

# Schools Tool Rights

Last Modified on 08/04/2025 4:03 pm CDT

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.

The screenshot shows the 'School Information' interface. On the left, a list of schools is displayed under the 'School Editor' section. The schools listed are: Arthur Elementary, Carter Middle, Cleveland Elementary, Clinton Secondary, Fillmore Middle School, Harrison High, Jackson High School, Jefferson Middle, Lincoln Elementary, McKinley Elementary School, Monroe High, Pierce Junior High, Polk Middle School, Taylor K-8, and Van Buren High School. For Arthur Elementary, two history records are shown: '08/20/2020' and '12/25/2018'. For Harrison High, an 'Original Record' is shown. Red boxes and arrows highlight these records. A red box labeled 'New School History Record, starting August 2020' points to the '08/20/2020' record for Arthur Elementary. Another red box labeled 'Original School History Record' points to the 'Original Record' for Harrison High.

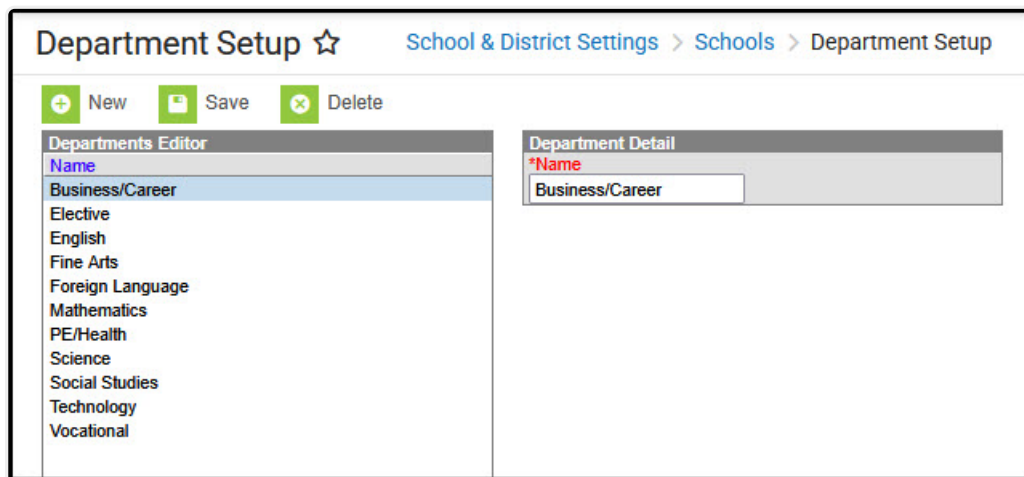
School Information

## Available Tool Rights

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

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

New Save Delete

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

▼

Room Setup

## Available Tool Rights

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.