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There are several user roles that can be assigned to individual users within Drupal. Each new user will be assigned one or more of these particular roles when editing a Drupal site. Please note that each role has different permissions. See Figure 1.

<table>
<thead>
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<td>X</td>
<td>X</td>
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<td>X</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>View published content</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
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<td>X</td>
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<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>Edit any content</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>View moderation messages for a particular node</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Use “My Drafts” workbench tab</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Use “Needs Review” workbench tab</td>
<td>X</td>
<td>X</td>
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</table>

**FIGURE 1: USER ROLES AND PERMISSIONS CHART**
LOGGING IN TO DRUPAL

Use the following URL to login to the Clark School’s website to make edits and changes: eng.umd.edu/login. Log in via CAS with your UMD ID information.

To login to specific departmental or unit homepages, navigate to that site and add /login to the end of the URL.

Example: ece.umd.edu/login

ACCESSING STAGING SITES

To log in to the Clark School’s staging site to create drafts and mock-ups:
clark-stage.eng.umd.edu

This URL is used to create drafts and preview how content will look without going live. It is only available to primary departmental and unit communicators.

Staging sites can only be accessed on campus Internet or by connecting via VPN. Please visit it.umd.edu/spotlight/connections/what-vpn for more information on VPN.
ACCESSING YOUR CONTENT

Once you have logged in to your respective website, the management menu will appear at the top of your screen (see Figure 2). You can use the management menu to manage, create, and edit your site content.

![Management Menu Image]

**FIGURE 2: MANAGEMENT MENU**

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### MY WORKBENCH

You can use My Workbench to:

- Create new content
- View your sections, drafts, and items currently under review by a section moderator
- "My Sections" will tell you which editorial group you belong to
- "My Drafts" will direct you to any drafts you are currently working on

---

### CONTENT

Under the Content tab, you can:

- "Add Content"
- This has the same functionality as the "Create Content" button under "My Workbench"
- Here you can create different content types for your website
- Add "Files"
- These include images, PDF files, doc files, webforms, etc.
- See the Basic Page section for more information about adding files
- Create "Webforms"
- See the Content Types section for more information about creating webforms

---

### STRUCTURE

Under the Structure tab, you can:

- Manage the items that appear in your site’s various navigation menus
- See the Menus section for more information
- Use the taxonomy section to add or update tags used throughout your site (this might include tags that are used to organize resources, student stories, or other specific content types)
- Navigation menus and taxonomies will likely be updated very rarely

---
CONTENT TYPES & THEIR COMPONENTS

NOTE: NOT ALL CONTENT TYPES AND COMPONENTS DETAILED ON THE FOLLOWING PAGES ARE AVAILABLE ON ALL DRUPAL INSTALLATIONS.

VISIT ENG.UMD.EDU/DEMO-PAGE TO SEE COMPONENT EXAMPLES.

BASIC PAGE

To create a new page: Content > Add content > Basic page

Note: The navigation menu will not update until the page has been published. Once the page is live, the navigation menu will display child items (pages that are hierarchically located underneath the page being edited).

Basic pages have three tabs to edit: Hero, Introduction Section, and Body.

HERO

The hero is the main banner section at the top of each page (see Figure 3), and consists of a hero title, hero image, and call to action (CTA) buttons. All of these fields are optional. If you do not specify a hero image, the site’s default hero image will be used.

FIGURE 3: EXAMPLE HERO
INTRODUCTION SECTION

Content in the introduction section (see Figure 4) is presented in two columns: left and right. The left column can display a lead-in block or a quote block. The right column may be used to display HTML content, an image, or a video.

This content is optional. If the introduction section is not filled out, the hero will be immediately followed by the body portion of the page.

FIGURE 4: EXAMPLE INTRODUCTION SECTION

BODIES

This is the main portion of the page and the area of the page that will host all page components. This area is not optional. If the body is left empty, the main part of the page will be blank.

The body may contain five different types of sections. These section types are outlined below.

KITCHEN SINK SECTION

The Kitchen Sink Section offers the most possible components:

- Accordion
- Button
- HTML Content
- Student Block
- Tabs
- 3 Column Media Row
- 2 Columns
- Form
- All Degrees
- Featured Degrees
- Last Updated
- Engineering News
- Engineering Events
- ENGR News Event Combo
- ILP Course Database
- Student Story
- Social Buttons

NOTE: You do not need a new kitchen sink section for each component; you can add multiple components to one kitchen sink section.
**LARGE CALLOUT SECTION**
The Large Callout Section displays an image with overlaid text (see Figure 5). This section type is useful for dividing a page with a lot of text into multiple sets of related content.

![Figure 5: Example Large Callout Section](image)

**CONTENT GRID SECTION**
The Content Grid Section displays an image alongside accompanying text (see Figure 6). The image may appear to the left or right of the text. If your page has multiple Content Grid Sections, it's a good idea to alternate which side the image appears on.

![Figure 6: Example Content Grid Section](image)

**SLIDESHOW SECTION**
The Slideshow Section showcases a series of images with overlaid text that can be hyperlinked (see Figure 7). This section is great for displaying a set of photos or statistics.

![Figure 7: Example Slideshow Section](image)
The Related Resources Section displays a series of buttons linking to related resource files (see Figure 8). There are two options for displaying resources: Category and Custom.

### Related Resources

- Clark School Office of Undergraduate Advising Forms
- 45 credit review contract
- BIOE399 Independent Study Form
- BIOE Petitions and Forms
- BIOE Sample Program: Pre-Health Track

**FIGURE 8: EXAMPLE RELATED RESOURCES SECTION**

#### CATEGORY

The Category option offers a variety of grouped resources (as shown in Figure 9). Once a specific category has been selected, the Related Resource Section will auto-populate based on which resource nodes have been added to this category.

**FIGURE 9: ADDING RESOURCES BY CATEGORY**

#### CUSTOM

The Custom option allows any resource node to be selected and displayed (as shown in Figure 10). Use the following steps:

- Begin by typing the name of the resource you want to include
- Select the resource to be displayed from the dropdown menu
- Use the “add another item” button to select and display multiple resources

**FIGURE 10: ADDING CUSTOM RESOURCES**
The course content type is for adding individual courses to your departmental website. These courses will be displayed together on a custom course listing page that was created by EIT (as shown in Figure 11).

**FILTERED COURSE LISTINGS**

If you need to link to a specific course or set of courses, you can use the following URL filters.

**NOTE:** ECE's site was used in the following examples. Replace the "ece" portion of the URL with your own to create your own course filters.

- **General Course Listing Page (Unfiltered)**
  ece.umd.edu/course-schedule

- **List All Courses Offered All Terms**
  ece.umd.edu/course-schedule?term=all

- **Filter by Undergraduate or Graduate Level**
  ece.umd.edu/course-schedule?term=all&level=Undergraduate
  ece.umd.edu/course-schedule?term=all&level=Graduate

- **Filter by Specific Course Level**
  ece.umd.edu/course-schedule?term=all&level=100
  ece.umd.edu/course-schedule?term=all&level=200
  ece.umd.edu/course-schedule?term=all&level=300
  ece.umd.edu/course-schedule?term=all&level=400

- **Link Directly to Specific Course**
  ece.umd.edu/course-schedule?term=all&course=ENEE440

![Course Listing](image)
Kitchen Sink sections have two different components for listing degrees: All Degrees and Featured Degrees.

**ALL DEGREES**

Displays all engineering degrees. Tabs, when selected, highlight corresponding programs.

**FEATURED DEGREES**

Displays the degree selected from the drop-down menu and provides a link to the corresponding department on the public-facing site.
**HOMEPAGE**

Located at: Content > Home

**Example:** eng.umd.edu

The homepage has four main tabs to edit the page: Hero, Information for, Jump to, and Highlight Box. Depending on your Drupal setup, your homepage may also include other options such as a statistics or program carousel.

**NOTE:** Any edits to the homepage are immediately live; no draft is sent to a moderator or publisher for review.

**HERO**

The main banner image that appears at the top of the page. This is similar to the hero image that appears on inside pages except that the image is a little bit taller (see recommended dimensions below).

![Inspired by Nature: Autonomous Underwater Robotics](image)

**FIGURE 14: EXAMPLE HOMEPAGE HERO**

The Hero consists of the following fields:

- Hero Title
- Hero Image (Recommended dimensions: 1440x780px)
- Button(s)

**TIPS:**
- All Hero fields are optional.
- The number of Buttons is not restricted, but the maximum number of recommended buttons is three.
- If you link to an external URL that leads to a page not contained within your own website, please remember to select the checkbox to “Open URL in a New Window.”
- To add another button, click “Add another item.”
- You can use the handle icon to change the order of the buttons.
Link Groups are used for each section. For example, “Students” has Group Links to “Degrees,” “Prospective Students,” “Current Students,” etc.

To edit a live tab:

- Click “Edit” for that tab
- Fill out the Title and URL (If you link to an external page, please include the http:// portion of the URL)
- Click “Collapse” if you’re finished with that tab
- To add a new Link Group, click “Add another item”
- To remove a Link Group, click the red button, “Remove”
JUMP TO AN INSTITUTION

Underneath the "Information for" section there is a "Jump to an Institution" section that utilizes a similar format (see Figure 16).

![Figure 16: Example Jump to an Institution Section](image1)

This section can be expanded or collapsed by viewers.

To edit a link:

- Type in Title
- Add a URL
- You can choose to have a page open to a new window by selecting, Target > Blank
- To add a new link, click the button, "Add another item"

HIGHLIGHT BOX

The Highlight Box is a place to post good news, an upcoming event, or mention a celebrated faculty member, student, or alumni (as shown in Figure 17). It appears directly under the main hero image and consists of an image, title, excerpt, and a "Read More" link.

![Figure 17: Example Highlight Box](image2)

To add a new highlight, fill out the following:

- Image (Recommended dimensions: 800x800px)
- Title
- Excerpt (Maximum length: 200 characters)
- "Read More" Link
LANDING PAGE
This content type contains the same content options as a Basic Page. The only exception is that the hero image area can contain multiple images to create a slideshow. Please refer to the Basic Page section for more information.

RESEARCH ORGANIZATION
The Research Organization content type is typically used to highlight one organization or to provide a list of organizations.

Examples:
emne.umd.edu/research/ceee
emne.umd.edu/research/calce-labs

The layout for individual research organization pages includes a hero image, faculty contact, and body. The body allows for a summary, listing of research areas, and designation such as a lab, center, or institute.

RESOURCE
The Resource content type allows you to add individual resources that can be grouped together (using tags as defined in your Resource Tags taxonomy) in a small section that will appear at the very bottom of a particular page. Related resources should be very specific.

For example, for a prospective student page you could add external/internal resources such as an online application, career services, school map, etc.

Changes to Resource nodes are immediately live; no draft is sent to a moderator or publisher for review.
**SCHOLARSHIP**

This content type is used to populate the Scholarship Database located at [eng.umd.edu/scholarships/database](eng.umd.edu/scholarships/database). Users will be prompted to enter a Scholarship Name, select a Scholarship Type (On-Campus or Off-Campus), and provide a brief text description of the scholarship. In addition, users will need to provide eligibility requirements such as Engineering Majors and Class. Other fields include Award Amount, Number of Awards, and a Date that acts as a deadline to apply for that particular scholarship.

![Figure 18: Example Scholarship Content Type](image)

**STUDENT STORY**

This content type includes a basic template with a title, body, and thumbnail image options.

Changes to Student Story content are immediately live, no draft is sent to a moderator or publisher for review.

**Example:**

[eng.umd.edu/student-story/fabricating-better-tomorrow](eng.umd.edu/student-story/fabricating-better-tomorrow)

**WEBFORM**

A webform is a questionnaire you can create to suit your specific needs. Only section moderators can create new webforms, but once created, section author/editors can make changes. Please contact your section moderator if you need a new webform created.

**Example:**

[eng.umd.edu/update-your-information-old](eng.umd.edu/update-your-information-old)
Making Basic Edits

EDITING A PAGE

- Make sure you are logged in (eng.umd.edu/login) using your UMD credentials.
- Navigate to the page you want to edit and click the “New Draft” button at the top of the page.
- Make your edits.
- Depending on how many sections/components you have, there may be a lot to sort through in the Body area of the page.
- Remember to open a section (for example: “Kitchen Sink”) and scroll for the specific content you are looking for.
- Click the “Save” button at the bottom of the page. Once you click save, you will be directed to a new page where you can view your draft with your changes incorporated.
- Click “Apply” under “Needs Review” at the top of the page in order for edits to be sent to the Site Moderator and published.
- Detail the changes you made in the “Moderation Notes” section at the bottom before saving.

**TIP:** Never copy and paste into Drupal from anywhere except a plain text editor like Notepad that strips all formatting. You must format your content from within Drupal. It is recommended to paste copied content into Notepad or use the Plain Text Editor (circled in red below) before you paste text into Drupal. If you are copy/pasting from another website, an email, etc... please remember to paste from plain text using the button shown below. This ensures that all text follows the standard Drupal format.

**FIGURE 19: PLAIN TEXT EDITOR BUTTON**

**NOTE:** There are certain styles controlled by CSS (the language used to describe how HTML should be rendered on screen); you will not be able to see them until you save the page.
SUBMITTING DRAFT PAGES TO BE PUBLISHED

Most users on the Clark School’s main website are Section Author/Editors. These users have access to pages within a specific section or sections and can create new page drafts within that section(s). However, Section Authors/Editors need approval to publish their changes.

After creating a new draft or finishing edits to an existing draft, the new draft may need to be submitted for review. This will send the draft to the section moderator(s) for review and publishing.

1. Before sending your draft for review, ensure that you provide details about the edits you made by adding text to the Revision log message.

![FIGURE 20: REVISION LOG MESSAGE](image)

2. At the top of the screen, under “View draft”, click the “Apply” button to change the draft’s status to “Needs Review”.

![FIGURE 21: DRAFT STATUS](image)

3. Once you click “Apply”, your draft will be sent to a Section Moderator/Publisher who will review your draft and approve and publish the changes.
ADDING & EDITING TABLES

Tables should be created directly in Drupal using the table icon (circled in Figure 22). If you try to copy and paste a table from an external source (like Microsoft Word or Gmail), it will not work properly because Drupal requires styles to specify attributes like width. Use cell spacing of 0 and cellpadding of 3.

From an image prompt in any other content block:

1. Click on Browse (shown in Figure 24).
2. Click on "upload," "my files," or "library," depending on if you have already uploaded the image or still need to upload it.
3. Click once on the image name you want to upload and click Next at the bottom of the page.
4. NOTE: Make sure to include Alt text (site visitors using a screen reader may not be able to see your image and will have this text read to them instead).
5. Click Ok.

FIGURE 22: TABLE BUTTON

UPLOADING & INSERTING IMAGES

From an HTML content block:

1. Click on the "add media" button (circled in red in Figure 23).
2. Click on "upload," "my files," or "library," depending on if you have already uploaded the image or still need to upload it.
3. Click once on the image name you want to upload and click Next at the bottom of the page.
4. Do not select "Private local files served by Drupal" on the Destination prompt. Click Next.
5. Include Alt text (this is what someone will hear if they are using a screen reader).
6. Click Ok.

FIGURE 23: ADD MEDIA BUTTON

From an image prompt in any other content block:

1. Click on Browse (shown in Figure 24).
2. Click on "upload," "my files," or "library," depending on if you have already uploaded the image, or still need to upload.
3. Click once on the image name you want to upload and click Next at the bottom of the page.
4. NOTE: Make sure to include Alt text (site visitors using a screen reader may not be able to see your image and will have this text read to them instead).
5. Click Ok.

FIGURE 24: IMAGE UPLOAD PROMPT
**TIPS:**
- You can upload and resize images right from the file browser mentioned above.
- If you have to edit a file and re-upload it, you must rename it first.
- Click on "Files" in the dropdown; do not select "Import Files". Multiple files can be added with the Add File function.
- Make sure to click "submit" at the bottom of the page when you are uploading an image from the media library.
- Always use high-quality images sized properly.
- Before uploading new images, run them through tiny.png.com to compress them. This makes the file size smaller so that the images will load faster and so the image files don’t take up as much space on our web server.

**UPLOADING & LINKING TO DOCUMENTS**

You can also upload documents (such as pdf or docx files) to your site using the steps outlined below.

1. Navigate to Content > Files > Add Files
   
   **NOTE:** Click on "Files" in the dropdown; do not select "Import Files." Multiple files can be added with the Add File function.

2. Once the document is uploaded, find the title of your document by clicking on "Content" > "Files."

3. Click on your document/file title.

4. You will navigate to a preview of the document where you can right click on the doc and click "copy image address."

5. Navigate back to the content type you were editing and highlight the text where you would like to embed the document URL.

6. Click the link icon circled in Figure 25, and paste the copied document address into the URL field.

7. For an external link always select "New Window ( _blank )" under "Target" so that the URL opens in a new tab.
INSERTING VIDEOS

You can embed YouTube videos within HTML Content components in Drupal.

You cannot use YouTube short URLs when inserting a video; you must include the entire long URL in order for the video to function.

Example short YouTube URL:  
https://youtu.be/Dif3O3ZroxU

Example long YouTube URL:  
https://www.youtube.com/watch?v=Dif3O3ZroxU

1. Create an HTML Content component and switch to the plain text editor (see Figure 26).

FIGURE 26: SWITCH TO PLAIN TEXT EDITOR LINK

2. Enter the following HTML code (replacing the red text with your own YouTube video URL):

```
<iframe style="position: absolute; top: 0; left: 0; width: 100%; height: 100%;"  
src="https://www.youtube.com/embed/TTxS19EofQ0" frameborder="0"  
frameborder="0"></iframe>
```

FIGURE 27: LONG YOUTUBE URL IN AN INTRODUCTION SECTION
INSERTING HYPERLINKS

To link to an external site:
1. Highlight the word you want as a link
2. Click on the link icon
3. Add the URL and make sure to choose New Window (_blank) in the Target tab.

To link to a document within your site:
1. Click the link icon
2. Click on the browse server
3. Select the file
4. Be sure to select target _blank for documents such as pdf, docx, pptx.

To link to a page within your site:
1. Click the link icon
2. Type in the relative path beginning with a forward slash (/)  Example: /about
   NOTE: Do NOT add a target for links to pages within your site; it’s preferable for these links to open in the same window.

LINKING TO SPECIFIC TAB OR ACCORDION ITEM

It is possible to link directly to content contained in a specific tab or accordion item.

To link to tab or accordion content, add the following parameter to the URL:
?tab=<title of the tab or accordion element>

Examples:
eece.umd.edu/undergraduate/current-students/advising-support?tab=Undergraduate%20Office%20Staff
bioe.umd.edu/about/advisory-board?tab=Susanna%20Naggie
NOTE: The following instructions are meant for those who are setting up their pages in the Clark School's latest Drupal installation for the first time.

If you want to maintain a redirect from the old URLs for those who bookmarked your site or until search indexes catch up, create url redirects for your pages.

If pages have been consolidated, renamed, or the URL otherwise changed you will want to set up a redirect.

To set up a redirect:
1. Go to the new page you want to redirect an old page to
2. In a new draft, scroll to the bottom
3. Click on "URL redirects"
4. Click on "Add URL redirect to this content"
5. Put in the path to the old content
6. Click "Save"

After adding a few, EIT can help you verify them. EIT can also run a linkcheck against the top hits on the current site.

List of top hits for each site (for the purpose of creating redirects): huginn.eng.umd.edu/drupal/linkcheck
UPDATING FACULTY & STAFF PROFILES

ADDING NEW PROFILES

The following links can be used to create new faculty and staff profiles, respectively:

faculty.eng.umd.edu/clark/facultyupdate?id=-999
faculty.eng.umd.edu/clark/staffupdate?id=-999

Once the profile has been created, individual faculty and staff members can update their own profiles using the instructions below.

REMOVING PROFILES

Profiles cannot be deleted, but they can be unpublished so that they do not appear on the public-facing website.

To unpublish a profile, navigate to the individual faculty profile and click the “Edit your faculty profile” link at the bottom of the screen. Select the “N” radio button under Published. See Figure 29.

**Figure 29: Unpublishing a Directory Profile**
EDITING EXISTING PROFILES

Navigate to the faculty or staff profile you wish to edit and click on "Edit your faculty/staff profile" on the bottom of the page.

PHOTO
Upload an image sized at 420x500 pixels using the following file naming convention: “420x500_Your Full Name.”

JOB TITLE
List each title individually, with Professor, Assistant Professor, etc. listed first. Administrative titles should follow the format, “Title, Center or Organization Name.” Click "Add Job Title" after entering each title.

ADDRESS
Follow the format, “Office number Building” for all University of Maryland, College Park buildings. Do not include the street address, city name, or zip code.

WEBSITE URL
List your personal website and the website of all institutes, centers, or labs with which you are involved, with personal websites listed first. Title personal websites, “Website.” All other websites should be titled with the research group name.

FIGURE 30: EXAMPLE PROFILE
OVERVIEW

EDUCATION

Most Recent Degree Acronym, University Name, Year of Graduation
Second Most Recent Degree Acronym, University Name, Year of Graduation
Third Most Recent Degree Acronym, University Name, Year of Graduation

HONORS AND AWARDS

Most Recent Award Name, Awarding Organization, Year
Second Most Recent Award Name, Awarding Organization, Year

PROFESSIONAL MEMBERSHIPS

First in Alphabetical Order Association Full Name
Second in Alphabetical Order Association Full Name

EDUCATION


BACKGROUND

Dr. Anand received his Ph.D. from The George Washington University in 1965. He has been associated as a senior engineer with the Applied Physics Laboratory/John Hopkins University and has served as a Program Director of the Mechanical Systems Program at NSF. He has been active in system simulation, dynamics, control systems and manufacturing. His research has been supported by NIH, NSF, NASA, DOE and Industry. He has consulted widely with industry and government and founded TPI, Inc., a high-tech consulting company.

HONORS AND AWARDS

› American Men of Science
› Who’s Who in Engineering
› Fellow of American Society of Mechanical Engineers
› Outstanding George Washington University Alumni Award (1987)
› NSF Sustained Superior Performance Award (1981)

PROFESSIONAL MEMBERSHIPS

› Reviewer for NSF, ASME
› Professional Engineer, State of Maryland

FIGURE 31: OVERVIEW
RESEARCH INTERESTS (FACULTY ONLY)

Interest one
Interest two
Interest three

> Integration of socio-technical issues in technical undergraduate curriculum
> Polybrominated diphenyl ethers
> Fate and transformation of environmental pollutants
> Sustainable use of biosolids as a fertilizer

FIGURE 32: RESEARCH INTERESTS

PROJECTS (FACULTY ONLY)

Project Name (title case, heading 4)
Principal Investigator(s)
Last Name, First Name
Last Name, First Name

Sponsors
Organization Name (linked to website)
Organization Name (linked to website)

Brief description.

NOTE: All photo or PDF files included in this section should be titled using the naming convention “Project Name_Your Name.”

TEACHING (FACULTY ONLY)

Course Number: Full Name

> ENCE 455: Design of Steel Structures
> ENCE 466: Design of Civil Engineering System
> ENCE 616: Plates and Shells

FIGURE 33: TEACHING
Memberships can then be typed in the space provided. Multiple fellowship names need to be separated by a semicolon.

FIGURE 34: PUBLICATIONS

FIGURE 35: FELLOWSHIPS CATEGORY LIST

FIGURE 36: OTHER PROFESSIONAL SOCIETY FELLOWS SPACE
NAVIGATION MENUS

The Clark School has four different navigation menus. Each one is detailed below.

UTILITY MENU

This menu contains the yellow links that appear in the top right corner of the browser window.

MAIN MENU

This menu consists of the white links in the top right corner of the browser window (directly below the utility menu).

FOOTER MENU

This menu resides in the bottom left corner of the browser window and contains white links on a dark grey background.

NOTE: Depending on your level of permissions, your access to edit menus may be restricted. Please contact your Section Moderator for assistance.

UMD FOOTER

This menu resides in the bottom left corner of the browser window (directly under the footer menu and set on a red background).