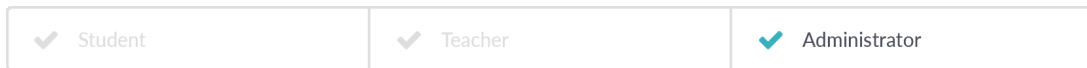


## How to add local tools from templates

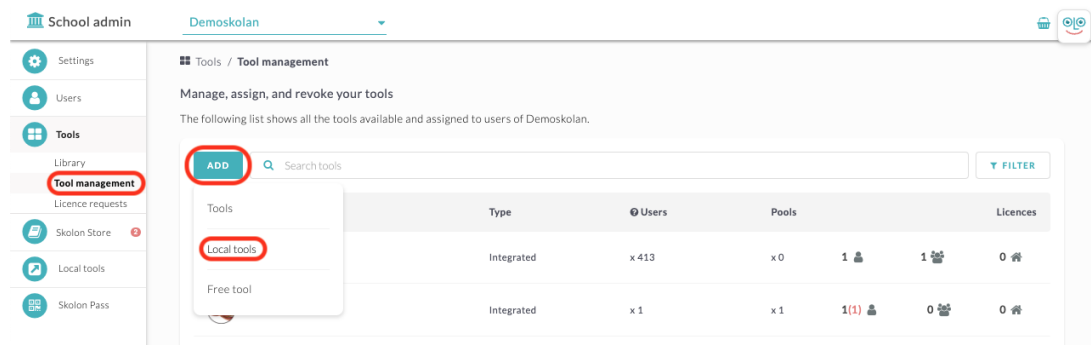
Noah Kapteijn - 2023-10-04 - Local tools



In Skolon, you as an administrator can add your own local tools. This means that you post a link to something that you want users to be able to reach and use in Skolon together with other digital tools and teaching aids. Some tools are already included as prepared templates. How is it done? Come along!

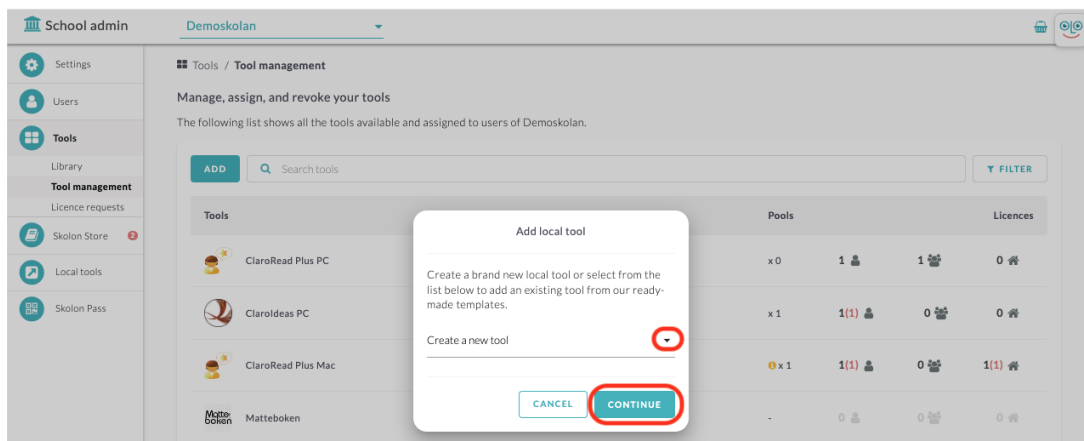
Begin with:

1. Log in to Skolon.
2. Go to **My Collection** and click on the **School Admin** icon.
3. In the menu on the left edge, click on the **Tools category** and then **Tools Management**.
4. Click the **Add button** and then **Local Tool**.

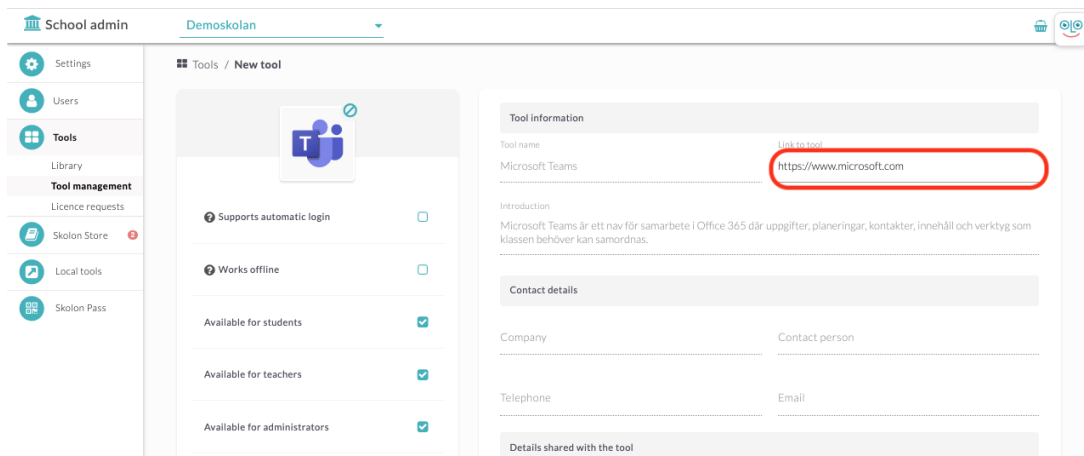


Now you get a box.

**Click on the arrow** in the list to get a list of which tools are available as prepared templates and select the tool you want to create.



What you need to do in the next step is to enter a **link** to the tool - all other information and logos are already entered. The link you will enter is the page that the user will end up on when the user clicks on the tool in their collection. Start by writing **http://www.** followed by the rest of the address. Then click **Save**.



Now you come to the last step, where you can choose to distribute the tool directly to one or more users' collections. You can:

1. Select whether you want to assign the tool to schools, classes or groups under the **Groups** tab, or to individual users via the **Users** tab.
2. Select the groups or users you want to add the tool to. Click the **Add** button to assign the tool. All groups or users who have a check mark in the box will have access to the tool and it will appear in their **My Collection**. You also see which group or user has already added the tool.

Done!

School admin Demoskolan

Tools / Microsoft Teams

**Microsoft Teams**  
Microsoft Teams är ett nav för samarbete i Office 365 där uppgifter, planeringar, kontakter, innehåll och verktyg som klassen behöver kan samordnas.  
Licence type: Local  
Created by: Demoskolan  
Availability: Students, Teachers, Administrators

REMOVE EDIT

**Share tools**  
The tool is local and does not use licences. The list below allows you to assign the tool directly to the entire school, or to specific classes, groups or users.

You have '5' users with the tool in their collection

Groups	Users	
Searching for class or group...		
School/Class/Group	Users	My Collection
<input checked="" type="checkbox"/> Demoskolan	453 x	Not added
<input type="checkbox"/> 3A	5 x	Added