This resource is designed to introduce students to academic support services, as well as provide tips and strategies for being a successful Rambler at Loyola. This site can easily be added to any Sakai course site and provides a valuable resource for all Ramblers, but especially those new to Loyola.

This guide will walk you through the steps of adding this resource to your Sakai course site in order to provide students easy access to these resources.

**Step 1:** Log into Sakai and navigate to your course homepage.

**Screenshot of Sakai**

Step 2: From your course menu (left side) select Site Info.

Step 3: In Site Info, select Manage Tools

Step 4: In Manage Tools, scroll down to Web Content and click the check box.
Step 5: Scroll to the bottom of the Manage Tools Page and click Continue.

Step 6: After clicking Continue, you will be asked to customize the Web Content Tool. Title the tool Academic Success and paste the URL below into the Source box.

https://sakai.luc.edu/portal/site/bee1cb5e-73b2-46cf-9952-6ac42fba113f

Click Continue.

Step 7: Confirm the addition of the new Web Content tool by clicking Finish.

The new tool will be added to the bottom of your left side course menu.

You can reorder the tools in Site Info --> Tool Order.

Step 8: Click on the newly added Academic Success tool.
In the upper right corner of the page, click the Edit button. The Customize Web Content box will open.

Check the box Open in new window?

Click Update Options.

You have successfully added the Academic Success @ Loyola resource to your course site.

- If you have any questions about adding the tool to your course, please email online@luc.edu.
- If you have questions about academic success support resources available to students, please email Richard Rowlands, Assistant Director for Learning and Academic Success, at rarnold1@luc.edu.