

# Tool Rights (Behavior)

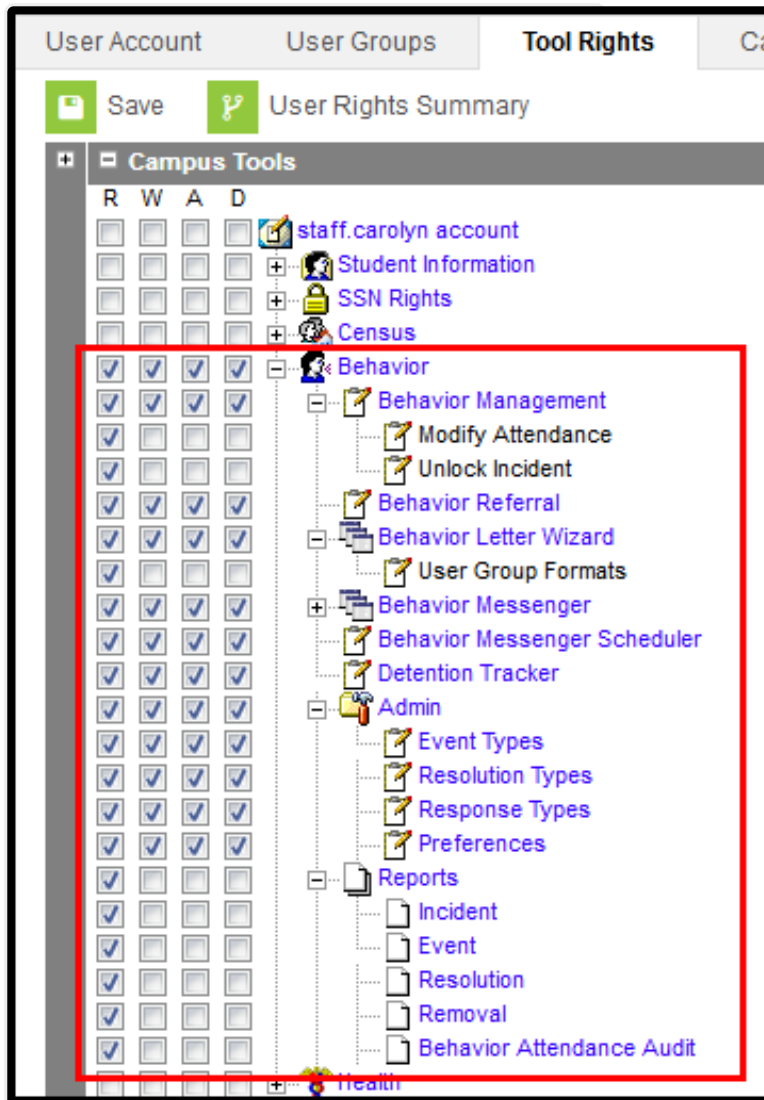
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## [Behavior Rights](#) | [Student Behavior Rights](#)

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

| Right             | Description  |
|-------------------|--|
| <b>R (Read)</b>   | The <b>R</b> right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will <b>NOT</b> have access to the Save, Add or Delete icons in the action bar.   |
| <b>W (Write)</b>  | The <b>W</b> right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the <b>A</b> right. This right includes the ability to change or remove data from a specific field.                        |
| <b>A (Add)</b>    | The <b>A</b> right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.   |
| <b>D (Delete)</b> | ASSIGN THIS RIGHT WITH CAUTION. The <b>D</b> right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the <b>W</b> right. |

## Behavior Rights



Behavior Tool Rights

| Right           | R   | W  | A   | D   |
|-----------------|---|--|---|---|
| <b>Behavior</b> | Allows the user to view behavior information and records. | Allows the user to view behavior information and records, and modify existing records. | Allows the user to view behavior information and records, modify existing records, and add new records. | Allows the user to view, modify, add and remove behavior records. |

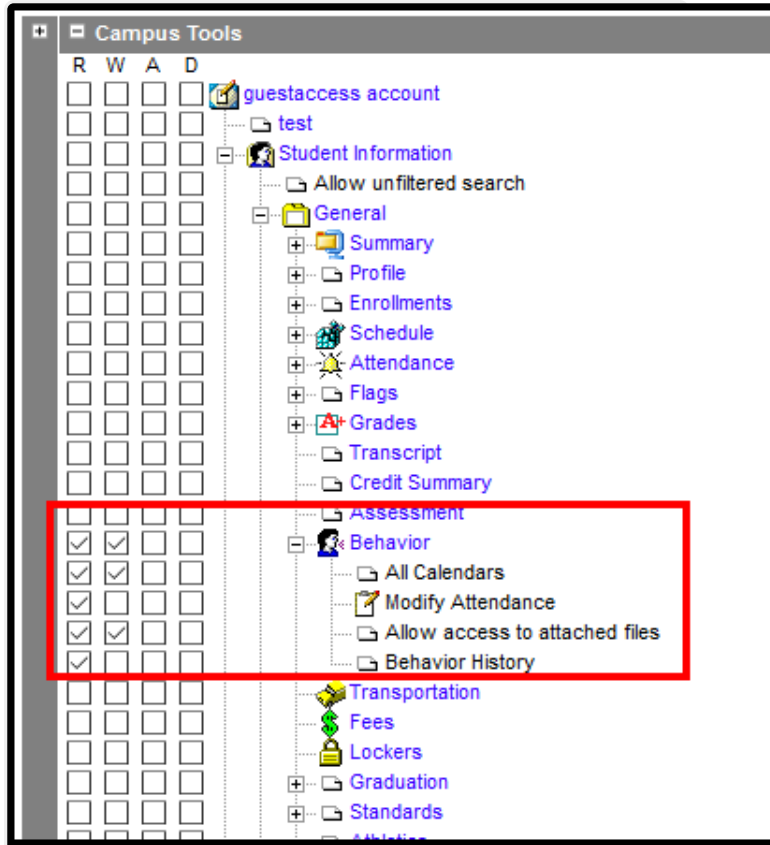
| Right                         | R   | W   | A   | D  |
|-------------------------------|---|---|---|--|
| <b>Behavior Management</b>    | Allows the user to view existing incident records.  | Allows the user to view and modify existing incident records.                                   | Allows the user to view and modify existing incident records, and add new incident records. | Allows the user to view, modify, add and delete incident records.<br><br><b>Delete rights are needed to delete an incident, an event, a resolution AND a response.</b> |
| <b>Modify Attendance</b>      | Allows users to select and modify attendance codes for behavior resolutions.  | N/A   | N/A   | N/A  |
| <b>Unlock Incident</b>        | Allows users to modify completed behavior discipline incidents when the applicable Behavior Preference is set to Yes. | N/A   | N/A   | N/A  |
| <b>Behavior Referral</b>      | Allows the user to view in-progress incident referrals.   | Allows the user to view and modify in-progress referrals. This is required to submit referrals. | Allows the user to view and modify in-progress referrals, and add new referrals.            | Allows the user to view, modify, add and delete referrals.<br><br><b>Delete rights are needed to delete an incident, an event, a resolution AND a response.</b>        |
| <b>Behavior Letter Wizard</b> | Allows the user to view existing letters.   | Allows the user to view and modify existing letters.  | Allows the user to view, modify and add letters.  | Allows the user to view, modify, add and delete letters.   |

| Right                               | R  | W  | A  | D  |
|-------------------------------------|--|--|--|--|
| <b>User Group Formats</b>           | Displays the Organize To field to appear, which allows the user to save letters to a user's account or a user group. | N/A  | N/A  | N/A  |
| <b>Behavior Messenger</b>           | Allows user to view existing templates and send messages.  | Allows the user to view and modify existing templates.         | Allows the user to view and modify existing templates, and add new templates.            | Allows the user to view and modify existing templates, add new templates and delete templates. |
| <b>User Group Formats</b>           | Allows the user to view and send existing group templates.   | Allows the user to create new templates.                       | Allows the user to create and copy templates.  | Allows the user to create, copy and delete templates.  |
| <b>Behavior Messenger Scheduler</b> | Allows the user to view existing messages scheduled by the user or user's user group.                                | Allows the view and modify message scheduling.                 | Allows the view, modify and add a new schedule for message delivery.                     | Allows the user to view, modify, add and delete a schedule for message delivery.               |
| <b>Detention Tracker</b>            | Allows the user to view outstanding detention records.   | Allows the user to view and modify existing detention records. | Allows the user to view, modify and add detention records.                               | Allows the user to view, modify, add and delete detention records.                             |
| <b>Admin</b>                        | Allows the user to view Behavior Admin tools.  | Allows the user to view and modify Behavior Admin tools.       | Allows the user to view and modify existing Behavior Admin options, and add new options. | Allows the user to view, modify, add and delete Behavior Admin options.                        |

| Right                   | R   | W   | A  | D   |
|-------------------------|---|---|--|---|
| <b>Event Types</b>      | Allows the user to view existing Event Types.   | Allows the user to view and modify existing Event Types.      | Allows the user to view and modify existing Event Types, and add new Event Types. This tool right is required to use the Merge Tool. | Allows the user to view and modify existing Event Types, add new Event Types and delete Event Types.                |
| <b>Resolution Types</b> | Allows the user to view existing Resolution Types.  | Allows the user to view and modify existing Resolution Types. | Allows the user to view, modify and add Resolution Types. This tool right is required to use the Merge Tool.                         | Allows the user to view and modify existing Resolution Types, add new Resolution Types and delete Resolution Types. |
| <b>Response Types</b>   | Allows the user to view Response Types.   | Allows the user to view and modify Response Types.            | Allows the user to view, modify and add Response Types.  | Allows the user to view and modify existing Response Types, add new Response Types and delete Response Types.       |
| <b>Preferences</b>      | Allows the user to view Preferences.  | Allows the user to view and modify existing Preferences.      | N/A  | N/A   |
| <b>Reports</b>          | Allows the user to view Behavior Reports, which includes selecting desired report options from the Report Editors and generating the Reports. | N/A   | N/A  | N/A   |
| <b>Incident</b>         | Allows the user to generate the Behavior Incident Report.   | N/A   | N/A  | N/A   |

| <b>Right</b>                     | <b>R</b>  | <b>W</b> | <b>A</b> | <b>D</b> |
|----------------------------------|---|----------|----------|----------|
| <b>Event</b>                     | Allows the user to generate the Behavior Events Report.           | N/A      | N/A      | N/A      |
| <b>Resolution</b>                | Allows the user to generate the Behavior Resolution Report.       | N/A      | N/A      | N/A      |
| <b>Removal</b>                   | Allows the user to generate the Behavior Removal Report.          | N/A      | N/A      | N/A      |
| <b>Behavior Attendance Audit</b> | Allows the user to generate the Behavior Attendance Audit Report. | N/A      | N/A      | N/A      |

## Student Behavior Rights



Student Behavior Tool Rights

The following considerations should be kept in mind when assigning rights to the student Behavior tab:

- Resolutions assigned in the Management Tool cannot be edited in the Student Behavior tab.
- Users must have rights to the Management Tool to use the Incident ID hyperlink and the Behavior Management icon.

| Right           | R   | W   | A   | D   |
|-----------------|---|---|-----|-----|
| <b>Behavior</b> | Allows the user to view and print student incident records and resolutions. | Allows the user to view and print student incident records and resolutions and record Detention served.<br><br>Users must have W rights to add and save a resolution to an existing incident from the Behavior tab. | N/A | N/A |

| Right                                 | R   | W  | A   | D   |
|---------------------------------------|---|--|-----|-----|
| <b>All Calendars</b>                  | <p>Allows the user to view and print student incident records and resolutions in all calendars.</p> <p>Users without R rights cannot access the Behavior tab for a student in a calendar to which they do not have rights.</p> <p>It is assumed that the user is also assigned enough Census rights to access the All People search to locate a student from a school to which the user does not have rights.</p> | <p>Allows the user to view and print student incident records and resolutions and record Detention served in all calendars.</p> <p>User are able to view and modify the Behavior tab and Detention information for a student in any calendar, even if they do not have rights to the calendar.</p> | N/A | N/A |
| <b>Modify Attendance</b>              | Allows the user to select and modify attendance codes for behavior resolutions.   | N/A  | N/A | N/A |
| <b>Allow access to attached files</b> | Allows the user to view and download attached files on the Student Behavior tab.  | N/A  | N/A | N/A |
| <b>Behavior History</b>               | <p>Allows the user to see and print all historical (includes information from a different calendar in the current year) behavior incidents, behavior events, behavior resolutions, and behavior responses for a student when also assigned calendar rights to the student's calendar of enrollment.</p> <p>The user does not need to have rights to the calendars associated with the historical incidents.</p>   | N/A  | N/A | N/A |