User Group Information

Last Modified on 11/18/2024 11:50 am CST

Creating a New User Group | Assigning Multiple User Groups | Modifying User Groups | Creating Multiple Accounts for One User | Mass Assigning User Groups to Staff User Accounts | Mass Removal of User Groups from Staff User Accounts | Review Information About User Groups

Tool Search: User Group Information

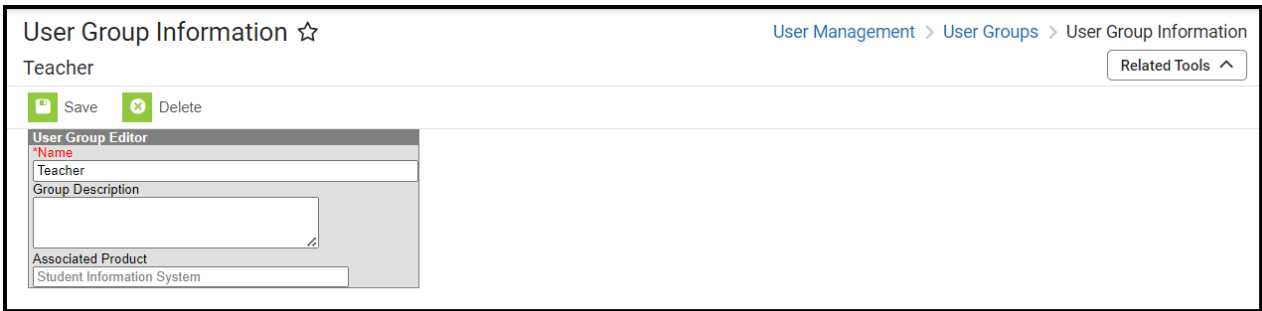The User Group Information tool allows users to modify a user group's name and description.

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.

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.

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.

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.

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.