

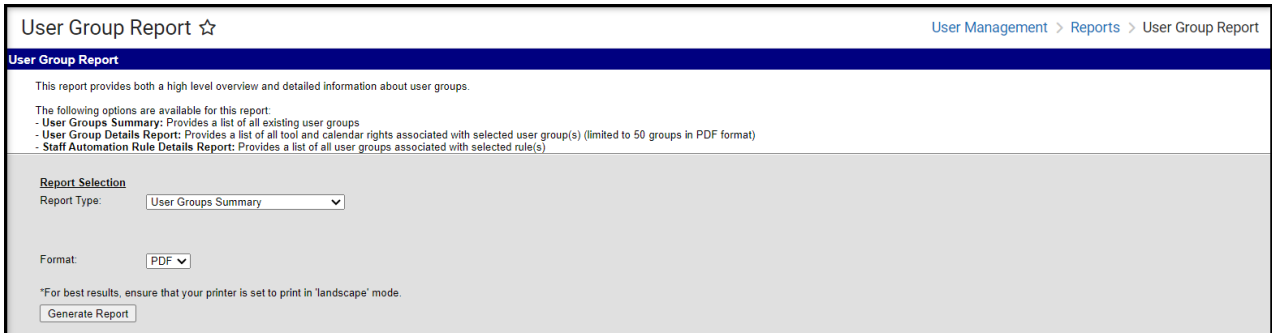
User Group Report

Last Modified on 04/02/2024 10:17 am CDT

[Prerequisites](#) | [Generating the User Group Reports](#)

Tool Search: User Group Report

The User Group Report provides high-level and detailed information about which user groups exist, all tool rights and calendar rights assigned to each user group, and which user groups are assigned to which Staff Account Automation rules.



The screenshot shows the 'User Group Report' interface. At the top, there is a breadcrumb trail: 'User Management > Reports > User Group Report'. Below this is a blue header bar with the text 'User Group Report'. The main content area contains the following text:

This report provides both a high level overview and detailed information about user groups.

The following options are available for this report:

- **User Groups Summary:** Provides a list of all existing user groups
- **User Group Details Report:** Provides a list of all tool and calendar rights associated with selected user group(s) (limited to 50 groups in PDF format)
- **Staff Automation Rule Details Report:** Provides a list of all user groups associated with selected rule(s)

Below the text is a 'Report Selection' section with two dropdown menus:

Report Type:

Format:

At the bottom, there is a note: '*For best results, ensure that your printer is set to print in 'landscape' mode.' and a 'Generate Report' button.

Image 1: User Group Report

To access the User Group Report, you must be granted the [Student Information System Product Security Role](#).

Prerequisites

- [User Groups](#) must be established for data to populate the [User Groups Summary](#) and [User Group Details Reports](#)
- Rules must be established via the [Account Security Preferences](#) tool for data to populate the [Staff Automation Rule Details Report](#).
- User Groups can be assigned to staff and students en masse using the [User Account Batch Wizard](#).

NOTE: User groups named with a leading + or - in the name will display as an equation within Microsoft Excel

Generating the User Group Reports

The following sections will walk you through generating and understanding each report type available:

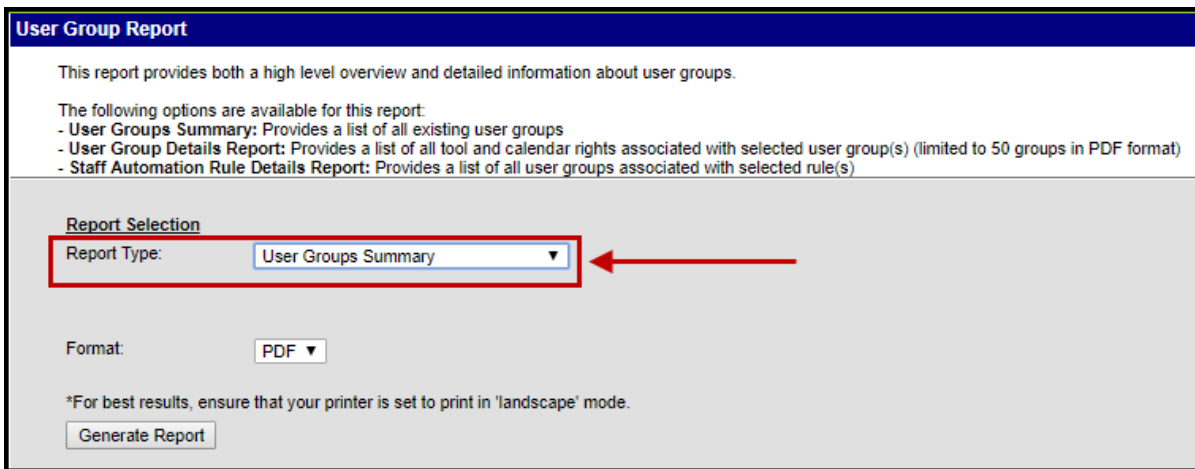
- [User Groups Summary](#)
- [User Group Details Report](#)
- [Staff Automation Rule Details Report](#)

User Groups Summary

The User Groups Summary lists all existing [user groups](#) within the district.

To generate the report:

1. Select a **Report Type** of 'User Groups Summary'
2. Select the **Format**
3. Click the **Generate Report** button. The report will appear in a separate window.




User Group Report

This report provides both a high level overview and detailed information about user groups.

The following options are available for this report:

- **User Groups Summary:** Provides a list of all existing user groups
- **User Group Details Report:** Provides a list of all tool and calendar rights associated with selected user group(s) (limited to 50 groups in PDF format)
- **Staff Automation Rule Details Report:** Provides a list of all user groups associated with selected rule(s)

Report Selection

Report Type: 

Format:

*For best results, ensure that your printer is set to print in 'landscape' mode.

Image 3: User Group Summary Report

As shown in the image below (Image 4), the report will list all user groups within the district.

144 District Generated on 09/14/2017 12:07:03 PM Page 1		User Group Summary Report Report generated for Administrator, System	
User Group Name		User Group Name	
Nurses		Officials	
Personnel		Photos	
PLP		Portal Admin	
PPS		Principals	
Registration		Residency	
RTI		RTI-Admin	
Schedulers		Schedulers - THS	
Schedulers-THS Course		Security	
State Reporting		Supt	
Survey		TAG	
Teacher		Teacher - Elem.	
Teacher - HC		Teacher - Mad	
Teacher - THS		Teacher2	
Tech		THS Admin	
THS Dept. Chair		THS Guid.Sec	
THSSchedReports		Transportation	
Vo-Ag		YBLink	
Yr. - Curr. Booth Hill		Yr. - Curr. Daniels Farm	
Yr. - Curr. Frenchtown		Yr. - Curr. Hillcrest	
Yr. - Curr. Jane Ryan		Yr. - Curr. Madison	
Yr. - Curr. Middlebrook		Yr. - Curr. Out-of-System	
Yr. - Curr. Tashua		Yr. - Curr. TECEC	
Yr. - Curr. Trumbull High		Yr. - History - Booth Hill	
Yr. - History - Daniels Farm		Yr. - History - Frenchtown	
Yr. - History - Hillcrest		Yr. - History - Jane Ryan	
Yr. - History - Madison		Yr. - History - Middlebrook	
Yr. - History - Out-of-System		Yr. - History - Tashua	
Yr. - History - TECEC		Yr. - History - Trumbull High	
Yr. - Next Booth Hill		Yr. - Next Daniels Farm	
Yr. - Next Frenchtown		Yr. - Next Hillcrest	
Yr. - Next Jane Ryan		Yr. - Next Madison	
Yr. - Next Middlebrook		Yr. - Next Tashua	
Yr. - Next TECEC		Yr. - Next Trumbull High	
Yr. - Prev. Booth Hill		Yr. - Prev. Daniels Farm	
Yr. - Prev. Frenchtown		Yr. - Prev. Hillcrest	
Yr. - Prev. Jane Ryan		Yr. - Prev. Madison	
Yr. - Prev. Middlebrook		Yr. - Prev. Out-ofSystem	

Image 4: Example of the User Group Summary Report

User Group Details Report

The User Group Details Report lists all [tool](#) or [calendar rights](#) assigned to selected user groups.

There is a limit of 50 user groups when generating in PDF format.

To generate the report:

1. Select a **Report Type** of 'User Group Details Report'.
2. Select which **User Groups** will report tool/calendar right data.
3. Select the **Format**.
4. Click the **Generate Report** button. The Report will appear in a separate window in the designated format.

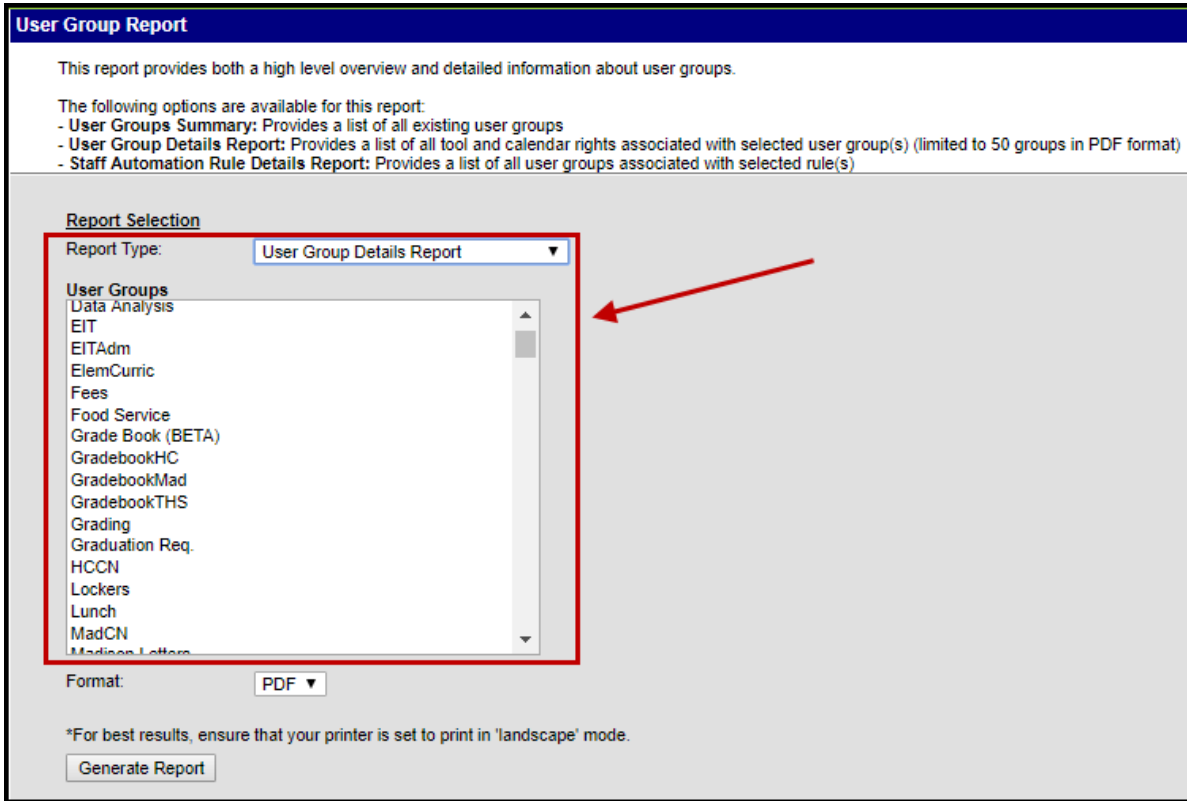


Image 5: User Group Details Report

As shown in the images below, the report details each tool and corresponding tool rights assigned to each user group within the district (Image 6). It also displays all calendar rights assigned to each user group within the district (Image 7).

Example of Tool Rights		Example of Calendar Rights																																																																					
<table border="1"> <thead> <tr> <th>144 District</th> <th>User Group Details</th> </tr> <tr> <td>Generated on 09/14/2017 12:30:12 PM Page 1</td> <td>Report generated for Administration, System</td> </tr> </thead> <tbody> <tr> <td colspan="2">Group Name: Graduation Req.</td> </tr> <tr> <td colspan="2">Tool Rights</td> </tr> <tr> <td></td> <td>Read Write Add Delete</td> </tr> <tr> <td>Program Admin > English Learners (EL) > EL Setup > EL Accommodation</td> <td>X X X X</td> </tr> <tr> <td colspan="2">Types</td> </tr> <tr> <td>Program Admin > English Learners (EL) > EL Setup > EL Service Types</td> <td>X X X X</td> </tr> <tr> <td>Program Admin > Flags</td> <td>X X X X</td> </tr> <tr> <td>Program Admin > Programs > Graduation Programs</td> <td>X X X X</td> </tr> <tr> <td>Student Information > Academic Planning</td> <td>X X X X</td> </tr> <tr> <td>Student Information > Academic Planning > Programs</td> <td>X X X X</td> </tr> <tr> <td>Student Information > Academic Planning > Progress</td> <td>X X X X</td> </tr> <tr> <td colspan="2">Group Name: Grading</td> </tr> <tr> <td colspan="2">Tool Rights</td> </tr> <tr> <td></td> <td>Read Write Add Delete</td> </tr> <tr> <td>System Administration > Grading & Standards</td> <td>X X X X</td> </tr> <tr> <td>System Administration > Grading & Standards > GPA Calculation</td> <td>X X X X</td> </tr> <tr> <td>System Administration > Grading & Standards > Grading Comments</td> <td>X X X X</td> </tr> <tr> <td>System Administration > Grading & Standards > Grading Scales</td> <td>X X X X</td> </tr> </tbody> </table>		144 District	User Group Details	Generated on 09/14/2017 12:30:12 PM Page 1	Report generated for Administration, System	Group Name: Graduation Req.		Tool Rights			Read Write Add Delete	Program Admin > English Learners (EL) > EL Setup > EL Accommodation	X X X X	Types		Program Admin > English Learners (EL) > EL Setup > EL Service Types	X X X X	Program Admin > Flags	X X X X	Program Admin > Programs > Graduation Programs	X X X X	Student Information > Academic Planning	X X X X	Student Information > Academic Planning > Programs	X X X X	Student Information > Academic Planning > Progress	X X X X	Group Name: Grading		Tool Rights			Read Write Add Delete	System Administration > Grading & Standards	X X X X	System Administration > Grading & Standards > GPA Calculation	X X X X	System Administration > Grading & Standards > Grading Comments	X X X X	System Administration > Grading & Standards > Grading Scales	X X X X	<table border="1"> <thead> <tr> <th>144 Trumbull District</th> <th>User Group Details</th> </tr> <tr> <td>Generated on 09/29/2017 02:55:30 PM Page 1</td> <td>Report generated for Administration, System</td> </tr> </thead> <tbody> <tr> <td colspan="2">Group Name: Yr. - Prev. Trumbull High</td> </tr> <tr> <td colspan="2">Calendar Rights</td> </tr> <tr> <td>15-16 Trumbull High School</td> <td>Modify Rights Close School Months</td> </tr> <tr> <td colspan="2">Group Name: Yr. - Prev. Booth Hill</td> </tr> <tr> <td colspan="2">Calendar Rights</td> </tr> <tr> <td>15-16 Booth Hill Elementary Sc</td> <td>Modify Rights Close School Months</td> </tr> <tr> <td colspan="2">Group Name: Yr. - Prev. Daniels Farm</td> </tr> <tr> <td colspan="2">Calendar Rights</td> </tr> <tr> <td>15-16 Daniels Farm Elementary</td> <td>Modify Rights Close School Months</td> </tr> <tr> <td colspan="2">Group Name: Yr. - Prev. Frenchtown</td> </tr> <tr> <td colspan="2">Calendar Rights</td> </tr> <tr> <td>15-16 Frenchtown Elementary Sc</td> <td>Modify Rights Close School Months</td> </tr> </tbody> </table>		144 Trumbull District	User Group Details	Generated on 09/29/2017 02:55:30 PM Page 1	Report generated for Administration, System	Group Name: Yr. - Prev. Trumbull High		Calendar Rights		15-16 Trumbull High School	Modify Rights Close School Months	Group Name: Yr. - Prev. Booth Hill		Calendar Rights		15-16 Booth Hill Elementary Sc	Modify Rights Close School Months	Group Name: Yr. - Prev. Daniels Farm		Calendar Rights		15-16 Daniels Farm Elementary	Modify Rights Close School Months	Group Name: Yr. - Prev. Frenchtown		Calendar Rights		15-16 Frenchtown Elementary Sc	Modify Rights Close School Months
144 District	User Group Details																																																																						
Generated on 09/14/2017 12:30:12 PM Page 1	Report generated for Administration, System																																																																						
Group Name: Graduation Req.																																																																							
Tool Rights																																																																							
	Read Write Add Delete																																																																						
Program Admin > English Learners (EL) > EL Setup > EL Accommodation	X X X X																																																																						
Types																																																																							
Program Admin > English Learners (EL) > EL Setup > EL Service Types	X X X X																																																																						
Program Admin > Flags	X X X X																																																																						
Program Admin > Programs > Graduation Programs	X X X X																																																																						
Student Information > Academic Planning	X X X X																																																																						
Student Information > Academic Planning > Programs	X X X X																																																																						
Student Information > Academic Planning > Progress	X X X X																																																																						
Group Name: Grading																																																																							
Tool Rights																																																																							
	Read Write Add Delete																																																																						
System Administration > Grading & Standards	X X X X																																																																						
System Administration > Grading & Standards > GPA Calculation	X X X X																																																																						
System Administration > Grading & Standards > Grading Comments	X X X X																																																																						
System Administration > Grading & Standards > Grading Scales	X X X X																																																																						
144 Trumbull District	User Group Details																																																																						
Generated on 09/29/2017 02:55:30 PM Page 1	Report generated for Administration, System																																																																						
Group Name: Yr. - Prev. Trumbull High																																																																							
Calendar Rights																																																																							
15-16 Trumbull High School	Modify Rights Close School Months																																																																						
Group Name: Yr. - Prev. Booth Hill																																																																							
Calendar Rights																																																																							
15-16 Booth Hill Elementary Sc	Modify Rights Close School Months																																																																						
Group Name: Yr. - Prev. Daniels Farm																																																																							
Calendar Rights																																																																							
15-16 Daniels Farm Elementary	Modify Rights Close School Months																																																																						
Group Name: Yr. - Prev. Frenchtown																																																																							
Calendar Rights																																																																							
15-16 Frenchtown Elementary Sc	Modify Rights Close School Months																																																																						

Staff Automation Rule Details Report

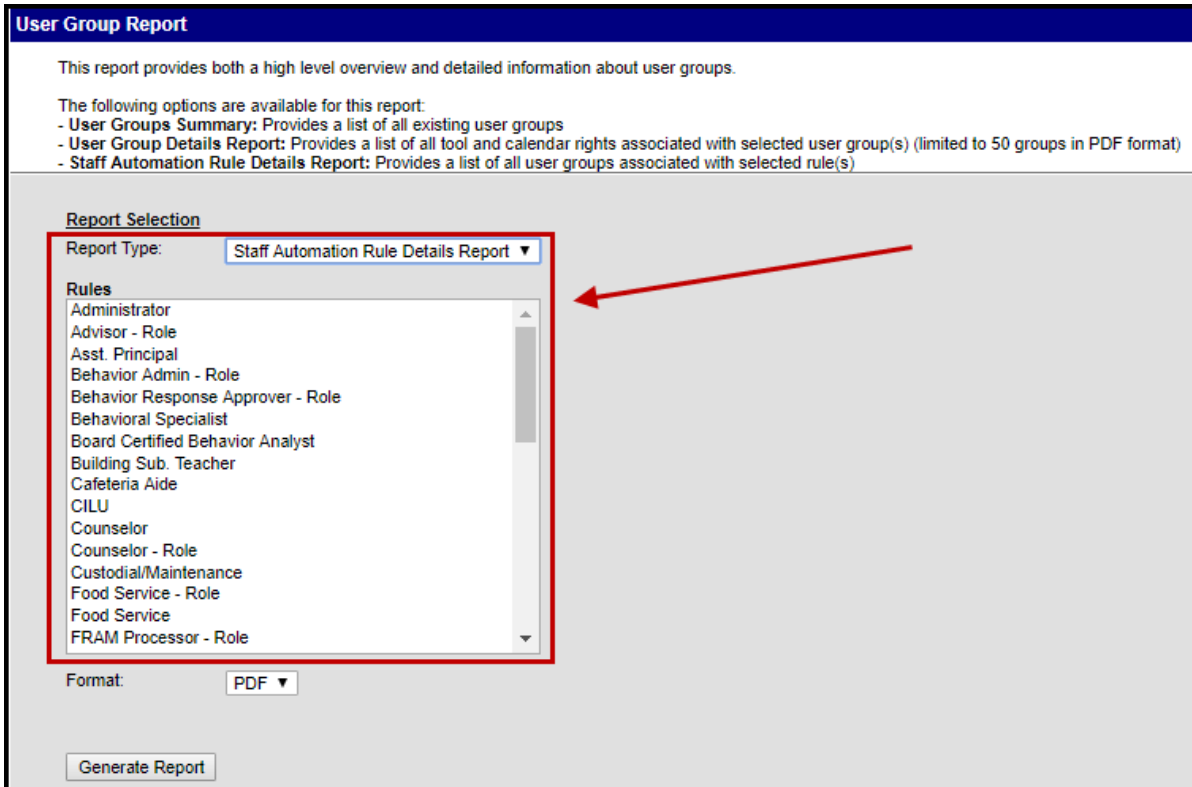
The Staff Automation Rule Details Report details a list of all user groups associated with selected Rules.

Rules are used during the Staff Account Automation process to determine what calendar rights, tool rights, and homepage settings are automatically applied to user accounts based on the Title and/or Role(s) designated on their District Assignment.

Please see the [Account Security Preferences](#) article for more information about this process.

To generate the report:

1. Select a **Report Type** of 'Staff Automation Rule Details Report'.
2. Select which **Rules** will report user group information.
3. Select the report **Format**.
4. Click the **Generate Report** button. The report will appear in a separate window in the designated format.



User Group Report

This report provides both a high level overview and detailed information about user groups.

The following options are available for this report:

- **User Groups Summary:** Provides a list of all existing user groups
- **User Group Details Report:** Provides a list of all tool and calendar rights associated with selected user group(s) (limited to 50 groups in PDF format)
- **Staff Automation Rule Details Report:** Provides a list of all user groups associated with selected rule(s)

Report Selection

Report Type:

Rules

- Administrator
- Advisor - Role
- Asst. Principal
- Behavior Admin - Role
- Behavior Response Approver - Role
- Behavioral Specialist
- Board Certified Behavior Analyst
- Building Sub. Teacher
- Cafeteria Aide
- CILU
- Counselor
- Counselor - Role
- Custodial/Maintenance
- Food Service - Role
- Food Service
- FRAM Processor - Role

Format:

Image 8: Staff Automation Rule Details Report

As shown in the image below (Image 9), the report lists all user groups tied to a specific Rule (Behavioral Specialist) and Type (Title). This means any users with a Title on their District Assignment record that matches the Title value set in the Behavior Specialist Rule will be given access to the tool rights and calendar rights encompassed in each user group listed in the User Group Summary section.

<p>144 Trumbull District Generated on 09/20/2017 03:14:30 PM Page 1</p>	<p>Staff Automation Rules Report generated for Administrator, System</p>
<p>Rule: Behavioral Specialist Type: Title Homepage: Campus Tools User Group Summary: +Yr. - Curr. Booth Hill , +Yr. - Curr. Daniels Farm , +Yr. - Curr. Frenchtown , +Yr. - Curr. Hillcrest , +Yr. - Curr. Jane Ryan , +Yr. - Curr. Madison , +Yr. - Curr. Middlebrook , +Yr. - Curr. Out-of-System , +Yr. - Curr. Tashua , +Yr. - Curr. TECEC , +Yr. - Curr. Trumbull High , -Yr. - History - Booth Hill , -Yr. - History - Daniels Farm , -Yr. - History - Frenchtown , -Yr. - History - Hillcrest , -Yr. - History - Jane Ryan , -Yr. - History - Madison , -Yr. - History - Middlebrook , -Yr. - History - Out-of-System</p>	

Image 9: Example of the Staff Automation Rule Details Report