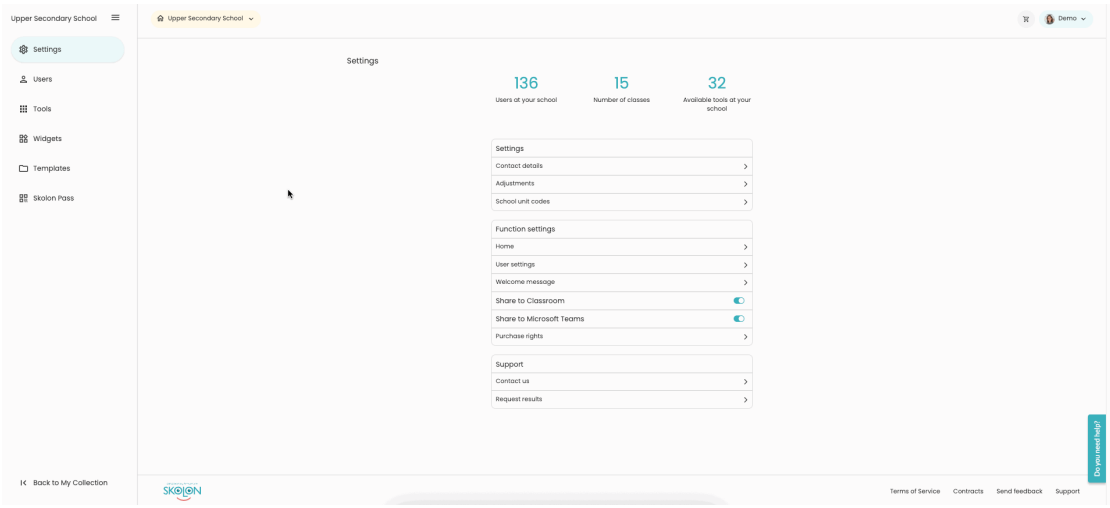
# Manage licences

Clara Hardarsson - 2025-07-08 - Manage tools

### Assigning Licences

Here you will learn how to, as an administrator in Skolon, assign licences to pupils and/or classes. This is done in the same way, regardless of whether it applies to a class or an individual pupil.

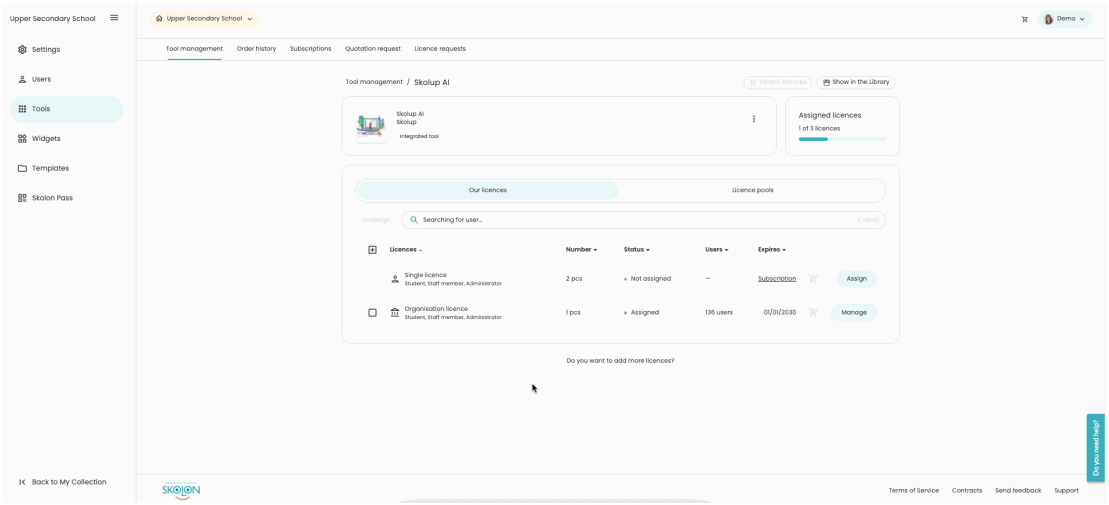
- Go to the school admin tool from **My Apps**.
- Go to **Tools** in the menu on the left.
- Click on **Tool Management** in the upper menu. Here you will get an overview of all the tools you have.
- Scroll down or search for the tool for which you want to distribute licences.
  Here you can directly see the type of tool and licence, how many of them you have, and how many are available.




- If you click on the tool you want to assign licences for, you can again see how many licences may have already been assigned, and how many are available.
- Click the **Assign** button.
- Here you can browse or search for classes, groups or users you want to assign the licences to. If it is a school licence you want to assign, you will only be able to select the entire school.
- Once you have ticked the boxes for the users or classes you want to select, click the **Assign** button.

**Tip!** Next to the **Assign** button at the bottom, the box for **Add to collection** is pre-ticked. This means that as soon as you have clicked the assign button, the tool will be available in the user's collection and will appear there immediately. If you do not want the tool to appear, untick this box. If not all pupils can see the tool in 'My

Apps, you as an administrator can 'force' the tool out by clicking on **'Add for all'.**




## Withdraw Assigned Licences

To withdraw assigned licences, do the following:

- Go to the school admin tool from **My Apps**.
- Go to **Tools** in the menu on the left.
- Click on **Tool Management** in the upper menu. Here you will get an overview of all the tools you have.
- Scroll down or search for the tool for which you want to remove the assignment, and click on the tool.
- Then click on **Manage**.
- You will see a list of the users who have been assigned the tool. Tick the boxes for the users you want to remove, or click on **Bulk change** to select all at once.
- Click on **Go back** in the top right corner of the box.

