

Edit users

Noah Kapteijn - 2022-11-21 - Manage users in Skolon

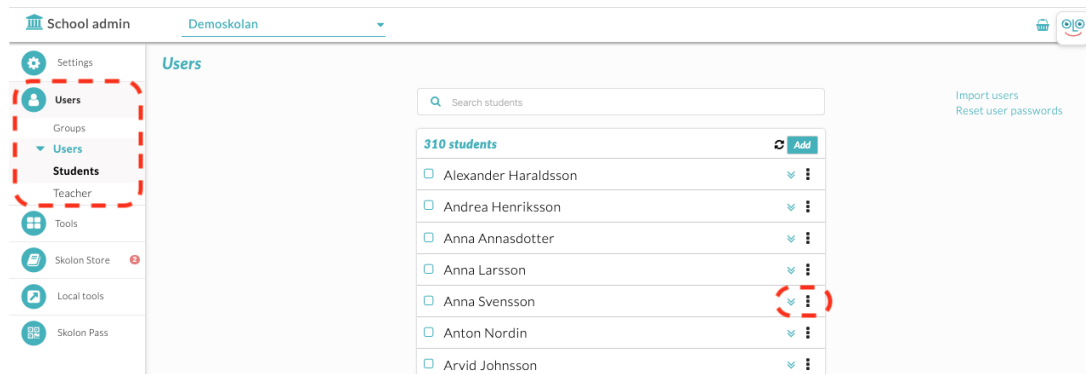
Begin with:

1. Log in to Skolon.
2. Go to **My Collection** and click on the **School Admin icon**.
3. In the left edge you have a menu, select **Users**.

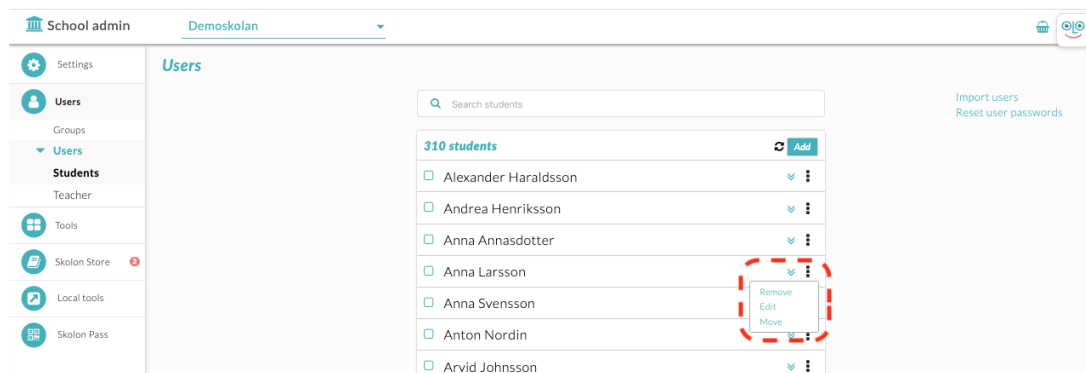
You get two choices: Groups and Users.

Under **Groups** you see all classes and teaching groups in Skolon and under **Users** you can manage individual users.

Here you can choose between teachers and students.



Once you have clicked on teachers or students, you will see all users in each category in a list.



To see more information about the user, you can **Click on the arrows** to the right of the same line as the user's name. Then you get the box as you see above in which you can see

what information is available about the user in Skolon.

The screenshot shows the 'Users' management page in the Skolon admin interface. The page title is 'Users' and the school name is 'Demoskolan'. On the left, there is a navigation menu with options like Settings, Users, Groups, Students, Teacher, Tools, Skolon Store, Local tools, and Skolon Pass. The main content area displays a list of 310 students. Below the list, a user profile for 'Anna Svensson' is shown in edit mode. The profile includes the following information:

- User name: **anna.svensson**
- Email: **anna.svensson@demo.cc**
- Mobile number: **07 123456**
- Address: (empty field)
- Postcode: (empty field)
- Town: **stockholm**
- Limiting settings: Using school settings
- Use school settings:
- User's schools: Demoskolan (with a link to 'Manage schools')
- Customer number: 1227441110

At the bottom of the profile form, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red circle. At the bottom left of the page, there is a 'Change password' link, and at the bottom right, there are links for 'User tools' and 'User's groups'.

If you change and edit something about the user, **click on the icon with the three black dots**. Here you can delete the user, move the user to another class / group or change information such as name, email address, etc. If you choose to make changes - do not forget to **click save!**