User Group Tool Rights

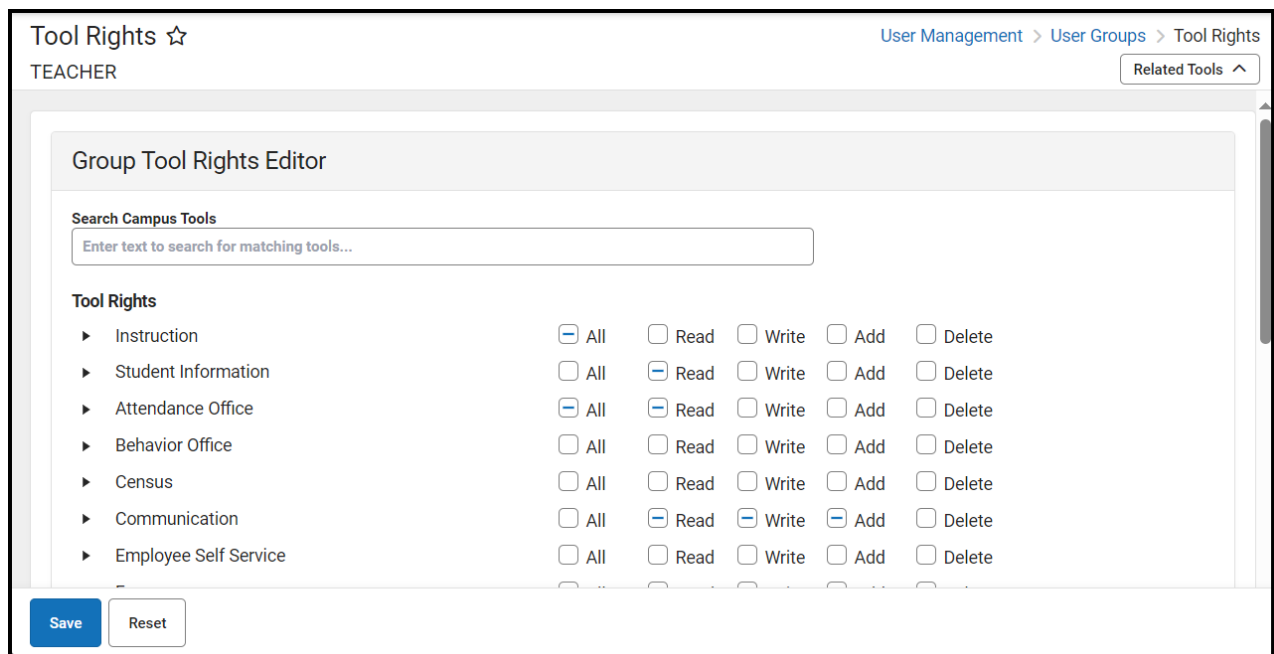Last Modified on 07/17/2025 2:04 pm CDT

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Tool Search: User Group Tool Rights

Tool Rights provide access to the functions within Infinite Campus. Rights are listed by menu item and are assigned by the Infinite Campus Administrator at the school.

Only users assigned a Product Security Role may assign Tool Rights to Campus Application User Groups. The Product Security Role is assigned on the [User Account](#) tab.

District administrators will need to determine the appropriate amount of access for each user/group based on that user/group's needs and district policies.

Individual User Tool Rights vs. Group Tool Rights

Infinite Campus highly recommends assigning tool rights to users through [user groups](#). Individual users should NOT be assigned individual rights; rather, they should be made members of the user groups to which their job duties relate.

User groups should be created in sets and should contain tool rights tailored to specific job duties
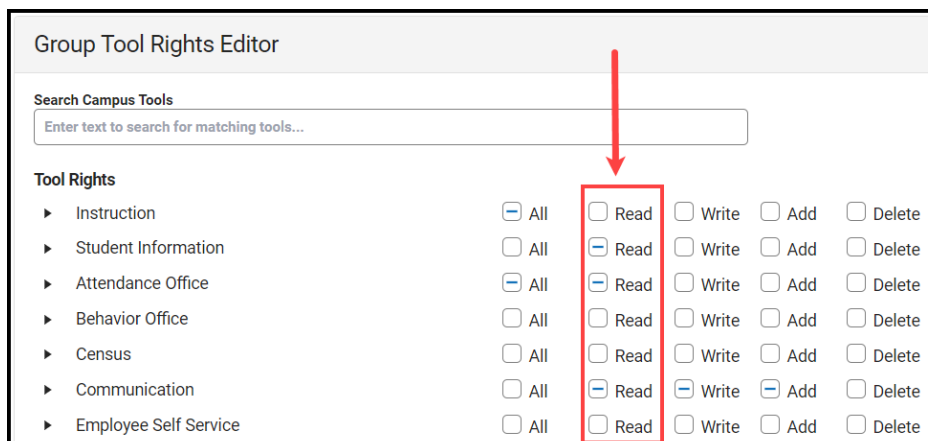
(e.g., separate user groups for nurses, secretaries, principals, counselors, reporting staff). User groups should also be created for specific school/year/calendar access (e.g., a user group with access to all schools/all years/all calendars, a user group with access to only Ballard High School/11-12 school year/11-12 Ballard High calendar).

Individual users should then be added to the user groups to which their duties correspond.

Tool Rights Definitions

Read

Read rights allow information in the tool to be viewed by the user. When only Read rights are applied, the user will not be able to save, add, or delete information within the tool. Reports only require Read rights for full access to viewing and generating results. In addition, Read rights allow printing of information, when applicable. Many wizards require only Read rights for complete access.

Write

Write rights allow information in the tool to be viewed and modified by the user. When applied, the Save icon in the action bar will be functional. This right allows the user to modify only existing data in the tool (adding new data is controlled by the Add right). This right includes the ability to change or remove data from fields.

Add

Add rights allow information in a tool to be viewed, modified, and added to by the user. When applied, the New or Add icons in the action bar will be functional. This right allows users to add and create new data/records.

Delete

The Delete right allows users to delete records for a tool. When this right is applicable, 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 the Write right. Typically, user with Delete rights will also have Read, Add, and Write rights assigned.

Use caution when assigning Delete rights.

Campus Instruction Tool Rights

In comparison to the Read, Write, Add, Delete structure for Campus Tools, rights to Campus Instruction are currently all or nothing. Marking the rights checkbox for a Campus Instruction tool gives users and groups full access to the tool.

Campus Instruction tool rights appear below the list of Campus Tools rights.

> When assigning Campus Instruction tool rights, please refer to the Instruction **Tool Rights article** to learn more about which Instruction functionality is tied to which rights.

Tool Rights Blocked by Account Automation

If the 'Enable Automatic Creation of Staff Accounts' preference is enabled via the Account Security Preferences tool, user groups saved with only Calendar Rights will be prevented from having Tool Rights added. If you attempt to add tool rights to a calendar user group you will see the message below.

This user group has been identified as a calendar rights group used for user account automation. Only calendar rights can be added or removed. If you wish to add tool rights to this group please remove it from the user account automation configuration.

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)

Limiting a user group's tool rights affects how each user is able to interact with a tool. In the example below, the user group is given only Read rights to the Student Information module. Because the user group only has Read rights, all of the fields within each Student Information tool is read-only and the **Save**, **Delete** and **New** buttons are unable to be used.

Full Tool Rights (RWAD)

Providing **RWAD** tool rights to a user group means users has full access to modifying data with the tool. In the example below, a user group 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.

Privacy Law Compliance

To ensure that unauthorized users do not violate federal FERPA and HIPAA privacy laws, unauthorized users should NOT be allowed access to certain federally protected areas on Campus.

The following fields/areas of student data are federally protected:

- FRAM > Eligibility > Eligibility
- Enrollments > State Reporting > Ward of State
- Demographics > Enrollments > State Reporting > Ward of State
- Enrollments > State Reporting > Homeless
- Enrollments > State Reporting > Migrant
- Enrollments > Special Ed > Service Hours
- Enrollments > Special Ed > Service Hrs Percent Reported
- Program Participation > English Learners (EL)
- Enrollments > Enrollment History
- Census > People > Demographics > Enrollments > Enrollment History
- Health Office > Conditions

This is not a comprehensive list. System Administrators should use caution and follow district guidelines for what users and user groups should be given access to Federally protected data. System Administrators must specifically deny unauthorized users and user groups access to these fields; otherwise these users may be able to access this data when pulling Ad hoc filters.

User Group Tool Right Examples

The following is a list of typical user groups established within a school/district.

Due to a wide range of school-specific duties and policies, user group tool rights will vary greatly. The user group tool rights mentioned below are only examples of typical user group rights and DO NOT reflect actual tool rights needed for user groups within a school or district. System administrators should always consult school/district authorities and policies before creating and assigning user group tool rights.

All Campus Users

All campus users should be assigned these rights.

Tool Name	R	W	A	D
Account Setting	X	X	X	X
Log Off	X	X	X	X
My Data	X	X		

Ad Hoc Read-Only (No Report Creation)

This group should be added to users who will generate reports that other users have created and shared.

Tool Name	R	W	A	D
Ad hoc Reports	X			
Ad Hoc Reporting	X			

Ad Hoc (Full Reporting)

This group should be added to users who need access to all Ad hoc reporting tools. System administrators will need to be members of this group to be able to create and share filters with other members.

Tool Name	R	W	A	D
Ad hoc Reports	X			
Ad Hoc Reporting	X	X	X	X

Attendance Clerks

Tool Name	R	W	A	D
Attendance	X	X	X	X
Allow Unfiltered Search	X	X	X	X
Attendance	X	X	X	X
Attendance Wizards	X	X	X	X
Attendance Letters				
Attendance Messenger				
Classroom Monitor	X	X	X	X
Daily Attendance	X	X	X	X
Attendance Messenger Scheduler				
Reports				

Counselors

Tool Name	R	W	A	D
Summary	X			
Enrollments	X			
General Enrollment Information	X			
Graduation				
Future Enrollment				
State Reporting				
Special Education				
Enrollment History	X			
Schedule	X	X	X	
Attendance	X			
Programs	X	X	X	X
Grades	X			
Transcript	X	X	X	
Credit Summary	X			
Assessment	X			
Behavior	X			
Transportation	X			
Fees	X			
Lockers	X			
Graduation	X	X	X	
Athletics	X			
Waiver	X			
Allow Unfiltered Search	X	X	X	X
Counseling	X	X	X	X
Grad Planner	X	X	X	X
File Labels by DOB	X	X	X	X
Counselor	X	X	X	X
Folder Labels by DOB	X	X	X	X
Progress Report	X	X	X	X
Reports	X	X	X	X

Disciplinary/Behavior Staff

Tool Name	R	W	A	D
Summary	X			
Behavior	X	X	X	X
All Calendars	X			
Allow Unfiltered Search	X	X	X	X
Behavior	X	X	X	X
Behavior Messenger				
Behavior Letter Wizard	X			
Behavior Messenger Scheduler				
Reports				

Disciplinary/Behavior Referral

This group is usually added to teachers.

Tool Name	R	W	A	D
Behavior Referral	X	X	X	X

Health Administrators

This group should have limited members.

Tool Name	R	W	A	D
Programs	X	X	X	X
Allow Unfiltered Search	X	X	X	X
Health	X	X	X	X
Health	X	X	X	X
Vaccines	X			
Batch Service Log Entry	X	X	X	

Health Staff

Tool Name	R	W	A	D
Programs	X	X	X	X
Allow Unfiltered Search	X	X	X	X

Tool Name	R	W	A	D
Health	X	X	X	X
Batch Service Log Entry	X	X	X	

Medicaid Administrator

Tool Name	R	W	A	D
Medicaid	X	X	X	X
Batch Service Log Entry	X	X	X	X
Batch Bills	X	X	X	X
Reports				
Service Log				
Service	X	X	X	X
Provider Service Log	X	X	X	X
Eligibility	X	X	X	X
Medicaid	X	X	X	X

Principals

Tool Name	R	W	A	D
Student Information	X			
General				
Schedule	X			
Grades	X	X	X	X
Behavior	X	X	X	X
Counseling				
Contact Log	X			
Health				
Student Locator				
Behavior	X	X	X	X
Classroom Monitor	X			
Daily Attendance	X			
User Communication	X	X	X	X

Records Transfer (district-to-district and

national)

This group is for users who send and receive student records transfers. These rights allow district-to-district records transfers and national records transfers as applicable to the particular district. Users assigned to this group should be limited.

Tool Name	R	W	A	D
Records Transfer	X	X	X	X
Allow Unfiltered Search	X	X	X	X
Student Locator	X	X	X	X
Student Records Transfer	X	X	X	X
Notify Process Inbox	X	X	X	X

Registrars (Census)

Registrars/Census staff are often additionally assigned Reporting rights.

Tool Name	R	W	A	D
Summary	X	X	X	
Enrollments	X			
General Enrollment Information	X	X	X	X
Future Enrollment	X	X	X	X
Enrollment History	X	X	X	
Records Transfer	X	X	X	X
Allow Unfiltered Search	X	X	X	X
Student Locator	X	X	X	X
Enrollment Overlap	X	X	X	X
Enrollment Summary	X	X	X	X
Enrollment Status	X	X	X	X
Duplicate IDs	X	X	X	X
Duplicate Students Search	X	X	X	X
Census	X	X	X	X
People	X	X	X	X
Enrollments	X			
General Enrollment Information	X	X	X	
Graduation				

Tool Name	R	W	A	D
State Reporting				
Special Education				
Future Enrollment	X	X	X	
Enrollment History	X	X	X	
District Employment				
District Assignment				
POS Deposit				
School Choice				
Student Contacts				
Credentials				
Overrides				
Household	X	X	X	X
Fees				
POS Deposit				
Reports	X	X	X	X
Impact Aid Report				

Schedulers

* Delete rights allow a scheduler the ability to remove the schedule and all associated attendance and grades for students who attended classes within that schedule. These rights should be limited.

** Rights should ONLY be granted to these tools during the master scheduling period. After the master scheduling period has passed, these rights should be removed. Campus recommends that one user be in charge of the Scheduling Board.

Tool Name	R	W	A	D
Schedule*	X	X	X	X
Allow Unfiltered Search	X	X	X	X
Scheduling	X	X	X	X
Courses	X	X	X	
Sections	X	X	X	

Tool Name	R	W	A	D
Roster Setup				
Scheduling Board**	X	X	X	X
Add Course*	X	X	X	X
Schedule Gap Filler**	X	X	X	X
Fill Teams**	X	X	X	X
Student Gap Scheduler**	X	X	X	X
Scheduling Board Trials**	X	X	X	X
Lunches**	X	X	X	X
Scheduling Group**	X	X	X	X
Requests and Rosters	X	X	X	X
Reports	X	X	X	X

Secretaries

Secretary roles vary greatly.

* Districts or schools may wish to establish separate user groups to handle the Transportation, Fees, Lockers and/or Athletics areas.

Tool Name	R	W	A	D
Summary	X			
Schedule	X			
Programs	X			
Transportation*	X	X	X	X
Fees*	X	X	X	X
Lockers*	X	X	X	X
Athletics*	X	X	X	X
Allow Unfiltered Search	X	X	X	X
Fee Payment*	X	X	X	X
File Labels by DOB	X	X	X	X
Folder Labels by DOB	X	X	X	X
Fee Receivable Summary*	X	X	X	X
Fee Audit*	X	X	X	X
Fee Billing Batch*	X	X	X	X
Athletic Eligibility*	X	X	X	X

Tool Name	R	W	A	D
Sub Attendance Roster	X	X	X	X
Master Schedule	X	X	X	X
Open Rooms	X	X	X	X
Section Rosters	X	X	X	X
Teacher Schedule Batch	X	X	X	X
Reports	X	X	X	X

Social Security Number Rights

Social Security Numbers are managed independent from other user Demographic information. By limiting user access to SSNs, schools can manage who is allowed to view or modify staff SSNs, student SSNs or the SSNs of all people within the system. Users assigned to a SSN group MUST have calendar tool rights to users included within the group.

* This tool right allows viewing or modification of all users within the system.

Tool Name	R	W	A	D
SNN for All People*	X			
SSN for Staff	X			
SSN for Students	X			

Special Education Administration

This group should have limited members.

Tool Name	R	W	A	D
Special Ed	X	X	X	
Allow Unfiltered Search	X	X	X	X
Process Compliance	X	X	X	X
Plan Audit	X	X	X	X
Service Detail	X	X	X	X
Service Provider Detail	X	X	X	X
File Labels by DOB	X	X	X	X
Special Ed Exception	X	X	X	X
Test Accommodations	X	X	X	X
Folder Labels by DOB	X	X	X	X

Tool Name	R	W	A	D
Service Summary	X	X	X	X
Caseload Summary	X	X	X	X
Service Provider Summary	X	X	X	X
Test Results	X	X	X	X
Progress Report	X	X	X	X
PLP	X	X	X	
Special Education	X	X	X	X
Batch Service Log Entry	X	X	X	
Service Log	X	X	X	

Special Education Staff

Tool Name	R	W	A	D
Student Information	X			
Special Education	X	X	X	
Allow Unfiltered Search	X	X	X	X
Process Compliance	X	X	X	X
Plan Audit	X	X	X	X
Service Detail	X	X	X	X
Service Provider Detail	X	X	X	X
File Labels by DOB	X	X	X	X
Special Ed Exception	X	X	X	X
Test Accommodations	X	X	X	X
Folder Labels by DOB	X	X	X	X
Service Summary	X	X	X	X
Caseload Summary	X	X	X	X
Service Provider Summary	X	X	X	X
Test Results	X	X	X	X
Progress Report	X	X	X	X
PLP	X	X	X	
Batch Service Log Entry	X	X	X	
Service Log	X	X	X	

State Reporting

* State reporting tabs and reports should be checked as necessary.

Tool Name	R	W	A	D
Summary	X			
Enrollment	X	X	X	
General Enrollment Information	X			
ADM and ADA Detail *				
Home & Hospital Attendance Register *				
Funding Report *				
State Reporting	X	X	X	X

Surveys

This group should only be assigned to staff members with Survey functionality needs.

Tool Name	R	W	A	D
Surveys	X	X	X	

Teachers

Appropriate rights for teacher may vary by district. Some districts also provide teachers with limited access to tools within the Student Information, Grading & Standards, Census, Fees, and Attendance modules.

Tool Name	R	W	A	D
Summary	X			
Schedule	X			
Attendance	X			
Grades	X			
Assessment	X			
Behavior Referral	X	X	X	X
Sent Message Log	X			
Campus Instruction	Rights are all or nothing.			