

# Audit Log

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Audit Log

The Audit Log tool is available for district and state-level use.

This tool allows system administrators the ability to monitor and track changes made to areas of user security, including:

- [System Preference Changes](#)
- [User Account Changes](#)
- [User Account Tab](#)
- [User Groups \(Individual User\)](#)
- [Tool Rights \(Individual User\)](#)
- [Calendar Rights \(Individual User\)](#)
- [User Group Changes](#)
- [User Group Tab](#)
- [Tool Rights \(User Group\)](#)
- [Calendar Rights \(User Group\)](#)

## Using the Audit Log

This tool can be used to review changes made to areas of user security within the product.

Audit Log ☆
User Management > Reports > Audit Log

Start Date   
End Date   
Table

☒ Preference

☒ UserAccount

☒ UserGroup

☒ UserGroupMember

☒ UserGroupSchoolYearRights

☒ UserGroupToolRights

☒ UserSchoolYearRights

☒ UserToolRights

Action  
☒ Add ☒ Change ☒ Delete

Affected Object   
Changed By

First 500 records displayed. Enter search criteria to narrow the results.

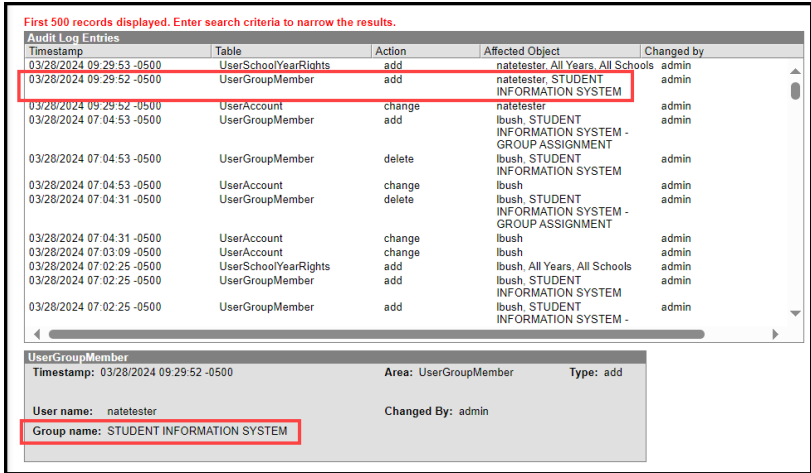
Timestamp	Table	Action	Affected Object	Changed by
08/18/2023 00:49:43 -0500	Preference	change	elasticsearch.syncing.syncActive	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Test Accommodations (default)	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Test Results	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Graduation Cohort Validations	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Test Accommodations (AZ)	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Service Summary	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Service Provider Detail	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Service Provider Summary	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Service Detail	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Plan Audit	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Process Compliance	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, No Show Report	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Folder Labels by DOB	admin
08/17/2023 14:27:18 -0500	UserToolRights	add	smithmark, Meeting Report	admin

Image 1: Audit Log Tool Editor

All audit records are accessible in the Campus database for historical purposes; however, for performance purposes, the interface View Audit Log tool will only display the 500 most recent entries.

The fields at the top of the screen allow the records in the Audit Log Entries table to be sorted based on the entered criteria, as follows:

Field	Sorting Technique
<b>Start Date</b>	The first date for which audit logs will be displayed.
<b>End Date</b>	The last date for which audit logs will be displayed.

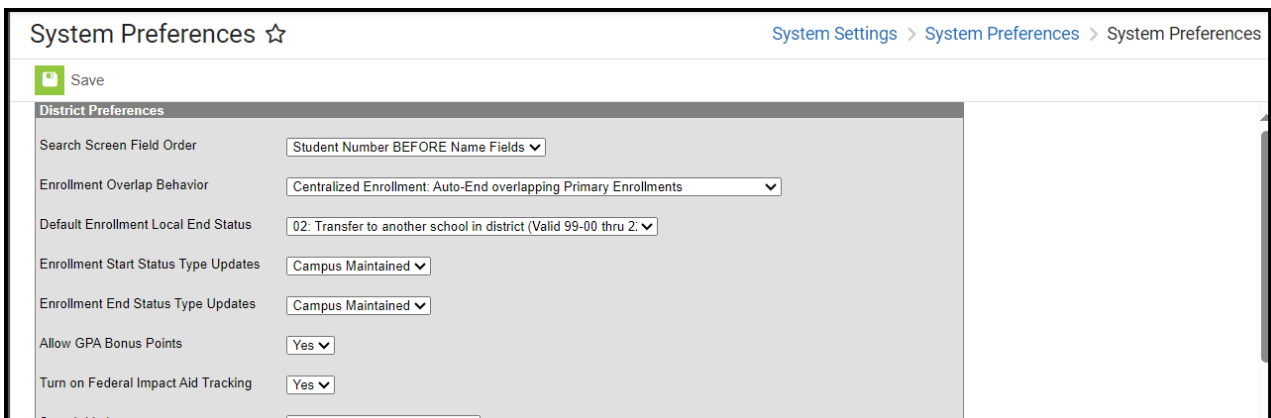
Field	Sorting Technique
Table	<p>The Audit Log Entries editor may be sorted by the table/area for which an action was logged:</p> <p>This field will only display tables where changes have occurred.</p> <ul style="list-style-type: none"> <li>• <b>Preference</b> - Actions related to the System Preferences tool will be displayed.</li> <li>• <b>UserGroupMember</b> - Actions related to the addition/removal of users from a user group will be displayed. This also includes modifications made to a user's Product Security Roles. Product Security Roles are listed by their name in all caps (see image below).</li> </ul>  <ul style="list-style-type: none"> <li>• <b>UserSchoolYearRights</b> - Actions related to the addition/modification/removal of calendar rights for users will be displayed.</li> <li>• <b>UserAccount</b> - Actions related to adding or removing user accounts and/or modifying user account settings will be displayed.</li> <li>• <b>UserGroupSchoolYearRights</b> - Actions related to the addition/modification/removal of user group calendar rights will be displayed.</li> <li>• <b>UserToolRights</b> - Actions related to the addition/modification/removal of user tool rights will be displayed.</li> <li>• <b>UserGroup</b> - Actions related to the addition/modification/removal of a user group will be displayed.</li> <li>• <b>UserGroupToolRights</b> - Actions related to the addition/modification/removal of user group tool rights will be displayed.</li> </ul>
Action	<p>The Audit Log Entries editor can be sorted based on the type of action logged.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - Only entries recorded as "add" actions will be shown (e.g., a user account was created).</li> <li>• <b>Change</b> - Only entries recorded as "change" actions will be shown (e.g., a user account was marked "Disabled").</li> <li>• <b>Delete</b> - Only entries recorded as "delete" actions will be shown (e.g., a user account was deleted).</li> </ul>

Field	Sorting Technique
<b>Affected Object</b>	<p>This field allows the user to search for objects that were changed or the users who were affected by changes.</p> <ul style="list-style-type: none"> <li>• <b>Object Search</b> - To search for changes made to a particular object, enter the (database) name of that object (<i>e.g.</i>, searching for the "Behavior" object will show all auditing records related to the Behavior object).</li> <li>• <b>User Search</b> - To search for changes affecting a particular user, enter the user name of the affected person (<i>e.g.</i>, searching for a user name of "JDoe2610" will show all changes made to that user).</li> </ul>
<b>Changed By</b>	<p>This field allows the filtering of entries for the user logged into the system and credited with the logged action.</p>

## System Preference Changes

Changes made to the System Preferences tool are always logged, regardless of whether or not the **Audit Users Account Security Preference** setting is enabled.

Changes made to the System Preferences tool will be logged in the Audit Log tool:



The screenshot shows the 'System Preferences' interface. At the top, there is a 'Save' button with a green icon. Below it, the 'District Preferences' section is visible, containing several settings with dropdown menus:

- Search Screen Field Order:** Student Number BEFORE Name Fields
- Enrollment Overlap Behavior:** Centralized Enrollment: Auto-End overlapping Primary Enrollments
- Default Enrollment Local End Status:** 02: Transfer to another school in district (Valid 99-00 thru 2)
- Enrollment Start Status Type Updates:** Campus Maintained
- Enrollment End Status Type Updates:** Campus Maintained
- Allow GPA Bonus Points:** Yes
- Turn on Federal Impact Aid Tracking:** Yes

Image 2: System Preferences Tool

First 500 records displayed. Enter search criteria to narrow the results.

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/06/2014 15:58:04 -0500	Preference	change	SearchFieldOrder	admin
05/06/2014 15:52:34 -0500	Preference	change	SearchLimit	admin
05/01/2014 08:59:33 -0500	Preference	change	StudentAssignment	Mckenzie
01/09/2014 14:35:14 -0600	Preference	change	EnrollmentOverlap	admin
01/09/2014 14:19:40 -0600	Preference	change	BoundaryWarn	admin
01/09/2014 14:13:47 -0600	Preference	change	StudentAssignment	admin
11/07/2013 12:57:32 -0600	Preference	change	GPADigits	admin
09/27/2013 13:00:19 -0500	Preference	change	StudentAssignment	admin
09/09/2013 13:41:58 -0500	Preference	change	RaceEthnicityRequirement	AlITsAlICs
09/09/2013 13:41:48 -0500	Preference	change	RaceEthnicityRequirement	AlITsAlICs
09/09/2013 13:41:34 -0500	Preference	change	RaceEthnicityRequirement	AlITsAlICs
09/09/2013 13:41:23 -0500	Preference	change	RaceEthnicityRequirement	AlITsAlICs
09/06/2013 09:12:32 -0500	Preference	change	DefaultHealthConditions	AlITsAlICs
09/06/2013 09:12:31 -0500	Preference	change	FlagableHealthConditions	AlITsAlICs
09/06/2013 03:06:47 -0500	Preference	change	RaceEthnicityRequirement	AlITsAlICs
09/06/2013 03:06:46 -0500	Preference	change	RaceEthnicityRequirement	AlITsAlICs

Preference		
<b>Timestamp:</b> 05/06/2014 15:58:04 -0500	<b>Area:</b> Preference	<b>Type:</b> change
<b>Preference name:</b> SearchFieldOrder	<b>Changed By:</b> admin	
<b>Property Name:</b> value	<b>Existing Value:</b> after	<b>New Value:</b> before

Image 3: Sample Audit Log Entry of System Preferences Tool Change

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>Preference Name</b>	The system preference that was changed.  This field will show the database column name of the system preference, rather than the field name displayed in the interface.
<b>Property Name</b>	This field will display "Value" for system preference changes.
<b>Area</b>	General category of the audit. Changes to system preferences will display a value of "Preference" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Existing Value</b>	The value of the system preference BEFORE the change (old value).
<b>Type</b>	The type of update made to the system preference.  System Preference changes will be logged as "changes."
<b>New Value</b>	The value of the system preference AFTER the change (new value).

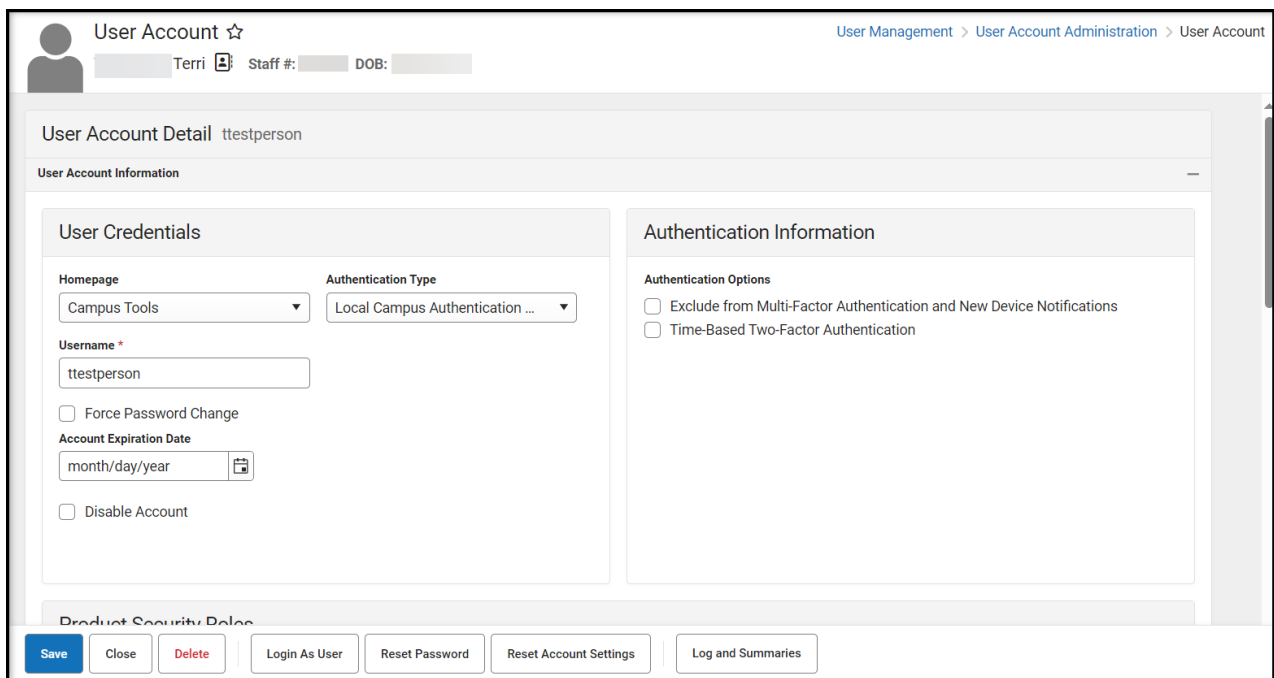
# User Account Changes

Before the complete functionality of the View Audit Log tool can be fully utilized for this area, the Audit Users System Preference must be enabled.

Changes made to an individual user's account, group memberships, tool rights, or calendar rights are logged by the auditing tool.

## User Account Tab

The View Audit Log tool tracks changes to settings on an individual's User Account.



The screenshot displays the 'User Account Administration' interface. At the top, there's a header with 'User Account ☆' and a breadcrumb trail: 'User Management > User Account Administration > User Account'. Below the header, a user profile card shows a placeholder for a user icon, the name 'Terri', and fields for 'Staff #' and 'DOB'. The main content area is titled 'User Account Detail ttestperson' and contains a 'User Account Information' section. This section is divided into two panels: 'User Credentials' and 'Authentication Information'. The 'User Credentials' panel includes a 'Homepage' dropdown set to 'Campus Tools', an 'Authentication Type' dropdown set to 'Local Campus Authentication ...', a 'Username' field with 'ttestperson', a 'Force Password Change' checkbox, an 'Account Expiration Date' field with a calendar icon, and a 'Disable Account' checkbox. The 'Authentication Information' panel includes an 'Authentication Options' section with two checkboxes: 'Exclude from Multi-Factor Authentication and New Device Notifications' and 'Time-Based Two-Factor Authentication'. At the bottom of the interface, there's a 'Product Security Below' section and a row of buttons: 'Save', 'Close', 'Delete', 'Login As User', 'Reset Password', 'Reset Account Settings', and 'Log and Summaries'.

Image 4: User Account Tab

View Audit Log				
First 500 records displayed. Enter search criteria to narrow the results.				
Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/13/2010 08:52:47 -0500	UserAccount	change	UserName	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Medication Summary	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Health Office Visit	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Health Condition	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Immunizations	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Immunization Batch	admin

UserAccount			
<b>Timestamp:</b>	05/13/2010 08:52:47 -0500	<b>Area:</b> UserAccount	<b>Type:</b> change
<b>User name:</b>	UserName	<b>Changed By:</b>	admin
<b>Property Name:</b>	disable	<b>Existing Value:</b>	false
		<b>New Value:</b>	true

Image 5: Example Audit Log Entry for User Account Change (Individual User)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user for whom the account settings were changed.
<b>Property Name</b>	<p>This field only appears if the update is a change.</p> <p>The user account setting(s) that changed.</p> <p>This field will show the database column name for the user account setting, rather than the field name displayed in the interface.</p>
<b>Area</b>	General category of the audit. Changes to user accounts will display a value of "UserAccount."
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Existing Value</b>	<p>This field only appears if the update changes an existing account setting.</p> <p>The value of the user account setting BEFORE the change (old value).</p>
<b>Type</b>	<p>The type of update made to the user account/setting: add, change or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear when a new user account is created.</li> <li>• <b>Change</b> - will appear when a change is made to any setting on an existing account.</li> <li>• <b>Delete</b> - will appear when an existing account is deleted.</li> </ul>

Audit Information	Description
New Value	<p>This field only appears if the update changes an existing account setting.</p> <p>The value of the user account setting AFTER the change (new value).</p>

## User Groups (Individual User)

Changes made to an individual's user group memberships are tracked by the View Audit Log tool.

Modifications to a user's Product Security Role are also listed as a UserGroupMember change. Product Security Roles are listed by their name in all caps.

► [Click here to expand...](#)

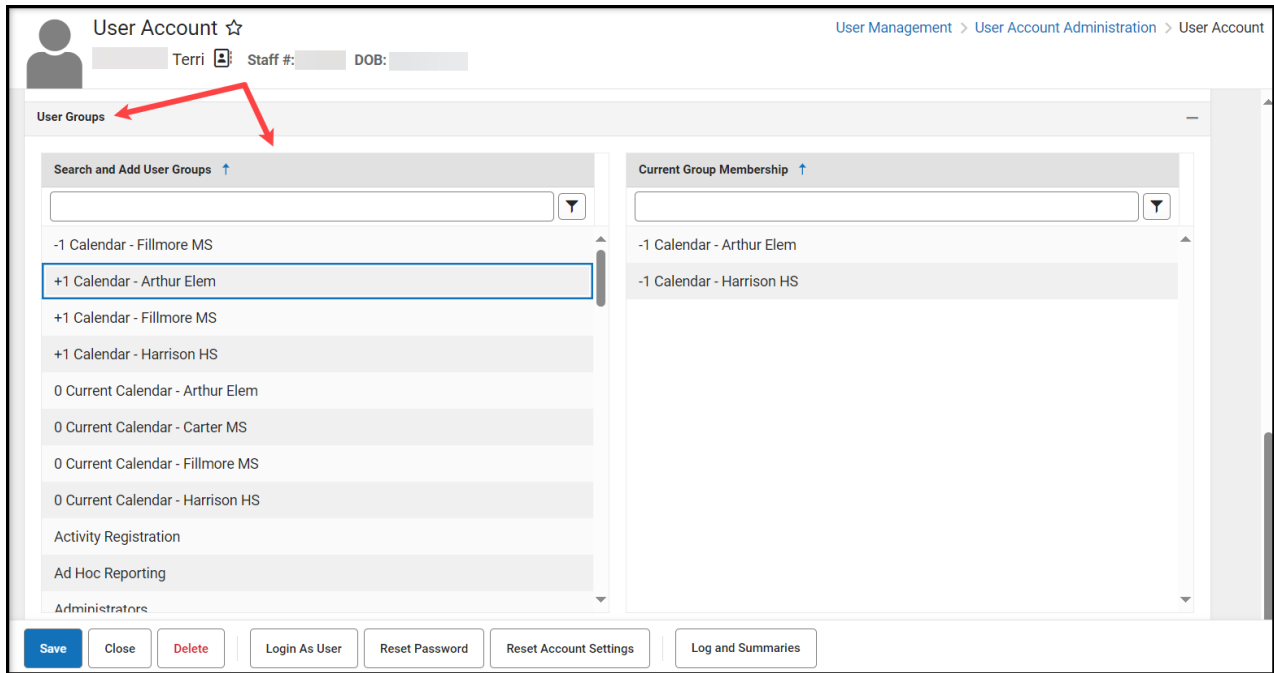
First 500 records displayed. Enter search criteria to narrow the results.

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
03/28/2024 09:29:53 -0500	UserSchoolYearRights	add	natetester, All Years, All Schools	admin
03/28/2024 09:29:52 -0500	UserGroupMember	add	natetester, STUDENT INFORMATION SYSTEM	admin
03/28/2024 09:29:52 -0500	UserAccount	change	natetester	admin
03/28/2024 07:04:53 -0500	UserGroupMember	add	lbush, STUDENT INFORMATION SYSTEM - GROUP ASSIGNMENT	admin
03/28/2024 07:04:53 -0500	UserGroupMember	delete	lbush, STUDENT INFORMATION SYSTEM	admin
03/28/2024 07:04:53 -0500	UserAccount	change	lbush	admin
03/28/2024 07:04:31 -0500	UserGroupMember	delete	lbush, STUDENT INFORMATION SYSTEM - GROUP ASSIGNMENT	admin
03/28/2024 07:04:31 -0500	UserAccount	change	lbush	admin
03/28/2024 07:03:09 -0500	UserAccount	change	lbush	admin
03/28/2024 07:02:25 -0500	UserSchoolYearRights	add	lbush, All Years, All Schools	admin
03/28/2024 07:02:25 -0500	UserGroupMember	add	lbush, STUDENT INFORMATION SYSTEM	admin
03/28/2024 07:02:25 -0500	UserGroupMember	add	lbush, STUDENT INFORMATION SYSTEM -	admin


  

UserGroupMember		
Timestamp: 03/28/2024 09:29:52 -0500	Area: UserGroupMember	Type: add
User name: natetester		
Changed By: admin		
Group name: STUDENT INFORMATION SYSTEM		





**User Account** ☆ User Management > User Account Administration > User Account

Terri  Staff #:  DOB:

**User Groups**

Search and Add User Groups ↑

- 1 Calendar - Fillmore MS
- +1 Calendar - Arthur Elem**
- +1 Calendar - Fillmore MS
- +1 Calendar - Harrison HS
- 0 Current Calendar - Arthur Elem
- 0 Current Calendar - Carter MS
- 0 Current Calendar - Fillmore MS
- 0 Current Calendar - Harrison HS
- Activity Registration
- Ad Hoc Reporting
- Administrators

Current Group Membership ↑

- 1 Calendar - Arthur Elem
- 1 Calendar - Harrison HS

Image 6: Individual User's Membership in User Groups

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/13/2010 10:20:08 -0500	UserGroupMember	add	UserName, Health Staff	admin
05/13/2010 08:52:47 -0500	UserAccount	change	UserName	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Medication Summary	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Health Office Visit	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Reports	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Immunizations	admin

UserGroupMember		
<b>Timestamp:</b> 05/13/2010 10:20:08 -0500	<b>Area:</b> UserGroupMember	<b>Type:</b> add
<b>User name:</b> UserName	<b>Changed By:</b> admin	
<b>Group name:</b> Health Staff		

Image 7: Example Audit Log Entry for Additional User Group Membership (Individual User)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user for whom a user group membership was added/removed.
<b>Group Name</b>	The name of the user group to which the user was added/removed. <div style="background-color: #e6f2ff; padding: 10px; margin-top: 10px;">This field will show the database column name for the tool right, rather than the field name displayed in the interface.</div>

Audit Information	Description
Area	General category of the audit. Changes to user group memberships will display a value of "UserGroupMember" for this area.
Changed By	The name of the user who was logged in at the time of the update.
Type	The type of action made to the user's group memberships: <ul style="list-style-type: none"> <li><b>Add</b> - will appear if the user was granted membership to the user group.</li> <li><b>Delete</b> - will appear if the user's membership from the user group was removed.</li> </ul>

## Tool Rights (Individual User)

The View Audit Log tool also tracks changes to an individual's tool rights.

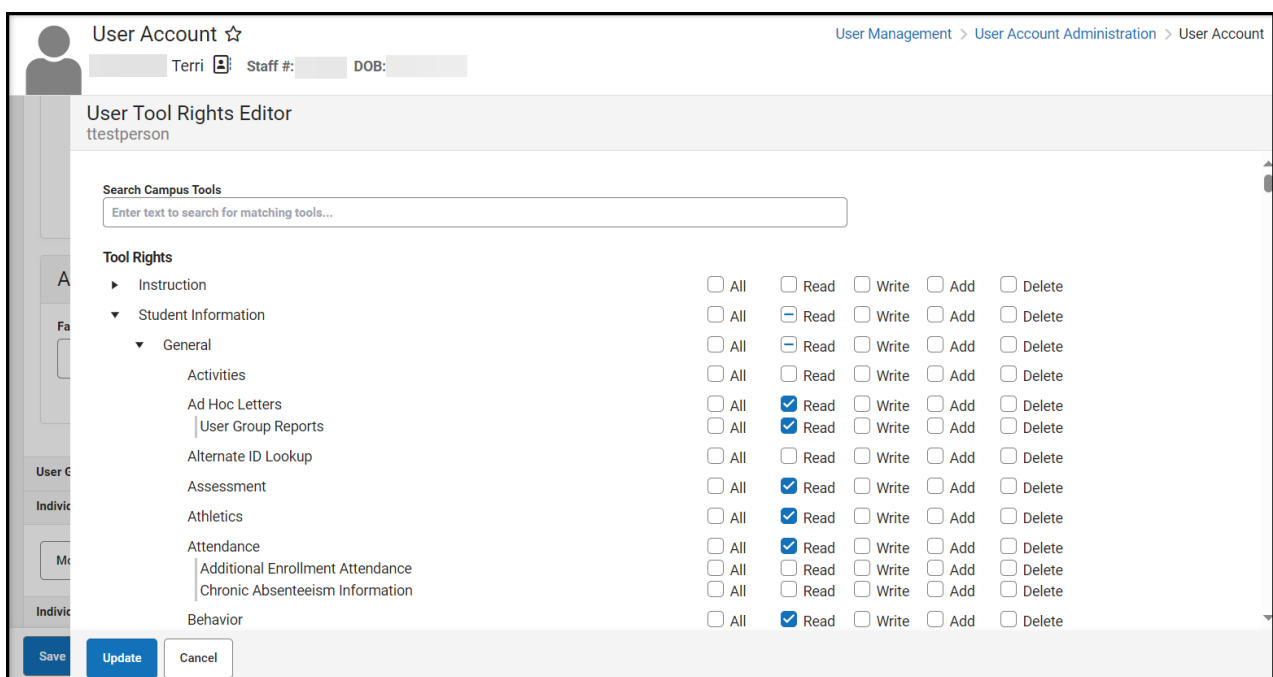


Image 8: User Tool Rights

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/13/2010 08:47:23 -0500	UserToolRights	add	Username, Medication Summary	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	Username, Health Office Visit	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	Username, Health Condition	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	Alerts	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	Username, Immunization	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	Username, Health Office	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	Username, Health	admin

UserToolRights		
<b>Timestamp:</b> 05/13/2010 08:47:23 -0500	<b>Area:</b> UserToolRights	<b>Type:</b> add
<b>User name:</b> Username		
<b>Changed By:</b> admin		
<b>Tool name:</b> Health Office Visit		

Image 9: Example Audit Log Entry for Added Tool Rights (Individual User)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user for whom the tool rights were changed.
<b>Tool Name</b>	<p>The tool right that was added/removed from the user.</p> <p>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</p>
<b>Area</b>	General category of the audit. Changes to user tool rights will display a value of "UserToolRights" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Type</b>	<p>The type of update made to the user's tool rights: add or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear if the tool rights box is checked and the user is granted rights to the tool.</li> <li>• <b>Delete</b> - will appear if the tool rights box is unchecked and the tool rights are removed from the user.</li> </ul> <p>When rights to a module are added/removed, the audit log will contain an add/delete entry for each sub-right affected.</p>

## Calendar Rights (Individual User)

Changes made to an individual's calendar rights are tracked.

User Account ☆

Terri

Staff #:

DOB:

[User Management](#) > [User Account Administration](#) > [User Account](#)

Access Information

Failed Login Attempts: 0

Reset Login Attempts

Password Last Changed By: Unavailable

Last Login Timestamp: 01/10/2019 10:33

Modified By: 01/01/1901 00:00

Created Timestamp: 01/01/1901 00:00

User Groups

Individual Tool Rights

Individual Calendar Rights

Year ↓	School	Calendar	Modify Rights	Close School Months	
19-20	All Schools	All Calendars	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Delete</a>

Add Row

Save

Close

Delete

Login As User

Reset Password

Reset Account Settings

Log and Summaries

Image 10: Calendar Rights

Audit Log Entries					
Timestamp	Table	Action	Affected Object	Changed by	
05/13/2010 15:00:58 -0500	UserSchoolYearRights	change	UserName, 2010, Steep Falls Elementary School	admin	
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Data Warehouse: Allow live data as source	admin	
05/13/2010 10:20:08 -0500	UserGroupMember	add	UserName, Health Staff	admin	
05/13/2010 08:52:47 -0500	UserAccount	change	UserName	admin	

UserSchoolYearRights

Timestamp: 05/13/2010 15:00:58 -0500

Area: UserSchoolYearRights

Type: change

User name: UserName

Changed By: admin

End year: 2010

School: Steep Falls Elementary School

Property Name: schoolID

Existing Value:

New Value: 4

Image 11: Example Audit Log Entry for Calendar Rights Change (Individual User)

The following information is logged in the audit record:

Audit Information	Description
Timestamp	The date and time of the logged action.
User Name	Name of the user for whom the calendar rights were added, changed, or deleted.
End Year	The last year of the school year to which rights were added, changed, or deleted (e.g., the end year of 2009-10 school year is 2010).
School	School for which the calendar rights were added, changed, or deleted.

Audit Information	Description
<b>Property Name *</b>	<p>This field only appears if the update is a change.</p> <p>The specific calendar element(s) that changed.</p> <p>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</p>
<b>Area</b>	<p>General category of the audit. Changes to a user's calendar rights will display a value of "UserSchoolYearRights" for this area.</p>
<b>Changed By</b>	<p>The name of the user who was logged in at the time of the update.</p>
<b>Existing Value*</b>	<p>This field only appears if the update is a change.</p> <p>The value of the user's calendar rights BEFORE the change (old value).</p>
<b>Type</b>	<p>The type of update made to the user's calendar rights: add, change or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - indicates the user was granted rights to a new calendar.</li> <li>• <b>Change</b> - indicates the user's existing calendar rights were changed.</li> <li>• <b>Delete</b> - Indicates the user's rights to a calendar were removed.</li> </ul>
<b>New Value*</b>	<p>This field only appears if the update is a change.</p> <p>The value of the user account setting AFTER the change (new value).</p>

## User Group Changes

Before the complete functionality of the View Audit Log tool can be fully utilized for this area, the Audit Users System Preference must be enabled.

### User Group Tab

Changes made to a user group tab are tracked.

User Group Information ☆

User Management > User Groups > User Group Information

TEACHER

Related Tools ^

Save Delete

Warning: this User Group is associated with user account automation. Deleting it may disrupt this configuration.

User Group Editor

Name

TEACHER

Group Description

Associated Product

Student Information System

Image 12: User Group Tab

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/14/2010 13:54:32 -0500	UserGroup	change	Title One/LEP	admin
05/14/2010 12:39:52 -0500	UserSchoolYearRights	add	UserName, 2010, Bonny Eagle Alternative Ed	admin
05/13/2010 15:00:58 -0500	UserSchoolYearRights	change	UserName, 2010, Steep Falls	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Report Builder	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Data Export	admin

UserGroup		
<b>Timestamp:</b> 05/14/2010 13:54:32 -0500	<b>Area:</b> UserGroup	<b>Type:</b> change
<b>Group Name:</b> Title One/LEP	<b>Changed By:</b> admin	
<b>Property Name:</b> name	<b>Existing Value:</b> Title One	<b>New Value:</b> Title One/LEP

Image 13: Example Audit Log Entry for User Group Change (User Group)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>Group Name</b>	The name of the user group that was added, changed, or deleted.
<b>Property Name *</b>	<div>This field only appears if the user group is changed.</div> <div>The specific user group element(s) that changed.</div> <div>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</div>
<b>Area</b>	General category of the audit. Changes to user groups will display a value of "UserGroup" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.

Audit Information	Description
Existing Value*	<p>This field only appears if the update is a change.</p> <p>The value of the user account setting BEFORE the change (old value).</p>
Type	<p>The type of update made to the user group: add, change or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - will appear when a new user group is created.</li> <li>• <b>Change</b> - will appear when a change is made to an existing user group.</li> <li>• <b>Delete</b> - will appear when an existing user group is deleted.</li> </ul>
New Value*	<p>This field only appears if the update is a change.</p> <p>The value of the user group element AFTER the change (new value).</p>

## Tool Rights (User Group)

Changes made to a user group's tool rights are tracked.

Tool Rights ☆  
TEACHER

[User Management](#) > [User Groups](#) > Tool Rights

Related Tools ^

Group Tool Rights Editor

Search Campus Tools

Enter text to search for matching tools...

Tool Rights

▶ Instruction

☒ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ Student Information

☐ All
☒ Read
☐ Write
☐ Add
☐ Delete

▶ Attendance Office

☒ All
☒ Read
☐ Write
☐ Add
☐ Delete

▶ Behavior Office

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ Census

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ Communication

☐ All
☒ Read
☒ Write
☒ Add
☐ Delete

▶ Employee Self Service

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ Fees

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ FRAM

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ Grading & Standards

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ Health Office

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

▶ My Account

☒ All
☒ Read
☒ Write
☒ Add
☒ Delete

Save

Reset

Image 14: User Group Tool Rights

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Group Rights	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Ad Hoc Reporting	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Query Wizard Filters	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, Selection Editor Filters	admin
05/13/2010 08:47:23 -0500	UserToolRights	add	UserName, Immunization Certificate	admin

UserGroupToolRights		
<b>Timestamp:</b> 05/13/2010 10:33:34 -0500	<b>Area:</b> UserGroupToolRights	<b>Type:</b> delete
<b>Group name:</b> Teacher	<b>Changed By:</b> admin	
<b>Tool name:</b> Ad Hoc Reporting		

Image 15: Example Audit Log Entry for Removal of Tool Rights (User Group)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>Group Name</b>	Name of the user group for whom the tool rights were changed.
<b>Tool Name</b>	<p>The tool right that was added/removed from the group.</p> <p>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</p>
<b>Area</b>	General category of the audit. Changes to group tool rights will display a value of "UserGroupToolRights" for this area.
<b>Changed By</b>	The name of the user who was logged in at the time of the update.
<b>Type</b>	<p>The type of update made to the group's tool rights: add or delete.</p> <ul style="list-style-type: none"> <li><b>Add</b> - will appear if the tool rights box is checked and the user group is allowed rights to the tool.</li> <li><b>Delete</b> - will appear if the tool rights box is unchecked and the rights are removed from the user group.</li> </ul> <p>When rights to an entire module are added/removed, the audit log will contain an add/delete entry for each sub-right affected (e.g., if rights to the Health module are added, sub-rights to the health office tools and report will be added as individual entries for the user group within the audit log).</p>

## Calendar Rights (User Group)

Changes made to a user group's calendar rights are tracked.



Calendar Rights ☆

User Management > User Groups > Calendar Rights

TRANSCRIPT ACCESS ADD ON

Related Tools ^

New

Save

Delete

Rights Editor

Name

School Year Rights

School

All Schools

Year

23-24

Calendar

All Calendars

Modify Rights

☒

Close School Months

☐

Image 16: User Group Calendar Rights

Audit Log Entries				
Timestamp	Table	Action	Affected Object	Changed by
05/17/2010 08:51:45 -0500	UserGroupSchoolYearRights	change	Title One/LEP, 2010, Bonny Eagle High School	admin
05/17/2010 08:47:27 -0500	UserGroupSchoolYearRights	add	Title One/LEP, 2011, Bonny Eagle High School	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, User Group Filters	admin
05/13/2010 10:33:34 -0500	UserGroupToolRights	delete	Teacher, User Group Formats	admin

UserGroupSchoolYearRights		
<b>Timestamp:</b> 05/17/2010 08:51:45 -0500	<b>Area:</b> UserGroupSchoolYearRights	<b>Type:</b> change
<b>Group name:</b> Title One/LEP	<b>Changed By:</b> admin	
<b>End year:</b> 2010		
<b>School:</b> Bonny Eagle High School		
<b>Property Name:</b> endYear	<b>Existing Value:</b> 2011	<b>New Value:</b> 2010
<b>Property Name:</b> calendarID	<b>Existing Value:</b> 114	<b>New Value:</b>
<b>Property Name:</b> modifyRights	<b>Existing Value:</b> true	<b>New Value:</b> false

Image 17: Example Audit Log Entry for Calendar Rights Change (User Group)

The following information is logged in the audit record:

Audit Information	Description
<b>Timestamp</b>	The date and time of the logged action.
<b>User Name</b>	Name of the user group for which the calendar rights were added, changed, or deleted.
<b>End Year</b>	The last year of the school year to which rights were added, changed, or deleted (e.g., the end year of 2009-10 school year is 2010).
<b>School</b>	School for which the calendar rights were added, changed, or deleted.

Audit Information	Description
<b>Property Name *</b>	<div>This field only appears if the update is a change.</div> <p>The specific calendar element(s) that changed.</p> <div>This field will show the database column name for the tool right, rather than the field name displayed in the interface.</div>
<b>Area</b>	<p>General category of the audit. Changes to a group's calendar rights will display a value of "UserSchoolYearRights" for this area.</p>
<b>Changed By</b>	<p>The name of the user who was logged in at the time of the update.</p>
<b>Existing Value*</b>	<div>This field only appears if the update is a change.</div> <p>The value of the group's calendar rights BEFORE the change (old value).</p>
<b>Type</b>	<p>The type of update made to the group's calendar rights: add, change, or delete.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> - indicates the group was granted rights to a new calendar.</li> <li>• <b>Change</b> - indicates the group's existing calendar rights were changed.</li> <li>• <b>Delete</b> - Indicates the group's rights to a calendar were removed.</li> </ul>
<b>New Value*</b>	<div>This field only appears if the update is a change.</div> <p>The value of the user group setting AFTER the change (new value).</p>

## Technical Information

Three database tables are used to hold audited data:

- *AuditLogEntry*
- *AuditLogEntryDescription*
- *AuditLogEntryDetail*