

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.

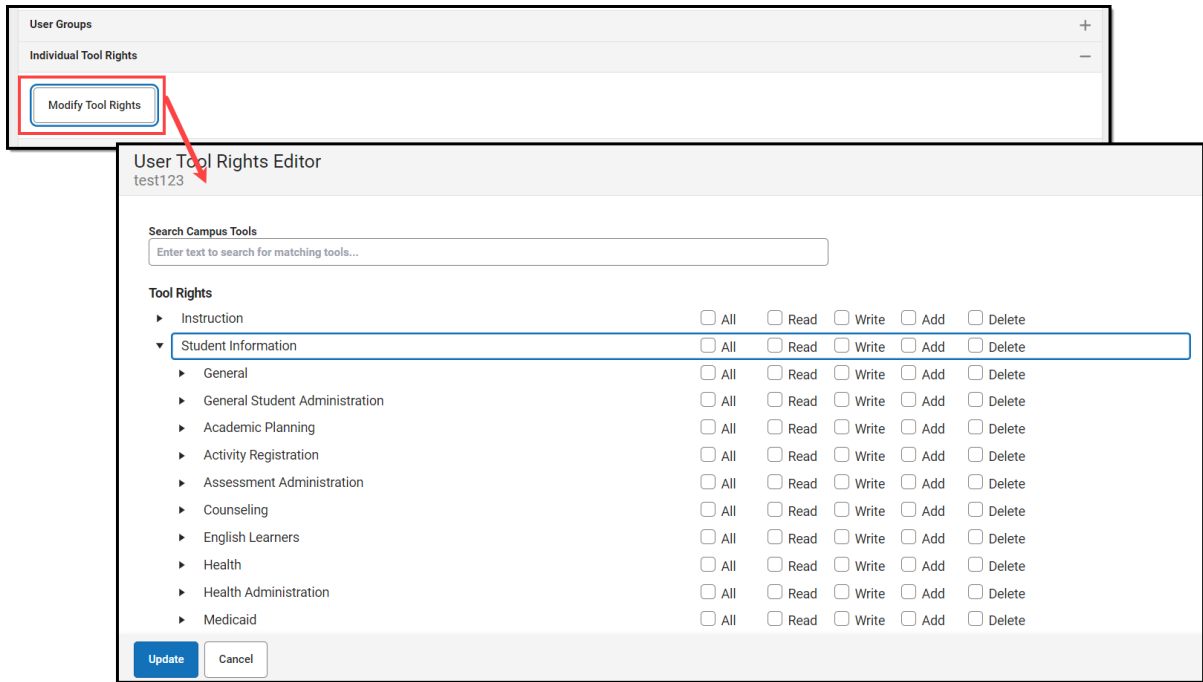
Due to the wide range of school-specific duties and policies, this article cannot recommend how to assign tool rights to particular types of users. District administrators must determine the appropriate amount of access for each user/group based on that user/group's needs.

- [To Assign Tool Rights](#)
- [Understand Tool Rights Access Levels](#)
- [Campus Instruction Tool Rights](#)
- [Identifying Sub-Rights](#)
- [Example of Tool Rights](#)
- [Learn More About Managing User Accounts](#)

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.

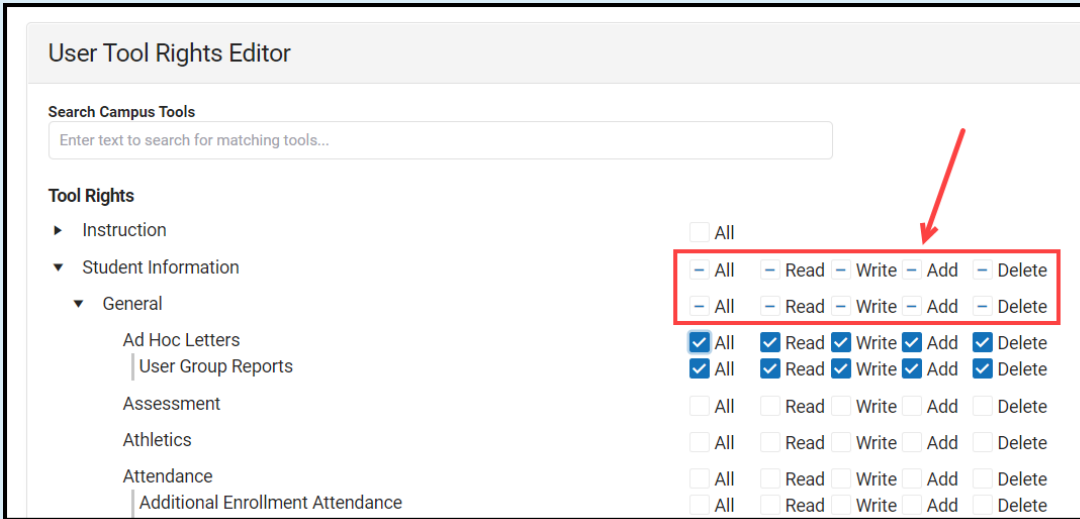
Understand Tool Rights Access Levels

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...](#)

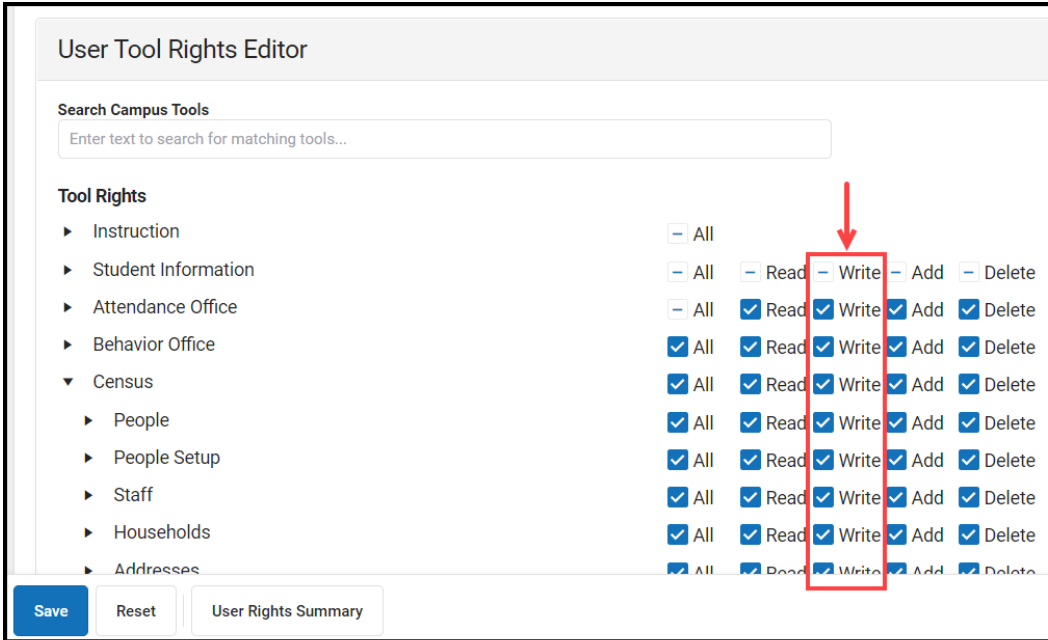
Read indicates the user may view the information in the applicable interface area. When only R rights are applied, the user cannot access the action bar's Save, Add, or Delete icons. Reports need only the R right for full access to viewing and generating results. In addition, R rights allow the printing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

The screenshot shows the 'User Tool Rights Editor' interface. At the top, there is a search bar labeled 'Search Campus Tools' with the placeholder text 'Enter text to search for matching tools...'. Below the search bar, there is a section titled 'Tool Rights' with a list of tool categories and their corresponding rights. The categories are: Instruction, Student Information, Attendance Office, Behavior Office, Census, People, People Setup, Staff, Households, and Addresses. For each category, there are checkboxes for 'All', 'Read', 'Write', 'Add', and 'Delete'. The 'Delete' column is highlighted with a red box, and a red arrow points to the 'Delete' checkbox for the 'Instruction' category.

Tool Category	All	Read	Write	Add	Delete
▶ Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Student Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Attendance Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Behavior Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▼ Census	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ People	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ People Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Households	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Addresses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the interface, there are three buttons: 'Save', 'Reset', and 'User Rights Summary'.

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 All
- ▼ Daily Tasks All
 - 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

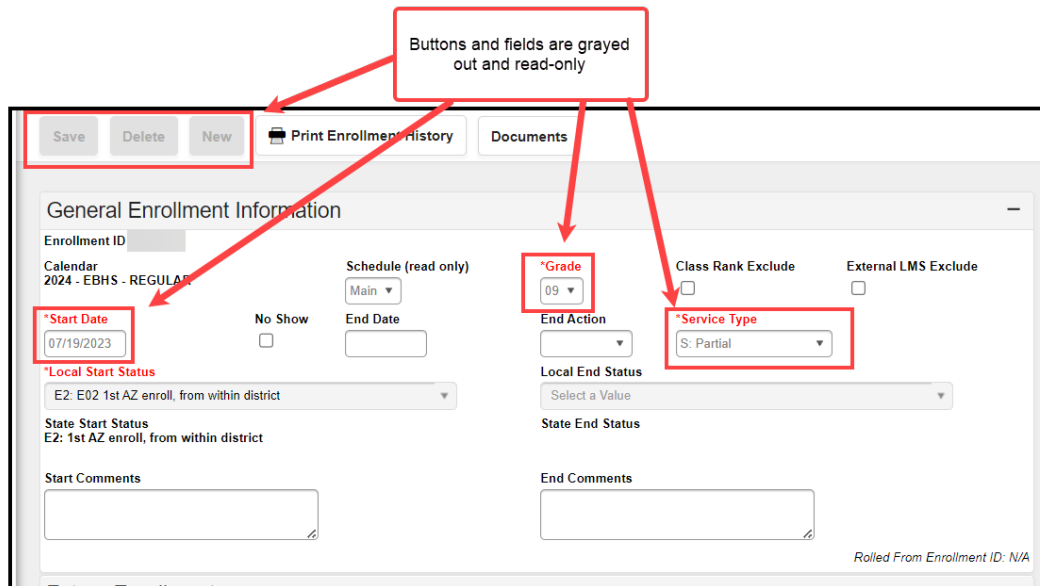
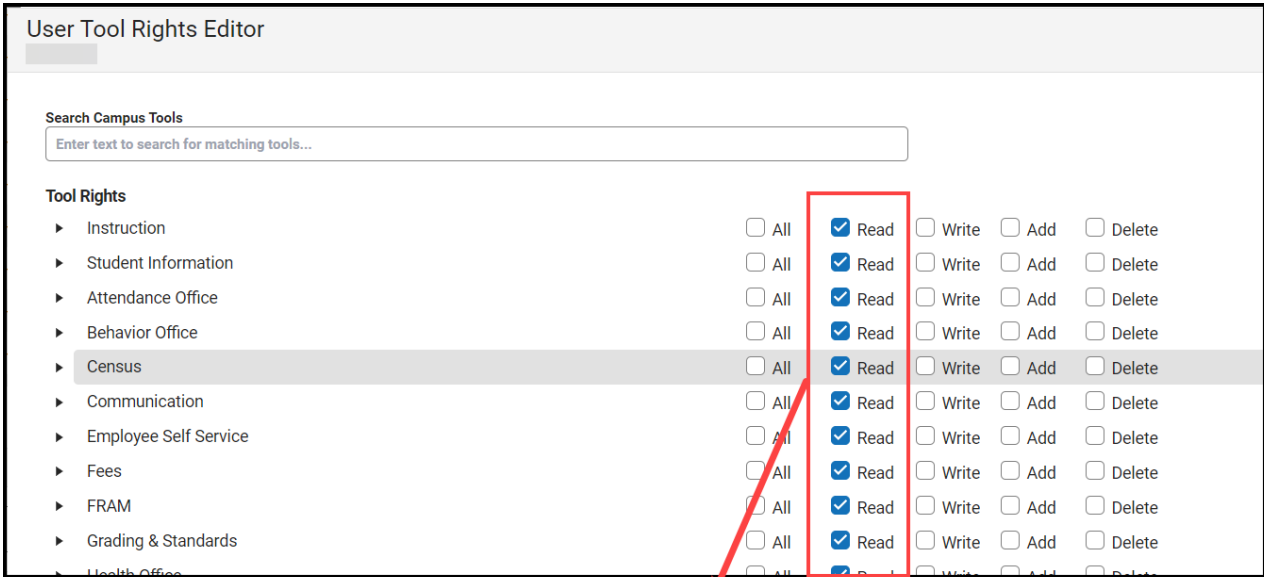
Example of Tool Rights

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...](#)

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.

User Tool Rights Editor

Search Campus Tools
Enter text to search for matching tools...

Tool Rights

- ▶ Instruction All Read Write Add Delete
- ▶ Student Information All Read Write Add Delete
- ▶ Attendance Office All Read Write Add Delete
- ▶ Behavior Office All Read Write Add Delete
- ▶ Census All Read Write Add Delete
- ▶ Communication All Read Write Add Delete
- ▶ Employee Self Service All Read Write Add Delete
- ▶ Fees All Read Write Add Delete
- ▶ FRAM All Read Write Add Delete
- ▶ Grading & Standards All Read Write Add Delete
- ▶ Health Office All Read Write Add Delete
- ▶ Insights All Read Write Add Delete

Save Delete New Print Enrollment History New Enrollment History Documents

General Enrollment Information

Enrollment ID [redacted]

Calendar 2024 - CEC - REGULAR

Schedule (read only) Main ▾

*Start Date 07/19/2023 No Show End Date [calendar icon]

*Local Start Status E1: E01 1st AZ enroll, from same school

State Start Status E1: 1st AZ enroll, from same school

Start Comments [text area]

*Grade 10 ▾

End Action [dropdown]

Local End Status Select a Value ▾

State End Status

End Comments [text area]

Class Rank Exclude

*Service Type S: Partial ▾

External LMS Exclude

Rolled From Enrollment ID: 1246126

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.