

Tool & Calendar Right Access Report

Last Modified on 12/14/2025 8:45 pm CST

[Understanding Tool Options](#) | [Understanding the Tool & Calendar Report](#) | [Generating the Tool and Calendar Access Report](#)

Tool Search: Tool & Calendar Right Access

The Tool and Calendar Right Access Report allows you to view a list of all users or user groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.

Tool & Calendar Right Access ☆

User Management > Reports > Tool & Calendar Right Access

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool: Select a Tool

Calendar: Select a Calendar

Rights: R W A D

Exclude Disabled Accounts:

Output: User Accounts

Format: PDF

Generate Report

You must have a [Product Security Role Assignment](#) of 'Student Information System'. You cannot assign tool rights for this tool.

Understanding Tool Options

This section describes each field available on the Tool & Calendar Rights Access editor.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool	Fees
Calendar	14-15 Taylor Elementary
Rights	R <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/>
Output	User Accounts
Format	PDF
<input type="button" value="Generate Report"/>	

Field	Description
Tool	User accounts or user groups with tool rights to the tool selected in this field are reported.
Calendar	User accounts or user groups with rights to access/view data within the calendar selected in this field are reported.
Rights	User accounts or user groups with these access rights for the Tool selected in the editor are reported. R = Read, W = Write, A = Add, D = Delete
Output	Determines if User Accounts or User Groups who meet report criteria are reported.
Format	Determines if the report is generated in PDF or CSV format.

Understanding the Tool & Calendar Report

The following sections describe each section of the User Account and User Group versions of the Tool & Calendar Right Access Report.

- [User Account](#)
- [User Groups](#)

User Account

The following table describes each part of the User Account version of the Tool & Calendar Right Access Report.

Area	Description

Area	Description																																																						
Header	<p>The header indicates the calendar, tool rights, access rights, and the number of users who meet the criteria entered in each field.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>14-15 Taylor Elementary</p> <p>Generated on 10/02/2015 09:09:31 AM Page 1 of 6</p> </div> <div style="width: 50%;"> <p>Tool & Calendar Right Access Report</p> <p>Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Accounts (Total: 35 users)</p> </div> </div> </div>																																																						
Role Legend	<p>The legend describes how to interpret Role values reported for each user. This information is useful in determining if the user's role(s) match the need for the tool and access rights granted.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Key</th><th>Description</th><th>Key</th><th>Description</th><th>Key</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Ad</td><td>Advisor</td><td>FP</td><td>FRAM Processor</td><td>Sp</td><td>Special Ed</td></tr> <tr> <td>BA</td><td>Behavior Admin</td><td>FS</td><td>Foodservice</td><td>SSA</td><td>Self Service Approver</td></tr> <tr> <td>BRA</td><td>Behavior Response Approver</td><td>H</td><td>Health</td><td>Su</td><td>Supervisor</td></tr> <tr> <td>Co</td><td>Counselor</td><td>Pr</td><td>Program</td><td>T</td><td>Teacher</td></tr> <tr> <td>EBR</td><td>Exclude Behavior Referral</td><td>RI</td><td>Response to Intervention</td><td></td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th><th>Employee #</th><th>Person ID</th><th>Employment Start-End Date</th><th>User Account</th><th>Granted Access</th></tr> </thead> <tbody> <tr> <td>Karen</td><td>000000</td><td>1</td><td>09/04/2007 -</td><td>admin</td><td>Student Information System, User Account</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th><th>Assignment Start-End Date</th><th>Role</th></tr> </thead> <tbody> <tr> <td>Atherton High School</td><td>09/04/2007 -</td><td>Ad Su Co FS</td></tr> </tbody> </table> </div>	Key	Description	Key	Description	Key	Description	Ad	Advisor	FP	FRAM Processor	Sp	Special Ed	BA	Behavior Admin	FS	Foodservice	SSA	Self Service Approver	BRA	Behavior Response Approver	H	Health	Su	Supervisor	Co	Counselor	Pr	Program	T	Teacher	EBR	Exclude Behavior Referral	RI	Response to Intervention			Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Karen	000000	1	09/04/2007 -	admin	Student Information System, User Account	School	Assignment Start-End Date	Role	Atherton High School	09/04/2007 -	Ad Su Co FS
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Person, Employment, Account and Assignment Information	<p>The body of the report indicates each reporting user's person, employment, user account, role, and school calendar information.</p> <p>The Granted Access column indicates how the user acquired tool rights for the reporting tool. A value of 'User Account' means the user was assigned tool rights to the tool via the Tool Rights tab. A value of 'Student Information System' means the user has a Product Security role of 'Student Information System' and thus has rights to tools within Campus. If a user acquires rights via a user group, the name of the user group(s) will be reported in this column.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th><th>Employee #</th><th>Person ID</th><th>Employment Start-End Date</th><th>User Account</th><th>Granted Access</th></tr> </thead> <tbody> <tr> <td>Karen</td><td>000000</td><td>1</td><td>09/04/2007 -</td><td>admin</td><td>Student Information System, User Account</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th><th>Assignment Start-End Date</th><th>Role</th></tr> </thead> <tbody> <tr> <td>Atherton High School</td><td>09/04/2007 -</td><td>Ad Su Co FS</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th><th>Employee #</th><th>Person ID</th><th>Employment Start-End Date</th><th>User Account</th><th>Granted Access</th></tr> </thead> <tbody> <tr> <td>Marsha</td><td>000000</td><td>1</td><td>09/04/2007 -</td><td>support</td><td>Student Information System, User Account</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th><th>Assignment Start-End Date</th><th>Role</th></tr> </thead> <tbody> <tr> <td>Atherton High School</td><td>09/04/2007 -</td><td>T Sp Pr BA</td></tr> </tbody> </table> </div>	Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Karen	000000	1	09/04/2007 -	admin	Student Information System, User Account	School	Assignment Start-End Date	Role	Atherton High School	09/04/2007 -	Ad Su Co FS	Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Marsha	000000	1	09/04/2007 -	support	Student Information System, User Account	School	Assignment Start-End Date	Role	Atherton High School	09/04/2007 -	T Sp Pr BA																		
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User Groups

The following table describes each part of the User Groups version of the Tool & Calendar Right Access Report.

See the User Groups article for more information about managing user groups within Campus.

Area	Description								
Header	<p>The header indicates the calendar, tool rights, and access rights of user groups who meet the criteria entered in each of these fields.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><p>14-15 Taylor Elementary</p><p>Generated on 10/02/2015 09:18:19 AM Page 1 of 1</p><table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="padding: 5px;">Tool & Calendar Right Access Report</td></tr><tr><td style="padding: 5px;">Tool Right: Fees</td></tr><tr><td style="padding: 5px;">Calendar: 14-15 Taylor Elementary</td></tr><tr><td style="padding: 5px;">Access Rights: READ WRITE ADD DELETE</td></tr><tr><td style="padding: 5px;">Output: User Groups</td></tr></table></div>	Tool & Calendar Right Access Report	Tool Right: Fees	Calendar: 14-15 Taylor Elementary	Access Rights: READ WRITE ADD DELETE	Output: User Groups			
Tool & Calendar Right Access Report									
Tool Right: Fees									
Calendar: 14-15 Taylor Elementary									
Access Rights: READ WRITE ADD DELETE									
Output: User Groups									
User Group Information	<p>The body of the report indicates which user groups match the report criteria and how many users are members of each user group.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><table border="1" style="width: 100%;"><thead><tr><th>Group Name</th><th>User Count</th></tr></thead><tbody><tr><td>00D-MIS-SupportDesk</td><td>14</td></tr><tr><td>002-Fees Admin</td><td>1</td></tr><tr><td>Student Information System</td><td>31</td></tr></tbody></table></div>	Group Name	User Count	00D-MIS-SupportDesk	14	002-Fees Admin	1	Student Information System	31
Group Name	User Count								
00D-MIS-SupportDesk	14								
002-Fees Admin	1								
Student Information System	31								

Generating the Tool and Calendar Access Report

The following sections describe different ways to generate and interpret the report.

- [Viewing Users Who Have Rights for a Specific Tool](#)
- [Viewing Users Who Have Rights to Access a Specific Calendar](#)
- [Viewing Users Who Have Rights for a Specific Tool and Calendar](#)
- [Viewing User Groups with Rights for a Specific Tool](#)
- [Viewing User Groups with Rights for a Specific Tool in a Specific Calendar](#)
- [Viewing User Groups with Rights for a Specific Calendar](#)

Viewing Users Who Have Rights for a Specific Tool

Tool Settings

Enter values in the following fields to view which users have rights to the specific tool with the designated access rights.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool	Transcript
Calendar	Select a Calendar
Rights	R <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/>
Output	User Accounts
Format	PDF

Generate Report

A Tool is selected, Rights are marked and an Output of User Accounts is selected

Report

The report will detail all users with the tool and access rights for the values entered in the report editor.

Tool & Calendar Right Access Report

14-15 Atherton High School
Generated on 10/02/2015 08:44:13 AM Page 1 of 57

Access Rights: READ WRITE ADD DELETE
Output: User Accounts (Total: 388 users)

The report indicates all users within the district who have the tool and access rights specified on the report editor.

Key	Description	Key	Description	Key	Description
Ad	Advisor	FP	FRAM Processor	Sp	Special Ed
BA	Behavior Admin	FS	FoodService	SSA	Self Service Approver
BRA	Behavior Response Approver	H	Health	Su	Supervisor
Co	Counselor	Pr	Program	T	Teacher
EBR	Exclude Behavior Referral	RI	Response to Intervention		

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
T Ramirez		888888	-	User Ramirez	User Account

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Aaron	111111	07/01/2015 -		teacher0000	User Account

School: Atherton High School
Assignment Start-End Date: 07/01/2015 -
Role: T

Viewing Users Who Have Rights to Access a Specific Calendar

Tool Settings

Enter values in the following fields to view users' rights to the specific calendar.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool	Select a Tool
Calendar	14-15 Taylor Elementary
Rights	R <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/>
Output	User Accounts
Format	PDF

Generate Report

A Calendar is selected and an Output of User Accounts is selected.

Report

The report will detail all users with rights to view and access data within the calendar selected on the report editor.

Tool & Calendar Right Access Report

14-15 Taylor Elementary
Generated on 10/02/2015 08:53:26 AM Page 1 of 90

Access Rights: READ WRITE ADD DELETE
Output: User Accounts (Total: 593 users)

The report indicates all users with access to the specified calendar.

Key	Description	Key	Description	Key	Description
Ad	Advisor	FP	FRAM Processor	Sp	Special Ed
BA	Behavior Admin	FS	FoodService	SSA	Self Service Approver
BRA	Behavior Response Approver	H	Health	Su	Supervisor
Co	Counselor	Pr	Program	T	Teacher
EBR	Exclude Behavior Referral	RI	Response to Intervention		

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Carla	111111	777777	07/16/2010 -	Carla1	

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Jennifer	777777	111111	07/01/2007 -	Jennifer3	

School: Jefferson County District Office
Assignment Start-End Date: 10/03/2012 -

Viewing Users Who Have Rights for a Specific Tool and Calendar

Tool Settings

Enter values in the following fields to view which users have tool and access rights to the specific tool in the designated calendar.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool	Fees
Calendar	14-15 Taylor Elementary
Rights	R <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/>
Output	User Accounts
Format	PDF
<input type="button" value="Generate Report"/>	

Tool, Calendar, and Rights are marked and an Output of User Accounts is selected.

Report

The report will detail all users with tool and access rights for the calendar entered on the report editor.

Tool & Calendar Right Access Report

14-15 Taylor Elementary

Generated on 10/02/2015 09:29:05 AM Page 1 of 6

Tool Right Fees
Calendar: 14-15 Taylor Elementary
Access Rights: READ WRITE ADD DELETE
Output: User Accounts (Total: 33 users)

Key	Description	Key	Description	Key	Description
Ad	Adviser	FP	FRAM Processor	Sp	Special Ed
BA	Behavior Admin	FS	Finance	Ssa	Self Service Approver
BRA	Behavior Response Approver	H	Health	Su	Supervisor
Co	Counselor	Pr	Program	T	Teacher
EBR	Exclude Behavior Referral	RI	Response to Intervention		

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Karen	000000	1	09/04/2007 -	admin	Student Information System: User Account

School	Assignment Start-End Date	Role
Atherton High School	09/04/2007 -	T Sp Pr BA

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Marsha	000000	1	09/04/2007 -	support	Student Information System: User Account

The report indicates all users with access to the Tool Right, Calendar, and Access Rights specified on the report editor.

Viewing User Groups with Rights for a Specific Tool

Tool Settings

Enter values in the following fields to view which user groups have tool and access rights for the specified tool.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool	Fees
Calendar	Select a Calendar
Rights	R <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/>
Output	User Groups
Format	PDF
<input type="button" value="Generate Report"/>	

Tool and Rights are marked and an Output of User Groups is selected.

Report

The report will detail all user groups with tool and access rights for the tool entered on the report editor.

Tool & Calendar Right Access Report

14-15 Atherton High School

Generated on 10/02/2015 09:49:07 AM Page 1 of 1

Tool Right Fees
Access Rights: READ WRITE ADD DELETE
Output: User Groups

Group Name	User Count
000-MIS-StudentDesk	15
002-Fees Admin	26
Student Information System	32
005-Mental Health Counselor	4

The report indicates all user groups (and how many users within each group) have the Tool and Access Rights specified on the report editor.

Viewing User Groups with Rights for a Specific Tool in a Specific Calendar

Tool Settings

Enter values in the following fields to view which user groups have tool and access rights for the specified tool in the designated calendar.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool	Fees
Calendar	14-15 Taylor Elementary
Rights	R <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/>
Output	User Groups
Format	PDF

Generate Report

Tool, Calendar, and Rights are marked and an Output of User Groups is selected.

Report

The report will detail all user groups with tool and access rights for the tool and calendar entered on the report editor.

Tool & Calendar Right Access Report

14-15
Taylor Elementary
Generated on 10/02/2015 09:54:13 AM Page 1 of 1

Tool Rights	Calendar: 14-15 Taylor Elementary Access Rights: R, W, A, D, ADD, DELETE
Group Name	000-MIS-SupportDesk 002-Fees Admin Student Information System
User Count	14 1 31

The report indicates all user groups (and how many users within each group) have the Tool, Calendar, and Access Rights specified on the report editor.

Viewing User Groups with Rights for a Specific Calendar

Tool Settings

Enter values in the following fields to view which user groups grant access rights for the specified calendar.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool	Select a Tool
Calendar	15-16 High School
Rights	R <input type="checkbox"/> W <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/>
Output	User Groups
Format	PDF

Generate Report

Calendar and Output is selected.

Report

The report will detail all user groups who grant access rights to the calendar entered on the report editor.

Tool & Calendar Right Access Report

15-16
High School
Generated on 10/15/2015 10:49:07 AM Page 1 of 10

Tool Rights	Calendar: High School Access Rights: R, W, A, D, ADD, DELETE
Group Name	005-Principals-HS 005-Teacher-HSMS 005-Asst Principal MS 005-Principals ELE 005-Counselors-HS 005-Counselors ELE 005-Counselors MS 005-Records Clerk 005-Asst Principals HS 005-Principals MS
User Count	16 75 5 12 19 11 12 64 8 5

The report indicates all user groups who grant users access rights to the calendar selected on the report editor.