

User Calendar Rights

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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

✕

 Delete

🔑

 Calendar Rights Summary

Rights Editor

Name

22-23 *Basha High School

School Year Rights

School

*Basha High School

Year

22-23

Calendar

22-23 *Basha High School

Modify Rights

Close School Months

☒
☐

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 ☆
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 Calendar Rights Summary

Rights Editor

Name

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.

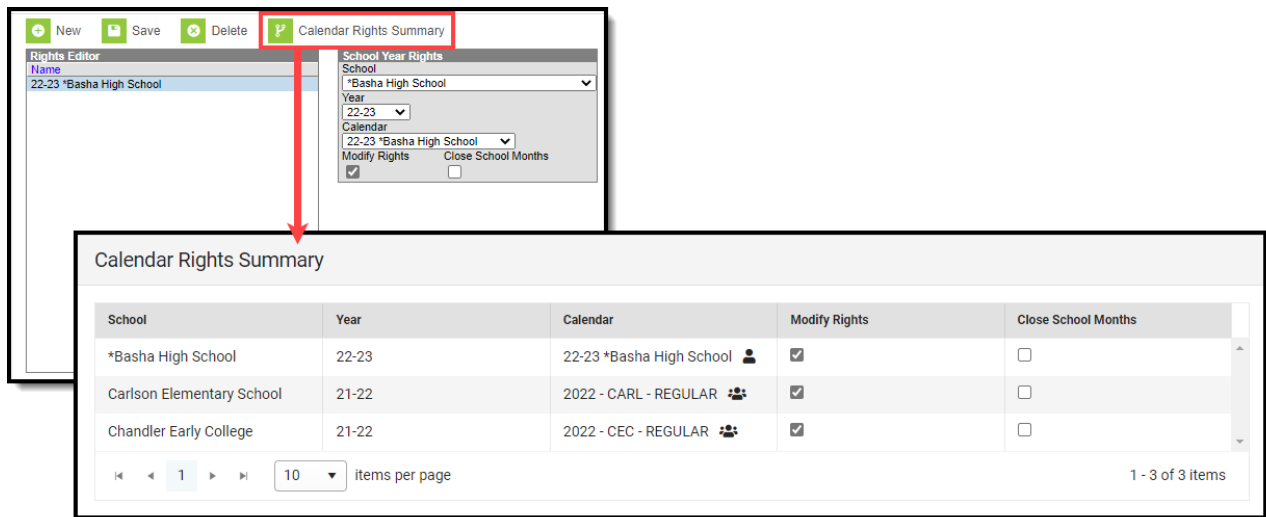
5. Select the **Save** icon. The calendar rights will appear in the Rights Editor window.

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  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.



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 Delete Calendar Rights Summary

Rights Editor

Name

All Years All Schools (All Calendars)

School Year Rights

School: All Schools

Year: All Years

Calendar: All Calendars

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'
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 Groups Tool Rights **Calendar Rights** Access Log

+ New Save Delete Calendar Rights Summary

Rights Editor

Name

All Years All Schools (All Calendars) (Read Only)

School Year Rights

School: All Schools

Year: All Years

Calendar: All Calendars

Modify 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.

The screenshot displays the 'Calendar Rights' section of the Infinite Campus application. At the top, there are tabs for 'User Account', 'User Groups', 'Tool Rights', 'Calendar Rights', and 'Access Log'. Below the tabs are buttons for 'New', 'Save', 'Delete', and 'Calendar Rights Summary'. The main area is divided into two panels. The left panel, titled 'Rights Editor', shows a list of rights with '2018 - WJHS - EDGEJHS' selected. The right panel, titled 'School Year Rights', contains a form with the following fields: 'School' (Willis Junior High School), 'Year' (17-18), 'Calendar' (2018 - WJHS - EDGEJHS), 'Modify Rights' (checked), and 'Close School Months' (unchecked). Red arrows point to the 'School', 'Calendar', and 'Modify Rights' fields.

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 Delete Calendar Rights Summary

Rights Editor

Name
2018 - WJHS - EDGEJHS (Read Only)

School Year Rights

School: Willis Junior High School

Year: 17-18

Calendar: 2018 - WJHS - EDGEJHS

Modify Rights: ☐ Close 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.
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 Calendar Rights Summary

Rights Editor

Name
16-17 Willis Junior High School (All Calendars) (Read Only)
17-18 Willis Junior High School (All Calendars)

School Year Rights

School: Willis Junior High School

Year: 16-17

Calendar: All Calendars

Modify Rights: ☐ Close School Months: ☐

Previous Year Read-Only Rights