**Quick Guide: How to Add a Stealthed Tool to a Sakai Site**

Before following the steps below, make sure you have the site ID of the destination course copied to your computer’s clipboard.

1. In Sakai, go to **Administration Workspace**.
2. From the course menu, click **Sites**.
3. On the next page, there are three search fields. Paste the course ID in the **second search field** and click the **Site ID tab/button**.
4. Information about the site appears. In the **Site ID column**, click the **hyperlink**.
5. A new page appears. Scroll all the way down to the bottom of the page and click the **Add/Edit pages button**.
6. A new page loads. Click the **New Page tab**.
7. In the **Title field**, give the tool a title (e.g., Delegated Access, Certification, etc.), and next to **Custom Title**, select **No**. Scroll down and under the **Continue Editing** section, click the **Tools button**.
8. A new page appears. Click the **New Tool tab**.
9. A long list of tools appears. Select the desired tool (e.g., Delegated Access, Certificates, etc.). Scroll down and click Save.
10. The tool now appears on the site’s menu.

Alternative resource: Longsight provides [illustrated unstealthing instructions](https://longsight.screenstepslive.com/s/sakai_help/m/59023/l/556768-how-do-i-add-a-stealthed-tool-to-a-site)