

# Letter Builder and Letter Designer Tool Rights

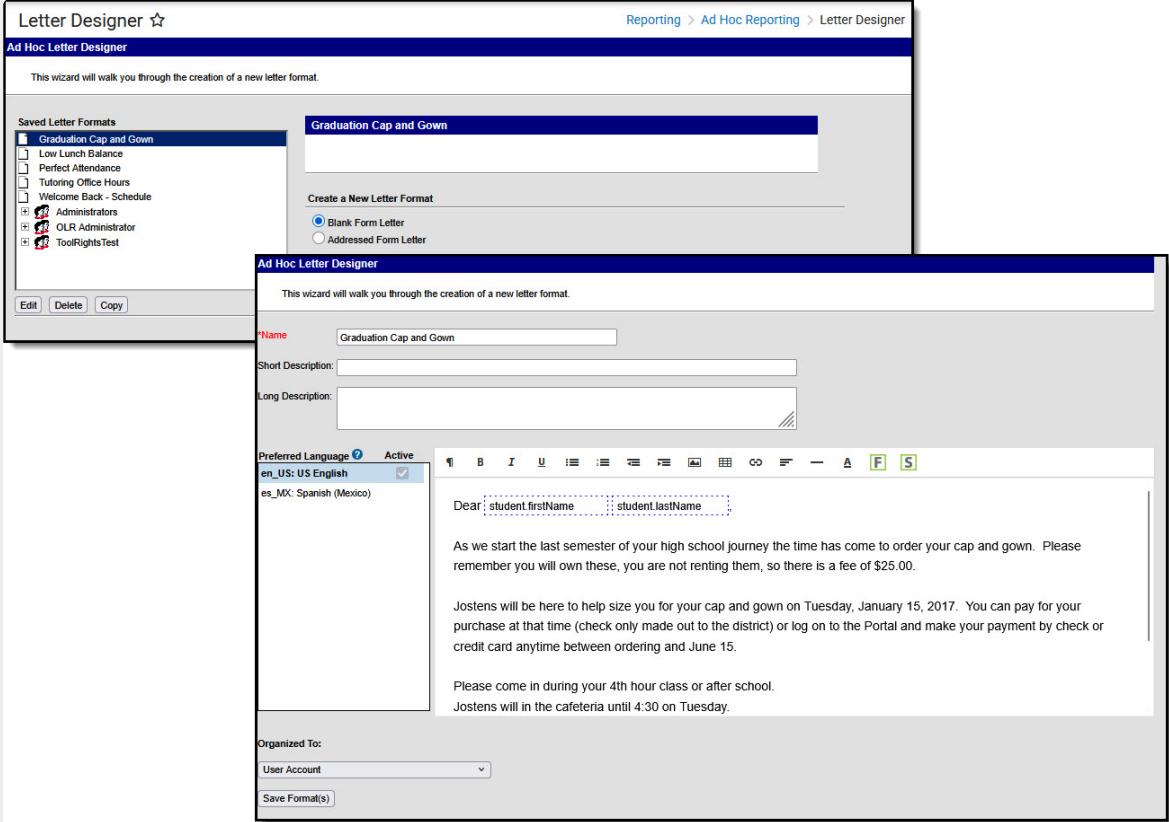
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The **Letter Builder** and **Letter Designer** tools allow users to create templates for blank or addressed form letters that can then be generated for students selected through one or more ad hoc filters.

See the [Letter Builder](#) and [Letter Designer](#) articles to learn how to use these tools.

## Letter Designer

The **Letter Designer** allows users to create letter formats (templates) for their own use or to share with user groups they belong to, depending on user rights.



The screenshot shows the 'Ad Hoc Letter Designer' interface. On the left, a sidebar lists 'Saved Letter Formats' including 'Graduation Cap and Gown', 'Low Lunch Balance', 'Perfect Attendance', 'Tutoring Office Hours', 'Welcome Back - Schedule', 'Administrators', 'OLR Administrator', and 'ToolRightsTest'. Below this are 'Edit', 'Delete', and 'Copy' buttons. The main area is titled 'Graduation Cap and Gown' and contains a 'Create a New Letter Format' section with a radio button for 'Blank Form Letter' (selected) and 'Addressed Form Letter'. A sub-section titled 'Ad Hoc Letter Designer' shows the creation of a new format with fields for 'Name' (set to 'Graduation Cap and Gown'), 'Short Description', 'Long Description', and a rich text editor. The rich text editor contains a placeholder 'Dear student.firstName :: student.lastName'. Below the editor, text reads: 'As we start the last semester of your high school journey the time has come to order your cap and gown. Please remember you will own these, you are not renting them, so there is a fee of \$25.00.' and 'Jostens will be here to help size you for your cap and gown on Tuesday, January 15, 2017. You can pay for your purchase at that time (check only made out to the district) or log on to the Portal and make your payment by check or credit card anytime between ordering and June 15.' At the bottom, there are 'Organized To' dropdowns for 'User Account' and a 'Save Format(s)' button.

Letter Designer

## Available Tool Rights - Letter Designer

Subrights in *italics*.

Letter Designer  
User Group Formats

All  Read  Write  Add  Delete  
 All  Read  Write  Add  Delete

R	W	A	D
View existing letter formats.	Edit existing letter formats.	Add new letter formats.	Delete letter formats.
<b>User Group Formats</b>			
Under Organized To, users can select a user group they are a member of and save letter formats for fellow group members to use.	N/A	N/A	N/A

## Letter Builder

The Letter Builder allows the generation of form letters through the selection of a saved letter template and one or more saved student filters.

Letter Builder ☆ Reporting > Ad Hoc Reporting > Letter Builder

**Ad Hoc Letter Builder**

This tool will merge an Ad Hoc filter with a letter design to create letters. The output will be in PDF format and is based on the Calendar selected in the Campus Toolbar. Select one letter format and one or more filters to limit the data.

**Saved Filters (select 1 or more)**

- Activity Registration
- Attendance
- Behavior
- CRDC
- Letter Filters
- Pass-Through SQL Queries
- Scheduling
- Scheduling Filters
- School Store
- SI/Census
- Student Data Groups
  - 12th Grade Students
  - NHS Flag Students - Active
  - Sped program
  - Student Council Flag Students - Active
  - Students who are ELL
- \*Tardy Today 3 Times
- \*504 Students
- \*Bus 1 Students
- \*ELL Students
- \*Honor Roll Students

**Saved Letters (select 1)**

- Graduation Cap and Gown
- Low Lunch Balance
- Perfect Attendance
- Tutoring Office Hours
- Welcome Back - Schedule
- Administrators
- OLR Administrator
- ToolRightsTest

Set Operation:

Sort Options  Alpha  Grade/Alpha  Zip  Teacher

Dear Dylan Reynolds,

As we start the last semester of your high school journey the time has come to order your cap and gown. Please remember you will own these, you are not renting them, so there is a fee of \$25.00.

Jostens will be here to help size you for your cap and gown on Tuesday, January 15, 2017. You can pay for your purchase at that time (check only made out to the district) or log on to the Portal and make your payment by check or credit card anytime between ordering and June 15.

Please come in during your 4th hour class or after school. Jostens will be in the cafeteria until 4:30 on Tuesday.

Thank you

## Available Tool Rights - Letter Builder

Letter Builder	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Data Warehouse: Allow live data as source	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

R	W	A	D
Use Letter Builder tool to select options and build letters.	N/A	N/A	N/A
<b><i>Data Warehouse: Allow live data as source</i></b>			
User can select the "live" database option from the Data Source field.	N/A	N/A	N/A

## Suggested User Groups

- [Ad Hoc Reporting](#)
- [Counselors](#)
- [Front Office Staff](#)
- [Health Office Administrators](#)

See [User Groups and Suggested Roles](#) for more information.