

Edit users

Noah Kapteijn - 2022-11-21 - Manage users in Skolon

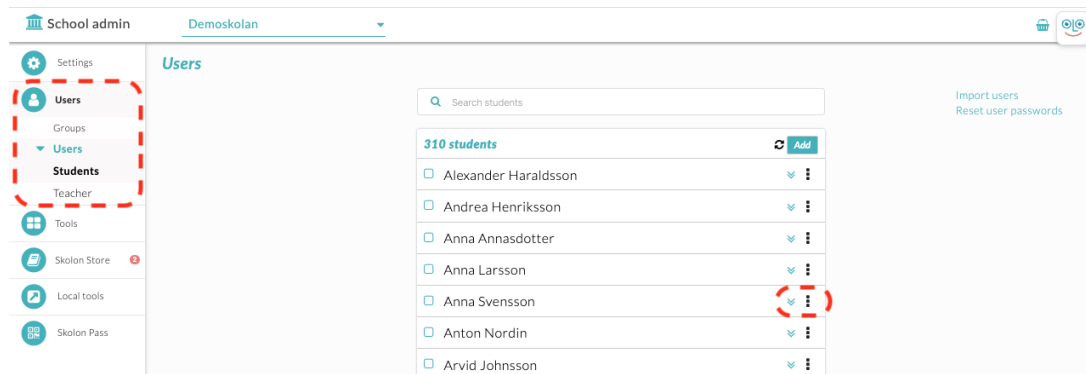
Begin with:

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.

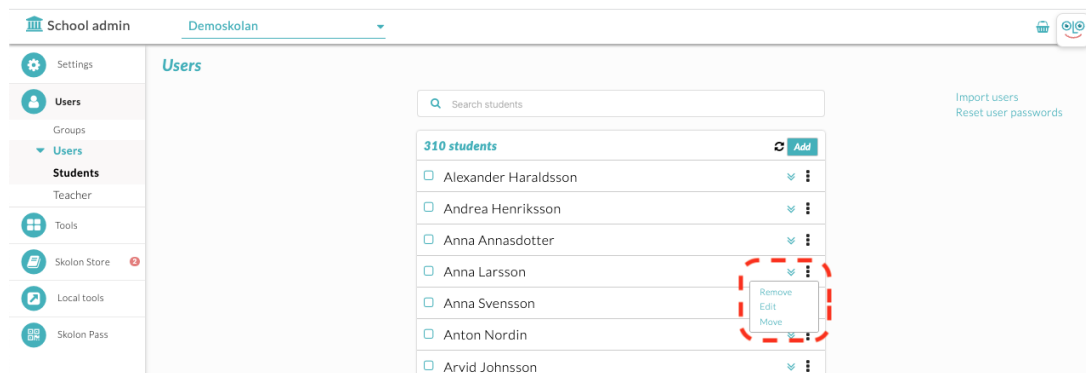
Under **Groups** you see all classes and teaching groups in Skolon and under **Users** you can manage individual users.

Here you can choose between teachers and students.



The screenshot shows the 'Users' management interface. On the left, a sidebar menu contains 'Settings', 'Users', 'Groups', 'Students', 'Teacher', 'Tools', 'Skolon Store', 'Local tools', and 'Skolon Pass'. The 'Users' option is highlighted with a red dashed box. The main area displays a list of 310 students. A search bar is at the top. The user 'Anna Svensson' is highlighted with a red dashed box, and its dropdown menu is open, showing options like 'Remove', 'Edit', and 'Move'.

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



This screenshot is similar to the previous one, but the dropdown menu for the user 'Anna Svensson' is open, showing options like 'Remove', 'Edit', and 'Move'. The dropdown menu is highlighted with a red dashed box.

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

The screenshot displays the 'Users' management page in the Skolon admin interface. The page title is 'Users' and the school name is 'Demoskolan'. A search bar for students is at the top. Below it, a list of 310 students is shown, with the first few names visible: Alexander Haraldsson, Andrea Henriksson, Anna Annasdotter, and Anna Larsson. A red circle highlights the 'Save' button in the top right corner of the user details form for Anna Svensson. The form includes fields for user name, email, mobile number, address, and town, along with settings for limiting settings, school settings, and schools.

Field	Value
User name	anna.svensson
Email	anna.svensson@demo.cc
Mobile number	07 123456
Address	
Postcode	
Town	stockholm
Limiting settings	Using school settings
Use school settings	<input type="checkbox"/>
User's schools	Demoskolan Manage schools
Customer number	1227441110

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!**