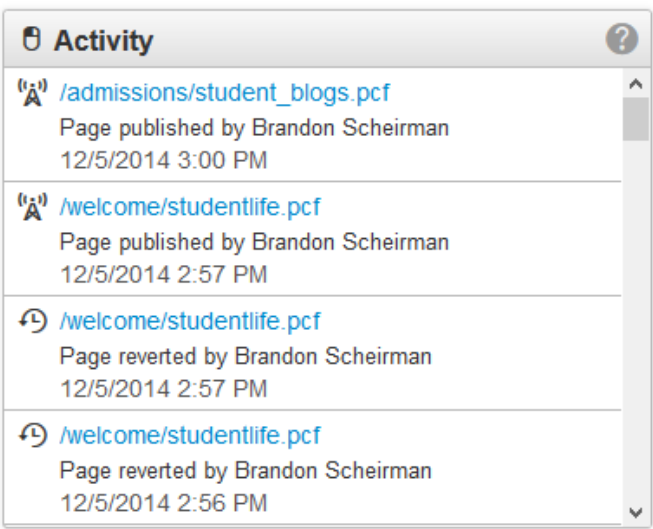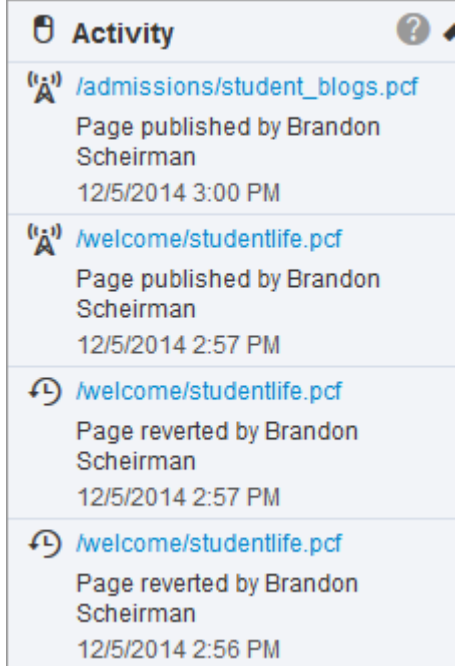# Activity Gadget

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

Dashboard	Sidebar

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.