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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".

The screenshot shows the Skolon School Admin tool interface. The left sidebar has a green highlighted 'Tools' section. The main content area displays school statistics: 318 users, 28 classes, and 61 available tools. A list of tools is categorized into Settings, Function settings, and Support. The 'Share to Microsoft Teams' tool under Function settings 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.