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**.

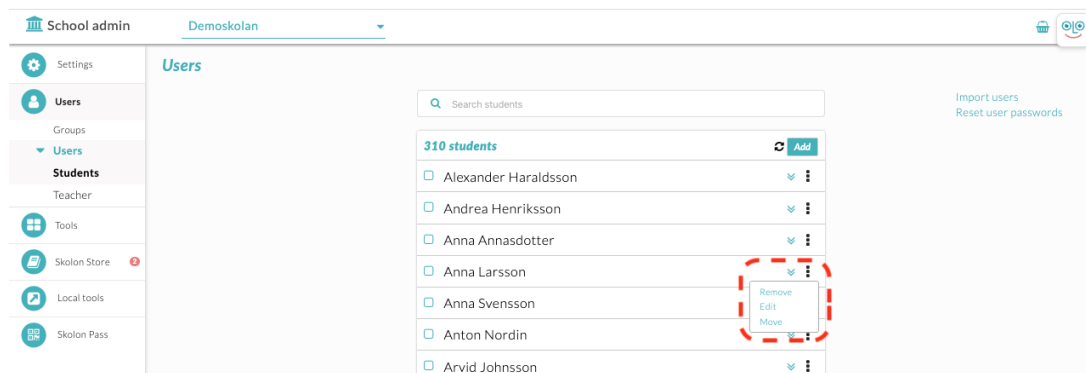3. In the left edge you have a menu, select **Users**.

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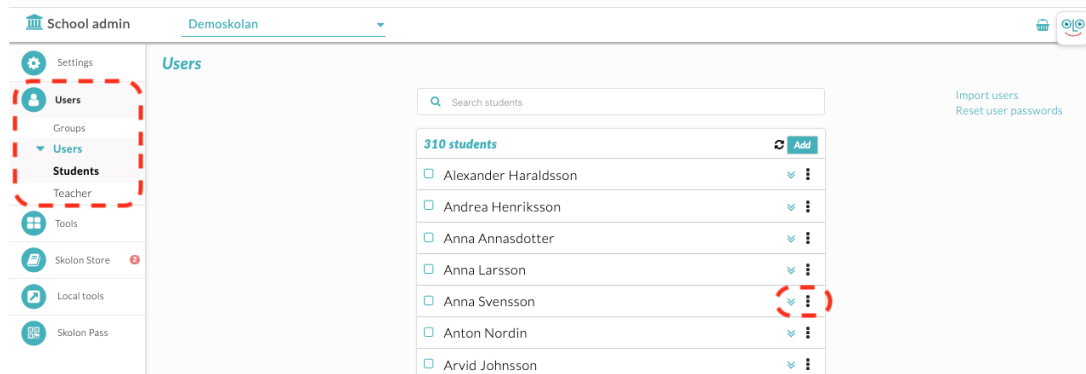
Once you have clicked on teachers or students, you will see all users in each category in a list.

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

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!**