

Add teachers or students to a class/group

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

<input type="checkbox"/> Student	<input type="checkbox"/> Teacher	<input checked="" type="checkbox"/> Administrator
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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.

The screenshot shows the 'Users > 3A' page in the Skolon interface. On the left is a sidebar with navigation options: Settings, Users, Groups, Tools, Skolon Store, Local tools, and Skolon Pass. The main content area displays two user categories. The first category is '5 students' with an 'Add' button circled in red. Below it are five user entries: Anna Larsson, Björn Stenström, David Dahl, Elias Hansson, and Emanuel Bergman. The second category is '3 teacher' with an 'Add' button. Below it are three user entries: Gabriel Wallén, John Smith, and Post Teacher.

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.

The screenshot shows the 'Add student' dialog box overlaid on the user list. The dialog has two radio buttons: 'Create new' and 'Add existing'. The 'Add existing' option is selected and circled in red. Below the radio buttons is a search input field containing the text 'sven' and a search button. The search results show 'Sven Nilsson', which is also circled in red. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons, with 'SAVE' circled in red.

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.

School admin Demoskolan

Users added

Settings

Users

Groups

Users

Tools

Skolon Store

Local tools

Skolon Pass

Users > 3A

6 students

- Anna Larsson
- Björn Stenström
- David Dahl
- Elias Hansson
- Emanuel Bergman
- Sven Nilsson

3 teacher

- Gabriel Wallén
- John Smith
- Post Teacher