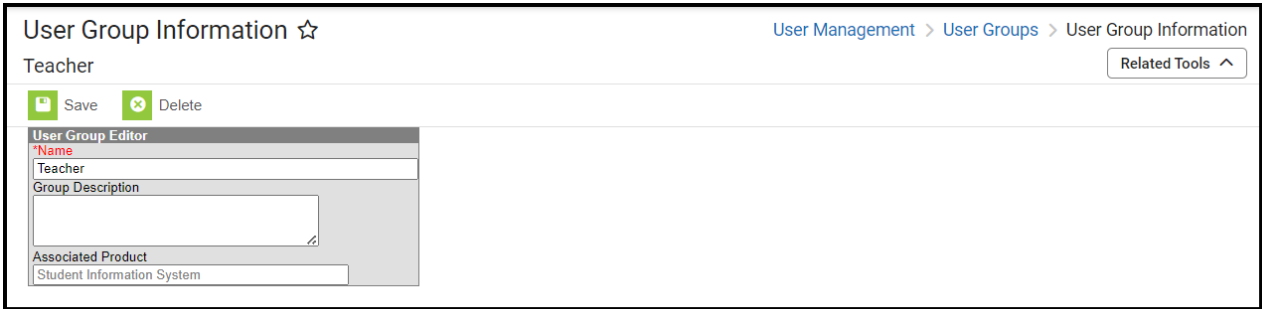


# User Group Information

Last Modified on 04/27/2026 3:20 pm CDT

Tool Search: User Group Information

The User Group Information tool allows users to modify a user group's name and description.



*Image 1: User Group Information*

## Entering User Group Information

1. Enter the **Name** of the user group.
2. Enter the **Group Description**, if desired. See the [Viewing User Group Descriptions](#) section for more information about how this field is utilized throughout Campus.
3. Select the **Save** icon.

## Creating a New User Group

To create a new User Group, use the [Add User Group](#) tool.

Add User Group ☆ User Management > User Groups > Add User Group

Related Tools ^

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**User Group Name \***

**Associated Product**

**Description**

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Image 2: Add User Groups Tool

## Assigning Multiple User Groups

As necessary, multiple user groups can be applied to a single user.

For example, a staff member may manage enrollments and have attendance-related duties. He/she could also belong to both census and behavior user groups.

User group rights are cumulative; that is, they build on each other.

This means: if a user has R(ead) rights to the Behavior module as part of his/her membership in a census group and R, W, A and D rights to the Behavior module as part of his/her membership in a behavior referral group, that user will have R, W, A and D rights to the Behavior module.

## Modifying User Groups

Location: User Management > User Groups > Calendar Rights, Tool Rights

Modifying user groups may be done as necessary. However, users assigned individual rights may also need to be modified.

Only users with a Student Information System (SIS) product security role are allowed to modify user groups. For more information, please see the [Product Security Roles in a Single-Product Environment](#) article.

## Creating Multiple Accounts for One User

A user may have multiple accounts as necessary. For example, the district system administrator and his/her backup may have an administrator account with rights to all tools and calendars and a separate account with restricted rights.

[See this document](#) for step-by-step instructions on adding a user account for a person.

## Mass Assigning User Groups to Staff User Accounts

Tool Search: User Account Batch Wizard

Once user groups have been created, you can use the User Account Batch Wizard to assign groups to staff user accounts en masse. See the [User Account Batch Wizard](#) article for more information.

User Account Batch Wizard ☆ User Management > User Account Administration > User Account Batch Wizard

**User Account Batch Wizard**

This tool can be used to batch create, enable or disable student and staff accounts, or flag them for password change. Also, to batch add or remove one or more user groups from staff accounts. Select school(s) or search for specific student(s)/staff for batch update.

1. Account Type Staff ▼

2. Change Type Add User Groups ▼ ←

3. Additional Account Information

Search Groups

Group Type: --Select User Group Type-- ▼

Group Name:

Click on a group to add to the list

Click on a group to remove from list

Add User Groups to all staff in the selected school(s)

[object Object]

ACCEL Early Learning

ACCEL East Campus

ACCEL Metro Campus

ACES Gilbert

ACES Peoria

ACES Tempe

Andersen Elementary School

Andersen Junior High School

Arizona College Prep High School

Arizona College Prep Middle School

ASDB/Phoenix Day School

ASDB/Phoenix Day School Preschool

Aurora Behavioral Health System East

Autism Academy - Gilbert

Autism Academy - Tempe

\*Ctrl-click or Shift-click to select multiple

Add User Groups for selected staff

# Mass Removal of User Groups from Staff User Accounts

Tool Search: User Account Batch Wizard

Using the User Account Batch Wizard, you can remove user groups from staff user accounts en masse. For more information, see the [User Account Batch Wizard](#) article.

User Account Batch Wizard ☆ User Management > User Account Administration > User Account Batch Wizard

**User Account Batch Wizard**

This tool can be used to batch create, enable or disable student and staff accounts, or flag them for password change. Also, to batch add or remove one or more user groups from staff accounts. Select school(s) or search for specific student(s)/staff for batch update.

1. Account Type | Staff ▼  
 2. Change Type | Remove User Groups ▼

3. Additional Account Information

Search Groups

Group Type | --Select User Group Type-- ▼

Group Name |

Click on a group to add to the list

Click on a group to remove from list

# Review Information About User Groups

Tool Search: User Group Report

The User Group Report allows you to review and audit existing user groups, including what tool rights and calendars are assigned to each user group. For more information, see the [User Group Report](#) article.

User Group Report ☆ User Management > Reports > User Group Report

**User Group Report**

This report provides both a high level overview and detailed information about user groups.

The following options are available for this report:

- **User Groups Summary:** Provides a list of all existing user groups
- **User Group Details Report:** Provides a list of all tool and calendar rights associated with selected user group(s) (limited to 50 groups in PDF format)
- **Staff Automation Rule Details Report:** Provides a list of all user groups associated with selected rule(s)

**Report Selection**

Report Type:

Format:

\*For best results, ensure that your printer is set to print in 'landscape' mode.