Create and Handle Templates

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Create Templates at Organization Level

To create a common structure for the school's tools, you as a Skolon administrator can create a template to make one or more folders with tools available in "My Collection".

About Templates

NOTE! Assigning a template does not mean that users are assigned a license for the included tools.

- A template can contain one or more folders with tools, but not individual tools that are not in a folder.
- Orgadmin can create templates and share them with the schools they wish to share with, as well as choose whether the templates should also be directly assigned to the school's users.
- School admin can choose whether they want to use Orgadmin's templates at their school and/or their own created templates.
- A template created by Orgadmin can only be edited at the Orgadmin level.
- School admin can only change the content of templates created by the school.
- If a user does not have access (license) to a tool in a folder, the tool will not be displayed in the folder.
- If a user does not have access (license) to any of the tools in a folder, the entire folder will be hidden.

Create Template

1. Open the School Admin tool and click the icon for **Templates** in the left menu.
2. Click on **New Template**.
3. Name the template and click **Create**.
4. The template is now created and needs to be filled with content. Click on the template's row or the three dots furthest to the right.
5. Click on **Manage**.

6. Click on **New Folder**.

7. Name the folder and click **Create**.

If you want to create multiple folders in your template, repeat steps 6 and 7 until all folders are created.



Create Content in the Template's Folders

1. Click on the three dots furthest to the right.

2. Click on **Manage Tools**.

3. Click on the tools you want to add to the folder. Click on **Add**. (You can also search for them if you have many tools available to choose from.)

4. When you have added all the tools you want in the folder, click on **Save**.



Assign Templates

Now it's time to assign your template.

1. Click on **Assign Template**.

2. Select one of the quick options or choose to assign to specific classes/groups or users who you want to have access to the template and its folders. Click on **Assign**.

3. Once you have selected an option or added all the classes/groups or users you want, click on **Save**.

Now you can see how many users your template is assigned to, as well as how many tools are in each folder.

For the assigned users, the folder(s) included in the template will appear in "My Collection".



Organize "My Collection" with Templates

If you at the principal or school level want to reorganize "My Collection" for your users, you can do this using templates. The procedure for doing this to **avoid duplicate tool icons** is as follows:

1. Create the template(s) you need according to the instructions above.
2. Withdraw the assignment of all tools included in the templates.
3. Assign the templates.
4. Assign the included tools.