

# View Audit Log

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

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The View Audit Log tool is available for district and state level use.

**PATH:** *System Administration > Auditing > View Audit Log*

**Search Term:** *View Audit Log*

## Discussion

This tool allows system administrators the ability to monitor and track changes made to areas of user security, including:

- [System Preference Changes](#)
- [User Account Changes](#)
- [User Account Tab](#)
- [User Groups \(Individual User\)](#)
- [Tool Rights \(Individual User\)](#)
- [Calendar Rights \(Individual User\)](#)
- [User Group Changes](#)
- [User Group Tab](#)
- [Tool Rights \(User Group\)](#)
- [Calendar Rights \(User Group\)](#)

## Using the Audit Log

This tool can be used to review changes made to areas of user security within the product.

The screenshot shows the 'View Audit Log' interface. On the left is a navigation menu with 'System Administration' expanded to 'Auditing', where 'View Audit Log' is selected. The main area contains search filters: 'Start Date' and 'End Date' (both empty), 'Table' (checked for 'Preference'), and 'Action' (checked for 'Add', 'Change', and 'Delete'). There are also empty input fields for 'Affected Object' and 'Changed By', and a 'View Results' button. Below the filters, a red message states 'First 500 records displayed. Enter search criteria to narrow the results.' A table titled 'Audit Log Entries' displays the following data:

Timestamp	Table	Action	Affected Object	Changed by
05/06/2014 15:58:04 -0500	Preference	change	SearchFieldOrder	admin
05/06/2014 15:52:34 -0500	Preference	change	SearchLimit	admin
05/01/2014 08:59:33 -0500	Preference	change	StudentAssignment	Mckenzie
01/09/2014 14:35:14 -0600	Preference	change	EnrollmentOverlap	admin
01/09/2014 14:19:40 -0600	Preference	change	BoundaryWarn	admin

Image 1: View Audit Log Tool

All audit records are accessible in the Campus database for historical purposes; however, for performance purposes, the interface View Audit Log tool will only display the 500 most-recent entries.

The fields at the top of the screen allow the records in the Audit Log Entries table to be sorted based on the entered criteria, as follows:

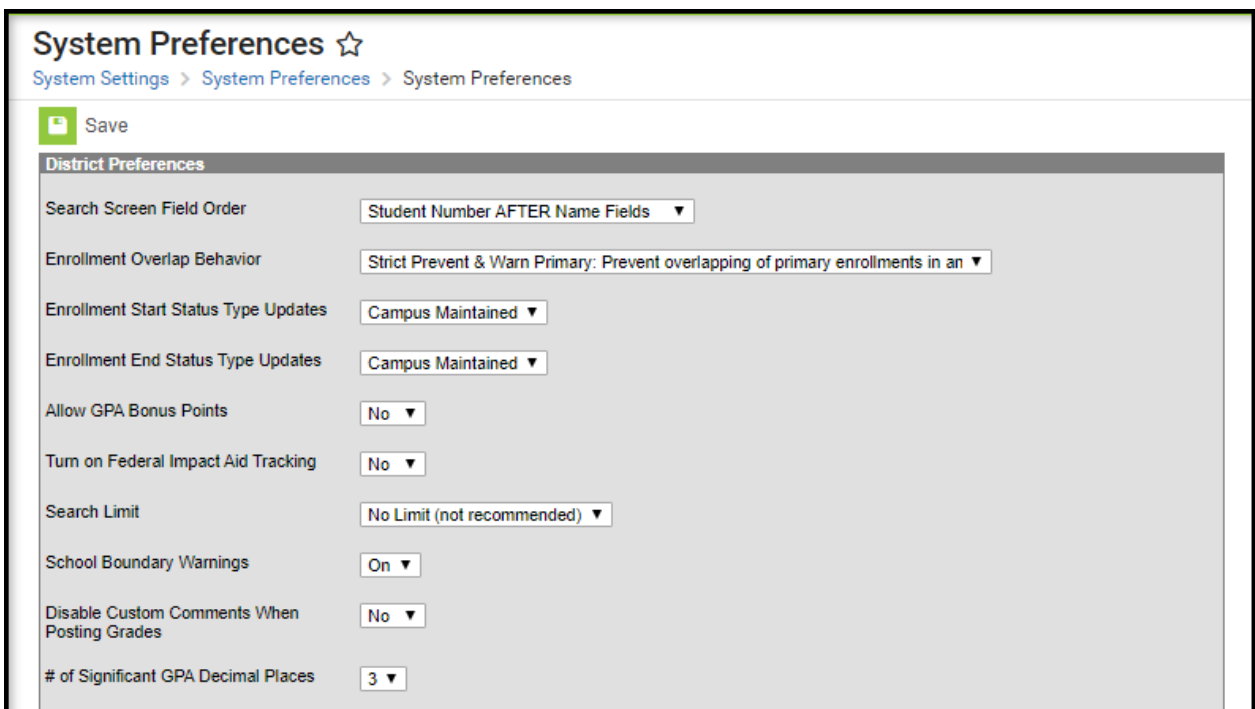
Field	Sorting Technique
<b>Start Date</b>	The first date for which audit logs should display.
<b>End Date</b>	The last date for which audit logs should display.
<b>Table</b>	<p>The Audit Log Entries editor may be sorted by the table/area for which an action was logged:</p> <div style="background-color: #fff9c4; padding: 5px; margin: 5px 0;"> <p>This field will only display tables where changes have occurred.</p> </div> <ul style="list-style-type: none"> <li>• <b>Preference</b> - Actions related to the System Preferences tool will be displayed.</li> <li>• <b>UserGroupMember</b> - Actions related to the addition/removal of users from a user group will be displayed.</li> <li>• <b>UserSchoolYearRights</b> - Actions related to the addition/modification/removal of calendar rights for users will be displayed.</li> <li>• <b>UserAccount</b> - Actions related to the addition or removal of user accounts and/or the modifications to settings on user accounts will be displayed.</li> <li>• <b>UserGroupSchoolYearRights</b> - Actions related to the addition/modification/removal of user group calendar rights will be displayed.</li> <li>• <b>UserToolRights</b> - Actions related to the addition/modification/removal of user tool rights will be displayed.</li> <li>• <b>UserGroup</b> - Actions related to the addition/modification/removal of a user group will be displayed.</li> <li>• <b>UserGroupToolRights</b> - Actions related to the addition/modification/removal of user group tool rights will be displayed.</li> </ul>
<b>Action</b>	<p>The Audit Log Entries editor can be sorted based on the type of action logged.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - Only entries recorded as "add" actions will be shown (<i>e.g.</i>, a user account was created).</li> <li>• <b>Change</b> - Only entries recorded as "change" actions will be shown (<i>e.g.</i>, a user account was marked "Disabled").</li> <li>• <b>Delete</b> - Only entries recorded as "delete" actions will be shown (<i>e.g.</i>, a user account was deleted).</li> </ul>

Field	Sorting Technique
<b>Affected Object</b>	<p>This field allows the user to search for objects that were changed or the users who were affected by changes.</p> <ul style="list-style-type: none"> <li>• <b>Object Search</b> - To search for changes made to a particular object, enter the (database) name of that object (<i>e.g.</i>, searching for the "Behavior" object will show all auditing records related to the Behavior object).</li> <li>• <b>User Search</b> - To search for changes affecting a particular user, enter the user name of the affected person (<i>e.g.</i>, searching for a user name of "JDoe2610" will show all changes made to that user).</li> </ul>
<b>Changed By</b>	<p>This field allows filtering of entries to the user who was logged into the system and credited with the logged action.</p>

## System Preference Changes

Changes made to the System Preferences tool are always logged, regardless of whether or not **Audit Users Account Security Preference** setting is enabled.

Changes made to the System Preferences tool will be logged in the Audit Log tool:



The screenshot shows the 'System Preferences' tool interface. At the top, there is a 'System Preferences' title with a star icon and a breadcrumb trail: 'System Settings > System Preferences > System Preferences'. Below the title is a 'Save' button. The main content area is titled 'District Preferences' and contains several settings, each with a dropdown menu:

- Search Screen Field Order: Student Number AFTER Name Fields
- Enrollment Overlap Behavior: Strict Prevent & Warn Primary: Prevent overlapping of primary enrollments in an
- Enrollment Start Status Type Updates: Campus Maintained
- Enrollment End Status Type Updates: Campus Maintained
- Allow GPA Bonus Points: No
- Turn on Federal Impact Aid Tracking: No
- Search Limit: No Limit (not recommended)
- School Boundary Warnings: On
- Disable Custom Comments When Posting Grades: No
- # of Significant GPA Decimal Places: 3

Image 2: System Preferences Tool

First 500 records displayed. Enter search criteria to narrow the results.

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/06/2014 15:58:04 -0500	Preference	change	SearchFieldOrder	admin
05/06/2014 15:52:34 -0500	Preference	change	SearchLimit	admin
05/01/2014 08:59:33 -0500	Preference	change	StudentAssignment	Mckenzie
01/09/2014 14:35:14 -0600	Preference	change	EnrollmentOverlap	admin
01/09/2014 14:19:40 -0600	Preference	change	BoundaryWarn	admin
01/09/2014 14:13:47 -0600	Preference	change	StudentAssignment	admin
11/07/2013 12:57:32 -0600	Preference	change	GPADigits	admin
09/27/2013 13:00:19 -0500	Preference	change	StudentAssignment	admin
09/09/2013 13:41:58 -0500	Preference	change	RaceEthnicityRequirement	AITsAllCs
09/09/2013 13:41:48 -0500	Preference	change	RaceEthnicityRequirement	AITsAllCs
09/09/2013 13:41:34 -0500	Preference	change	RaceEthnicityRequirement	AITsAllCs
09/09/2013 13:41:23 -0500	Preference	change	RaceEthnicityRequirement	AITsAllCs
09/06/2013 09:12:32 -0500	Preference	change	DefaultHealthConditions	AITsAllCs
09/06/2013 09:12:31 -0500	Preference	change	FlagableHealthConditions	AITsAllCs
09/06/2013 03:06:47 -0500	Preference	change	RaceEthnicityRequirement	AITsAllCs
09/06/2013 03:06:46 -0500	Preference	change	RaceEthnicityRequirement	AITsAllCs

Preference		
<b>Timestamp:</b> 05/06/2014 15:58:04 -0500	<b>Area:</b> Preference	<b>Type:</b> change
<b>Preference name:</b> SearchFieldOrder	<b>Changed By:</b> admin	
<b>Property Name:</b> value	<b>Existing Value:</b> after	<b>New Value:</b> before

Image 3: Sample Audit Log Entry of System Preferences Tool Change

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>Preference Name</b>	The system preference that was changed. <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 5px;">                     This field will show the database column name of the system preference, rather than the field name displayed in the interface.                 </div>
<b>Property Name</b>	This field will display "Value" for system preference changes.
<b>Area</b>	General category of the audit. Changes to system preferences will display a value of "Preference" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Existing Value</b>	The value of the system preference BEFORE the change (old value).

Audit Information	Description
<b>Type</b>	The type of update made to the system preference. System Preference changes will be logged as "changes."
<b>New Value</b>	The value of the system preference AFTER the change (new value).

## User Account Changes

Before the complete functionality of the View Audit Log tool can be fully utilized for this area, the Audit Users System Preference must be enabled.

Changes made to an individual user's account, group memberships, tool rights or calendar rights are logged by the auditing tool.

### User Account Tab

Changes made to settings on an individual's User Account tab are tracked by the View Audit Log tool.

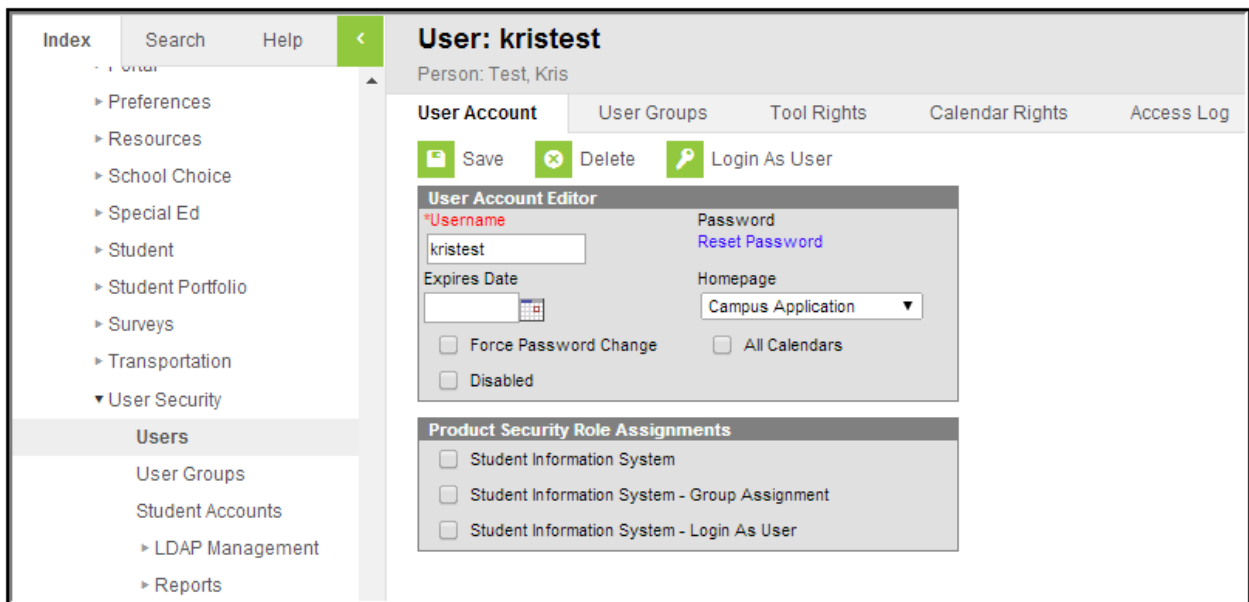


Image 4: User Account Tab

View Audit Log

First 500 records displayed. Enter search criteria to narrow the results.

Timestamp	Table	Action	Affected Object	Changed by
05/13/2010 08:52:47 -0500	UserAccount	change	UserName	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Medication Summary	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Health Office Visit	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Health Condition	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Immunizations	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Immunization Batch	admin

User Account			
<b>Timestamp:</b>	05/13/2010 08:52:47 -0500	<b>Area:</b>	UserAccount
		<b>Type:</b>	change
<b>User name:</b>	UserName	<b>Changed By:</b>	admin
<b>Property Name:</b>	disable	<b>Existing Value:</b>	false
		<b>New Value:</b>	true

Image 5: Example Audit Log Entry for User Account Change (Individual User)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user for whom the account settings were changed.
<b>Property Name</b>	<p>This field only appears if the update was a change.</p> <p>The user account setting(s) that changed.</p> <p>This field will show the database column name for the user account setting, rather than the field name displayed in the interface.</p>
<b>Area</b>	General category of the audit. Changes to user accounts will display a value of "UserAccount."
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Existing Value</b>	<p>This field only appears if the update was a change to an existing account setting.</p> <p>The value of the user account setting BEFORE the change (old value).</p>

Audit Information	Description
<b>Type</b>	<p>The type of update made to the user account/setting: add, change or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear when a new user account is created.</li> <li>• <b>Change</b> - will appear when a change is made to any setting on an existing account.</li> <li>• <b>Delete</b> - will appear when an existing account is deleted.</li> </ul>
<b>New Value</b>	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"> <p>This field only appears if the update was a change to an existing account setting.</p> </div> <p>The value of the user account setting AFTER the change (new value).</p>

## User Groups (Individual User)

Changes made on an individual's User Account tab are tracked by the View Audit Log tool.

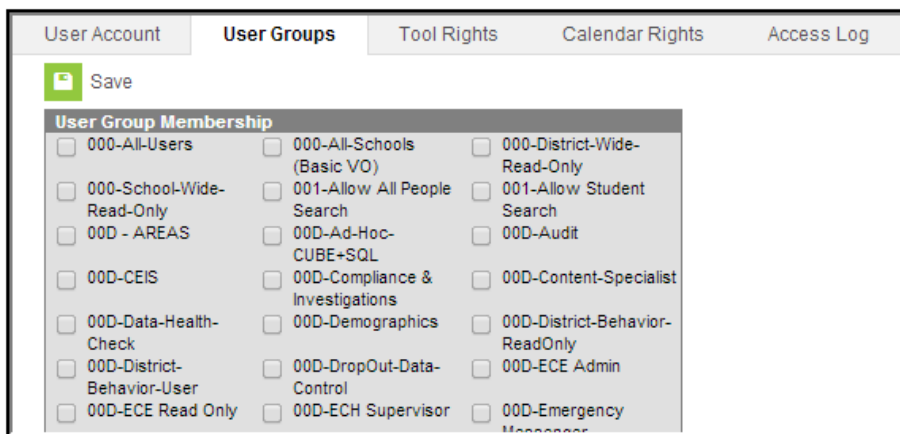


Image 6: Individual User's Membership in User Groups

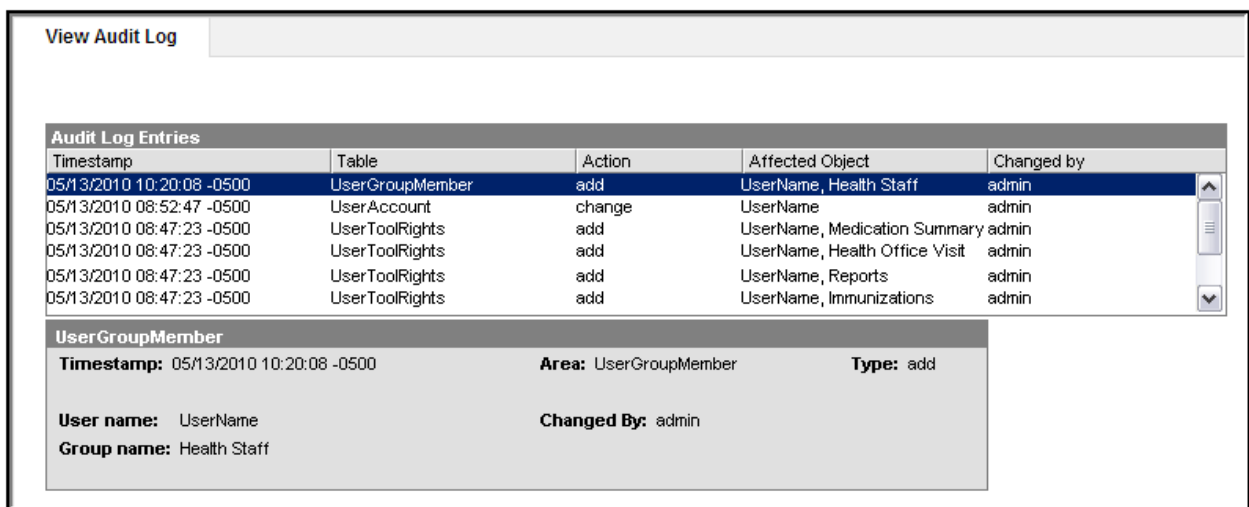


Image 7: Example Audit Log Entry for Additional User Group Membership (Individual User)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user for whom a user group membership was added/removed.
<b>Group Name</b>	The name of the user group to which the user was added/removed. <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 5px;">                     This field will show the database column name for the tool right, rather than the field name displayed in the interface.                 </div>
<b>Area</b>	General category of the audit. Changes to user group memberships will display a value of "UserGroupMember" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Type</b>	The type of action made to the user's group memberships: <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear if the user was granted membership to the user group.</li> <li>• <b>Delete</b> - will appear if the user's membership from the user group was removed.</li> </ul>

## Tool Rights (Individual User)

Changes made on an individual's Tool Rights tab are tracked by the View Audit Log tool.



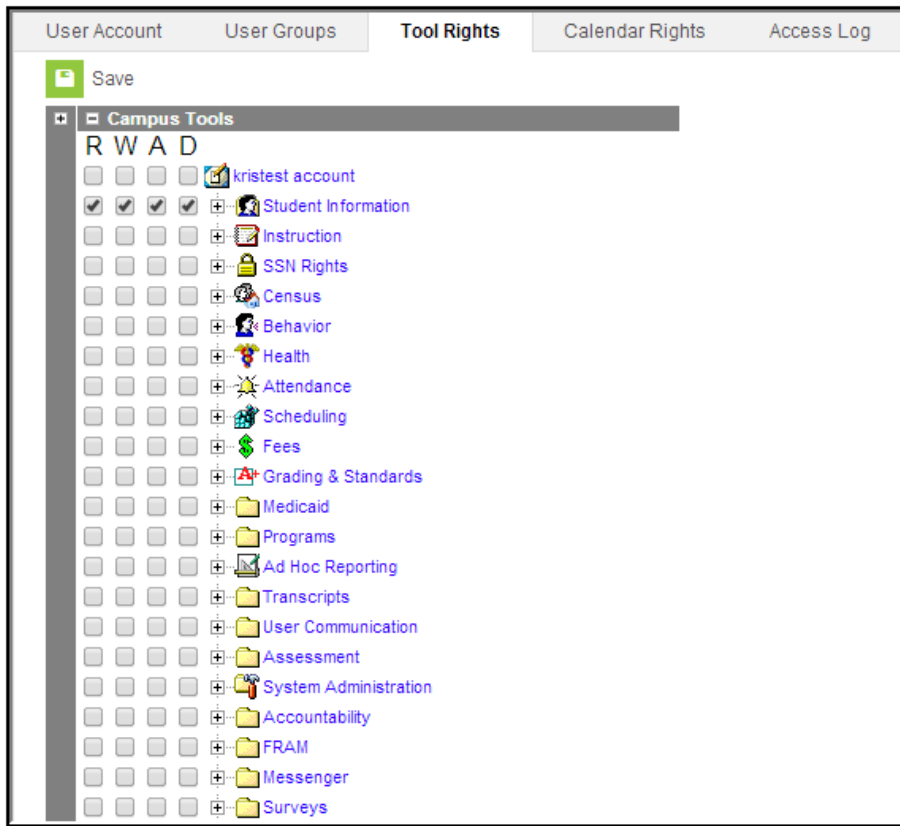


Image 8: User Tool Rights

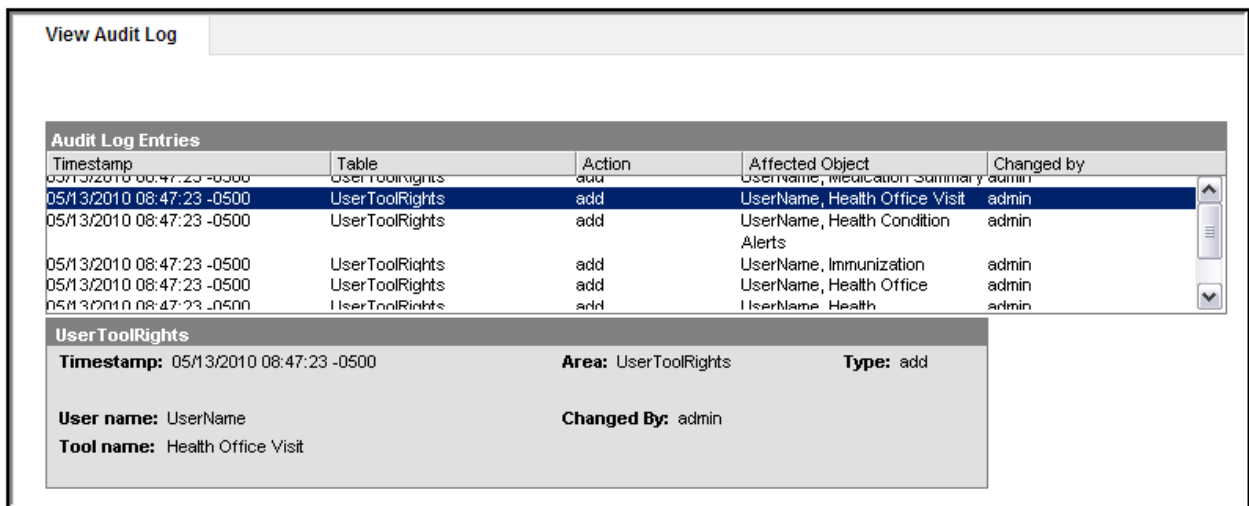


Image 9: Example Audit Log Entry for Added Tool Rights (Individual User)

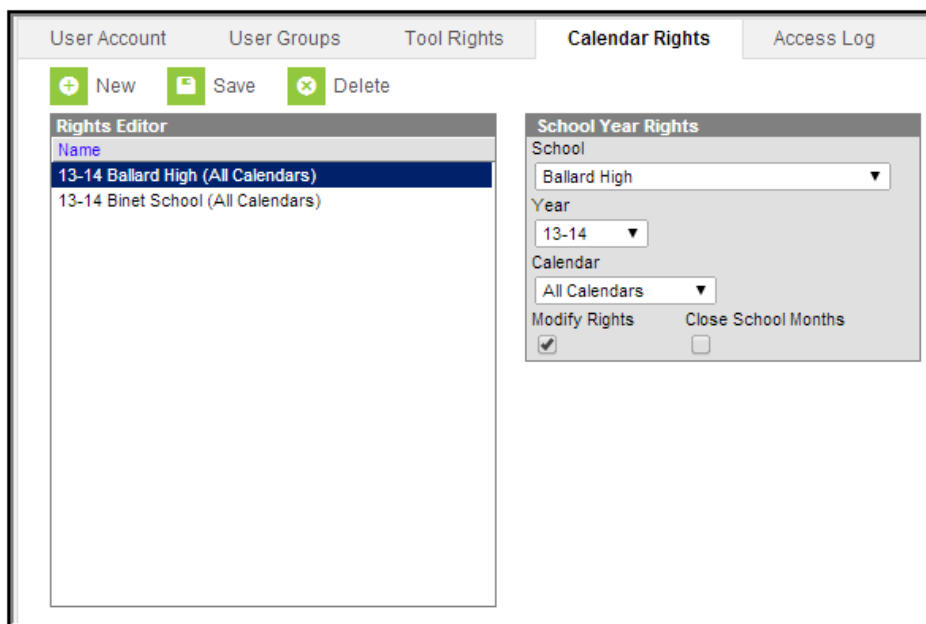
The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.

Audit Information	Description
<b>User Name</b>	Name of the user for whom the tool rights were changed.
<b>Tool Name</b>	The tool right that was added/removed from the user.  This field will show the database column name for the tool right, rather than the field name displayed in the interface.
<b>Area</b>	General category of the audit. Changes to user tool rights will display a value of "UserToolRights" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Type</b>	The type of update made to the user's tool rights: add or delete. <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear if the tool rights box is checked and the user is granted rights to the tool.</li> <li>• <b>Delete</b>- will appear if the tool rights box is unchecked and the tool rights are removed from the user.</li> </ul> When rights to a module are added/removed, the audit log will contain an add/delete entry for each sub-right affected.

## Calendar Rights (Individual User)

Changes made on an individual's Calendar Rights tab are tracked by the View Audit Log tool.



The screenshot shows the 'Calendar Rights' tab in a software interface. At the top, there are navigation tabs: 'User Account', 'User Groups', 'Tool Rights', 'Calendar Rights', and 'Access Log'. Below the tabs are three buttons: 'New' (with a plus icon), 'Save' (with a floppy disk icon), and 'Delete' (with an X icon). The main area is divided into two panels. The left panel, titled 'Rights Editor', has a 'Name' header and a list of items: '13-14 Ballard High (All Calendars)' (highlighted in blue) and '13-14 Binet School (All Calendars)'. The right panel, titled 'School Year Rights', contains several dropdown menus: 'School' (set to 'Ballard High'), 'Year' (set to '13-14'), and 'Calendar' (set to 'All Calendars'). At the bottom of this panel are two checkboxes: 'Modify Rights' (checked) and 'Close School Months' (unchecked).

Image 10: Calendar Rights

View Audit Log				
Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/13/2010 15:00:58 -0500	UserSchoolYearRights	change	UserName, 2010, Steep Falls Elementary School	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Data Warehouse: Allow live data as source	admin
05/13/2010 10:20:08 -0500	UserGroupMember	add	UserName, Health Staff	admin
05/13/2010 08:52:47 -0500	UserAccount	change	UserName	admin

UserSchoolYearRights		
<b>Timestamp:</b> 05/13/2010 15:00:58 -0500	<b>Area:</b> UserSchoolYearRights	<b>Type:</b> change
<b>User name:</b> UserName	<b>Changed By:</b> admin	
<b>End year:</b> 2010		
<b>School:</b> Steep Falls Elementary School		
<b>Property Name:</b> schoolID	<b>Existing Value:</b>	<b>New Value:</b> 4

Image 11: Example Audit Log Entry for Calendar Rights Change (Individual User)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user for whom the calendar rights were added, changed or deleted.
<b>End Year</b>	The last year of the school year to which rights were added, change or deleted (e.g., the end year of 2009-10 school year is 2010).
<b>School</b>	School for which the calendar rights were added, changed or deleted.
<b>Property Name *</b>	<p>This field only appears if the update was a change.</p> <p>The specific calendar element(s) that changed.</p> <p>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</p>
<b>Area</b>	General category of the audit. Changes to a user's calendar rights will display a value of "UserSchoolYearRights" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Existing Value*</b>	<p>This field only appears if the update was a change.</p> <p>The value of the user's calendar rights BEFORE the change (old value).</p>

Audit Information	Description
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<b>Type</b>	<p>The type of update made to the user's calendar rights: add, change or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - indicates the user was granted rights to a new calendar.</li> <li>• <b>Change</b> - indicates the user's existing calendar rights were changed.</li> <li>• <b>Delete</b> - Indicates the user's rights to a calendar were removed.</li> </ul>
<b>New Value*</b>	<p>This field only appears if the update was a change.</p> <p>The value of the user account setting AFTER the change (new value).</p>

## User Group Changes

Before the complete functionality of the View Audit Log tool can be fully utilized for this area, the Audit Users System Preference must be enabled.

### User Group Tab

Changes made to the User Group tab are tracked by the View Audit Log tool.

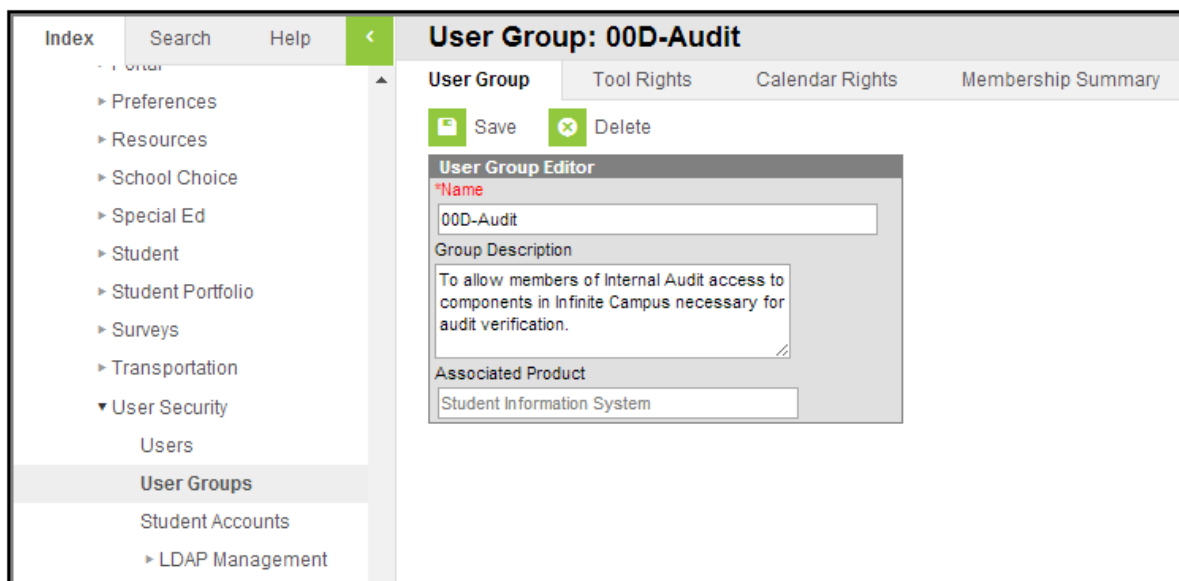


Image 12: User Group Tab

View Audit Log				
Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/14/2010 13:54:32 -0500	UserGroup	change	Title One/LEP	admin
05/14/2010 12:39:52 -0500	UserSchoolYearRights	add	UserName, 2010, Bonny Eagle Alternative Ed	admin
05/13/2010 15:00:58 -0500	UserSchoolYearRights	change	UserName, 2010, Steep Falls	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Report Builder	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Data Export	admin

UserGroup		
<b>Timestamp:</b> 05/14/2010 13:54:32 -0500	<b>Area:</b> UserGroup	<b>Type:</b> change
<b>Group Name:</b> Title One/LEP	<b>Changed By:</b> admin	
<b>Property Name:</b> name	<b>Existing Value:</b> Title One	<b>New Value:</b> Title One/LEP

Image 13: Example Audit Log Entry for User Group Change (User Group)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>Group Name</b>	The name of the user group that was added, changed or deleted.
<b>Property Name *</b>	<p>This field only appears if the user group was changed.</p> <p>The specific user group element(s) that changed.</p> <p>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</p>
<b>Area</b>	General category of the audit. Changes to user group will display a value of "UserGroup" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Existing Value*</b>	<p>This field only appears if the update was a change.</p> <p>The value of the user account setting BEFORE the change (old value).</p>
<b>Type</b>	<p>The type of update made to the user group: add, change or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear when a new user group is created.</li> <li>• <b>Change</b> - will appear when a change is made to an existing user group.</li> <li>• <b>Delete</b> - will appear when an existing user group is deleted.</li> </ul>

Audit Information	Description
<b>New Value*</b>	<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">                     This field only appears if the update was a change.                 </div> The value of the user group element AFTER the change (new value).

## Tool Rights (User Group)

Changes made to the Tool Rights of a user group are tracked by the View Audit Log tool.

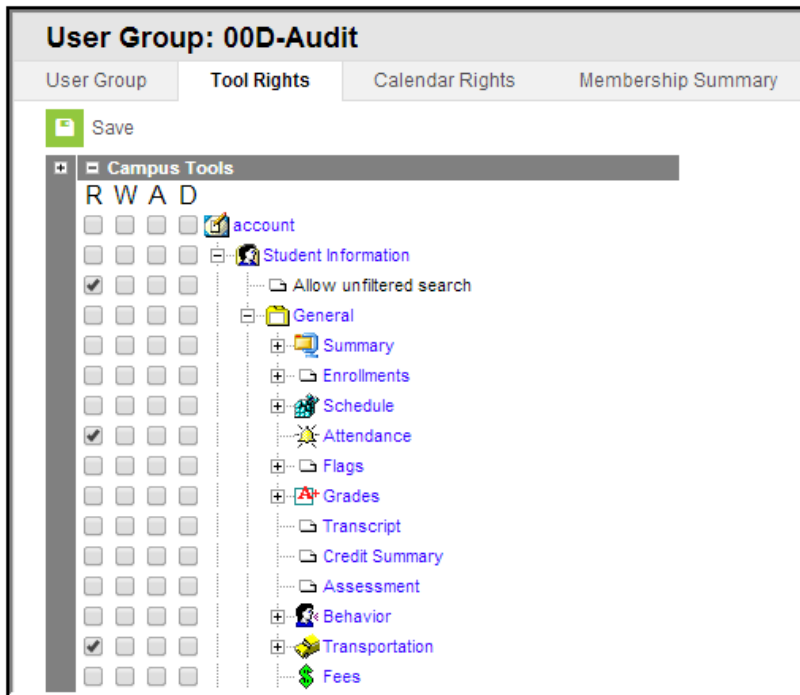


Image 14: User Group Tool Rights

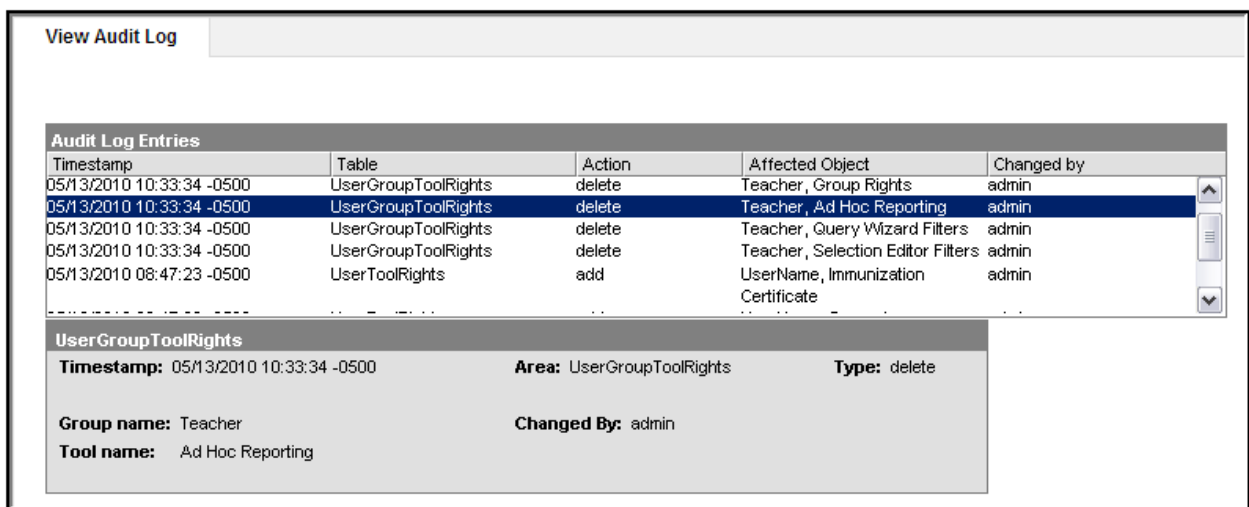


Image 15: Example Audit Log Entry for Removal of Tool Rights (User Group)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>Group Name</b>	Name of the user group for whom the tool rights were changed.
<b>Tool Name</b>	The tool right that was added/removed from the group.  This field will show the database column name for the tool right, rather than the field name displayed in the interface.
<b>Area</b>	General category of the audit. Changes to group tool rights will display a value of "UserGroupToolRights" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Type</b>	The type of update made to the group's tool rights: add or delete. <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear if the tool rights box is checked and the user group is allowed rights to the tool.</li> <li>• <b>Delete</b>- will appear if the tool rights box is unchecked and the rights are removed from the user group.</li> </ul> When rights to a entire module are added/removed, the audit log will contain an add/delete entry for each sub-right affected (e.g., if rights to the Health module are added, sub-rights to the health office tools and report will be added as individual entries for the user group within the audit log).

## Calendar Rights (User Group)

Changes made to the Calendar Rights tab of a user group are tracked by the View Audit Log tool.

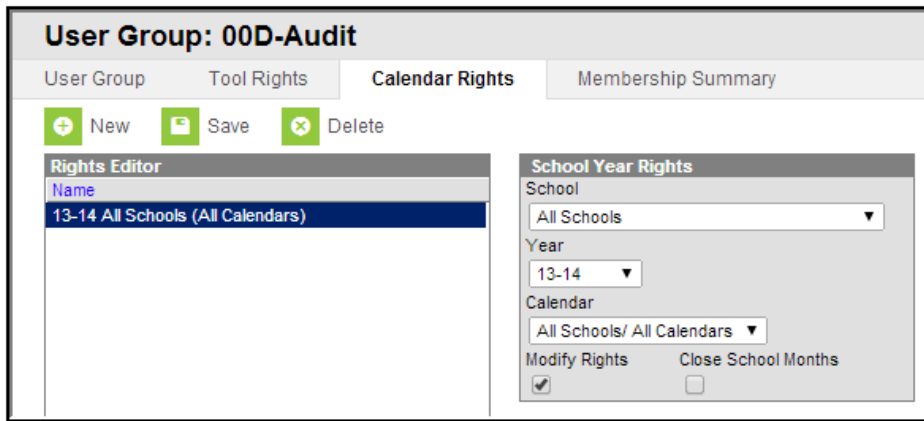


Image 16: User Group Calendar Rights

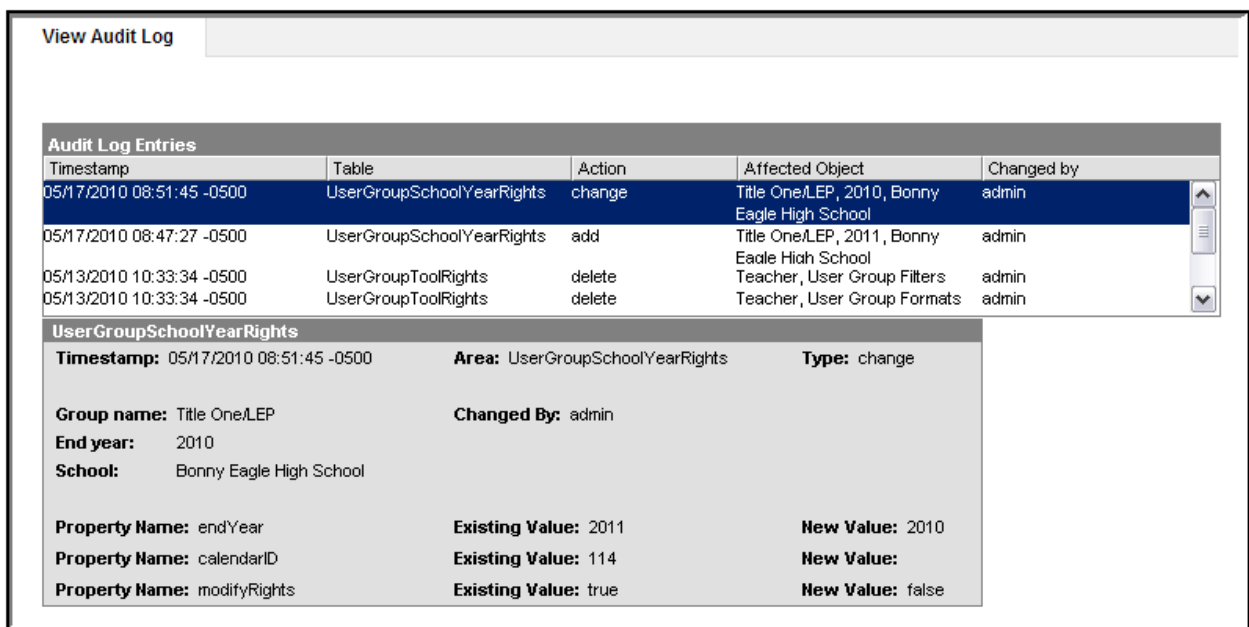


Image 17: Example Audit Log Entry for Calendar Rights Change (User Group)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user group for which the calendar rights were added, changed or deleted.
<b>End Year</b>	The last year of the school year to which rights were added, change or deleted (e.g., the end year of 2009-10 school year is 2010).
<b>School</b>	School for which the calendar rights were added, changed or deleted.



Audit Information	Description
<b>Property Name *</b>	<p>This field only appears if the update was a change.</p> <p>The specific calendar element(s) that changed.</p> <p>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</p>
<b>Area</b>	<p>General category of the audit. Changes to a group's calendar rights will display a value of "UserSchoolYearRights" for this area.</p>
<b>Changed By</b>	<p>The name of the user who was logged in at the time of the update.</p>
<b>Existing Value*</b>	<p>This field only appears if the update was a change.</p> <p>The value of the group's calendar rights BEFORE the change (old value).</p>
<b>Type</b>	<p>The type of update made to the group's calendar rights: add, change or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - indicates the group was granted rights to a new calendar.</li> <li>• <b>Change</b> - indicates the group's existing calendar rights were changed.</li> <li>• <b>Delete</b> - Indicates the group's rights to a calendar were removed.</li> </ul>
<b>New Value*</b>	<p>This field only appears if the update was a change.</p> <p>The value of the user group setting AFTER the change (new value).</p>

## Technical Information

Three database tables are used to hold audited data:

*AuditLogEntry*

*AuditLogEntryDescription*

*AuditLogEntryDetail*