# How to Add Media Gallery and Other Tools to Your Sakai Class Sites
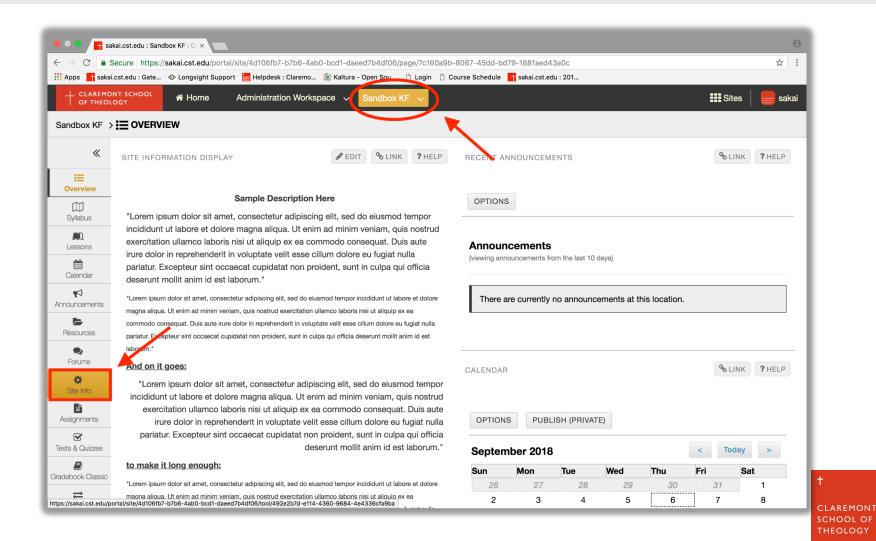
## Instructional Technology | Fall 2018 | Sakai 11.3

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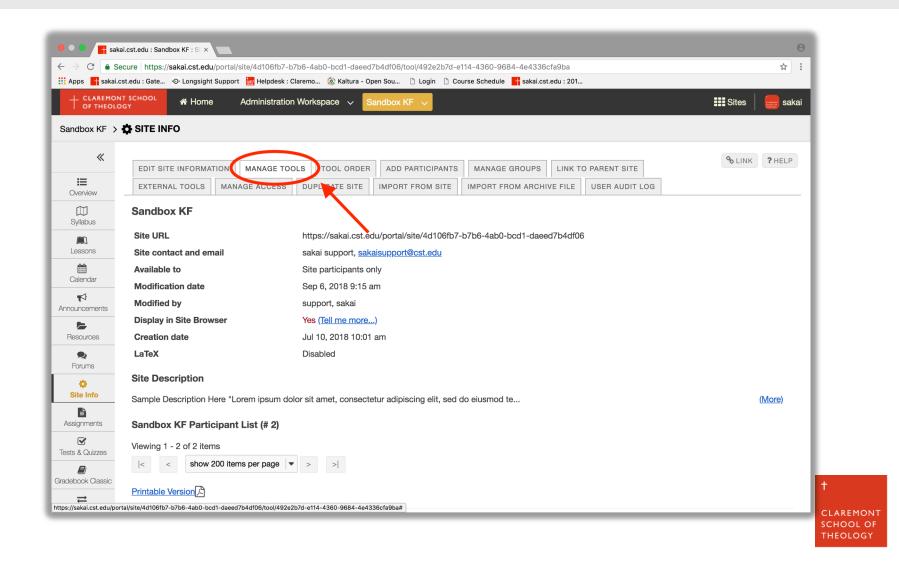# How to Add Tools to Your Sakai Site

- 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.

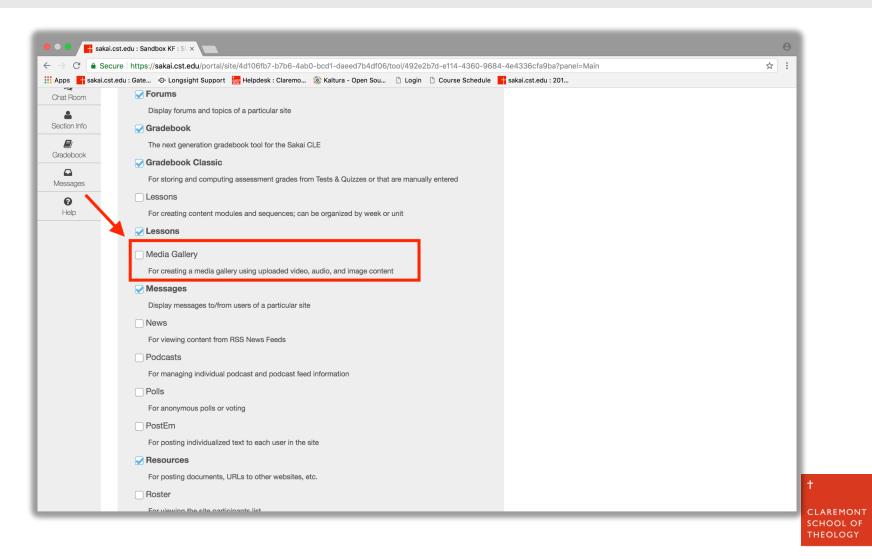- In this example, we will be added the "Media Gallery" tool to a site.

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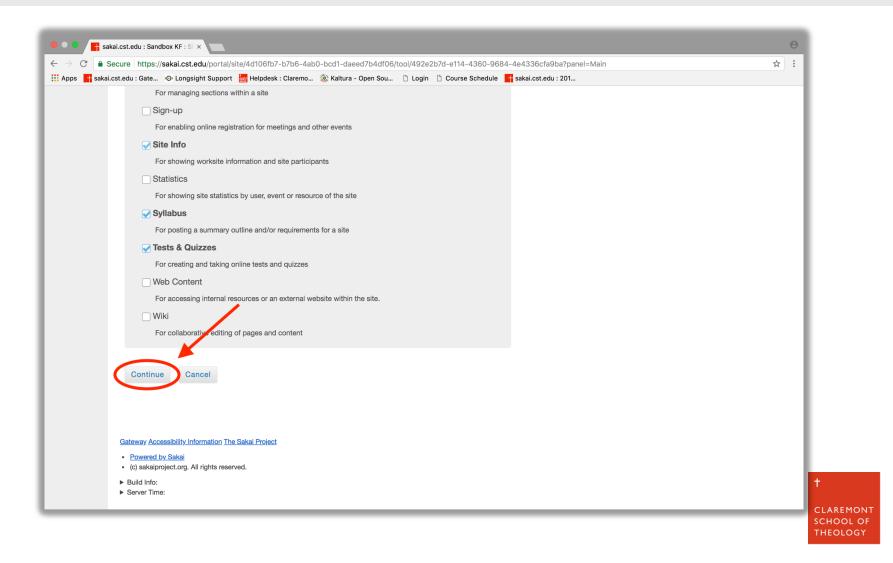# 1. Select the Class Site, then choose the "Site Info" tool on the left-hand side.

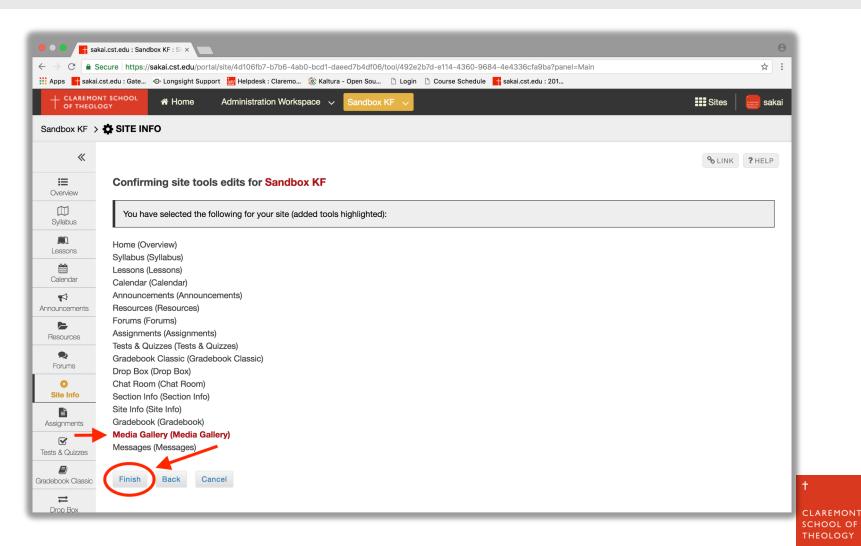# 2. Click on the "Manage Tools" tab at the top of the page.

# 3. You will see a list of tools. Check the boxes of any tools you want on your site, like "Media Gallery".
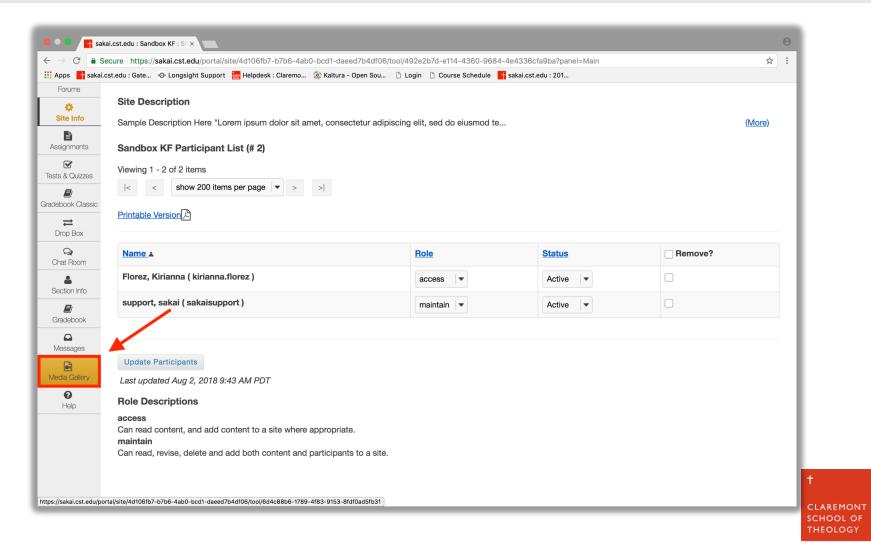
# 4. After selecting the tools you want, scroll to the bottom of the page and click "Continue".

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

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

# Thank you!

For assistance, please contact:

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Instructional Design

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