User Group Tool Rights

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Individual User Tool Rights vs. Group Tool Rights | Tool Rights Definitions | Campus Instruction Tool Rights | Tool Rights Blocked by Account Automation | Example of Tool Rights | Privacy Law Compliance | User Group Tool Right Examples

PATH: *System Administration > User Security > User Groups > Tool Rights*

Tool Rights provide access to the functions within Infinite Campus. Rights are listed by module and are assigned by the Campus Administrator at the school.

Only users assigned a Product Security Role may assign Tool Rights to Campus Application User Groups. The Product Security Role is assigned on the User Account tab.

District administrators will need to determine the appropriate amount of access for each user/group based on that user/group's needs and district policies.
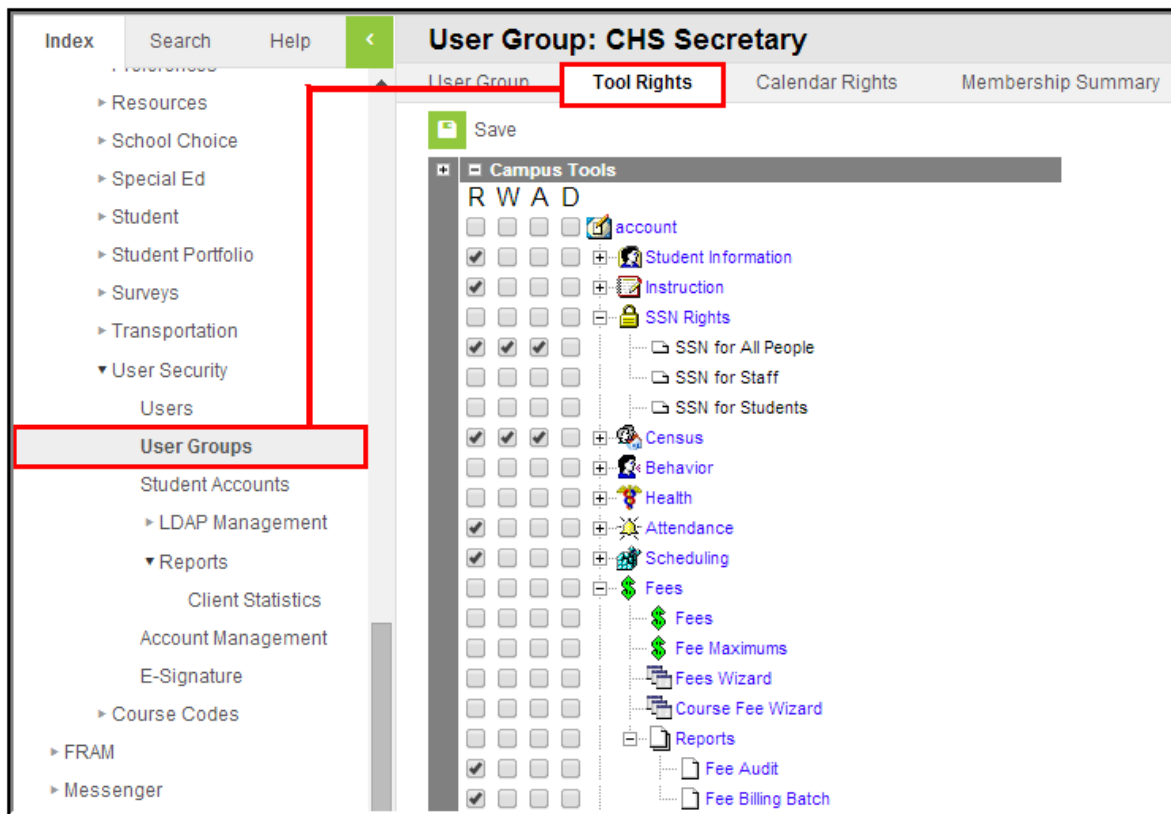

Image 1: Tool Rights (User Group)

Individual User Tool Rights vs. Group Tool Rights

Campus highly recommends assigning tool rights to users through user groups. Individual users should NOT be assigned individual rights; rather, they should be made members of the user groups

to which their job duties relate.

User groups should be created in sets and should contain tool rights tailored to specific job duties (e.g., separate user groups for nurses, secretaries, principals, counselors, reporting staff). User groups should also be created for specific school/year/calendar access (e.g., a user group with access to all schools/all years/all calendars, a user group with access to only Ballard High School/11-12 school year/11-12 Ballard High calendar).

Individual users should then be added to the user groups to which their duties correspond.

Tool Rights Definitions

This document will refer to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Details on the abbreviations are as follows:

R - Read

The R right indicates that the information on the applicable interface area may be viewed by the user. When only R rights are applicable, the user will not have access to the Save, Add or Delete icons in the action bar. Reports need only the R right for full access to viewing and generating results. In addition, R rights allow printing of information, when applicable. Many wizards require only the R right for complete access.
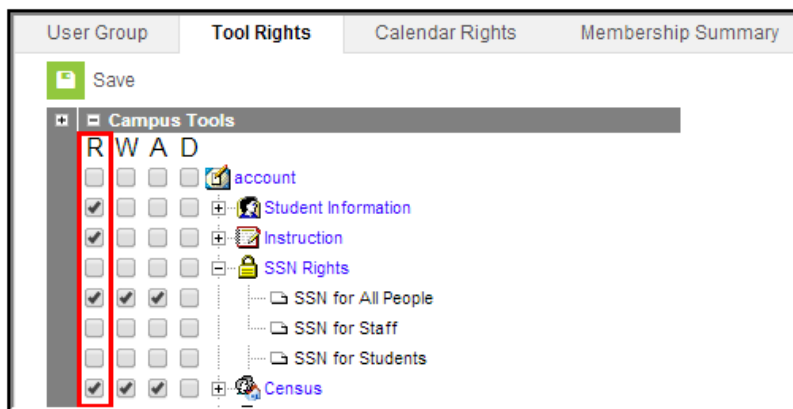

Image 2: Read Rights

W - Write

The W right indicates that the information on the applicable interface area may be viewed and modified by the user. When this right is applicable, the Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area (adding new data is controlled by the A right). This right includes the ability to change or remove data from a specific field.
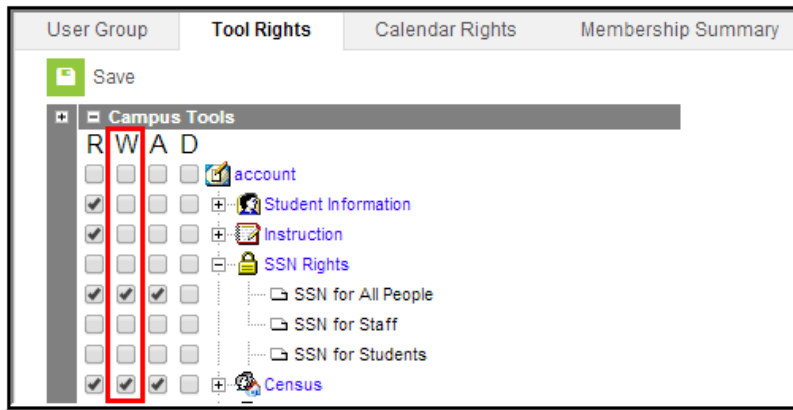
Image 3: Write Rights

A - Add

The A right indicates that the information on the applicable interface area may be viewed, modified and added to. When this right is applicable, the New or Add icons in the action bar will be functional. This right allows the user to add new data/records.
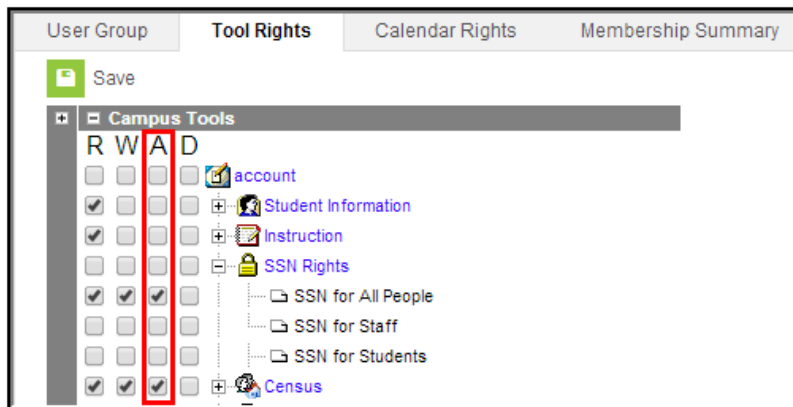
Image 4: Add Rights

D - Delete

The D right indicates that the information on the applicable interface area may be deleted. When this right is applicable, 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. A user will generally have RWA rights if he/she has D rights.

> User should assign this right with caution.
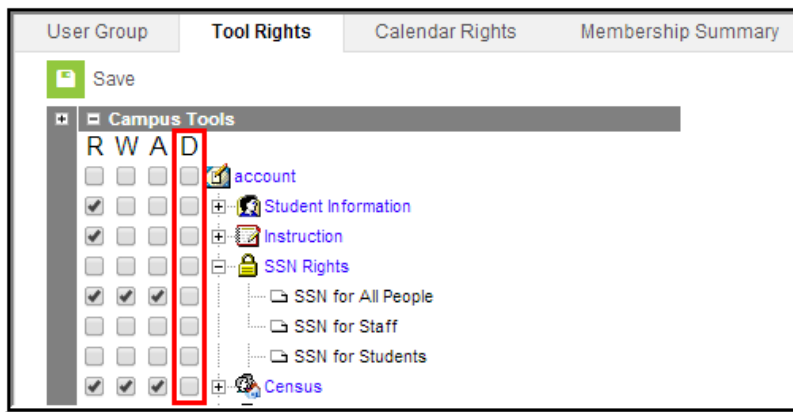
Image 5: Delete Rights

Campus Instruction Tool Rights

In comparison to the RWAD rights structure for Campus Tools, rights to Campus Instruction are currently all or nothing. Marking the rights checkbox for a Campus Instruction tool gives users and groups full access to the tool.

Campus Instruction tool rights appear below the list of Campus Tools rights.
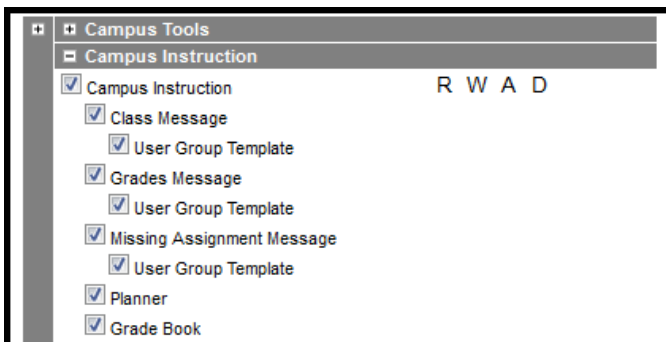
Image 6: Tool Rights in Campus Instruction

Tool Rights Blocked by Account Automation

If the 'Enable Automatic Creation of Staff Accounts' preference is enabled via the Account Security Preferences tool, user groups saved with only Calendar Rights will be prevented from having Tool Rights added. If you attempt to add tool rights to a calendar user group you will see the message below (Image 7).
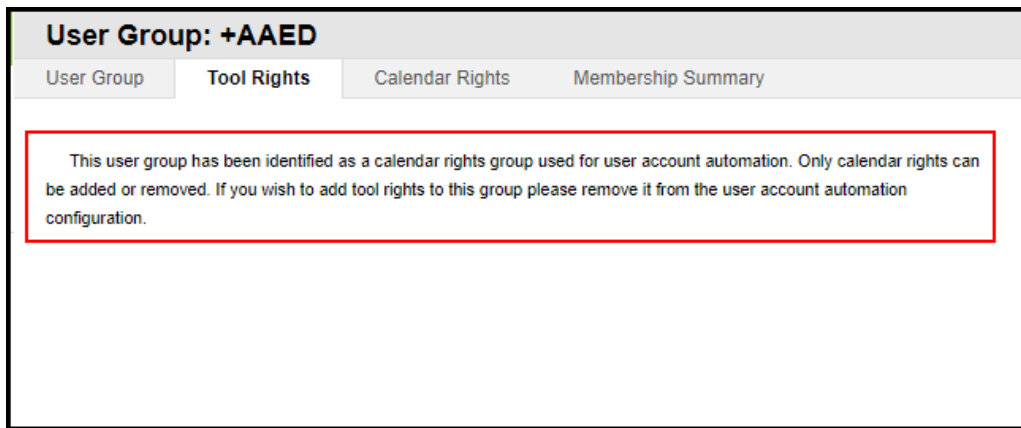
Image 7: User Group Prevented from Adding Tool Rights

Example of Tool Rights

The following are examples of how tool rights affect how users are able to view and access tools throughout Campus.

Limited Tool Rights (Read Only)

Limiting a user group's tool rights affects how each user is able to interact with a tool. In the example below, the user group is given only **R** (Read) rights to the Student Information module. Because the user group only has **R** (Read) rights, all of the fields within each Student Information tool is read-only and the **Save**, **Delete** and **New** buttons are unable to be used.
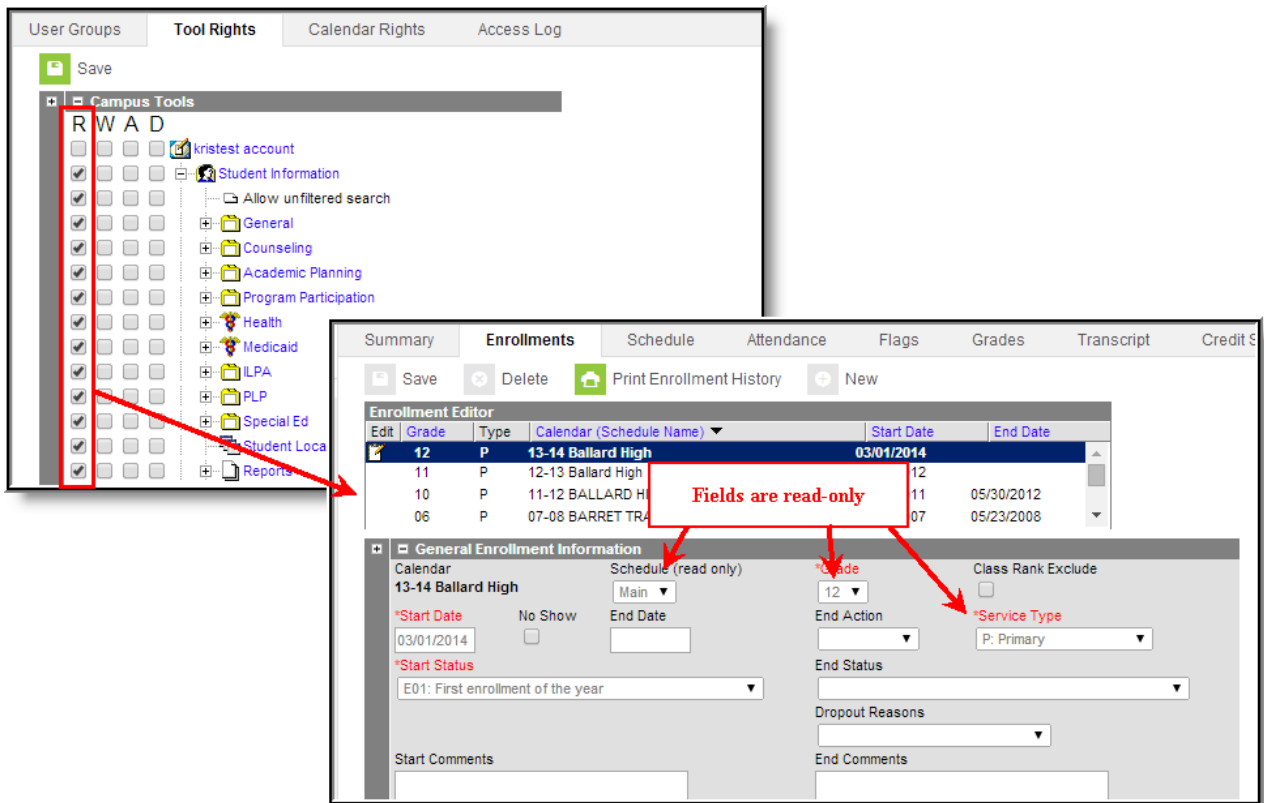
Image 8: Limited Tool Rights

Full Tool Rights (RWAD)

Providing **RWAD** tool rights to a user group means users has full access to modifying data with the tool. In the example below, a user group with **RWAD** tool rights to the Student Information module is able to modify all data within any Student Information tool.

Compare this example with the example above for a better understanding of how user groups are provided different tool access based on tool rights.
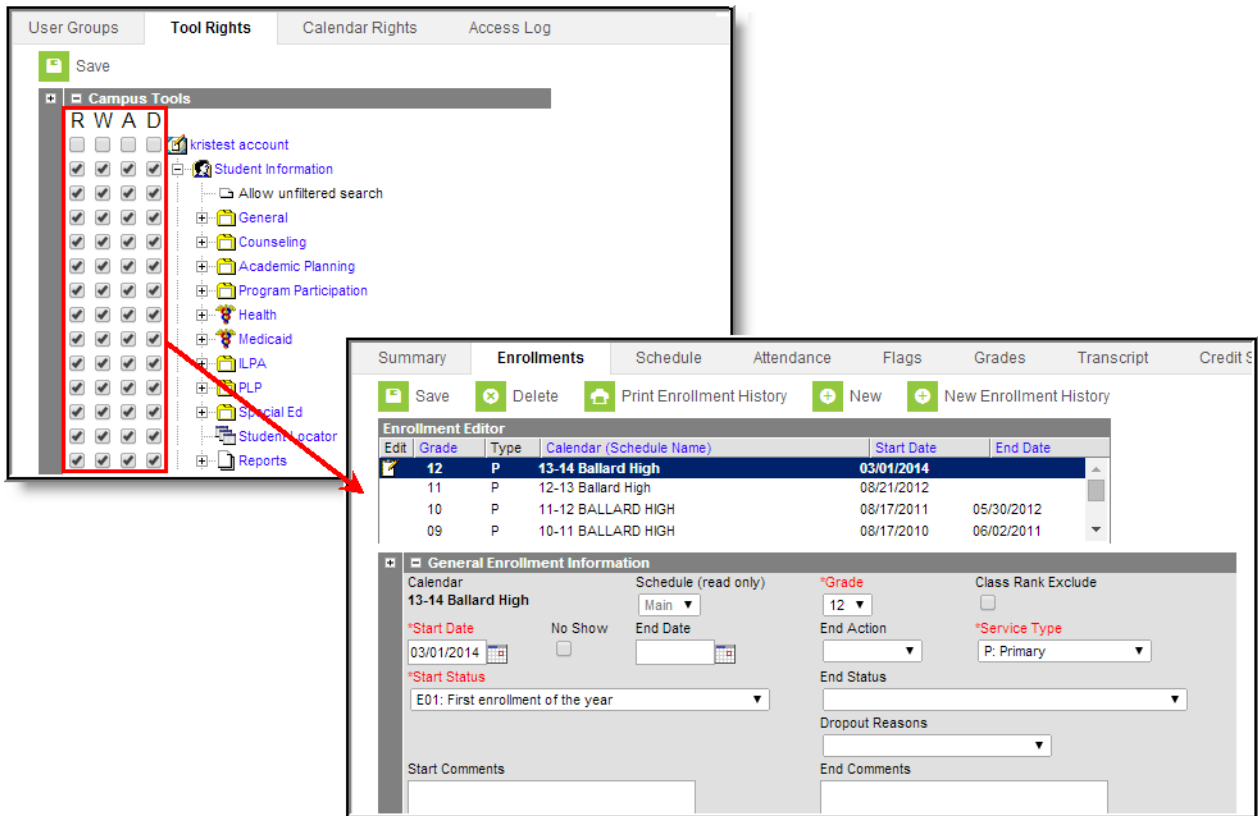
Image 9: Full Tool Rights

Privacy Law Compliance

To ensure that unauthorized users do not violate federal FERPA and HIPPA privacy laws, unauthorized users should NOT be allowed access to certain, federally protected areas in Campus.

The following fields/areas of student data are federally protected:

- FRAM > Eligibility > Eligibility
- Student Information > General > Enrollments > State Reporting > Ward of State
- Census > People > Demographics > Enrollments > State Reporting > Ward of State
- Student Information > General > Enrollments > State Reporting > Homeless
- Census > People > Demographics > Enrollments > State Reporting > Homeless
- Student Information > General > Enrollments > State Reporting > Migrant
- Census > People > Demographics > Enrollments > State Reporting > Migrant
- Student Information > General > Enrollments > Special Ed > Service Hours
- Census > People > Demographics > Enrollments > Special Ed > Service Hours
- Student Information > General > Enrollments > Special Ed > Service Hrs Percent Reported
- Census > People > Demographics > Enrollments > Special Ed > Service Hrs Percent Reported
- Student Information > Program Participation > English Learners (EL)
- Student Information > General > Enrollments > Enrollment History
- Census > People > Demographics > Enrollments > Enrollment History

- Student Information > Health > Conditions

User Group Tool Right Examples

The following is a list of typical user groups established within a school/district.

Due to a wide range of school-specific duties and policies, user group tool rights will vary greatly. The user group tool rights mentioned below are only examples of typical user group rights and DO NOT reflect actual tool rights needed for user groups within a school or district. System administrators should always consult school/district authorities and policies before creating and assigning user group tool rights.

All Campus Users

All campus users should be assigned these rights.

Tool Name	R	W	A	D
Account Setting	X	X	X	X
Log Off	X	X	X	X
My Data	X	X		

Ad Hoc Read-Only (No Report Creation)

This group should be added to users who will generate reports that other users have created and shared.

Tool Name	R	W	A	D
Ad hoc Reports (Student Information > General > Ad hoc Letters)	X			
Ad Hoc Reporting	X			

Ad Hoc (Full Reporting)

This group should be added to users who need access to all Ad hoc reporting tools. System

administrators will need to be members of this group to be able to create and share filters with other members.

Tool Name	R	W	A	D
Ad hoc Reports (Student Information > General > Ad hoc Letters)	X			
Ad Hoc Reporting	X	X	X	X

Attendance Clerks

Tool Name	R	W	A	D
Attendance (Student Information > General > Attendance)	X	X	X	X
Allow Unfiltered Search	X	X	X	X
Attendance	X	X	X	X
Attendance Wizards (Attendance > Attendance Wizards)	X	X	X	X
Attendance Letters (Attendance > Attendance Letters)				
Attendance Messenger (Attendance > Attendance Messenger)				
Classroom Monitor (Attendance > Classroom Monitor)	X	X	X	X
Daily Attendance (Attendance > Daily Attendance)	X	X	X	X
Attendance Messenger Scheduler (Attendance > Attendance Messenger Scheduler)				
Reports (Attendance > Reports)				

Counselors

Tool Name	R	W	A	D
Summary (Student Information > General > Summary)	X			
Enrollments (Student Information > General > Enrollments)	X			
General Enrollment Information (Student Information > General > Enrollments > General Enrollment Information)	X			
Graduation (Student Information > General > Enrollments > Graduation)				
Future Enrollment (Student Information > General > Enrollments > Future Enrollment)				
State Reporting (Student Information > General > Enrollments > State Reporting)				

Tool Name	R	W	A	D
Special Education (Student Information > General > Enrollments > Special Education)				
Enrollment History (Student Information > General > Enrollments > Enrollment History)	X			
Schedule (Student Information > General > Schedule)	X	X	X	
Attendance (Student Information > General > Attendance)	X			
Programs (Student Information > General > Programs)	X	X	X	X
Grades (Student Information > General > Grades)	X			
Transcript (Student Information > General > Transcript)	X	X	X	
Credit Summary (Student Information > General > Credit Summary)	X			
Assessment (Student Information > General > Assessment)	X			
Behavior (Student Information > General > Behavior)	X			
Transportation (Student Information > General > Transportation)	X			
Fees (Student Information > General > Fees)	X			
Lockers (Student Information > General > Lockers)	X			
Graduation (Student Information > General > Graduation)	X	X	X	
Athletics (Student Information > General > Athletics)	X			
Waiver (Student Information > General > Waiver)	X			
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Counseling (Student Information > Counseling)	X	X	X	X
Grad Planner (Student Information > Grad Planner)	X	X	X	X
File Labels by DOB (Student Information > Reports > File Labels by DOB)	X	X	X	X
Counselor (Student Information > Reports > Counselor)	X	X	X	X
Folder Labels by DOB (Student Information > Reports > Folder Labels by DOB)	X	X	X	X
Progress Report (Student Information > Reports > Progress Report)	X	X	X	X
Reports (Grading and Standards > Reports)	X	X	X	X

Disciplinary/Behavior Staff

Tool Name	R	W	A	D
Summary (Student Information > General > Summary)	X			
Behavior (Student Information > General > Behavior)	X	X	X	X
All Calendars (Student Information > General > Behavior > All Calendars)	X			
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Behavior	X	X	X	X
Behavior Messenger (Behavior > Behavior Messenger)				
Behavior Letter Wizard (Behavior > Behavior Letter Wizard)	X			
Behavior Messenger Scheduler (Behavior > Behavior Messenger Scheduler)				
Reports (Behavior > Reports)				

Disciplinary/Behavior Referral

This group is usually added to teachers.

Tool Name	R	W	A	D
Behavior Referral (Behavior > Behavior Referral)	X	X	X	X

Health Administrators

This group should have limited members.

Tool Name	R	W	A	D
Programs (Student Information > General > Programs)	X	X	X	X
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Health (Student Information > Health)	X	X	X	X
Health	X	X	X	X
Vaccines (System Administration > Health > Vaccines)	X			
Batch Service Log Entry (Medicaid > Batch Service Log Entry)	X	X	X	

Health Staff

Tool Name	R	W	A	D
Programs (Student Information > General > Programs)	X	X	X	X

Tool Name	R	W	A	D
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Health (Student Information > Health)	X	X	X	X
Batch Service Log Entry (Medicaid > Batch Sevice Log Entry)	X	X	X	

Medicaid Administrator

Tool Name	R	W	A	D
Medicaid	X	X	X	X
Batch Service Log Entry (Medicaid > Batch Service Log Entry)	X	X	X	X
Batch Bills (Medicaid > Batch Bills)	X	X	X	X
Reports (Medicaid > Reports)				
Service Log (Medicaid > Reports > Service Log)				
Service (Medicaid > Reports > Service)	X	X	X	X
Provider Service Log (Medicaid > Reports > Provider Service Log)	X	X	X	X
Eligibility (Medicaid > Reports > Eligibility)	X	X	X	X
Medicaid (System Administration > Medicaid)	X	X	X	X

Principals

Tool Name	R	W	A	D
Student Information	X			
General (Student Information > General)				
Schedule (Student Information > General > Schedule)	X			
Grades (Student Information > General > Grades)	X	X	X	X
Behavior (Student Information > General > Behavior)	X	X	X	X
Counseling (Student Information > Counseling)				
Contact Log (Student Information > Counseling > Contact Log)	X			
Health (Student Information > Health)				
Student Locator (Student Information > Student Locator)				
Behavior	X	X	X	X
Classroom Monitor (Attendance > Classroom Monitor)	X			

Tool Name	R	W	A	D
Daily Attendance (Attendance > Daily Attendance)	X			
User Communication	X	X	X	X

Records Transfer (district-to-district and national)

This group is for users who send and receive student records transfers. These rights allow district-to-district records transfers and national records transfers as applicable to the particular district. Users assigned to this group should be limited.

Tool Name	R	W	A	D
Records Transfer (Student Information > General > Records Transfer)	X	X	X	X
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Student Locator (Student Information > Student Locator)	X	X	X	X
Student Records Transfer (System Administration > Data Utilities > Student Records Transfer)	X	X	X	X
Notify Process Inbox ((System Administration > Data Utilities > Student Records Transfer > Notify Process Inbox)	X	X	X	X

Registrars (Census)

Registrars/Census staff are often additionally assigned Reporting rights.

Tool Name	R	W	A	D
Summary (Student Information > General > Summary)	X	X	X	
Enrollments (Student Information > General > Enrollments)	X			
General Enrollment Information (Student Information > General > Enrollments > General Enrollment Information)	X	X	X	X
Future Enrollment (Student Information > General > Enrollments > Future Enrollment)	X	X	X	X
Enrollment History (Student Information > General > Enrollments > Enrollment History)	X	X	X	
Records Transfer (Student Information > General > Records Transfer)	X	X	X	X
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Student Locator (Student Information > Student Locator)	X	X	X	X

Tool Name	R	W	A	D
Enrollment Overlap (Student Information > Reports > Enrollment Overlap)	X	X	X	X
Enrollment Summary (Student Information > Reports > Enrollment Summary)	X	X	X	X
Enrollment Status (Student Information > Reports > Enrollment Status)	X	X	X	X
Duplicate IDs (Student Information > Reports > Duplicate IDs)	X	X	X	X
Duplicate Students Search (Student Information > Reports > Duplicate Students Search)	X	X	X	X
Census	X	X	X	X
People (Census > People)	X	X	X	X
Enrollments (Census > People > Enrollments)	X			
General Enrollment Information (Census > People > Enrollments > General Enrollment Information)	X	X	X	
Graduation (Census > People > Enrollments > Graduation)				
State Reporting (Census > People > Enrollments > State Reporting)				
Special Education (Census > People > Enrollments > Special Education)				
Future Enrollment (Census > People > Enrollments > Future Enrollment)	X	X	X	
Enrollment History (Census > People > Enrollments > Enrollment History)	X	X	X	
District Employment (Census > People > District Employment)				
District Assignment (Census > People > District Assignment)				
POS Deposit (Census > People > POS Deposit)				
School Choice (Census > People > School Choice)				
Student Contacts (Census > People > Student Contacts)				
Credentials (Census > People > Credentials)				
Overrides (Census > People > Overrides)				
Household (Census > Household)	X	X	X	X
Fees (Census > Household > Fees)				
POS Deposit (Census > Household > POS Deposit)				
Reports (Census > Reports)	X	X	X	X
Impact Aid Report (Census > Reports > Impact Aid Report)				

Schedulers

* Delete rights allow a scheduler the ability to remove the schedule and all associated attendance and grades for students who attended classes within that schedule. These rights should be limited.

** Rights should ONLY be granted to these tools during the master scheduling period. After the master scheduling period has passed, these rights should be removed. Campus recommends that one user be in charge of the Schedule Wizard.

Tool Name	R	W	A	D
Schedule* (Student Information > General > Schedule)	X	X	X	X
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Scheduling	X	X	X	X
Courses (Scheduling > Courses)	X	X	X	
Sections (Scheduling > Courses > Sections)	X	X	X	
Roster Setup (Scheduling > Courses > Sections > Roster Setup)				
Schedule Wizard** (Scheduling > Schedule Wizard)	X	X	X	X
Add Course* (Scheduling > Add Course)	X	X	X	X
Scheduling Build Constraints** (Scheduling > Scheduling Build Constraints)	X	X	X	X
Roster Copy** (Scheduling > Roster Copy)	X	X	X	X
Schedule Gap Filler** (Scheduling > Schedule Gap Filler)	X	X	X	X
Request Wizard** (Scheduling > Request Wizard)	X	X	X	X
Fill Teams** (Scheduling > Fill Teams)	X	X	X	X
Rotation Builder** (Scheduling > Rotation Builder)	X	X	X	X
Student Gap Scheduler** (Scheduling > Student Gap Scheduler)	X	X	X	X
Trials** (Scheduling > Trials)	X	X	X	X
Lunches** (Scheduling > Lunches)	X	X	X	X
Scheduling Group** (Scheduling > Scheduling Group)	X	X	X	X
Reports (Scheduling > Reports)	X	X	X	X

Secretaries

Secretary roles vary greatly.
* Districts or schools may wish to establish separate user groups to handle the Transportation, Fees, Lockers and/or Athletics areas.

Tool Name	R	W	A	D
Summary (Student Information > General > Summary)	X			
Schedule (Student Information > General > Schedule)	X			
Programs (Student Information > General > Programs)	X			
Transportation* (Student Information > General > Transportation)	X	X	X	X
Fees* (Student Information > General > Fees)	X	X	X	X
Lockers* (Student Information > General > Lockers)	X	X	X	X
Athletics* (Student Information > General > Athletics)	X	X	X	X
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Fee Payment* (Student Information > Reports > Fee Payments)	X	X	X	X
File Labels by DOB (Student Information > Reports > File Labels by DOB)	X	X	X	X
Folder Labels by DOB (Student Information > Reports > Folder Labels by DOB)	X	X	X	X
Fee Receivable Summary* (Student Information > Reports > Fee Receivable Summary)	X	X	X	X
Fee Audit* (Student Information > Reports > Fee Audit)	X	X	X	X
Fee Billing Batch* (Student Information > Reports > Fee Billing Batch)	X	X	X	X
Athletic Eligibility* (Student Information > Reports > Athletic Eligibility)	X	X	X	X
Sub Attendance Roster (Attendance > Reports > Sub Attendance Roster)	X	X	X	X
Master Schedule (Scheduling > Reports > Master Schedule)	X	X	X	X
Open Rooms (Scheduling > Reports > Open Rooms)	X	X	X	X
Section Rosters (Scheduling > Reports > Section Rosters)	X	X	X	X
Teacher Schedule Batch (Scheduling > Reports > Teacher Schedule Batch)	X	X	X	X
Reports (Grading and Standards > Reports)	X	X	X	X

Social Security Number Rights

Social Security Numbers are managed independent from other user Demographic information. By limiting user access to SSNs, schools can manage who is allowed to view or modify staff SSNs, student SSNs or the SSNs of all people within the system. Users assigned to a SSN group MUST have calendar tool rights to users included within the group.

* This tool right allows viewing or modification of all users within the system.

Tool Name	R	W	A	D
SNN for All People* (SSN Rights > SSN for All People)	X			
SSN for Staff (SSN Rights > SSN for Staff)	X			
SSN for Students (SSN Rights > SSN for Students)	X			

Special Education Administration

This group should have limited members.

Tool Name	R	W	A	D
Special Ed (Student Information > Special Ed)	X	X	X	
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Process Compliance (Student Information > Reports > Process Compliance)	X	X	X	X
Plan Audit (Student Information > Reports > Plan Audit)	X	X	X	X
Service Detail (Student Information > Reports > Service Detail)	X	X	X	X
Service Provider Detail (Student Information > Reports > Service Provider Detail)	X	X	X	X
File Labels by DOB (Student Information > Reports > File Labels by DOB)	X	X	X	X
Special Ed Exception (Student Information > Reports > Special Ed Exception)	X	X	X	X
Test Accommodations (Student Information > Reports > Test Accommodations)	X	X	X	X
Folder Labels by DOB (Student Information > Reports > Folder Labels by DOB)	X	X	X	X
Service Summary (Student Information > Reports > Service Summary)	X	X	X	X
Caseload Summary (Student Information > Reports > Caseload Summary)	X	X	X	X
Service Provider Summary (Student Information > Reports > Service Provider Summary)	X	X	X	X
Test Results (Student Information > Reports > Test Results)	X	X	X	X
Progress Report (Student Information > Reports > Progress Report)	X	X	X	X
PLP (Student Information > PLP)	X	X	X	
Special Education (System Administration > Special Education)	X	X	X	X
Batch Service Log Entry (Medicaid > Batch Service Log Entry)	X	X	X	
Service Log (Medicaid > Reports > Service Log)	X	X	X	

Special Education Staff

Tool Name	R	W	A	D
Student Information	X			
Special Education (Student Information > Special Ed)	X	X	X	
Allow Unfiltered Search (Student Information > Allow Unfiltered Search)	X	X	X	X
Process Compliance (Student Information > Reports > Process Compliance)	X	X	X	X
Plan Audit (Student Information > Reports > Plan Audit)	X	X	X	X
Service Detail (Student Information > Reports > Service Detail)	X	X	X	X
Service Provider Detail (Student Information > Reports > Service Provider Detail)	X	X	X	X
File Labels by DOB (Student Information > Reports > File Labels by DOB)	X	X	X	X
Special Ed Exception (Student Information > Reports > Special Ed Exception)	X	X	X	X
Test Accommodations (Student Information > Reports > Test Accommodations)	X	X	X	X
Folder Labels by DOB (Student Information > Reports > Folder Labels by DOB)	X	X	X	X
Service Summary (Student Information > Reports > Service Summary)	X	X	X	X
Caseload Summary (Student Information > Reports > Caseload Summary)	X	X	X	X
Service Provider Summary (Student Information > Reports > Service Provider Summary)	X	X	X	X
Test Results (Student Information > Reports > Test Results)	X	X	X	X
Progress Report (Student Information > Reports > Progress Report)	X	X	X	X
PLP (Student Information > PLP)	X	X	X	
Batch Service Log Entry (Medicaid > Batch Service Log Entry)	X	X	X	
Service Log (Medicaid > Reports > Service Log)	X	X	X	

State Reporting

* State reporting tabs and reports should be checked as necessary.

Tool Name	R	W	A	D
Summary (Student Information > General > Summary)	X			
Enrollment (Student Information > General > Enrollments)	X	X	X	

Tool Name	R	W	A	D
General Enrollment Information (Student Information > General > Enrollments > General Enrollment Information)	X			
ADM and ADA Detail * (Attendance > Reporting > ADM and ADA Detail)				
Home & Hospital Attendance Register * (Attendance > Reporting > Home & Hospital Attendance Register)				
Funding Report * (Attendance > Reports > Funding Report)				
State Reporting	X	X	X	X

Surveys

This group should only be assigned to staff members with Survey functionality needs.

Tool Name	R	W	A	D
Surveys	X	X	X	

Teachers

Appropriate rights for teacher may vary by district. Some districts also provide teachers with limited access to tools within the Student Information, Grading & Standards, Census, Fees, and Attendance modules.

Tool Name	R	W	A	D
Summary (Student Information > General > Summary)	X			
Schedule (Student Information > General > Schedule)	X			
Attendance (Student Information > General > Attendance)	X			
Grades (Student Information > General > Grades)	X			
Assessment (Student Information > General > Grades)	X			
Behavior Referral (Behavior > Behavior Referral)	X	X	X	X
Sent Message Log (Messenger > Sent Message Log)	X			
Campus Instruction	Rights are all or nothing.			