



AISD Campus Website Training (Drupal CMS)

Training Part I:

1. Introduction meeting to review the current site and content types.
2. [Overview of the AISD Campus Template](#) mission, design and features.

Training Part II:

- Review migrated content:
 - a. Review the main navigation and subpages
 - b. Staff directory
 - c. Site launch logistics (projected date, domain and URL redirect)
- View profile page
 - a. Login/reset password
 - b. Web stats
- Manage: content overview and moderated content
- Create content:
 - a. Banners
 - b. News: gallery demo
 - c. Events: calendar scheduling; tags
- Using the web editor:
 - a. Guided tour feature
 - b. Edit a basic page: insert a link, insert an image, insert a PDF, create a table, paste text, text features, set heading styles
- Revisions, drafts, published, deleted and archived pages (unpublished)

Training Part III:

1. Best Practices
 - a. Usability and Accessibility: PDFs, videos, charts, tables, embedded content and text on images
 - b. Newsletters
 - c. Public-facing content
 - d. Responsive content for mobile
2. Calendar of Events Deep Dive



Resources:

1. [HTML cleaner](#)
2. Training on Blend:
3. Image cropping tool:
4. Image library: The Marketing Portal is a sample of our image library collection which is still being tagged for search-ability and setup with copyright usage.
 - a. [Canto Marketing Portal](#)
 - b. Invitation code: **9y4uwitbuw7l**
 - c. Canto user guide PDF
5. AISD website support team: Ruben Ruiz, Camille Lochet, Lori Baugh, Joan Williams.
6. All website edits, updates, and changes should be submitted as a ServiceNow ticket once the website is live.