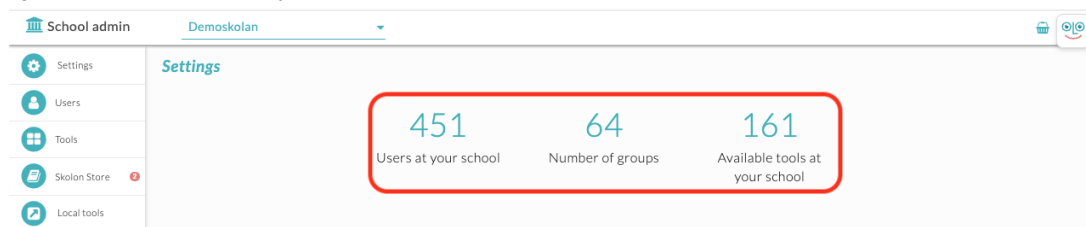


Users, amount of users, class and group affiliation

Noah Kapteijn - 2022-06-22 - Manage users in Skolon

To get a quick overview of the users at your school, classes / groups and tools at your school, follow this guide.

Click the **School Admin** icon in **My Collection**. You will find the amount of users, classes and groups at your school directly on the start page of the **School Admin tool**. Note that the a of tools refers to the total number of tools and includes local tools as well as built-in system tools, for example School admin.

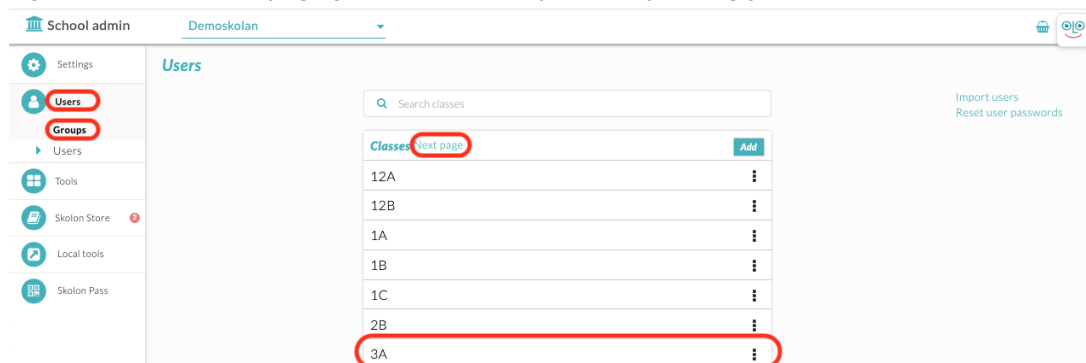


The screenshot shows the 'Settings' page of the School Admin tool. A red box highlights three statistics: 451 Users at your school, 64 Number of groups, and 161 Available tools at your school.

Category	Value
Users at your school	451
Number of groups	64
Available tools at your school	161

Members of classes / groups

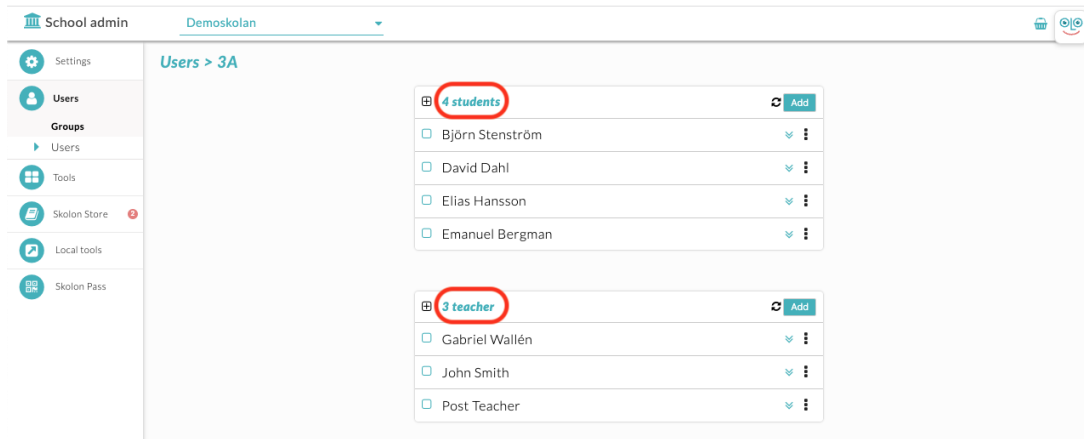
If you want to check how many and which users are in a class or group. Click **Users**, and then click **Groups**. Then click on the Class designation. You can search for classes and groups or browse through the **Next page**. Classes are displayed at the top of the page and if you scroll down the page you will find Groups correspondingly.



The screenshot shows the 'Users' page of the School Admin tool. The 'Users' and 'Groups' menu items are circled in red. A search bar for classes is visible, and a list of classes is shown below. The 'Classes' header and the '3A' class entry are circled in red.

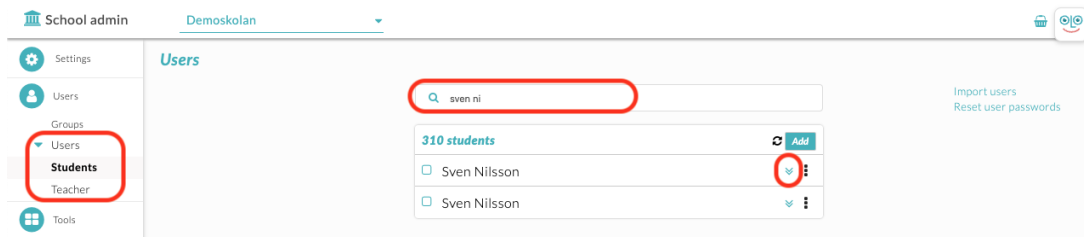
Classes	Next page	Add
12A		⋮
12B		⋮
1A		⋮
1B		⋮
1C		⋮
2B		⋮
3A		⋮

When you click on the class / group designation, a list of students and teachers associated with this class / group is displayed.



User group affiliation

To see which groups a user is associated with, click **Users** then **Users** and select whether you want to see students or teachers, scroll or search for the user you want to see. Then click the double down arrow to the right of the name.



Then click on the text **User's groups**, classes and groups are listed.

