

# Tool Rights (Scheduling)

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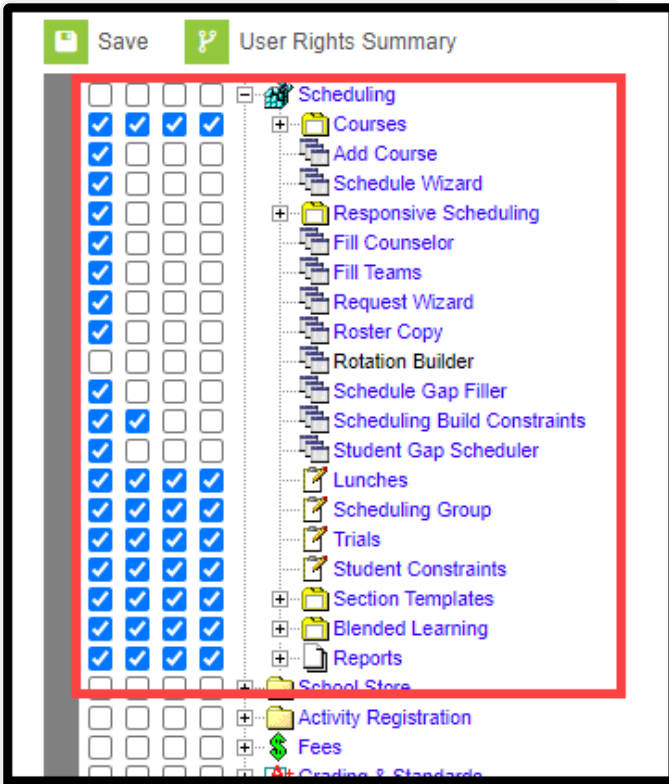
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Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

Right	Description
<b>R (Read)</b>	The <b>R</b> right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will <b>NOT</b> have access to the Save, Add or Delete icons in the action bar.
<b>W (Write)</b>	The <b>W</b> right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the <b>A</b> right. This right includes the ability to change or remove data from a specific field.
<b>A (Add)</b>	The <b>A</b> right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.
<b>D (Delete)</b>	ASSIGN THIS RIGHT WITH CAUTION. The <b>D</b> right indicates the information on the corresponding tool may be deleted. 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 <b>W</b> right.

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Health folder assigns RW rights to all tools within that folder, including any subrights.

## Scheduling



Scheduling Tool Rights

Right	R	W	A	D
<b>Course</b>	Allows the user to view existing information on the Course tab.	Allows the user to edit existing information on the Course tab.	N/A	Allows the user to permanently remove the course.
<b>Push to Sections</b>	N/A	Allows the user the ability to push updates to the course to the course section.	N/A	N/A
<b>Sections</b>	Allows the user to view a list of sections associated with the course.	Allows the user to edit the list of sections associated with the course.	Allows the user to add a new section to the course.	Allows the user to permanently remove the section.
<b>Sections</b>	Allows the user to view existing information associated with a course section.	Allows the user to edit existing information associated with a course section.	N/A	Allows the user to permanently remove the section.

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Staff History</b>	Allows the user to view existing information on the Staff History tab.	Allows the user to edit existing information on the Staff History tab.	Allows the user to add information on the Staff History tab.	Allows the user to remove information from the Staff History tab.
<b>Roster</b>	<p>Allows the user to view a list of students scheduled into the selected course section.</p> <p>Allows the user to view a PDF version of a locked Custom Form attached to student from the Roster.</p>	N/A	N/A	N/A
<b>View IEP/Plan Icons</b>	Allows the user to view a student's IEP or other learning plan by displaying a note icon on the roster.	N/A	N/A	N/A
<b>Attendance</b>	Allows the user to view entered attendance for students enrolled in the course section.	Allows users to add attendance records for students enrolled in the section.	N/A	N/A

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Grading by Task</b>	Allows the user to view entered grades for the term or reporting period for a selected task for those students enrolled in the selected section.	Allows users to edit existing grades for the term or reporting period for a selected task for those students enrolled in the selected section.	Allows users to add new grades for the term or reporting period for a selected task for those students enrolled in the selected section.	Allows the user to delete entered grades for a student.
<b>Grading by Student</b>	Allows the user to view entered grades for the term or reporting period for a selected task for those students enrolled in the selected section.	Allows users to edit existing grades for the term or reporting period for a selected task for those students enrolled in the selected section.	Allows users to add new grades for the term or reporting period for a selected task for those students enrolled in the selected section.	Allows the user to delete entered grades for a student.
<b>Roster Setup</b>	Allows the user to view students on a roster.	Allows the user to add or remove students from a roster.	N/A	N/A
<b>Can Overload Sections</b>	<p>Only Read rights are needed to add additional students to an already full roster.</p> <p>This applies to the Roster Setup, the Walk-In Schedule view on the student's Schedule tab and the Student Gap Scheduler.</p>	N/A	N/A	N/A

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Roster Batch Edit</b>	Allows the user to view roster information for a section.	Allows a user to edit the information on the Roster Batch Edit tab.	N/A	N/A
<b>Grading Tasks</b>	Allows the user to view grading tasks assigned to the course.	Allows the user to edit existing grading tasks assigned to the course.	Allows the user to add new grading tasks assigned to the course.	Allows the user to remove grading tasks assigned to the course.
<b>Standards</b>	Allows the user to view grading standards assigned to the course.	Allows the user to edit grading standards assigned to the course.	Allows the user to add new grading standards to courses.	Allows the user to remove grading standards assigned to the course.
<b>Categories</b>	Allows the user to view categories for the selected course.	Allows the user to edit categories for the selected course.	Allows the user to add new categories for the selected course.	Allows the user to remove categories for the course.
<b>Grade Calc Options</b>	Allows the user to view grade calculation options for the selected course.	Allows the user to edit grade calculation options for the selected course.	Allows the user to add new grade calculation options for the selected course.	Allows the user to remove grade calculation options for the course.
<b>Course Rules</b>	Allows the user to view scheduling and planning rules assigned to the course.	Allows the user to edit existing scheduling and planning rules assigned to the course.	Allows the user to add new scheduling and planning rules assigned to the course.	Allows the user to remove scheduling and planning rules assigned to a course.

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Fees</b>	Allows the user to view fees assigned to the course.	Allows the user to edit existing fees assigned to the course.	Allows the user to add new course fees.	Allows the user to remove course fees.
<b>Build Constraints</b>	<p>Allows the user to have view existing build constraints for the course.</p> <p>If RW rights are given to the Build Constraints Wizard, full functionality exists with just R rights. If the user does not need to add additional constraints, only R rights are necessary.</p>	N/A	N/A	N/A
<b>Assessments</b>	Allows the user to view assessments associated with the course.	Allows the user to edit existing assessments associated with the course.	Allows the user to add new assessments to the course.	Allows the user to remove assessments from the course.
<b>Copy Course</b>	Allows the user to view the Copy Course tool.	Allows the user to view the Copy Course tool.	Allows the user to copy courses.	N/A
<b>Add Course</b>	Allows the user to create and add new courses.	N/A	N/A	N/A
<b>Schedule Wizard</b>	Allows the user to open the wizard and view course placements.	Allows the user to select trials and modify course and section placements.	N/A	N/A
<b>Responsive Scheduling</b>	Allows the user to have full access to the Responsive Scheduling tools.	N/A	N/A	N/A

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Responsive Schedule Designer</b>	Allows the user to have full access to the Responsive Schedule Designer.	N/A	N/A	N/A
<b>Section Builder</b>	Allows the user to have full access to the Section Builder.	N/A	N/A	N/A
<b>Fill Counselor</b>	Allows the user to add counselors to students.	N/A	N/A	N/A
<b>Fill Teams</b>	Allows the user to add students to student teams.	N/A	N/A	N/A
<b>Request Wizard</b>	Allows the user to add or remove course requests for student schedules.	N/A	N/A	N/A
<b>Roster Copy</b>	Allows the user the ability to copy section rosters from one course section to another.	N/A	N/A	N/A
<b>Rotation Builder</b>	N/A	N/A	N/A	N/A
<b>Schedule Gap Filler</b>	Allows the user to create and generate a list of students who have schedule gaps and add course sections to fill those gaps.	N/A	N/A	N/A
<b>Scheduling Build Constraints</b>	Allows the user to view existing build constraints.	Allows the user to view existing constraints and add new constraints.	N/A	N/A

Right	R	W	A	D
<b>Student Gap Scheduler</b>	Allows the user to generate a list of students who have gaps in their schedule.	N/A	N/A	N/A
<b>Lunches</b>	Allows the user to view lunch groups created for a school.	Allows users to edit existing lunch groups created for a school	Allows the user to add new lunches to a school.	Allows users to permanently remove lunches for a school.
<b>Scheduling Group</b>	Allows the user to view existing scheduling teams for a school.	Allows the user to edit existing scheduling teams for a school.	Allows the user to add new scheduling teams for a school.	Allows the user to permanently remove scheduling teams.
<b>Trials</b>	Allows the user to view existing scheduling trials for the selected school.	Allows a user to modify the Locked checkbox, add a comment, and save changes.	Allows the user to modify the Locked checkbox, add a comment, and save changes.	Allows the user to remove trials for a school.  <b>BE VERY CAUTIOUS WHEN ASSIGNING THIS RIGHT.</b>
<b>Student Constraints</b>	Allows the user to view entered student constraints.	Allows the user to modify existing constraints.	Allows the user to add new constraints.	Allows the user to remove student constraints.
<b>Section Templates</b>	Allows the user to view assigned Section Templates.	Allows the user to modify existing Section Templates.	Allows the user to add new Section Templates.	Allows the user to remove Section Templates.

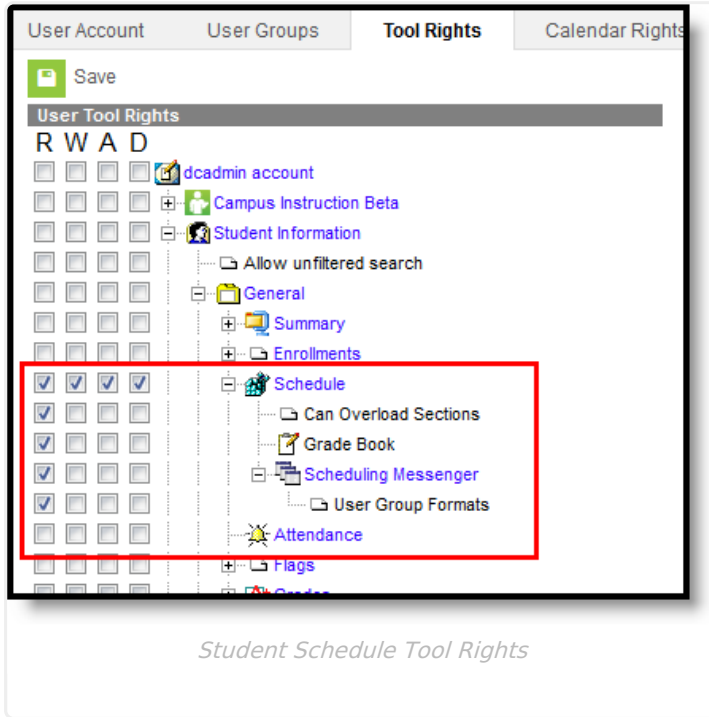


Right	R	W	A	D
<b>Section Templates</b>	Allows the user to view existing Section Templates and Template Groups.	Allows the user to add modify existing Section Templates and Section Groups.	Allows the user to view existing Section Templates, add new Section Templates and Template Groups.	Allows the user to remove Section Templates.
<b>Generate Section Templates</b>	Allows the user to create Section Templates.	N/A	N/A	N/A
<b>Mass Set Section Template Groups</b>	Allows the user to assign Section Templates to courses.	N/A	N/A	N/A
<b>Reports</b>	Allows users full access to create and generate scheduling reports.	N/A	N/A	N/A

## Other Necessary Tool Rights

Right	Area
<b>Course Section</b>	If the user only has tool rights to the Section tab and no rights to Courses, he/she will not be able to modify the course setting to which a section is assigned, nor will he/she be able to add a new section.
<b>Roster</b>	If the user should be able to select the student's name and view demographic information, he/she must also have R rights to Student Information > General > Summary.
<b>Grading by Task/Grading by Student</b>	RW rights are also needed for Scheduling > Courses > Sections.
<b>Grading by Task/Grading by Student</b>	If the user should be allowed to select canned comments, he/she must also have R rights to Census > People > Demographics.

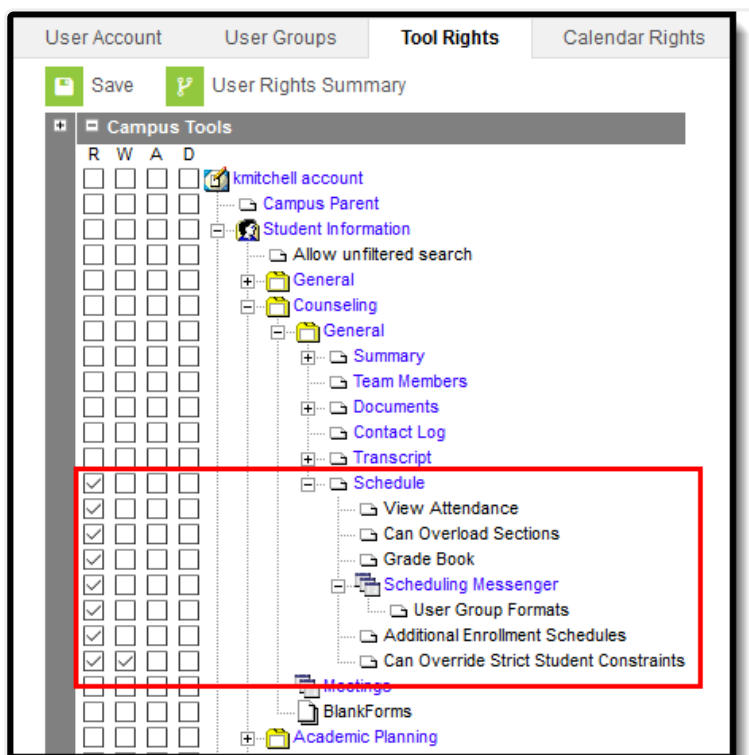
# Student Information > General > Schedule



Right	R	W	A	D
<b>Schedule</b>	Allows the user to view the schedule.	Allows the user to modify existing scheduled courses through the Walk-In Scheduler.	Allows new courses to be added to the schedule through the Walk-In Scheduler.	Allows the courses to be removed from the schedule through the Walk-In Scheduler.
<b>Can Overload Section</b>	Only Read rights are needed to add additional students to a full roster, based on the entered Maximum Students field on the Course Sections editor.	N/A	N/A	N/A
<b>Grade Book</b>	Displays the Grade Book icon to view grades for each courses section in which the student is scheduled (in conjunction with R rights to Student Information > General > Grades).	N/A	N/A	N/A

Right	R	W	A	D
<b>Scheduling Messenger</b>	Allows the user to send schedule change messages to appropriate individuals.	N/A	N/A	N/A
<b>User Group Formats</b>	Allows viewing and sending existing Group templates.	N/A	N/A	N/A

## Student Information > Counseling > General > Schedule



Tool Rights for Walk-In Scheduler

Right	R	W	A	D
<b>Schedule</b>	Allows the user to view the schedule.	Allows the user to modify existing scheduled courses and add new courses through the Walk-In Scheduler.	N/A	N/A
<b>View Attendance</b>	Allows the user to view student attendance on the schedule.	N/A	N/A	N/A

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Can Overload Section</b>	Only Read rights are needed to add additional students to a full roster, based on the entered Maximum Students field on the Course Sections editor.	N/A	N/A	N/A
<b>Grade Book</b>	Displays the Grade Book icon to view grades for each courses section in which the student is scheduled (in conjunction with R rights to Student Information > General > Grades).	N/A	N/A	N/A
<b>Scheduling Messenger</b>	Allows the user to send schedule change messages to appropriate individuals.	N/A	N/A	N/A
<b>User Group Formats</b>	Allows viewing and sending existing Group templates.	N/A	N/A	N/A
<b>Additional Enrollment Schedules</b>	Allows the user to view all of the period schedules in which the student may be enrolled.	N/A	N/A	N/A