



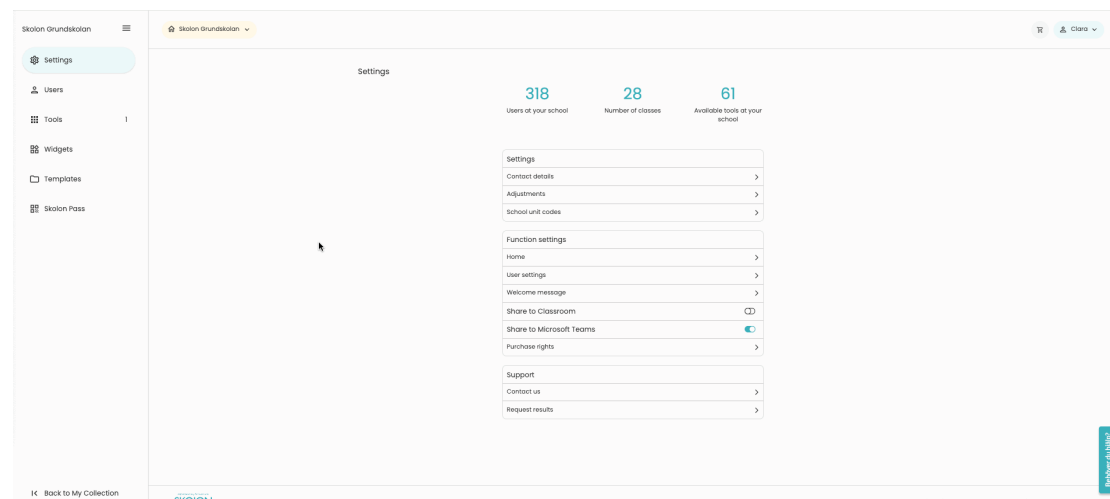
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Add a local tool as administrator

Noah Kapteijn - 2025-08-06 - [Manage tools](#)

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**.



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**.

The top screenshot shows the 'New tool' form in the Skolon interface. The form is divided into several sections:

- Tool information:** Contains fields for 'Tool name' (Skolon), 'Link to tool' (https://skolon.com/sv/hem/), and 'Introduction' (Skolon log in). This section is highlighted with a red box.
- Contact details:** Contains fields for 'Company', 'Contact person', 'Telephone', and 'Email'.
- Details shared with the tool:** Contains checkboxes for 'Forename', 'Surname', 'Email', 'School', 'form groups/classes', and 'Result registration'.
- Availability options:** On the left, there are checkboxes for 'Supports automatic login', 'Works offline', 'Available for students', 'Available for staff members', and 'Available for administrators'.

The bottom screenshot shows the same form with an 'Upload file' modal open. The modal has a 'Choose another file' button, a file preview area, and a 'Save' button. The background form is dimmed.

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.

Skolon Grundskolan

Clara

Tool management

Order history

Subscriptions

Quotation request

Licence requests

Tool management / Skolon

Skolon

Local tool

Created by: Skolon Grundskolan

Assigned users
24 of 318 Users

Classes

Users

Withdraw

Assign

Searching for form group or class...

	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	—

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