

## **User Calendar Rights**

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

# As of Campus.2415, this tool was incorporated into the User Account tool. Individual user calendar rights are now set up and managed in their user account.

Assigning Calendar Rights | Calendar Rights Summary | Calendar Rights Scenarios

Tool Search: Calendar Rights

Calendar Rights determine what school, year and calendar the user has access to view and modify. Calendar rights work in tandem with Tool Rights, where Tool Rights determine which tools the user can access and Calendar Rights determine which calendars the user is allowed to view and modify via Campus tools.

System administrators are highly encouraged to provide calendar rights to users by assigning them to an appropriate user group(s). Providing individual calendar rights is not recommended.

District system administrators should be the ONLY members with full rights to access all calendars and all tools. District system administrator rights should not be assigned on this tab.

Calendar Rights ☆ natetest Test, Fake	
New Save     Rights Editor     Name     22-23 *Basha High School	Iendar Rights Summary School Year Rights School  *Basha High School  Year  22-23 Calendar  22-23 *Basha High School Modify Rights Close School Months  ✓

Infinite Campus

## **Assigning Calendar Rights**

Calendar Rights provide users access to specific schools, years, and calendars.

A district system administrator should be the only person who sets up and modifies calendar rights. Multiple sets of calendar rights may be added to a user.

Calendar Rights ☆ natetest Test, Fake	
● New       ■ Save       > Delete       > Caler         Rights Editor         Name	ndar Rights Summary School Year Rights School *Basha High School Year 22-23 Calendar 22-23 *Basha High School Modify Rights Close School Months



To assign calendar rights to the user group:

- 1. Select the **New** button. The School Year Rights editor will appear on the right.
- 2. Select the School, Year, and Calendar the user is allowed to access.
- 3. If the user should be allowed to modify data in the selected Calendar, mark the **Modify Rights** checkbox.

Assigning Modify Rights to historical calendars is not recommended.

Marking the Modify Rights checkbox means the user can modify data within the calendar (in conjunction with their assigned tool rights).

The calendar will be read-only if the Modify Rights checkbox is not marked. This user will not be allowed to modify any data, regardless of whether or not the user has specific tool rights to modify Campus tools.

4. If the user is allowed to modify attendance data for closed school months, mark the **Close School Months** checkbox.

School Months are only used in some states and are assigned the System Administration > Calendar area. If your state does not use school months, this tab is not displayed in Calendar and this field should not be used.

5. Select the **Save** icon. The calendar rights will appear in the Rights Editor window.

### **Calendar Rights Summary**

Select the **Calendar Rights Summary** button to view which calendars in which years a specific user has rights to access and how this access was granted.

A single person icon **a** indicates access to that calendar was granted via individual user Calendar Rights (via the Calendar Rights tab).

A group icon indicates calendar access was granted by the user being a part of a specific user group. Hovering your cursor over the group icon will indicate which user group(s) granted the user rights to the calendar.

New Save Delete PC ts Ectitor e 3 *Basha High School	lendar Rights Summary School Year Rights School Year 22:23 V Calendar 22:23 V Calendar 22:23 V Modify Rights Close Scho V	▼ aol Months			
Calendar Rights Summa	у				
Calendar Rights Summa	'Y Year	Calendar	Modify Rights	Close School Months	
Calendar Rights Summa	у Year 22-23	Calendar 22-23 *Basha High Sch	Modify Rights	Close School Months	
Calendar Rights Summa School *Basha High School Carlson Elementary School	Y Year 22-23 21-22	Calendar 22-23 *Basha High Sch 2022 - CARL - REGULA	Modify Rights	Close School Months	

## **Calendar Rights Scenarios**

This section will describe different scenarios for setting up calendar rights.

- All Calendars/All Schools with Data Modification Rights
- All Schools/All Calendars with Read-Only Data Access Rights
- Select Schools/Calendars with Data Modification Rights
- Select Schools/Calendars with Read-Only Data Access Rights
- Read-Only Rights for a Previous Year

#### All Calendars/All Schools with Data Modification Rights

To assign a user the ability to view and modify all data within all schools and all calendars in the district:

This will grant Calendar Rights which match the same rights granted via the now-retired All Calendars checkbox found on the User Account tab.

- 1. Set School to 'All Schools'
- 2. Set Year to 'All Years'
- 3. Set Calendar to 'All Calendars'
- 4. Mark the **Modify Rights** checkbox (Image 3).
- 5. Click the **Save** icon.

User Account	User Groups	Tool Rights	Calendar Rights	Access Log
🕂 New 🕒	Save 😣 Dele	te 🦹 Calend	ar Rights Summary	
Rights Editor Name All Years All Schoo	ols (All Calendars)		School Year Rights School All Schools Year All Years V Calendar All Calendars V Modify Rights Close	School Months

#### All Schools/All Calendars with Read-Only Data Access Rights

To assign a user read-only data access rights to all calendars and schools within a district:

- 1. Set the **School** to 'All Schools'
- 2. Set the **Year** to 'All Years'

Infinite ( Campus

- 3. Set the Calendar to 'All Calendars'
- 4. Leave the **Modify Rights** checkbox unchecked.
- 5. Select the **Save** icon. Once saved, the calendar rights will appear with 'Read-Only' next to it in the Rights Editor window (see Image 4).

User	Account	User G	roups	Tool Rights		Calendar Rigi	nts	Access Log
÷	New 🕒	Save	8 Delete	₽° Caler	ndar f	Rights Summary	1	
Right Name All Ye	ts Editor	Is (All Caler	ndars) (Read (	Only)	S Y Y C C C	School Year Right ichool All Schools ear All Years V Calendar All Calendars V Iodify Rights	Close	▼ School Months

#### Select Schools/Calendars with Data Modification Rights



To assign a user data modification rights for a specific calendar within a specific school:

- 1. Select a school within the **School** dropdown list.
- 2. Select a calendar within the Calendar dropdown list.
- 3. Mark the **Modify Rights** checkbox.
- 4. Select the **Save** icon.



## Select Schools/Calendars with Read-Only Data Access Rights

To assign a user read-only data access rights for a specific calendar in a school:

- 1. Select a school within the School dropdown list.
- 2. Select a calendar within the **Calendar** dropdown list.
- 3. Leave the **Modify Rights** checkbox unchecked.
- 4. Select the **Save** icon. Once saved, the calendar rights will appear with 'Read-Only' next to it in the Rights Editor window (see Image 6).

User Account	User Groups	Tool Rights	Calendar Rights	Access Log
🕀 New 🕒	Save 😣 Delet	e 🦹 Calend	dar Rights Summary	
Rights Editor Name 2018 - WJHS - ED	GEJHS (Read Only)		School Year Rights School Willis Junior High School Year 17-18 ▼ Calendar 2018 - WJHS - EDGEJH Modify Rights Close	S School Months

#### **Read-Only Rights for a Previous Year**

To assign a user read-only rights to a previous year's calendar:

- 1. Select a school within the **School** dropdown list.
- 2. Select the Year.

Infinite Campus

- 3. Select the Calendar.
- 4. Leave the Modify Rights checkbox unmarked.
- 5. Select the **Save** icon. Once saved, the calendar rights will appear with 'Read-Only' next to it in the Rights Editor window (see Image 7).

User Account	User Groups	Tool Rights	Calendar Rights	Access Log
New	Save 😣 Delete	e 🦹 Calenda	ar Rights Summary	
Rights Editor Name 16-17 Willis Junio Only) 17-18 Willis Junio	r High School (All Calend r High School (All Calend Previous Year Read-Only Righ	ars) (Read ars) ts	School Year Rights School Willis Junior High School Year 16-17 V Calendar All Calendars Modify Rights Close	▼ School Months