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Add a local tool as administrator

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In Skolon, as an administrator, you can add your own local tools. This means you can add a link to something you want users to be able to access and use in Skolon, along with other digital school tools and learning materials. Some tools are already included as ready-made templates. Here's how you do it!

- Go to the **Skoladmin** tool from **My Apps**
- Click on **Tools** in the menu on the left.
- Click on **Add Tool** in the top right-hand corner and select **Local Tool**.
- Select **Create a new tool** and click on **Continue**.

The screenshot shows the Skolon Grundskolan dashboard. On the left, there is a sidebar with icons for Settings, Users, Tools (which is selected and highlighted in green), Widgets, Templates, and Skolon Pass. The main content area has a header 'Skolon Grundskolan' with a dropdown arrow. Below the header, there are three summary boxes: '318 Users of your school', '28 Number of classes', and '61 Available tools at your school'. A large button labeled 'Add Tool' is located in the top right corner. The 'Tools' section contains a list of available tools, including 'Settings' (with sub-options: Contact details, Adjustments, School unit codes), 'Function settings' (with sub-options: Home, User settings, Welcome message, Share to Classroom, Share to Microsoft Teams, Purchase rights), 'Support' (with sub-options: Contact us, Request results), and a 'Request results' button. At the bottom of the page, there are links for 'Back to My Collection', 'CV/AV/AVI', 'Terms of Service', 'Privacy', 'General Conditions', 'Logout', and a 'Refer back' button.

Next, you need to enter the link for the tool, upload a picture, and fill in the other relevant details.

The link you enter is the page the user will land on when they click on the tool in their collection. Start by typing <http://www.> followed by the rest of the address.

Here you can also choose who should have immediate access to the tool. When you're ready, click on **Save**.

Skolön Grundskolan ▾

Tool management Order history Subscriptions Quotation request Licence requests

New tool

Tool information

Tool name: Skolön Link to tool: <https://skolön.com/sv/hem/>

Introduction: Skolön log in

Contact details

Company: Contact person:

Telephone: Email:

Details shared with the tool

Forename Surname Email

School form groups/classes Result registration

Cancel Save

Beboer du hjälpt

Skolön Grundskolan ▾

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New tool

Tool information

Tool name: Skolön Link to tool: <https://skolön.com/sv/hem/>

Upload file

Right brand for site: 

Recommended format: 300x300, JPG or PNG

Choose another file - + Cancel Save

Support available

Contact person:

Email:

Details shared with the tool

Forename Surname Email

School form groups/classes Result registration

Cancel Save

Beboer du hjälpt

You've reached the final step, where you can share the tool directly with one or more users' collections. You can:

- Choose to allocate the tool to a school, classes, or groups under the tab, or to individual users via the tab.
- Select the groups or users you want to add the tool for. Click the button to allocate the tool. All groups or users with a tick in the box will get access to the tool, and it will appear in their . You'll also see which groups or users already have the tool.
- You can also revoke the allocation for users, groups, or classes here.

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Tool management / Skolon

Skolon Local tool Created by: Skolon Grundskolan

Assigned users 24 of 318 users

Withdraw Assign

Searching for form group or class...

Classes

School/form group/class Users Status

School/form group/class	Users	Status
<input checked="" type="checkbox"/> Skolon Grundskolan	318 x	Assigned
<input type="checkbox"/> 0A	22 x	—
<input type="checkbox"/> 0B	21 x	—
<input type="checkbox"/> 1A	27 x	—
<input type="checkbox"/> 1B	29 x	—
<input type="checkbox"/> 2A	23 x	—
<input type="checkbox"/> 2B	23 x	—

Unassign