Tool Rights (Special Education)
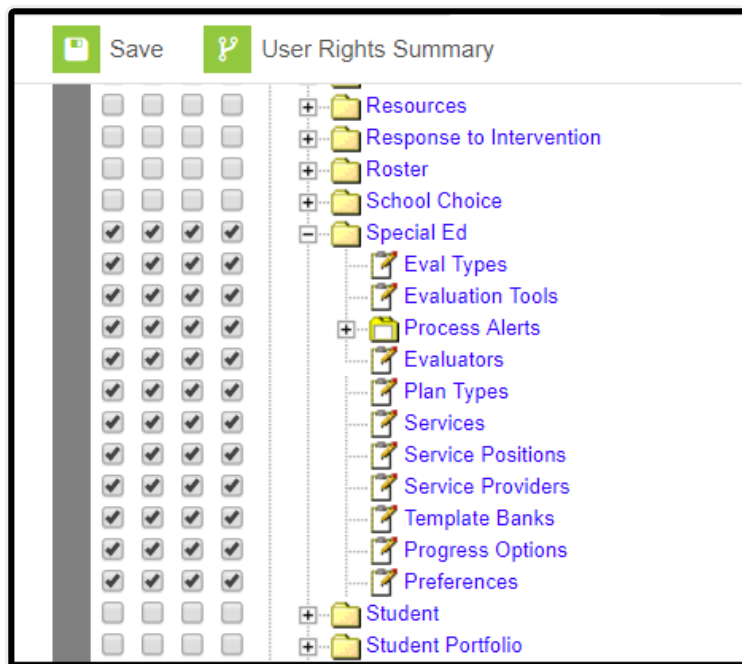
Last Modified on 03/11/2024 8:45 am CDT

[System Administration Special Education](#) | [Student Information Special Ed](#)

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

Right	Description
R (Read)	The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to the Save, Add or Delete icons in the action bar.
W (Write)	The **W** right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the **A** right. This right includes the ability to change or remove data from a specific field.
A (Add)	The **A** right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The **D** right indicates the information on the corresponding tool may be deleted. 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.

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Special Ed folder assigns RW rights to all tools within that folder, including any subrights.

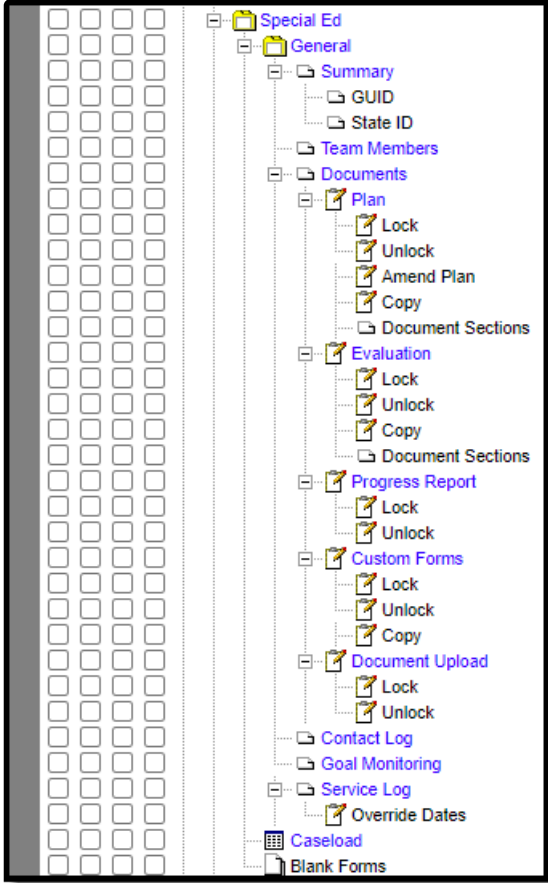# System Administration Special Education

System Administration Special Education Tool Rights

Right	R	W	A	D
Eval Types	Allows the user to view details for existing evaluation types.	Allows the user to edit details for existing evaluation types.	Allows the user to create new evaluation types.	Allows the user to delete existing evaluation types.
Evaluation Tools	Allows the user to view details for existing evaluation assessment tools.	Allows the user to edit details for existing evaluation assessment tools.	Allows the user to create new evaluation assessment tools.	Allows the user to delete existing evaluation assessment tools.
Process Alerts	Allows the user to see the Process Alerts folder.	Allows the user to edit existing process alert information.	Allows the user to add new process alerts.	Allows the user to remove process alerts.
Messages	Allows the user to view the Process Alerts Messages tab.	Allows the user to edit existing process alert messages.	Allows the user to add new process alert messages.	Allows the user to remove process alert messages.
Rules	Allows the user to view the Process Alerts Rules tab.	Allows the user to edit existing process alert rules.	Allows the user to add new process alert rules.	Allows the user to remove process alert messages.

Right	R	W	A	D
Scheduler	Allows the user to view existing Process Alerts Scheduler information.	Allows the user to edit existing process alert scheduler information.	Allows the user to add new process alert schedules.	Allows the user to remove process alert messages.
Evaluators	Allows the user to view individuals who can conduct evaluations.	Allows the user to edit details for existing individuals who can conduct evaluations.	Allows the user to create new individuals who can conduct evaluations.	Allows the user to delete existing individuals who can conduct evaluations.
Plan Types	Allows the user to view details for existing plan types.	Allows the user to edit existing plan types.	Allows the user to add new plan types.	Allows the user to remove plan types.
Services	Allows the user to view details for existing services that can be provided to students.	Allows the user to edit existing services that can be provided to students.	Allows the user to create new services that can be assigned to students.	Allows the user to delete existing services.
Service Positions	Allows the user to view details for existing service positions.	Allows the user to edit details for existing service positions.	Allows the user to create new service positions.	Allows the user to delete service positions.
Service Providers	Allows the user to view details for existing service providers.	Allows the user to edit details for existing service providers.	Allows the user to create new service providers.	Allows the user to delete existing service providers.
Template Banks	Allows the user to view details for existing template bank categories and fields.	Allows the user to edit details for existing template bank categories and fields.	Allows the user to create new template bank categories and fields.	Allows the user to delete existing template bank categories and fields.
Progress Options	Allows the user to view details for existing progress options.	Allows the user to edit details for existing progress options.	Allows the user to create new progress options.	Allows the user to delete existing progress options.

Right	R	W	A	D
Preferences	Allows the user to view existing special education preferences.	Allows the user to edit existing special education preferences.	N/A	N/A

Student Information Special Ed

Student Special Education Tools Rights

Right	R	W	A	D
Summary	Allows the user to view the student's Summary tab in the Special Ed toolset.	N/A	N/A	N/A
GUID	Allows the user to view the student's GUID.	N/A	N/A	N/A
State ID	Allows the user to view the student's state ID.			

Right	R	W	A	D
Team Members	Allows the user to view the student's Special Ed Team Members tab and any information on the tab.	Allows the user to edit existing information on the team member's tab.	Allows the user to add information to the team member's tab.	Allows the user to delete information on the team members tab.
Documents	Allows the user to view the list of Special Ed documents.	Allows the user to view and print Special Ed documents.	N/A	N/A
Plan	Allows the user to view the list of Special Ed plans. Users will nee the Doc Sections **R**ead write in order to print plans.	Allows the user to modify contents of an unlocked Special Ed document.	Allows the user to add a new plan.	Allows the user to delete plans.
Lock	Allow the user to lock a Plan.	N/A	N/A	N/A
Unlock	Allow the user to unlock a Plan.	N/A	N/A	N/A
Amend	Allows the user to modify an already amended editor. Users without any rights are able to view in-progress amendments if they have rights to the document.	Allows the user to make amendments to an editor.	Allows the user to amend locked documents.	N/A
Copy	Allows the user to Copy existing plans.	N/A	N/A	N/A

Right	R	W	A	D
Doc Sections	Allows the user to print Special Ed plans.	Allows the user to modify contents of an unlocked Special Ed Plan. Allows users to place an editor in a Not Needed status, or Save one editor, automatically placing a separate editor in a Not Needed status.	Allows the user to add records to a plan, i.e. goals and objectives records.	Allows the user to delete records from a plan, i.e. goals and objectives records.
Evaluation	Allows the user to view special ed evaluation documents.	Allows the user to modify existing evaluation documents.	Allows the user to add new evaluation documents.	Allows the user to delete evaluation documents.
Lock	Allow the user to lock an Evaluation.	N/A	N/A	N/A
Unlock	Allow the user to unlock an Evaluation.	N/A	N/A	N/A
Copy	Allows the user to Copy existing evaluations.	N/A	N/A	N/A
Doc Sections *This does not apply to all states.*	Allows the user to print Special Ed Evaluations.	Allows the user to modify contents of an unlocked evaluation.	Allows the user to add records to an evaluation, i.e. goals and objectives records.	Allows the user to delete records from an evaluation, i.e. goals and objectives records.
Progress Report	Allows the user to view a special ed progress report.	Allows a user to modify existing progress reports.	Allows a user to add a new progress report.	Allows a user to delete a progress report.
Lock	Allow the user to lock a Progress Report.	N/A	N/A	N/A

Right	R	W	A	D
Unlock	Allow the user to unlock a Progress Report.	N/A	N/A	N/A
Custom Forms	Allows the user to view an existing custom form.	Allows the user to edit an existing custom form.	Allows users to add a new custom form.	Allows the user to delete a custom form.
Lock	Allow the user to lock a Custom Form.	N/A	N/A	N/A
Unlock	Allow the user to unlock a Custom Forms.	N/A	N/A	N/A
Copy	Allows the user to Copy existing custom forms.	N/A	N/A	N/A
Document Upload	Allows the user to view the uploaded documents.	N/A	Allows the user to add a new uploaded document.	Allows the user to delete an uploaded document.
Contact Log	Allows the user to view contact log information.	Allows the user to edit a contact log record.	Allows the user to add a new contact log record.	Allows the user to delete a contact log record.
Goal Monitoring	Allows the user to view existing goal/objective records.	Allows the user to edit existing goal/objective records.	Allows the user to add new goal/objective records and enter data log or intervention change entries.	Allows the user to delete goal/objective records and data logs or intervention change entries.

Right	R	W	A	D
Service Log	Allows the user to view existing service log records on the list and detail screen.	Allows the user to modify existing service log records, including the following fields: • Start Time • End Time • Minutes Served • Provider • Position • Location • Comments	Allows the user to create new service log records.	Allows the user to delete existing service log records.
Override Dates	This right allows users to enter records on the Service Log that fall outside of the selected Plan dates. Users must have at least **A**dd rights to the Service Log in conjunction with this right.	N/A	N/A	N/A
Caseload	Allows the user access to see the names of his/her caseload students.	N/A	N/A	N/A
Blank Forms	Allows the user full access to blank forms.	N/A	N/A	N/A