How do I add tools to my site?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.

Site Information	Edit Site Informati	on Manage Tools	Tool Order	Date Manager	Add Partici	pants	Manage P	articipants	Edit Class Roster(s)	Manage Groups
Link to Parent Site	External Tools	Manage Access Ir	nport from Site	Import from	Archive File	User	Audit Log	Manage Ov	verview	

Select your set of tools.

- General 19	Selected tools	Rer
Coverview for product an overview of the data including the other description and restore announcements, messages, and oversit	Cverview .	
	*2 Announcements	
Announcements Nor puting and viewing current, three-citical information	B Assignments	1
Assignments for pooles, salesting, and goaleg assignments online	🗎 Calendar	
Calendar Are pooling and sinoning events, such as date, meeting, and other important dates.	Oiscusions	1
	(2 Evol	1
Orbat Boen for and stress, real-line written conversations	# Gradebaok	1
Comments For social networking upper proces function production integers and units -sharehowing expension	B Lesson	
Contact US For parking feedback and improvements about the late or the system	Messages	-
	E trauros	1
Dathbord United Barrier Beglay of recent personnents, recursion, adaptorets, calendar events, etc.	M Inster	
Elecation For approximation enternations regarized by topos	E Bulleios	
Drop Box Torpriver Bit sharing between the instructor and pusient	Q, Search	
formal For sending and to referi participants in the size	 Section info 	
	E 50%	
Entrail Active for isoing enails ent to the shits mailing address	• She info	
Debetvial Tool For connecting to neuronal tools using MS Learning Tools Interruperability (17)	Sf Texts & Quicess	
Cradebook For thomp, occurring, and viewing grades	(2 WK	;
International and an encoded and a sequences, and is by west or write If or saving, any distincting context modules and sequences, and is by west or write If or saving	incole Mathpas for rendering of LaTex. this site, <u>Learn Mon</u>	automatic and Ancilla I-
Messages Per composing and monitory antition needages with other participants in the site	Crubic Lessens sub in the left tool men	paga nav
Rews For visioning contern horn ISS feeds		
Profitions For delivering and accessing products and poolast fireds		
Polis Per josting questions, noting anarymously, and gathering results		
POSED for distributing induidual leadback and confirming altern each person has accessed in		
Frequences For challing, sploading, organizing, and rewing sits that, inducing documents and ERLL to be used throughout the sits		
Readour For viewing the site participants lite:		
Patience For obtaining and managing grading rubrics for use in the dirabelook and in individual assessment such		
Search For soundary for content in the site		
Section info For remaping participant settions, such as dances and notes, while the size		
Sign-up The enabling poline registration for meetings and other events		
Size infe For dispojeg and nanoging information and settings about the site		
Tradication for displaying statistics about the she by vance overs or resource.		
Splictum For posting as suffree of the stars information, such as objectives, requirements, patient, and expectations.		
Ter sweing and taking ordere assessments		
Web Centert Por tekeps internal reservas or occural websites		
Wiki For subtractive editing of pages and sortext		
External Tools		

As you select tools from the **General** list on the left side of the screen, they are added to the **Selected tools** list on the right side of the screen. The right side of the screen displays the tools you have selected.

Below the **Selected tools** you can enable **MathJax** for specific tools in your site by checking the box. See more information on enabling LaTeX at <u>How do I add LaTex language to my course</u> <u>site?</u>

C Enable MathJax for automatic
rendering of LaTeX and AsciiMath in
this site. <u>Learn More</u> .

In addition, you can enable **Lessons subpage navigation** in the left tool menu by checking the box. See <u>How do I enable Lessons subpage navigation in the Tool Menu?</u> for more information.

Enable Lessons subpage navigation in the left tool menu.

Add multiple instances of some tools. (Optional)

Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

News	
Title News	(Maximum length 20 char.)
URL Channel http://www.sa	akaiproject.org
More News Tools?	
Web Content)
Title Web Content	(Maximum length 20 char.)
Source http://www.apereo	.org
More Web Content Tools?	•
Continue Back	

For some tools such as Lessons and Web Content, you can add multiple instances of the tool.

The Lessons tool may be used as a single tool on the Tool Menu where students click to see all Lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate Lesson. See the <u>Lessons tool chapter</u> for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want.

Click on the **More Lessons Tools?** or **More Web Content Tools?** drop-down menus to add additional instances of these tools.

Example: Multiple Tool Instances

Lessons	
Title Module 1	faximum length 20 char.)
Lessons 🔀	
Title Module 2 (N	laximum length 20 char.)
Lessons 🔀	
Title Module 3 (N	laximum length 20 char.)
More Lessons Tools?	
Web Content	
Title Sakai (N	laximum length 20 char.)
Source http://www.sakaiproject.c	org
Web Content 🗙	
Title Apereo (N	laximum length 20 char.)
Source http://www.apereo.org	
More Web Content Tools?	
CONTINUE Back Car	ncel

The example above shows three Lessons tools (**Module 1**, **Module 2**, and **Module 3**) and two Web Content tools (**Sakai** and **Apereo**).

Add Preconfigured External Tools.

• External Tools	1

If your institution has preconfigured any system-wide External Tools, you may click on **External Tools** section to expand the list, and select from the available items as needed.

Click Continue.



Once you have made all of your tool selections, scroll down and click the **Continue** button to save your customizations.

Confirm tool selection.

Confirming site tools edits for MPH101 123 123 Spring 2021

You have selected the following for your site (added tools highlighted):

	Overview
	Lessons
	Calendar
	Announcements
	Resources
	Discussions
	Assignments
	Tests & Quizzes
	Gradebook
	Wiki
	Section Info
	Site Info
	Email
	Messages
	News (http://www.sakaiproject.org)
	Roster
	Rubrics
	Search
	Sign-up
ou ha	ave enabled the automatic rendering of LaTeX for this site
ou ha	ave enabled the Lessons subpage navigation for this site.



New tools added are shown in red font. Confirm that these are tools you want to add and click the **Finish** button. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the <u>How do I rearrange or rename the items in the Tool Menu?</u> tutorial for instructions on how to change the tool order.