User Group Report
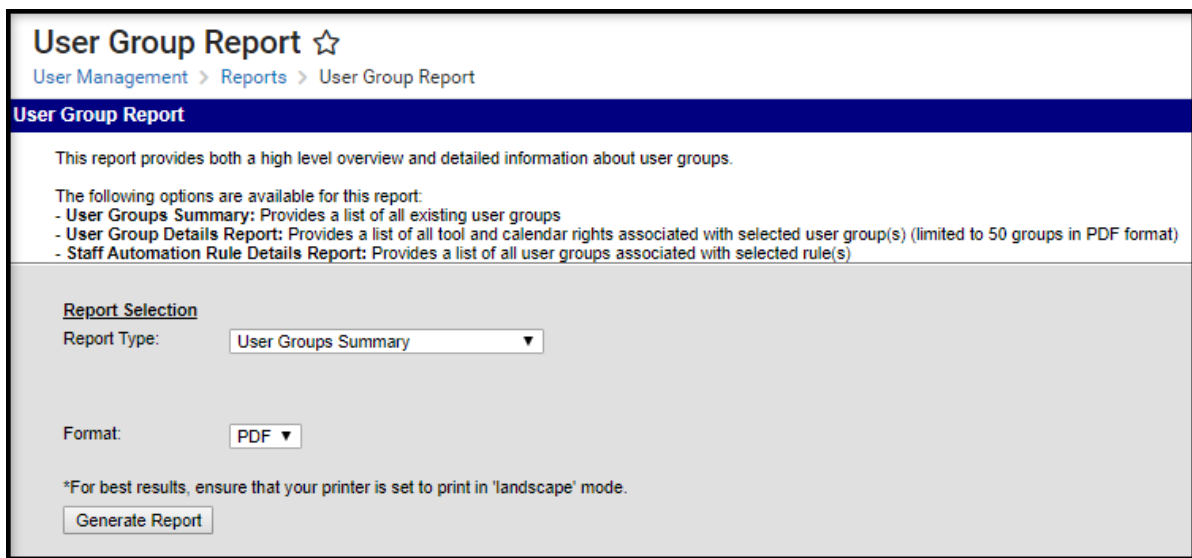
Last Modified on 10/22/2022 10:10 am CDT

Tool Rights | Prerequisites | Generating the User Group Reports

Classic View: *System Administration > User Security > Reports > User Group Report*

Search Term: *User Group Report*

The User Group Report provides high-level and detailed information about which user groups exist, all tool rights and calendar rights assigned to each user group, and which user groups are assigned to which Staff Account Automation rules.

Image 1: User Group Report

Tool Rights

PATH: *System Administration > User Security > Users > Product Security Roles > Student Information System*

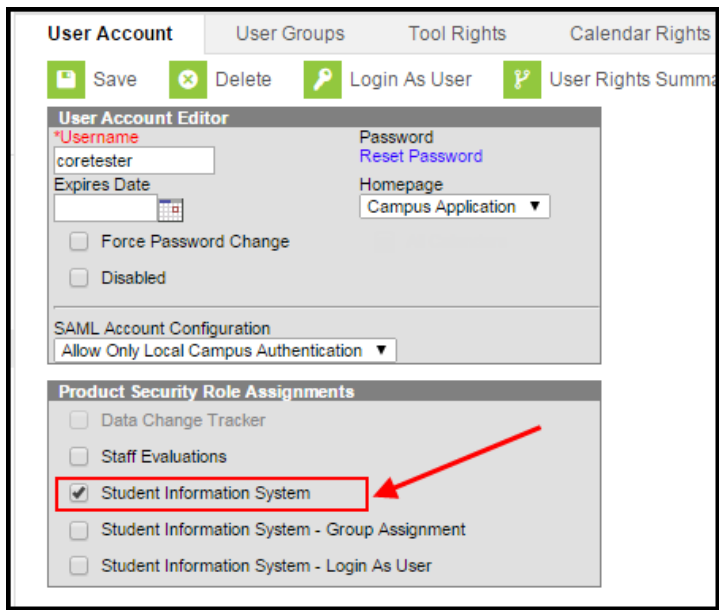In order to access the User Group Report, you must be granted the Student Information System Product Security Role.

Image 2: Student Information System Product Security Role

Prerequisites

- User Groups must be established in order for data to populate the User Groups Summary and User Group Details Reports
- Rules must be established via the Account Security Preferences tool in order for data to populate the Staff Automation Rule Details Report.
- User Groups can be assigned to staff and students en masse using the User Account Batch Wizard.

NOTE: User groups named with a leading + or - in the name will display as an equation within Microsoft Excel

Generating the User Group Reports

The following sections will walk you through generating and understanding each report type available:

- User Groups Summary
- User Group Details Report
- Staff Automation Rule Details Report

User Groups Summary

The User Groups Summary generates a list of all existing user groups within the district.

To generate the report:

1. Select a **Report Type** of 'User Groups Summary'
2. Select the **Format**
3. Click the **Generate Report** button. The report will appear in a separate window.

Image 3: User Group Summary Report

As shown in the image below (Image 4), the report will list all user groups within the district.

Image 4: Example of the User Group Summary Report

User Group Details Report

The User Group Details Report provides a list of all tool or calendar rights assigned to selected user groups.

There is a limit of 50 user groups when generating in PDF format.

To generate the report:

1. Select a **Report Type** of 'User Group Details Report'.
2. Select which **User Groups** will report tool/calendar right data.
3. Select the **Format**.
4. Click the **Generate Report** button. The Report will appear in a separate window in the designated format.
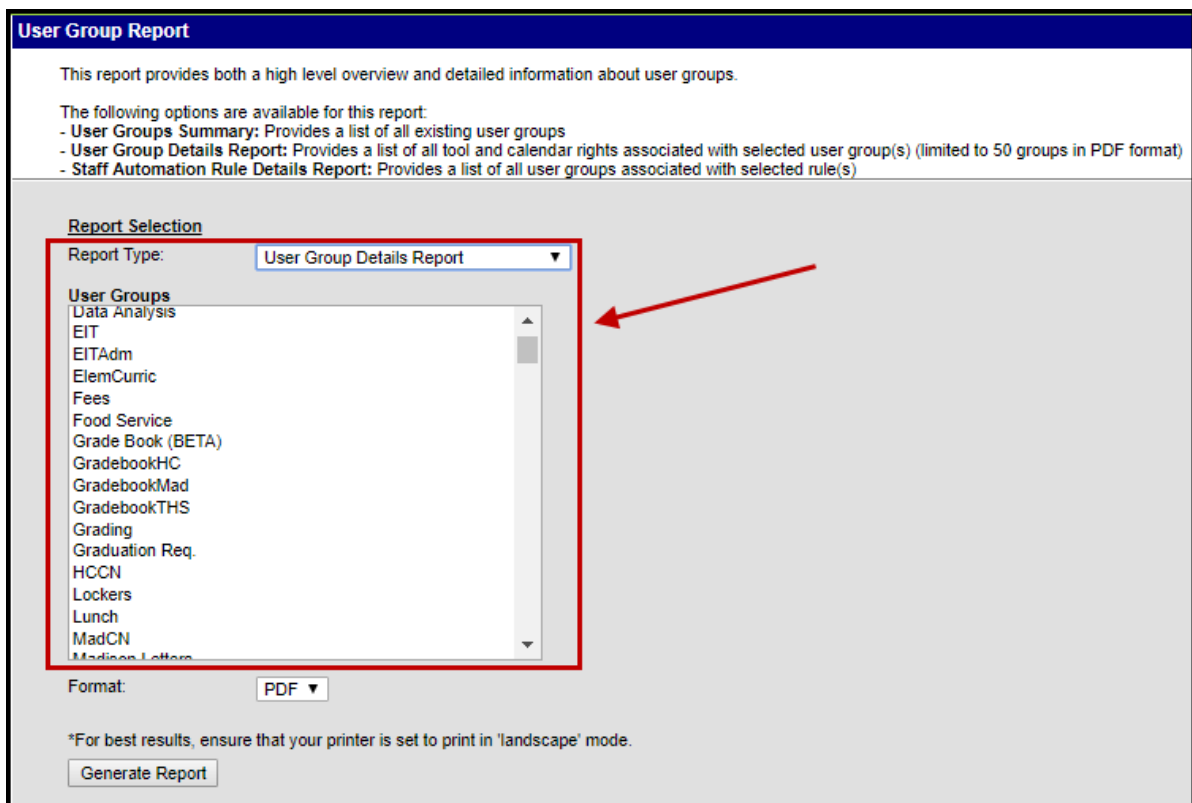

Image 5: User Group Details Report

As shown in the images below, the report details each tool and corresponding tool rights assigned to each user group within the district (Image 6). It also displays all calendar rights assigned to each user group within district (Image 7).

Example of Tool Rights	Example of Calendar Rights
Image 6: Example of Tool Rights Per User Group	Image 7: Example of Calendar Rights Per User Group

Staff Automation Rule Details Report

The Staff Automation Rule Details Report details a list of all user groups associated with selected Rules.

Rules are used during the Staff Account Automation process to determine what calendar rights, tool rights, and homepage settings are automatically applied to user accounts based on the Title and/or Role(s) designated on their District Assignment.

For more information about this process, please see the Account Security Preferences article.

To generate the report:

1. Select a **Report Type** of 'Staff Automation Rule Details Report'.
2. Select which **Rules** will report user group information.
3. Select the report **Format**.
4. Click the **Generate Report** button. The report will appear in a separate window in the designated format.
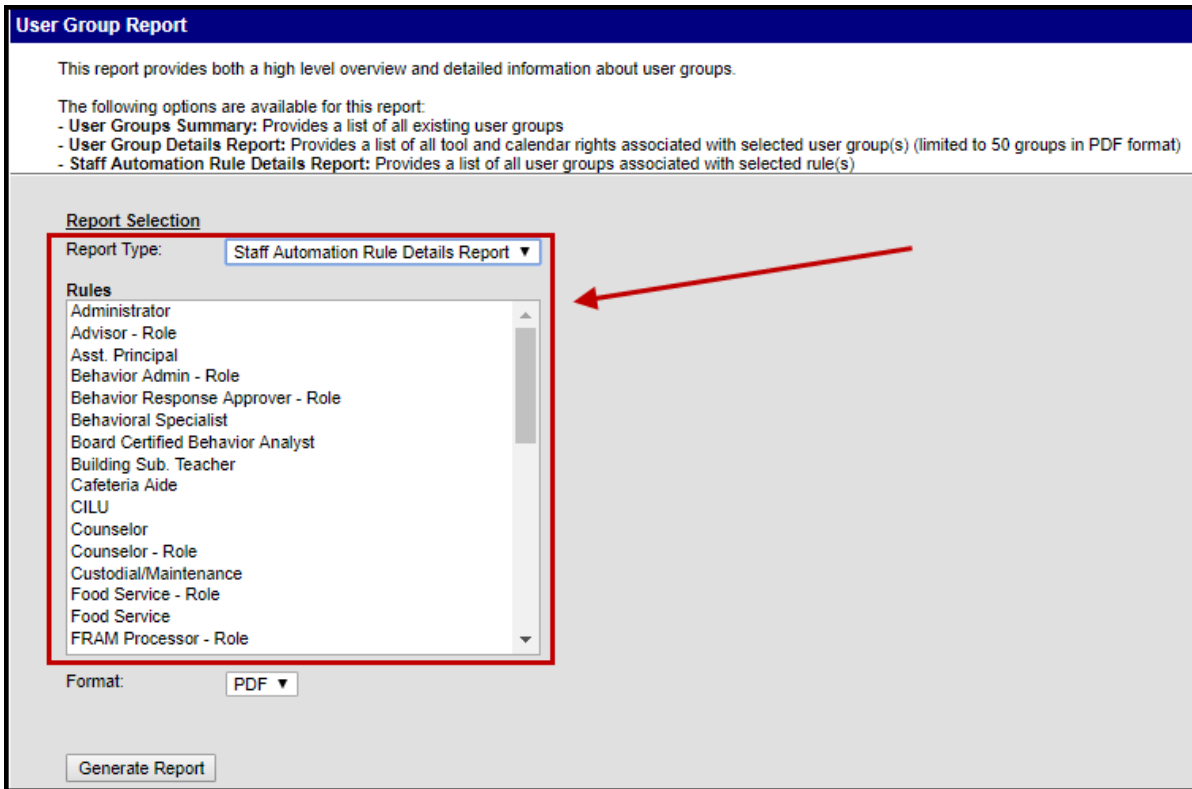
Image 8: Staff Autmoation Rule Details Report

As shown in the image below (Image 9), the report lists all user groups tied to a specific Rule (Behavioral Specialist) and Type (Title). This means any users who have a Title on their District Assignment record which matches the Title value set in the Behavior Specialist Rule will be given access to the tool rights and calendar rights encompassed in each of the user groups listed in the User Group Summary section.

144 Trumbull District	**Staff Automation Rules**
Generated on 09/20/2017 03:14:30 PM Page 1	Report generated for Administrator, System

Rule: Behavioral Specialist

Type: Title

Homepage: Campus Tools

User Group Summary: +Yr. - Curr. Booth Hill , +Yr. - Curr. Daniels Farm , +Yr. - Curr. Frenchtown , +Yr. - Curr. Hillcrest , +Yr. - Curr. Jane Ryan , +Yr. - Curr. Madison , +Yr. - Curr. Middlebrook , +Yr. - Curr. Out-of-System , +Yr. - Curr. Tashua , +Yr. - Curr. TECEC , +Yr. - Curr. Trumbull High , -Yr. - History - Booth Hill , -Yr. - History - Daniels Farm , -Yr. - History - Frenchtown , -Yr. - History - Hillcrest , -Yr. - History - Jane Ryan , -Yr. - History - Madison , -Yr. - History - Middlebrook , -Yr. - History - Out-of-System
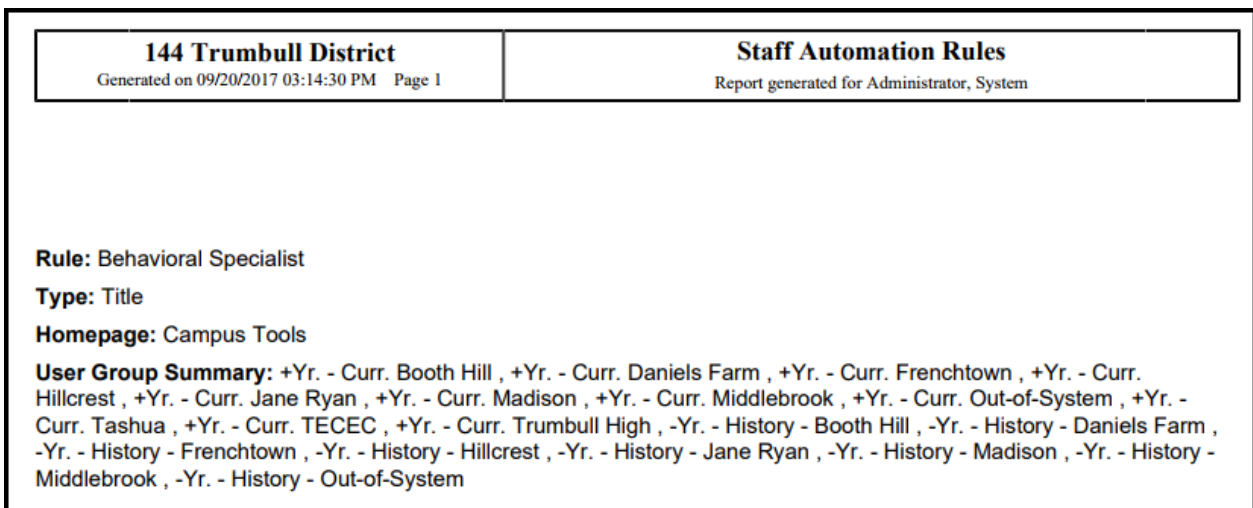
Image 9: Example of the Staff Automation Rule Details Report