

CLAREMONT  
SCHOOL OF  
THEOLOGY

## How to Edit Tools on Your Sakai Sites

Instructional Technology | Fall 2018 | Sakai 11.3

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# How to Edit Tools on Your Sakai Site

- You can change the order of a site's tools on the left-hand toolbar.
- You can also change the title of tools, make tools invisible to students, and delete tools you no longer want on your site.
- In this example, we will be changing the position of the “Media Gallery” tool on the toolbar.

# I. Select the Class Site, then choose the “Site Info” tool on the left-hand side.

The screenshot shows the Sakai LMS interface for a site named 'Sandbox KF'. The top navigation bar includes links for 'Home', 'Administration Workspace', and 'Sandbox KF' (which is highlighted with a red circle and a red arrow). The left-hand sidebar contains various tools, with 'Site Info' highlighted in a red box and a red arrow pointing to it. The main content area displays 'SITE INFORMATION DISPLAY' with options for 'EDIT', 'LINK', and 'HELP'. Below this, there is a 'Sample Description Here' section with placeholder text. To the right, there are sections for 'RECENT ANNOUNCEMENTS' and 'Announcements' (viewing announcements from the last 10 days). The 'Announcements' section shows a message: 'There are currently no announcements at this location.' Below this is a 'CALENDAR' section with options for 'OPTIONS' and 'PUBLISH (PRIVATE)'. The calendar for September 2018 is displayed, showing dates from 26 to 8. The 'Site Info' tool is highlighted in the left-hand sidebar, and a red arrow points to it from the 'Sandbox KF' dropdown in the top navigation bar.

**And on it goes:**

**to make it long enough:**

## 2. Click on the “Tool Order” tab at the top of the page.

The screenshot shows the Sakai Sandbox KF site administration interface. The top navigation bar includes the Claremont School of Theology logo, a home icon, and a dropdown menu for 'Administration Workspace' with 'Sandbox KF' selected. The main header shows 'Sandbox KF > SITE INFO'. Below this, a row of tabs includes 'EDIT SITE INFORMATION', 'MANAGE TOOLS', 'TOOL ORDER' (highlighted with a red circle and an arrow), 'ADD PARTICIPANTS', 'MANAGE GROUPS', and 'LINK TO PARENT SITE'. A secondary row of tabs includes 'EXTERNAL TOOLS', 'MANAGE ACCESS', 'DUPLICATE SITE', 'EXPORT FROM SITE', 'IMPORT FROM ARCHIVE FILE', and 'USER AUDIT LOG'. The 'TOOL ORDER' tab is active, displaying site details for 'Sandbox KF'. The details include Site URL, Site contact and email, Available to, Modification date, Modified by, Display in Site Browser, Creation date, and LaTeX status. Below this is the 'Site Description' and a 'Sandbox KF Participant List (# 2)' with a viewing option of '1 - 2 of 2 items' and a 'show 200 items per page' dropdown. A 'Printable Version' link is also present.

**Sakai Sandbox KF Site Information**

Field	Value
Site URL	<a href="https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06">https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06</a>
Site contact and email	sakai support, <a href="mailto:sakaisupport@cst.edu">sakaisupport@cst.edu</a>
Available to	Site participants only
Modification date	Sep 6, 2018 9:16 am
Modified by	support, sakai
Display in Site Browser	Yes ( <a href="#">Tell me more...</a> )
Creation date	Jul 10, 2018 10:01 am
LaTeX	Disabled

**Site Description**

Sample Description Here "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod te... ([More](#))

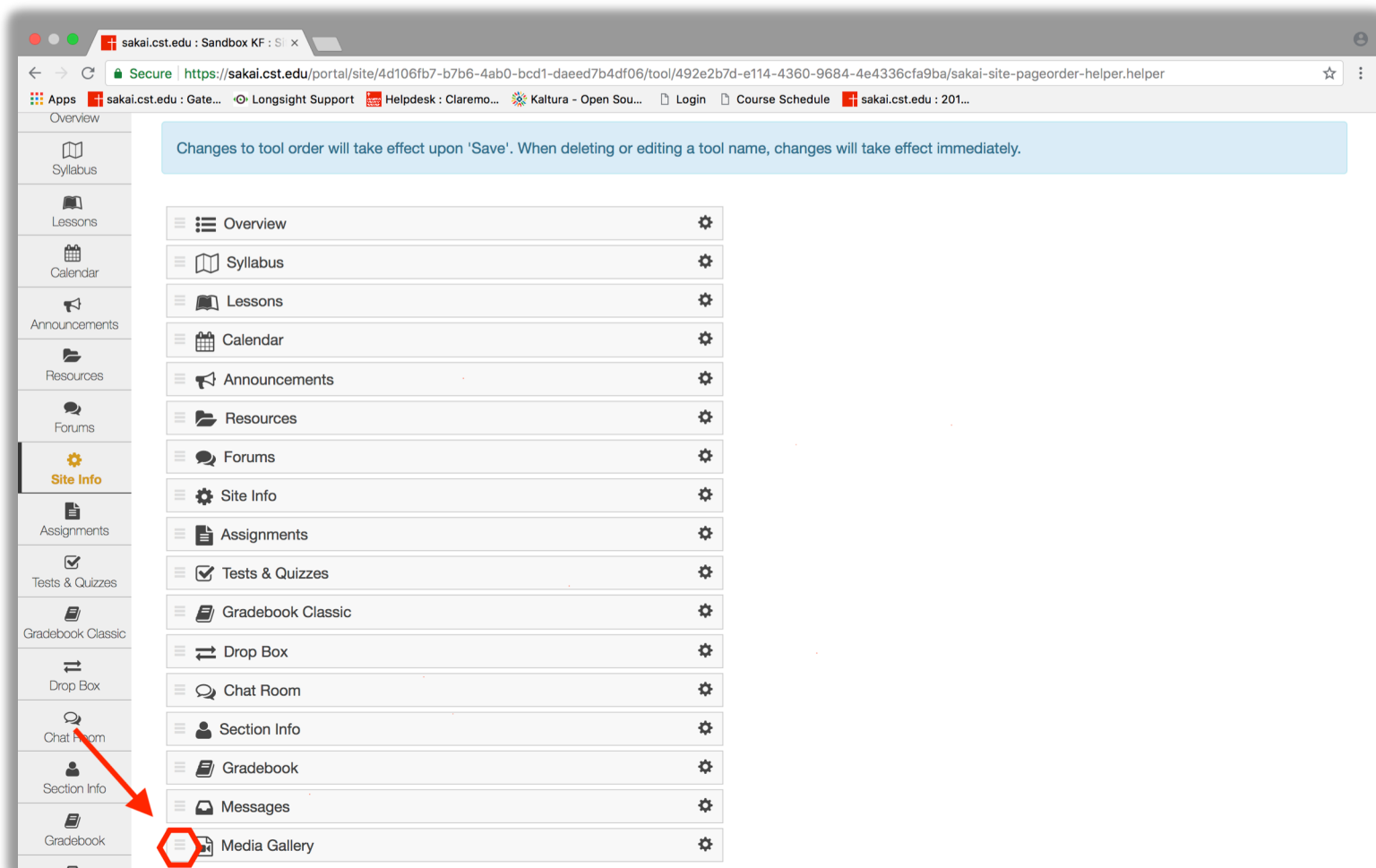
**Sandbox KF Participant List (# 2)**

Viewing 1 - 2 of 2 items

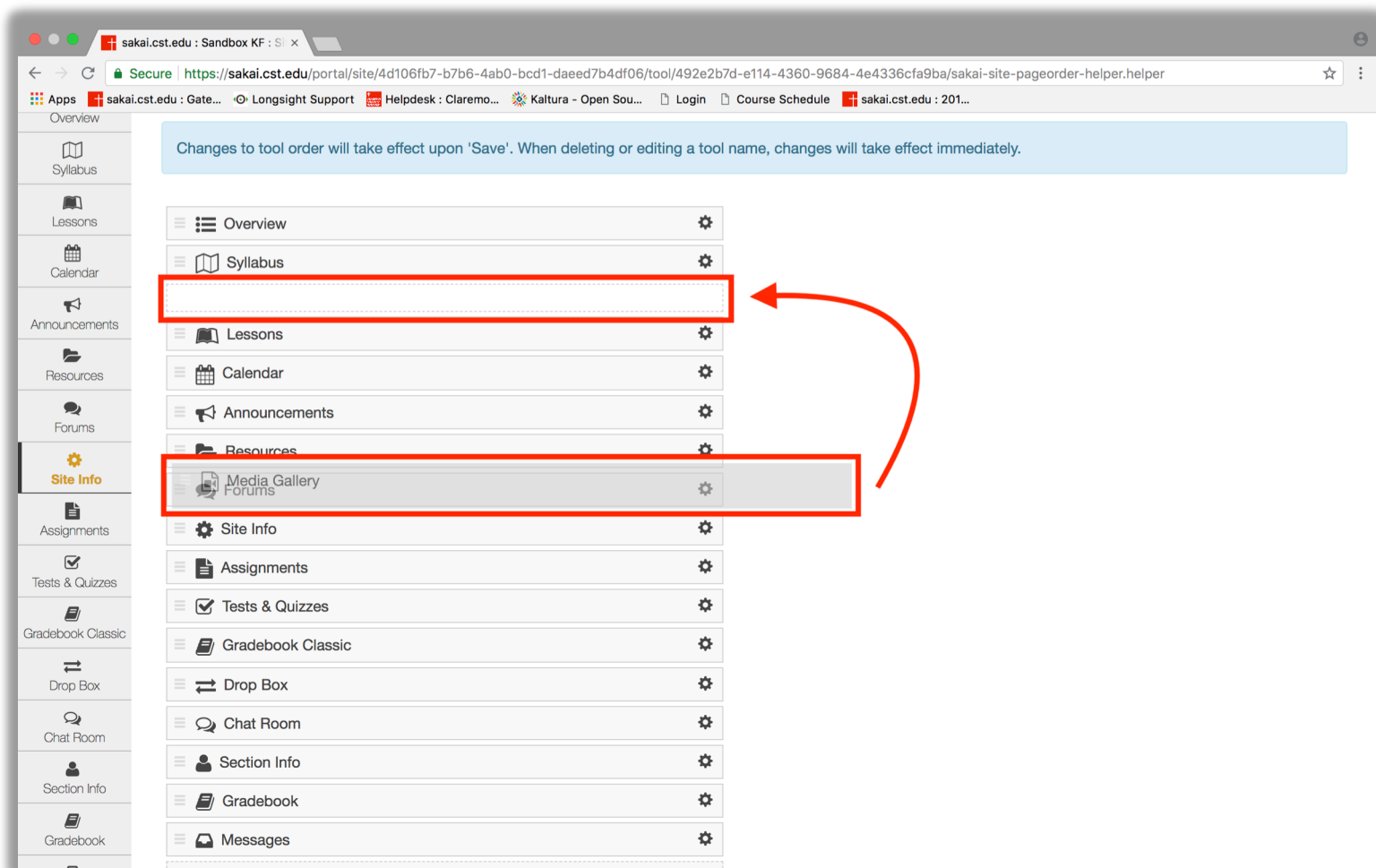
< < show 200 items per page > >

[Printable Version](#)

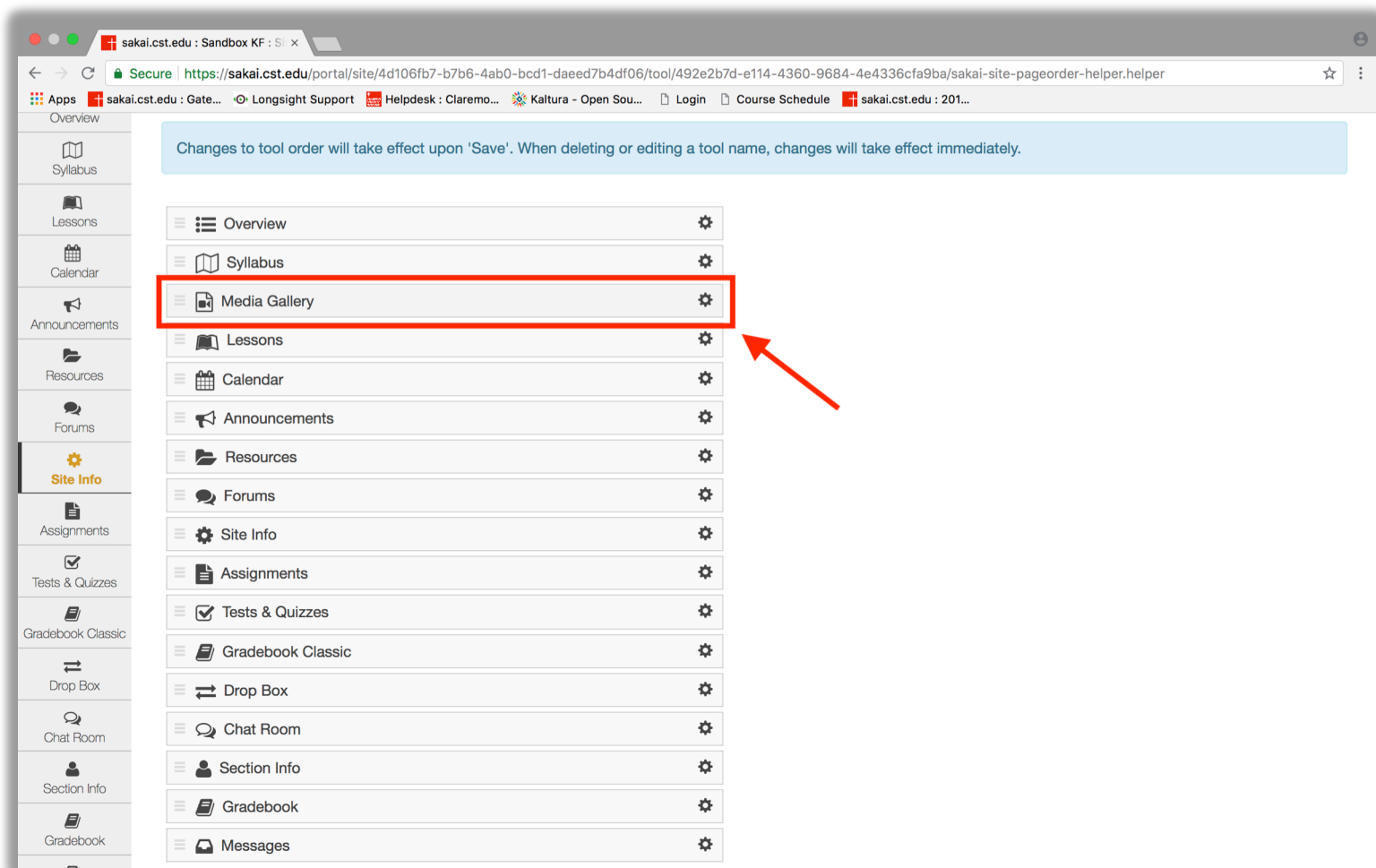
# 3. To change tool order, you can drag individual tools by clicking and holding the three lines on the left side of each toolbox.



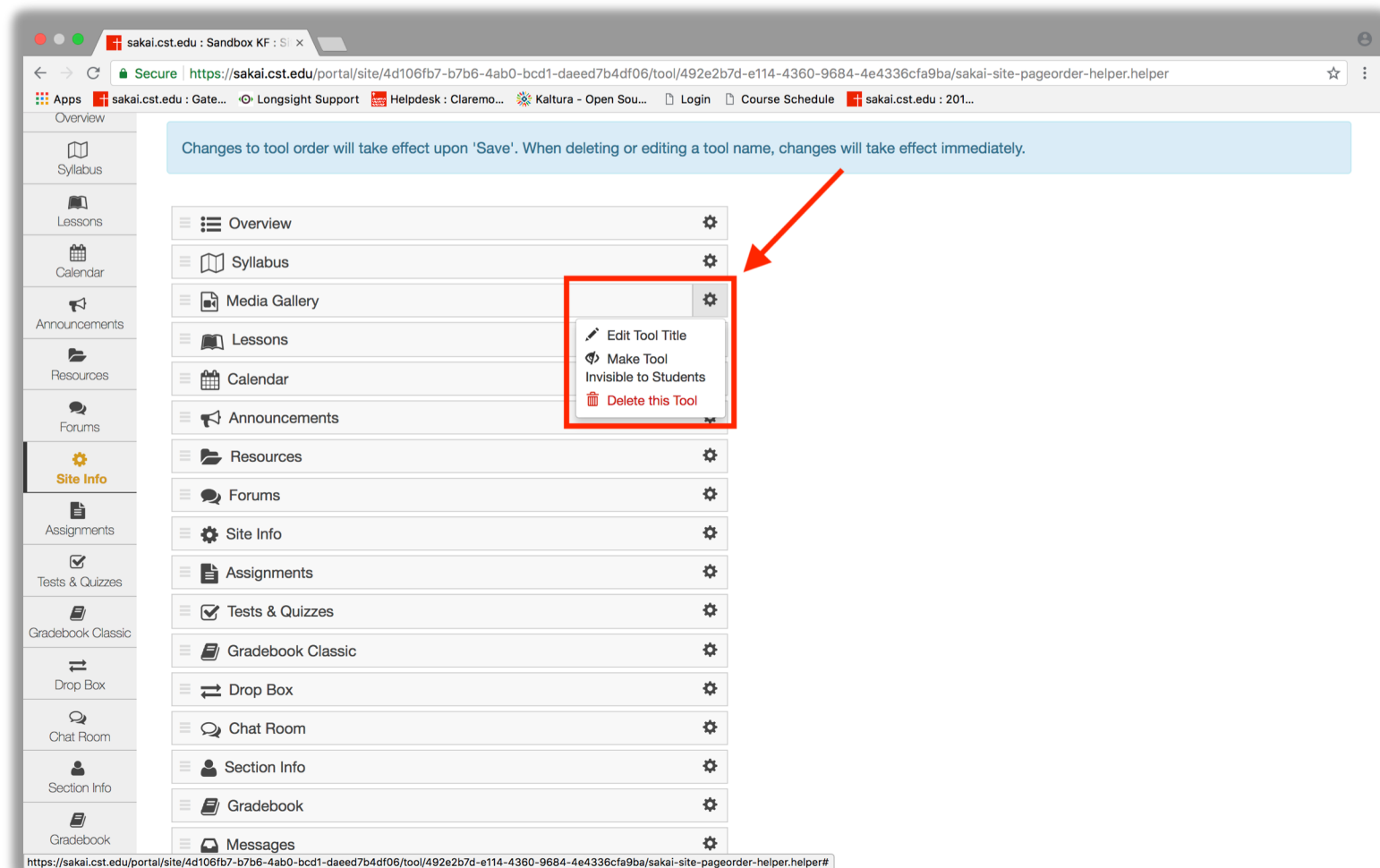
# 4. Using the 'drag' icon (the three lines), drag (click and hold) the selected toolbox to the desired position.



# 5. Once you have dragged the toolbox into the position you want, let go of the toolbox's 'grip' icon.



# 6. You can also click the cogwheel icon to: (1) change a tool's title, (2) make a tool invisible to students, or (3) delete a tool.





# 7. Once you have finished editing your tools, scroll to the bottom of the page and click “Save”.

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/492e2b7d-e114-4360-9684-4e4336cfa9ba/sakai-site-pageorder-helper.helper>. The page displays a list of site tools with their visibility status and a gear icon for configuration. A red arrow points to the 'Save' button at the bottom of the tool list.

Tool Name	Visibility	Settings
Forums	Visible	⚙️
Site Info	Visible	⚙️
Assignments	Visible	⚙️
Tests & Quizzes	Visible	⚙️
Gradebook Classic	Visible	⚙️
Drop Box	Visible	⚙️
Chat Room	Visible	⚙️
Section Info	Visible	⚙️
Gradebook	Visible	⚙️
Messages	Visible	⚙️

Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.

**Save** Cancel Reset Sort Alphabetically

Gateway Accessibility Information The Sakai Project

- Powered by Sakai
- (c) sakaiproject.org. All rights reserved.

► Build Info:  
► Server Time:

# 8. You can now see the changes you made. In this example, the “Media Gallery” tool is now third from the top on the toolbar.

The screenshot shows the Sakai CMS interface for the 'Sandbox KF' site. The top navigation bar includes the Claremont School of Theology logo, a home icon, and a dropdown menu for 'Sandbox KF'. The main content area is titled 'Sandbox KF > SITE INFO'. On the left, a sidebar lists various tools: Overview, Syllabus, Media Gallery (highlighted with a red box and a red arrow), Lessons, Calendar, Announcements, Resources, Forums, Site Info, Assignments, Tests & Quizzes, and a file icon. The main content area displays site information for 'Sandbox KF', including Site URL, Site contact and email, Available to, Modification date, Modified by, Display in Site Browser, Creation date, LaTeX, Site Description, and a Participant List. The 'Media Gallery' tool is listed as the third item in the top toolbar.

**Sakai CMS Interface - Sandbox KF Site Info**

**Left Sidebar (Tools):**

- Overview
- Syllabus
- Media Gallery** (Third from top)
- Lessons
- Calendar
- Announcements
- Resources
- Forums
- Site Info
- Assignments
- Tests & Quizzes

**Top Navigation Bar:**

- CLAREMONT SCHOOL OF THEOLOGY
- Home
- Administration Workspace
- Sandbox KF
- Sites
- sakai

**Main Content Area - SITE INFO**

**Site Information:**

- Site URL:** <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06>
- Site contact and email:** sakai support, [sakaisupport@cst.edu](mailto:sakaisupport@cst.edu)
- Available to:** Site participants only
- Modification date:** Sep 6, 2018 9:34 am
- Modified by:** support, sakai
- Display in Site Browser:** Yes ([Tell me more...](#))
- Creation date:** Jul 10, 2018 10:01 am
- LaTeX:** Disabled

**Site Description:** Sample Description Here "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod te... ([More](#))

**Sandbox KF Participant List (# 2)**

Viewing 1 - 2 of 2 items

Navigation: < < show 200 items per page > >

[Printable Version](#)

# Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology