

CLAREMONT SCHOOL OF THEOLOGY

How to Add Media Gallery and Other Tools to Your Sakai Class Sites

Instructional Technology | Fall 2018 | Sakai 11.3

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How to Add Tools to Your Sakai Site

- You can select and deselect tools for each individual site.
- You must add tools to a site before they can be used by you or anyone registered in the class.
- In this example, we will be added the “Media Gallery” tool to a site.

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 circled in red). The left-hand menu contains various tools, with 'Site Info' highlighted in red. A red arrow points from the 'Site Info' tool to the 'Sandbox KF' site name in the top navigation bar.

Site Information Display

Sample Description Here

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Announcements
(viewing announcements from the last 10 days)

There are currently no announcements at this location.

CALENDAR

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8

2. Click on the “Manage Tools” 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, a dropdown menu for 'Administration Workspace', and a 'Sandbox KF' dropdown. The main header shows 'Sandbox KF > SITE INFO'. Below this, a row of tabs includes 'EDIT SITE INFORMATION', 'MANAGE TOOLS' (highlighted with a red circle and an arrow), 'TOOL ORDER', 'ADD PARTICIPANTS', 'MANAGE GROUPS', and 'LINK TO PARENT SITE'. A second row of tabs includes 'EXTERNAL TOOLS', 'MANAGE ACCESS', 'DUPLICATE SITE', 'IMPORT FROM SITE', 'IMPORT FROM ARCHIVE FILE', and 'USER AUDIT LOG'. The main content area is titled 'Sandbox KF' and contains the following information:

- Site URL:** <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06>
- Site contact and email:** sakai support, sakaissupport@cst.edu
- Available to:** Site participants only
- Modification date:** Sep 6, 2018 9:15 am
- Modified by:** support, sakai
- Display in Site Browser:** Yes ([Tell me more...](#))
- Creation date:** Jul 10, 2018 10:01 am
- LaTeX:** Disabled

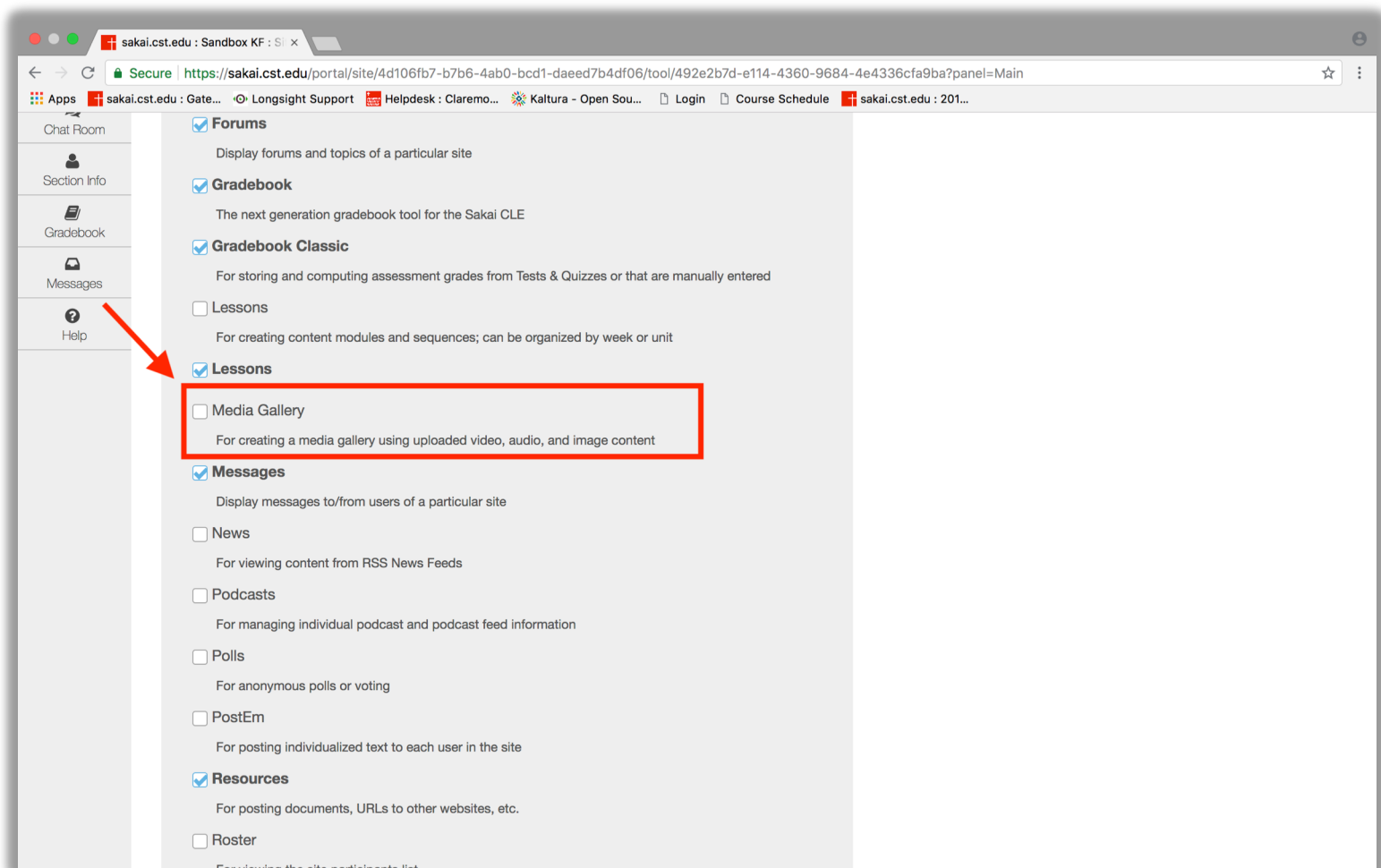
Site Description
Sample Description Here "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod te... ([More](#))

Sandbox KF Participant List (# 2)
Viewing 1 - 2 of 2 items
|< < show 200 items per page > >|

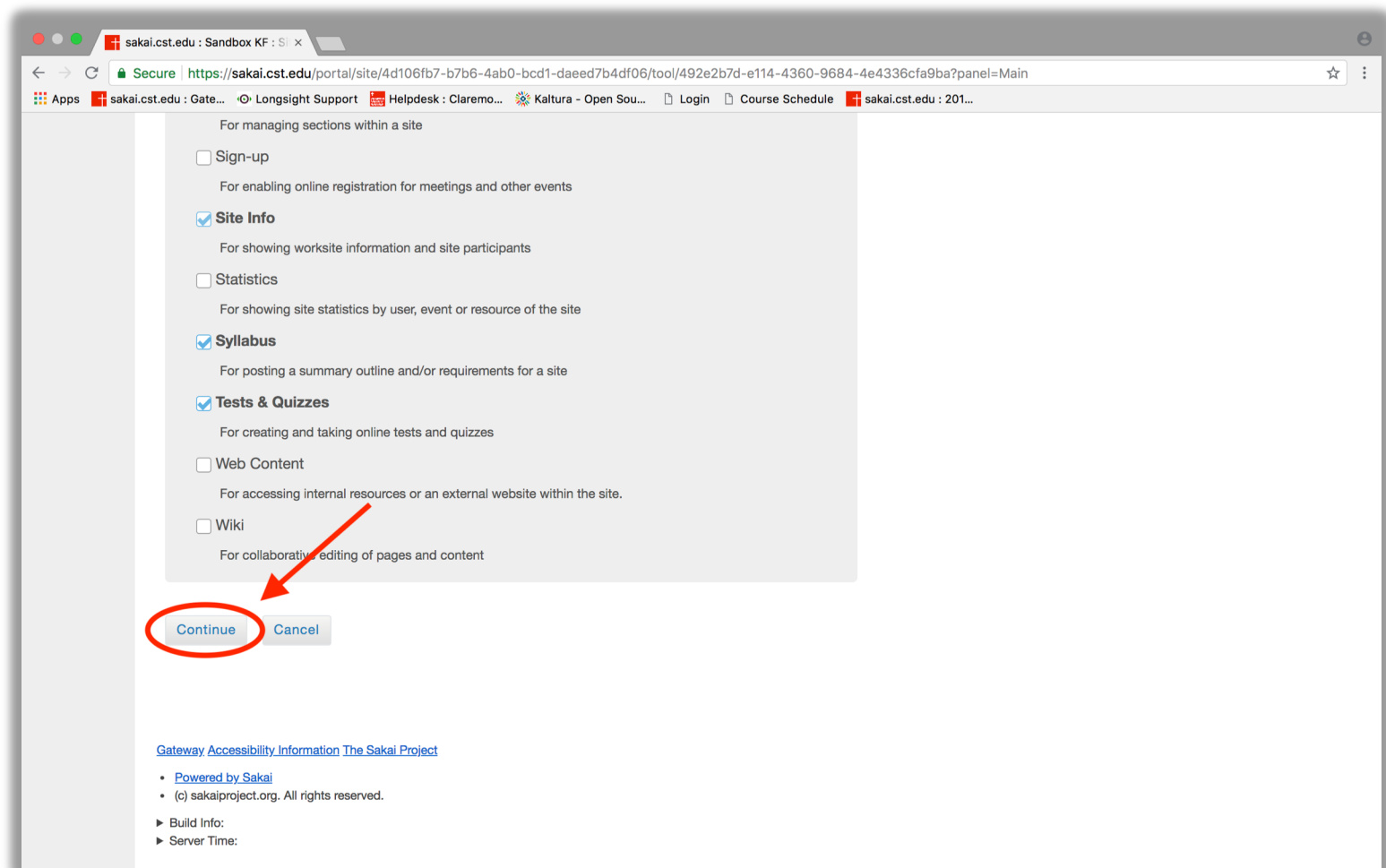
[Printable Version](#)

The URL bar at the bottom shows: <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/492e2b7d-e114-4360-9684-4e4336cfa9ba#>

3. You will see a list of tools. Check the boxes of any tools you want on your site, like “Media Gallery”.



4. After selecting the tools you want, scroll to the bottom of the page and click “Continue”.



5. You will see a list of the tools on your site. Newly added tools will be red. After confirming the list, click “Finish”.

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?panel=Main>. The page title is "Sandbox KF" and the breadcrumb is "Sandbox KF > SITE INFO". The main heading is "Confirming site tools edits for **Sandbox KF**". Below this, a message states: "You have selected the following for your site (added tools highlighted):". A list of tools follows, with newly added tools in red: Home (Overview), Syllabus (Syllabus), Lessons (Lessons), Calendar (Calendar), Announcements (Announcements), Resources (Resources), Forums (Forums), Assignments (Assignments), Tests & Quizzes (Tests & Quizzes), Gradebook Classic (Gradebook Classic), Drop Box (Drop Box), Chat Room (Chat Room), Section Info (Section Info), Site Info (Site Info), Gradebook (Gradebook), **Media Gallery (Media Gallery)**, and Messages (Messages). In the left sidebar, the "Site Info" menu item is highlighted, and a red arrow points to the "Media Gallery" item. At the bottom, there are three buttons: "Finish" (circled in red), "Back", and "Cancel".

6. The new tools will now be visible on the left-hand toolbar. (In this example, “Media Gallery”.)

The screenshot shows the Sakai LMS interface. On the left-hand toolbar, the 'Media Gallery' tool is highlighted with a red box and a red arrow. The main content area displays the 'Site Description' and 'Sandbox KF Participant List (# 2)'. The participant list table shows two entries: 'Florez, Kirianna (kirianna.florez)' with role 'access' and status 'Active', and 'support, sakai (sakaisupport)' with role 'maintain' and status 'Active'. Below the table is an 'Update Participants' button. The bottom of the page shows the URL: <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/6d4c88b6-1789-4f83-9153-8fdf0ad5fb31>.

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](#)

Name	Role	Status	Remove?
Florez, Kirianna (kirianna.florez)	access	Active	<input type="checkbox"/>
support, sakai (sakaisupport)	maintain	Active	<input type="checkbox"/>

[Update Participants](#)

Last updated Aug 2, 2018 9:43 AM PDT

Role Descriptions

access
Can read content, and add content to a site where appropriate.

maintain
Can read, revise, delete and add both content and participants to a site.

Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology