Introduction to User Management

Clara Hardarsson - 2026-11-15 - Manage users

All user administration is normally carried out in your source system, from which user data is synced over to Skolon.

In Skolon's user management, you get an overview of the user accounts you have in Skolon (excluding order accounts).

For each student, teacher, class, or group, you can see the information available on a user, as well as members of classes and groups. For users, you can see their username, email address, classes and groups they are linked to, and which tools they are assigned. You can also see if the user has a Skolon pass linked to their account.

User management also provides the possibility for manual handling of user accounts in the form that you can create accounts manually, either by creating individual accounts or via file upload, and link these to classes or groups. These accounts function in the same way as accounts synced in from your source system but have completely manual administration.

Manual accounts are useful in cases where you have users with protected identities, users with dual roles, for example, a teacher who is also a student in adult education, or have a need for accounts that can be used by several people, such as substitute teachers.

Synced accounts can be manually linked to classes and groups as desired if the linking cannot be done in your source system.

Classes and groups can be created and administered manually.