

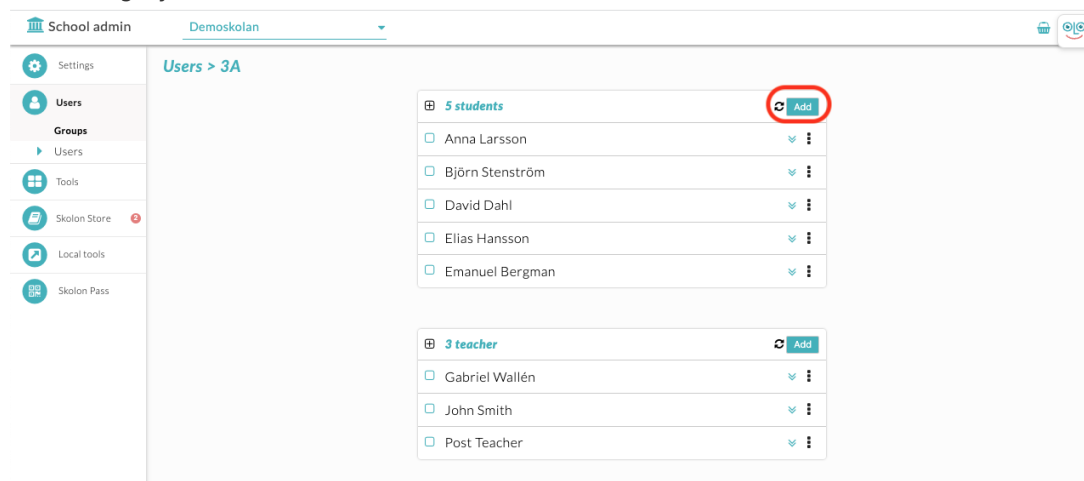
Add teachers or students to a class/group

Noah Kapteijn - 2024-10-10 - Manage users in Skolon

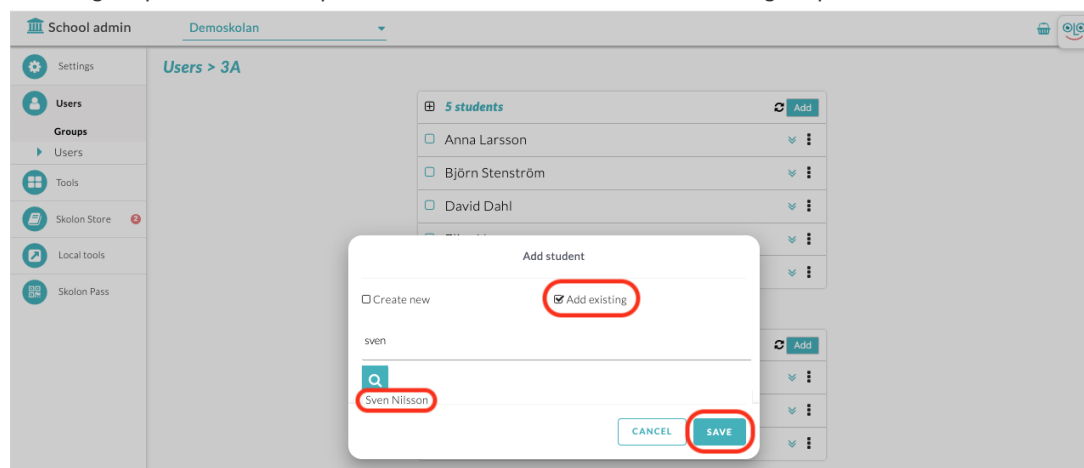
<input type="checkbox"/> Student	<input type="checkbox"/> Teacher	<input checked="" type="checkbox"/> Administrator
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1. To add a user, teacher or student, to a class or group **Click on the group name**. You can add a user who is already in Skolon or create a new user.

Once you are in your class / group, click on the **Add** button located at the top right of each user category.



2. Now a box opens. **Enter the name and search** for the user you want to add to your class / group. Click on the person's name to add it to the class / group.



3. Done - now your user is in the class / group! This means that the user can access all the digital tools and teaching materials that the class / group has access to.

School admin Demoskolan

Users added

Settings

Users

Groups

Users

Tools

Skolon Store

Local tools

Skolon Pass

Users > 3A

6 students

- Anna Larsson
- Björn Stenström
- David Dahl
- Elias Hansson
- Emanuel Bergman
- Sven Nilsson

3 teacher

- Gabriel Wallén
- John Smith
- Post Teacher