Individual User Tool Rights

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> **As of Campus.2415, individual person tool rights are managed in the User Account tool.**

Tool Search: User Account

Tool Rights determine the level of access users have to tools throughout Infinite Campus.

Due to the wide range of school-specific duties and policies, this article cannot recommend how to assign tool rights to particular types of users. District administrators must determine the appropriate amount of access for each user/group based on that user/group's needs.

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To Assign Tool Rights

> Only users assigned a Product Security Role may assign tool rights to users.

1. Navigate to a person's User Account (User Management > User Account Information > User Account)
2. Click the **Modify Tool Rights** button. The User Tool Rights Editor will appear.
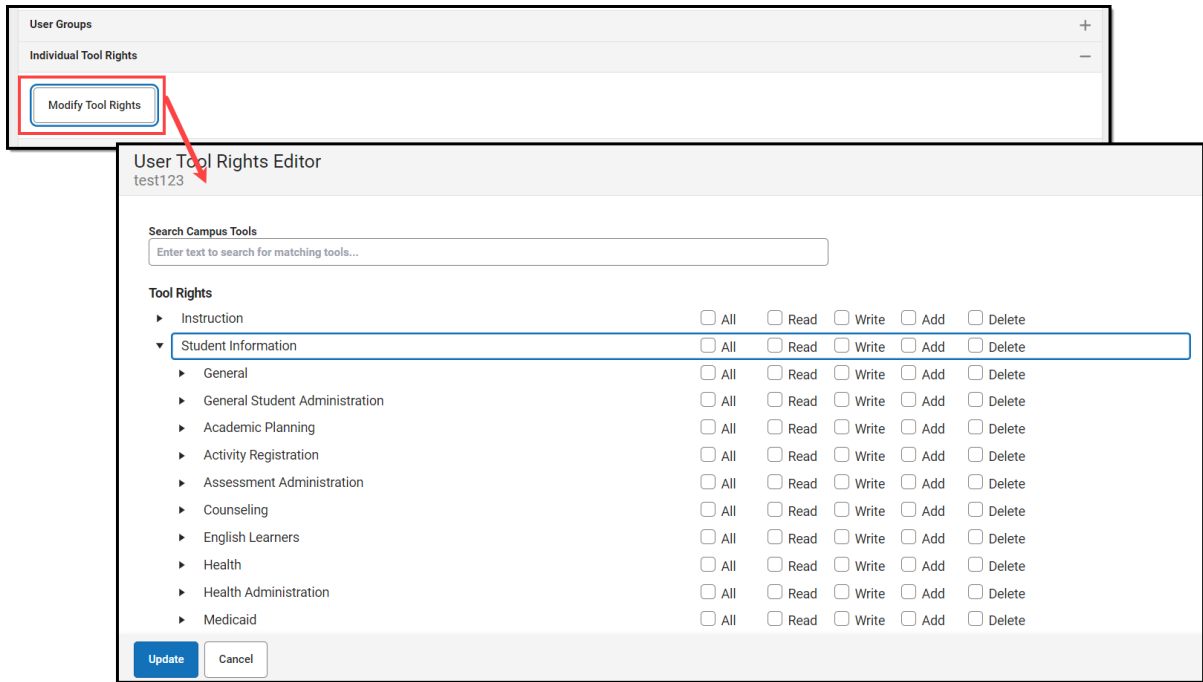
3. Navigate to each tool you wish to grant the user rights to access and determine the level of access they should receive (Read, Write, Add, Delete). See the section below for more information about these levels of access and how they impact using Infinite Campus.

4. Once all tool rights have been selected, click **Update**. The user will now have access to the tools marked.

Understand Tool Rights Access Levels

This section will explain the four different access levels that can be assigned for each tool within Infinite Campus.

A partially checked indicator ▬ has been added to the New Look of Infinite Campus, appearing in the RWAD checkboxes of tools/menu items where the user does not have tool rights to the tool/menu item but does have rights to tools or sub-rights contained within the tool/menu-item.

Expand the link below for an example of this indication.

▸ Click here to expand...
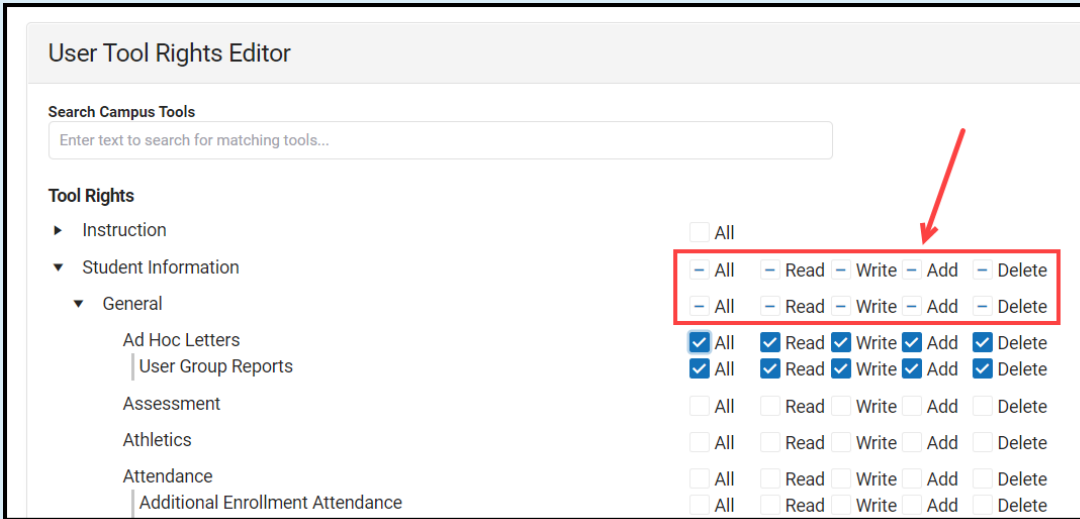
Read

▸ Click here to expand...

Read indicates the user may view the information in the applicable interface area. When only R rights are applied, the user cannot access the action bar's Save, Add, or Delete icons. Reports need only the R right for full access to viewing and generating results. In addition, R rights allow the printing of information, when applicable. Many wizards require only the R right to have complete access.

Write

▸ Click here to expand...

Write indicates that the information on the applicable interface area may be viewed and modified by the user. When this right is applied, the Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area (adding new data is controlled by the A right). This right includes the ability to modify data from a specific field.
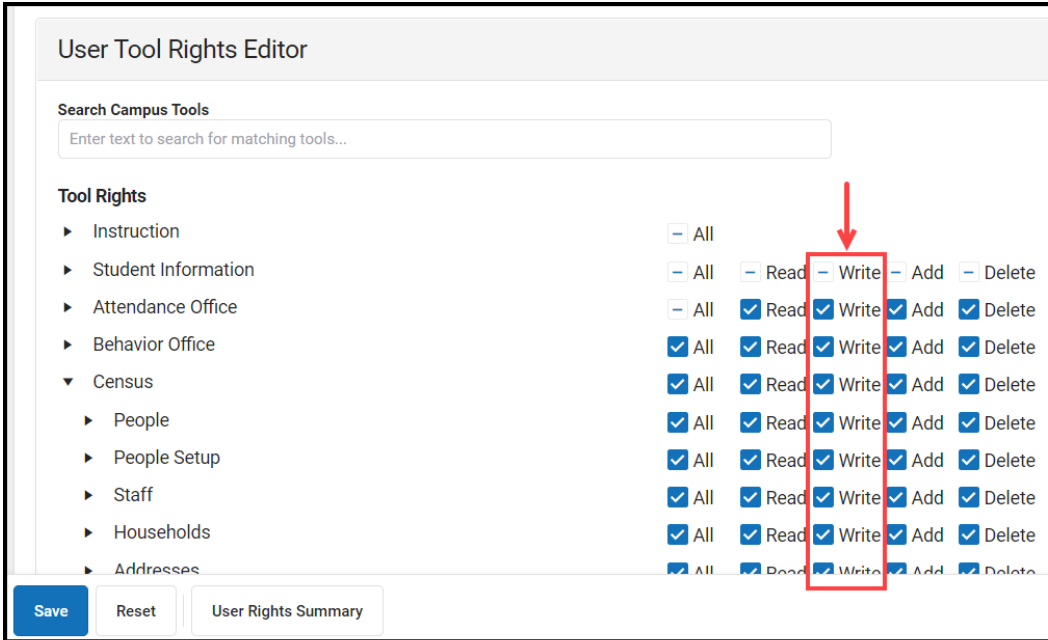
Add

▸ Click here to expand...

Add indicates the information on the applicable interface area may be viewed, modified, and added to. When this right is applied, the New or Add icons in the action bar will be functional. This right allows the user to add new data/records.

Delete

▸ Click here to expand...

Delete indicates the information on the applicable interface area may be deleted. When this right is applied, 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 Write. A user generally has RWA rights if he/she has D rights.

> Users should assign this right with caution.

Campus Instruction Tool Rights

Compared to the RWAD rights structure for Campus Tools, rights to Campus Instruction are currently all or nothing. Each Instruction tool can have All rights for a tool or not.

Identifying Sub-Rights

Sub-rights are used to control specific functions or gatekeep certain data within a tool. Sub-rights are also found under the tool it applies to and have a | to the left of the sub-right, delineating it as a sub-right.
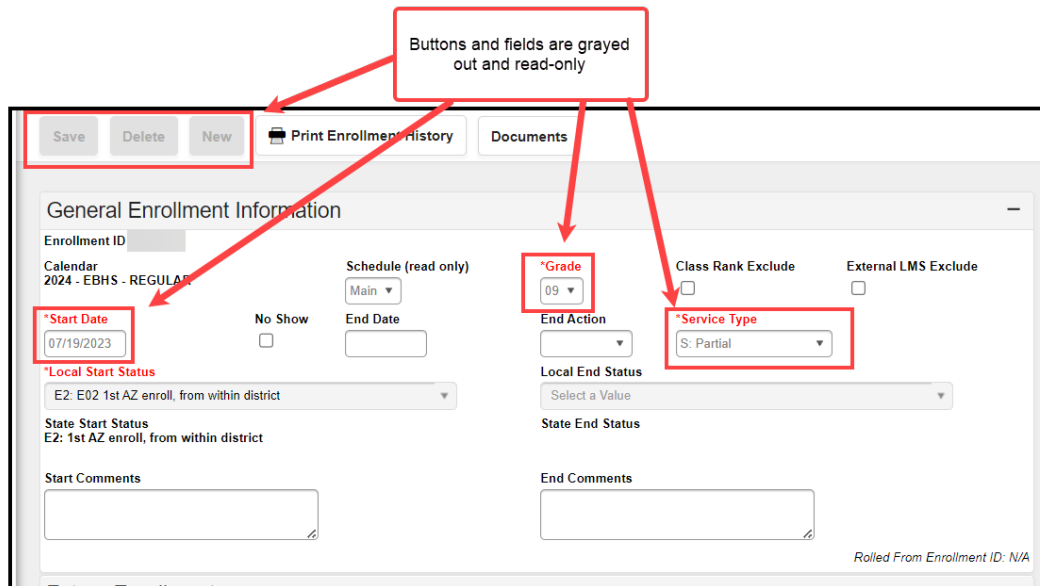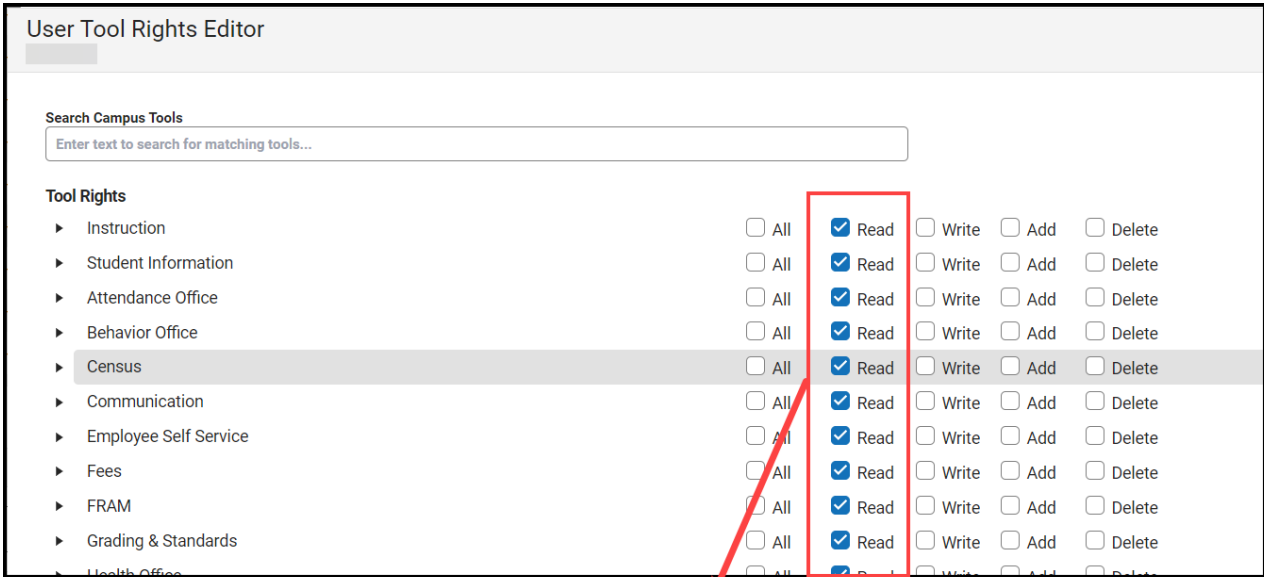
Example of Tool Rights

The following are examples of how tool rights affect how users are able to view and access tools throughout Campus.

Limited Tool Rights (Read Only)

▶ Click here to expand...

Limiting a user's tool rights affects how they are able to interact with a tool. In the example below, the user is given only Read rights to the Student Information module. Because the user only has Read rights, all of the fields within each Student Information tool are read-only and the Save, Delete, and New buttons are unable to be used.

Full Tool Rights (RWAD)

▸ Click here to expand...

Providing **RWAD** tool rights to a user means the user has full access to modifying data with the tool. In the example below, a user with **RWAD** tool rights to the Student Information module is able to modify all data within any Student Information tool.

Compare this example with the example above for a better understanding of how user groups are provided different tool access based on tool rights.

Learn More About Managing User Accounts

See the User Account article to learn more about managing user accounts, including tool rights, calendar rights, authentication options, and more.