

Add User Group

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

Create a Group

PATH: System Administration > User Security > User Groups > User Group

Search Term: Add User Group

The Add User Group tool allows you to create user groups which can then be assigned specific tool and calendar rights. Once a user group is given specific rights, users can be assigned the group and all rights granted to the group are then granted to the person assigned to the group. This is convenient and streamlined way to mass assign rights to a set of users as well as add or remove rights from these users.

For information on adding a user group for an individual user, **see this article**.

Only users with the Student Information System (SIS) product security role can access this tool.

d User Group	
User Group Name *	
Security Team - 2020	
Associated Product	
Student Information System	
Description	

Create a Group

To create a group:

Infinite 🕬

- 1. Search for 'Add User Group' in the tool search bar and select the tool.
- 2. Enter the **User Group Name**. Campus recommends using a descriptive name easily identifiable when assigning to users.
- 3. Select the **Associated Product**. This allows you to associate the group to a specific product within Infinite Campus. Only users in a Multi-Product or Premium Product environment are able to select a value other than 'Student Information System'. Depending on the products your district uses, the following options are available.
 - Student Information System
 - Finance
 - Human Resources
 - Point of Sale
 - Staff Evaluations
- 4. Enter a group **Description**.
- 5. Click Save.
 - OR
- 6. Click **Save & Navigate**. When clicked, you will be asked to search for and select the user group you want to view.



Campus	for a tool or student	Select a User Group User Group Information
User Group Information な User Management > User Groups > User Group Information		User Group Search
		Order: Alphabetical
		+1 Calendar - Arthur Elem
Please select a user gr	+1 Calendar - Fillmore MS	
	+1 Calendar - Harrison HS	
	-1 Calendar - Arthur Elem	
	-1 Calendar - Fillmore MS	
	-1 Calendar - Harrison HS	
	0 Current Calendar - Arthur Elem	
	0 Current Calendar - Carter MS	
	0 Current Calendar - Fillmore MS	
		0 Current Calendar - Harrison HS
		Ad Hoc Reporting
		Image:
		Close Reset

Select the user group from search results. You will now be directed to the User Group Details for that group.

User Group Details ☆ User Management > User Group Information > User Group Details
Save 🔇 Delete
User Group Editor
*Name
Athletics
Group Description
Associated Product
Student Information System