Role descriptions for purchasing

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Purchasing in Skolon

This article describes how roles in Skolon function in relation to purchasing school tools. For a more general description of the roles within the platform, please see the following article: Support Resources

Organization Administrator

This role has full rights in the system, with the ability to configure the system, assign rights, manage and assign licenses and tools, and track usage statistics. The Organization Administrator can place orders for the entire principal/municipality and all schools within the organization. This role also has access to views for order history and recurring renewals (subscriptions) to track purchases for the entire organization and for individual schools.

The Organization Administrator has access to functions related to data security and GDPR compliance, i.e., registering DPA (Data Processing Agreement) agreements, approving suppliers, and pseudonymizing user data. Read more about these here:

- Show or hide DPA agreement status in Skolon Store
- Upload DPA agreements
- Approved suppliers
- Pseudonymisation in Skolon – how it works

Common positions that typically receive this role: IT/ICT Strategist, IT/ICT Coordinator, Development Manager, Operations Manager, System Administrator, Object Specialist, Data Protection Officer, Contract Manager.

School Administrator

This role has rights in the system, with the ability to configure the system, manage and assign licenses and tools, and track usage statistics. A School Administrator can place orders for the schools the user is linked to, and has access to views for order history and recurring renewals (subscriptions) to track purchases locally at the school.

Common positions that typically receive this role: School Administrator/Superintendent, IT/ICT Educator, Principal, Assistant Principal, Lead Teacher, Teacher with a focus on digitalization, Learning Platform User Supporter.

Budget Administrator

This role is assigned to a School Administrator by the Organization Administrator. This gives the School Administrator access to the "Purchasing Rights" tab in School Admin. This function is used to create purchasing rights for users who should have the ability to make purchases.

See the following articles for more information:

- Assign Budget Administrator rights
- Create purchasing rights

Requester/Orderer

A School Administrator becomes a Requester/Orderer after being assigned purchasing rights by a Budget Administrator. This gives the administrator the ability to make purchases of products from Skolon Store.

See the article series "Guides for Purchasing in Skolon" for more information on how orders are placed.

Teacher

Teachers use Skolon for easy access to their digital learning resources and and tools from My Collection. When it comes to purchasing, teachers can search for tools in Skolon Store, start free demos for themselves or with their students, and submit purchase requests that an Organization Administrator can review.

These functions create the conditions for a teacher-driven purchasing process where teachers are involved in decisions and purchases of their digital learning materials.

Student

Students primarily use Skolon for easy access to their digital learning resources and tools from My Collection. They generally do not have a significant role in the process of purchasing school tools in Skolon, other than being able to search for tools in Skolon Store and having the option to start free demos for themselves if Skolon Store is activated for students.