

# Teachers User Group

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

The following are suggested tool rights for Teachers. Your teachers may need more or fewer tool rights, depending on their job duties. Start with this list and modify rights to meet your school or district's needs.

## Instruction

[Overview](#) | [Students](#) | [Grades](#) | [Curriculum Planning](#) | [Scheduling](#) | [Reports](#)

Instruction Access for Teachers

## Overview

For the following tool rights, ALL is the only selection available.

► [Click here to expand...](#)

Tool	All
<b>Overview</b>	X
Planner	X
Other Curriculum	X

## Students

For the following tool rights, ALL is the only selection available.

► [Click here to expand...](#)

Tool	All
<b>Roster</b>	X
<b>Advisory</b>	X
Include Non-Advisory Sections	X
<b>Attendance</b>	X
<b>Class Serve</b>	X
<b>Lockers</b>	X
Edit lockers	X
<b>Positive Attendance</b>	X
<b>Seating Charts</b>	X
<b>Student Groups</b>	X
<b>Course Requests</b>	X
<b>Student Course Recommendations</b>	X

## Grades

For the following tool rights, ALL is the only selection available.

► [Click here to expand...](#)

Tool	All
<b>Grade Book</b>	X
Edit Grading Scales	X
Edit Assignment Marks	X
<b>Post Grades</b>	X
<b>Progress Monitor</b>	X
Standards Portfolio	X
All Years/Courses	X
<b>Standardized Test</b>	X
<b>Assignment Overview</b>	X

## Curriculum Planning

For the following tool rights, ALL is the only selection available.

► [Click here to expand...](#)

Tool	All
<b>Curriculum Library District Manager</b>	X

## Scheduling

For the following tool rights, ALL is the only selection available.

► [Click here to expand...](#)

Tool	All
<b>Responsive Scheduling</b>	X
<b>Roster Verification</b>	X

## Reports

For the following tool rights, ALL is the only selection available.

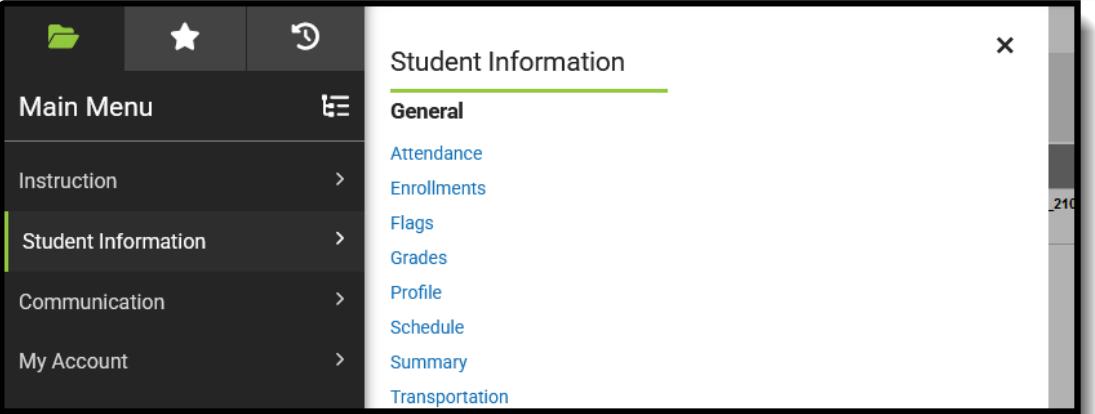
► [Click here to expand...](#)

Tool	All
<b>Assignment Analysis Report</b>	X
<b>Assignment Standards Report</b>	X
<b>Attendance Change Tracking Report</b>	X
<b>Attendance Register Report</b>	X
<b>Attendance Summary Report</b>	X
<b>Blank Spreadsheet</b>	X
<b>Curriculum Report</b>	X
<b>Flagged Assignments Report</b>	X
<b>Grade Book Export</b>	X
<b>Grades Report</b>	X
<b>Missing Assignments Report</b>	X
<b>Portal Usage Report</b>	X

Tool	All
<b>Positive Attendance Summary Report</b>	X
<b>Report Card</b>	X
<b>Roster Label Report</b>	X
<b>Roster Report</b>	X
<b>Roster Report</b>	X
<b>Scored Rubric Report</b>	X
<b>Section Standards Report</b>	X
<b>Section Summary Report</b>	X
<b>Student Assessment Summary Report</b>	X
<b>Student Summary Report</b>	X
<b>Teacher Schedule Report</b>	X

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## Student Information



Student Information Access for Teachers

## General

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Attendance</b>	X			
<b>Enrollments</b>	X			

Tool	Read	Write	Add	Delete
General Enrollment Information	X			
School of Accountability	X			
<b>Flags</b>	X			
Contact Flags	X			
Medical Flags	X			
Special Ed	X			
State Reporting	X			
<b>Grades</b>	X			
Grade Book	X			
<b>Profile</b>	X			
Attendance	X			
In-Progress Grades	X			
Todo	X			
<b>Schedule</b>	X			
Grade Book	X			
View Attendance	X			
<b>Summary</b>	X			
Print Picture	X			
<b>Transportation</b>	X			

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## Behavior Office

The screenshot shows the Infinite Campus interface. On the left is the Main Menu with options: Instruction, Student Information, Behavior Office (which is selected and highlighted in green), Communication, and My Account. On the right is the Message Center window titled "Message Center ☆". The "Behavior Management" section is expanded, showing "Behavior Office" and "Behavior Referral". The "Behavior Referral" link is blue, indicating it is a live link. The bottom right corner of the Message Center window shows a partially visible document with the text "2100\_de".

Behavior Office Access for Teachers

## Behavior Management

► Click here to expand...

Tool	Read	Write	Add	Delete
<b>Behavior Referral</b>	X	X	X	X

## Communication

The screenshot shows the Infinite Campus interface. On the left is the Main Menu with options: Instruction, Student Information, Behavior Office, Communication (which is selected and highlighted in green), and My Account. On the right is the Message Center window titled "Message Center ☆". The "Communication" section is expanded, showing "My Account" and "Messenger". The "Message Center" link is highlighted with a green box. To the right of "Messenger" are links for "Recipient Log" and "Sent Message Log".

Communication Access for Teachers

## Messenger Administration

► Click here to expand...

Tool	Read	Write	Add	Delete
<b>Recipient Log</b>	X			
Recipient Campus Fields	X			
<b>Sent Message Log</b>	X			