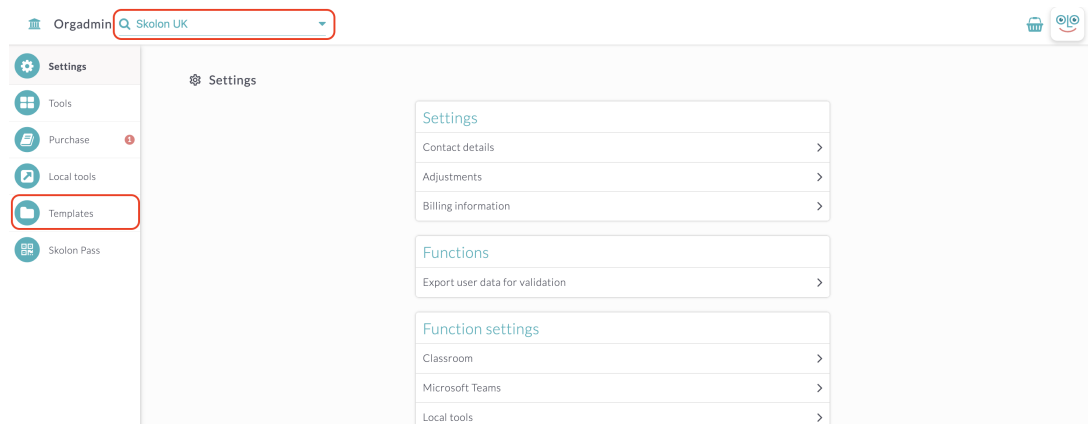


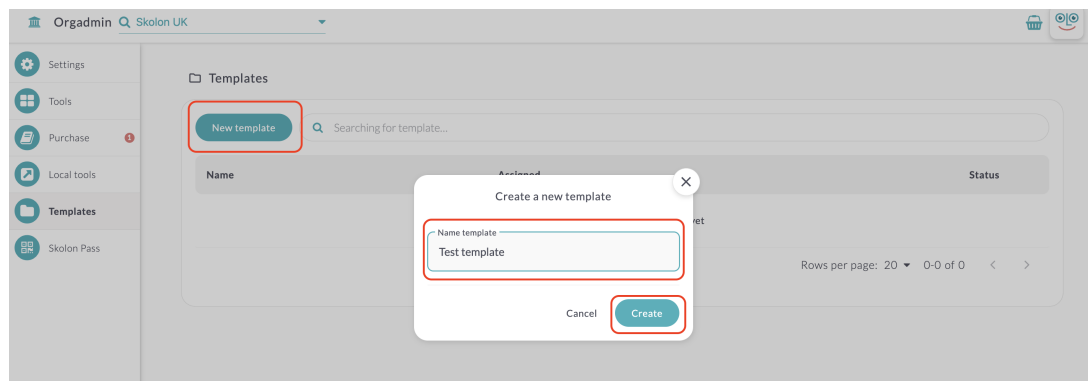
How to create a template for an organization

Pär Wallin - 2024-01-09 - Templates

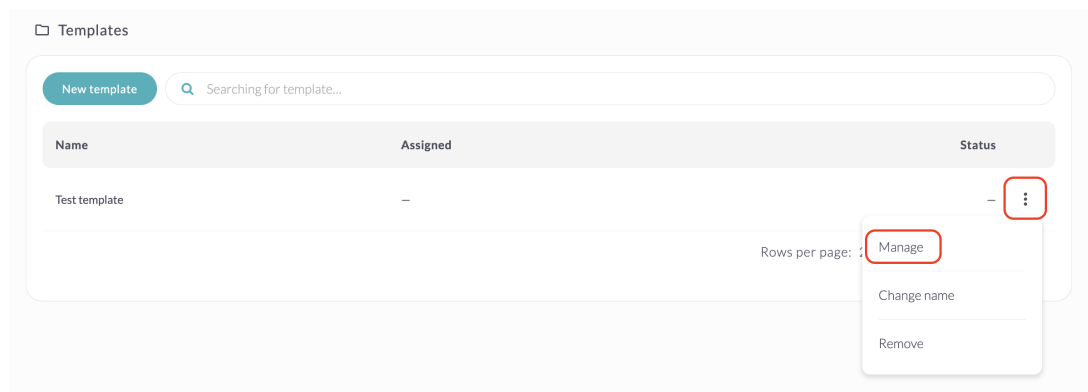
1. Open the School Admin tool and select your organization from the list. Then, click on the Templates icon in the sidebar menu.



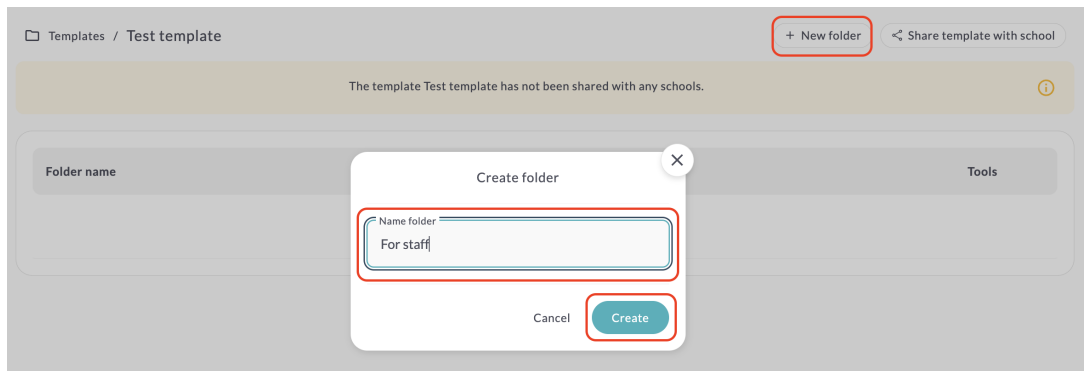
2. Click on **New Template**. Name your template and click **Create**



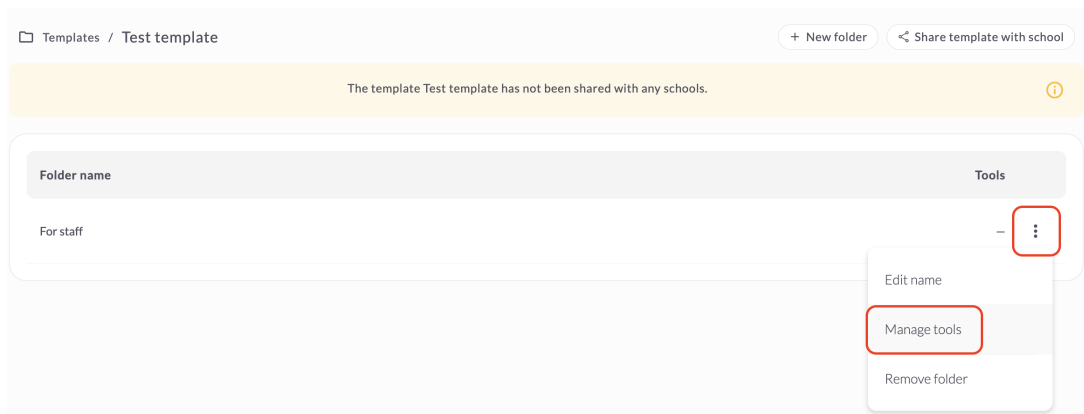
3. Now that the template is created it needs to be filled with content, click on the **three dots** on the far right. Then click **Manage**.



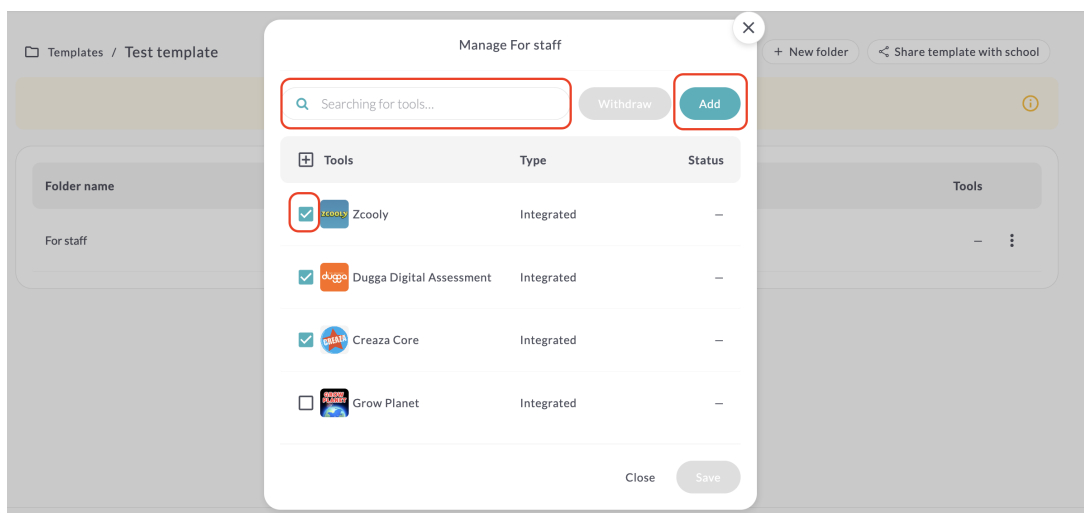
4. Click on **New folder**. Name the folder and click **Create**.



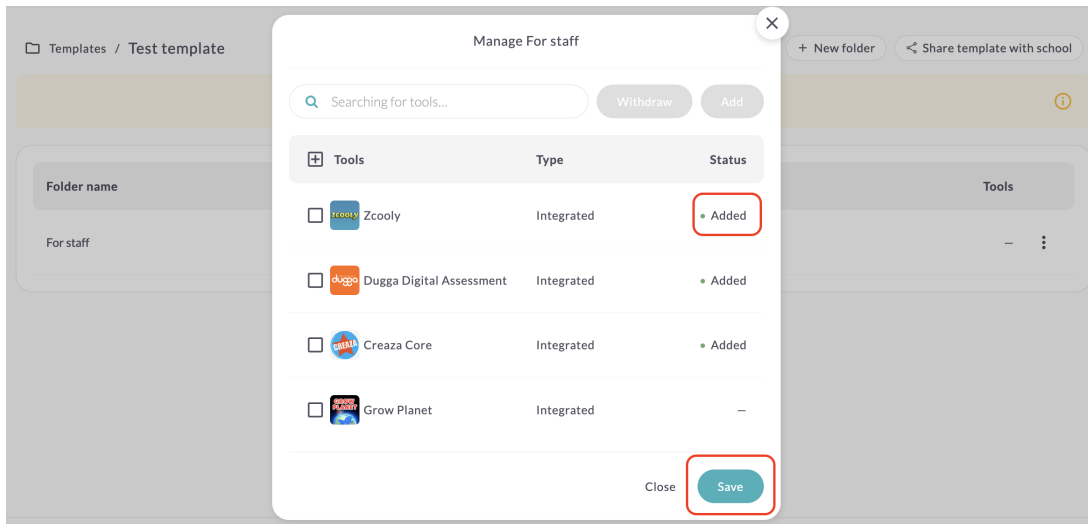
5. Click on the **three dots** on the far right. Then click **Manage tools**.



6. **Tick** the tools you want to add to the folder. You can also search for them if you have many tools available to choose from. Then click **Add**

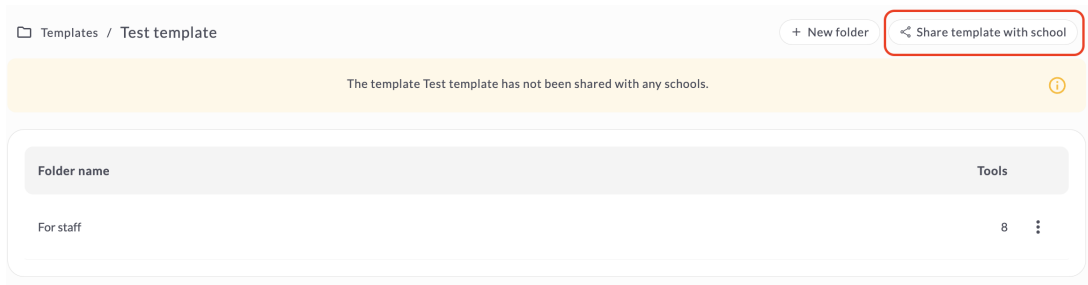


7. After adding all the tools you want in the folder, click on **Save**.

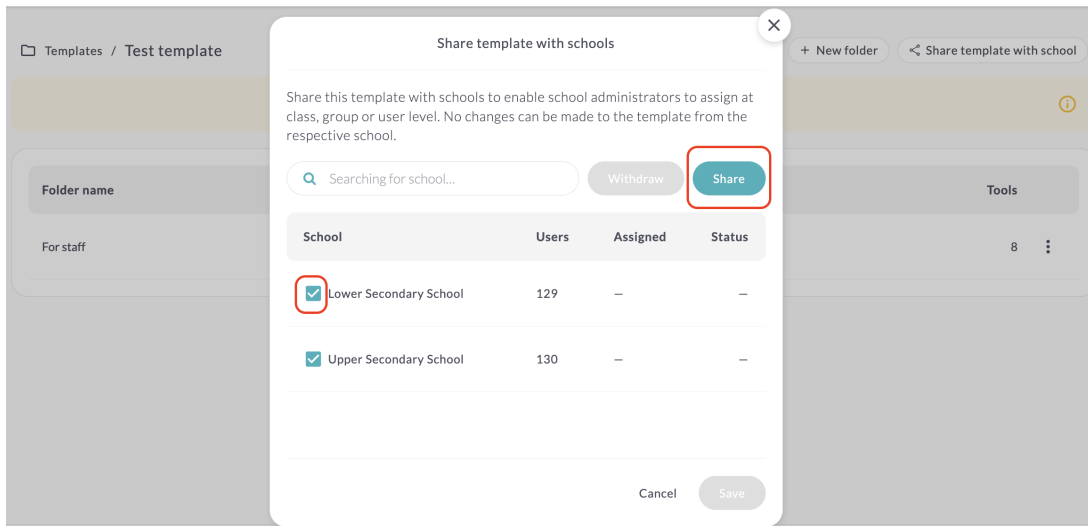


If you want to create multiple folders in your template, repeat step 4 to 7 until all folders are created.

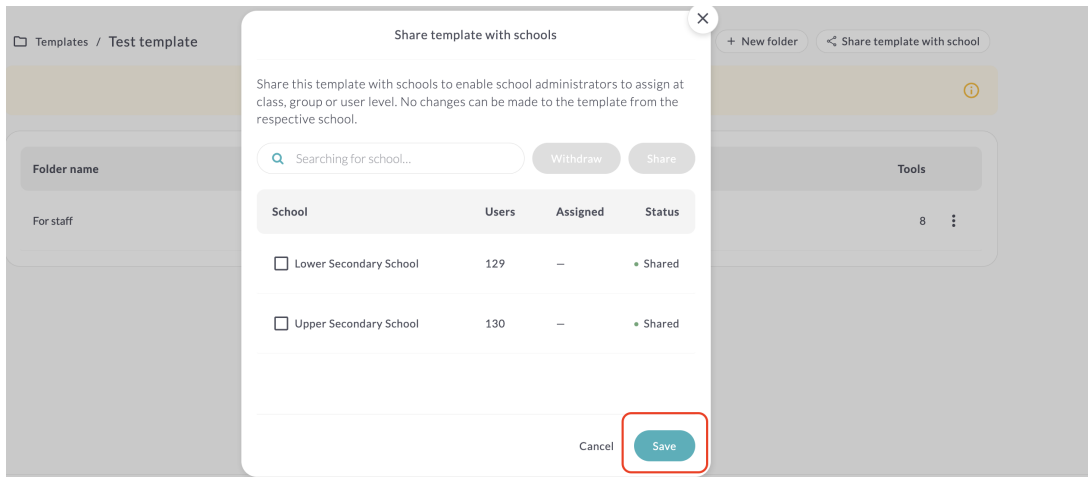
8. Now it's time to share the template with schools. Click **Share template with school**.



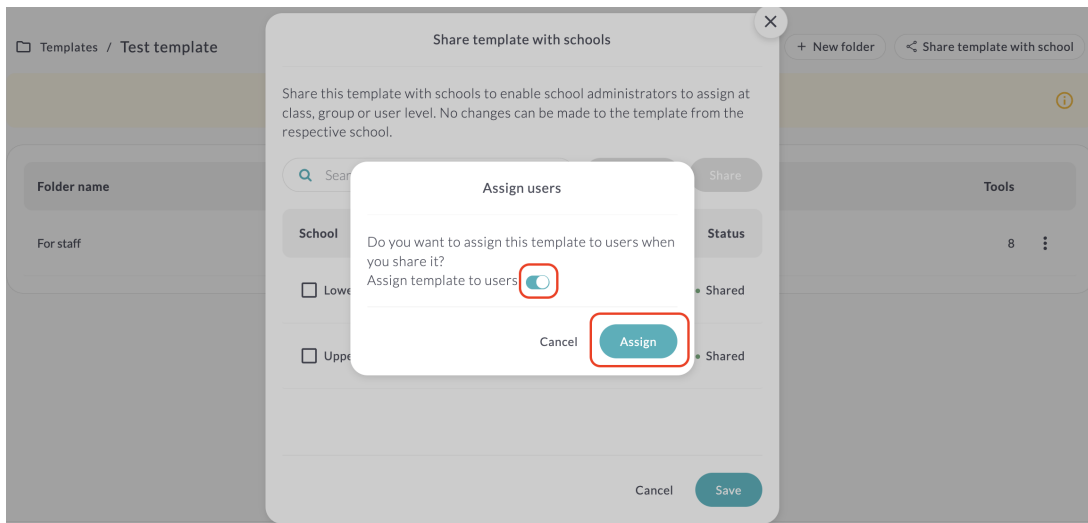
9. **Tick** the schools you want to share the template with. Then click **Share**.



10. Click **Save** to share the template with schools.



11. Now you can choose whether the template should to be assigned to all users in the schools or not. Check the box to assign the template to all users, then click on **Assign**. If you do not assign the template to users, this needs to be done by a School Admin at each school. In that case, click **Share**.



12. Now you can see how many schools your template is shared with and how many tools are in each folder.

