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 Campus administrators identify and understand which tool rights correspond to the level of access they wish to give different types of users.

The catalog is organized into components and categories that mimic the Campus product.

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

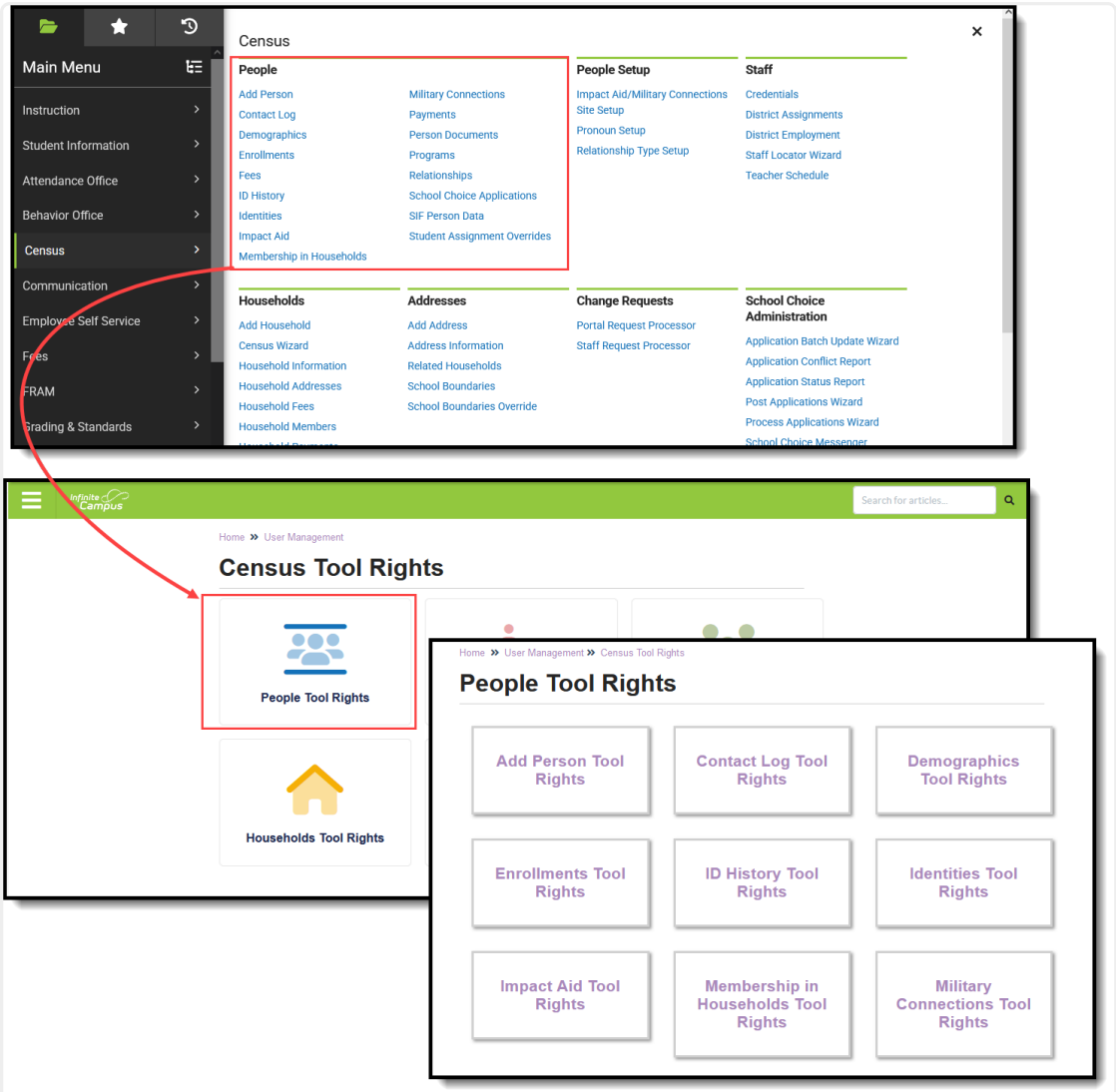
Watch this video for an overview of how to navigate between the resources contained in the Tool Rights Catalog.

How to use this catalog

This catalog provides information on assigning tools to users through user groups, as well as details on the rights required to assign 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.

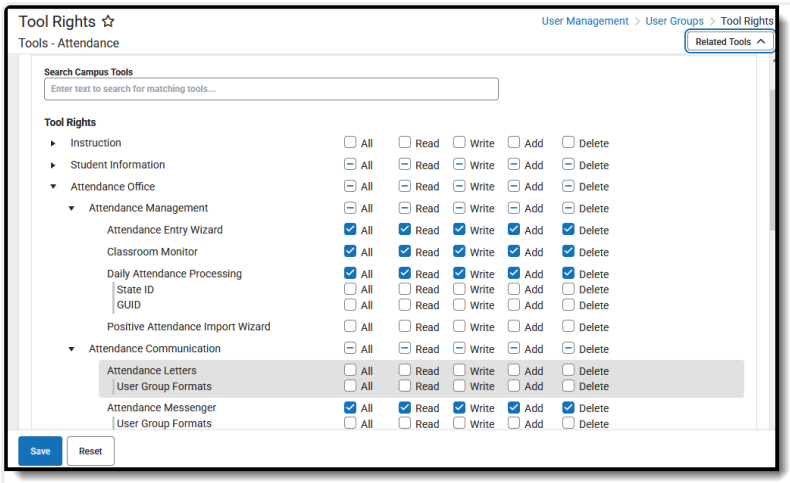


Tool Rights Catalog Organization

For new User Group administrators

In the product, 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.



Tool Rights User Group

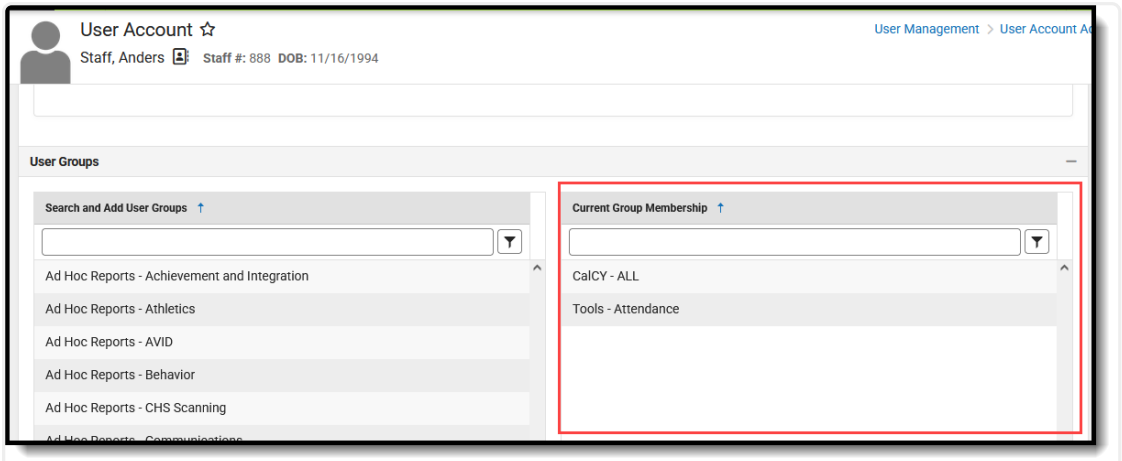
- **Calendar Rights User Group**: Includes calendar(s) the users in tool rights user groups can access. It defines where/when (school/year) a user's tool rights apply. For example, you could create three separate Calendar User Groups for the Current Year, the Next Year, and the Previous Year and add 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.



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.



User Assigned to User Groups

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

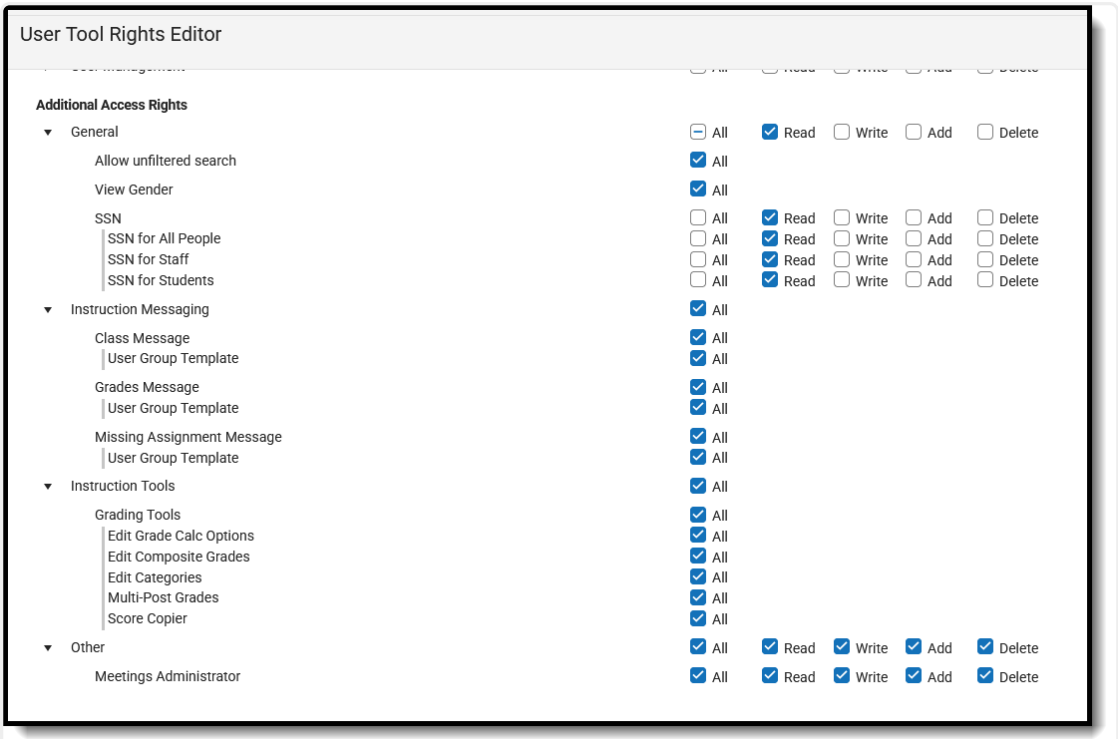
User groups can be set up to meet your district's needs.

> Review the articles in the User Management category before setting up your own user groups and tool rights.

Additional Access Rights

The Additional Access Rights section of the Tool Rights editor contains tool rights that address user access needs but don't necessarily fit underneath the general Tool Rights section.

Most of these rights are either ON (All checkbox is marked) or OFF (All checkbox is not marked). There are a few rights that require stricter access - SSN and Meetings Administration; those rights follow the standard RWAD options.



Additional Access Rights for Users

General

Allow Unfiltered Search Tool Rights

Allow Unfiltered Search controls how broadly a user can search for students across the district.

- When **selected**, users can search for students or people within their assigned calendar rights across the district.
- When **not selected**, users can only search for students or people to whom there is a direct link, e.g., a teacher can only see courses and students related to their rosters, or a Case Manager can only see their active students.

As you review the User Groups and Suggested Tool Rights, you will notice that most 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.

View Gender

View Gender controls whether a user can view the gender field assigned to a person, wherever gender is displayed - in Section Roster, Campus Instruction, in reports and reporting tools, etc.

- When **selected**, users can view gender information wherever it displays in the product - in reports, tools, etc.
- When **not selected,** users can no longer view gender information in the user interface or in reports.

See the Displayed Gender article for additional information on viewing gender.

SSN

Private student, staff, and person information is stored in Infinite Campus for use in state reporting requirements and other auditing and tracking processes. A person's Social Security number (SSN) is included in this private data. To protect this data, specific rights need to be assigned for those who need this information to perform their job duties.

All SSNs initially display as XXX-XX-XXXX; when a user is assigned rights to view the number, clicking **Show** displays the full number, and clicking **Hide** hides the number.

Users must be assigned appropriate calendar rights in addition to SSN rights to view the person's SSN.

SSN for All People

R	W	A	D
View the SSN for any person.	Enter a new SSN or update an existing SSN for any person. .	N/A	N/A

SSN for Staff

R	W	A	D
View the SSN for persons who have active District Employment or District Assignment records.	Enter a new SSN or update an existing SSN for persons who have active District Employment or District Assignment records. .	N/A	N/A

SSN for Students

R	W	A	D
View the SSN for persons who have current or inactive enrollment records	Enter a new SSN or update an existing SSN for persons who have current or inactive enrollment records.	N/A	N/A

Instruction Messaging and Instruction Tools

See the Instruction Tool Rights article for information on the rights available for Instruction Messaging and Instruction Tools.

Also review the Setup: Interaction between the Course Catalog, Course Masters, Tool Rights, and Grade Book article for additional information.

Other

Meetings Administrator

The Meetings Administrator right is the administrative-level counterpart to the Meetings tool right and provides elevated access to meetings across the Counseling module.

See the Counseling Tool Rights article for additional information on Meetings.

Without the Meetings Administrator right:

- Users can only see or edit their **own** meetings and have **read-only** access to meetings they're **invited to**. They cannot see any other users' meetings. The Owner field is hidden and defaults to the user who created it. The user **must also have** access to the Meetings tool.
- In the Meeting Summary Report, if a user does not have the Meetings Administrator right, the report shows only meetings they own or are invited to.

R	W	A	D
• Access and view all meetings in the module. • Enable the Team Calendar and set filters.	• Edit any meeting, regardless of who owns the meeting. • View the Owner field but cannot change it.	• Create meetings for other people. • Set the meeting Owner field.	• Delete any meeting.