

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.

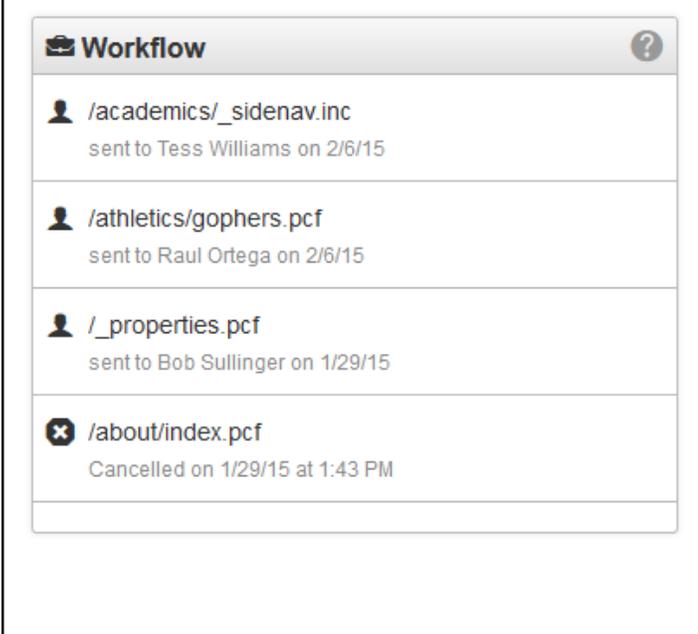
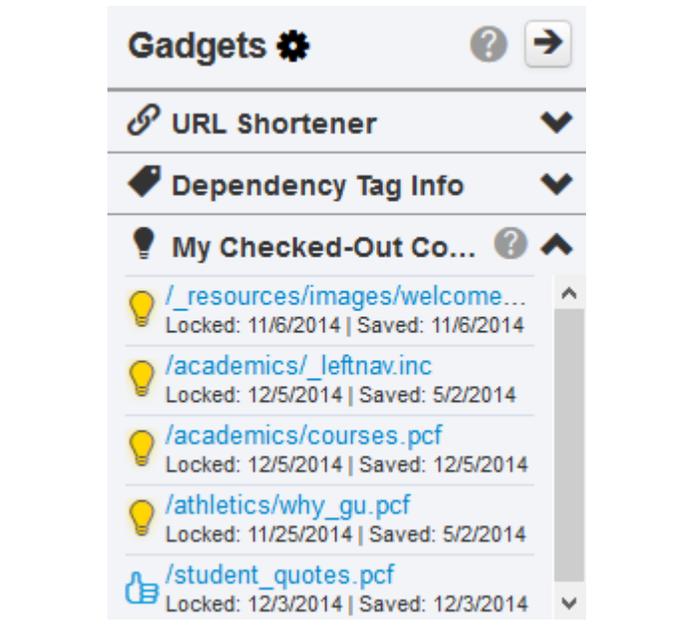
When accessing the My Checked-Out Content gadget, the following elements are displayed:

- **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

Dashboard	Sidebar
	

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.