Tool Rights (Calendar)

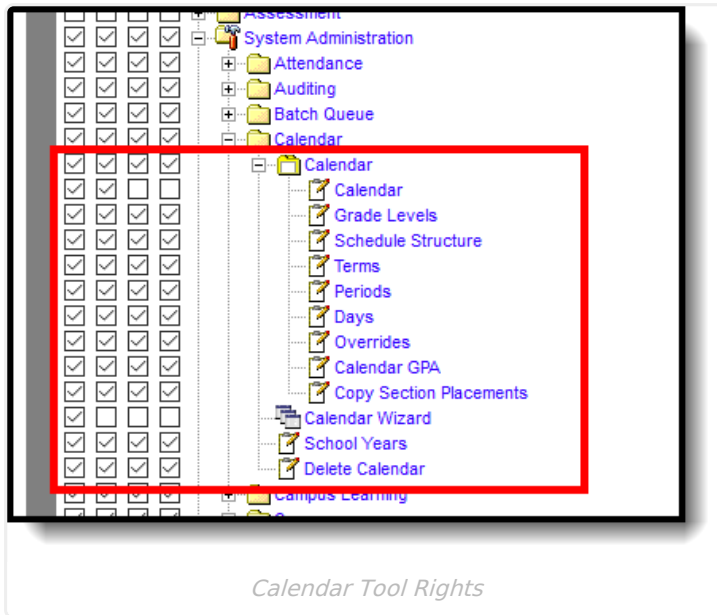Last Modified on 10/22/2022 10:04 am CDT

PATH: *System Administration > Calendar*

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
R (Read)	The **R** 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 **NOT** have access to the Save, Add or Delete icons in the action bar.
W (Write)	The **W** 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 **A** right. This right includes the ability to change or remove data from a specific field.
A (Add)	The **A** 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.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The **D** 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 **W** right.

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Calendar folder assigns RW rights to all tools within that folder, including any subrights.

System Administration > Calendar

Calendar Tool Rights

Right	R	W	A	D
Calendar	Allows the user to view calendar information for the school selected in the toolbar.	Allows the user to edit calendar information for the school selected in the toolbar.	N/A	N/A
Grade Levels	Allows the user to view existing grade levels assigned to the school selected in the toolbar.	Allows the user to edit existing grade levels for the school selected in the toolbar.	Allows the user to add new grade levels for the school selected in the toolbar.	Allows the user to remove grade levels for the school selected in the toolbar.
Schedule Structure	Allows the user to view existing schedule structures assigned to the school selected in the toolbar.	Allows the user to edit existing schedule structures for the school selected in the toolbar.	Allows the user to add new schedule structures for the school selected in the toolbar.	Allows the user to remove schedule structures for the school selected in the toolbar.
Terms	Allows the user to view existing terms assigned to the school selected in the toolbar.	Allows the user to edit existing terms for the school selected in the toolbar.	Allows the user to add new terms for the school selected in the toolbar.	Allows the user to remove terms for the school selected in the toolbar.

Right	R	W	A	D
Periods	Allows the user to view existing periods assigned to the school selected in the toolbar.	Allows the user to edit existing periods for the school selected in the toolbar.	Allows the user to add new periods for the school selected in the toolbar.	Allows the user to remove periods for the school selected in the toolbar.
School Months	Allows the user to view existing school months assigned to the school selected in the toolbar.	Allows the user to edit existing school months for the school selected in the toolbar.	Allows the user to add new school months for the school selected in the toolbar.	Allows the user to remove school months for the school selected in the toolbar.
Days	Allows the user to view the calendar and the Day Detail and Day Event editors.	Allows the user to view and make changes to existing days. It also allows day events to be added to an existing day in the Day Events editor.	Allows the user to add new, multi-day events. A user can also perform a day reset.	Allows the user to delete existing day events.
Overrides	Allows the user to view existing overrides. This applies to School Choice functionality.	Allows the user to edit existing overrides. This applies to School Choice functionality.	Allows the user to add new overrides. This applies to School Choice functionality.	Allows the user to remove overrides. This applies to School Choice functionality.
Calendar GPA	Allows the user to view existing GPA calculations that may be selected for a calendar, but cannot make changes.	Allows the user to edit existing GPA Calculation and mark new GPA Calculations for a calendar.	Allows the user to edit existing GPA Calculation and mark new GPA Calculations for a calendar.	Allows the user to edit existing GPA Calculation and mark new GPA Calculations for a calendar.
Copy Section Placements	Allows the user to view Copy Section Placements.	Allows the user to view Copy Section Placements.	Allows the user to copy section placements from one period schedule to another.	N/A

Right	R	W	A	D
Calendar Wizard	Allows full access to view and run the calendar wizard for all modes.	N/A	N/A	N/A
School Years	Allows the user to view existing school years.	Allows the user to edit existing school years.	Allows the user to add new school years.	Allows the user to remove school years.
Delete Calendars	Allows the user to view the Delete Calendar tool.	Allows the user to view Delete Calendars.	Allows the user to view Delete Calendars.	Allows the user to remove calendars.