

Edit users

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

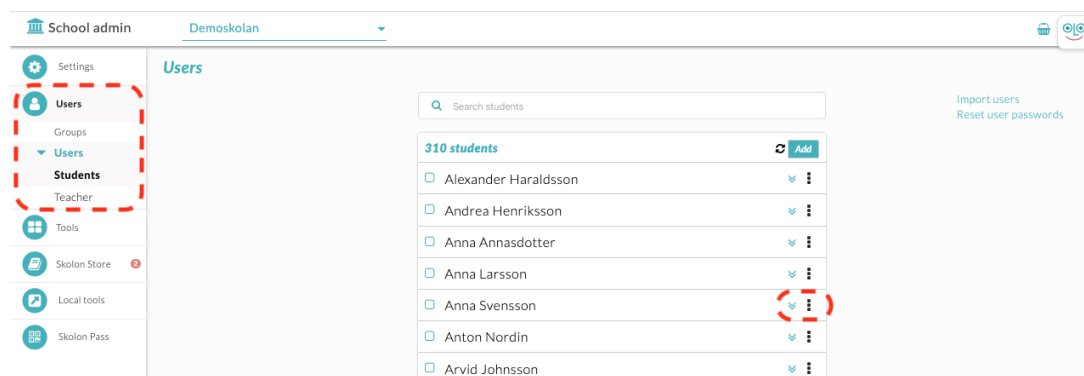
Begin with:

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.

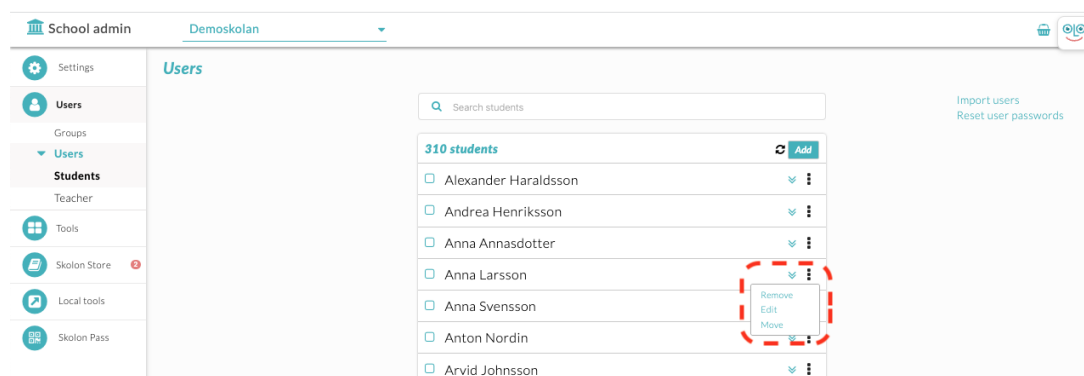
Under **Groups** you see all classes and teaching groups in Skolon and under **Users** you can manage individual users.

Here you can choose between teachers and students.



The screenshot shows the 'Users' management page in Skolon. 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, showing the 'Users' management page. The dropdown menu for 'Anna Svensson' is open, showing options like 'Remove', 'Edit', and 'Move'.

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 shows the 'School admin' interface for 'Demoskolan'. The left sidebar contains navigation options: Settings, Users, Groups, Users (expanded), Students, Teacher, Tools, Skolon Store, Local tools, and Skolon Pass. The main area is titled 'Users' and features a search bar for students. Below the search bar, there is a list of 310 students with an 'Add' button. The user 'Anna Svensson' is selected, and her details are shown in a form. The form includes fields for User name, Email, Mobile number, Address, Postcode, and Town. There are also sections for 'Limiting settings', 'Use school settings', and 'User's schools'. A 'Customer number' field is also present. A red circle highlights the 'Save' button in the user edit form.

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!**