View user's tools

Clara Hardarsson - 2026-11-15 - 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".

