

# Create Summer School User Group

02/04/2026 5:40 pm EST

## Create Summer School User Group

**Navigation:** [User Management](#) > [User Groups](#) > [Add User Group](#)

- Click **New**.
- Enter **User Group Name**.
- Leave associated product as Student Information System.
- Click on **Save & Navigate**.
- Click on **Calendar Rights**.
- Click **New**.
- Select the **school** from the dropdown.
- Select the **year** from the dropdown.
- Select the **summer school calendar** from the dropdown.
- Make sure that **Modify Rights** is checked.
- Click **Save**.

Add User Group ☆

User Group Name \*

Summer School

Associated Product

Student Information System

Description

Calendar Rights ☆

Summer School

New

Save

Delete

Rights Editor

Name

School Year Rights

School

Cleveland Elementary School

Year

24-25

Calendar

24-25 District Summer School

Modify Rights

Close School Months

Save

Save & Navigate

Add User Group

User Group Information

Calendar Rights

Membership Summary

Tool Rights

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