

Getting Started with Tool Rights Catalog

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This catalog contains articles detailing common user groups and the tool rights typically assigned to each. An article for each tool provides an example of what the tool looks like and gives an overview of its use. These articles are cross-linked to Content articles describing how to use the tools.

These resources are intended to help User Group administrators identify and understand which tool rights correspond to the level of access they wish to give different types of users.

The following areas are available:

- [User Groups and Suggested Rights](#)
- [Census Tool Rights](#)
- [Scheduling & Courses Tool Rights](#)
- [Student Information Tool Rights](#)

Tool rights for additional components will added as they are completed, following the same structure as the content in the Knowledge Base index.

Let us know what you think about this Tool Rights Catalog! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

Overview Video

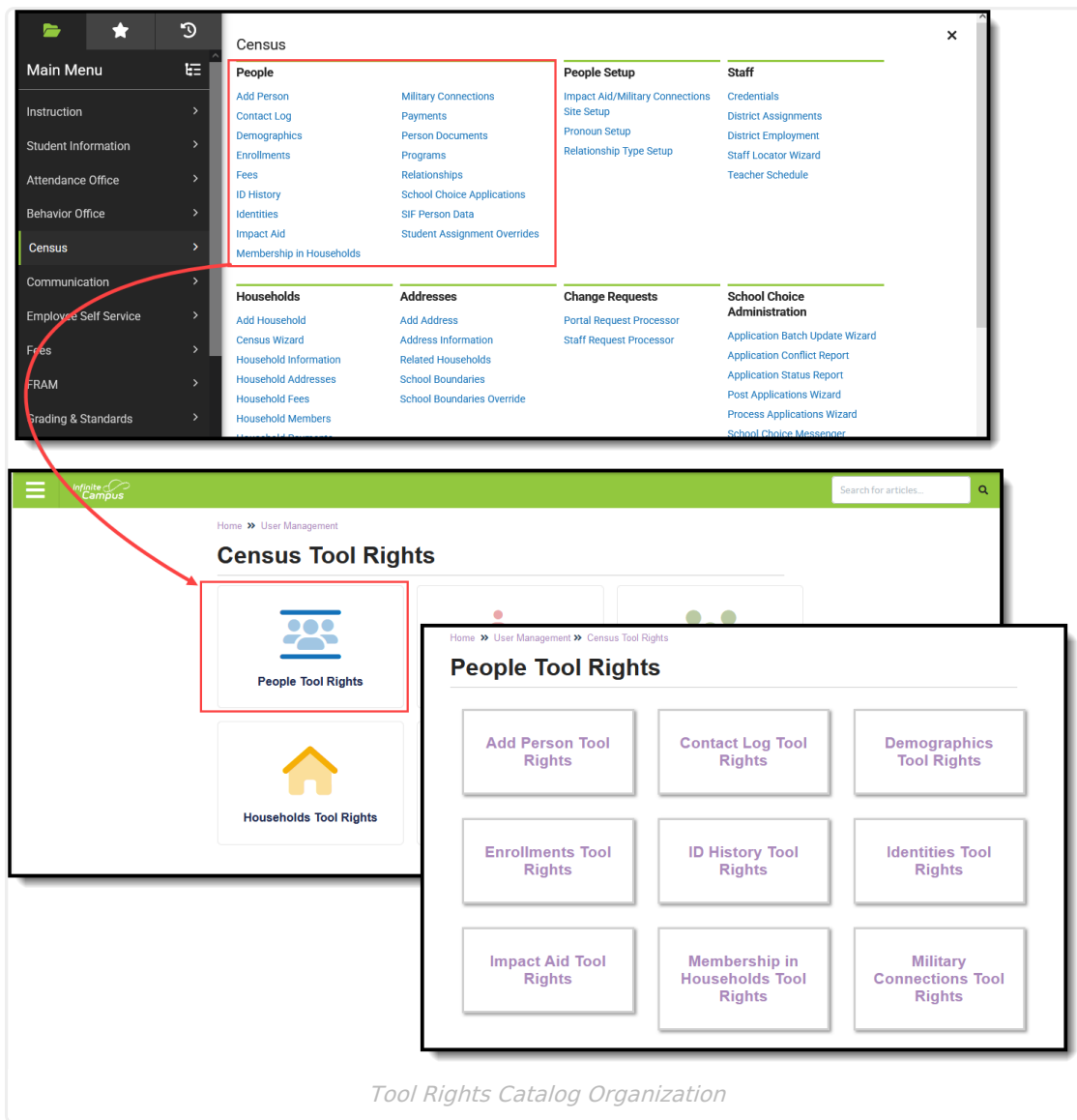
Watch this video for an overview of how to navigate between the resources contained in the Tool Rights Catalog.

How to Use this Catalog

This catalog contains information on what tools to assign to which users when using user groups and details which rights are needed to assign to a specific tool.

Review User Groups and Suggested Tool Rights as a starting point for assigning tools and rights to user groups. These are suggestions, and any additional tools your staff need access to is up to you.

Review the component (Census, Student Information, etc.) articles to determine which rights need to be assigned to users. The catalog is organized according to the organization of the product.



For New User Group Administrators

In Campus, individual users are assigned to User Groups. These groups are typically set up as one of two types.

- Tool Rights User Group:** This group includes a series of tools related to job duties. For example, people with one set of job duties may be in a group called Attendance Office, which has access to all tools within the Attendance Office. There may also be a second attendance user group named Student Attendance, which only has rights to the Student Attendance tool and the Attendance Wizard. You may have people who perform both sets of job duties and, therefore, belong to both groups.

The screenshot shows the 'Tool Rights' configuration page for the 'Attendance Office' user group. The page has a breadcrumb trail: 'User Management > User Groups > Tool Rights'. Below the breadcrumb is a 'Related Tools' link. A search bar labeled 'Search Campus Tools' is present. The main section is titled 'Tool Rights' and contains a tree view of tools. The 'Attendance Office' folder is expanded, showing sub-folders like 'Attendance Management' and 'Attendance Communication'. Under 'Attendance Management', tools like 'Attendance Entry Wizard', 'Classroom Monitor', and 'Daily Attendance Processing' are listed with checkboxes for 'All', 'Read', 'Write', 'Add', and 'Delete'. The 'Attendance Communication' folder is also expanded, showing 'Attendance Letters', 'User Group Formats', and 'Attendance Messenger'. The 'Attendance Messenger' tool has all permissions checked. At the bottom are 'Save' and 'Reset' buttons.

Tool Rights User Group

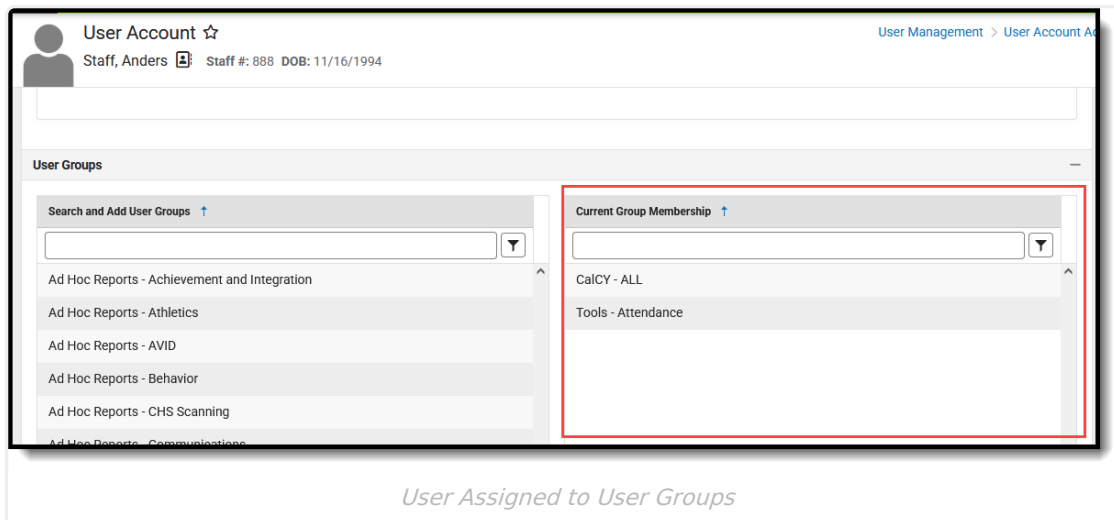
- **Calendar Rights User Group:** Includes calendar(s) the users in tool rights user groups can access. It defines where/when (school/year) a user's tool rights apply. For example, you could create three separate Calendar User Groups for the Current Year, the Next Year, and the Previous Year and add the appropriate calendars to those groups. When the Current Year calendar group is assigned to a user in the Attendance Office user group, that user can update attendance data only in the current school year.

The screenshot shows the 'Calendar Rights' configuration page for the 'Attendance Office' user group. The page has a breadcrumb trail: 'User Management > User Groups > Calendar Rights'. Below the breadcrumb is a 'Related Tools' link. The main section is titled 'Calendar Rights' and contains a 'Rights Editor' table. The table has columns for 'Name', 'School', 'Year', and 'Calendar'. The 'Name' column contains 'All Years All Schools (All Calendars)'. The 'School' column has a dropdown menu set to 'All Schools'. The 'Year' column has a dropdown menu set to 'All Years'. The 'Calendar' column has a dropdown menu set to 'All Calendars'. There are checkboxes for 'Modify Rights' (checked) and 'Close School Months' (unchecked). At the top are 'New', 'Save', and 'Delete' buttons.

Calendar Rights User Group

When the Calendar Rights user group is assigned to a user who is also assigned to the Tool Rights User Group, they can modify data for the tools they have access to for the selected calendar and year. This approach is more manageable than adding calendars and tools to individual users.

See the [Calendar Rights User Group](#) article for more information.



The **Tool Rights Catalog** focuses on **tool rights** but does provide information on which tools to assign to tool rights user groups.

User groups can be set up to fit the needs of your district.

Review the articles in the [User Management](#) category before setting up your own user groups and tool rights.

Allow Unfiltered Search Tool Rights

As you are reviewing the User Groups and Suggested Tool Rights, you will notice most of the user groups are assigned the **Allow Unfiltered Search** tool right. This allows users to search within all schools, calendars and years allowed by the assigned calendar rights.

Without this right, users can only view information to which they have a connection. For example, a teacher can only see courses and students related to their rosters, or a Case Manager can only see their active students.