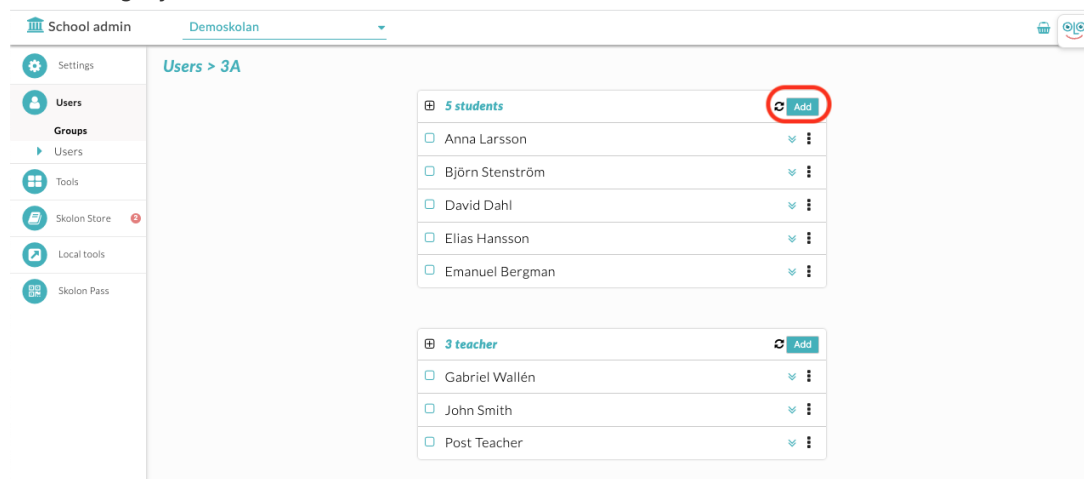# Add teachers or students to a class/group

Noah Kapteijn - 2024-10-10 - Manage users in Skolon
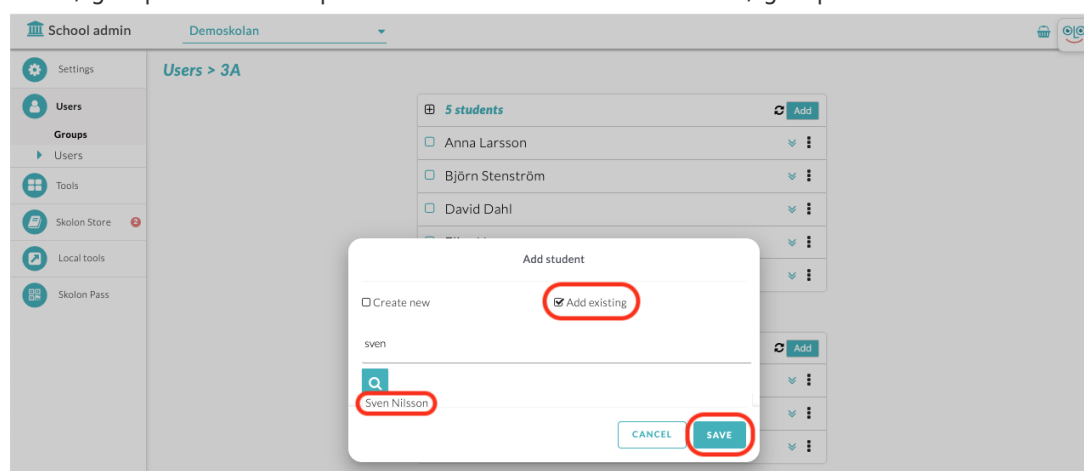
✔ Student	✔ Teacher	✔ Administrator

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.

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.

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.

✓ **User added** ✕

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   ⌄ ⋮

Settings

Users
   Groups
   ▸ Users

Tools

Skolon Store ❷

Local tools

Skolon Pass