

Calendar Rights (Maine)

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Assigning Calendar Rights

Information contained in this article is specific to **Maine** users. All other users should refer to the [Calendar Rights](#) article.

This article provides information on how the Calendar Rights tab functions for Maine users.

Assigning Calendar Rights

PATH: *System Administration > User Security > Users > Calendar Rights*

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

Infinite Campus recommends setting up user groups to specifically manage calendar access rights (separate from user groups that contains tool rights). Assigning individual users individual calendar rights is not recommended.

Calendar rights control what information a user can view and/or modify based on specific school and school year. Calendar rights work in conjunction with [Tool Rights](#). For example, to view student schedules from a past school year, a user would need calendar rights access to the school calendar (e.g., Jefferson Middle School), the past school year (e.g., 2009-2010) as well as tool right access to the Schedule tab.



1. Click the **New** icon from the action bar to open the School Year Rights editor.
2. Select a **School**, **Year** and **Calendar** to set the access level of users within the calendar group, as appropriate. These fields allow one value to be selected: either the "all" option or an individual school/year/calendar.

To grant access to all calendars within the district, use the **All Calendars** checkbox on the [User Account](#) tab. To grant a user access to all schools within the district, select the "All Schools" options from the **School** field.

3. Flag the **Modify Rights** checkbox if the user should be allowed to modify data in the selected calendar.

If the **Modify Rights** checkbox is not flagged, information contained within the selected calendar rights will be read-only to users in the calendar group -- despite the access assigned through his/her tool rights. Infinite Campus recommends restricting the rights to modify historical calendars to a limited number of users.

4. Click the **Save** button in the action bar to save the calendar rights.

The **Close School Months** checkbox does not apply in Maine.

Calendar rights are cumulative; therefore, multiple sets of calendar rights may be assigned to one user/user group.
