

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 ☆

School & District Settings > Schools > School Information

New School History Record, starting August 2020

Original School History Record

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 new information is tracked as of a specific date, while the previous values are preserved. To create a new School History, click the 'New School History Record' button. This will create a new School History record based on the current information, which can be modified as necessary.

School Editor

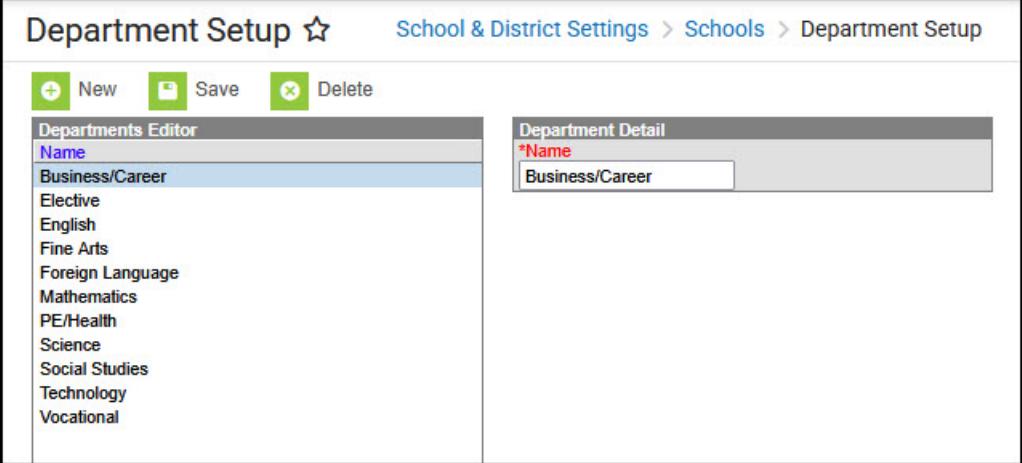
- Arthur Elementary
 - Original Record
 - 08/20/2020
 - 12/25/2018
- Carter Middle
- Cleveland Elementary
- Clinton Secondary
- Fillmore Middle School
- Harrison High
 - Original Record
- Jackson High School
- Jefferson Middle
- Lincoln Elementary
- McKinley Elementary School
- Monroe High
- Pierce Junior High
- Polk Middle School
- Taylor K-8
- Van Buren High School

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.



The screenshot shows the 'Department Setup' page. At the top, there are buttons for 'New' (green plus), 'Save' (green floppy disk), and 'Delete' (green trash can). The main area is divided into two sections: 'Departments Editor' on the left and 'Department Detail' on the right. The 'Departments Editor' list includes: Business/Career, Elective, English, Fine Arts, Foreign Language, Mathematics, PE/Health, Science, Social Studies, Technology, and Vocational. The 'Department Detail' section shows 'Business/Career' in a text input field, with a note that the 'Name' field is required. Below the main content is a footer with the text '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 

School & District Settings > Schools > Room Setup

Rooms Editor

Name	Capacity
100	
1001	30
1002	60
1004	60
1005	60
1006	60
1007	60
1008	60
1012	60
1018	60
110	
1107	60
1135	60
1161	60
1170	
1171	
1172	
1173	
1174	60

Room Detail

*Name 1002	Capacity 60
Phone (555) 111 - 1111 x 1	Room Type <input type="button" value="▼"/>

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.