

Basic Drupal 7 Self-Led Video Training

This checklist will provide you with a path for learning Basic Drupal 7! By watching the videos in the order provided and utilizing all of the ‘how-to’ pages on the Digital Commons Support site, we are confident that you will be ready to begin editing and adding content to your agency’s website in no time!

**Suggested Order of Viewing (All videos can be accessed from first link)**

\_\_\_\_\_ [Introduction to the Digital Commons Platform](https://digitalcommons.nc.gov/training/training-videos) (2.37 min).

\_\_\_\_\_ Creating and Editing a Site Page (8.19 min)

\_\_\_\_\_ All 4 Parts of Text Editor (formerly known as WYSIWYG) (approx. 22min)

\_\_\_\_\_ Accordions and Tab Accordions (4 min.)

\_\_\_\_\_ Introduction to Content Moderation (Optional) (8.52 min)

**Required Reading**:

\_\_\_\_\_ [Creating Accessible Content](https://digitalcommons.nc.gov/best-practices/creating-accessible-content)

\_\_\_\_\_ [Best Practices Blog](https://digitalcommons.nc.gov/blog/2020/04/03/maintain-best-practices)

Optional Practice: (ask to be added to your agency’s Staging site and that a Site Page be created in your name. i.e. ‘Jane Site Page’)

\_\_\_\_\_ Edit Site Page to include a main image, body content and a link to a different website.

\_\_\_\_\_ Include an Accordion with two tabs.

\_\_\_\_\_ Add an Associated File

\_\_\_\_\_ Add a few links in Related Content