

Knowledgebase > For teachers > My Apps > Create your own local tools in My Apps

Create your own local tools in My Apps Clara Hardarsson - 2025-06-27 - My Apps

Teachers have the option to create their own local tools. For this to be possible, the organisation must have activated that feature.

Local tools are created as follows:

- Click on the Content button in My Apps.
- Click on the Local Tools tab and then on New Tool

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|                            | My apps  |           |                        |                  | ( (Contents (36) ) 22 tools              |            |
|                            | Good morning Demo Admin<br>Your school is currently bringing togethe<br>the right staff member and student. So i |           |                        |                  |  |            |
|                            | * * 7  |           |                        | •                | ! Microsoft Teams                        |            |
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|                            |  |           | Total Contraction      | = 3              | :<br>Q Ask Al with Skolup x <sup>a</sup> | Do you     |

- Upload an icon for the tool. Drag and drop the icon into the field or click on 'choose file' and locate the icon you want to use.
- Enter a name for the tool and provide a link to it. You can also add a description of the tool if you wish. Click on Next.
- Tick the box(es) for the class(es), group(s) or user(s) you want to assign the tool to and click on Assign. Then click on Save.

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| Good morning<br>Your school is curre<br>the right staff mem | Demo Admin<br>ently bringing together all<br>aber and student. So if you | r all your digital tools and distributing them, so that the right tools and up with you're missing a tool, it may appear shortly. Keep a box cut!<br>Hale $\wedge$ |                    |                  |                              | ×          |
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The tool is always assigned to yourself automatically.

