Create class/group

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

If you have created a user manually, you can also add the user to a class or group. You can also do this if the school has a sync between the student register and the School, but the sync for some reason does not put the user in a class / group.

In the step below, we describe how to create a new class / group. If you have already created groups / classes before, you will find further down the page how to add a user to a group.

How to create a class / group in Skolon

Start with:

1. Log in to Skolon.

2. Click on the **School admin icon** in your collection.

3. On the left side you have a menu, select **Users**.

If you have not yet created your user, follow this link Add users manually.

4. Click **Form groups** or **Classes**.

5. Click the **Add** button.

6. You will now see a pop up on the screen.

Fill in the name of your class / group and click **Save.**

To add users to the new class/group follow this link: Add teachers or students in a class/group