

Drupal Capacity Building Workshop Public Software Centre, IT for Change

Public Software Centre (IT for Change) is pleased to announce a “Website Content Management and Administration Programme for NGOs using Drupal”. Drupal is a free and open source content management system (CMS), distributed under the GNU General Public License, which enables it to be freely shared and customised.

Objective of the Programme

The objective of our programme would to build capacities of participants in web site management using Drupal. Participant organizations will become self-sufficient in creating and managing their web sites.

Why website management

A website which shares information across time and space can be the primary communication tool of an organization. It is, therefore, critical that the communication be continuous and reflect the activities and learnings of the organization. Typically, NGOs spend significant money and outsource the creation of their website, without any in-house capacity in maintaining the website including uploading content. Due to this, in most cases, the website remains static.

Using a CMS like Drupal can enable the NGO to take charge of their website and make regular updates like uploading documents, sharing events information, providing links, space for staff members to blog etc.

Why Drupal

Drupal is the perhaps the most popular platform for building and managing websites. With a name that is Dutch for ‘village’, the ‘Drupal’ advantage lies in its community aspect. While over thousands of developers maintain the software, ‘tens of thousands’ of community volunteers across the world continuously add new features, called modules, to the license-free software.

There are over 11000 modules that can be used to customize a website and appearance. There is a steep increase in the demand for trained Drupal developers in the country, who can create websites across industries using the appropriate modules. Drupal has specialised distribution across several sectors like governance, communication, media, education and publishing websites, among others.

“While hosting a small website using propriety software could cost nearly \$400 a month, a similar website would cost merely \$5 with Drupal as it free to download. As it is open-source it enables a huge commercial eco-system which allows you to do well, while giving something back to the community,” says Dries, creator of Drupal. Over 2% of all websites worldwide use Drupal as their backend system. (Source: <http://www.thehindu.com/news/cities/Hyderabad/article2621473.ece>)

Who will attend this programme?

This workshop is for anyone wanting to become more familiar with how to build websites using drupal. It is an introductory programme suitable for people with little to no website design experience. It is also ideal for web designers or people experienced with other CMSs, but no Drupal experience, who need to get a hands-on orientation to how Drupal works.

Prerequisites

- Interest in learning about content management systems and site building
- No prior web development or Drupal skills are required.
- A basic understanding of the Internet, and experience browsing the web.
- Working knowledge of HTML and CSS(Cascading Style Sheets) is helpful but not required.

Workshop Format

The programme will be completed over a series of three workshops spread over 6 weeks, at the end of which the participant would be in a position to manage the content of their website.

The programme details are below.

December 6-7 : Workshop I – would cover the introduction to Drupal, its installation and understanding the basic concepts, modules and basic site configuration.

Day 1	<u>Getting started with drupal</u> <ol style="list-style-type: none">1. Introduction to drupal<ul style="list-style-type: none">◦ What is CMS(Content Mangement System)◦ How it works or easy website building◦ What it can do◦ Organizations using it◦ Basic installation requirements2. Installing Drupal on a personal computer<ul style="list-style-type: none">◦ Server imstallation◦ Get drupal and install on local machine3. Administration basics4. Installing modules and themes
Day 2	5. <u>Working with content</u> <ul style="list-style-type: none">◦ Introduction to core concepts (Node)◦ Adding, editing and administering content◦ Input formats◦ Basic site configuration

January 4-5-6: Workshop II – Site functionality & navigation skills.

Day 3	<u>6. Site functionality and navigation</u> <ul style="list-style-type: none">◦ User permissions◦ Building Navigation for site (Menu's)◦ Using Blocks◦ Adding Images
Day 4	7. <u>Content types</u> <ul style="list-style-type: none">◦ Create new content types◦ Introduction to fields◦ Adding contributed module◦ Adding contributed theme

Day 5	<p>8. <u>Content categorization</u></p> <ul style="list-style-type: none"> ○ Understanding taxonomy ○ Categorizing content on site ○ Adding blog
<p>January 19-20 : Workshop III - Content Categorization & Advanced features.</p>	
Day 6	<p>9. <u>Adding new features</u></p> <ul style="list-style-type: none"> ○ Adding forum ○ Configuring comments and contact form ○ Embedding rich media in site (audio, video, images)
Day 6	<p>10. <u>Advance features</u></p> <ul style="list-style-type: none"> ○ Understanding views ○ Using panels ○ Creating custom frontpage for site ○ Using Calendar module

About Public Software Centre - Public institutions support the public ownership of resources since that is essential for enabling equity and social justice. Software is an important digital resource, and has a central role in the new 'digital society' being created. Hence the public ownership over software resources that are essential to participate in the digital world is essential. Public Institutions should therefore adopt and promote such 'public software' to create such an eco-system of universal access to basic software as well as community participation in its creation and modification. To help public institutions in adopting public software, IT for Change (www.ITforChange.net) has established the "Public software Centre". Public software is all software that is essential for participating in the digital society and thus needs to be provided to everyone as an universal right and entitlement. It includes operating system, text / image / audio / video editors, email, web browser, search engine etc. Public software needs to be [free software](#), providing the freedom to use, study, modify and share, to ensure universal access as well as participation in its creation and modification.

About Knowledge Management and Knowledge Networking

Knowledge Management & Knowledge Networking workshops are conducted by IT for Change for public institutions to enable them adopt public software. The very nature of work of public institutions, which revolves around equity and social justice, places an imperative upon the organizations to adopt public software, accessible to all, and supporting community participation. We have organized similar workshops in December 2010 and August 2011 in Bangalore, to discuss the introduction of public software. Several public insitutions had participated and a few have begun the process of adopting public software .

Our workshops for NGOs cover:

- a. Public Software basics - Ubuntu, OpenOffice – Our next basic workshop is planned in February 2012.
- b. Desktop Publishing – (Scribus and Inkscape) Next workshop is being planned for 5th & 6th of January
- c. Drupal Capacity Building Programme – Our next series will be held in April/ May 2012

Public Software Centre, IT for Change. Email us at KMKN@Public-Software.in