

# User Group Report

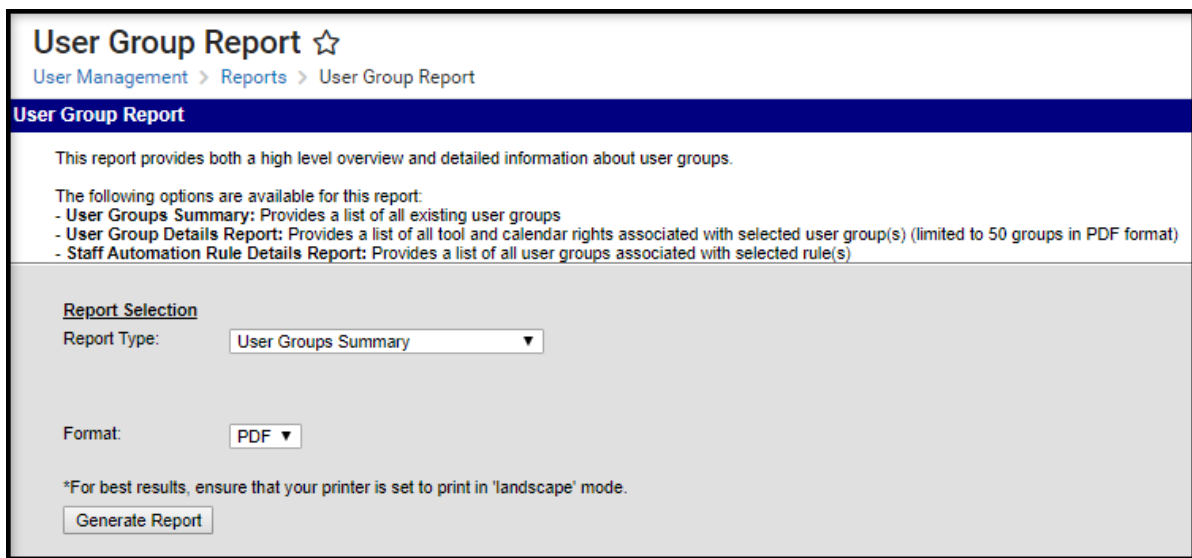
Last Modified on 10/22/2022 10:10 am CDT

[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.



The screenshot shows the 'User Group Report' interface. At the top, there is a breadcrumb trail: 'User Management > Reports > User Group Report'. Below this is a blue header bar with the text 'User Group Report'. The main content area contains the following text:

This report provides both a high level overview and detailed information about user groups.

The following options are available for this report:

- **User Groups Summary:** Provides a list of all existing user groups
- **User Group Details Report:** Provides a list of all tool and calendar rights associated with selected user group(s) (limited to 50 groups in PDF format)
- **Staff Automation Rule Details Report:** Provides a list of all user groups associated with selected rule(s)

Below the text is a 'Report Selection' section with two dropdown menus:

Report Type:

Format:

\*For best results, ensure that your printer is set to print in 'landscape' mode.

At the bottom of the form is a 'Generate Report' button.

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](#).

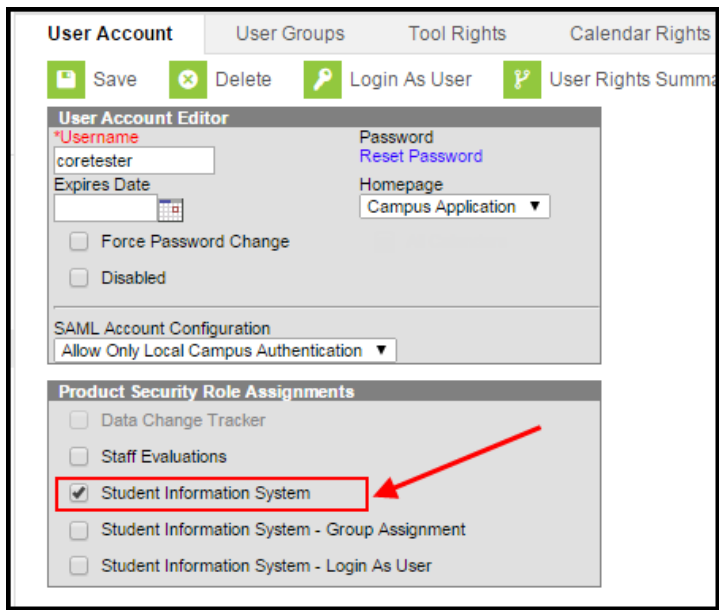


Image 2: Student Information System Product Security Role

## 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.

**User Group Report**

This report provides both a high level overview and detailed information about user groups.

The following options are available for this report:

- **User Groups Summary:** Provides a list of all existing user groups
- **User Group Details Report:** Provides a list of all tool and calendar rights associated with selected user group(s) (limited to 50 groups in PDF format)
- **Staff Automation Rule Details Report:** Provides a list of all user groups associated with selected rule(s)

**Report Selection**

Report Type: User Groups Summary ▼ ←

Format: PDF ▼

\*For best results, ensure that your printer is set to print in 'landscape' mode.

Generate Report

Image 3: User Group Summary Report

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

144 District <small>Generated on 09/14/2017 12:07:03 PM Page 1</small>	User Group Summary Report <small>Report generated for Administrator, System</small>
Nurses	Officials
Personnel	Photos
PLP	Portal Admin
PPS	Principals
Registration	Residency
RTI	RTI-Admin
Schedulers	Schedulers - THS
Schedulers-THS Course	Security
State Reporting	Supt
Survey	TAG
Teacher	Teacher - Elem.
Teacher - HC	Teacher - Mad
Teacher - THS	Teacher2
Tech	THS Admin
THS Dept. Chair	THS Guid.Sec
THSSchedReports	Transportation
Vo-Ag	YBLink
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	Yr. - History - Tashua
Yr. - History - TECEC	Yr. - History - Trumbull High
Yr. - Next Booth Hill	Yr. - Next Daniels Farm
Yr. - Next Frenchtown	Yr. - Next Hillcrest
Yr. - Next Jane Ryan	Yr. - Next Madison
Yr. - Next Middlebrook	Yr. - Next Tashua
Yr. - Next TECEC	Yr. - Next Trumbull High
Yr. - Prev. Booth Hill	Yr. - Prev. Daniels Farm
Yr. - Prev. Frenchtown	Yr. - Prev. Hillcrest
Yr. - Prev. Jane Ryan	Yr. - Prev. Madison
Yr. - Prev. Middlebrook	Yr. - Prev. Out-of-System

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.

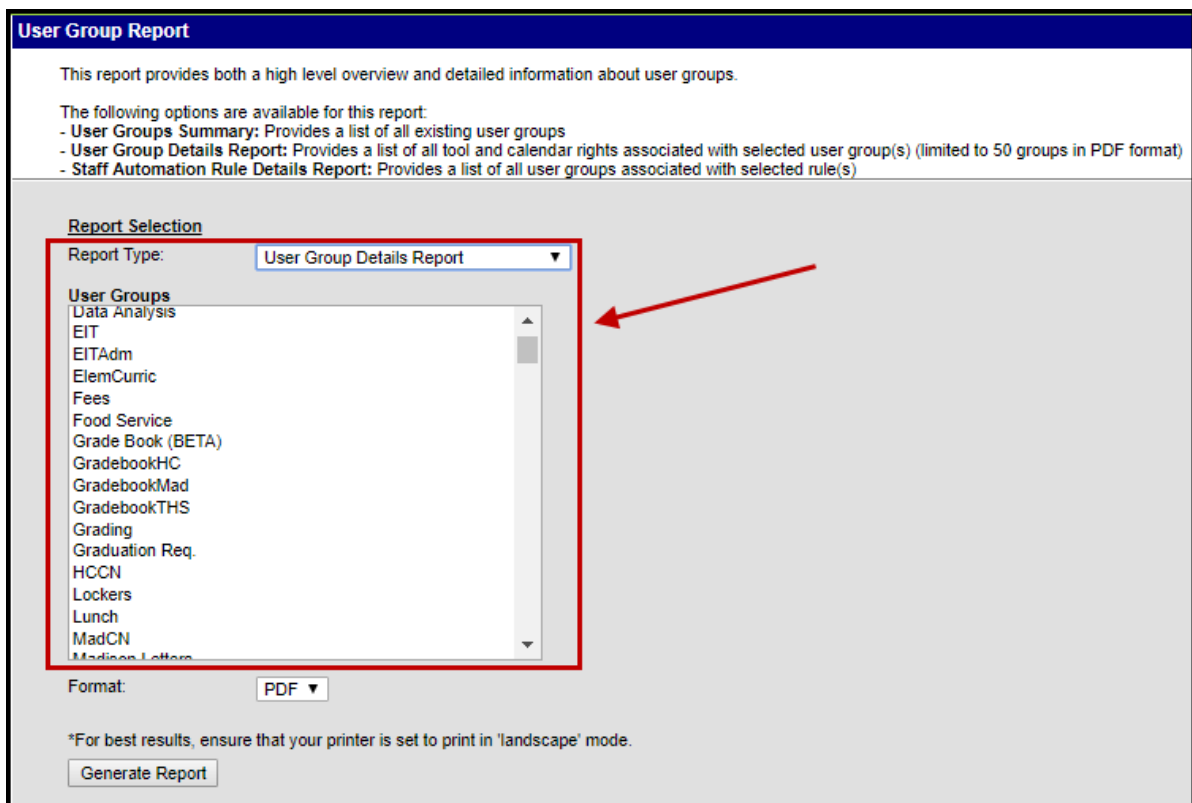


Image 5: User Group Details Report

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

144 District Generated on 09/14/2017 12:36:12 PM Page 1		User Group Details Report generated for Administrative System			
<b>Group Name:</b> Graduation Req.					
<b>Tool Rights</b>					
		Read	Write	Add	Delete
Program Admin > English Learners (EL) > EL Setup > EL Accommodation Types		X	X	X	X
Program Admin > English Learners (EL) > EL Setup > EL Service Types		X	X	X	X
Program Admin > Flags		X	X	X	X
Program Admin > Programs > Graduation Programs		X	X	X	X
Student Information > Academic Planning		X	X	X	X
Student Information > Academic Planning > Programs		X	X	X	X
Student Information > Academic Planning > Progress		X	X	X	X
<b>Group Name:</b> Grading					
<b>Tool Rights</b>					
		Read	Write	Add	Delete
System Administration > Grading & Standards		X	X	X	X
System Administration > Grading & Standards > GPA Calculation		X	X	X	X
System Administration > Grading & Standards > Grading Comments		X	X	X	X
System Administration > Grading & Standards > Grading Scales		X	X	X	X

Image 6: Example of Tool Rights Per User Group

### Example of Calendar Rights

144 Trumbull District Generated on 09/20/17 02:58:30 PM Page 1		User Group Details Report generated for Administrative System	
<b>Group Name:</b> Yr. - Prev. Trumbull High			
<b>Calendar Rights</b>		Modify Rights	Close School Months
15-16 Trumbull High School			
<b>Group Name:</b> Yr. - Prev. Booth Hill			
<b>Calendar Rights</b>		Modify Rights	Close School Months
15-16 Booth Hill Elementary Sc			
<b>Group Name:</b> Yr. - Prev. Daniels Farm			
<b>Calendar Rights</b>		Modify Rights	Close School Months
15-16 Daniels Farm Elementary			
<b>Group Name:</b> Yr. - Prev. Frenchtown			
<b>Calendar Rights</b>		Modify Rights	Close School Months
15-16 Frenchtown Elementary Sc			

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.

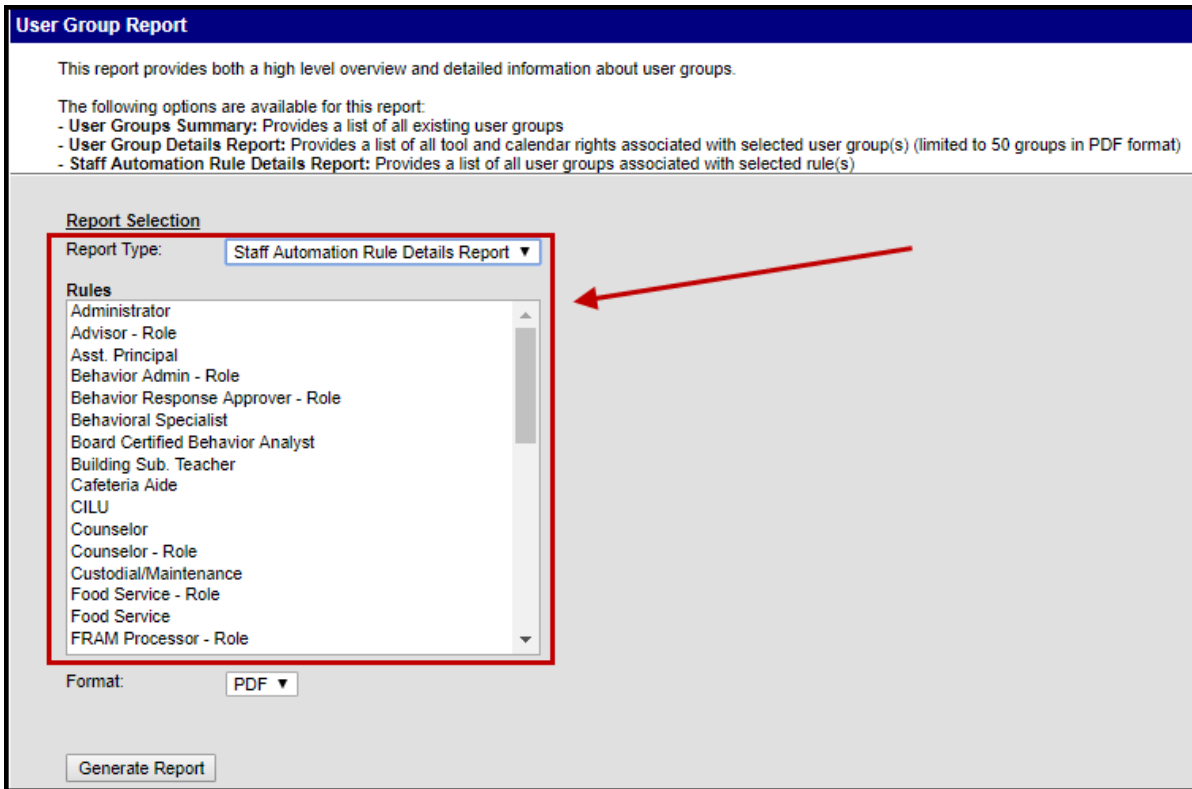


Image 8: Staff Automation Rule Details Report

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.

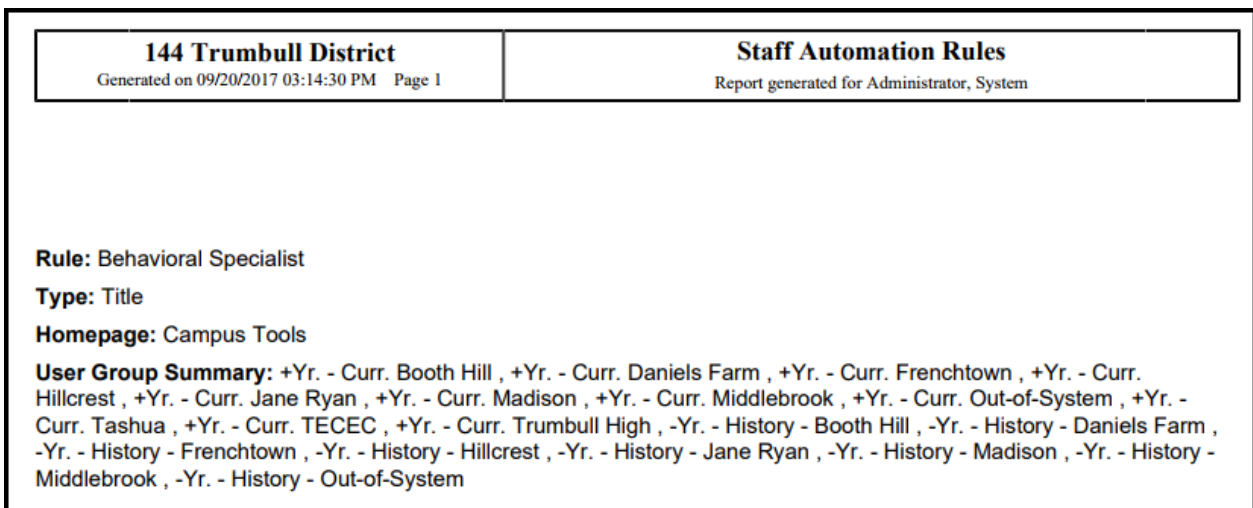


Image 9: Example of the Staff Automation Rule Details Report