

CLAREMONT SCHOOL OF THEOLOGY

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

Instructional Technology | Fall 2018 | Sakai 11.3

Kirianna Florez | Office 909.962-6744 | kflorez@cst.edu or sakaisupport@cst.edu

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 adding 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 a dropdown menu for 'Sandbox KF', which is circled in red. A red arrow points from this dropdown to the 'Site Info' tool in the left-hand menu, which is also highlighted with a red box. The main content area displays the 'Overview' page for the 'Sandbox KF' site, showing a sample description and a list of recent announcements. The left-hand menu includes various tools such as Overview, Syllabus, Lessons, Calendar, Announcements, Resources, Forums, Site Info, Assignments, Tests & Quizzes, and Gradebook Classic.

And on it goes:

to make it long enough:

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, 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' (highlighted with a red circle and an arrow), 'TOOL ORDER', 'ADD PARTICIPANTS', 'MANAGE GROUPS', and 'LINK TO PARENT SITE'. A secondary 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

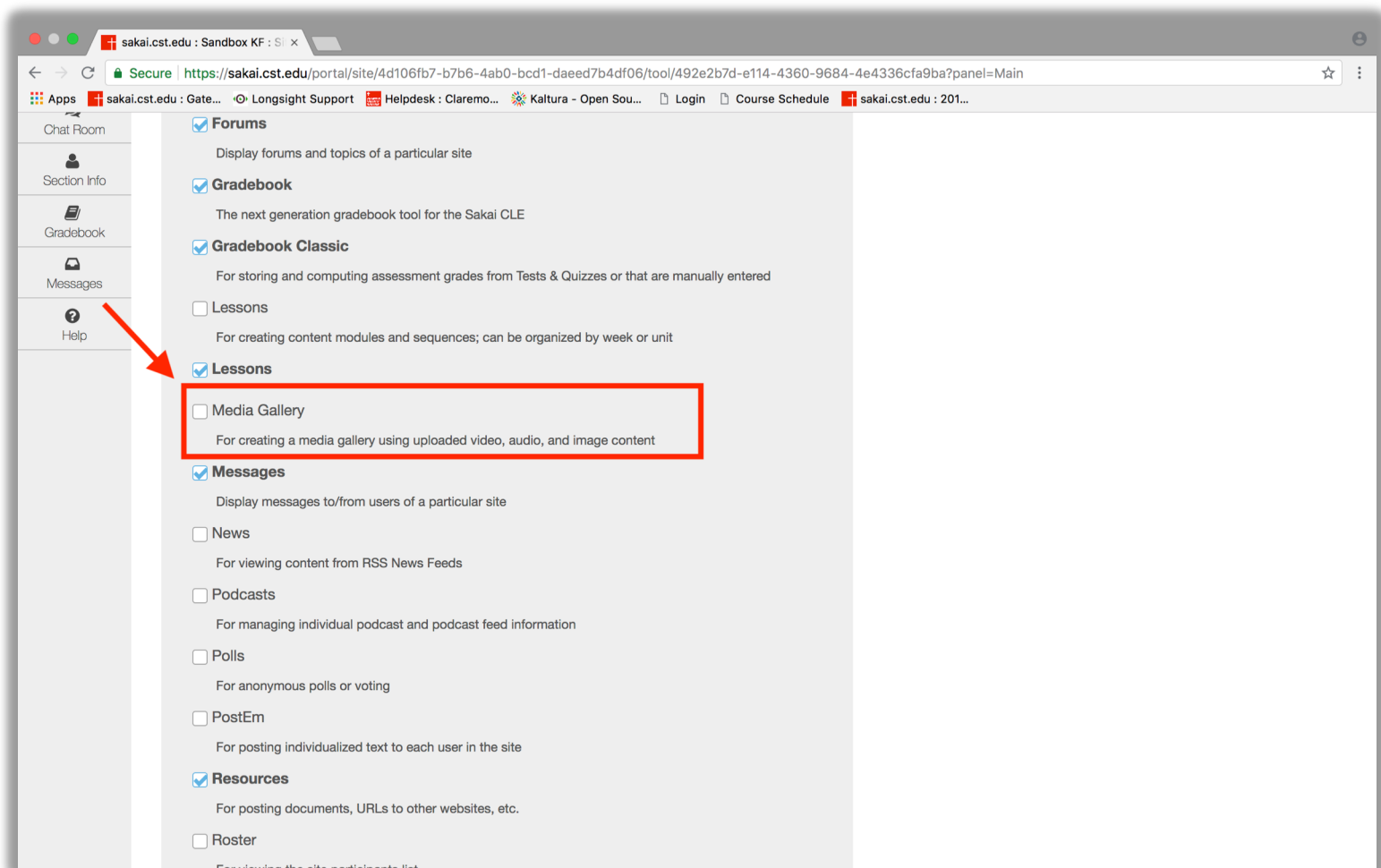
Site Description
Sample Description Here "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod te... ([More](#))

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

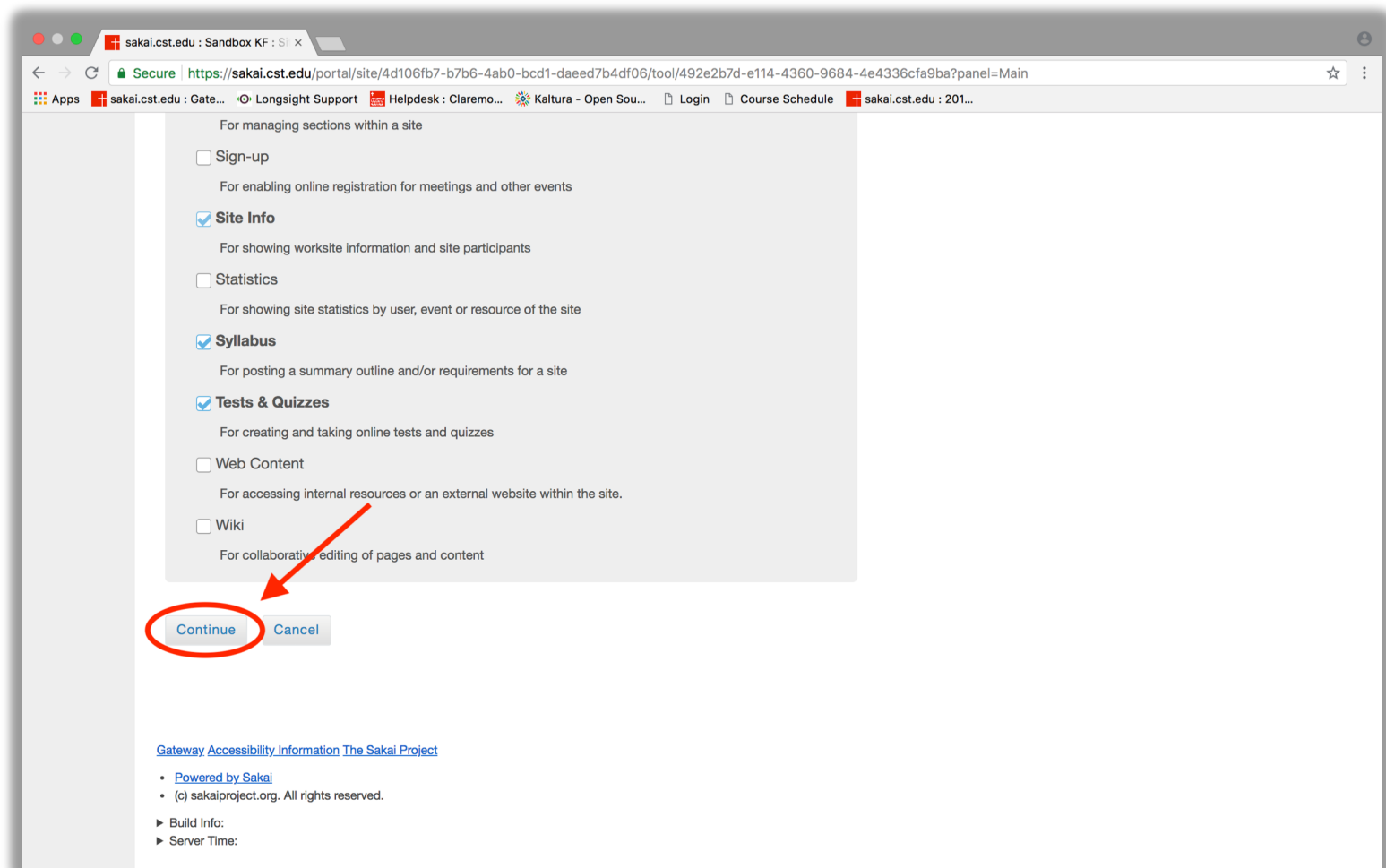
[Printable Version](#)

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 with a red arrow. At the bottom, the "Finish" button is circled in red, with another red arrow pointing to it from the "Media Gallery" tool name. The "Back" and "Cancel" buttons are also visible.

6. The new tools will now be visible on the left-hand toolbar.

(In this example, “Media Gallery”.)

The screenshot shows the Sakai Sandbox KF interface. On the left-hand toolbar, the 'Media Gallery' tool is highlighted with a red box and a red arrow pointing to it. The main content area displays the 'Site Description' and 'Sandbox KF Participant List (# 2)'. The participant list shows two items: 'Florez, Kirianna (kirianna.florez)' and 'support, sakai (sakaisupport)'. Below the list, there is a table with columns for Name, Role, Status, and Remove?.

Name	Role	Status	Remove?
Florez, Kirianna (kirianna.florez)	access	Active	☐
support, sakai (sakaisupport)	maintain	Active	☐

Below the table, there is a button labeled 'Update Participants' and a timestamp 'Last updated Aug 2, 2018 9:43 AM PDT'. The 'Role Descriptions' section shows that 'access' allows reading content and adding content, while 'maintain' allows reading, revising, deleting, and adding content and participants.

Thank you!

For assistance, please contact:

Kirianna Florez

Office (909) 962-6744

Email: kflorez@cst.edu | sakaisupport@cst.edu

Instructional Design

Claremont School of Theology