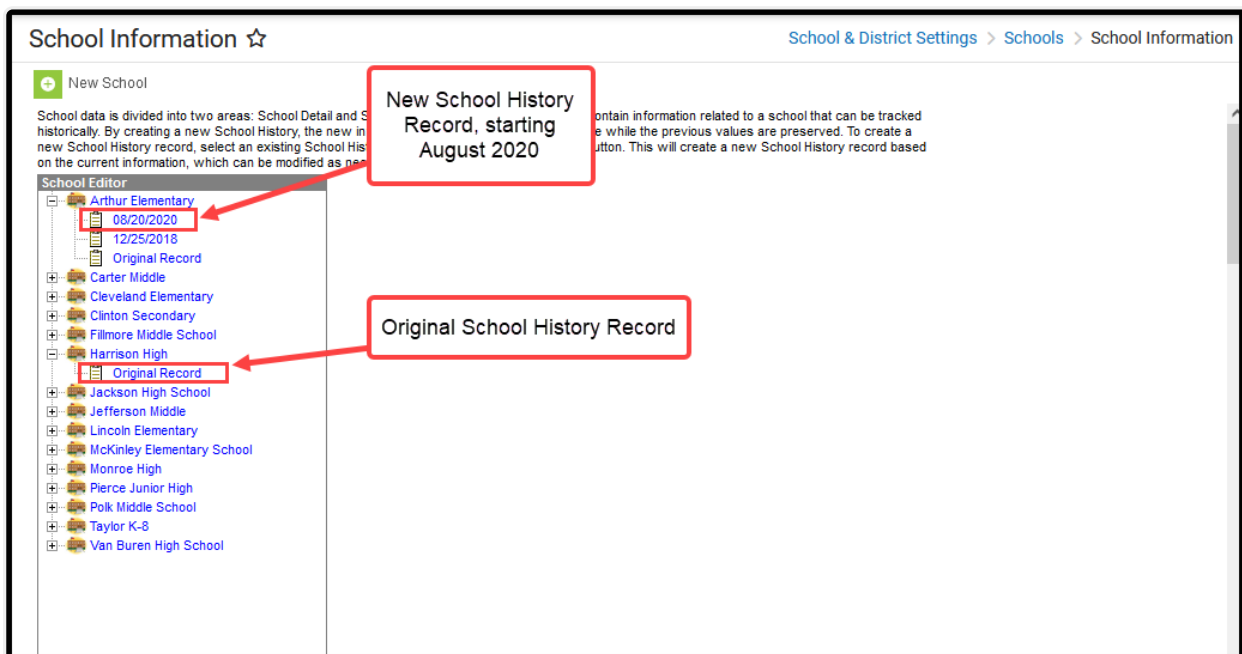# Schools Tool Rights

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

Much of the data contained in the **Schools** tools is created when a conversion of data from a district's legacy system to Campus occurs. Staff such as **System Administrators** or **District Office Staff** may be given rights to update this information.

> To learn more about these tools, see the articles in the Schools category.

School Information

School Information displays for all schools within a district. School data is divided into two areas - **School Detail** and **School History**. School History records contain information related to a school that can be tracked historically. By creating a new School History, the information is tracked as of a specific date, while preserving previous values.

School Information

Available Tool Rights - School Information

R	W	A	D
View existing school information.	Edit existing school information.	Add new school history information.	Delete school history information.

Department Setup

Defining **Departments** gives individual schools a place to organize classes and teachers for scheduling purposes. This tool cannot be used to create district-wide departments.

Department Setup

Available Tool Rights - Department Setup

R	W	A	D
View existing departments.	Edit existing departments.	Add new departments.	Delete departments.

Room Setup

Rooms defined in a school building via **Room Setup** can be attached to Course Sections, indicating where the course section meets. Rooms display in Scheduling tools such as Scheduling Board, Staff and Course Planners, Walk-In Scheduler, and student Schedules.

Room Setup

Available Tool Rights - Room Setup

R	W	A	D
View existing rooms.	Edit existing room information.	Add new rooms and information.	Delete rooms.

Suggested User Groups

Typically, users of this tool have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

See User Groups and Suggested Roles for more information.