

Add teachers or students to a class/group

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

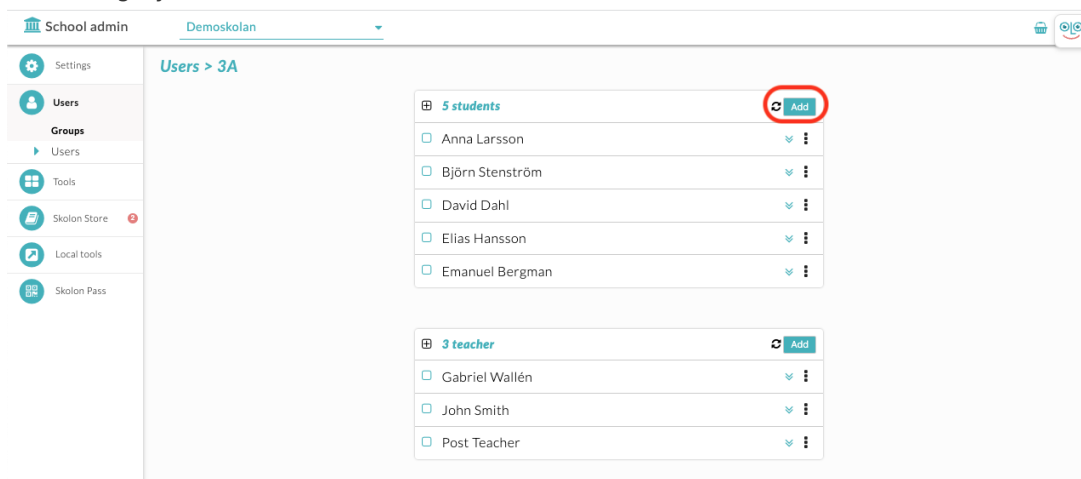
☐ Student

☐ Teacher

☒ Administrator

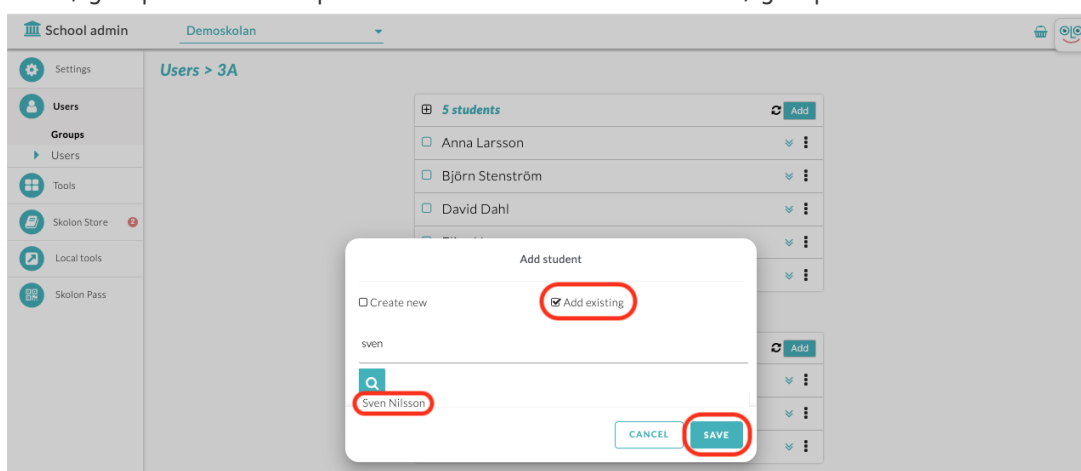
1. To add a user, teacher or student, to a class or group **Click on the group name**. You can add a user who is already in Skolon or create a new user.

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 'School admin' interface with the 'Demoskolan' dropdown. The left sidebar contains 'Settings', 'Users', 'Groups', 'Tools', 'Skolon Store', 'Local tools', and 'Skolon Pass'. The main content area is titled 'Users > 3A'. It displays two lists: '5 students' and '3 teacher'. Each list has an 'Add' button circled in red. The student list includes Anna Larsson, Björn Stenström, David Dahl, Elias Hansson, and Emanuel Bergman. The teacher list includes 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. It has two options: 'Create new' and 'Add existing', with 'Add existing' selected and circled in red. Below the options is a search bar with the text 'sven'. A search icon is to the left of the search bar. Below the search bar, the search results show 'Sven Nilsson', which is 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

✓ User added

Settings

Users

Groups

Users

Tools

Skolon Store

Local tools

Skolon Pass

Users > 3A

6 students

Add

Anna Larsson

⌵

⋮

Björn Stenström

⌵

⋮

David Dahl

⌵

⋮

Elias Hansson

⌵

⋮

Emanuel Bergman

⌵

⋮

Sven Nilsson

⌵

⋮

3 teacher

Add

Gabriel Wallén

⌵

⋮

John Smith

⌵

⋮

Post Teacher

⌵

⋮