

Calendar Rights User Groups - Study Guide

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Calendar Rights determine what school, year and calendar access is provided to all users within a user group.

Calendar rights work in tandem with Tool Rights, where Tool Rights determine which tools user group members can access and Calendar Rights determine which calendars user group members are allowed to view and modify via Campus tools.

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User Groups

Create Calendar Rights User Groups

The first step in assigning calendar rights for staff members is to create a user group(s). A user group is a way to define a specific set of tool and/or calendar rights and apply these rights to all users assigned to the group.

+ [Documentation](#)

+ [Video](#)

+ [Simulation](#)

Assign Calendar Rights to a User Group

Once user groups are established, calendar rights can be assigned. Calendar Rights determine what school, year and calendar access is provided to all users within the user group.

+ [Documentation](#)

+ [Video](#)

Assign User Groups to Individual Staff Members

Once calendar user groups have been created, individual staff members can then be assigned to the user group(s).

+ [Documentation](#)

+ [Video](#)

+ [Simulation](#)

Assign Calendar User groups to All Staff Members

You can also assign calendar user groups to staff members en masse using the User Account Batch Wizard.

+ [Documentation](#)

+ [Video](#)

View and Report Calendar Rights Access

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.

+ [Documentation](#)

+ [Video](#)

Tool & Calendar Right Access Report

The Tool and Calendar Right Access Report allows you to view a list of all users or user groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.

+ [Documentation](#)

+ [Video](#)
