from your desktop into the right section of the pop-up or use the ‘Upload file’ icon.

Once the image file is uploaded, it will appear on the right section on the pop-up. Double click on the file.
This will close the storage area pop-up and prefill the URL field in the first pop-up.

Fill in the “Alternative Text” field with the image’s description. Select Ok button. Save the page. Now the image gets added to the page.

**Note:** You can also use the new folder icon to organize your file storage area into folders.
How do I create a hyperlink?

When creating or editing a content page, type in the text you want to make a hyperlink. For example say the text is “SF State”. Highlight the text and select the chain like icon.

Then fill in the URL field in the pop-up and select the OK button.

Now the text “SF State” is a hyperlink to www.sfsu.edu. You can test this by saving the page and then selecting the link.
How to enable & use other features?

How to enable & use blog feature?

**How to enable blog feature?**
When logged in, select ‘Features’ link from the Menu link on the top of the page.

Select the ‘Enable’ link corresponding to SFSU Faculty Blog section on the next page to enable the blog feature.

This adds a new menu link to your site called ‘Blog’. The Blog page will list all your blog entries.
How to add blog entries?
Adding blog entries is similar to adding content. When logged in, from the Menu link on the top, select "Add Content" link.

The next page gives you the option to choose either Blog entry or Content page. Select 'Blog entry'.

Fill in the title of the blog on the next screen. Please refer to Text Editor section how to add images/links/files.

How to enable & use the appointment calendar?

How to enable appointment calendar feature?
When logged in, select 'Features' link from the Menu link on the top of the page.
Select the ‘Enable’ link corresponding to SFSU Booking section on the next page to enable the Appointment booking feature.

This adds a new menu link to your site called ‘Appointment Calendar’. The Appointment calendar page will list all your appointment slots.

**How to add/configure appointment slots?**

Navigate to Appointment Calendar page. Fill in the start date/time and end date/time based on your availability and select the Publish button.
The system will automatically break this down into 30 mins appointment slots and add it to the calendar below as ‘Available’.

![Appointment Calendar]

You can use the check box in the Appointment slot and use buttons such as Remove Time Slot, Duplicate (+1 Week) etc to easily create/edit the appointment slots.

Students can use this page to book appointments with you. You and the student will get notification and reminder emails.

**How to configure the appointment calendar settings?**

By default, the system breaks down the time slots into 30 min windows. The system also sends the email notification to you by default. The system defaults your location as well. You can modify these using the appointment calendar settings.

To do this, when logged in, select ‘Features’ link from the Menu link on the top of the page.
Select the ‘Settings’ link corresponding to SFSU Booking section on the next.

Update your preferences for default appointment location, Time slot duration and email functionality. Select the Save Settings button.

**How to add this appointment calendar to Outlook?**
Navigate to the Appointment Calendar page and right-select the iCal button on the top right of the calendar to get the Link Location of the feed.
Login to web outlook by going to https://email.sfsu.edu. Navigate to the Calendar section. Right-select 'My Calendar' and select ‘Add Calendar’.

Select ‘Calendar from the Internet’ radio button on the next screen. Paste the Link Location in the ‘Calendar URL’ field.

Replace the text 'https' or 'http' with ‘webcal’ and then select the OK button.

This will add the calendar feed to your Outlook calendar.
How to add this appointment calendar to Mac Calendar?

Navigate to the Appointment Calendar page and right-select the iCal button on the top right of the calendar to get the Link Location of the feed.

Open the Mac Calendar. Select to File → New Calendar Subscription.

Paste the Link Location on the feed into Calendar URL field and select the Subscribe button.

On the next screen, configure things like how often you want the calendar to be refreshed, do you need Alerts or not and then select the OK button. This will add the calendar feed to your Mac Calendar.
How to Delegate access to someone to update my site?
When logged in, select ‘Delegate Access’ link from the Menu link on the top of the page.

Enter the SF State E-mail address of the person to whom you are giving access to edit/update your site content. You can also set an end date till which this access is valid. Select the Save button. You can use the Add More button to grant access to more people.
What customization can be done to the appearance of the site?
When logged in, select ‘Appearance’ link from the Menu link on the top of the page.

In the next page, you can select from one of the three available themes in Color Set the drop down list. The section below the drop down list has the preview of the selected color set. Select the Save Configuration button to update the appearance.
Help
When logged in, select 'Help' link from the Menu link on the top of the page.

The next page will list the frequently asked Help questions with answers.
Contact
If this training document and the help sections don’t cover your question, please email service@sfsu.edu describing your problem. Please mention that the question is regarding SF State Drupal sites for Faculty. This will help in routing the question to the right team quickly.