

**Drupal User's Guide**  
**School District No. 71 (Comox Valley)**

## Table of Contents

How to Log In .....	3
Creating Content.....	4
Creating a New Page .....	4
Creating a New Event.....	5
Creating a New Photo Album .....	5
Adding Photos to a Photo Album .....	6
Mass Import of Photos .....	6
Editing Content.....	6
Deleting Content .....	6

## How to Log In

Open your web browser and type in the web address of your school website in the address bar (i.e. <http://web.sd71.bc.ca/brooklyn>). Click on 'Login' on the left menu bar. Enter in the username and password you should have been provided when your website was setup. Click the 'Log in' button.

**Navigation**

- Home
- Choir
- Class Pages
- Home
- Image Galleries
- Newsletters
- PAC News
- Staff List
- Student Handbook
- Update on UNICEF Fundraising
- School District #71
- **Login**

## Brooklyn Elementary School

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## Welcome to Brooklyn Elementary

A community of Learners

**Upcoming events**

- **Family Fun Math Games night**  
(Mar 14, 2007)

[ [View Calendar](#) ]

## Creating Content

### *Creating a New Page*

Click on 'create content' from the administration menu on the left, then click on 'page'. This will take you to a new page with several form fields to fill in. Fill in a title and body for the new page you are creating. You can leave the 'Log message' field empty as it is not needed.



To add a picture to the body of your page, you must create the image in a photo album first, and then copy the URL of the image. When editing the page, click the 'Insert Image' button on the toolbar and paste in the URL of the image you just created.

If you would like to add an attachment to the new page, scroll down and click on 'File attachments'. Then click on the 'Browse' button and navigate to the file you would like to attach to this page and click the 'Attach' button. The file you just attached should now show. You may choose to change the description from the filename to something more descriptive if you like. Attachments will show as a listing at the end of the page you create.

*NOTE: if you are posting a document, i.e. a course selection guide, it is best to post a PDF instead of Word DOC as PDF's can be read by anyone).*

To create the menu link that shows under the navigation menu, click on 'Menu settings'. Enter in a title for the menu link, this is the text that will show in the menu, usually repeating the page title is easiest, but if it's too long, you may wish to shorten it if you like. Parent item should always be Navigation unless it is a page that is a sub-page (i.e. PAC, then within that you might have a couple of pages).

Weight controls the position that the menu item shows, -10 would have the item show at the top of the menu, whereas 10 would have it at the very bottom. If two items have -10, it will put them both at the top, sorted alphabetically.

Click the 'Submit' button.

## Creating a New Event

Click on 'create content' from the administration menu on the left, then click 'event'. This will take you to a new page with several form fields to fill in. Fill in a title for the event and something in the body (if you don't want to put anything in the body, just re-enter the title in the body field).



If the new event spans several days, you can set the start and end dates. If the event is only one day and runs all day (i.e. a stat holiday) don't edit the start or end dates, they need to match. If the event only lasts for a short time during the day (i.e. parent teacher night) you can set the start time and end time.

You can also attach files to an event just like when you are creating a new page. It is not recommended to create a menu item for an event.

Click the 'Submit' button.

## Creating a New Photo Album

Click on 'create content' from the administration menu on the left, then click 'acidfree media'. Enter in a title for the new photo album. Parent album should be '<Root>'. You can enter a description if you like, but it is not required.



Click 'Menu settings' and enter in a title for the menu item. As described above in Creating a New Page, you can edit where the menu item will show on the navigation list. Normally, parent item should be set to Image Galleries.

Click the 'Submit' button.

## Adding Photos to a Photo Album

Click on 'create content' from the administration menu on the left, then click 'acidfree media'. At the top of the page, under 'Submit acidfree album' click on 'Acidfree photo'.



Enter a title for the photo and then click the 'Browse' button and select the image you would like to add. Under parent albums, make sure you have selected the correct album you would like the picture added to. You can also enter in a description for the photo if you like.

Click the 'Submit' button.

## Mass Import of Photos

If you have a large number of photos you would like to add to your website, Mass Import can save you some time. Click on 'create content' from the administration menu on the left, then click 'acidfree media'. At the top of the page under 'Submit acidfree album' click on 'Mass import'.

Select the album you would like to add the photos to, then click on the 'Browse' button and select the image you would like to upload. You can upload up to five images at a time with the Mass import tool. The filename of the image will be used as its title, so you may want to edit it later on if you wish.

## Editing Content

If you need to update something that exists on your website, first log in and then navigate to the page/event/photo you want to edit and click on the 'edit' link at the top of the page. Make any changes you want and then click 'Submit' and your changes will be saved.

## Deleting Content

If you need to delete something from your website, first log in, and then navigate to the page/event/photo you want to delete and click on the 'edit' link at the top of the page. Scroll down to the bottom of the page and click on the 'Delete' button. You will have to confirm that this is what you want to delete. Use caution when deleting things as once it is gone, it is really gone.

## **Adding a Link on a Page**

To add a link to a page, you'll need to copy the URL from the address bar of the page you want to link to. You can link to any website on the internet (e.g. a math resource page, or a blog, etc...). When you are editing the page on which you want to place the link, enter the text for the link and then highlight that text. Then click on the globe with a chain icon in the top left of the toolbar. Paste in the URL and click OK. This will create the link.