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## View user's tools

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Via the **Users** menu, as an administrator, you can now see which tools an individual user has access to, as well as which of these are visible in their "My Apps".

- Go to the **School Admin** tool from **My Apps**.
- Click on **Users** in the left-hand menu.
- Click on either **Students** or **Teachers**.
- Search or browse for the user you are interested in and click on their name. Then click on **Tools**.

The user has access to all tools in the list, but those with a green mark and the label **Active** are visible in the user's "My Apps". If it has a red mark, the tool is hidden, i.e., not visible in "My Apps". It can then be made visible by the user via the **Content** button in "My Apps".

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Settings

318 Users of your school

28 Number of classes

61 Available tools at your school

Settings

- Contact details
- Adjustments
- School unit codes

Function settings

- Home
- User settings
- Welcome message
- Share to Classroom
- Share to Microsoft Teams
- Purchase rights

Support

- Contact us
- Request results

Back to My Collection

Export settings