

Knowledgebase > Administration in Skolon > Manage users in Skolon > Add teachers or students to a class/group

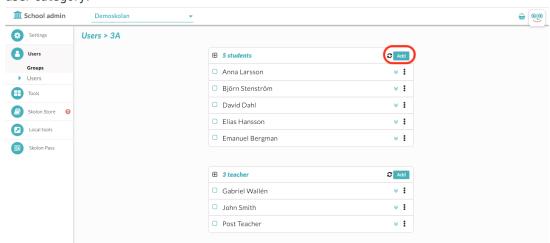
## Add teachers or students to a class/group

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

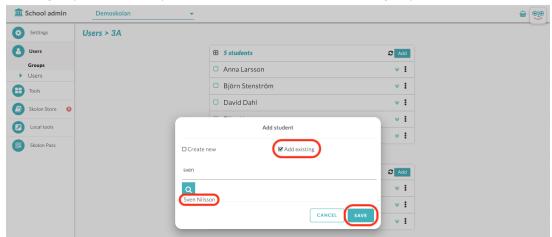


1. To add a user, teacher or student, to a class or group **Click on the group name**. You can add a user who is already in Skolon or create a new user.

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.

