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View user's tools

Clara Hardarsson - 2026-04-27 - [Manage users](#)

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".

The screenshot shows the 'Settings' page for 'Skolon Grundskaolan'. The page features a left-hand navigation menu with options: Settings, Users, Tools, Widgets, Templates, and Skolon Pass. The main content area displays three statistics: 318 Users of your school, 28 Number of classes, and 61 Available tools at your school. Below these statistics is a list of settings categories, each with a right-pointing arrow:

- Settings
 - Contact details
 - Adjustments
 - School unit codes
- Function settings
 - Home
 - User settings
 - Welcome message
 - Share to Classroom
 - Share to Microsoft Teams (with a toggle switch)
 - Purchase rights
- Support
 - Contact us
 - Request results

At the bottom of the page, there is a footer with 'K Back to My Collection' on the left and 'Skolon Grundskaolan' in the center. On the right side, there is a vertical 'Export settings' button.