



Last Modified on 10/21/2024 8:20 am CDT

Using the Audit Log | System Preference Changes | User Account Changes | User Group Changes | Calendar Rights (User Group) | Technical Information

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.

| udit Log | 公 | | | | | Use | r Management | > Reports > | Audit |
|--|--|--|---|--|--|-----|--------------|-------------|-------|
| Start Date | | | | | | | | | |
| ا ا | | 1 | | | | | | | |
| and Date | | 1 | | | | | | | |
| Table | | - | | 0 | | | | | |
| | Preference | UserAccount | | erGroup | | | | | |
| | UserGroupN | 1ember 🛛 🗹 UserGroupSo | choolYearRights 🛛 Use | erGroupToolRights | | | | | |
| | UserSchool | rearRights 🗹 UserToolRigh | nts | | | | | | |
| Action | 🗸 Add 🗹 Cha | nge 🔽 Delete | | | | | | | |
| Affected Object | | | | | | | | | |
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| Changed By | | | | | | | | | |
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Image 1: Audit Log Tool Editor

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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 | d Sorting Technique | | |
|------------|--|--|--|
| Start Date | The first date for which audit logs will be displayed. | | |
| End Date | The last date for which audit logs will be displayed. | | |



| Field | Sorting Technique | | | | |
|--------|--|--|--|--|--|
| Table | The Audit Log Entries editor may be sorted by the table/area for which an action was logged: | | | | |
| | This field will only display tables where changes have occurred. | | | | |
| | Preference - Actions related to the System Preferences tool will be displayed. UserGroupMember - 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). With the state of the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by their name in all caps (see image below). With the security Roles are listed by the security Roles are listed by the security relation (security relation). With the security Roles are listed by the security relation (security relation). UserSchoolYearRights - Actions related to the addition/modification/removal of user tool rights will be displayed. UserGroupSchoolYearRights - Actions related to the addition/modification/removal of user tool rights will be displayed. UserGroup - Actions related to the addition/modification/removal of user group will be displayed. UserGroup - Actions related to the addition/modification/removal of a user group will be displayed. UserGroup - Actions related to the addition/modification/removal of a user group will be dis | | | | |
| Action | The Audit Log Entries editor can be sorted based on the type of action logged. Add - Only entries recorded as "add" actions will be shown (<i>e.g.</i>, a user account was created). | | | | |
| | Change - Only entries recorded as "change" actions will be shown (<i>e.g.</i>, a user account was marked "Disabled"). Delete - Only entries recorded as "delete" actions will be shown (<i>e.g.</i>, a user account was deleted). | | | | |



| Field | Sorting Technique |
|--------------------|---|
| Affected Object | This field allows the user to search for objects that were changed or the users who were affected by changes. Object Search - 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). User Search - 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). |
| Changed By | This field allows the filtering of entries for the user logged into the system and credited with the logged action. |

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:

| System Preferences | \$ | System Settings > Syst | em Preferences > System Preferences |
|--------------------------------------|--|------------------------|-------------------------------------|
| Save | | | |
| District Preferences | | | |
| 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 V | | |
| Enrollment End Status Type Updates | Campus Maintained 🗸 | | |
| Allow GPA Bonus Points | Yes V | | |
| Turn on Federal Impact Aid Tracking | Yes | | |

Image 2: System Preferences Tool

| uait Log Entries | Table | A =1/== | A Westerl Object | Observed by | |
|----------------------------|------------|-----------------------|--------------------------|-------------|---|
| imestamp | Table | Action | Affected Object | Changed by | |
| 5/06/2014 15:58:04 -0500 | Preference | change | SearchFieldOrder | admin | |
| 5/06/2014 15:52:34 -0500 | Preference | change | SearchLimit | admin | |
| 6/01/2014 08:59:33 -0500 | Preference | change | StudentAssignment | Mckenzie | |
| /09/2014 14:35:14 -0600 | Preference | change | EnrollmentOverlap | admin | |
| /09/2014 14:19:40 -0600 | Preference | change | BoundaryWarn | admin | |
| /09/2014 14:13:47 -0600 | Preference | change | StudentAssignment | admin | |
| 1/07/2013 12:57:32 -0600 | Preference | change | GPADigits | admin | |
| 9/27/2013 13:00:19 -0500 | Preference | change | StudentAssignment | admin | |
| 9/09/2013 13:41:58 -0500 | Preference | change | RaceEthnicityRequirement | AITSAIICS | |
| 9/09/2013 13:41:48 -0500 | Preference | change | RaceEthnicityRequirement | AITSAIICS | |
| 9/09/2013 13:41:34 -0500 | Preference | change | RaceEthnicityRequirement | AITSAIICS | |
| 9/09/2013 13:41:23 -0500 | Preference | change | RaceEthnicityRequirement | AITSAIICS | |
| 9/06/2013 09:12:32 -0500 | Preference | change | DefaultHealthConditions | AITSAIICS | |
| 9/06/2013 09:12:31 -0500 | Preference | change | FlagableHealthConditions | AITSAIICS | |
| 9/06/2013 03:06:47 -0500 | Preference | change | RaceEthnicityRequirement | AITSAIICS | |
| /06/2013 03:06:46 -0500 | Preference | change | RaceEthnicitvRequirement | AITsAIICs | |
| | | | | | • |
| reference | | | | | |
| imestamp: 05/06/2014 15:58 | 8:04 -0500 | Area: Preference | Type: change | | |
| reference name: SearchFie | ldOrder | Changed By: admin | | | |
| Property Name: value | | Existing Value: after | New Value: before | | |

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

The following information is logged in the audit record:

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

| User Account ☆ Terri ≧ Staff | #: DOB: | User Management > User Account Administration > User Account |
|---|---|---|
| User Account Detail ttestpers | son | |
| User Account Information | | - |
| User Credentials | | Authentication Information |
| Homepage Campus Tools Username * ttestperson Force Password Change Account Expiration Date month/day/year Disable Account | Authentication Type Local Campus Authentication | Authentication Options Exclude from Multi-Factor Authentication and New Device Notifications Time-Based Two-Factor Authentication |
| Product Security Polos | | |
| Save Close Delete Lo | gin As User Reset Password Reset Account Setti | ngs Log and Summaries |

Image 4: User Account Tab

| View Audit Log | | | | | |
|------------------------------|--------------------------|---------------------|-------------------------------|------------|--|
| | | | | | |
| | | | | | |
| First 500 records displayed. | Enter search criteria to | narrow the results. | | | |
| 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 | | | | | |
| Timestamp: 05/13/2010 08: | 52:47 -0500 | Area: UserAccount | Type: change | | |
| | | | | | |
| | | Changed Dig. odinin | | | |

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

| Audit Information | Description | | | |
|----------------------|--|--|--|--|
| Timestamp | The date and time of the logged action. | | | |
| User Name | Name of the user for whom the account settings were changed. | | | |
| Property Name | This field only appears if the update is a change. | | | |
| | The user account setting(s) that changed. | | | |
| | This field will show the database column name for the user account setting, rather than the field name displayed in the interface. | | | |
| | | | | |
| Area | General category of the audit. Changes to user accounts will display a value of "UserAccount." | | | |
| Changed By | The name of the user who was logged in at the time of the update. | | | |
| Existing Value | This field only appears if the update changes an existing account setting. | | | |
| | The value of the user account setting BEFORE the change (old value). | | | |
| Туре | The type of update made to the user account/setting: add, change or delete. Add - will appear when a new user account is created. Change - will appear when a change is made to any setting on an existing account. Delete - will appear when an existing account is deleted. | | | |



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

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 Scho | ools admin | |
| ſ | 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 | Ibush, STUDENT INFORMATION SYSTEM - GROUP ASSIGNMENT | admin | |
| | 03/28/2024 07:04:53 -0500 | UserGroupMember | delete | Ibush, STUDENT INFORMATION SYSTEM | admin | |
| | 03/28/2024 07:04:53 -0500 | UserAccount | change | lbush | admin | |
| | 03/28/2024 07:04:31 -0500 | UserGroupMember | delete | Ibush, 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 | Ibush, All Years, All Schools | admin | |
| | 03/28/2024 07:02:25 -0500 | UserGroupMember | add | Ibush, STUDENT INFORMATION SYSTEM | admin | |
| | 03/28/2024 07:02:25 -0500 | UserGroupMember | add | Ibush, STUDENT INFORMATION SYSTEM - | admin 🗸 | |
| | • | | | | | |
| | UserGroupMember | | | | | |
| | Timestamp: 03/28/2024 09:29:52 | -0500 | Area: UserGrou | pMember Type: add | | |
| ١. | User name: natetester | | Changed By: a | dmin | | |
| ľ | Group name: STUDENT INFORM | ATION SYSTEM | | | | |
| | | | | | | |

| User Account ☆ | | | User Management > User Account Administration > User A |
|----------------------------------|----------|----------------------------|--|
| Terri 🗈 Staff #: DOB: | | | |
| | | | |
| er Groups | | | - |
| Search and Add User Groups 1 | | Current Group Membership ↑ | |
| | T | | T |
| -1 Calendar - Fillmore MS | | -1 Calendar - Arthur Elem | |
| +1 Calendar - Arthur Elem | | -1 Calendar - Harrison HS | |
| +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 | - | | * |

Image 6: Individual User's Membership in User Groups

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| 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 |
| llserGrounMemher | | | | |
| Timestamp: 05/13/2010 10:: | 20:08 -0500 | Area: UserGroupMember | Type: add | 1 |
| • · · · · · · · · · · · · · · · · · · · | | | | |
| User name: UserName | | Changed By: admin | | |
| Group name: Health Staff | | | | |
| or oup manor mount oran | | | | |

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

| Audit Information | Description |
|----------------------|--|
| Timestamp | The date and time of the logged action. |
| User Name | Name of the user for whom a user group membership was added/removed. |
| Group Name | The name of the user group to which the user was added/removed. This field will show the database column name for the tool right, rather than the field name displayed in the interface. |



| 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. |
| Туре | The type of action made to the user's group memberships: Add - will appear if the user was granted membership to the user group. Delete - will appear if the user's membership from the user group was removed. |

Tool Rights (Individual User)

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

| | User Account ☆ | User Management > User Account Administration > User Account |
|---------|---|---|
| | Terri 🛃 Staff #: DOB: | |
| | User Tool Rights Editor ttestperson | |
| | Search Campus Tools | î |
| | Enter text to search for matching tools | |
| | Tool Rights | |
| A | Instruction | All Read Write Add Delete |
| Fa | Student Information | All Read Write Add Delete |
| | ▼ General | All Read Write Add Delete |
| | Activities | All Read Write Add Delete |
| | Ad Hoc Letters User Group Reports | All ≤ Read Write Add Delete All ≤ Read Write Add Delete |
| | Alternate ID Lookup | All Read Write Add Delete |
| User G | Assessment | 🗌 All 🛛 🗹 Read 💭 Write 💭 Add 💭 Delete |
| Indivic | Athletics | 🗌 All 🛛 🗹 Read 💭 Write 💭 Add 💭 Delete |
| Mo | Attendance Additional Enrollment Attendance Chronic Absenteeism Information | All ✓ Read Write Add Delete All Read Write Add Delete All Read Write Add Delete |
| Indivic | Behavior | 🗆 All 🛛 🗹 Read 🗌 Write 🗌 Add 🗌 Delete |
| Save | Update Cancel | |

Image 8: User Tool Rights



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

| Audit Information | Description | | | | | |
|----------------------|--|--|--|--|--|--|
| Timestamp | The date and time of the logged action. | | | | | |
| User Name | ame of the user for whom the tool rights were changed. | | | | | |
| Tool Name | The tool right that was added/removed from the user. | | | | | |
| | This field will show the database column name for the tool right, rather than the field name displayed in the interface. | | | | | |
| | | | | | | |
| Area | General category of the audit. Changes to user tool rights will display a value of "UserToolRights" for this area. | | | | | |
| Changed By | The name of the user who was logged in at the time of the update. | | | | | |
| Туре | The type of update made to the user's tool rights: add or delete. Add - will appear if the tool rights box is checked and the user is granted rights to the tool. Delete- will appear if the tool rights box is unchecked and the tool rights are removed from the user. When rights to a module are added/removed, the audit log will contain an add/delete entry for each sub-right affected. | | | | | |
| | | | | | | |

The following information is logged in the audit record:

Calendar Rights (Individual User)

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

| User Account | ☆ ■: Staff #: DOB | 3: | | User Mai | nagement > User Accou | nt Administration > | User Ad |
|--|----------------------|---|---------------|---|-----------------------------|---------------------|---------|
| | | | | | | | |
| Access Information | n | | | | | | |
| Failed Login Attempts: 0 Reset Login Attempts | Passw Last L | ord Last Changed By: Unavailab ogin Timestamp: 01/10/2019 10 | le :33 | Modified By: 01/01/19 Created Timestamp: 0 | 01 00:00 1/01/1901 00:00 | | |
| | | | | | | | |
| er Groups | | | | | | | + |
| ividual Tool Rights ividual Calendar Rights 🛛 🗲 | | | | | | | + |
| Year ↓ | School | Calendar | Modify Rights | Close School | Months | | |
| 19-20 | All Schools | All Calendars | | | Dele | te | |
| Add Row | | | | | | | |
| | | | |] | | | |

Image 10: Calendar Rights

Infinite Campus

| Audit Log Entrino | | | | |
|--|----------------------|--------------------------|---|------------|
| 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: 05/13/201 | 0 15:00:58 -0500 | Area: UserSchoolYearRigh | ts Type: change | |
| User name: UserName | | Changed By: admin | | |
| End year: 2010 | | | | |
| School: Steep Falls | Elementary School | | | |
| | | | | |
| Property Name: schoo | IID | Existing Value: | New Value: 4 | |

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

| 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 (<i>e.g.</i> , 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 |
|----------------------|---|
| Property Name * | This field only appears if the update is a change. |
| | The specific calendar element(s) that changed. |
| | This field will show the database column name for the tool right, rather than the field name displayed in the interface. |
| | |
| Area | General category of the audit. Changes to a user's calendar rights will display a value of "UserSchoolYearRights" for this area. |
| Changed By | The name of the user who was logged in at the time of the update. |
| Existing Value* | This field only appears if the update is a change. |
| | The value of the user's calendar rights BEFORE the change (old value). |
| Туре | The type of update made to the user's calendar rights: add, change or delete. Add - indicates the user was granted rights to a new calendar. Change - indicates the user's existing calendar rights were changed. Delete - Indicates the user's rights to a calendar were removed. |
| New Value* | This field only appears if the update is a change. |
| | The value of the user account setting AFTER the change (new value). |

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 A |
| 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

Infinite Campus

| Audit Log Entries | | | | | | |
|------------------------------|--------------|----------|--------------------|---|------------|----------|
| Timestamp | Table | | Action | Affected Object | Changed by | |
| 05/14/2010 13:54:32 -0500 | UserGroup | | change | Title One/LEP | admin | A 1 |
| 05/14/2010 12:39:52 -0500 | UserSchoolYe | arRights | add | UserName, 2010, Bonny Eagle Alternative Ed | admin | |
| 05/13/2010 15:00:58 -0500 | UserSchoolYe | arRights | change | UserName, 2010, Steep Falls | admin | |
| 05/13/2010 10:33:34 -0500 | UserGroupToo | Rights | delete | Teacher, Report Builder | admin | |
| 05/13/2010 10:33:34 -0500 | UserGroupToo | Rights | delete | Teacher, Data Export | admin | ~ |
| UserGroup | | | | | | |
| Timestamp: 05/14/2010 13:54: | 32 -0500 | Area: Us | erGroup | Type: change | | |
| Group Name: Title One/LEP | | Changed | i By: admin | | | |
| Property Name: name | | Existing | Value: Title One | New Value: Title One/LEP | | |

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

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



| Audit Information | Description |
|----------------------|---|
| Existing Value* | This field only appears if the update is a change. |
| | The value of the user account setting BEFORE the change (old value). |
| Туре | The type of update made to the user group: add, change or delete. Add - will appear when a new user group is created. Change - will appear when a change is made to an existing user group. Delete - will appear when an existing user group is deleted. |
| New Value* | This field only appears if the update is a change. |
| | The value of the user group element AFTER the change (new value). |

Tool Rights (User Group)

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

| Tool Rights ☆ | User Management > User Groups > Tool Rights |
|---|---|
| TEACHER | Related Tools A |
| | A |
| | |
| Group Tool Rights Editor | |
| Search Campus Tools | |
| Enter text to search for matching tools | |
| Tool Dights | |
| | All Read Write Add Delete |
| Student Information | |
| Attendance Office | All Read Write Add Delete |
| Behavior Office | |
| ► 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 |
| Sawa Recet | |
| | |

Image 14: User Group Tool Rights

| Timestamn | Table | Action | Affected Object | Changed by | _ |
|----------------------------|---------------------|---------------------------|---------------------------------------|------------|---|
| 05/13/2010 10:33:34 -0500 | UserGroupToolRights | delete | Teacher, Group Rights | admin | ĺ |
| 5/13/2010 10:33:34 -0500 | UserGroupToolRights | delete | Teacher, Ad Hoc Reporting | admin | |
| 5/13/2010 10:33:34 -0500 | UserGroupToolRights | delete | Teacher, Query Wizard Filters | admin | |
| 5/13/2010 10:33:34 -0500 | UserGroupToolRights | delete | Teacher, Selection Editor Filters | admin | |
| 5/13/2010 08:47:23 -0500 | UserToolRights | add | UserName, Immunization Certificate | admin | |
| | | | ··· ·· <u>-</u> · | | |
| UserGroupToolRights | | | | | |
| Timestamp: 05/13/2010 10:3 | 3:34 -0500 | Area: UserGroupToolRights | Type: delete | | |
| Group name: Teacher | | Changed By: admin | | | |
| Tool parme: Ad Hoo Report | ing | | | | |

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

The following information is logged in the audit record:

Infinite Campus

| Audit Information | Description | | | | | |
|----------------------|--|--|--|--|--|--|
| Timestamp | The date and time of the logged action. | | | | | |
| Group Name | Name of the user group for whom the tool rights were changed. | | | | | |
| Tool Name | The tool right that was added/removed from the group. This field will show the database column name for the tool right, rather than the field name displayed in the interface. | | | | | |
| Area | General category of the audit. Changes to group tool rights will display a value of "UserGroupToolRights" for this area. | | | | | |
| Changed By | The name of the user who was logged in at the time of the update. | | | | | |
| Туре | The type of update made to the group's tool rights: add or delete. Add - will appear if the tool rights box is checked and the user group is allowed rights to the tool. Delete- will appear if the tool rights box is unchecked and the rights are removed from the user group. | | | | | |
| | When rights to an entire module are added/removed, the audit log will contain an add/delete entry for each sub-right affected (<i>e.g.</i> , 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). | | | | | |

Calendar Rights (User Group)

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



Image 16: User Group Calendar Rights

| Audit Log Entrie | s | Tabla | | Action | Affected Object | Changed by |
|-----------------------------|--------------------|----------------|----------------|---------------------|---|------------|
| 05/17/2010 08:51:4 | 45 -0500 | UserGroupScho | olYearRights | change | Title One/LEP, 2010, Bonny | admin |
| 05/17/2010 08:47:2 | 27 -0500 | UserGroupScho | olYearRights | add | Title One/LEP, 2011, Bonny Eagle High School | admin |
| 05/13/2010 10:33: | 34 -0500 | UserGroupToolR | Rights | delete | Teacher, User Group Filters | admin |
| 05/13/2010 10:33: | 34 -0500 | UserGroupToolR | lights | delete | Teacher, User Group Formats | admin |
| UserGroupSch | oolYearRights | | | | | 1 |
| Timestamp: 05 | 5/17/2010 08:51:45 | -0500 | Area: UserGr | oupSchoolYearRights | Type: change | |
| Group name: 1 | fitle One/LEP | | Changed By: | admin | | |
| End year: 2 | 2010 | | | | | |
| School: E | Bonny Eagle High S | chool | | | | |
| Property Name: endYear | | Existing Valu | e: 2011 | New Value: 2010 | | |
| Property Name: calendarID | | | Existing Valu | e: 114 | New Value: | |
| Property Name: modifyRights | | | Existing Valu | e: true | New Value: false | |

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

| Audit Information | Description |
|----------------------|--|
| Timestamp | The date and time of the logged action. |
| User Name | Name of the user group for which 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 (<i>e.g.</i> , 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 | | | | |
|----------------------|--|--|--|--|--|
| Property Name * | This field only appears if the update is a change. | | | | |
| | The specific calendar element(s) that changed. | | | | |
| | This field will show the database column name for the tool right, rather than the field name displayed in the interface. | | | | |
| | | | | | |
| Area | General category of the audit. Changes to a group's calendar rights will display a value of "UserSchoolYearRights" for this area. | | | | |
| Changed By | The name of the user who was logged in at the time of the update. | | | | |
| Existing Value* | This field only appears if the update is a change. | | | | |
| | The value of the group's calendar rights BEFORE the change (old value). | | | | |
| Туре | The type of update made to the group's calendar rights: add, change, or delete. Add - indicates the group was granted rights to a new calendar. Change - indicates the group's existing calendar rights were changed. Delete - Indicates the group's rights to a calendar were removed. | | | | |
| New Value* | This field only appears if the update is a change. | | | | |
| | The value of the user group setting AFTER the change (new value). | | | | |

Technical Information

Three database tables are used to hold audited data:

- AuditLogEntry
- AuditLogEntryDescription
- AuditLogEntryDetail