

## Add a local tool in Skolon

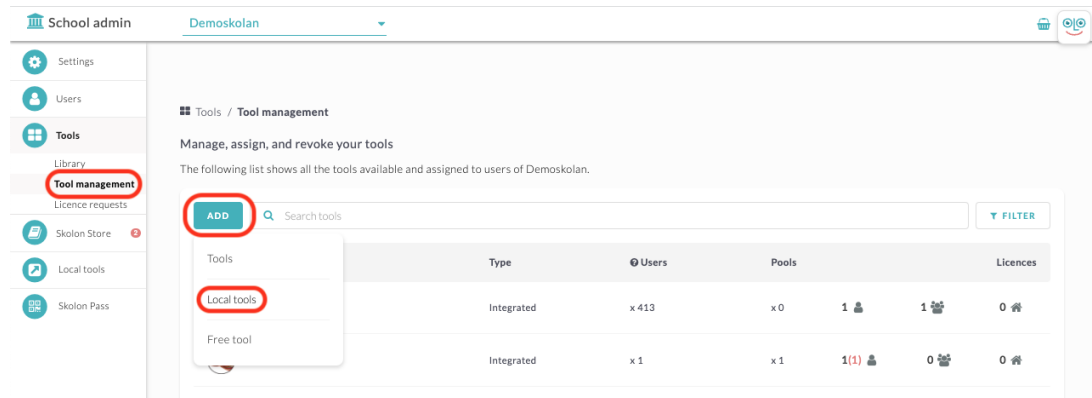
Noah Kapteijn - 2023-10-04 - Local tools



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. It's all very simple, stay tuned!

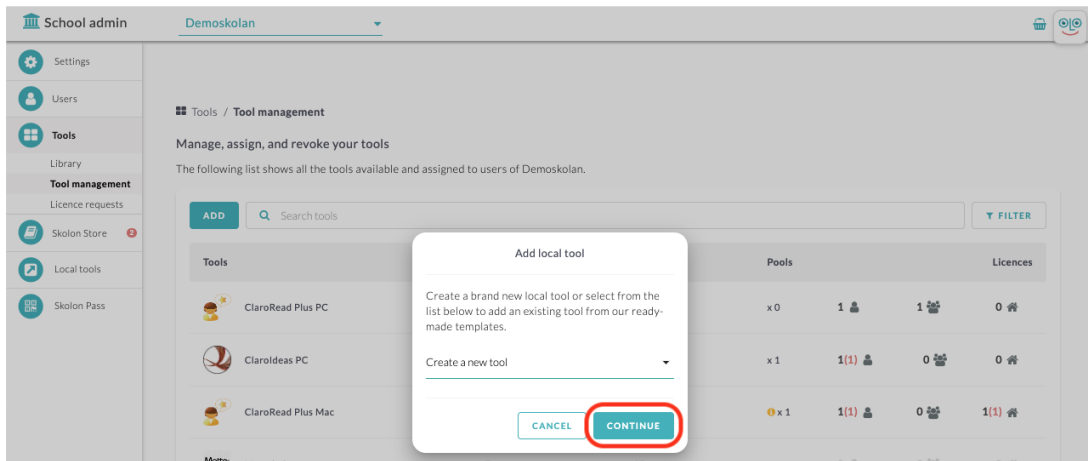
### 1. Create local tools

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 category **Tools / Tool management**. You will now get an overview of the tools in Skolon. To add a new local tool: click the **Add** button and then **Local tool**.



In

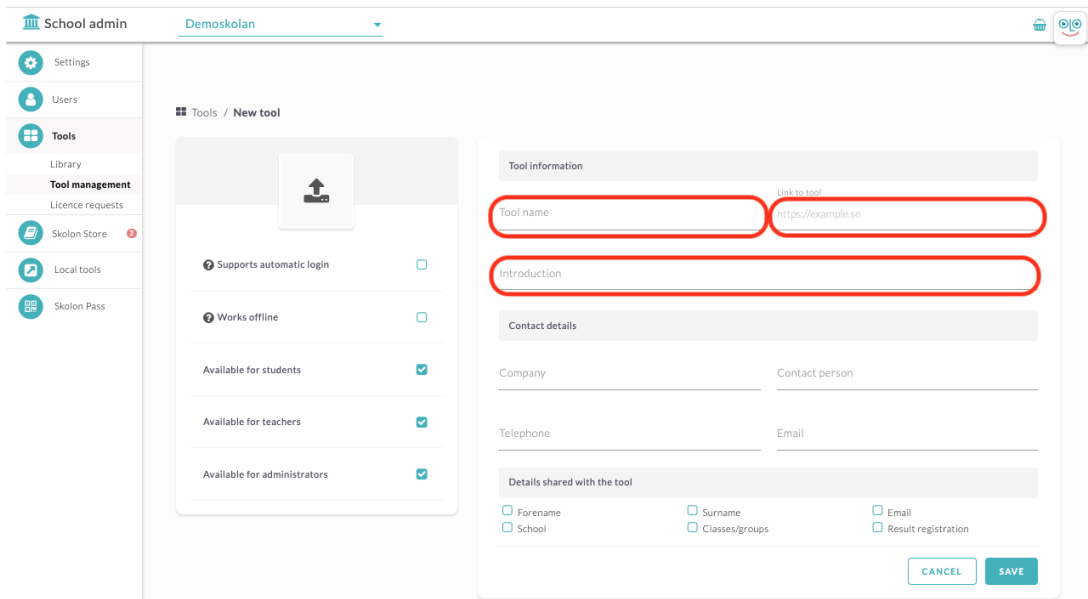
The box that appears, make sure it says **Create a new tool**, and then click **Continue**.



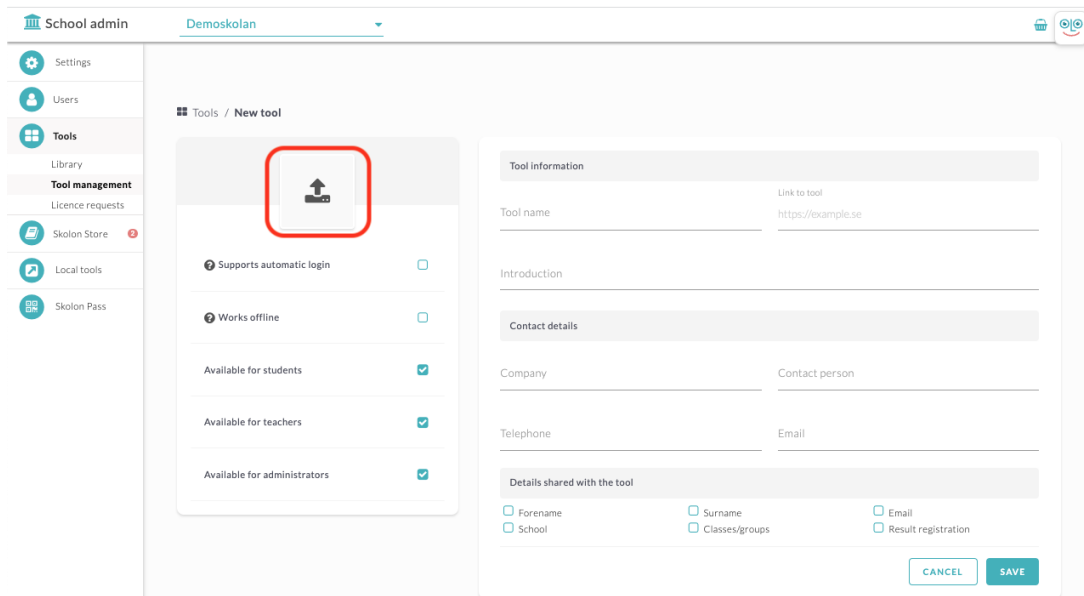
## 2. Information about the local tool

You need to fill in the following about the tool:

1. **Name of the tool:** Title of the tool. This can be seen in the user's collection.
2. **Introduction:** A brief description of what kind of tool it is.
3. **Link to the tool:** When the user clicks on the tool in their collection, it will be sent to the link you enter here. Enter the link with `http://www` in the introduction.



You must also **upload an icon** that appears for the tool in the user's collection. To do this, click on the white box with a gray arrow in it.



**Drag and drop** the file you want to use as an icon in the field that appears in the middle of the page or click the **Select File** button to locate the file on your computer.

Here you now see the image you have chosen to upload. The image should be **256x256 pixels** from the beginning to fit best as an icon, but here in the upload tool, you can click the **plus and minus characters** to fit your image in the icon box.

Then click **Save**, and you will return to the step where you filled in other information about the tool.

## 2. Supplementary information about the tool

In this step, you can also specify for which roles the tool should be available. You can choose to assign to students, teachers or administrators.

Two more options are available here. If the local tool you added uses the same sign-in solution as Skolon, such as Google or Microsoft, you can then check **supports automatic login**. The local tool icon is then displayed without the Local Tools extension and looks more like the integrated tools and shows the user that no additional login is required.

If the tool works without an internet connection (offline), you can check this option.

School admin Demoskolan

Tools / New tool

Supports automatic login

Works offline

Available for students

Available for teachers

Available for administrators

Tool information

Tool name  Link to tool

Introduction

Contact details

Company  Contact person

Telephone  Email

Details shared with the tool

Forename  Surname  Email

School  Classes/groups  Result registration

CANCEL SAVE

#### 4. Tasks shared with the tool

For local tools, you can also under **Details shared with the tool** mark which personal data the tool handles, this so that in Skolons Datavisualisering you will also receive information about your local tools. **First name, last name, e-mail address, school and class / group** are the most common, but for the tools that also save progress and / or results, you can also check **Result registration**.

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Tools / New tool

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Telephone  Email

Details shared with the tool

Forename  Surname  Email

School  Classes/groups  Result registration

CANCEL SAVE

When you feel finished with selection, text and image etc, click Save.

#### 5. Distribute the tool

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 / Google drive

**Google drive**  
Collected tools in Google  
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