Managing central licenses in Skolon

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Guide: How to assign a central license to your schools

As an organization administrator in Skolon, you are responsible for assigning central licenses to the schools that need access. By assigning the license to one or more schools, you create a license pool, which allows the schools to manage and distribute the license to their users. You can also choose to assign the license and send the tool directly to the collection for all schools simultaneously.

Follow the steps in this guide to assign a license correctly.

Step-by-step guide

1. **Open the School Admin Tool** Make sure you have selected the **organization level** (the top level) in the drop-down menu to administer for the entire organization.

2. **Go to Tools and find the license** Locate the tool with the license you want to assign in the list. First, click on the tool's row and then on the **Manage** button.

3. **Select schools and assign** In the box that opens, check the schools that should have access to the license. Then, click the **Assign** icon.

Important: Visibility in "My Collection"

By default, the tool will automatically be added to all affected users' personal "My Collection".

- **If you DO NOT want the tool to appear there automatically**, you must uncheck the "Add to user's collection upon assignment" checkbox **before** clicking **Assign**.

Once you have made your selections and assigned the license, click **Close** to finish.