Make a user an administrator.

Pär Wallin - 2023-09-13 - Manage users in Skolon

If you want to make a teacher an administrator so that they can also manage users, licenses, and the school's Skolon account, it's very simple.

Start with:

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

You will see two options: Groups and Users.

Click on Users and then Teachers.

You will now see a list of all individuals with teacher accounts. Locate the person you want to make a school administrator in the list. Tip: If the list is long, there is a search box at the top of the page where you can enter the person's name.

On the same line as the person's name, to the right of the name, there is an icon with **three black dots**. Click on this, and then click on '**Edit**'.
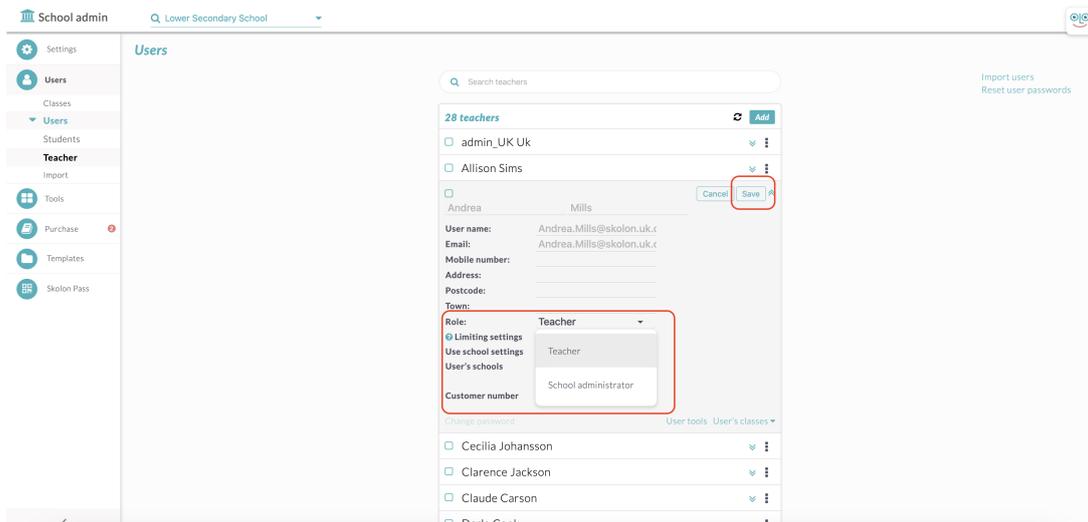
You will then see a window with information about the person, and here you can change this information. This is also where you can see the person's role. If it says **Role**: **Teacher**, click on the word 'Teacher,' and you will then have the option to change the role to **School Administrator**. Click on the word and then select '**Save**' in the upper right corner.

Now, the teacher has become an administrator in Skolon and can manage the school's settings, users, and licenses! Of course, you can also change back to a regular teacher account by following the same steps but choosing the role of a teacher instead.