

Knowledgebase > Administration in Skolon > Manage users in Skolon > Edit users

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.

🏛 School admin	Demoskolan	•				9
Settings	Users					
Users		Q S	earch students		Import users Reset user passwor	rds
Groups Users		310 st	udents	C Add		
Students			exander Haraldsson	× 1		
Teacher		An	drea Henriksson	∗ :		
Tools		🗆 An	na Annasdotter	× 1		
Skolon Store 🛛 🛛 🖉		🗆 An	ina Larsson	* !		
Local tools		🗆 An	ina Svensson	(<u>I</u>)		
Skolon Pass		🗆 An	iton Nordin	< :		
	🗆 Ar	vid Johnsson	* Ⅰ			

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

🏛 School admin	Demoskolan	<u> </u>		⊕ (€
Settings	Users			
Users		Q Search students		Import users Reset user passwords
Groups				
 Users 		310 students	C Add	
Students		Alexander Haraldsson	< ₽	
Teacher		Andrea Henriksson	< ▮	
Tools		G Aldrea Hellinksson		
		Anna Annasdotter	< ∎	
Skolon Store 2		Anna Larsson		
Local tools		Anna Svensson	Remove Edit	
Skolon Pass		Anton Nordin	Move	
		Arvid Johnsson	< ▮	

To see more information about the user, you can C**lick 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.

🏛 School admin	Demoskolan 👻					00
Settings	Users					
Users		Q Search students			Import users Reset user passwor	ds
Groups				_		
 Users 		310 students C Add				
Students		Alexander Haraldsson ¥				
Teacher		Andrea Henriksson				
Tools		Andrea Henri Anna Annasd		* •		
Skolon Store 2		 Anna Annaso Anna Larsson 		* :		
Local tools		Anna	Svensson	Cancel Save		
Skolon Pass		User name: Email: Mobile number: Address: Postcode: Town:	anna.svensson anna.svensson@demo. 07 123456 stockholm	cc		
		O Limiting settings	Using school settings			
		Use school settings				
		User's schools	Demoskolan Manage schools			
		Customer number	1227441110	ť		
		Change password		User tools 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!**