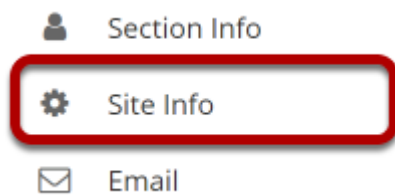


How do I remove a tool from my site?

There are two locations in Site Info where you can remove tools from your site: Manage Tools and Tool Order.

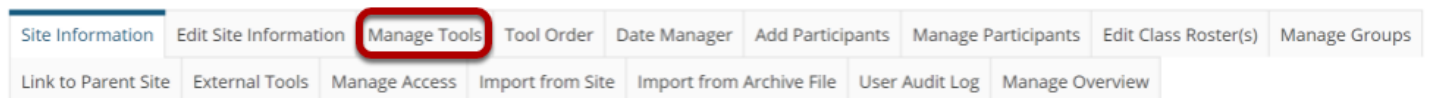
Go to Site Info.



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

Remove a tool using Manage Tools.

Click Manage Tools.



Uncheck the box next to the tool or tools to be removed.

▼ General

23

☒ **Overview**
For providing an overview of the site, including the site's description and recent announcements, messages, and events

☒ **Announcements**
For posting and viewing current, time-critical information

















☒ **Assignments**
For posting, submitting, and grading assignments online

☒ **Calendar**
For posting and viewing events, such as due dates, meetings, and other important dates

☐ **Chat Room**
For synchronous, real-time written conversations

☐ **Commons**
For social networking-style posts featuring embedded images and url-to-thumbnail expansion

OR click the X icon to the right of a tool in the Selected tools list.

Selected tools	Remove
 Overview	
 Announcements	
 Assignments	
 Calendar	
 Contact Us	
 Email	
 Email Archive	
 Forums	

Alternatively, you can use the *Selected tools* list to remove tools. Click the **X** icon (**Remove**) to the right of a tool to remove it.

Click Continue.



Once you have deselected the tools, scroll down and click **Continue**.

Confirm tool selection.

Confirming site tools edits for Discussion 3 SMPL101

You have removed the following:

Roster

You have selected the following for your site (added tools highlighted):

Overview

Lessons

Web Content (<http://www.sakaiproject.org>)

Site Info

Messages

News (<https://www.sakailms.org/blog-feed.xml>)

Search

You have enabled the automatic rendering of LaTeX for this site



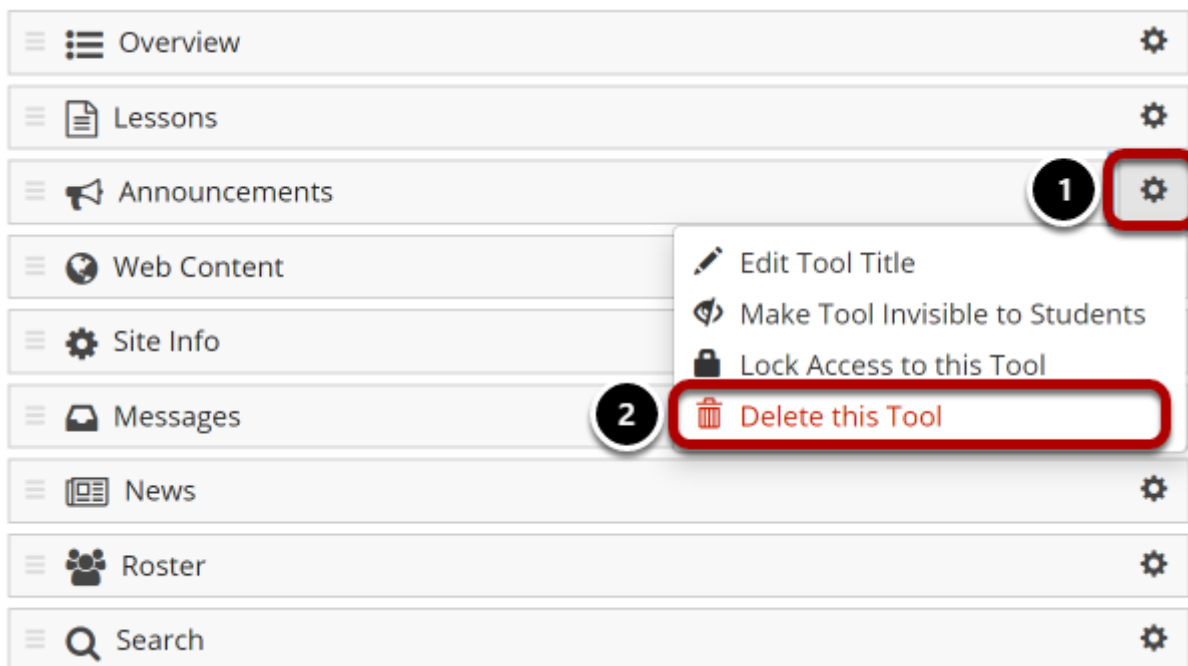
Tools to be removed will be listed at the top of the screen. Tools you have selected to keep in your site will be listed below them. Click **Finish** to confirm that these are the tools you want.

Remove a tool using Tool Order.

Click Tool Order.

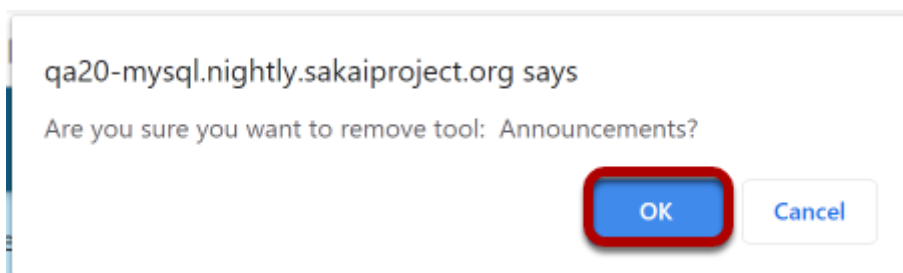
Site Information	Edit Site Information	Manage Tools	Tool Order	Date Manager	Add Participants	Manage Participants	Edit Class Roster(s)	Manage Groups
Link to Parent Site	External Tools	Manage Access	Import from Site	Import from Archive File	User Audit Log	Manage Overview		

Select to delete the tool.



1. To the right of a tool to remove, click the **cog icon**.
2. From the drop-down menu, select **Delete this tool**.

Confirm removing the tool.



You'll be prompted to confirm that you want to remove the tool from the site. Click **OK** if you are sure you want to remove it.

Click Save.

