

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.

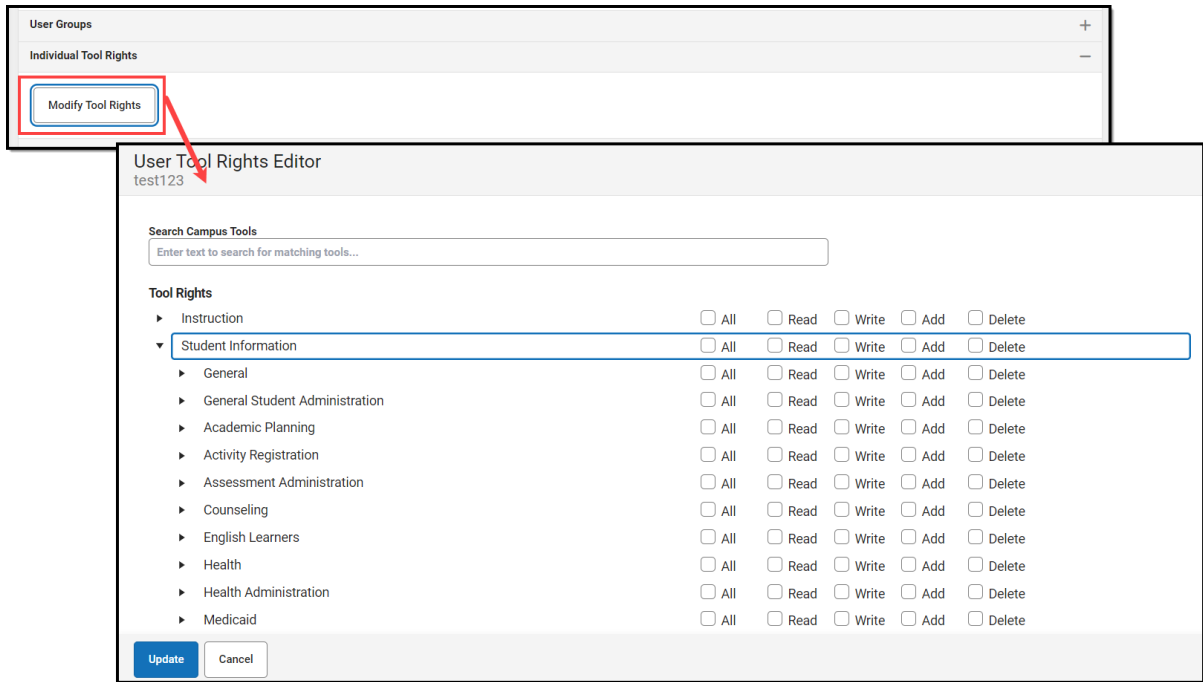
Due to the wide range of school-specific duties and policies, this article cannot recommend how to assign tool rights to particular types of users. District administrators must determine the appropriate amount of access for each user/group based on that user/group's needs.

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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...](#)

Write

▶ [Click here to expand...](#)

Add

▶ [Click here to expand...](#)

Delete

▶ [Click here to expand...](#)

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.

User Tool Rights Editor

Search Campus Tools

Tool Rights

- ▼ Instruction
 - ▼ Daily Tasks
 - Attendance All
 - Class Serve All
 - Discussions All
 - Grade Book All
 - Edit Grading Scales All
 - Edit Assignment Marks All
 - Positive Attendance All
 - Progress Monitor All
 - Standards Portfolio All
 - All Years/Courses All
 - ▶ Curriculum Planning All
 - ▶ Classroom Administration All

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.

Tool Rights ☆		natetest Test, Fake				
▶ Attendance Office		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Behavior Office		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ Census		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ People		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Add Person		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Demographics		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Modify Local Staff Number	←	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Modify Local Student Number	←	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Ed-Fi ID		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
GUID		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Student State ID		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
View Staff Birth Date & Age		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Staff State ID		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Reset Portal Password		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Enrollments		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Special Ed		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Service Hours		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Service Hrs Percent Reported		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
State Reporting		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Meal Status		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Homeless		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Ward of State		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Migrant		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

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...](#)

Full Tool Rights (RWAD)

▶ [Click here to expand...](#)

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.