



View user's tools

Clara Hardarsson - 2026-01-12 - [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 tool interface. The left sidebar includes 'Settings', 'Users', 'Tools', 'Widgets', 'Templates', and 'Skolön Pass'. The main content area displays 'Skolön Grundskolan' with statistics: 318 users, 28 classes, and 61 available tools. A detailed list of tools is provided in sections: Settings (Content details, Adjustments, School unit codes), Function settings (Home, User settings, Welcome message, Share to Classroom, Share to Microsoft Teams, Purchase rights), and Support (Contact us, Request results). The 'Share to Microsoft Teams' tool is marked with a green circle and the word 'Active', indicating it is visible in the user's 'My Apps'. A 'Content' button is visible on the right side of the tool list.