

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.

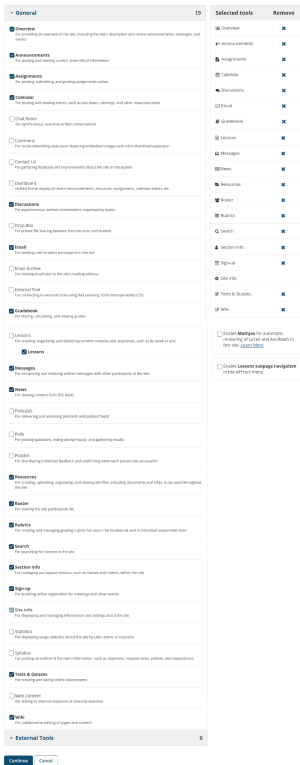


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.

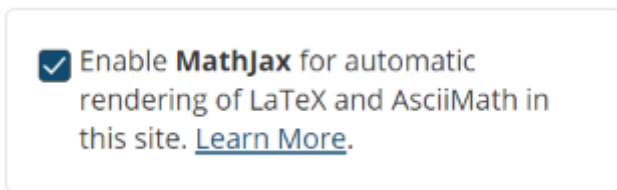
| | | | | | | | | |
|---------------------|-----------------------|---------------|------------------|--------------------------|------------------|---------------------|----------------------|---------------|
| Site Information | Edit Site Information | Manage Tools | Tool Order | Date Manager | Add Participants | Manage Participants | Edit Class Roster(s) | Manage Groups |
| Link to Parent Site | External Tools | Manage Access | Import from Site | Import from Archive File | User Audit Log | Manage Overview | | |

Select your set of tools.

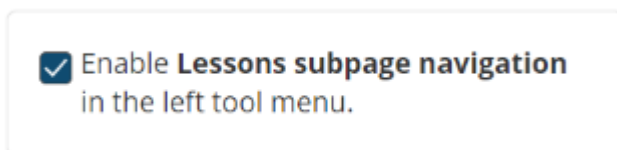


As you select tools from the **General** list on the left side of the screen, they are added to the **Selected tools** list on the right side of the screen. The right side of the screen displays the tools you have selected.

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 [How do I add LaTeX language to my course site?](#)



In addition, you can enable **Lessons subpage navigation** in the left tool menu by checking the box. See [How do I enable Lessons subpage navigation in the Tool Menu?](#) for more information.



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 (Maximum length 20 char.)

URL Channel

More News Tools? ▼

Web Content

Title (Maximum length 20 char.)

Source

More Web Content Tools? ▼

Continue

Back

Cancel

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 [Lessons tool chapter](#) 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 (Maximum length 20 char.)

Lessons ✖

Title (Maximum length 20 char.)

Lessons ✖

Title (Maximum length 20 char.)

▾

Web Content

Title (Maximum length 20 char.)

Source

Web Content ✖

Title (Maximum length 20 char.)

Source

▾

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

Add Preconfigured External Tools.

▾ External Tools 1

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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**

You have enabled the automatic rendering of LaTeX for this site

You have 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 [How do I rearrange or rename the items in the Tool Menu?](#) tutorial for instructions on how to change the tool order.