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How to add local tools from templates

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. Some tools are already included as prepared templates. How is it done? Come along!

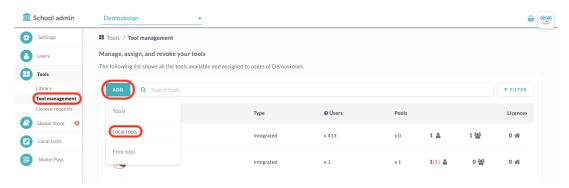
Begin with:

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 **Tools category** and then **Tools Management**.

4. Click the **Add button** and then **Local Tool**.



Now you get a box.

Click on the arrow in the list to get a list of which tools are available as prepared templates and select the tool you want to create.

🏛 School admin	Demoskolan 👻					@	00
Settings	Tools / Tool management						
Users	Manage, assign, and revoke your tools						
Tools	The following list shows all the tools availabl	e and assigned to users of Demoskolan.					
Library	ADD Q Search tools					T FILTER	
Tool management Licence requests	Tools		Pools			Licences	
Skolon Store Ø	10015	Add local tool	POOIS			Licences	
Local tools	ClaroRead Plus PC	Create a brand new local tool or select from the	x 0	1 🛔	1 📑	0 😤	
Skolon Pass	Claroldeas PC	list below to add an existing tool from our ready- made templates.	× 1	1(1) 🚢	0 🚞	0 🄗	
	ClaroRead Plus Mac		<mark>0</mark> x 1	1(1) 🛔	0 🚔	1(1) 😭	
	Motto- boken Matteboken	CANCEL		0 🏯		0 #	

What you need to do in the next step is to enter a **link** to the tool - all other information and logos are already entered. The link you will enter is the page that the user will end up on when the user clicks on the tool in their collection. Start by writing http://www. followed by the rest of the address. Then click **Save**.

🏛 School admin	Demoskolan	•	6	•
Settings	III Tools / New tool			
Users	0		Tool information	
Tools			Tool name Link to tool	
Library			Microsoft Teams https://www.microsoft.com)
Tool management Licence requests			Introduction	1
Skolon Store 2			Microsoft Teams är ett nav för samarbete i Office 365 där uppgifter, planeringar, kontakter, innehåll och verktyg som klassen behöver kan samordnas.	
Local tools	O Works offline	O		
R Skolon Pass			Contact details	
	Available for students		Company Contact person	
	Available for teachers			
	Available for administrators		Telephone Email	
			Details shared with 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 admir	Demoskolan 👻						
Settings	III Tools / Microsoft Teams						
Users	Microsoft Teams						
Tools	Microsoft Teams är ett nav för samarbete i Office 365 där uppgifter, planeringar, kontakter, innehåll och verktyg som klassen behöver kan samordnas.						
Library Tool managemer	Licence type: Local Created by: Demoskolan						
Licence requests	Availability: Students, Teachers, Administrators						
Skolon Store	REMOVE	J					
🕗 Local tools	Share tools						
Kolon Pass	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						
	US Barching for class or group						
	E School/Class/Group Users My Collection						
	Demoskolan 453 x Not added						
<	Added)					