

User Group Details

Last Modified on 04/25/2024 2:15 pm CDT

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PATH: *System Administration > User Security > User Groups > User Group*

Search Term: *User Group Details*

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

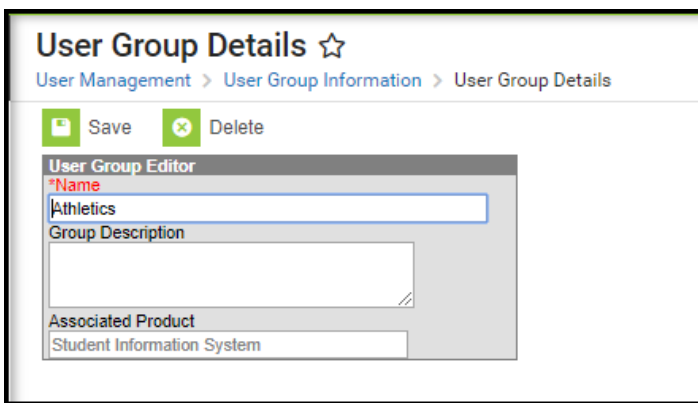


Image 1: User Group tab

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 Create New User Group tool.

Create User Group ☆

[User Management](#) > [User Groups](#) > Create User Group

User Group Name *

Associated Product *

Description

Save
Save & Navigate

Image 2: Create User Groups Tool

Viewing User Group Descriptions

Information entered in the **Group Description** field is viewable when hovering the cursor over the user group within Search results (Image 3) and on the [User Groups](#) tab (Image 4).

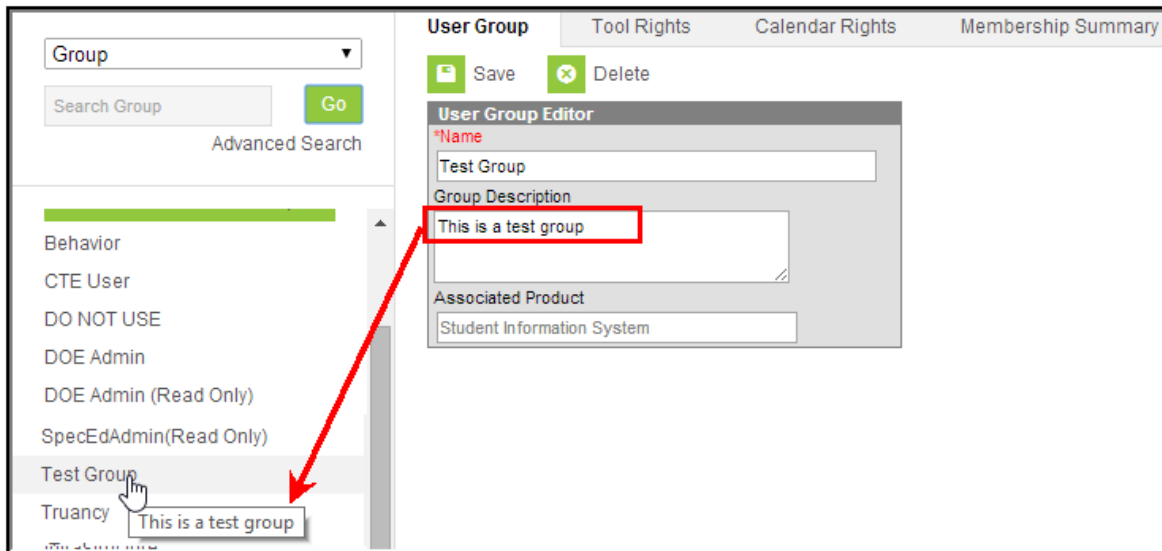


Image 3: View a Group Description within the Search Results

Providing a Group Description allows users to better understand the purpose of a group as well as differentiate one group from another when [assigning user groups to a person](#) (Image 4).

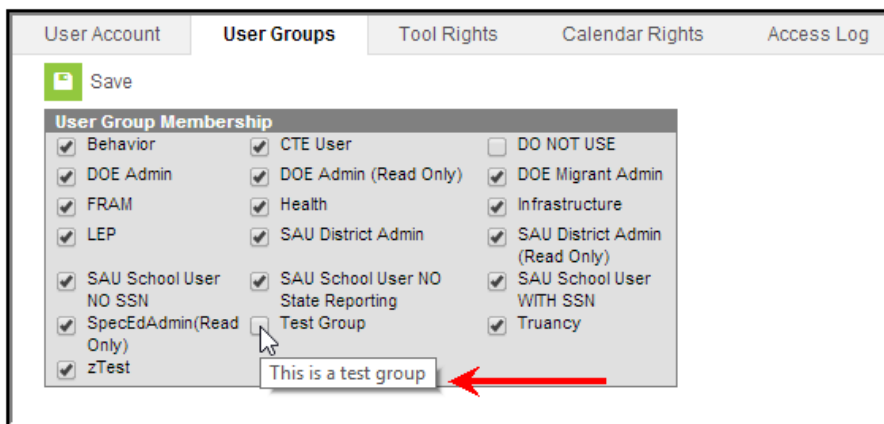


Image 4: Viewing a Group Description on the User Groups Tab

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 also have attendance-related duties. He/she could be a member of 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

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

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

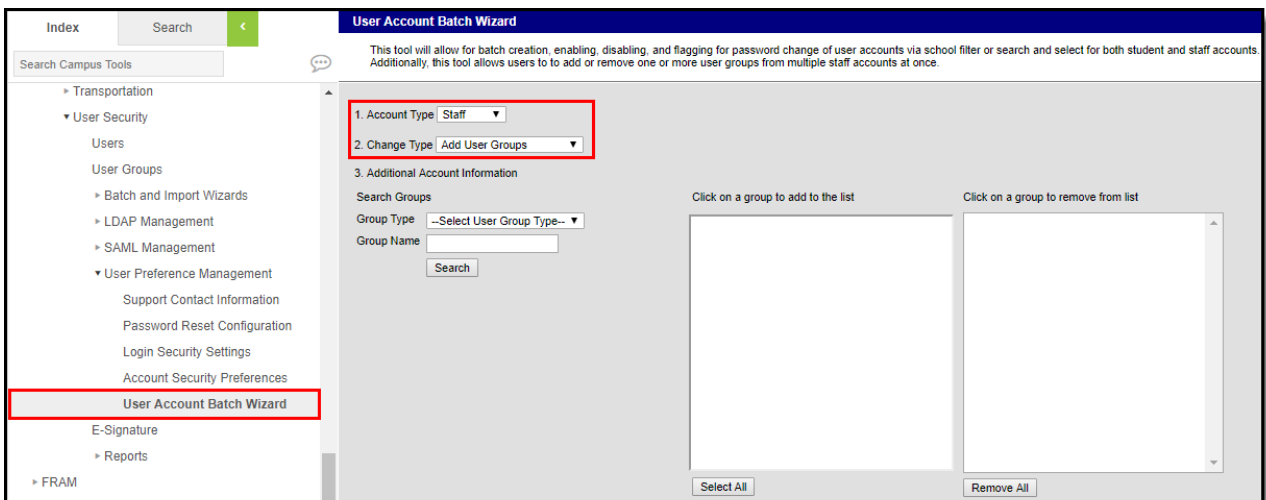
Creating Multiple Accounts for One User

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

Mass Assigning User Groups to Staff User Accounts

PATH: *System Administration > User Security > User Preference Management > User Account Batch Wizard*

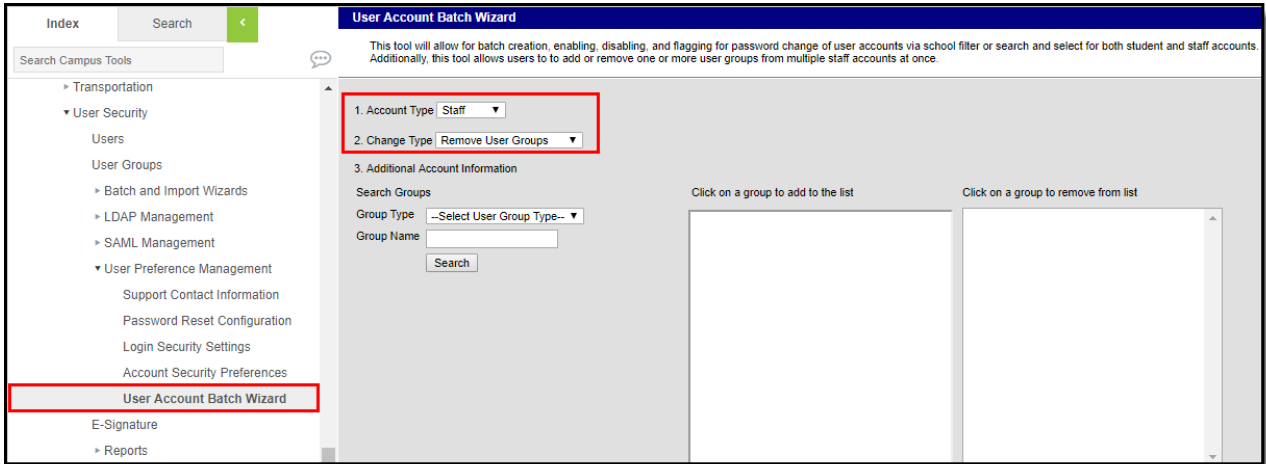
Once user groups have been created, you can use the User Account Batch Wizard to assign groups to staff user accounts en masse. See the [User Account Batch Wizard](#) article for more information.



Mass Removal of User Groups from Staff User Accounts

PATH: *System Administration > User Security > User Preference Management > User Account Batch Wizard*

You can remove user groups from staff user accounts en masse using the User Account Batch Wizard. See the [User Account Batch Wizard](#) article for more information.



Review Information About User Groups

PATH: *System Administration > User Security > Reports > 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.



