About OmniUpdate, Inc.

OmniUpdate® is the leading web content management system (CMS) provider for higher education. The company focuses on providing an exceptional product and customer experience to its OU Campus™ CMS users who manage more than 700 web and mobile sites in the U.S. and around the world. OU Campus is secure and scalable, server and platform independent, and seamlessly integrates with other enterprise campus systems. It provides college and university web developers, administrators, and marketers with the user-friendly tools and deployment flexibility they need to achieve excellence. For more information, visit.

About This Guide

This includes the information for using and setting up gadgets for OU Campus v10.

OU Campus Support

The Support site is available to everyone and users are encouraged to visit and browse the site for information. An institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team. Ways to access the OU Campus support documentation include:

- Support site: https://support.omniupdate.com/
- The help link in the main interface of OU Campus
- The WYSIWYG Help link
- Help links embedded in the system
- Text instructions are provide onscreen for specific fields and functionality
- OmniUpdate Community Network (OCN): http://ocn.omniupdate.com/

Conventions

Shorthand for navigation through the OU Campus CMS is indicated with a greater-than sign and bolded: > For example, Setup > Sites. Code snippets use Courier New and a shaded background.
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Gadgets

Overview

A gadget is a little program that provides additional functionality or streamlined access to functionality within OU Campus. Gadgets are available account-wide and can be either a system gadget or a custom-created gadget. System gadgets are included with the CMS. Gadgets customized for an institution are also integrated into the implementation. Gadgets may also be created after the initial implementation and added to the system. In any event, gadget access may be limited by group assignment and members of the group (and administrators) will have access to that particular gadget. Some gadgets are only located on the Dashboard or on the Gadgets sidebar, while others are available in both locations.

Each individual user can choose which gadgets to show or hide on their Dashboard or Gadgets sidebar; some gadgets are context-specific, meaning that they will only appear when viewing a page or inside an editable region. These include the Page Info Gadget, Images Gadget, Snippets Gadget, and YouTube Gadget.

When new system gadgets are added into OU Campus with new version releases, they will need to be activated in OU Marketplace. Visit the [Marketplace](#) page for more information.

Administrator-created gadgets have access to the OU Campus API, so they can be programmed to do virtually anything a built-in tool can do, plus can additionally be scripted to access other external web services. Gadget files are created in a directory that consists of, at a minimum, an XML file to configure the appearance of the gadget, and a URL (i.e., index.html) that includes the program. The gadget code can include JavaScript, jQuery, HTML, and CSS, both in the form of imported files and within the page itself.

Custom-created gadget functionality includes but is by no means limited to:

- Bulk assigning a user to groups
- A chat client for in-system, real-time messaging
- A color picker that can be used to visually choose a color and then insert the hexadecimal equivalent into code
- Inserting an image from Flickr
- Sending an email from the Gadgets sidebar
- Quickly publishing a page
- Providing a user list
- Programmatically modifying PCF files
- Automating repetitive tasks

Video

Gadget Configuration

Gadget access is controlled by a Level 10 administrator from the Setup > Gadgets screen. This screen allows the administrator to assign groups to each gadget, giving group members the ability to view and use the gadgets. In addition to being able to assign gadget access, an administrator can create new gadgets and configure gadget-specific properties.

For more information, visit the Gadgets Setup page.
Dashboard gadgets are generally gadgets that have site-wide functionality, such as site analytics or the Activity gadget. Others provide shortcuts to content, such as the Inbox or My Checked-Out Content. The system gadgets available on the Dashboard are as follows:

- **Activity**: Activity shows content with recently performed actions such as a scheduled publish, expire, or upload.
- **My Checked-Out Content**: Shows the content checked out by the current user and the date/time stamp that the content, which can be a page, asset, or file, was checked out. Within this gadget, the pages are linked and can be clicked to for editing or approving. The light bulb icon indicates the page is checked out and clicking the icon checks the page back in.
- **Inbox**: Provides a scrollable list of recently received messages.
- **Site Analytics**: Provides site-level analytics through Google Analytics directly inside OU Campus.
- **Workflow**: Gives users the ability to track all workflow items they are involved in from one gadget. Users involved in a particular workflow item can message each other directly inside the gadget.
Configuring the Dashboard

The **Configure Dashboard** link can be used to choose which gadgets to display on the Dashboard. All users have access to this functionality, but not necessary all gadgets will be visible for all user levels, depending on access settings established by the administrator.

Clicking **Configure Dashboard** brings up the **Dashboard Configuration** modal.
The Dashboard Configuration modal shows the Dashboard gadgets that are available to the user. Gadgets that are currently configured to be available on the Dashboard are listed and can be filtered by name. Functionality includes:

- **Filter**: Enter two or more characters to filter by gadget name.
- **Hide**: To hide a gadget from view on the Dashboard, click anywhere within the green gadget box or click the checkbox to clear the selection. A gadget configured to be hidden is shown in gray.
- **Show**: Click anywhere within the gadget box or the checkbox to select a gadget to show on the Dashboard. A gadget configured to be shown is shown in green.

### Rearranging Dashboard Gadgets

Gadgets can also be reordered on the Dashboard by clicking and dragging the grey title bar to a new "tile," shown by a dotted line.
The Gadgets sidebar is a global element that can be shown or hidden by the user. The sidebar exemplifies responsive design as the sidebar also automatically collapses or expands when a browser is resized. The Gadgets sidebar can be shown by clicking on the Show Gadgets button at the top right of the screen.

Once the Gadgets sidebar has been expanded, individual gadgets can be collapsed or expanded and the user can configure which gadgets appear in the sidebar. The gadgets that are available on the sidebar are dependent upon the implementation of the site and can be configured by a Level 10 administrator.

### Gadget Sidebar Icon Reference

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image_url" alt="Plug" /></td>
<td>Show Gadgets</td>
<td>Click the plug icon to show the Gadgets sidebar.</td>
</tr>
<tr>
<td><img src="image_url" alt="Gear" /></td>
<td>Choose Gadgets</td>
<td>Click to display the Choose Sidebar Gadgets modal from where it can be determined which gadgets to show on the sidebar.</td>
</tr>
</tbody>
</table>
## Icon | Name | Description
--- | --- | ---
→ | Hide Gadgets | Click the arrow to hide the sidebar.
↓ | Expand Gadget | Click to expand the gadget on the sidebar.
↑ | Collapse Gadget | Click to collapse the gadget on the sidebar.

The following system gadgets are published by OU Campus:

- **Activity**: Activity shows content with recently performed actions such as a scheduled publish, expire, or upload. Administrator only.
- **Assets**: Drag and drop any asset into an edit view.
- **Bookmarks**: Bookmark frequently-used pages, reports, or other OU Campus screens for easy navigation.
- **Dependency Tag Info**: Search for and display information regarding dependency tags in the site.
- **Images**: Drag and drop images from any folder into editable regions or the Source Editor.
- **Link Check**: Check for all broken links on a page in OU Campus and send a report to any user.
- **My Checked-Out Content**: Shows the content checked out by the current user and the date/time stamp that the content, which can be a page, asset, or file, was checked out. Within this gadget, the pages are linked and can be clicked to for editing or approving. The light bulb icon indicates the page is checked out and clicking the icon checks the page back in.
- **Notes**: Allows users to make public or private notes on any page in the CMS.
- **Page Analytics**: Allows users to view Google Analytics data for the page they are currently viewing or editing.
- **Page Info**: Displays information about the file currently being viewed or edited.
- **Page Parameters**: Edit page parameters directly from the gadget without having to navigate away from the Preview or Edit view.
- **Quick Publish Gadget**: Allows users to save and publish pages quickly to a desired production target.
- **Request Help**: Sends page and user information along with a custom message to a pre-defined group in OU Campus who can help users in need.
- **Snippets**: Drag and drop any snippet into an edit view.
- **URL Shortener**: Provides a utility to shorten a URL, which can then also be dragged onto a page.
- **Workflow**: Same functionality as the Workflow dashboard gadget.
- **YouTube**: Drag and drop YouTube videos from linked YouTube channels or by searching all of YouTube.

Other gadgets published by third parties are also available in the Marketplace.
Choosing Gadgets on the Gadget Sidebar

To show and hide gadgets in the Gadgets sidebar, click the **Choose Gadgets** icon (circled above) to be taken to the **Manage Sidebar** modal.
The Manage Sidebar modal shows the Sidebar gadgets that are available to the user. Gadgets that are currently configured to be available on the Sidebar are listed and can be filtered by name. Functionality includes:

- **Filter**: Enter two or more characters to filter by gadget name.
- **Hide**: To hide a gadget from view on the Sidebar, click anywhere within the green gadget box or click the checkbox to clear the selection. A gadget configured to be hidden is shown in gray.
- **Show**: Click anywhere within the gadget box or the checkbox to select a gadget to show on the Sidebar. A gadget configured to be shown is shown in green.
Rearranging Sidebar Gadgets

A user may relocate the gadgets on the sidebar by dragging them into a different order. Users can click and hold on the gadget's title bar and move the gadget up or down in the list.
Site Analytics

Overview

Authority Level:
All user levels by default;

administrators may restrict access to the gadget and to each data group in the gadget through access settings.

With the Site Analytics Gadget, Google Analytics data is viewable within OU Campus in a flexible Dashboard gadget.

Users of the Google Analytics account can configure views as necessary to provide a bird's eye view of the analytics reporting for the entire site, or by applying filters, can provide a more granular view. Frequently used metrics for measuring data include visits, unique visitors, page views, referring web sites, and visit length. Dimensions refer to a particular description or way to organize metrics. For example, pageviews is a metric, and a custom date range is a dimension.

The Site Analytics Gadget includes the following features and functionality:

- Choice of multiple analytics views through the drop-down selector at the top right (in the example above, gallenauniversity.com is the selected analytics view)
- Home icon for reverting to thumbnail view after viewing a data group's expanded view. Double-clicking the home icon resets the thumbnail view to the initial three items
- Custom and preconfigured date range selections (e.g., Last 7 Days, Today, and Last 30 Days) with a calendar popover
- Thumbnail views of metrics and dimensions, which include data points
- Expanded view for each set of metrics and dimensions, which includes the same graphic from the thumbnail view as well as an aggregate for the dimension. For example, if the dimension is a time range of one week, and the metric is pageviews both unique and total, the expanded view additionally provides the total for all unique pageviews for the week and the total page views for the week.
- Slider to scroll through thumbnail views for each item (e.g., Pageviews by date, New Visits by date)
- Horizontal bullet points for horizontal scrolling through the detailed metrics
- In either thumbnail and expanded displays, hover over the data point on the chart, list, or map for the details of the data point
Site Analytics Data Group (Expanded View)

The data for each group of metrics/dimensions are provided in a line graph, pie chart, bar chart/list, or map. While the actual data for the Site Analytics Gadget and the Page Analytics Gadget are different, the reporting available is the same.

For more explanation regarding each of these data groups, refer to the Analytics Data Groups page.

Configuring Google Analytics Views

Level 10 Administrators can change which Google Analytics views are visible in the gadget and who can view them by navigating to Setup > Google Analytics and either adding another view or editing a current view and modifying the Available to drop-down menu.

For more information, please visit the Google Analytics Views page.
Using the Gadget

In the Site Analytics Gadget itself, users can use the date range selectors to view data over a predefined or custom-defined amount of time.
Clicking the **Home** icon will bring the user back from an expanded data group back to the thumbnail view, which shows thumbnails for all available data groups. In the thumbnail view, clicking the Home button will bring the user back to the first three thumbnails.

When viewing a thumbnail of a data group, hover over and click the expand icon to show the expanded view.
Hovering over a data point on a line graph, chart, map, or bar chart/list will show more details.

When browsing through expanded data groups or in the thumbnail view, navigation arrows and buttons are available to help the user navigate to different data groups.
Page Analytics Gadget

Overview

Authority Level: All user levels by default; administrators may restrict access to the gadget and to each data group within the gadget through access settings.

With the Page Analytics Gadget, Google Analytics data is viewable within OU Campus in the Gadgets sidebar. The data available is view and page specific.

The Page Analytics Gadget includes the following features and functionality:

- Choice of views using drop-down selector
- Preconfigured date range selections (e.g., Last 7 Days, Today, and Last 30 Days)
- Custom date range option with calendar pickers
- Linked list of metrics; click name of metric item to display a modal with an expanded view of the metric
- Expand icon to display the thumbnails in a modal

The thumbnail and expanded views include view chooser, date range selectors, scrollable data groups with metrics/dimensions, and data points. Each data group's display is similar to the Site Analytics Gadget for the Dashboard but in a modal window; the data shown in each modal is specific to the page that the user is on.

The Page Analytics Gadget is also where users can track data regarding the social media posts sent to Facebook and Twitter upon publish of a particular page. For more information regarding this feature, visit the Social Media Analytics page.
The following metrics are available for the Page Analytics Gadget:

- Visitors
- New Visitors
- Pageviews
- Unique Pageviews
- Entrances: The Entrances metric also does not have a chart, so no modal is displayed. For more information: Differences between Entrances and Sessions
- Exit Rate
- Average Time on Page
- Average Load Time: Provides the average of all of the measured page load times collected over the specified period. There is no chart available for this metric.

With the exception of Entrances and Average Load Time, each data group will expand into a graphical view of the data when clicked on.
For more explanation regarding each of these data groups, see the Analytics Data Groups page.

**Configuring Google Analytics Views**

Level 10 Administrators can change which Google Analytics views are visible in the gadget and who can view them by navigating to **Setup > Google Analytics** and either adding another view or editing a current view and modifying the **Available to** drop-down menu.

For more information, please visit the Google Analytics Views page.
Using the Gadget

In the Page Analytics gadget itself, users can use the date range selectors to view data over a predefined or custom-defined amount of time.
Clicking the **Home** icon will bring the user back from an expanded data group back to the overview, which shows thumbnails for all available data groups. The Home button will be visible in the overview, but it will not be clickable.
When viewing a thumbnail of a data group, hover over and click the expand icon to show the expanded view.

![Pageviews Graph](image)

Hovering over a data point on a line graph, chart, map, or bar chart/list will show more details.

![Pageviews Graph](image)

When browsing through expanded data groups or in the thumbnail view, navigation arrows and buttons are available to help the user navigate to different data groups.
Page Analytics – /index.html

Pageviews
A pageview is counted every time a page is visited. Unique pageviews exclude repeated views of the same page. Pageviews displays the total number of pageviews in the selected period of time.

- Total Pageviews: 46
- Total Unique Pageviews: 29
Social Media Analytics

Overview

Social Media Analytics is a set of analytics that is found within the Page Analytics gadget. As such, navigation through the gadget is the same as for the Page Analytics gadget. For more information about the Page Analytics Gadget itself, visit the Page Analytics Gadget page.

All user levels can access this gadget, but a Level 10 administrator needs to set up Google Analytics and link social media accounts to the site before the gadget can be used.

To learn more about setting up Google Analytics for a site, visit the Google Analytics Views page.

To learn more about setting up social media accounts, visit the Set Up Twitter and Set Up Facebook pages.

The Social Analytics Gadget is used to track the likes, comments, shares, and other social media interactions made by users in response to social media posts made through OU Campus to linked Facebook or Twitter accounts. This data is found within the Page Analytics Gadget, which can be accessed via the Gadgets Sidebar.

Page Analytics Gadget - Social Media Analytics View

Clicking on Expand View will bring up a modal that graphically represents the data.
Social Media Analytics (Expanded View)

Functionality

This gadget tracks posts that have been made to social media accounts from within the OU Campus interface. For more information on how to post to Facebook or Twitter, please visit their respective pages.

In order to view social media analytics:

• Navigate to a page in OU Campus and click the Gadgets sidebar.
• Make sure that "Page Analytics" has been activated on the sidebar (if not, activate it via the gear icon next to "Gadgets" at the top of the sidebar) and click the arrow to open it.
• Click the blue drop-down selector to switch between the social media accounts and Google Analytics views that have been activated for the site.
• Use the calendar popover menu to select the range of posting dates that will be analyzed. Data (e.g. Likes, Comments, Retweets) will only be collected for OU Campus postings that were made during the selected date range.

Note that all data up to the present day will be displayed for posts that fall within the date range. Level 10 administrators can use the Custom Reports tool to track when posts have been sent to Facebook or Twitter on a page. For more information, visit the Facebook Wall Posts Report and Tweets Report pages.
• If desired, click **Expand View** to view data graphically.

**Things to Remember**

Data from the gadget is on a per-page basis. Only posts made from the page a user is on will be shown in the gadget. To see data from another page, users must first navigate to the page in the OU Campus interface.

The gadget will aggregate data from multiple posts made from the same page on the same date into one graph.

In order to see data about a specific post, the date range for the gadget must include the date of the posting. All likes, comments, shares, etc. from the day it was posted until the current day will then be shown (even if the date range does not include the present day).

Analytics will be shown for one social media account at a time. To see data from other accounts, click the blue drop-down selector and choose a different social media account.
Analytics Data Groups

Analytics Data Groups: Metrics and Dimensions

When using the Site Analytics Gadget and the Page Analytics Gadget, the data for each group of metrics and dimensions are provided in a line graph, pie chart, bar chart with file names, or map. While the actual data for the Site Analytics Gadget and the Page Analytics Gadget are different, the same types of reports are available. The overviews below provide both the thumbnail and expanded view of each data group with a brief explanation of the metrics and dimensions involved as well as additional links for more information.

Pageviews

Provides a shaded line graph plotting the total number of pageviews and unique pageviews over time. "A pageview is an instance of a page being loaded by a browser. The pageviews metric is the total number of pages viewed. Repeated views of a single page are also counted. Google Analytics logs a pageview each time the tracking code is executed on a web page." Source: Pageviews (Google Support)
Note that reloading a page increases the pageview count as does navigating to another page and returning to the page during the same session. A "unique pageview" aggregates the views of the same page during a session. So, the unique pageview metric represents the number of sessions in which a page was viewed at least once. Source: Pageviews vs Unique Pageviews (Google Support)

Additionally, the expanded view provides the total unique pageviews and the aggregated total for the selected period.

New Users
Provides a shaded line graph for the number of new users over time. Hover over a data point for the number of new users and date. For more information about how the metric is calculated for the time dimension, visit How Users Are Calculated (Google Support).
The expanded view provides the aggregated total of new users for the selected period.

**Average Time per Visit**

Provides a double Y-axis line graph, which plots both duration (in seconds) and pageviews per visit over time. Hover to display the duration in minutes and seconds, and for the data point details for the average number of pages. The session duration is calculated for all pageviews for each session and then averaged for the selected time period. The pageviews per visit is an average of the pageviews for a session. Repeated views during a session are counted.
Additionally, the expanded view provides the average of session duration for the selected time period as well as the average pageviews per session during the time frame.

**Average Time Per Visit**

Averages for Selected Period
- Visit Duration: 8m 20s
- Pageviews per Visit: 3.267

**Bounce Rate and Exit Rate**

Provides a line graph chart plotting both bounce rate and exit rate over time. The bounce rate is the percentage of single-page sessions (i.e., visits in which the person left the site from the entrance page without interacting with the page). The exit rate is determined by how many visitors left the site from that particular page after traversing through other pages/content in the site. This allows for analysis of immediate exits in comparison to all exits. For more information: Exit Rate vs Bounce Rate (Google topic).
Additionally, the expanded view provides the average bounce rate and exit rate per session for the selected period.

New vs. Returning Users
Provided as a pie chart with percentages in order to compare new visits with return visits as determined by a cookie. Visits are determined by sessions not pageviews. Hover for actual data point information.
Additionally, the expanded view provides the breakdown and the aggregated total for the selected time period.

**Most Viewed Pages**

This data group is only available in the Site Analytics gadget. It provides a horizontal bar chart of pages with the most unique pageviews in descending order. Note that unique pageviews aggregates page loads for a session, whereas pageviews includes all views of a page for a session. The x-axis provides a bar as a visual indication of the number of unique pageviews for each page. This allows for quick and easy comparison of popular pages in descending order. Hover for site root-relative URL and number of unique pageviews.
Additionally, the expanded view provides a list with the total unique pageviews for the most frequented pages for the time period.

Users by Country
Provided as a color-coded map of the world indicating from where in the world traffic to the resource is originating. The darker the color on the map, the more visitors have originated from that country. Hover for country name and the number of visitors for a data point. The bar line also shows a color-coded comparison of traffic by country.
Additionally, the expanded view provides a list of the top five countries (if available) generating the most traffic and the total of all visits for the country for the selected time period.

**Users by Country**

Users by Country shows how many visitors have viewed a site or page from a specific country. This can help determine international interest in an institution, recruitment needs, or internationalization needs.

<table>
<thead>
<tr>
<th>Top 5 Countries</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>12</td>
</tr>
<tr>
<td>Canada</td>
<td>1</td>
</tr>
</tbody>
</table>

**Users by State**

Hover for state name and the number of visitors for a data point. Provided as a color-coded map of the United States indicating from where in the United States traffic to the resource is originating. The darker the color on the map, the more visitors have originated from that state. Hover for state name and the number of visitors. The bar line also shows a color-coded comparison of traffic by state.
Additionally, the expanded view provides a list of the top five states generating the most traffic and the total of all visits for the state for the selected time period.

### Vists by Browser

Provides a pie chart to indicate the sessions by browser percent; hover for actual quantity for a slice of the pie. The length of a visit or session is configurable at Google Analytics and by default are 30 minutes, to midnight, or from a unique campaign referral. For example, if a visitor opens a page, takes a 32 minute lunch break, and then returns to continue with the page, a new session is counted. A campaign update occurs when a visitor enters the site via a search engine, referring website, or campaign tagged URL. Direct traffic does not update or replace an existing campaign source. Source: Google Analytics
Additionally, the expanded view provides a list of total sessions by browser for the top five browsers and the total number of sessions for the selected time period.

Visits by OS

Provides a pie chart to indicate the sessions by operating system, such as Windows, iOS, Linux, or Solaris. Session definition is configurable at Google Analytics and are by default 30 minutes or when entering from a unique campaign referral. Hover over a data point for the number of sessions.
Additionally, the expanded view provides a comparison of mobile and desktop operating systems by percent for the selected time period. For example, desktop operating systems can include: Windows, Macintosh, Linus, and Chrome OS. Mobile operating systems percents include Android and iOS. For more information, visit the List of Operating Systems page.

Visits by ISP
Provides a pie chart to indicate the sessions by Internet Service Provider (ISP) percent. ISP can include a domain or ISP; for example, OmniUpdate, Verizon, Charter.
Additionally, the expanded view provides a list of up to the top six ISPs by session for the selected time period.
Activity Gadget

Overview

Authority Level: All user levels by default; administrators may restrict access through access settings. User levels 9 and 10 are able to see activity for all users and pages on the site; user levels 0-8 are only able to see activity for pages to which they have access.

The Activity Gadget is both a dashboard gadget and sidebar gadget. Although the gadget is displayed differently in each location, they share the same functionality. This gadget displays a list of the most recent actions that have been performed on the OU Campus account, listed in reverse chronological order. For administrators, this includes all activity by all users. All other user levels will only see their own activity in the gadget. Each action listed is displayed as a list item, with each item displaying the following:

- An icon relevant to the action performed
- The file’s location within the site on the staging server and the file name (clicking the filename will take the user to the page)
- The user who performed the action
- The date and time of the action

Activity Gadget Views

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Sidebar</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Dashboard Activity Gadget" /></td>
<td><img src="image2.png" alt="Sidebar Activity Gadget" /></td>
</tr>
</tbody>
</table>
The user can click the path link to navigate to the content where it can then be modified, published, and so on. It is important to remember that if an item is already checked out to another user, then that content is unavailable to edit.

**Video**
Dependency Tag Info Gadget

Overview

Authority Level: All user levels by default; administrators may restrict access through access settings.

The Dependency Tag Info Gadget is a sidebar gadget that allows users to search for and display information about a dependency tag within all sites for an account. This gadget is useful for when a user is trying to locate all subscribers to a specific product or file. All dependency tag types are supported and the tag syntax is specific to the dependency type (file, page, directory, asset, or s-tag).

If the user does not know the dependency tag number, they can search for dependency tags by path, URL on production, or Asset name from within the gadget.

For more information about the Dependency Manager and dependency tags, visit the Dependency Manager page.

Performing a Dependency Tag Search

Users can search for dependency tags in the gadget by entering in the dependency tag itself or by entering the path to the file on staging, the URL of the file on production, or the Asset name (if searching for assets). The search field is case-sensitive.

Searching By Dependency Tag

When searching for information using a dependency tag, either the complete dependency tag with starting and ending double braces (e.g., \{{x:123}\}) can be used or shortened forms can be used. For example, using the letter and the number with the colon (e.g., f:456) or just the number associated with a dependency tag (e.g., 789) is valid. If curly braces are not entered as part of the search string, then the Dependency Tag Info Gadget searches all tag types in the following order: f, a, d, s.

After a search using a dependency tag, this information is displayed in the gadget:
- **Type**: Shows the file type of the returned dependency tag:
  - `{{d:####}}` = Directory
  - `{{f:####}}` = File/page; both files and pages use this syntax type
  - `{{a:####}}` = Asset
  - `{{s:####}}` = S-tag: Used with XML/XSL templating to pull content from a PCF file on staging for a triggered publish
- **Name**: Displays the name of the file, asset, page, or directory.
- **Staging Path**: Displays the path from the site root. Path is shown for file or directory tags. Clicking this link will take the user to the file in OU Campus.
- **Site**: Displays the site name in which the referred-to dependency resides.
- **Subscribers**: Lists any pages that have subscribed to the image, asset, file, or link. Clicking any of the the linked filenames will take the user to the selected file in OU Campus.

### Searching by Asset Name

Users can search for Assets by entering in all or part of the Asset name. When users search for Assets, the following information is displayed in the gadget:

- **Type**: Type of file that was returned (in this case, "Asset").
- **Name**: The full name of the Asset.
- **DM Tag**: Dependency tag for the Asset. The tag will have the format of `{{a:####}}`.
- **Site**: Site in which the Asset was created.
- **Subscribers**: List of pages on which the Asset has been placed.
Searching by Staging Path

Users can search for files, pages, and directories in the gadget by typing the root-relative path of the page or file in question. Typing in a partial filename will return all results that match the partial filename.

If a user is viewing a directory in the Pages list view when the search is performed, then the gadget will return results that exist inside that directory. For example, if a user is in the `/admissions/` directory of a site and searches for `index`, the search would return information for the `/admissions/index.pcf` page, and not index pages at the root of the site or in different directories.

When users search by staging path, and the file returned only has one dependency tag associated with it, the gadget will display the information found above in the Searching by Dependency Tag section. If there are multiple dependency tags associated with a file on staging (e.g., if publishing a page creates both an HTML and PDF file on production), the following information is displayed in the gadget:

- **Type**: Type of file that was returned (in this case, file or directory).
- **Path**: Directory-relative path of the file, using the currently-viewed directory as the root.
- **DM Tags**: Dependency tags associated with the file. Multiple page products can exist for one page on staging, and each page product will have its own dependency tag.
- **Site**: Site in which the file exists.
- **S Tag**: S-Tag for the file on staging.
Searching by Production URL

Users can also search for files, pages, and directories in the gadget using the fully-qualified URL of a page, file, or directory that exists on production. Pasting such a URL into the gadget will return the same information as when a user searches by the staging path.

When searching by staging path, production URL, or Asset name, it's possible that multiple files/pages may return as matches. In this case, the gadget will display a list of all results, and users can click on the linked path of the file to view information about its associated dependency tags.
Finding Dependency Tags

There are many places in the system where users can find dependency tags in addition to searching for them in the Dependency Tag Info Gadget. Dependency tags can be found in the source code, from tools in the WYSIWYG Editor, or by running a custom report (available to level 9 and level 10 administrators). For example, when inserting a link to a file, the Insert/Edit Link or Insert/Edit Image tools will display dependency tags if the file/page exists on the staging server. The following reports supply a dependency tag:

- **Custom Reports > Pages**, and select the Products checkbox (f-tags)
- **Custom Reports > Directories**, and select the Dependency Tag checkbox (d-tags)
- **Custom Reports > Products**, and select the Dependency Tag checkbox (f-tags)
- **Custom Reports > Assets**, and select the Dependency Tag checkbox (a-tags)

Dependency Tag in the Insert/Edit Link Modal

![Insert Link Modal](image)

Dependency Tags in the Assets List View

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag</th>
<th>Status</th>
<th>Modified</th>
<th>Site/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blog - Featured Blog List</td>
<td>(f[a16508])</td>
<td></td>
<td>4/29/15 9:50 AM</td>
<td>Gallena,University</td>
</tr>
<tr>
<td>Blog - Featured Tags List</td>
<td>(f[a16529])</td>
<td></td>
<td>4/29/15 9:50 AM</td>
<td>Gallena,University</td>
</tr>
<tr>
<td>Blog - Homecoming and Reunions</td>
<td>(f[a16527])</td>
<td></td>
<td>4/29/15 9:31 AM</td>
<td>Gallena,University</td>
</tr>
<tr>
<td>Blog - Recent Post List</td>
<td>(f[a16530])</td>
<td></td>
<td>4/29/15 9:50 AM</td>
<td>Gallena,University</td>
</tr>
<tr>
<td>Home - Image Slider</td>
<td>(f[a16558])</td>
<td></td>
<td>5/14/15 4:27 PM</td>
<td>Gallena,University</td>
</tr>
<tr>
<td>Image Gallery</td>
<td>(f[a16626])</td>
<td></td>
<td>6/20/15 4:30 AM</td>
<td>Gallena,University</td>
</tr>
<tr>
<td>News - RSS Listing</td>
<td>(f[a16531])</td>
<td></td>
<td>4/29/15 9:50 AM</td>
<td>Gallena,University</td>
</tr>
<tr>
<td>University Description</td>
<td>(f[a17840])</td>
<td></td>
<td>8/19/15 8:59 AM</td>
<td>Gallena,University</td>
</tr>
</tbody>
</table>

Dependency Tags in the Source Editor

```html
1 <li><a href="{{f:1454754}}">Academic</a></li>
2 <li><a title="Resources" href="{{f:1454758}}">Resources</a></li>
3 <li><a title="Courses" href="{{f:1454752}}">Courses</a></li>
4 <li><a title="Why Gallena" href="{{f:1454760}}">Why Gallena</a></li>
```
Video
Images Gadget

Overview

Authority Level: Available to user levels 1-10; administrators may restrict access through access settings.

This gadget only appears when the user has opened an editable region in a WYSIWYG Editor or the Source Editor.

The Images Gadget is a sidebar gadget that gives users the functionality to drag and drop previously uploaded images from the Gadgets sidebar into an editable region when using the WYSIWYG Editor or Source Editor. This gadget is useful in that it helps streamline the process of adding images to pages. Images can also be downloaded to a local computer by dragging an image from the Images Gadget onto the desktop.

A level 0 user does not have editing capabilities and will not be able to access this gadget.

The Images Gadget allows users to:

- View images from a particular directory as thumbnails. Use Select New Location to specify the directory from which to show thumbnail previews.
- View a larger preview of an image by clicking it. The file name is shown in the preview.
- Insert an image from the preview by clicking the Insert button in the image's larger view.
- Drag an image onto the editing area to insert it on a page.

Selecting the Images Folder

Images can be chosen from the production server or an auxiliary site, or if Binary Management is enabled, from the staging server. Images must already be uploaded to the location in order to be accessed via the Images Gadget.
To select a new directory to show in the gadget:

1. Click the Select New Location link or click the folder icon.
2. From the Select Folder modal, select Staging, Production, or an auxiliary site. Note that a publish target might be included in the list of Auxiliary Sites, but only an auxiliary site can be used.

   ![Select Folder Modal]

   If necessary, select the Show Files checkbox to show the files in the folder.
3. Click Select.

Adding Images from the WYSIWYG Editor

1. If the Gadgets sidebar is not visible, click the Show Gadgets icon to show the sidebar.

   ![Show Gadgets Icon]

2. Expand the Images Gadget using the expand icon.
3. Choose the image from the available thumbnails.
4. Add the image using one of two methods:

   • Drag the image onto the WYSIWYG Editor.

   • Click the image’s thumbnail in the Images Gadget. From the preview of the image, click **Insert** and the image is inserted at the location of the cursor.

**Final Notes**

The Images Gadget will initially populate images from the folder defined by the Default Image Folder directory variable, if that directory variable has been defined. If the directory variable has never been
defined, the gadget will populate images from the folder defined in the Image Directory field in the Production Server FTP Settings panel under Setup > Sites > Edit Site. If nothing is defined there, the gadget will just begin at the site root.

Video
Inbox Gadget

Overview

Authority Level: All user levels by default; administrators may restrict access through access settings.

The Inbox Gadget is a dashboard gadget that allows users to preview the messages in their Inbox and navigate straight to an individual message.

The gadget includes the following features and functionality:

• Number of unread messages, if any, in the inbox
• Username of the user who sent the message
• Subject line
• Date the message was sent
• The ability to click through to the message

More information about the Inbox can be found on the Inbox page.

Video
Link Check Gadget

Overview

Authority Level: All user levels by default; administrators may restrict access through access settings.

The Link Check Gadget is a sidebar gadget provides users a quick and easy way of running a link check on the page they are currently viewing, seeing all of its broken links, then repairing them easily and/or sending the report to someone who can. For more information about Link Check, visit the Link Check page.

When editing a page, a user can click the Find Broken Links button in the gadget to scan the page for broken links. When the search is completed, either a "no broken links" message will display, or a list of broken links will be shown.

By default, all broken links will be highlighted on the page, showing the user which links need to be fixed. Hovering over a link in the gadget will only highlight that link on the page. Users have the option to disable this feature by clicking on the Remove Highlight button, and can re-enable the feature by clicking Highlight All.
Clicking on a broken link in the gadget will reveal detailed information about the link, including the URL, the status code, and the status of the page on staging or production (for internal links managed by OU Campus). Users can click Back to List to return to the list of broken links.

After fixing the broken links, saving, and then publishing the page, the link check can be performed again by clicking the Refresh icon at the top of the gadget.

**Sending a Link Check Report**

A report can also be sent to another user containing the page's broken link information and a custom message. To send this report, click the Send Report (mail) icon. Select a user to which to send the report in the To drop-down menu, fill in a Message, and then choose whether to send a copy of the message to the user's email address.
When the message is sent, it will appear in the user’s inbox with "Link Check Gadget Results" as the subject and information about the page and all broken links in the message field.

**Video**
My Checked-Out Content

Overview

Authority Level: All user levels by default; administrators may restrict access through access settings.

The My Checked-Out Content Gadget is both a dashboard gadget and a sidebar gadget. Although each gadget is displayed differently, they share the same functionality. This gadget is helpful when working on a large site with multiple files and directories as it provides a way to easily select a file to edit rather than navigate through the directories. The user can click the path link to navigate to the checked-out page where it can then be modified or published, or click the status indicators to check a page back in.

When accessing the My Checked-Out Content gadget, the following elements are displayed:

- **File Path**: The page's location within the site.
- **Status Icon**: Clicking the light bulb checks the page back in, which allows another user to make modifications to the page.
- **Locked**: Shows the date the content was locked by the user.
- **Saved**: Shows the date of the last save.

This gadget is available to all users.

For information about the various file status icons visible in this gadget, visit the [Icons](#) reference page.

My Checked-Out Content Gadget Views

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Sidebar</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Dashboard View" /></td>
<td><img src="image2.png" alt="Sidebar View" /></td>
</tr>
</tbody>
</table>

Checking In Files with My Checked-Out Content

Before logging out of OU Campus, it is recommended to check the My Checked-Out Content gadget to ensure that any pages that should not be checked out are checked back in. A page cannot be modified by another user if it is checked out unless an administrator checks it back in.

For more information regarding checked-out content and permissions, visit the [Checked-Out Content](#) page.
Both the sidebar and the dashboard version of this gadget have the same method for checking files back in. To check a page back into OU Campus, simply click the lightbulb icon in the gadget.

**Video**
Page Info Gadget

Overview

Authority Level: All user levels by default; administrators may restrict access to the gadget through access settings. The gadget will not be displayed until a user is viewing or editing a page.

The Page Info Gadget is a sidebar gadget which displays relevant information about a page or file that is currently being viewed or edited. This gadget is useful for viewing the most recent saves and publish actions, if any, as well obtaining a thumbnail view of the file's location within the folder structure, the page products, and any dependencies that the content may have.

When the gadget is expanded, the following are displayed:

- **Last Saved**: Displays the date and time of the last save of the content, and by whom.
- **Last Published**: Displays the date and time of the last publish of the content, and by whom.
- **Parent Directory**: Shows the site/root-relative path to the directory in which the content resides.
- **Page Products**: A list of all page products created from the page.
  - To the right of each list item, the corresponding dependency tag is displayed.
- **Dependencies**: A list of all dependencies; i.e., assets and files, that the page has subscribed to. In other words, if an asset has been dropped on the page or a file has been linked on the page, these are shown as dependencies. To the right of each list item, the corresponding dependency tag is displayed.

Accessing Page Information Using the Page Info Gadget

It is important to remember that the Page Info Gadget is not displayed in the Gadgets sidebar until a user is viewing or editing a page or file within the OU Campus system. To access a page's information using the Page Info Gadget:

1. Navigate to the edit, preview, or other view from the Page Actions view for the page or file.
2. Expand the Gadgets sidebar to display the enabled gadgets. Expand the **Page Info Gadget** using the expand icon.
3. Once expanded, all relevant page information is displayed within the gadget.
Links to Page Products and Dependencies can be clicked to allow users to navigate to the content. Also, clicking the dependency tag next to a product or dependency automatically passes the tag to the Dependency Tag Info Gadget, and expands the gadget to easily view the results.
Page Parameters Gadget

Overview

Authority Level:
All user levels by default; administrators may restrict access through access settings.

The Page Parameters Gadget is a sidebar gadget allows users to view and edit the parameters of a checked-out page without having to navigate to the Page Parameters screen of the Page Actions Toolbar (found inside Properties). For more information about editing Page Parameters, visit the Parameters page.

Opening the gadget in the sidebar reveals the editable fields under the Title and Metadata and Custom Settings headings. Users are able to enter information into the fields and click Save. The Page Properties will then be saved and the page preview will refresh.
As a reminder, only level 5 users and able can view and edit the parameters of a page. If a level 4 user or below opens the gadget, a warning will display notifying the user that they do not have access to Page Parameters.

The page must be checked out to the current user for the gadget to work. If the page is checked out to another user, the gadget, when expanded, will display a lock icon and the name of the user who has checked out the page.

Excluding Page Parameters from the Gadget

From the Source Editor, administrators may also exclude certain parameters from being shown in the Page Parameters Gadget. This may be done in order to show only the essential properties in the gadget, such as metadata or basic template options.

To exclude a page parameter from the Page Parameters Gadget:

1. Navigate to a page in the Pages list view and check it out.
2. Open the Source Editor.
3. In the opening <parameter> tag of any parameter, add exclude-gadget="yes".
4. Save and open the Page Parameters Gadget to confirm that the parameter is no longer visible.
5. Publish the page.
Hiding Title and Meta Tags from the Gadget

Level 10 administrators can also configure the gadget to not show any field under the Title and Meta Tags section. This means that only the page parameters under the Custom Settings section will be editable from the gadget.

In order to hide the Title and Meta Tags section from the gadget:

1. Navigate to Setup > Gadgets as a Level 10 administrator.
2. Hover over the Page Parameters row and click Edit.
3. In the Edit Gadget modal, Click Yes next to the Hide Meta Tags heading.
4. Click Save.

Video
Request Help Gadget

Overview

**Authority Level:** All user levels by default; administrators may restrict access through access settings.

The Request Help Gadget is a sidebar gadget allows users to easily send a message to a designated support group if they have issues. The gadget will send relevant data about the user's current location to the defined support group, along with a custom message written by the user in need of help. The designated support group is set at the account level by a Level 10 administrator.

Configuring the Message Recipient Group

The group who receives messages from the Request Help Gadget is configured at the account level by a Level 10 administrator from the Setup > Gadgets screen. Hovering over the Request Help row in the Gadgets list view will bring up the **Edit** button. Click the button to bring up the **Edit Gadget** modal.

In the **Edit Gadget** modal, administrators are able to edit the access settings for the gadget (altering which groups have access to the gadget itself) and modify whether the gadget appears in the gadget sidebar by default, is permanently activated, or must be shown manually using the **Configure Dashboard** option. In the Properties, the **Send To** drop-down menu allows administrators to select the group to which all messages will be sent. Furthermore, there is an option to send a copy of all messages via email to every user in the group in addition to the **Inbox** in OU Campus.
Using the Gadget

Using the Request Help Gadget is very simple. The gadget itself will send data about the page that is being viewed by the user, user information such as user level, and information such as the time and date of the help request.

To request help using the gadget:

1. Open the **Gadgets Sidebar** by clicking the arrow icon in the top right of the screen.
2. If the gadget is not visible, click **Choose Gadgets** (gear icon) in the top of the sidebar and click the checkbox next to the Request Help Gadget in the **Manage Sidebar** modal.
3. Once the gadget has been made visible, expand the gadget by clicking on its chevron.
4. Enter in any additional notes and comments in the **Message** field and click **Send** to send the message to the help group.
5. The message will be sent to each group member's inbox.
Inbox Message

From: Mary Cassidy
Date: 3/6/15 3:26 PM

Subject: Request for help from mcassidy

Message:
I'm getting a publish error here - can you figure out what's going wrong?

View: Page Preview Tab
Username: mcassidy
First Name: Mary
Last Name: Cassidy
User Level: 4

Operating System: Win32
Browser/Version: Firefox/35.0
Snippets Gadget

Overview

Authority Level: Available to user levels 1-10; administrators may restrict access through access settings. This gadget only appears when the user has opened an editable region in the WYSIWYG Editor or Source Editor.

The Snippets Gadget is a sidebar gadget that allows users to add previously created snippets into an editable region. This gadget helps streamline the editing process when adding snippets to a page, providing drag and drop functionality to the JustEdit interface.

It is important to remember that the Snippets Gadget does not appear in the Gadgets sidebar until an editable region has been opened in the WYSIWYG Editor, or when using the Source Editor. A level 0 user does not have editing capabilities and will not be able to access this gadget.

In the Snippets Gadget, users can:

• Filter the list of snippets by snippet category. All snippets are shown by default once the Snippets Gadget is expanded. Choose a category from the drop-down to view all the snippets assigned to that particular snippet category.
• Preview a snippet by clicking on the snippet name.

• Toggle between snippet preview and code view (administrators only)
• Insert a snippet into the editable region or Source Editor from its preview.
• Insert a snippet onto a page by double-clicking it.
• Drag a snippet into the editing area to insert it on a page.

Once a snippet is inserted on a page, it can be edited without modifying the original snippet.

In order for this gadget to be functional, snippets must first be created within the site. For more information about creating and managing snippets, visit the Snippets page.

Video
URL Shortener Gadget

Overview

Authority Level:
All user levels by default; administrators may restrict access through access settings.

The URL Shortener Gadget is a sidebar gadget which allows users to convert long URLs into shortened URLs. Users can then copy the shortened URL to the Clipboard or drag the shortened URL into the WYSIWYG Editor, Source Editor, or other document. Clicking the shortened URL directs the user to the page or directory defined by the original URL path.

Inserting a Short URL on a Page

1. Edit a page using the WYSIWYG or Source Editor.
2. Expand the **URL Shortener Gadget**.
3. Enter the long URL into the field. Alternatively, drag an existing link from the page into the field by selecting the linked text and dragging it into the field.
4. Click the magic wand to shorten the URL.
5. Copy and paste or drag the shortened URL back to WYSIWYG Editor.

The shortened version of the link is now added to the page.
Workflow Gadget

Overview

**Authority Level:** All user levels by default; administrators may restrict access through access settings.

The Workflow Gadget is a dashboard and sidebar gadget that shows all items in a user's workflow, from items sent to another user for approval to items awaiting the current user's feedback. Users are able to navigate to each file in workflow, as well as view the message history and compose messages from within the gadget to the users associated with each item in workflow.

Workflow items that have not been updated, reassigned, approved, declined, or otherwise adjusted in over a year will not appear in the Workflow Gadget; visit the Workflow screen in Dashboard > Workflow to view those workflow items.

For more information about how workflow functions in OU Campus, visit the Workflow Overview page in the Setup section of this site. For information about the Workflow screen found at Dashboard > Workflow, please visit the Workflow page in the Dashboard section.

**Workflow Gadget Views**

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Sidebar</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Workflow Dashboard" /></td>
<td><img src="image" alt="Workflow Sidebar" /></td>
</tr>
<tr>
<td>/academics/_sidenav.inc sent to Tess Williams on 2/6/15</td>
<td>/academics/_sidenav.inc sent to Tess Williams on 2/6/15</td>
</tr>
<tr>
<td>/athletics/gophers.pcf sent to Raul Ortega on 2/9/15</td>
<td>/athletics/gophers.pcf sent to Raul Ortega on 2/9/15</td>
</tr>
<tr>
<td>./properties.pcf sent to Bob Sullinger on 1/29/15</td>
<td>./properties.pcf sent to Bob Sullinger on 1/29/15</td>
</tr>
<tr>
<td>/about/index.pcf Cancelled on 1/29/15 at 1:43 PM</td>
<td>/about/index.pcf Cancelled on 1/29/15 at 1:43 PM</td>
</tr>
</tbody>
</table>

**Using the Gadget**

Both gadget views show a list of all items that are in the user's workflow. When a file is submitted for approval or sent to another user for approval, a new list item will appear in the gadget. Clicking on the list item in the gadget will bring up the message history, where users can communicate back and forth about the item in workflow. From this expanded view, users can also click the linked file to travel to the file in question.
Messages within a workflow may be either public or private. Public messages are visible to all those involved in the workflow of a particular file, whereas private messages are visible only to the sender and the recipient. As seen in the example above, private messages are highlighted yellow, whereas public messages will be blue.

By default, a message will have the same privacy setting as the one it is responding to, i.e. responding to a private message will automatically set the message as private as well, and send it it to that same person. However, the recipient may be changed by clicking the people icon in the bottom left corner and selecting a recipient from the drop down list. Choosing "All participants" will set the message to public.
Private messages may only be sent to one person at a time; there is currently no option to select multiple users.
YouTube Gadget

Overview

Authority Level:
All user levels by default; administrators may restrict access through access settings.

The YouTube Gadget is a sidebar gadget allows users to insert videos from YouTube into editable regions in OU Campus. Multiple YouTube channels can be linked to the gadget and videos can be inserted from the channels' uploads, favorites, or playlists. Users can also search through the entirety of YouTube for videos to insert.

Using the Gadget

The YouTube gadget will appear in the Gadgets sidebar after a user has entered an editable region. To insert a YouTube video into a page:

1. Navigate to a page via Content > Pages and check the page out.
2. Enter an editable region.
3. Open the Gadgets sidebar. If the YouTube gadget is not already visible, click the Choose Gadgets (gear) icon and enable the gadget by clicking the checkbox next to its name and clicking Save.
4. Expand the YouTube gadget by clicking the chevron next to its name.
5. In the gadget, choose the YouTube channel by clicking on the Channel drop-down menu (blue text) at the top of the gadget.
6. Choose which playlist to select a video from by clicking the **Categories** drop-down menu. Choose between that channel's uploads, favorites, or other custom playlists.

7. Find the desired video (using the **Filter** tool if necessary) and click it to preview the video. The video's description is visible and the video itself can be previewed.
8. Click **Insert**. The video will be placed in the editable region where the cursor has been placed.
9. Alternatively, simply click and drag the video from the gadget into the editable region to place it in the page without opening the preview.
Searching YouTube in the Gadget

If the option has been made available, users can also search through all of YouTube to find a video. To search all of YouTube:

1. Click on the Channel drop-down menu and select All YouTube Videos.

2. Type in a Search query and press Enter.
3. Preview and insert the video (or drag and drop) as described above.

Configuring the Gadget

Level 10 administrators can add YouTube channels to the YouTube gadget in Setup > YouTube. In the YouTube Channels list view, administrators are able to add new YouTube channel and edit or delete channels that have been previously configured.

For information, visit the Setup Youtube page.
Gadgets

Overview

Administrators can add new gadgets and edit existing gadgets from Setup > Gadgets. From this screen, administrators can configure access settings for each gadget in the system, choose which gadgets appear in the Gadgets sidebar and Dashboard by default, and other settings unique to each gadget.

Gadgets are found in either the Gadgets sidebar, a global element that can be expanded and collapsed from the right side of the OU Campus interface, or on the Dashboard. Currently there are a total of 15 system gadgets included with OU Campus, but custom gadgets can be created by administrators and added into the system at any time.

The Gadgets screen includes the following features and functionality:

- Number of gadgets in the list
- Filtering by the Name or Type column
- Drop-down menu where administrators can choose to display All Gadgets, System Gadgets, or Custom Gadgets.
- The New button for adding additional gadgets to the system
- Sortable columns for Name, Type, Access Group, and Location/Options.

Clicking a gadget name will bring up the Edit Gadget modal, where access settings, display options, and other settings can be changed.
Gadgets are available account-wide and can be either a system gadget or custom gadget. System gadgets are included with the CMS, designated with OU icon, and cannot be deleted. Administrators can add custom gadgets, and these are available for each user to customize their dashboard and/or Gadgets sidebar.

**System Gadgets Reference**

<table>
<thead>
<tr>
<th>Gadget</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Gadget</td>
<td>Dashboard, Sidebar</td>
<td>The Activity Gadget shows all types of content with recently performed actions by any and all users, such as a scheduled publish, expire, or upload. It is a system gadget that is shown by default on the Dashboard and Gadgets sidebar.</td>
</tr>
<tr>
<td>Gadget</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Assets Gadget</td>
<td>Sidebar</td>
<td>Drag and drop any asset into an edit view. It is a system gadget that is shown by default on the Gadgets sidebar when editing with the WYSIWYG Editor or Source Editor.</td>
</tr>
<tr>
<td>Bookmarks Gadget</td>
<td>Sidebar</td>
<td>Bookmark any URL within OU Campus for personal reference, including pages and other files and reports.</td>
</tr>
<tr>
<td>Dependency Tag Info Gadget</td>
<td>Sidebar</td>
<td>Search functionality for dependency tags that reports information about the tag. Valid search syntax is shown below the field. It is a system gadget that is shown by default on the Gadgets sidebar and does not have any configurable properties.</td>
</tr>
<tr>
<td>Images Gadget</td>
<td>Sidebar</td>
<td>Drag and drop images from any folder into edit views. It is a system gadget that is shown by default on the Gadgets sidebar when editing with the WYSIWYG Editor or Source Editor and does not have any configurable properties.</td>
</tr>
<tr>
<td>Inbox Gadget</td>
<td>Dashboard</td>
<td>Provides a scrollable list of recently received messages. It is a system gadget that is shown by default on the Dashboard and does not have any configurable properties.</td>
</tr>
<tr>
<td>Link Check Gadget</td>
<td>Sidebar</td>
<td>Checks all links on a page for broken links and allows users to send a report to any user in the system. It is a system gadget that is available on the sidebar and does not have any configurable properties.</td>
</tr>
<tr>
<td>My Checked-Out Content Gadget</td>
<td>Dashboard, Sidebar</td>
<td>Shows the content checked out by the current user and the date/time stamp that the content, which can be a page, asset, or file, was checked out. Within this</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Gadget</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes Gadget</td>
<td>Sidebar</td>
<td>Write either private or public notes on a page.</td>
</tr>
<tr>
<td>Page Analytics Gadget</td>
<td>Sidebar</td>
<td>With the Page Analytics Gadget, data tracked for analysis with Google Analytics is available within OU Campus for each in the form of a sidebar gadget. The Page Analytics Gadget can be configured to be shown or hidden by each user for their Gadgets sidebar. Administrators can assign an access group to each view and configure the availability of the gadget itself. Any views from the Google Analytics account that have been added to OU Campus, and not otherwise restricted, can be selected.</td>
</tr>
<tr>
<td>Page Info Gadget</td>
<td>Sidebar</td>
<td>Displays information about the file currently being viewed or edited. It is a system gadget that is hidden by default on the Gadgets sidebar when editing with the WYSIWYG Editor or Source Editor and does not have any configurable properties.</td>
</tr>
<tr>
<td>Page Parameters Gadget</td>
<td>Sidebar</td>
<td>Edit page parameters directly from the gadget without having to navigate away from the Preview or Edit view. This is a system gadget that only appears when a user is viewing a page. Administrators can choose whether meta tags are shown in the gadget.</td>
</tr>
<tr>
<td>Gadget</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Quick Publish Gadget</td>
<td>Sidebar</td>
<td>Save, add a version description, and publish pages in one fell swoop. This is a system gadget that appears in the sidebar when a user is viewing the JustEdit, WYSIWYG, or Source Editors and has no configurable properties.</td>
</tr>
<tr>
<td>Request Help Gadget</td>
<td>Sidebar</td>
<td>Sends page and user information along with a custom message to a pre-defined group in OU Campus who can help users in need. This is a system gadget that is shown in the sidebar. Administrators configure the group to which a message is sent.</td>
</tr>
<tr>
<td>Site Analytics Gadget</td>
<td>Dashboard</td>
<td>With the Site Analytics Gadget, data tracked for analysis with Google Analytics is available within OU Campus in a handy, colorful, intuitive, and flexible Dashboard gadget. The Site Analytics Gadget can be configured to be shown or hidden by each user for their Dashboard. Administrators can assign an access group to each view and configure the availability of the gadget itself. Users of the Google Analytics account can configure views as necessary to provide a bird's eye view of the analytics reporting for the entire site, or alternatively by applying filtering, can provide a more granular view.</td>
</tr>
<tr>
<td>Snippets Gadget</td>
<td>Sidebar</td>
<td>Drag and drop any snippet into an edit view. It is a system gadget that is shown by default on the Gadgets sidebar when editing with the WYSIWYG Editor or Source Editor. It can be configured to have an access group whose members have</td>
</tr>
<tr>
<td>Gadget</td>
<td>Location</td>
<td>Description</td>
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<tr>
<td>------------------------</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>access to the source code of the snippet in the gadget.</td>
</tr>
<tr>
<td>URL Shortener Gadget</td>
<td>Sidebar</td>
<td>Enter a long URL to have it shortened. It can dragged onto the editing field. It is a system gadget that is shown by default on the Gadgets sidebar and does not have any configurable properties.</td>
</tr>
<tr>
<td>Workflow Gadget</td>
<td>Dashboard, Sidebar</td>
<td>Gives users the ability to track all workflow items they are involved in from one gadget. Users involved in a particular workflow item can message each other directly inside the gadget. This is a system gadget that appears in both the dashboard and the sidebar and has no configurable properties.</td>
</tr>
<tr>
<td>YouTube Gadget</td>
<td>Sidebar</td>
<td>Drag and drop YouTube videos from linked YouTube channels or by searching all of YouTube. This is a system gadget that appears in the sidebar when a user is inside the WYSIWYG or Source Editor of a page. From the Gadgets Setup screen, administrators can give users the ability to search all of YouTube from the gadget.</td>
</tr>
</tbody>
</table>
Adding a New Gadget

Overview
In OU Campus, an administrator has the ability to add a new gadget from the Gadgets screen. This screen can be accessed from the global navigation bar by selecting Setup > Gadgets. Level 10 administrators can add new gadgets. Before adding a gadget to the system, it will need to be written or created. When adding a new gadget, an administrator will have to enter a URL path where an OU Campus-specific gadget file structure has been uploaded to in order to be able to fetch the data. The path must be a complete URL, one that will be accessible to the gadget users, and end in a slash. Once created, the gadget will be available.

Adding a Gadget
1. Navigate to the Gadgets screen by selecting Setup > Gadgets.
2. Click New.
3. The Add Gadget modal is displayed.
4. In the Text Field enter a valid URL path, i.e., the full path as it appears in the browser. This should start with http:// and end with a slash /. This should be the location containing the HTML index or a generated HTML file that includes the gadget scripting. The directory should also contain the config.xml for the gadget.
5. Click Fetch. The Configure Gadget modal is displayed.
6. The **Name** field is populated based on the value of the `<entry>` attribute node with the title key and the text string can be edited here.

7. Configure the access settings and gadget-specific properties, if necessary. See [Edit Gadget](#) and [Creating Gadgets](#) for more details.
8. Click **Save**.

The gadget should be immediately available on the Dashboard or the Gadgets sidebar, except in the case that it is a gadget that is only shown in a specific area of the interface, such as the WYSIWYG Editor.
Edit Gadget

Overview

A level 10 administrator can edit certain configuration options for both system and custom gadgets in the OU Campus system. Keep in mind that the configuration options available through the Gadgets setup screen are limited. Changes in any of the code in the gadget files would need to be accomplished in the location of the gadget files. Other than that, the Edit Gadget dialog includes the following groupings with editable items:

- **Name**: A custom gadget can be renamed
- **Access**: Access settings for gadgets include the ability to assign an *Available To* group. The *Available To* setting is not configurable for administrator-only gadgets.
- **Properties**: A gadget may or may not include configurable properties and are specific to a gadget

Location

: **Setup > Gadgets** > hover over a gadget and click **Edit**
Example of Edit Gadget Modal

System vs. Custom Gadgets

System gadgets may have configurable access settings, display options, and custom properties that can be modified, but the gadget itself cannot be renamed or deleted from the account via the OU Campus interface. The Snippets gadget, specifically, includes a property by which an access group can be assigned for source code access.

A custom gadget can be refreshed. The Refresh button is available on the Gadgets screen with a hover over the list. When used, this resets the value of the gadget-specific properties to the initial config.xml values. This will overwrite the changes made at an administrator level, but not those made by the user. In other words, when making changes to the config.xml file, in order to make the changes active, republish the file and click Refresh from the Gadgets screen.
Viewchooser Example

Edit Gadget Modal Reference
The Edit Gadget Modal displays the following:

**Metadata Grouping**
- **Name**: The user-friendly name of the gadget predefined by the administrator. When creating a gadget this is defined within the `<entry>` node with the "title" key. It can take a string value, which is displayed in the title bar of the gadget. These are defined in the config.xml. System gadgets cannot be renamed.
- **URL**: The URL path to the directory that contains the gadget. When creating a gadget, the HTML page must be a complete URL and accessible to the gadget users. System gadgets do not display the URL.
- **Types**: The type of gadget refers to where it is displayed or accessed from in regards to the interface of the OU Campus system. When creating a gadget this is defined within the `<entry>` node with the "types" key. It can take a value of dashboard, sidebar, or both when creating a gadget. These are defined in the config.xml.

**Access Grouping**
- **Available To**: Allows an administrator to assign an access group to a gadget whose members are allowed to use the gadget. The **Available To** setting is not configurable for administrator-only gadgets.
- **Display Option**: The display options can be used to set the default view for a gadget. This effects the end-user and how/if they can show/hide the gadget. Display Options include:
  - **Always On**: Forces the gadget to always show on the Dashboard or Gadget sidebar
  - **Default On**: Shows the gadget by default and each user has the option to show/hide the gadget
  - **Default Off**: Hides the gadget by default and each user has the option to show/hide the gadget

**Properties Grouping**
- **Properties**: Displays the configurable properties defined in the config.xml file of the gadget.

**Editing a Gadget**
1. Navigate to the **Gadgets** screen by selecting **Setup > Gadgets**.
2. Hover over the gadget row to view the available options and select **Edit** or click the linked gadget to edit.
3. From the **Edit Gadgets** modal make any changes and then click **Save**.
Creating Gadgets

Overview

Out of the box, there are fifteen gadgets built into the system. Developers can make use of the OU Campus web Application Programming Interface (API) to write institution-specific gadgets that make use of functionality provided by the API. Gadgets typically utilize XML, HTML, CSS, and JavaScript.

There are really only two requirements for a gadget. One is that it must have a web page/address that can be reached at a real URL — one that starts with http:// (or https://) and ends with a slash. It doesn't necessarily have to be a static HTML file, as it can be a generated web page such as when using PHP. This web address for the gadget must be accessible to the OU Campus users for whom the gadget is intended.

The second requirement is that it has to have a configuration file named config.xml, which must be in the root directory of the gadget. The config.xml file contains key/value pairs for various attributes that describe the gadget to OU Campus and, optionally, create persistent variables for the gadget's own use. For example:

```xml
<entry key="title">My First Gadget</entry>
```

In this case, the value of "title" is "My First Gadget" and this is what the user will see in the gadget's title bar.
Existing client-side gadgets make use of JavaScript, various JavaScript libraries, JSON for data exchange, and Bootstrap for styling. OmniUpdate provides a JavaScript library that can be used to make writing client-side API calls to OU Campus easier, and to easily obtain the gadget's properties that are stored in the OU Campus database.

The foundation of a gadget is in its index.html file (or the server-side script that acts as this file). A CSS stylesheet can be linked to, or styling can be added with a <style> tag in the head. Same with the scripts, as a JavaScript file can be called with the <script> tag. For example:

```html
<script type="text/javascript" src="../lib/gadgetlib.js"></script>
```

Or the JavaScript can be added to the page within a <script> tag.

After the developer has written the gadget, the gadget files are added to the system by an administrator from Setup > Gadgets > New.

For complete instructions to add a gadget to the system, visit the New Gadget page.

**Basic Steps for Creating a Gadget**

1. In a folder in your site, start off with two files: config.xml and index.html.
2. Check out config.xml and edit the source code.
3. Start with the following code:
   
   ```xml
   <config>
   <entry key="types" private="true">dashboard</entry>
   <entry key="title">My First Gadget</entry>
   <entry key="icon" private="true">https://support.omniupdate.com/oucampus10/images/icons/cog2.png</entry>
   </config>
   ```
4. Save the file.
5. Open index.html for editing. Make sure to enter content inside the <div id="main"> element.
6. Save and Publish the File.


**Registering a Gadget for Files Upload**

To register for file upload notifications within your gadget, you must add the following entry to the gadget's config.xml:

```xml
<entry key="notifications" private="true">upload</entry>
```

Next, you must implement the event handler within your gadget code:

```javascript
$(gadget).on({ // ... 'upload': function(evt, notification) { console.log('Upload results',notification); } });
```

The resulting notification will contain a data object which contains the
key

that represents which upload request the notification is for, and detailed results of the operation. If the 
operation resulted in an exception, the 
data

object contains a 

code

property and an 

error

string that will describe the error. If the 

code

property is not present, then 
data

will contain one or more properties ( 
success

, 

warning

, and 

error

), each containing arrays of strings detailing the result for each file in the upload request.

Note: Once you register your gadget to receive upload notifications, it will receive notifications for all uploads -- whether initiated from the gadget or not. To ensure that you are processing the correct notification, you must compare the 
key

value in the notification with the 
key

that was returned in your original upload request.

Final Notes

An error message displays for non-HTTPS gadgets if the user navigates into any HTTPS view in OU Campus.