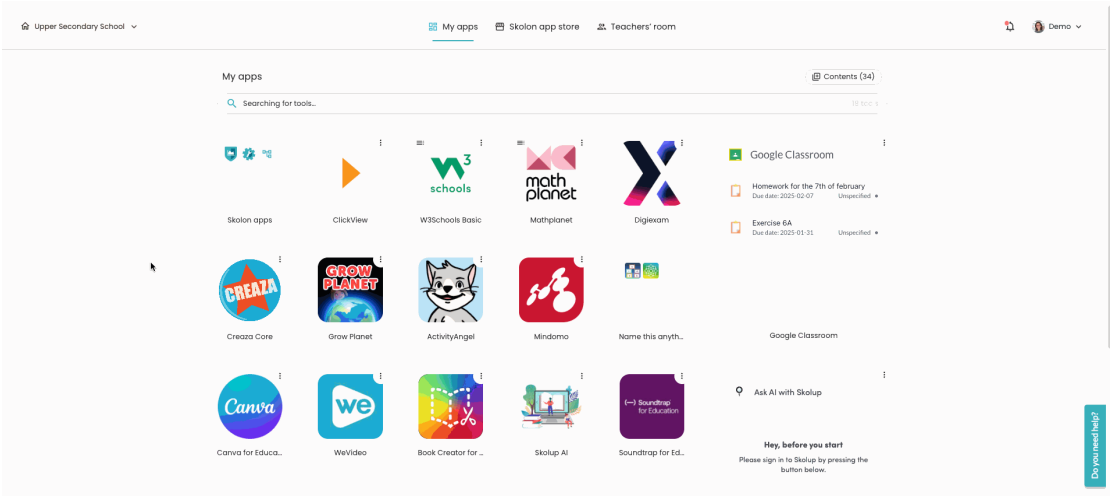
Organise My apps

Clara Hardarsson - 2026-04-13 - My Apps

Switch between different schools in Skolon.

In Skolon, you have a 'My Apps' for each school you're connected to. The collection is unique to each school as it organises your licences, groups and classes specifically for the school you're logged into, and therefore the apps may have different tools.
If you happen to have the same tools at multiple schools, it's still important that you're logged into the correct school to ensure the correct class and group affiliations within the tools.

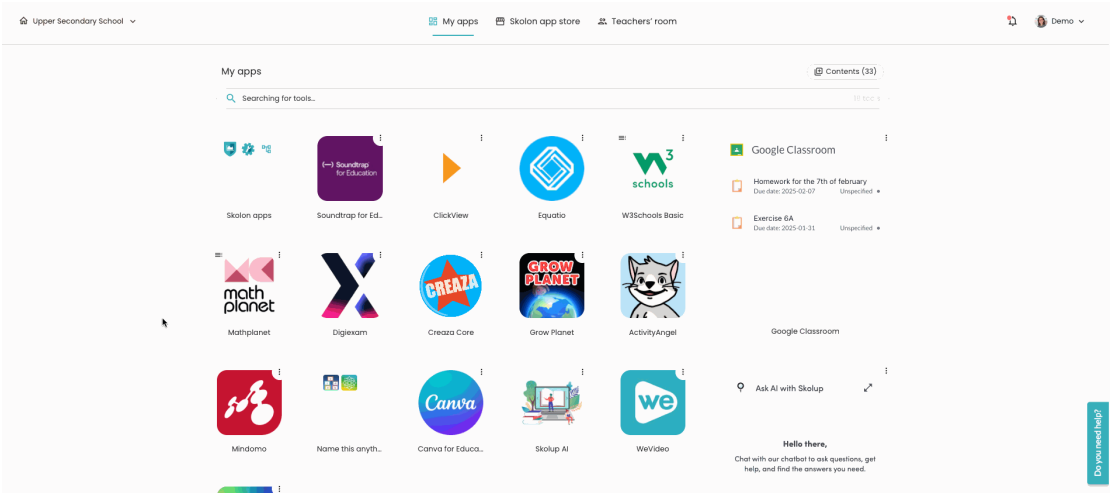
To switch between schools within Skolon, simply click on the school name in the top left-hand corner. This will bring up the options for the schools you can choose from, and you can click on the school you want to switch to.



Create a folder and organise tools

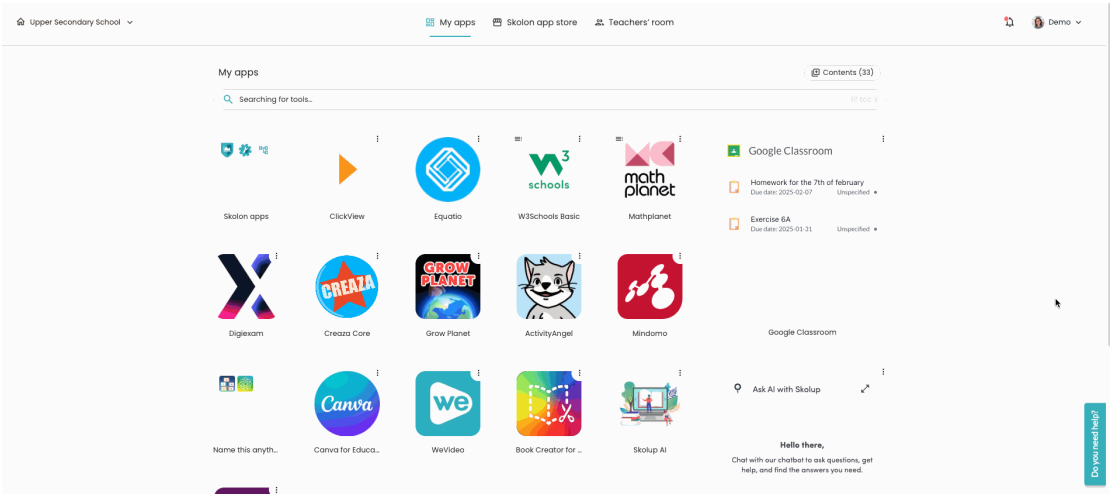
If you want to get your tools better organised, it's easy to sort them by grabbing them with the mouse, then moving and placing the tool where you want it to be.

If you place the tool over another one, a folder will also be created where you can gather all your tools, for example those with similar subjects. You can then change the name of the folder to whatever you like.



Remove tools from My Apps

If you want to remove a tool from your collection, you do it by right-clicking on the tool and selecting 'Remove' in the list that appears.



Add tools to My Apps

Tools that you've removed from My Apps but still have access to will appear in a separate grouping in the top right-hand corner of your collection called Content. From Content, you can easily add the tool back if you change your mind.

Under Content, you'll also find the tools that your administrator has chosen not to add to your collection.

If you wish to add any of these tools, click on the button.

The tools are divided into the categories Tools and Local Tools, but Widgets may also be present.

Click on these links to read more about Local Tools and Widgets.

These categories each have their own tab in the dialogue box that opens. The Tools category contains tools that are integrated into Skolon and that you have a licence for. You can scroll or search for the tools, and once you've found the desired tool you want to

add to My Apps, tick the box and press Add.

