Understand User Groups

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Location: User Management > User Groups

The **User Group** toolset contains options to manage user groups across the district.

Only users with the Student Information System (SIS) product security role can access these tools.



The following tools are available:

Tool	Description
Add User Group	Allows you to create user groups, which can then be assigned specific tools and calendar rights.
User Group Information	Allows you to modify an existing user group's name and description and delete the user group.
Calendar Rights	The **Calendar Rights** tab lists the calendars the user can see information within. This calendar becomes an available option in the header row dropdown lists.
Finance Account Rights	This tool is used to assign Access Groups.
Membership Summary	The Membership Summary lists the users assigned to the selected user group.
Tool Rights	**Tool Rights** provide access to the functions within Infinite Campus. Rights are listed by tool and assigned by the school's Campus Administrator.

Related Tools

Tool	Description
User Account (Individual User)	Calendar rights can be assigned to individual users via their User Account.
User Group Report	The User Group Report provides high-level and detailed information about which user groups exist, all tool rights and calendar rights assigned to each user group, and which user groups are assigned to which Staff Account Automation rules.