

# Calendar Rights User Groups - Study Guide

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Calendar Rights determine what school, year and calendar access is provided to all users within a user group.

Calendar rights work in tandem with Tool Rights, where Tool Rights determine which tools user group members can access and Calendar Rights determine which calendars user group members are allowed to view and modify via Campus tools.

- [User Groups](#)
  - [Create Calendar Rights User Groups](#)
  - [Assign Calendar Rights to a User Group](#)
  - [Assign User Groups to Individual Staff Members](#)
  - [Assign Calendar User groups to All Staff Members](#)
- [Disabling Student and Staff Accounts](#)
  - [Disable User Accounts for All Students or Staff in a Selected Calendar\(s\)](#)
  - [Disable User Accounts for All Selected Students or Staff](#)
- [Forcing a Password Change](#)
  - [Force a Password Change for All Students or Staff in a Selected School\(s\)](#)
  - [Force a Password Change for All Selected Students or Staff](#)
- [Adding User Groups to Staff Accounts](#)
  - [Add User Groups for All Staff in a Selected School\(s\)](#)
  - [Add User Groups for Specific Staff Members](#)
- [Removing User Groups to Staff Accounts](#)
  - [Remove User Groups for All Staff in a Selected School\(s\)](#)
  - [Remove User Groups for Specific Staff Members](#)
- [Informing Users of Newly Created User Accounts](#)
  - [Creating an Email Message to Inform Users of Their New User Account](#)
  - [Establishing a Recurring User Account Activation Message](#)
  - [Creating Letters to Inform Users of Newly Created User Accounts](#)

## User Groups

### Create Calendar Rights User Groups

The first step in assigning calendar rights for staff members is to create a user group(s). A user group is a way to define a specific set of tool and/or calendar rights and apply these rights to all users assigned to the group.

+ [Documentation](#)

### Assign Calendar Rights to a User Group

Once user groups are established, calendar rights can be assigned. Calendar Rights determine what school, year and calendar access is provided to all users within the user group.

+ [Documentation](#)

## Assign User Groups to Individual Staff Members

Once calendar user groups have been created, individual staff members can then be assigned to the user group(s).

+ [Documentation](#)

## Assign Calendar User groups to All Staff Members

You can also assign calendar user groups to staff members en masse using the User Account Batch Wizard.

+ [Documentation](#)

# Disabling Student and Staff Accounts

The Disable Account option allows you to disable user accounts for all students or staff within a calendar(s) or for a specific set of users. See the following sections below for more information.

- [Disable User Accounts for All Students or Staff in a Selected Calendar\(s\)](#)
- [Disable User Accounts for All Selected Students or Staff](#)

**User Account Batch Wizard**

This tool can be used to batch create, enable or disable student and staff accounts, or flag them for password change. . update.

1. Account Type

2. Change Type

3. Additional Account Information

Disable user accounts for all active students in the selected calendar(s)

- 2021-22 2/3 Day Preschool - NH
- 2021-22 2/3 Day Preschool - ZL
- 2021-22 5 Day Preschool - NHLC
- 2021-22 Adult Academic Program
- 2021-22 C & T OUT (Non Rpt)
- 2021-22 Cooper Credit Recovery
- 2021-22 Early Adventures - Nei
- 2021-22 Early Adventures- PLE
- 2021-22 Early Childhood (ECSE)
- 2021-22 ECFE - FLT (Non Rpt)
- 2021-22 ECFE NHLC (Non Rpt)
- 2021-22 ECFE NHLC Preschool
- 2021-22 FAIR School - Crystal
- 2021-22 FAIR School Pilgrim La
- 2021-22 Forest Elementary
- 2021-22 Highview Alternative P

\*Ctrl-click or Shift-click to select multiple

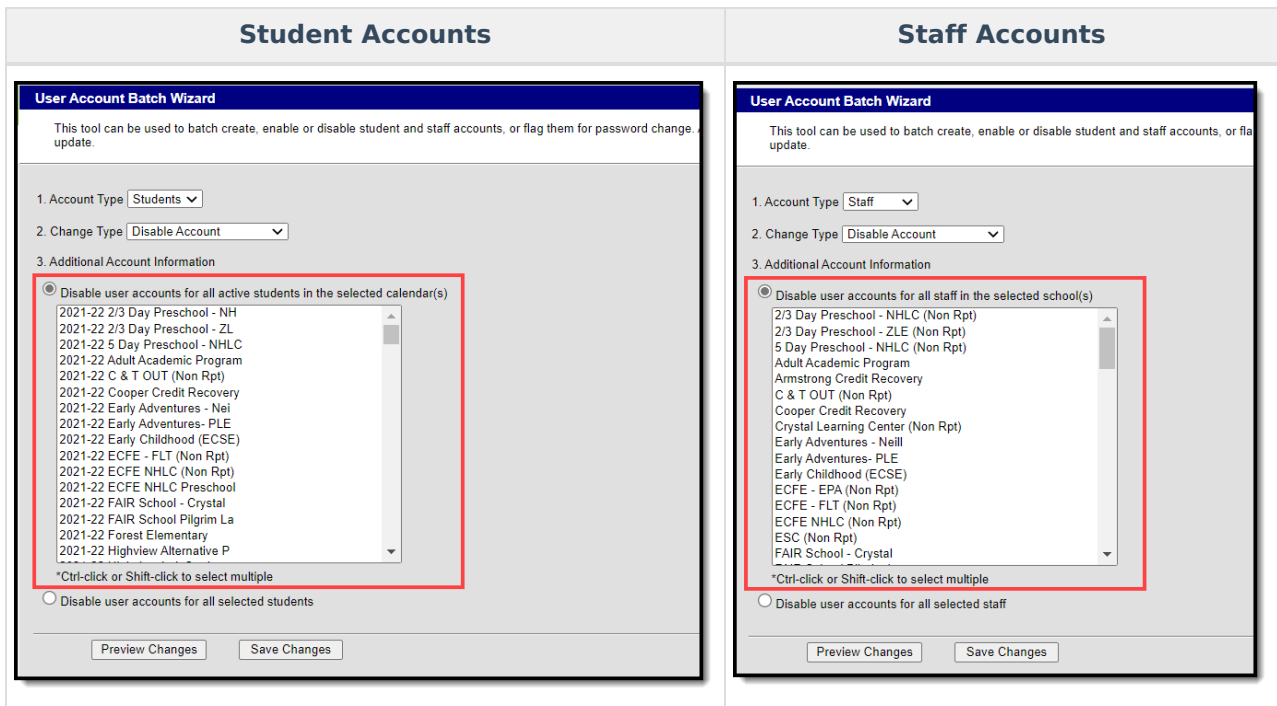
Disable user accounts for all selected students

Image 19: Disable Account Option

## Disable User Accounts for All Students or Staff in a Selected Calendar(s)

To disable all user accounts for all students or staff within a selected calendar(s):

1. Select an **Account Type**
  - **Students** - Select this option to disable all students within a selected calendar(s).
  - **Staff** - Select this option to disable all staff within a selected calendar(s).
2. Select a **Change Type** of 'Disable Account'.
3. Mark the **Disable user accounts for all students in the selected calendar(s)** OR **Disable user accounts for all staff in the selected calendar(s)** radio button.
4. Select which calendar(s) will have user accounts disabled. To select multiple calendar, hold the CTRL button while selecting each calendar.
5. To preview a list of all user accounts that will be disabled, click the **Preview Changes** button. A report will appear in CSV format.
6. To initiate the disabling of student or staff user accounts, click the **Save Changes** button. A report will appear in CSV format, detailing all user accounts disabled.



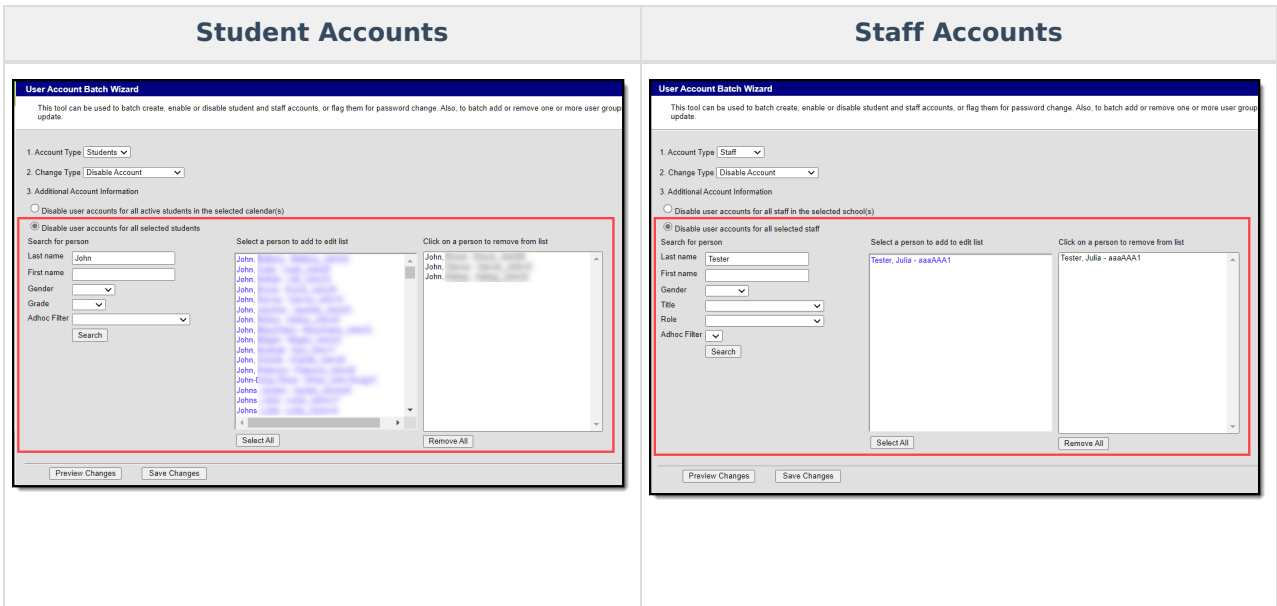
## Disable User Accounts for All Selected Students or Staff

To disable user accounts for a specific student or set of students:

1. Select an **Account Type**
  - **Students** - Select this option to disable specific students within a selected calendar(s).
  - **Staff** - Select this option to disable specific staff within a selected calendar(s).
2. Select a **Change Type** of 'Enable Account'.
3. Mark the **Disable user accounts for selected students** OR **Disable user accounts for all selected staff** radio button.
4. Enter search criteria for the student (e.g., Last Name, First Name, Gender, Grade) or staff (e.g., Last Name, First Name, Title, Role) and click the **Search** button. Users matching search criteria will appear in the window on the right.

Search results are district-wide.

5. In the **B. Select a person to add to edit list** window, select the name of each person who will have their user account disabled. When a person is selected, their name will appear in the **C. Click on a person to remove from list** window.
6. To preview a list of all user accounts that will be disabled, click the **Preview Changes** button. A report will appear in CSV format.
7. To initiate the disabling of student or staff user accounts, click the **Save Changes** button. A report will appear in CSV format, detailing all user accounts disabled.



Below is an example of the CSV report that will generate once the **Save Changes** button is selected (Image 20).

User Account Batch Wizard Report			
Generated on 09/20/2017 11:47:29 AM			
Account Type: students			
Change Type: disableAccount			
Total number of accounts: 1			
LastName	FirstName	MiddleName	Username
Tester	Jeff	J	testerjeff

Image 20: Example of the CSV Report Detailing Disabled Accounts

## Forcing a Password Change

The Force Password Change option allows you to force a password change for all student or staff user accounts in a school(s) or for a specific set students or staff.

Only students with a student user account which is enabled and does not already have the Force Password Change field selected will be forced to change their password.

See the following sections below for more information.

- [Force a Password Change for All Students or Staff in a Selected School\(s\)](#)
- [Force a Password Change for All Selected Students or Staff](#)

**User Account Batch Wizard**

This tool will allow for batch creation, enabling, disabling, and flagging for password change of user accounts via school filter or search and select.

1. Account Type

2. Change Type

3. Additional Account Information

Force password change for all student accounts in the selected school(s)

- AREnEnded
- AREnNoShow
- AREnPrimary
- AREnSecondary
- BOE
- Booth Hill Elementary School
- CSReportEnded
- CSReportNoShow
- CSReportPrimary
- CSReportSecondary
- DAEWStudentPrimary
- Daniels Farm Elementary School
- Frenchtown Elementary School
- GrRepEnded
- GrRepNoShow
- GrRepPrimary

\*Ctrl-click or Shift-click to select multiple

Force password change for all selected students

Image 21: Force Password Change Option

## Force a Password Change for All Students or Staff in a Selected School(s)

To force a password change for all student or staff accounts in a selected school(s):

### 1. Select an **Account Type**

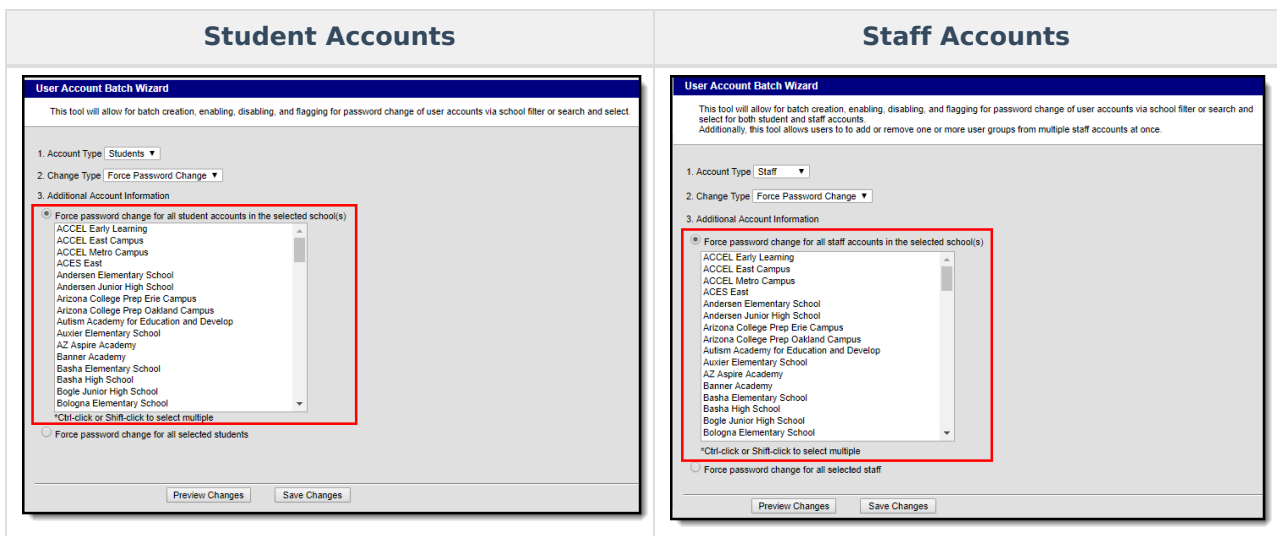
- **Student** - Selecting this option means all students within the selected school(s) will be forced to change their password.
- **Staff** - Selecting this option means all staff within the selected school(s) will be forced to change their password. Staff are identified based on the presence of a District Assignment record.

When forcing a password change for staff, the tool omits staff members with the following Product Security Roles: Application Security, Finance, Human Resources, Open Market Food Service, Payroll, Student Information System, Campus Learning.

2. Select a **Change Type** of 'Force Password Change'.
3. Mark the **Force password change for all student accounts in the selected school(s)** OR **Force password change for all staff accounts in the selected school(s)** radio button.
4. Select which schools will have all student or staff accounts forced to change their password.

5. To preview a list of all user accounts that will be impacted, click the **Preview Changes** button. A report will appear in CSV format.
6. To initiate the forcing of a password change for student or staff user accounts in the selected school(s), click the **Save Changes** button. A report will appear in CSV format, detailing all user accounts impacted.

Only students with an active user account, an active or future enrollment record in the selected school(s), and does not already have the Force Password Change field selected will be required to change their user account password.



## Force a Password Change for All Selected Students or Staff

To force a password change for specific students or staff:

1. Select an **Account Type**.
  1. **Student** - Select this option to force a password change for specific students.
  2. **Staff** - Select this option to force a password change for specific staff. Logic identifies staff members by looking for user accounts set with a Homepage of 'Campus Application' and then excluding some users based on their user group/product security roles.

When forcing a password change for staff, the tool omits staff members with the following Product Security Roles: Application Security, Finance, Human Resources, Open Market Food Service, Payroll, Student Information System, Campus Learning.

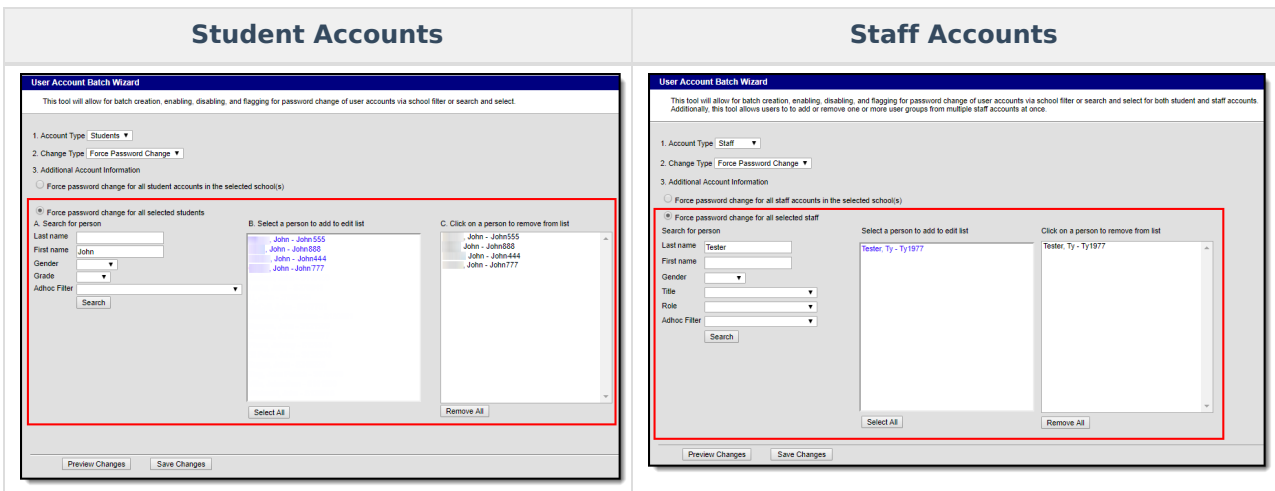
2. Select a **Change Type** of 'Force Password Change'.
3. Mark the **Force password change for all selected students** or **Force password change for all selected staff** radio button.

- Enter search criteria for the student (e.g., Last Name, First Name, Gender, Grade) or staff (e.g., Last Name, First Name, Title, Role) and click the **Search** button. Users matching search criteria will appear in the window on the right.

Search results are district-wide.

- In the **B. Select a person to add to edit list** window, select the name of each person who will be forced to change their password. When a person is selected, their name will appear in the **C. Click on a person to remove from list** window.
- To preview a list of all user accounts that will be impacted, click the **Preview Changes** button. A report will appear in CSV format.
- To initiate the forcing of a password change for all selected students or staff, click the **Save Changes** button. A report will appear in CSV format, detailing all user accounts impacted.

Only selected students with an active user account, an active or future enrollment record in the selected school(s), and does not already have the Force Password Change field selected will be required to change their user account password.



Below is an example of the CSV report that will generate once the Save Changes button is selected (Image 20).



User Account Batch Wizard Report			
Generated on 09/26/2017 03:34:45 PM			
Account Type: students			
Change Type: forcePasswordChange			
Total number of accounts: 4			
LastName	FirstName	MiddleName	Username
██████	John	Tester	John555
██████	John	Tester	John888
██████	John	Tester	John444
██████	John	Tester	John777

Image 22: Example of the CSV Report Detailing User Accounts Forced to Change Their Password

## Adding User Groups to Staff Accounts

User Groups can be assigned to all staff user accounts within a school or for a specific set of staff members. This functionality is useful in mass applying calendar rights and tool rights for all staff members in a school or for a specific set of staff members (e.g., all teachers, specific counselors, etc).

User Groups are broken into the three following categories:

- **Tool Rights Groups** - These groups only contain tool rights and do not assign calendar rights.
- **Calendar Group** - These groups only contain calendar rights and do not assign tool rights.
- **Mixed or Empty Group** - These groups assign a combination of tool and calendar rights or they are blank and contain no calendar or tool rights at the moment.

By separating user groups into these categories, users have more control over what types of rights are assigned and can easily identify and sort through different user groups when assigning.

**User groups containing all schools and all calendars cannot be added to staff accounts via the User Account Batch Wizard. User accounts requiring all schools/all calendars must be handled manually.**

See the following sections below for more information.

- [Add User Groups for All Staff in a Selected School\(s\)](#)
- [Add User Groups for Specific Staff Members](#)

**User Account Batch Wizard**

This tool will allow for batch creation, enabling, disabling, and flagging for password change of user accounts via school filter or search and select for both student and staff accounts. Additionally, this tool allows users to add or remove one or more user groups from multiple staff accounts at once.

1. Account Type: Staff

2. Change Type: Add User Groups

3. Additional Account Information

Search Groups

Group Type: Calendar Group

Group Name: wilder

Search

Click on a group to add to the list

- Wilder 16-17 Calendar
- Wilder Admin Calendar
- Wilder Calendar
- Wilder PreSchool
- Wilder SACC Calendar

Select All

Click on a group to remove from list

- Wilder 16-17 Calendar

Remove All

Add User Groups to all staff in the selected school(s)

- AA
- Ames Elementary
- Arapahoe High School
- Centennial Academy
- Center for Online Studies
- Center for Online Studies Evening S
- East Elementary School
- Englewood School District
- Euclid Middle School
- Field Elementary School
- Franklin Elementary School
- Goddard Middle School
- Heritage High School
- High School Choice - AHS/HHS/LHS
- High School Choice - HHS/LHS
- Highland Elementary School

\*Ctrl-click or Shift-click to select multiple

Add User Groups for selected staff

Preview Changes Save Changes

Image 23: Add User Groups Option

## Add User Groups for All Staff in a Selected School(s)

To add user groups for all staff within a selected school(s):

1. Select an **Account Type** of 'Staff'
2. Select a **Change Type** of 'Add User Groups'.
3. Search for a User Group by first selecting the **Group Type**. Only user groups of this type will appear in search results.
4. Enter the **Group Name** being searched. Only user groups of the selected type which matches the group name entered will appear in search results.
5. Click the **Search** button. Search results will appear in the **Click on a group to add to the list** window on the right.
6. Select which groups will be assigned to these user accounts. Selected groups will appear in the **Click on a group to remove from list** window.
7. Repeat steps 1-6 If additional tool rights groups, calendar groups, or mix user groups should be

added.

8. Select the **Add User Groups to all staff in the selected school(s)** radio button.
9. Select which school(s) will have selected user groups assigned to all staff members. To select multiple schools, hold the CTRL button while selecting each school.
10. To preview a list of all user accounts and what user groups will be added, click the **Preview Changes** button. A report will appear in CSV format.
11. Select the **Save Changes** button. Specified User Groups have now been added to all staff members in the selected schools.

Image 24: Adding User Groups for All Staff in a School(s)

## Add User Groups for Specific Staff Members

To add user groups for specific staff members:

1. Select an **Account Type** of 'Staff'
2. Select a **Change Type** of 'Add User Groups'.
3. Search for a User Group by first selecting the **Group Type**. Only user groups of this type will

appear in search results.

4. Enter the **Group Name** being searched. Only user groups of the selected type which matches the group name entered will appear in search results.
5. Click the **Search** button. Search results will appear in the **Click on a group to add to the list** window on the right.
6. Select which groups will be assigned to these user accounts. Selected groups will appear in the **Click on a group to remove from list** window.
7. Repeat steps 1-6 If additional tool rights groups, calendar groups, or mix user groups should be added.
8. Select the **Add User Groups for selected staff** radio button.
9. Search for a person by entering identifying criteria (e.g., Last Name, First Name, Gender, Title, etc) and click the **Search** button. Search results will appear in the window to the right.

Search results are district-wide.

10. Select which users will have user groups added by click on their name in the **Select a person to add to edit list** window. Once a person is selected they will appear in the **Click on a person to remove from list** window.
11. To preview a list of what user groups will be added for which people, click the **Preview Changes** button. A report will appear in CSV format.
12. Once ready initiate the addition of the user groups, select the **Save Changes** button. Specified User Groups have now been added to the selected users.

User Account Batch Wizard

This tool will allow for batch creation, enabling, disabling, and flagging for password change of user accounts via school filter or search and select for both student and staff accounts. Additionally, this tool allows users to add or remove one or more user groups from multiple staff accounts at once.

1. Account Type Staff

2. Change Type Add User Groups

3. Additional Account Information

Search Groups

Group Type Calendar Group

Group Name

Click on a group to add to the list

16-17 Calendar

Admin Calendar

Calendar

PreSchool

SACC Calendar

Click on a group to remove from list

16-17 Calendar

Add User Groups to all staff in the selected school(s)

Add User Groups for selected staff

Search for person

Last name

First name

Gender ▼

Title ▼

Role ▼

Adhoc Filter ▼

Select a person to add to edit list

Johnson, Carole - CMJohnson

Johnson, Carolyn - CFJohnson

Johnson, Geri - GJohnson

Click on a person to remove from list

Johnson, Carole - CMJohnson

Johnson, Carolyn - CFJohnson

Image 25: Adding User Groups for Specific Staff Members

Below is an example of the report that is produced once user groups are added.

User Account Batch Wizard Report				
Generated on 10/26/2017 02:34:39 PM				
Account Type: staff				
Change Type: addGroups				
LastName	FirstName	MiddleName	UserName	GroupName
Johnson	Carole		CMJohnson	16-17 Calendar
Johnson	Carole		CMJohnson	Admin Calendar
Johnson	Carole		CMJohnson	Calendar
Johnson	Carole		CMJohnson	PreSchool
Johnson	Carole		CMJohnson	SACC Calendar
Johnson	Carolyn		CFJohnson	16-17 Calendar
Johnson	Carolyn		CFJohnson	Admin Calendar
Johnson	Carolyn		CFJohnson	Calendar
Johnson	Carolyn		CFJohnson	PreSchool
Johnson	Carolyn		CFJohnson	SACC Calendar

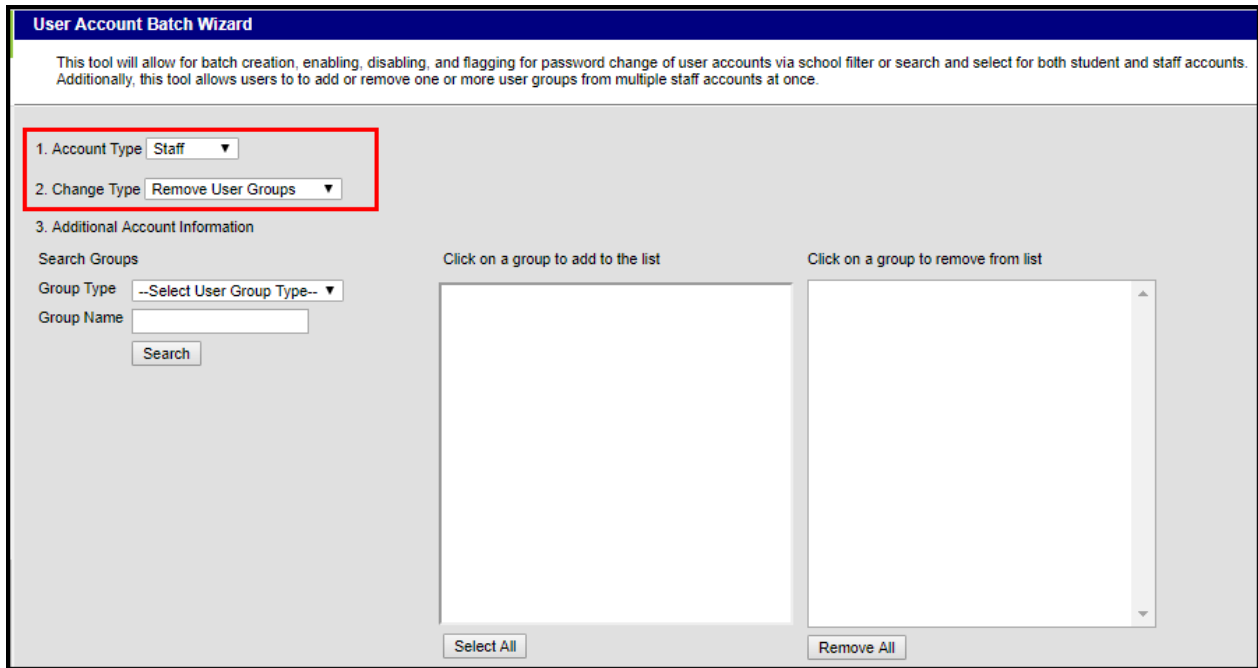
Image 26: Example of the User Group Report

## Removing User Groups to Staff Accounts

User Groups can also be removed from all staff user accounts within a school or for a specific set of staff members. This functionality is useful in mass removing calendar rights and tool rights for all staff members in a school or for a specific set of staff members (e.g., all teachers, specific counselors, etc).

See the following sections below for more information.

- [Remove User Groups for All Staff in a Selected School\(s\)](#)
- [Remove User Groups for Specific Staff Members](#)



**User Account Batch Wizard**

This tool will allow for batch creation, enabling, disabling, and flagging for password change of user accounts via school filter or search and select for both student and staff accounts. Additionally, this tool allows users to add or remove one or more user groups from multiple staff accounts at once.

1. Account Type

2. Change Type

3. Additional Account Information

Search Groups

Group Type

Group Name

Click on a group to add to the list

Click on a group to remove from list

Image 27: Remove User Groups Option

## Remove User Groups for All Staff in a Selected School(s)

To remove user groups for all staff within a selected school(s):

1. Select an **Account Type** of 'Staff'
2. Select a **Change Type** of 'Remove User Groups'.
3. Search for a User Group by first selecting the **Group Type**. Only user groups of this type will appear in search results.
4. Enter the **Group Name** being searched. Only user groups of the selected type which matches the group name entered will appear in search results.
5. Click the **Search** button. Search results will appear in the **Click on a group to add to the list** window on the right.
6. Select which groups will be removed from these user accounts. Selected groups will appear in the **Click on a group to remove from list** window.
7. Repeat steps 1-6 If additional tool rights groups, calendar groups, or mix user groups should be added for removal.
8. Select the **Remove User Groups to all staff in the selected school(s)** radio button.
9. Select which school(s) will have selected user groups removed for all staff members. To select multiple schools, hold the CTRL button while selecting each school.
10. To preview a list of all user accounts that will have user groups removed, click the **Preview Changes** button. A report will appear in CSV format.
11. Select the **Save Changes** button. Specified User Groups have now been removed to all staff members in the selected schools.

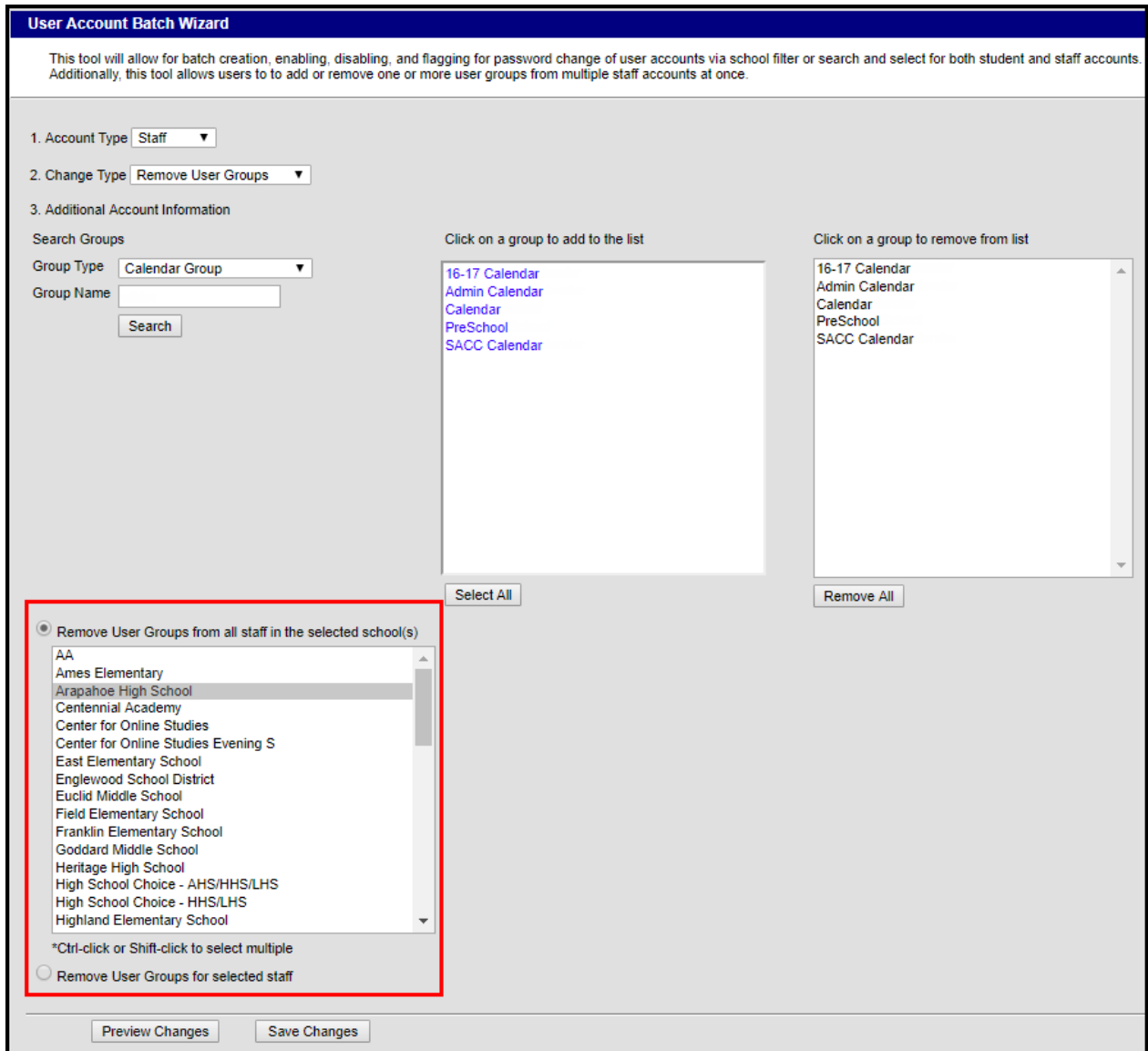


Image 28: Removing User Groups for All Staff in a School(s)

## Remove User Groups for Specific Staff Members

To remove user groups for specific staff members:

1. Select an **Account Type** of 'Staff'
2. Select a **Change Type** of 'Remove User Groups'.
3. Search for a User Group by first selecting the **Group Type**. Only user groups of this type will appear in search results.
4. Enter the **Group Name** being searched. Only user groups of the selected type which matches the group name entered will appear in search results.
5. Click the **Search** button. Search results will appear in the **Click on a group to add to the list** window on the right.
6. Select which groups will be removed from these user accounts. Selected groups will appear in the **Click on a group to remove from list** window.
7. Repeat steps 1-6 If additional tool rights groups, calendar groups, or mix user groups should be



added for removal.

8. Select the **Remove User Groups for selected staff** radio button.
9. Search for a person by entering identifying criteria (e.g., Last Name, First Name, Gender, Title, etc) and click the **Search** button. Search results will appear in the window to the right.

Search results are district-wide.

10. Select which users will have user groups removed by click on their name in the **Select a person to add to edit list** window. Once a person is selected they will appear in the **Click on a person to remove from list** window.
11. To preview a list of what user groups will be removed for which people, click the **Preview Changes** button. A report will appear in CSV format.
12. Once ready initiate the removal of the user groups, select the **Save Changes** button. Specified User Groups have now been removed for the selected users.

**User Account Batch Wizard**

This tool will allow for batch creation, enabling, disabling, and flagging for password change of user accounts via school filter or search and select for both student and staff accounts. Additionally, this tool allows users to to add or remove one or more user groups from multiple staff accounts at once.

1. Account Type Staff

2. Change Type Remove User Groups

3. Additional Account Information

Search Groups

Group Type Calendar Group

Group Name

Click on a group to add to the list

16-17 Calendar

Admin Calendar

Calendar

PreSchool

SACC Calendar

Click on a group to remove from list

16-17 Calendar

Admin Calendar

Calendar

PreSchool

SACC Calendar

Remove User Groups from all staff in the selected school(s)

Remove User Groups for selected staff

Search for person

Last name

First name

Gender ▼

Title ▼

Role ▼

Adhoc Filter ▼

Select a person to add to edit list

Johnson, Carole - CMJohnson

Johnson, Carolyn - CFJohnson

Johnson, Geri - GJohnson

Click on a person to remove from list

Johnson, Carole - CMJohnson

Johnson, Carolyn - CFJohnson

Image 29: Removing User Groups for Specific Staff Members

Below is an example of the report that will appear once the **Save Changes** button is selected.

User Account Batch Wizard Preview				
Generated on 10/26/2017 02:36:33 PM				
Account Type: staff				
Change Type: removeGroups				
LastName	FirstName	MiddleName	UserName	GroupName
Johnson	Carole		CMJohnson	16-17 Calendar
Johnson	Carole		CMJohnson	Admin Calendar
Johnson	Carole		CMJohnson	Calendar
Johnson	Carole		CMJohnson	PreSchool
Johnson	Carole		CMJohnson	SACC Calendar
Johnson	Carolyn		CFJohnson	16-17 Calendar
Johnson	Carolyn		CFJohnson	Admin Calendar
Johnson	Carolyn		CFJohnson	Calendar
Johnson	Carolyn		CFJohnson	PreSchool
Johnson	Carolyn		CFJohnson	SACC Calendar

Image 30: Example of the Remove User Groups Report

## Informing Users of Newly Created User Accounts

You can inform all users who have a newly created user account or who have never logged into their user account to log into their account and update their account password by using the [User Account Messenger](#), [User Account Messenger Scheduler](#), and [Account Letter Builder](#) tools.

▶ [Click here to expand...](#)

+ [Video](#)

## View and Report Calendar Rights Access

### 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.

+ [Documentation](#)

+ [Video](#)

## Tool & Calendar Right Access Report

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.

+ [Documentation](#)

+ [Video](#)

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