



Muskingum Web Training

June, 2019

Training Overview

- Introduction to Drupal
- Your Role
- Login Process
- Edit Mode
- Font Styles
- Add a link
- Add an attachment
- Questions?

Drupal Overview

- Drupal is an open source CMS and is free to download
- Drupal powers hundreds of .edu websites
- Examples include: Brown, Cornell, Arizona State, Yale
- Drupal is highly customizable and flexible
 - Permissions
 - Content types
- Thousands of actively maintained modules
- Large Drupal community, 1,000,000+
- For more information visit: <https://www.drupal.org/about>


Your Role


- As campus editors, you are responsible for maintaining your department's content.
- When updating content, it is important to follow the style guidelines used throughout all department pages.
- Strategic Communications and Marketing is here to help whenever question arise.

Login

For training purposes, login to the development website here:
<https://dev-muskingum-university.pantheonsite.io/user>

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HOME > LOG IN

[LOG IN](#) [RESET YOUR PASSWORD](#)

Username

Enter your Muskingum University username.

Password


Enter the password that accompanies your username.


[LOG IN](#)

Login

Note: When you login in the future, you will use:
<https://www.muskingum.edu/user>

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Log in

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LOG IN

MUSKINGUM

UNIVERSITY

New Draft


Navigate to the department page. Click the New Draft button below the page title.

WorkbenchManageShortcutsbmccombs

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Biology

HOME > ACADEMICS > BIOLOGY > BIOLOGY STUDENT OPPORTUNITIES

VIEWNEW DRAFTREVISIONS

BIOLOGY

↑

About
Faculty
Major/Minor Requirements
Course Descriptions
Student Opportunities
Success Stories

BIOLOGY STUDENT OPPORTUNITIES

INTERNSHIPS

Recent internships for Biology students include:

- Ohio Environmental Protection Agency (water quality monitoring, fish surveys)
- University of Cincinnati, School of Medicine (laboratory research work)
- Colgate-Palmolive in Cambridge, OH (quality control)

Send for Review



You can save your drafts while you make changes. When the page is ready to go for review, save your draft and change the moderation state to “Request Review”.

[VIEW](#) [EDIT DRAFT](#) [LATEST VERSION](#) [REVISIONS](#)

BIOLOGY

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BIOLOGY STUDENT OPPORTUNITIES

Status Draft  Moderate **REQUEST REVIEW** 

Log message

INTERNSHIPS

Recent internships for Biology students include:

- Ohio Environmental Protection Agency (water quality monitoring, fish surveys)
- University of Cincinnati, School of Medicine (laboratory research work)
- Colgate-Palmolive in Cambridge, OH (quality control)
- Busch Gardens Adventure Camps in Tampa, FL.
- Internship in the Caribbean (marine ecology)
- Audubon Center for Research of Endangered Species in New Orleans, LA (animal husbandry)
- Baylor College of Medicine (lab research)

Font Styling

To maintain a consistent look and feel on the website we ask you to style your webpages the following way:

Headlines – Use the heading 4 (h4) whenever you need to add section titles.

Body copy – The body copy should remain non-bold, italicized or underline.

Creating a Link

To create a link to another page follow the steps below:

1. Highlight the text that will become a link

| | | |
|----------------------|---------------------------|---------------------------|
| View | New draft | Revisions |
|----------------------|---------------------------|---------------------------|

Home » » [Biology Success Stories](#) »

All content must be reviewed by University Communications before being published live.

Title

Introduction

Body ([Edit summary](#))

B I S x² x₂ I_x |

Normal ▾ | Styles ▾ | [Source](#)

Sarah Linn '14

Sarah a biology major from Grafton, Ohio, spent a summer interning at the [Audubon Center for Research of Endangered Species in New Orleans](#). It was a formative summer for her, as it helped her determine what she wants to pursue for a career. She "performed animal husbandry duties on a daily basis for exotic cats like clouded leopards and servals." She also interacted with a number of other species.

"The most important experience I had while I was there was when I assisted in a Type II dolphin necropsy. A necropsy is like an autopsy but for animals and the different types refer to the level of decomposition of the animals. I learned so much about the anatomy of a dolphin and tried to determine its cause of death. This experience really piqued my interest in veterinary pathology, which is the study of disease diagnosis in animals. This led me to pursue a research internship for the Summer of 2013 in pathology. I worked at the Ohio State University in the Division of Neuropathology at the College of Medicine."

As a high school senior, Sarah was planning to attend a much larger university. "[Muskingum](#) University was definitely not what I was looking for originally when I was applying to schools. MU was the only D3 school that I applied to because I thought I was set on going to a large D1 university. [Muskingum](#) has provided me with many opportunities, like the internship at Audubon...."

"[Muskingum](#)...has...a community feel to it. Everyone knows everyone so you never walk to the Quad without seeing one of your friends. The professors don't just know my name, but know me as a person. I have been able to build professional relationships with the professors and staff at [Muskingum](#), which will help me in the career world."

Jeremy Whitson '13

Jeremy [Whitson](#), graduated with a Bachelor of Science degree in biology and molecular biology in 2013. The Cleveland native chose [Muskingum](#) because he was impressed with the biology faculty and [Muskingum's](#) collaboration with The Wilds.

Immediately following his graduation from [Muskingum](#), [Whitson](#) began graduate school at Case Western Reserve University, where he is now a Ph.D. candidate in the Department of Pathology on the Molecular and Cellular Basis of Disease track.

Published
Last saved: 06/04/2019 – 17:25
Author: admin

☒ Create new revision
 Revisions are required.

Revision log message

Briefly describe the changes you have made.

► META TAGS

▼ URL ALIAS

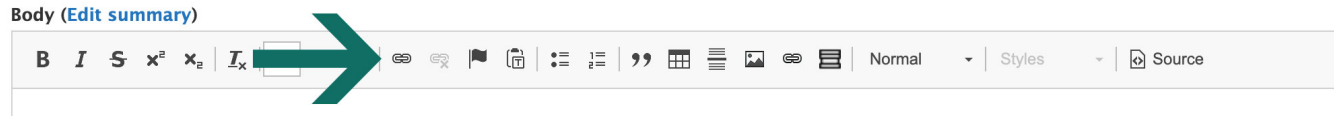
☐ Generate automatic URL alias
 Uncheck this to create a custom alias below.

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Creating a Link

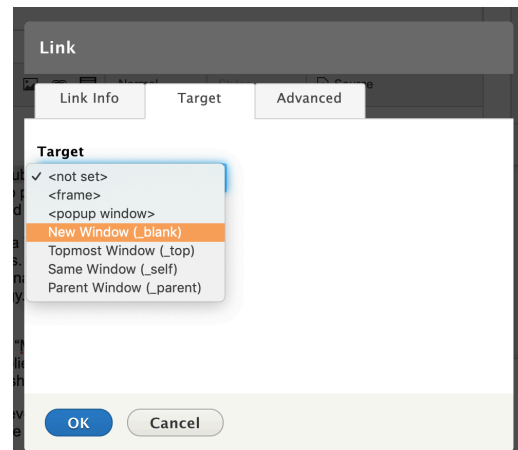
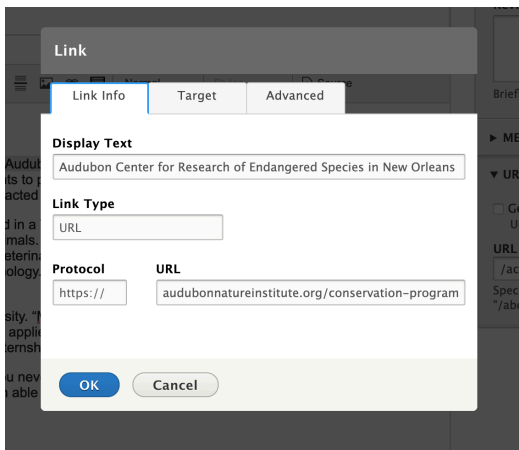
2. Click the link button on the toolbar



3. In the pop-up box, paste in the URL of the page you would like to link to.

In this example I will link out to the Audubon Center for Research of Endangered Species in New Orleans.

If your link takes users to another page on the Muskingum website, simply hit ok. If your link will take users off the Muskingum website, click the Target tab, and select New Window.



Adding an Attachment

1. To add an attachment, highlight the text and click the other link button (I know, confusing.)

Body ([Edit summary](#))



2. Double click your department's folder on the left side of the screen. Next click upload, and the add file button will appear. Find your file on your computer and click open. Once the file loads, click the select button to add the link to your file.

