

JOOMLA! CERTIFICATION PREP PART 2



Joomla! User Group Chicago North

June 14, 2017
Presented by
Danico Enterprises Inc.

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Welcome

Hi! Thanks for joining me today for the second study session for the Joomla Administrator Exam.

I will miss our lively in-person discussions and hope we can re-create them here online.

Here's how today's session will go:

1. We will start with a quick recap from last month's session. This will only be a recap, the full presentation is on the JUGCN website, joomlachicagonorth.com/presentations.
2. Next we will jump into this month's topics: System upgrade, language management, content management, and menu management.

As we go along, you can put your questions in the chat box and I will try to answer. Feel free to chime in if you have additional information. I don't know everything and just like you, I'm learning more and more each day especially from the participants in our JUGCN group.

Normally, our meetings are from 11 am to 2pm, but since we're online only today, we will run from 11 am to about 12:30 pm depending on questions.

One more quick thing before we jump in, if you're not speaking, please try to keep your mic muted to help minimize the noise online. You can do that by hovering over your bubble over on the right and clicking the mic icon.

Alright, any questions before we get started?

Why an Exam?

The goals of the Joomla Certification Exam are to:

- Establish a standard for Joomla professionals
- Ensure competence and develop a qualified workforce
- Provide a documented measurement of knowledge
- Serve an important role in choosing a Joomla! Service Provider

The Joomla! Certification Program was created with 3 goals in mind.

1. To establish a standard for Joomla professionals
2. To ensure competence and develop a qualified workforce
3. Provide a documented measurement of knowledge

These 3 goals go a long way towards building a strong base of qualified professional Joomla service providers.

This program is not “a replacement for experience, knowledge and a solid portfolio of work”.

Once you pass the exam, you will receive a badge that includes a link that visitors and clients click to verify that you have taken and passed the exam. Any badges without this link is not considered valid.

Today there is only 1 exam, the Joomla Administrator. There are 2 more in development, Joomla Developer and Joomla Template. I don't have any info on these other than they are in the works. As I find out more information we will share it with you.

Additionally, there are other language versions of the exam in progress. Today, the exam is only offered in English.

Joomla Administrator

As a website administrator you are responsible for the day-to-day operation and maintenance of the website

- Site backups
- User Maintenance
- Installation of Extensions
- Site Security

Joomla Administrator Portal

<https://docs.joomla.org/Portal:Administrators>

To remind everyone who a Joomla Administrator is, here's the definition from joomla.org

“As a website administrator you are responsible for the day-to-day operation and maintenance of the website. Activities might include ensuring that the site is properly backed up; managing user access; possibly installing extensions. You will also have responsibility for maintaining the security of the website.” - joomla.org

Topics covered by the Joomla! Administrator Exam



image credit: joomla.org

JUGCN - Joomla! User Group Chicago North

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The Joomla! Administrator Exam is based on a clean version of Joomla, downloaded from the joomla.org website, using the default language. As you may recall that default language is en-GB, or British English. It is also based on the default editor TinyMCE (which has had some pretty nice updates lately), the default editor ProtoStar (when's the last time you've used it?) and settings. This is a plan vanilla out of the box no 3rd party extension or customization site.

The Joomla exam will cover:

- Joomla! Architecture
- Preparing and installing Joomla!
- Website Structure
- Managing and Editing Articles
- Managing Users and Access (ACL)
- Managing Menus
- Security and Maintenance
- Upgrading the System
- Managing Extensions
- Multilingual Sites

No PHP, CSS or FTP knowledge necessary.

The Exam

- Computer based via the Safe Exam Browser
- Multiple Choice
- 60 Questions
- 90 Minutes
- Instant Score
- An exam for every major release

A question I get all the time is what is the exam like? I have not taken it but here's what I know.

- The main thing is you are not allowed any notes or papers during the exam.
- The exam is computer based. Right before the exam begins you will receive instructions on how to setup your computer with the Safe Exam Browser.
- You will need to know where things are, no clicking around to figure it out as you will not be able to navigate to any other site.
- You will have 90 minutes to answer 60 multiple choice questions
- When you are done, the exam will be automatically scored and tell you if you have passed
- Your certification will last the lifetime of the covered version
- There will be an exam for every major release, so the next one will be for Joomla version 4

Part 1

Architecture, Website Structure, Installation, and Security & Maintenance

In the first session we discussed Joomla Architecture, Website Structure, Installation, Security and Maintenance.

Our discussion will center around Joomla 3. If you're still on 2.5, please upgrade! Joomla 2.5 reached end of life Dec 31, 2014.

If you need help, please do not hesitate to contact me at sdw@danicoenterprises.com or JUGCN at info@joomlachicagonorth.com. Both will reach me. You can also give me a call at 847-241-4227.

Quick Recap

- Joomla Architecture (<https://docs.joomla.org/MVC>)
- User Maintenance
- Installation of Extensions
- Site Security

Updating an Existing Site

https://docs.joomla.org/J3.x:Updating_from_an_existing_version

Let's do a quick recap.

- Joomla is a dynamic web application that uses a database, typically MySQL to store content and site information, built on the PHP programming language. It follows the Model View Controller scheme for rendering its dynamic pages.

Part 2

System upgrade, language management,
content management, and menu management

During first session we discussed Joomla Architecture, Website Structure, Installation, Security and Maintenance. In the second session, we will covering upgrading your system, language management, content management and menu management.

Our discussion will center around Joomla 3. If you're still on 2.5, please upgrade, let us know if you need help.

System Upgrade

- BACKUP first
- Check and update extensions
- Joomla Update Component

Updating an Existing Site

https://docs.joomla.org/J3.x:Updating_from_an_existing_version

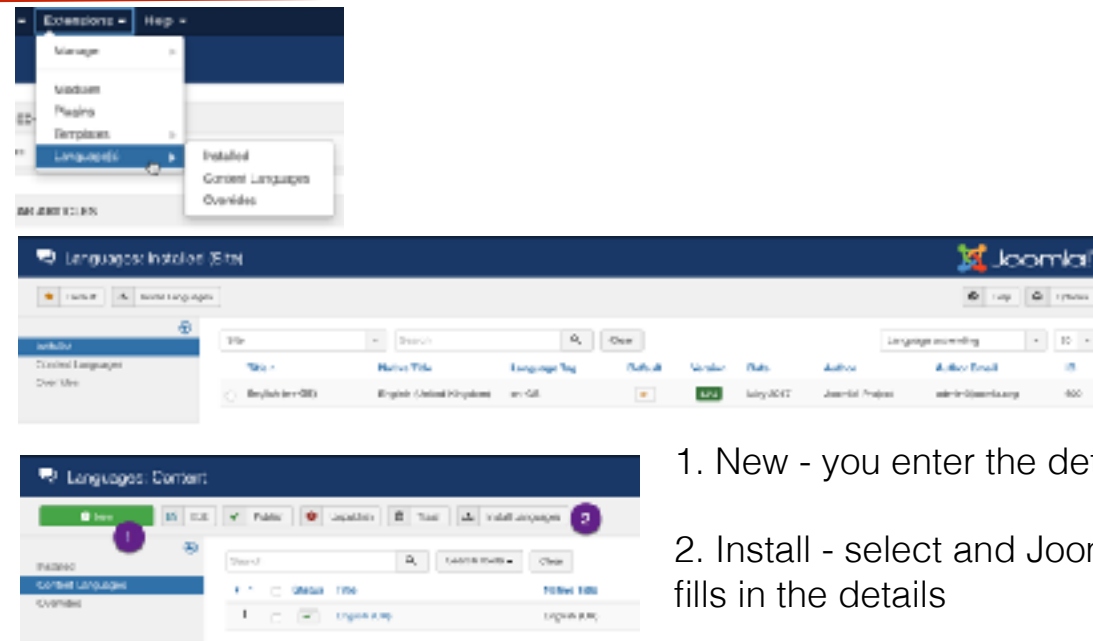
You hear all the time about the importance of keeping up with software releases especially the security patches. The most important point to remember is to BACKUP before you update.

The most common extension for backups is AkeebaBackup. Whatever way you backup your site, please use it before doing any system upgrade.

The last thing you want to do is update your site and then have it not work. So before you update Joomla, check and update your extensions.

Most often your update is applying a stable patch. Late 2.5/early 3.x, Joomla introduced the Joomla Update Component. From here you can do a one-click update

Language Management



1. New - you enter the details
2. Install - select and Joomla fills in the details

The default is en-GB or British English. As an American you know it's British English when you see an 's' where you'd normally expect to see a 'z', such as 'authorised' vs. 'authorized'. You can add other languages to your site either during initial installation or after. The other thing you can do in the language manager is create overrides.

To get to the Language Manager, go to Extensions > Language(s)

The submenu will take you directly to Installed Languages, Content Languages and Overrides.

You can install languages, by clicking "Install Languages" from either Installed Languages and Content Languages.

Use the search box to find your language

Content Management

- Creating Articles
- Setting Access
- Article Options
- Archiving Articles

Article Management Portal

https://docs.joomla.org/Portal:Article_Management

When we talk about content, we are talking about articles, the core of our content management system.

This may seem pretty basic but there are settings, features and functions that you may have forgotten or not used in awhile because you've been using extensions, so we're going to go through them now.

So adding an article: there are 3 ways to do it.

Most common is to go to the Content > Articles > Add New Article. Second is to go to the Article Manager (Content > Articles) and clicking the big green "new" button on the top left.

The third and newest way is to create from the Single Article Menu Item. This was introduced in J3.7.

Content Management: Adding a new Article

1. Content > Articles > Add New Article
2. NEW from Article Manager
3. Create from Single Article Menu Item



Adding a New Article

https://docs.joomla.org/Adding_a_new_article

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Content Management: Setting Access

- Set Access on the Article
- Set Unauthorized Links

The screenshot shows the Joomla! article edit interface. On the left, the 'Access' dropdown menu is open, showing options: Public, Guest, Public (highlighted), Super Users, Registered, and Special. On the right, the 'Show Unauthorised Links' dropdown is open, showing options: No, Use Global (No), Yes, and No (highlighted). Other visible settings include 'Status' (Published), 'Categories' (Uncategorised), 'Featured' (No), 'Show Email' (Hide), 'Show Hits' (Hide), 'Show Tags' (Use Global), and 'Positioning of the Links' (No). A status bar at the bottom shows 'View Site', '0 Visitors', '1 Administrator', '0 Messages', and 'Log out'.

Restricting Read More Access

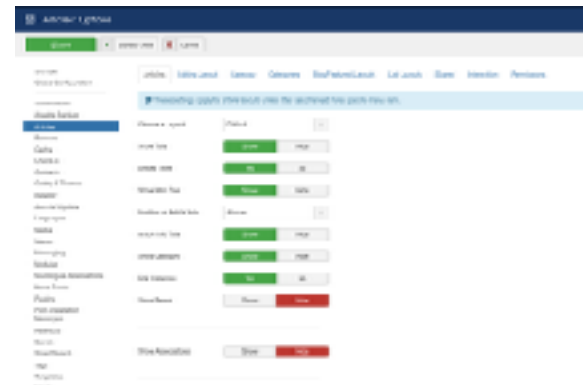
https://docs.joomla.org/Restricting_access_to_%22read_more%22

When adding articles to your site you may have information that you want to restrict to those who are registered or authors, etc. (We'll talk more about user management in part 3). You can restrict access to the entire article (think site administrator articles) or restrict access to read more unless in a certain permission group.

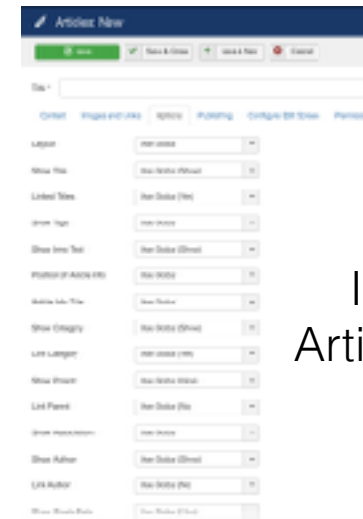
In the Article edit screen set the access to the desired level.

So what happens if you set the access to Registered but you want the visitor to see the article exists before logging in? On the Single Article Menu Item that your article is attached to, set the 'Show Unauthorized Links' to 'Yes' You can set permissions on an individual article level or a global level. To set on a global level, from the Article Manager, click the Options button on top right on the 'Articles' tab scroll to towards the bottom to the 'Show Unauthorized Links'.

Content Management: Setting Article Options



Option button
in the upper left of the
Article Manager



Individual
Article Options

Article Options

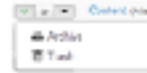
https://docs.joomla.org/Help37:Components_Article_Manager_Options

there are many options you can set globally and then override individually if necessary, think of the 80/20 rule
New in J3.7 in the options for the article, when you select Use Global it will show what that option is set to.

Content Management: Archiving an Article

To archive

1. Using the action list, click the dropdown icon on the right



2. Click on the word Archive

You archive multiple articles by checking and then clicking the Archive button in the toolbar



Useful for articles
displaced by new ones

Archiving an Article

https://docs.joomla.org/Moving_an_Article_to_the_archive

So one feature I know that I don't use a lot is archiving articles. To archive an article select it and from the action menu set to archive. If you want to get back to them at a later date you will need to use the search tools and search for status 'Archived' or 'All'.

This aids in moving off older content without causing 404 errors if it is being linked to elsewhere

Menu Management

- Adding a Menu
- Adding Menu Items
- Controlling module display when no menu item exists

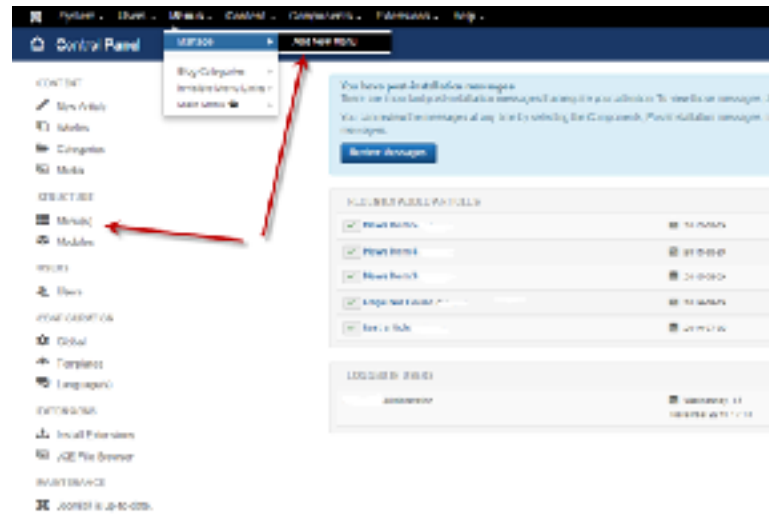
Menu Management Portal

https://docs.joomla.org/Portal:Menu_Management

So everyone knows that menus are pretty important for your overall usability of your website.

In addition to the out of the box menu item types, as you add extensions some may add menu item types.

Menu Management: Adding a Menu



Two ways
for adding
a menu

Adding a New Menu

https://docs.joomla.org/J3.x:Adding_a_new_menu

In addition to your main menu you may want to add other menus. I often create a site admin menu of the common tasks a self-maintainer might need.

There are two ways to create a menu

Menu Management: Controlling Menu

- Linking from One Article to Another
- Linking to an Article from a Module
- Controlling Module Display with an Extension

Controlling Module Display When No Menu Item

<https://docs.joomla.org/>

[How_to_control_module_display_when_linking_to_an_article_with_no_menu_item](https://docs.joomla.org/How_to_control_module_display_when_linking_to_an_article_with_no_menu_item)

Joomla Resources

- Joomla Documentation (docs.joomla.org)
- OStraining.com
- JAB17 - Everything you need to know about Joomla! Certification (<https://youtu.be/2cGB7CCKbts>)

Part 3 - July 12th
User Management, Extension
Management, and Miscellaneous Tasks

For the next session on Wednesday, July 12th. Kendall Cabe from Times Two Technology will cover User Management, Extension Management, and Miscellaneous Tasks.

Thank you

Questions?

Contact us at: info@joomlachicagonorth.com