Gadgets

Gadgets Overview

A gadget is a little program that provides additional functionality or provides 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. Additionally, specific gadgets are located only on the Dashboard or on the Gadgets sidebar, and in a few cases, in both locations.

Each individual user can choose which gadgets to show or hide for their Dashboard or Gadgets sidebar; some sidebar gadgets are only shown when within a specific editor as the operations performed there are specific only to page editing. These include the system gadgets, Images Gadget, Snippets Gadget, and Page Info gadget.

System gadgets provided on the Dashboard include the user functionality of being able to view lists of content they have checked out, recent activity, and inbox messages. The lists also provide quick access to the content via linking. Other integrated functionality in sidebar gadgets include being able to quickly find and view system meta information about content for example dependency tags and page information, as well as the ability to drag images, snippets, and short URLs right on to a page.

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

Gadget Configuration

All user levels have the ability to choose which available gadgets to show on the Dashboard as well as on the Gadgets sidebar since these are configured separately. Dashboard gadgets can be chosen to be shown or not by clicking the Configure Dashboard link on the main content area of the Dashboard. The Gadgets sidebar includes the Choose Gadgets button so that a user can choose which sidebar gadgets to show for the sidebar.
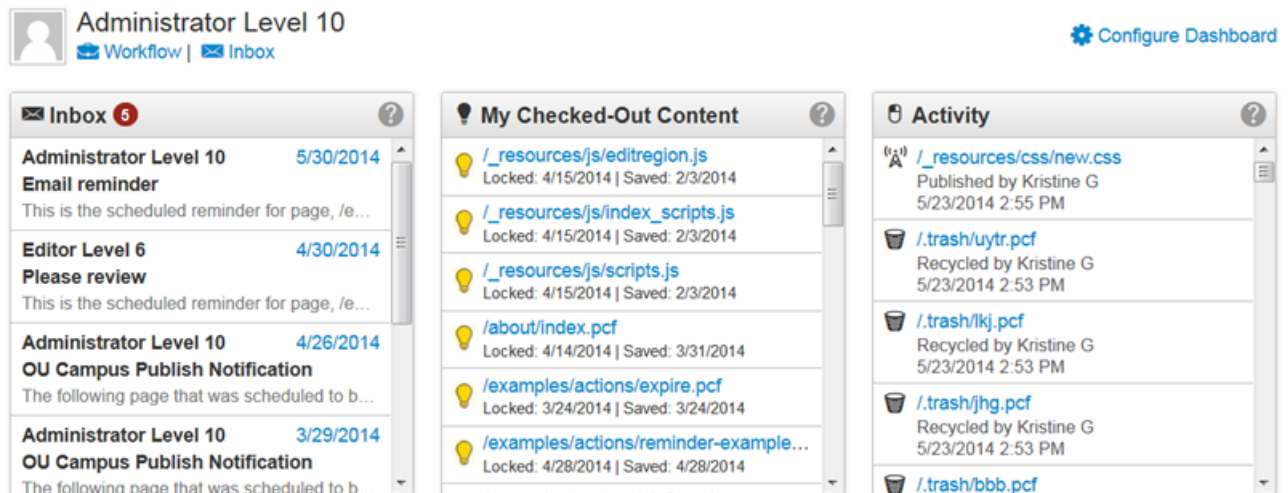
Access for gadgets of both types can be enabled by a Level 10 administrator from **Setup > Gadgets**. The gadgets management area allows for the administrator to enable access by assigning a group to a gadget, the members of which will have the ability to choose to show gadgets on the main content area as well as to choose which gadget to show on Gadgets sidebar. In addition to being able to assign gadget access, an administrator can create new gadgets and configure gadget-specific properties. For more information:

Gadgets Setup

Dashboard Gadgets

Frequently displayed gadgets include system gadgets that provide the functionality for an activity feed of recent site activity, the system inbox for messaging and notifications, a list of pages that are currently checked out by the user, and site analytics. These provide the user a thumbnail view of content, messaging, and the ability to navigate to the content items. For example, the system gadgets illustrated in the screenshot below are as follows:

- **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.
- **Activity**: Activity shows content with recently performed actions such as a scheduled publish, expire, or upload. This is an administrator-only gadget.
- **Inbox**: Provides a scrollable list of recently received messages
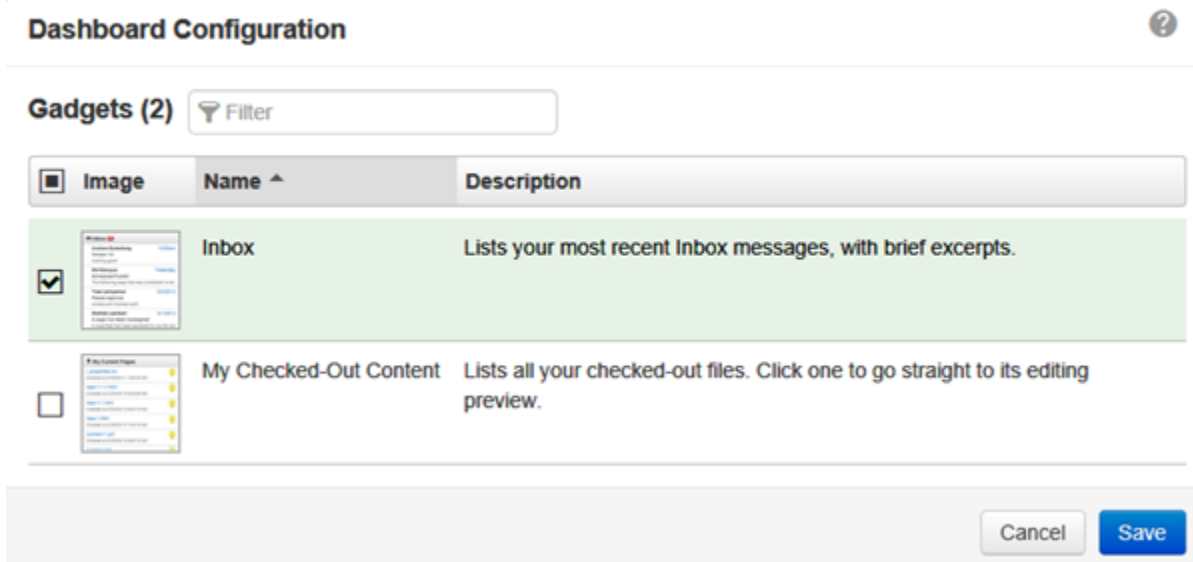
Configuring the Dashboard

The Configure Dashboard link can be used to choose which gadgets to display on the Dashboard. Every user level has access to this functionality, but not necessary all gadgets.

Showing a Gadget on the Dashboard

1. Navigate to the Dashboard by selecting **Dashboard** from the global navigation bar.

2. Click **Configure Dashboard**. The **Dashboard Configuration** dialog is shown.

3. Choose one or more gadgets to show on the **Dashboard** by clicking anywhere within the gadget row. Selected gadgets are indicated with a checkmark and the row is green.

4. Click **Save**. The gadget is now shown on the **Dashboard**.

Hiding a Gadget

1. Navigate to the Dashboard by selecting **Dashboard** from the global navigation bar.

2. Click **Configure Dashboard**. The **Dashboard Configuration** dialog is shown.

3. Choose one or more gadgets to hide from view on the **Dashboard** by clicking anywhere within the gadget row for a gadget that has been configured to show. Deselected gadgets are indicated with a row that is white.

Gadgets Sidebar

The Gadgets sidebar is a global element and 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 shown additional functionality is available; including the ability to choose which gadgets to show, to expand all, and to expand and collapse specific gadgets.

Gadgets Sidebar

When the Gadgets sidebar is expanded each individual gadget can be expanded and used according to its functionality. The utilities 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

Icon	Name	Description
	Show Gadgets	Click the Gadgets icon to show the sidebar.
	Choose Gadget	Click to display the Choose Sidebar Gadgets modal from where it can be determined which gadgets to show on the sidebar.
→	Hide Gadgets	Click the arrow to hide the sidebar.
∨	Expand a Gadget	Click to expand the view of the gadget on the sidebar.
∧	Collapse a Gadget	Click to collapse the view of the gadget on the sidebar.

The Gadgets sidebar may include the following system gadgets by default:

- **Dependency Tag Info**: Search functionality for dependency manager tag that reports information about the tag. Valid search syntax is shown below the field.
- **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.
- **Activity**: Activity shows content with recently performed actions such as a scheduled publish, expire, or upload. Administrator only.
- **Images**: Drag and drop images from any folder into edit views.
- **Page Info**: Displays information about the file currently being viewed or edited.
- **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.

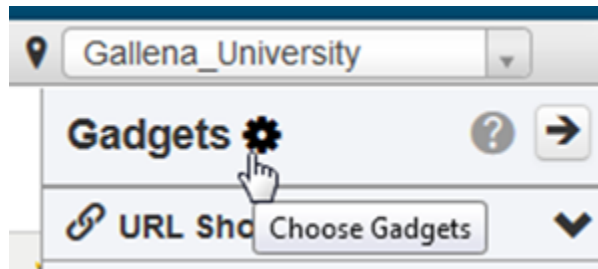For more information that includes a gadgets reference table:

Setup Gadgets

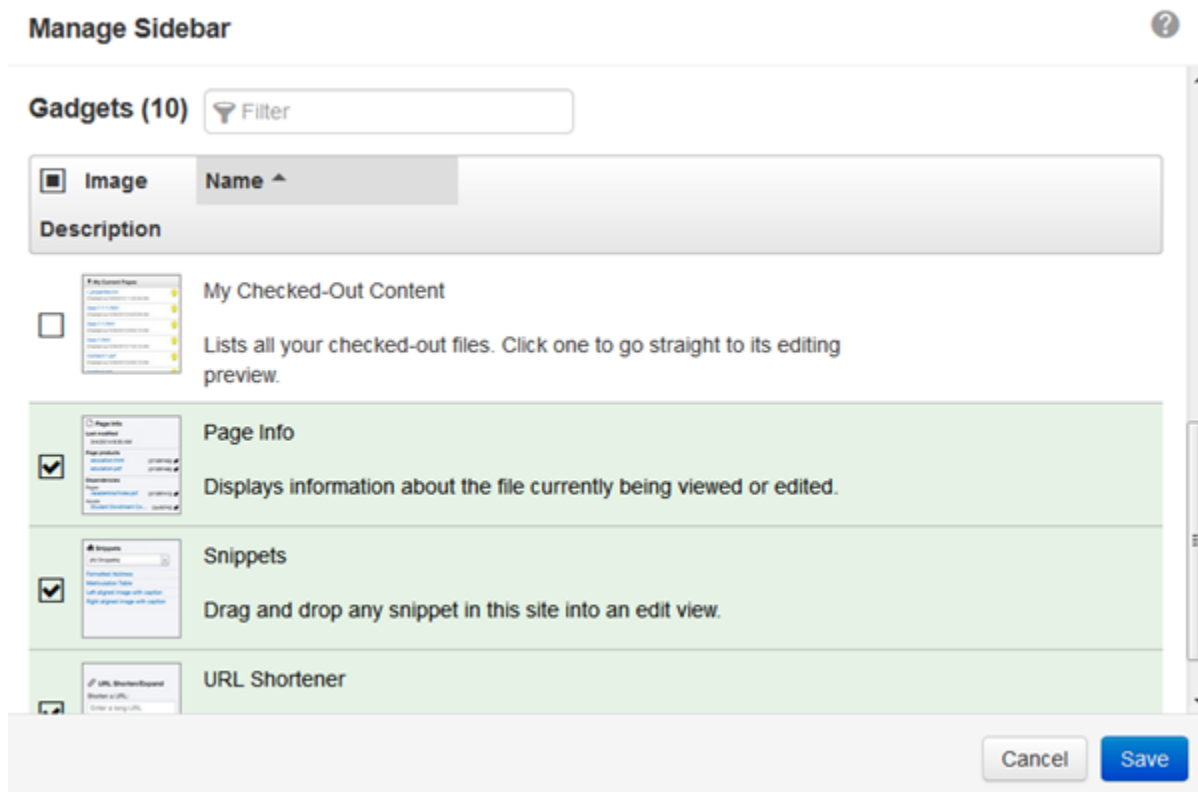## Showing a Gadget on the Gadget Sidebar

1. If the **Gadgets** sidebar is hidden, click the **Show Gadgets**

icon to display the sidebar.

2. Select the **Choose Gadgets** icon. The **Manage Sidebar** dialog is shown.

3. Select one or more gadgets from the list of available gadgets. If it has been selected, the gadget row will appear green and include a checkmark.

4. Once the gadget has been selected, click the **Save** button.

5. The gadget will appear in the **Gadgets** sidebar and can be accessed by clicking the expand arrow.

Hiding a Gadget on the Gadget Sidebar

1. If the **Gadgets** sidebar is hidden, click the **Show Gadgets**

icon to display the sidebar.

2. Select the **Choose Gadgets** icon. The **Manage Sidebar** dialog is shown.

3. Deselect one or more gadgets from the list of gadgets that have already been choose to show. If it has been selected, the gadget row will appear white and not include a checkmark.

4. Click the **Save** button.

The gadget will appear in the **Gadgets** sidebar and can be accessed by clicking the expand arrow.

Changing the Order of Sidebar Gadgets

A user may relocate the gadgets on the sidebar by dragging them into a different order.

1. Hover over the gadget to move.

2. Click and hold

3. Drag and drop the gadget into the new order.