

What's New in WIDGET 3

WIDGET 3 is quite different from WIDGET 1 & 2 but in many ways it is the same. There are still four types of objects in your file list – pages, content objects, navigation objects and subfolders. The two biggest changes are tier-based editing privileges and tabs separating live pages, development pages, and properties. The content editor is also slightly different.

Permission Settings for Tiers 1, 2 & 3

Depending on your department's involvement with recruitment or top-level college initiatives, you will be assigned to tier 1, 2 or 3. The tiers list is at the end of this document. These are the main differences:

- **Tier 1 Web Sites** directly support recruitment or top-level initiatives so these sites will be monitored closely by the Web development team. If your site is designated tier 1, your pages will be reviewed by the Web editors before they go to the live Web site. Tier 1 sites will take first priority in the Web editors' queue.
- **Tier 2 Web Sites** are an important part college of the college site but do not directly support recruitment or top-level initiatives. These sites do not need to be as closely monitored so you will be able to publish your edits directly to the live Web site. The web editors will be automatically notified of your changes and may check in and edit them as necessary. Tier 2 sites will take second priority in the Web editors' queue.
- **Tier 3 Web Sites** support affiliated departments and programs. These sites are not monitored and you will have access to all the editing features in WIDGET 3. You will also be able to publish directly to the live Web site. Tier 3 sites will no longer be a part of the Web editors' responsibilities although you can get some consulting help.

Development, Live/Production, & Properties Tabs

Tabs now separate the different editing environments – everything is on one server.

Development Tab

- Who has access – everyone

Just like webdev, use this tab to work out your changes and ideas before they go live. You can save and go back and do more editing as often as you need to before publishing. In this tab you can add pages, delete pages, and change the navigation bar.

- Tier 1 – All you need to do is click on an object and start working. When you are done, click on the Submit for Review button. A notification will be sent to the Web editors that your page is ready for review and publishing.
- Tiers 2 & 3 – Development and live are now on the same server. To be truly in development (changes you make are not visible to the public until you say so), you'll need to:
 - Go to the development tab
 - Open the content object you'd like to edit
 - Click on Save As and give it a name that includes “development” (so you can find it easily in the file list)
 - To publish to the live Web site, when you are ready go to the live tab. Open the page you worked on, delete the old content object. Then add the edited object in its place (the one with development in its name).
 - To make things simple for yourself, go back to your file list and delete the old content objects. Then open the new content object and remove “development” from your content object's name using the properties tab.

Live/Production Tab

- Who has access – tiers 2 & 3

Use this tab to make small changes like date changes, typo fixes, and minor updates. To post your edits to the live Web site go to the file list and click on the page you edited. On the object you edited, click the Freshen button to see your changes. Your edits are now live.

Tier 2 has the following restrictions in this tab:

- Some content objects and pages may not be available for live editing. These include important information that must be available to the public at all times and pages that are linked to from other parts of the site.
- Some pages and content objects cannot be deleted in the live tab.

Properties Tab

- Who has access – everyone

The properties tab allows you to change the titles of pages and objects, add notes, and create shared content objects. To change properties for pages and objects, open the page or object first and then click on the Properties button or tab.

Other New Features

Simplified Editing

You no longer need to find a content object in your file list to edit it. Open the page, find the section that you want to work on and click Edit. You'll go directly to the object editor and when you save, you'll be taken right back to the page container.

Page Features

These features are available when you click on a page object to open it.

Freshen Button

- Who has access – live pages: tier 3, some tier 2 pages
development: everyone

Use this button to refresh your content after editing content objects. You need to use this button to see your changes to content and navigation object when viewing pages. On the live server, this button also immediately updates your live content – no more waiting for the top of the hour for the Web server to refresh pages.

Activate Page Button

- Who has access – tier 3, some tier 2 pages

After creating a page, click on Activate Page to make it available on the live site. If you have deactivated a page, you can also reactivate it with this button.

Activate page also creates a URL for the new page (if you did not specify a pathname when you created the page). Until you activate a page, it will not have a true URL.

Deactivate Page Button

- Who has access – tier 3, some tier 2 pages

This button allows you to stop publishing a page to the web without actually deleting the page. It is good for pages you only need at certain times of the year.

File List Features

Last Modified & Modified By Columns

See at a glance when objects and pages were last worked on and by whom. This will help you quickly identify out of date content.

Create... Drop Down List

Instead of buttons, now all the create options are in one place at the top of the file list. Choose the type you'd like to make and click Create.

New Content Object Editor

The new editor is easier to use and writes cleaner code. It has most of the features the old ones do. Some new ones are:

- PDF file upload:
 - Write the text for the link to your PDF
 - Select the text and click on the link button (world with chain)
 - In the Link window, select Upload and follow the directions
- Find, Find & Replace
- Save & Exit, Save & Continue, and Exit Without Saving options
- True support for special and foreign language characters. This editor keeps the HTML code for characters instead of replacing them with keyboard characters which don't work in Web browsers. No more questions marks replacing your foreign language letters! A Web search will turn up dozens of sites offering the HTML code you need to use. Once you find the code you need, go into the Source view and drop the code in where you need it. Click on Source again and you'll see the correct character.
- Images – the process has changed a little:
 - Click on the image button (same as before)
 - Click on Browse Server
 - Double click on the image you want or click on Upload to add a new one
 - Fill in the Alternative Text box. This is a description of the image for the visually impaired. If it is just a decorative graphic, leave this box blank.
 - The other features are the same as the older versions.

Web Site Tiers

Tier 1

- Academic Advising
- Academic College Calendar
- Academic Divisions
 - Arts & Sciences
 - Education, Health, and Human Services
 - School of Business and Economics
- Academic Programs
- Admissions
 - Graduate
 - Undergraduate
 - International Student Services
- Career Development Center
- Commencement
- Deans
 - Dean of Arts and Science
 - Dean of Education, Health, & Human Services
 - Dean of SBE
 - Listing of Deans with contact information
- Educational Opportunity Program (EOP)
- Financial Aid Office
- Housing & Residence Life
- Institutional Advancement
 - Alumni Affairs
 - Foundation
 - Public Relations and Marketing
- News Feeds
- Office of the Dean of Students
- Office of the President
- Office of the Provost
- Redcay Honors Center
- Registrar
 - Diploma Application (Graduation)
 - Register for Courses
 - Request Official Transcripts
- Sights & Sounds of SUNY Plattsburgh
- Sponsored Research
- Student Accounts (formerly Bursar's Office)
- Student Life
- Student Orientation
- Student Support Services
- Summer Session
- SUNY Plattsburgh Branch Campus at Adirondack
- Community College
- University Police
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice Presidents listing with contact information
- Winter Session

Tier 2

- Academic Support Services (Learning Center)
- Accounts Payable
- Administrative Accounting
- Angell College Center
- Banner Web (Registration)
- Budget Office

Tier 2 (cont.)

- Business Affairs Office
- Center for Diversity, Pluralism and Inclusion (CDPI)
- Center for Earth & Environmental Science (CEES)
- Center for Service Learning and Volunteerism
- Center for Student Health & Psychological Services
- Center for the Study of Canada
 - Institute on Quebec Studies
 - Project Connect
- Center for Teaching Excellence
- College Council
- College Handbook
- Environment, Health, and Safety
- Facilities, Maintenance, and Operations
- Fitness Center
- Human Resources
- Help Desk (Computing Support)
- Institute for Ethics in Public Life
- Institutional Research
- Internal Control Program
- Library and Information Services
- Mail Center
- Management Services
- Payroll
- Printing and Duplicating
- Purchasing
- Study Abroad and Exchanges
- Telecommunications Office

Tier 3

- Center for Intergenerational Studies and Programs (CISP)
 - Adirondack Regional Technology Center (ARTC)
 - Alzheimer's Disease Assistance Center (ADAC)
 - Eastern Adirondack Health Care Network (EAHCN)
 - Third Age Adult Day Care (TAADC)
- College Auxiliary Services
- College Store
- Conference & Event Services Office (formerly Professional Development)
- Food & Dining Services
- Great Lakes Fisheries Leadership Institute
- Lake Champlain Research Institute
- Lake Champlain Sea Kayak Institute (LCSKI)
- Literacy Education Center (formerly Reading Center)
- Neuropsychology Clinic and Psychoeducational Services
- North Country Institute for Writers of Color
- North Country Small Business Development Center (SBDC)
- Speech and Hearing Center
- Student Association
- Technical Assistance Center (TAC)
- Traumatic Brain Injury (TBI) Center
- Upward Bound