Teacher Tool Rights

AIM User Guide

This AIM user guide provides instruction for assigning teacher tool rights. Rights are given to users by assigning users to groups, so that individuals with like responsibilities have the same user rights.
Tool rights for teachers are contained within the module called Campus Instruction.

Rights are given to users by assigning users to groups. This ensures that individuals with like responsibilities have the same user rights.

Groups are created with specific tool rights. Rights for teachers are assigned using this module.

Useful Links:

- Creating & Modifying User
- Data Security – Staff Users
- Ending Users
- New User Guide

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User Account Tab

When creating an account for a teacher, they may be assigned to the Instruction module of Infinite Campus. Assigning a teacher to the instruction module gives the teacher instant access to the tools they need for attendance and grades.

1. Select the **Search** tab.
2. Select **User** from the drop-down menu.
3. Enter the users last name, then first name. Click **Go**. You can also just click Go without entering a name and list of all users will be generated.
4. Find the name of the user from the list generated. Click on the **Username** which is listed underneath the the persons name.
5. This will open the **User Account Tab**. Here, select **Campus Instruction** from the list of **Hompage** options.
6. Click **Save**.
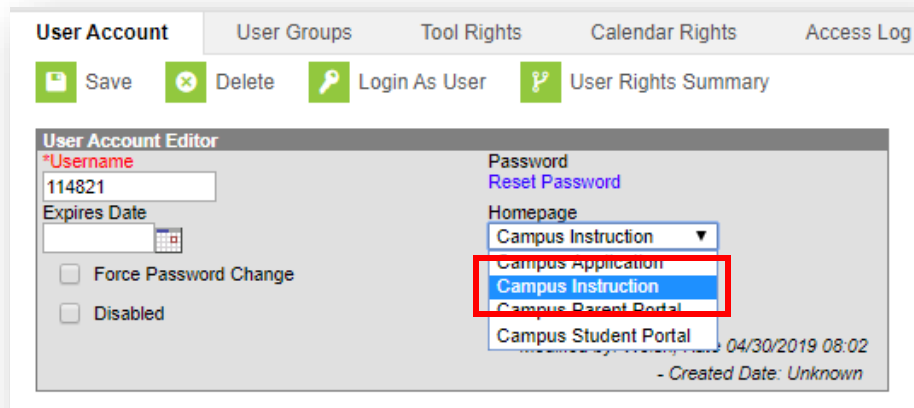
Tool Rights Tab

Tool rights for teachers are contained within the module called Campus Instruction.
NOTE: Setting a teacher's homepage to Campus Instruction as directed in the previous step, <u>does not</u> prevent them from accessing Campus Tools.
The key difference in the Instruction module is that all the tools are available. There is nothing that needs to be expanded in order to be checked, as opposed to the Campus Tools module which is shown to the right in blue letters.

Creating a User Group for Teachers allows you to not only assign them Campus Instruction rights, pictured right in the black letters, but will allow you to assign additional rights in Campus Tools if desired. Click save to any changes. Assign any teacher to this teacher user group and they will all have access to the same tool rights. Modify the tool rights for a user group and all persons associated with that user group will have the same rights modified.
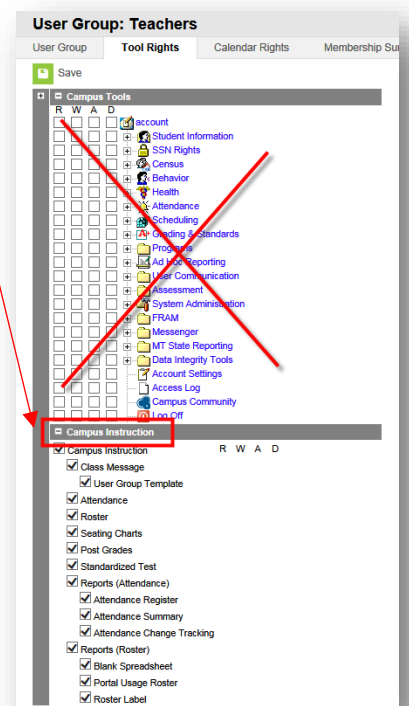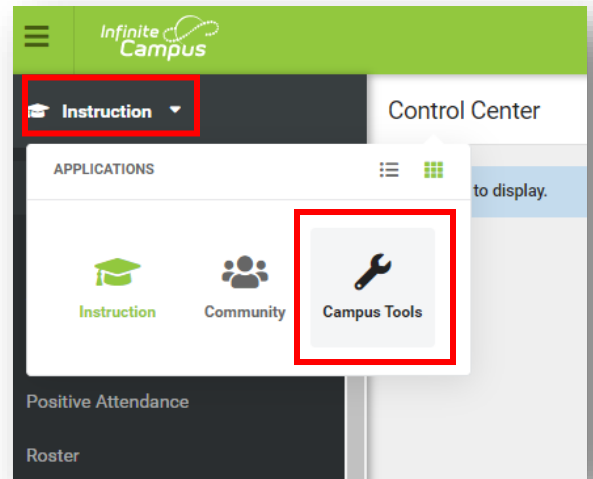
Campus Instruction Module

At the top of the page, teachers will see that they are signed into the Campus Instruction site of Infinite Campus from the Instruction Tab at the top left corner of the screen.

To switch to *Campus Tools*, click on the **Instruction** tab and a menu with three options will appear. Click on **Campus Tools**.

- ▪ Not **ALL** the tools available in *Campus Instruction* are available in *Campus Tools*.

- ▪ Most of the teacher tools are available **ONLY** in *Campus Instruction* (an exception would be a teacher that has rights to other functions, such as attendance, student locator, etc.).

To switch back to **Campus Instruction** from **Campus Tools**, locate the 9-box square at the upper right side of the screen and click the square. Click on **Instruction** and you will be re-directed back to the Campus Instruction site.
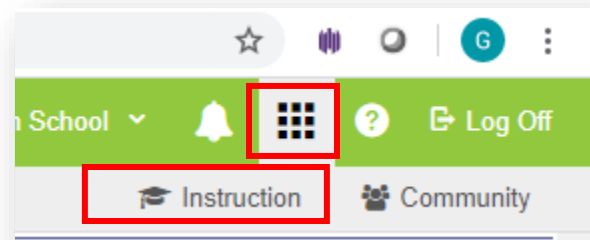
For more information, contact the AIM Help Desk at 1- 877-464-6681 or

Submit an AIM Help Desk Ticket