

Tool Rights User Groups - Study Guide

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Tool rights user groups allow you to determine which tools are accessible and what level of data modification is accessible for all users assigned to the user group.

Tool rights user groups are an efficient way to assign the same tools and data rights to a similar group of people (e.g, teachers, counselors, attendance clerks) and provides an easy way to remove or modify tool rights for a group of people.

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Individual User Accounts and Tool Rights

Users Allowed to Assign Tool Rights

Tool rights can only be assigned by users who have Student Information System - Product Security Role. See the documentation below for more information about Product Security Roles.

+ [Documentation](#)

+ [Documentation](#)

Individual Tool Rights

Tool rights can be assigned individually for each user however, assigning individually can be both time consuming and hard to manage. Unlike tool rights user groups, removing or adding tool rights for users can become a tedious process.

+ [Documentation](#)

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Tool Rights Groups

Create Tool Rights Groups

The first step in the process is to create user groups. Providing a clear and informative user group name and description is helpful when searching for and assigning users to user groups.

+ [Documentation](#)

+ [Video](#)

+ [Simulation](#)

Assign Tool Rights to Groups

Once user groups have been created, tool rights should be assigned to each user group.

The learning content below will describe how to assign tool rights and what each level of tool rights means.

+ [Documentation](#)

+ [Simulation](#)

Assign Individual Users to Tool Rights Groups

You can assign individual users to tool rights user groups by accessing the User Groups tab.

+ [Documentation](#)

+ [Video](#)

+ [Simulation](#)

Mass Assign Users to Tool Rights Groups

An efficient way to assign users to user groups is to use the User Account Batch Wizard. This tool allows you to mass assign users to a specific user group or set of user groups.

+ [Documentation](#)

+ [Video](#)

Tool Rights Reports

Tool and Calendar Rights Access Report

Once users have been assigned to tool rights user groups, you can audit which users or user

groups have been granted tool rights for a specific tool by using the Tool and Calendar Rights Access Report.

+ [Documentation](#)

+ [Video](#)

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](#)
