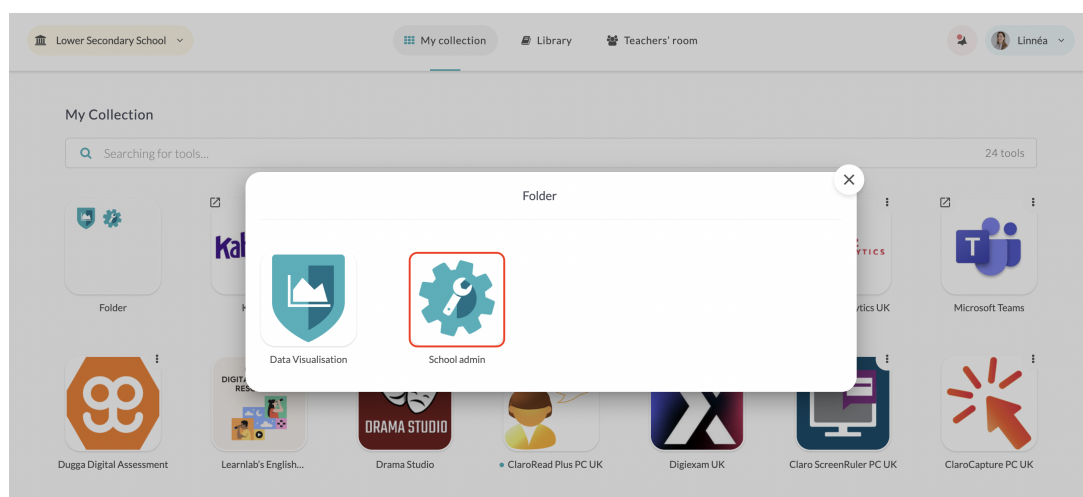


## Find School Admin - manage school settings

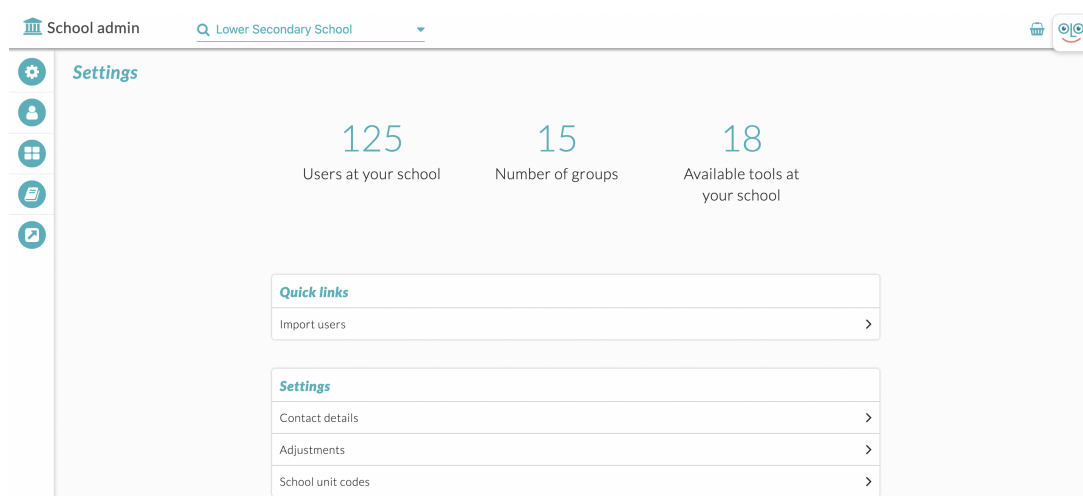
Noah Kapteijn - 2022-11-22 - School settings

To you who are an administrator in Skolon get access to School admin - the page where it is possible to manage the school's Skolon, such as users, licenses, settings, etc.

You have the School admin icon automatically added to your collection. All you have to do is click on the icon, and you will be able to access the school's Skolon settings and manage users and licenses.



When you have clicked on the icon for School admin, a new window will open and you will see the following:



This is the Skolon Schools admin page where Skolon administrators manage the school's

account, settings, users and licenses.

On the start page/overview for school administration, you can clearly see digits that show users, groups and available tools in Skolon in your school. On the left side you have a menu to be able to manage the different parts of Skolon - Hold the mouse pointer over each icon, and you will see what the icons mean. Click on the icon you want to access.