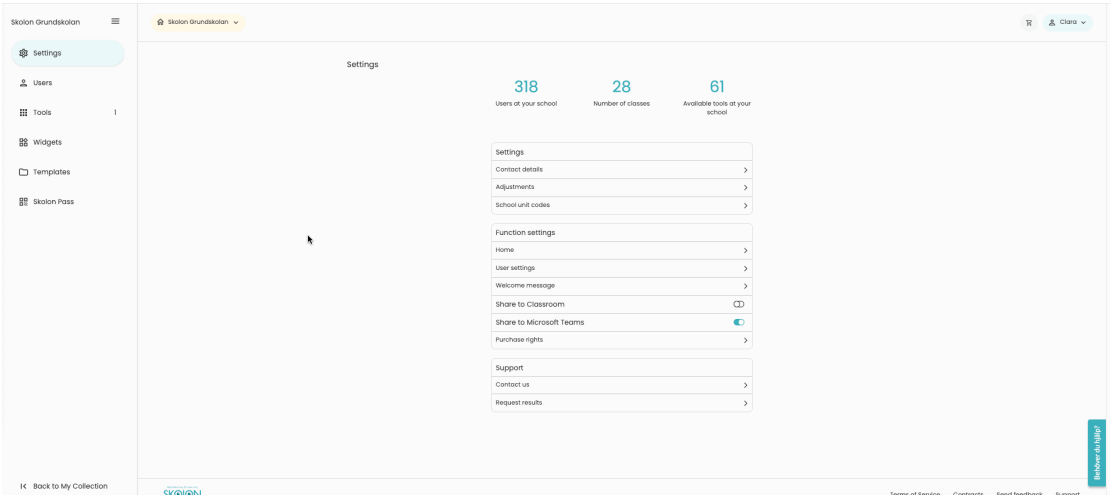
Add a local tool as administrator

Noah Kapteijn - 2025-08-06 - Manage tools

In Skolon, as an administrator, you can add your own local tools. This means you can add a link to something you want users to be able to access and use in Skolon, along with other digital school tools and learning materials. Some tools are already included as ready-made templates. Here's how you do it!

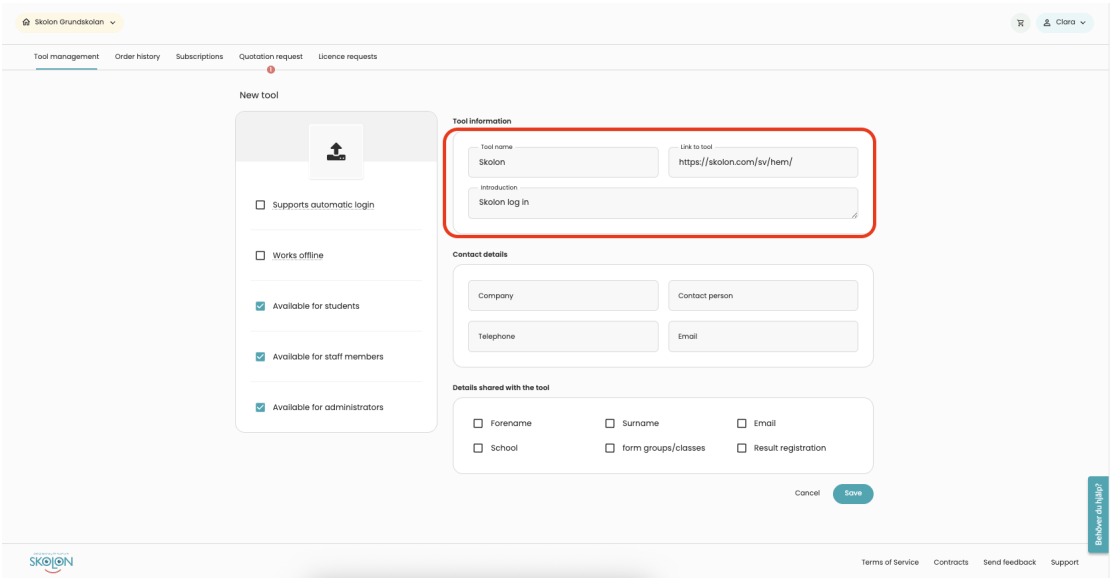
- Go to the **Skoladmin** tool from **My Apps**
- Click on **Tools** in the menu on the left.
- Click on **Add Tool** in the top right-hand corner and select **Local Tool.**
- Select **Create a new tool** and click on **Continue.**

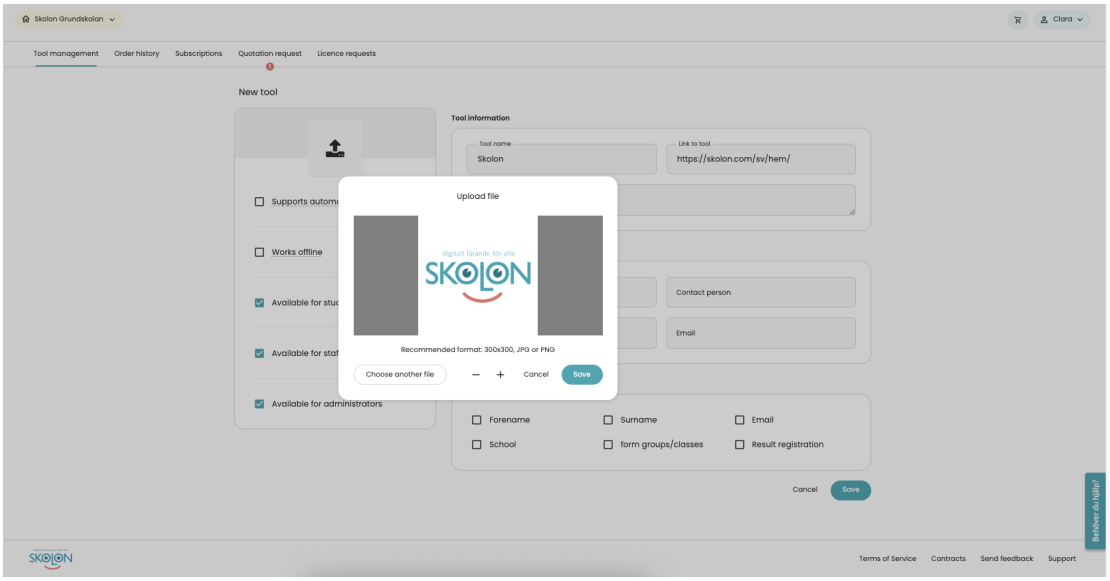


Next, you need to enter the link for the tool, upload a picture, and fill in the other relevant details.

The link you enter is the page the user will land on when they click on the tool in their collection. Start by typing http://www. followed by the rest of the address.

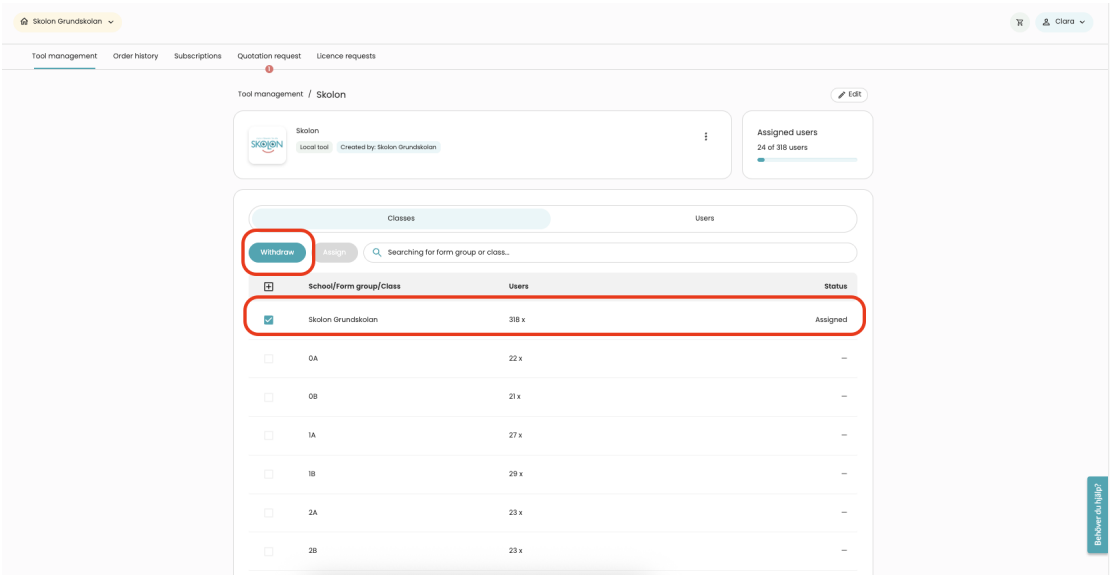
Here you can also choose who should have immediate access to the tool. When you're ready, click on **Save.**





You've reached the final step, where you can share the tool directly with one or more users' collections. You can:

- Choose to allocate the tool to a school, classes, or groups under the tab, or to individual users via the tab.
- Select the groups or users you want to add the tool for. Click the button to allocate the tool. All groups or users with a tick in the box will get access to the tool, and it will appear in their . You'll also see which groups or users already have the tool.
- You can also revoke the allocation for users, groups, or classes here.


Skolon Grundskolan
Clara
Tool management
Order history
Subscriptions
Quotation request
Licence requests
Tool management / Skolon
Edit
Skolon
Local tool
Created by: Skolon Grundskolan
Assigned users
24 of 318 users
Classes
Users
Withdraw
Assign
Searching for form group or class...
School/Form group/Class
Users
Status
Skolon Grundskolan
318 x
Assigned
0A
22 x
0B
21 x
1A
27 x
1B
29 x
2A
23 x
2B
23 x
Behöver du hjälp?