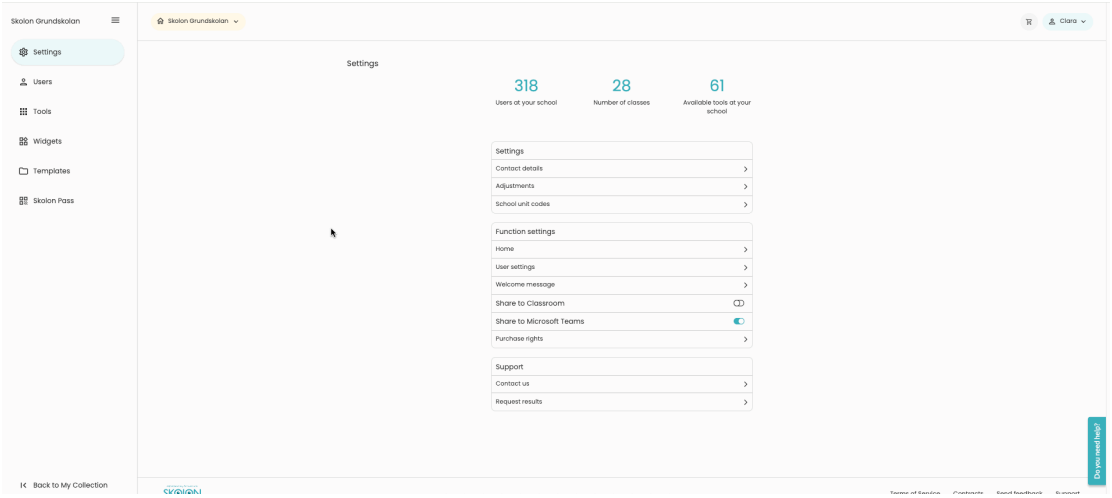
Add, manage, and remove widgets.

Clara Hardarsson - 2026-02-26 - Widgets

To be able to add and assign **Widgets**, your organisation needs to have them activated. Your **account manager** at Skolon is the person who activates Widgets for your organisation.

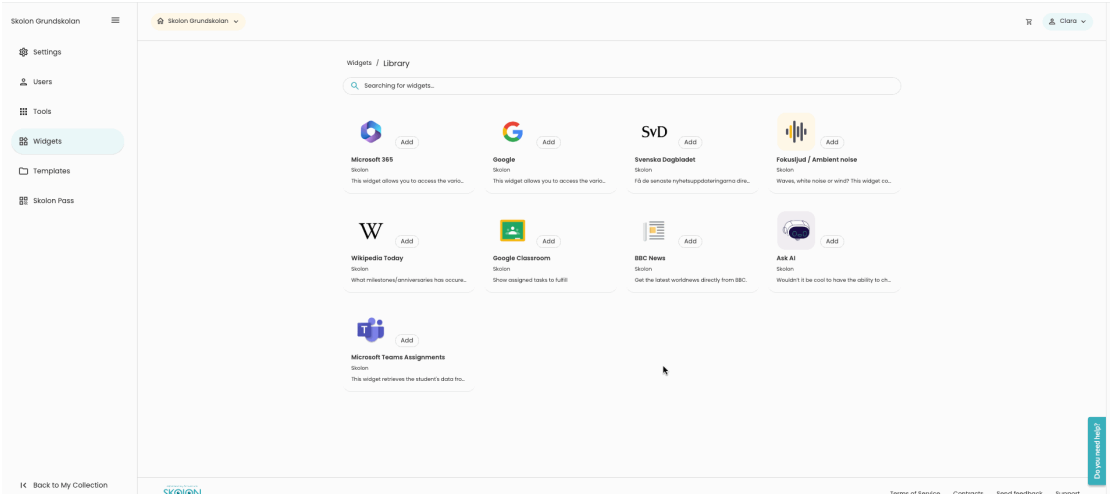
To add Widgets, follow these steps:

- Go to the **School Admin** tool from **My Collection**.
- Click on **Widgets** in the left-hand menu.
- You'll see a list of your existing Widgets here.
- Click on **Add** to add a new one.



Here, you can either scroll through or **search** for the **Widgets** you wish to add. Once you've found the right one, do the following:

- Click on **Add**.
- Here, you can choose the **size** you want your Widget to be.
- Click on **Next**.
- Now, select which **school** or schools your Widget should be available for. Click **Add**.



Now you'll be able to see your **widget** in the list of added **Widgets**. To manage or delete it, follow these steps:

- Click on the **cogwheel** to the right.
- You'll find the options **Manage users** and **Delete widget** here.
- Under **Manage users**, you can change or add more schools that should have access to the Widget.
- Under **Delete**, you can easily remove your Widget by pressing the button and then confirming.

For more information on how the **Noticeboard Widget** works, please read this Widgets: Notice Board