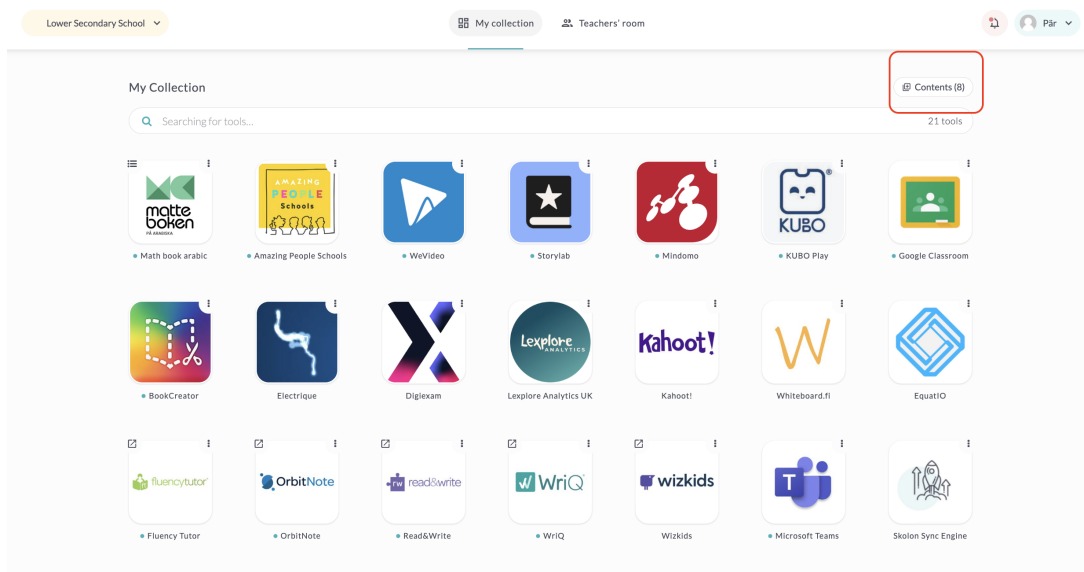


Create local tools as a teacher

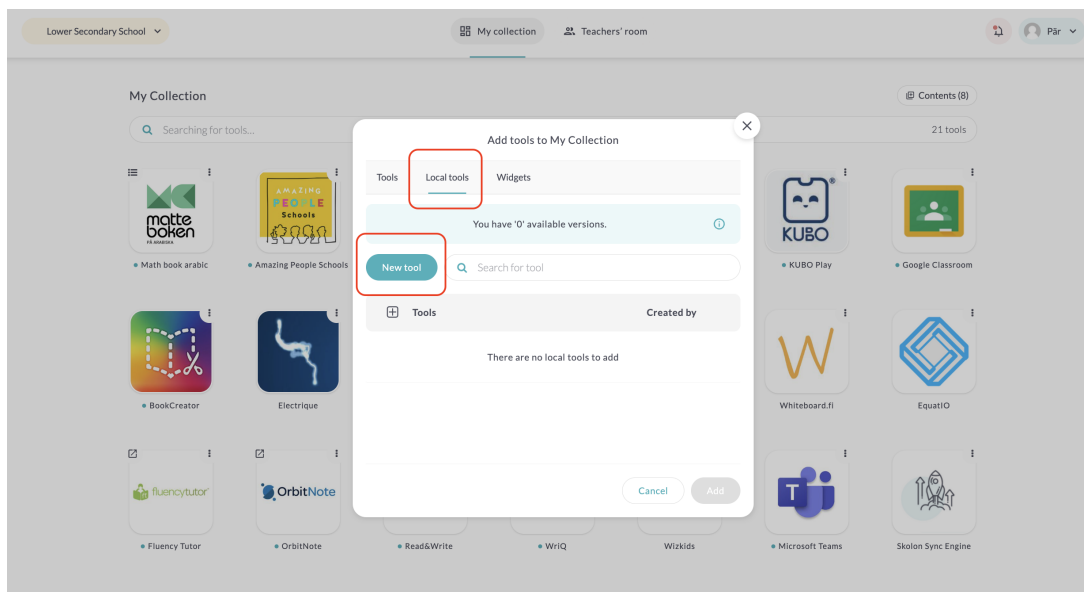
Pär Wallin - 2023-09-19 - Frequently asked questions

As a teacher, you can create your own local tools if your organization has enabled this feature. You can easily create local tools as follows:

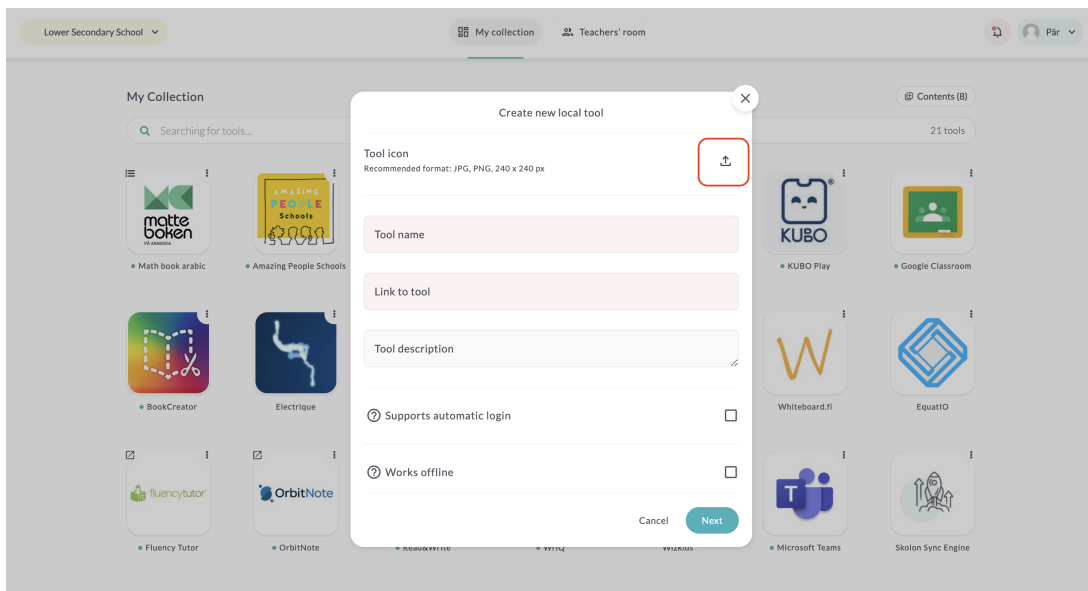
Click on the **"Contents"** button in My collection.



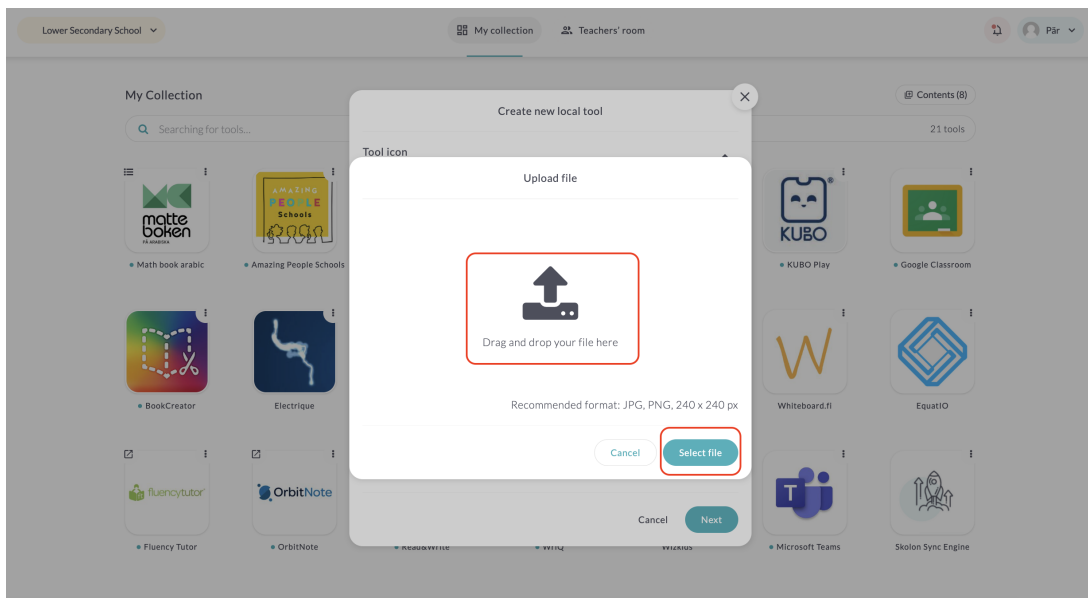
Click on the **Local tools** tab and then on **New tool**.



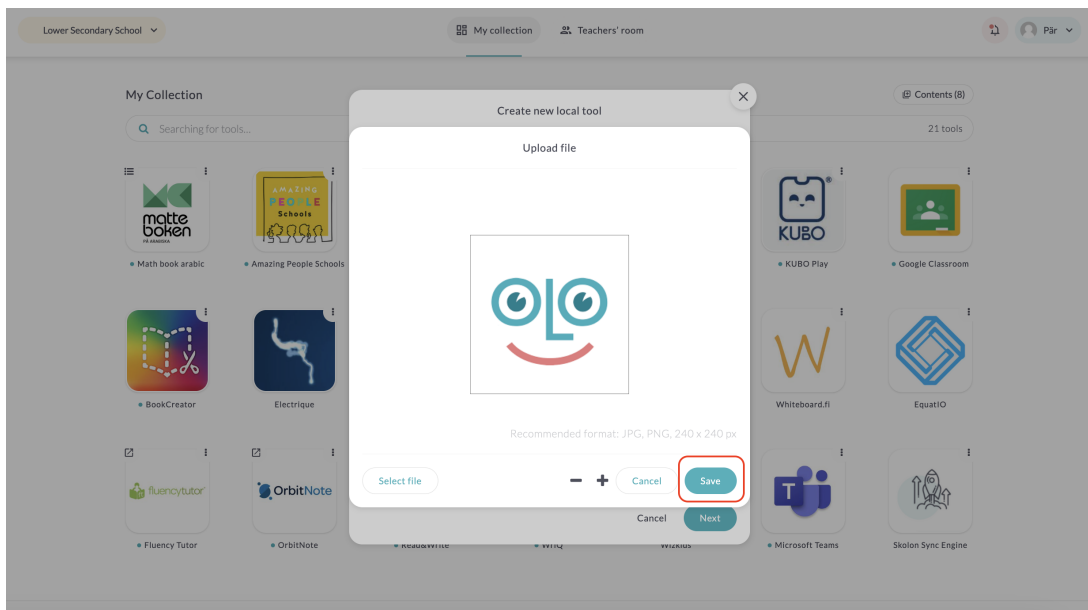
Click on the upload icon as shown in the image below.



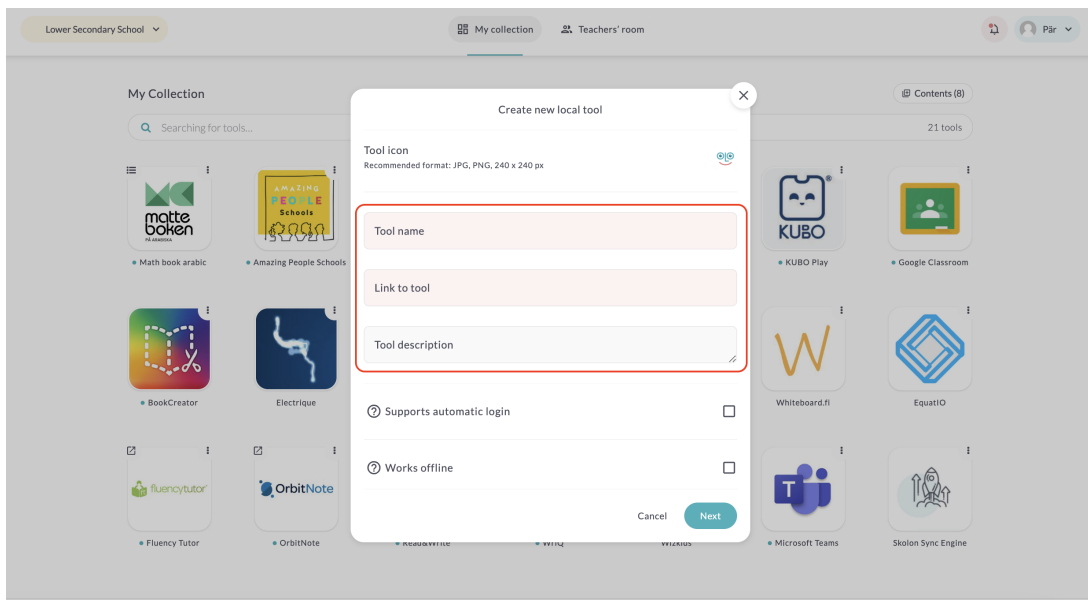
Upload an icon for the tool. Drag and drop the icon into the field or click on **Select file** to locate the icon you desire.



Then click on **Save**.

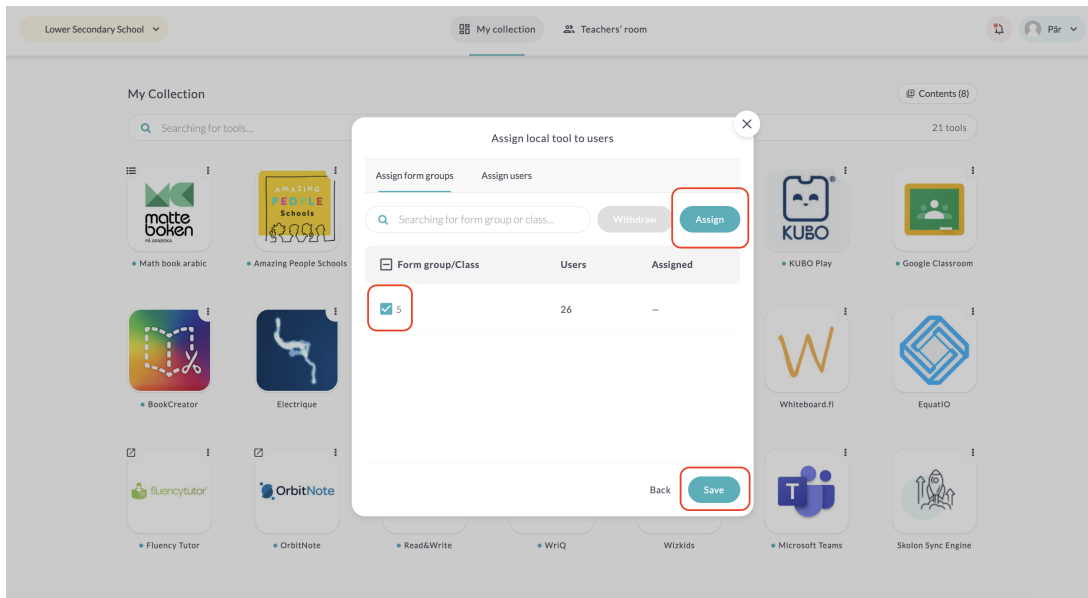


Enter a name for the tool and provide a link to the tool. You can also add a description of the tool if you wish. Click **Next**.



The tool is now ready, and you can assign it to your Form groups/classes that you are connected to or individual students within these form groups/classes.

Check the Form group/class or users you want to assign the tool to, click **Assign**. Click **Save**



The tool is always automatically assigned to yourself.

