

Knowledgebase > Frequently asked questions > Create local tools as a teacher

Create local tools as a teacher

Pär Wallin - 2023-09-19 - Frequently asked questions

As a teacher, you can create your own local tools if your organization has enabled this feature. You can easily create local tools as follows:

Click on the "Contents" button in My collection.



Click on the Local tools tab and then on New tool.

Lower Secondary	School 🗸		盟 My collection 然 Teachers' room					2 Pār v	
	My Collection						(B) Contents (8)		
	Q Searching for to	pols	A	dd tools to My Collection	×		21 tools		
		AMAZING	Tools Local tools	Widgets		ار بر الرحما ا			
	matte	PEOPLE Schools	You H	nave '0' available versions.	0	KUBO	÷		
	Math book arabic	Amazing People Schools	New tool Q Sea	rch for tool		• KUBO Play	Google Classroom		
			🕂 Tools		Created by				
		5	ті	here are no local tools to add		\mathbb{W}			
	BookCreator	Electrique				Whiteboard.fl	EquatIO		
	2 1					·	1		
	fluencytutor"	OrbitNote			Cancel Add	Li i	Î		
	Fluency Tutor	OrbitNote	Read&Write	• WriQ	Wizkids	Microsoft Teams	Skolon Sync Engine		

Click on the upload icon as shown in the image below.

My Collection			×	Decontents (8)
Q Searching for t		Create new local tool		21 tools
	AMAZING	Tool icon Recommended format: JPG, PNG, 240 x 240 px		
motte boken	PEOPLE Schools	Tool name	KUBO	
Math book arabic	Amazing People Schools	Link to tool	• KUBO Play	Google Classroom
	لحجر	Tool description		
BookCreator	Electrique	③ Supports automatic login	Whiteboard.fi	EquatIO
	2 :	⑦ Works offline	-	
fluencytutor'	OrbitNote		_ 41	

Upload an icon for the tool. Drag and drop the icon into the field or click on **Select file** to locate the icon you desire.

ower Secondary School 👻		B My collection 2: Teachers' room		¢ 0
My Collection		Create new local tool	×	(# Contents (8)
Q Searching for to	ols	con		21 tools
		Upload file	KUBO	
Math book arabic	Amazing People Schools		• KUBO Play	Google Classroom
	Lay -	Drag and drop your file here		
BookCreator	Electrique	Recommended format: JPG, PNG, 2	40 x 240 px Whiteboard.fi	EquatIO
	2 1	Cancel	Select file	
fluencytutor*	OrbitNote	Cancel	Next	Î
Fluency Tutor	OrbitNote	• Reducivine • Wild With	• Microsoft Teams	Skolon Sync Engine

Then click on **Save**.

Lower Secondary School 💙	B My collection 요. Teachers' room	۵ Pär 🗸
My Collection	Create new local tool	(2) Contents (8)
Q Searching for tools	Upload file	21 tools
Math book arabic Amazing People Schools	• KUBO Play	Google Classroom
BookCreator Electrique	Whiteboard.fl	EquatIO
fluencytutor OrbitNote	Select file - + Cancel Save	Î.
Fluency Tutor OrbitNote	• Reauceverse • Wile • Wile • Microsoft Teams	Skolon Sync Engine

Enter a name for the tool and provide a link to the tool. You can also add a description of the tool if you wish. Click **Next**.

Lower Secondary School Y	₩ My collection ♣ Teachers' room	ې 🕅 Pär Υ
My Collection	Create new local tool	(Contents (8)) 21 tools
	Tool icon Recommended format: JPG, PNG, 240 x 240 px	
• Math book arabic • Amazing People Sc	hools KUBO Pisy	Google Classroom
	Tool description	
* BookCreator Electrique	Supports automatic login	EquatiO
2 E	te O Works offline	1
* Fluency Tutor • OrbitNote	• Resultantine • wing witztos • Microsoft Teal	ns Skolon Sync Engine

The tool is now ready, and you can assign it to your Form groups/classes that you are connected to or individual students within these form groups/classes.

Check the Form group/class or users you want to assign the tool to, click **Assign**. Click **Save**

Lower Secondary School 🖌		器 My colle	ction 🏦 Teachers	' room			۹ Pär ۲
My Collection						(Contents (8)	
Q Searching for tools		Assi	gn local tool to users		×	21 tools	
	E PEOPLE Schools	Assign form groups Assign Q Searching for form group	or class	Vithdraw	KUBO		
Math book arabic	Amazing People Schools	- Form group/Class	Users	Assigned	• KUBO Play	Google Classroom	
• BookCreator	Electrique	5	26	-	i Whiteboard.fl	EquatIO	
2 I	C i			Back			
Fluency Tutor	OrbitNote	Read&Write	• WriQ	Wizkids	Microsoft Teams	Skolon Sync Engine	

The tool is always automatically assigned to yourself.

Lower Secondar	y School 🗸		В Мус	ollection 😤 Teache	ers' room			🗘 🖪 Pär 🗸
	My Collection	ols					@ Contents (8) 22 tools	
	• My Tool	• Math book arabic	A MAZING BODIE Schools • Amazing People Schools	• WeVideo	• Storylab	• Mindomo	KUBO KUBO Play	
	• Google Classroom	• BookCreator	Electrique	Diglexam	Lexplore Analytics UK	Kahoot !	Whiteboard.fi	