



View user's tools

Clara Hardarsson - 2026-02-19 - [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 Skolön School Admin interface. On the left, a sidebar menu includes 'Settings', 'Users', 'Tools' (which is selected and highlighted in green), 'Widgets', 'Templates', and 'Skolön Pass'. The main content area is titled 'Tools' and displays three summary statistics: '318 Users of your school', '28 Number of classes', and '61 Available tools at your school'. Below these are three expandable sections: 'Settings' (containing 'Contact details', 'Adjustments', and 'School unit codes'), 'Function settings' (containing 'Home', 'User settings', 'Welcome message', 'Share to Classroom' (with a green 'Active' icon), 'Share to Microsoft Teams' (with a red 'Hidden' icon), and 'Purchase rights'), and 'Support' (containing 'Contact us' and 'Request results'). At the bottom of the page, there are links for 'Back to My Collection', 'Terms of Service', 'Privacy Policy', 'User Handbook', and 'Logout'.