

Custom Module Setup

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The **Custom Module Setup** tool was previously named **Custom Module**. Any Custom Modules created prior to the functionality allowing for a Contact Log and/or Custom Forms can be modified by navigating to the Custom Module Setup tool and selecting from the checkboxes.

The Custom Module Setup tool is used to create and manage organizational modules that store Custom Forms and/or Contact Logs.

Custom Forms can be currently created for the following modules:

- Attendance
- Counseling
- Health
- PLP
- RTI
- Special Ed

When creating a new area to house custom forms using the Custom Module Setup tool, a form needs to be created using [Custom Form Setup](#). The custom area that was created appears in the Module dropdown list for selection.

Custom Forms are uploaded using the [Custom Form Setup](#) tool and assigned to students using the [Forms](#) tool.

Custom Contact Logs can be created and are available in the Custom category of Student Information by default. The location can be edited using the dropdown lists for menu and category item when creating a Custom Contact Log. They can be moved to a different location in the index after they are created using the [Custom Tool Placement Editor](#), or merged with other Custom Modules that also only contain Contact Logs.

Custom Module Setup Detail

Click **New** or click on an existing module to view the **Custom Module Detail**.

Custom Module Setup ☆

[Student Information](#) > [General Student Administration](#) > Custom Module Setup

Custom Module Setup can be used to create a space for custom forms and/or a contact log with associated tool rights. Users must log out and log in to view the new module.

Carefully review the Module Name and associated tools as they cannot be changed once created.

Create Custom Module *

When creating a custom contact log, the words 'Contact Log' are automatically appended to the name entered here. The Display Name is limited to 36 characters.

Ad Hoc Display Module Name *

Module name displays in Ad hoc and cannot contain spaces. There is a limit of 15 characters.

Tools *

(Selection cannot be changed)

☒ **Contact Log**

Use the fields below to indicate where the Contact Log should appear in the Main Menu. After a Custom Contact Log has been created it can only be moved using the Custom Tool Placement Editor.

Menu *

Select menu item

Category *

Select category item

☒ **Forms**

Description

Description is limited to 500 characters.

Custom Module Setup Detail

| Field Name | Description |
|-----------------------------------|--|
| Display Name | The name of the module that displays in Module dropdown for Custom Forms and in the list of modules in the Forms tools; and/or in the Custom Category of Student Information or a specified location in the index for Custom Contact Logs. The Display Name CANNOT be modified after saving. For Contact Logs, the words 'Contact Log' are automatically appended to the name entered here. There is a 36 character limit. |
| Ad Hoc Display Module Name | The unique database name of the module. This name CANNOT be modified after saving. There is a 15 character limit. |
| Description | Any information about the module. The Description CAN be modified after saving. There is a character limit of 500. The Description for historically created Custom Modules that do not meet the naming convention cannot be modified. |

Create New Custom Module

1. Enter a **Display Name**.
2. Enter an **Ad Hoc Display Module Name**.
3. Select the **Tools** this Custom Module should be created for.

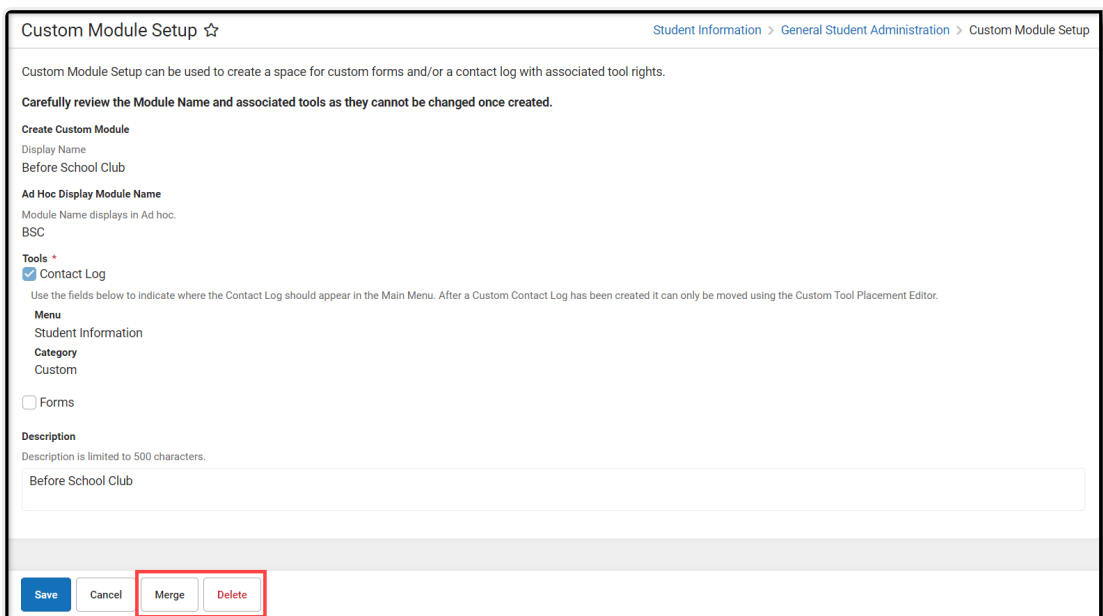
1. If **Contact Log** is selected indicate where it should appear in the Main Menu by using the Menu and Category dropdown lists.
2. If **Forms** is selected the display name will be an option in the Module dropdown list when creating a new custom form in Custom Form Setup.
4. Optional: Enter a **Description**.

Click **Save** when finished or **Cancel** to go back. Users should log out of Campus and log back in to assign tool rights and view the Custom Module in the Module dropdown of the Custom Forms tool or in the selected area for Contact Logs.

Custom Module Custom Forms cannot be deleted. If the Custom Forms module is no longer used, remove all user tool rights for the module.

Merge or Delete Custom Module Contact Logs

After a Custom Module has been created two additional buttons appear, Merge and Delete. These buttons can only be used in conjunction with Custom Modules that have Contact Log selected as a tool. Users cannot Merge or Delete any Custom Modules that include Custom Forms.



The screenshot shows the 'Custom Module Setup' form. At the bottom of the form, there are four buttons: 'Save', 'Cancel', 'Merge', and 'Delete'. The 'Merge' and 'Delete' buttons are highlighted with red rectangular boxes. The form includes fields for 'Display Name' (Before School Club), 'Ad Hoc Display Module Name' (BSC), 'Tools' (Contact Log is checked), 'Menu' (Student Information), 'Category' (Custom), and 'Description' (Before School Club).

Custom Module Setup Merge and Delete Buttons

Merge Custom Module Contact Logs

1. Click **Merge**. A side panel appears showing the number of contact log records found from this custom module contact log.
2. Select the **Custom Module Pushing Data to** from the dropdown list. Only Custom Modules that do not have Forms associated are available for selection. If there are forms associated,

an error message appears. Once selected, the number of contact log records found from the contact log to be pushed to updates.

3. Click **Merge**.

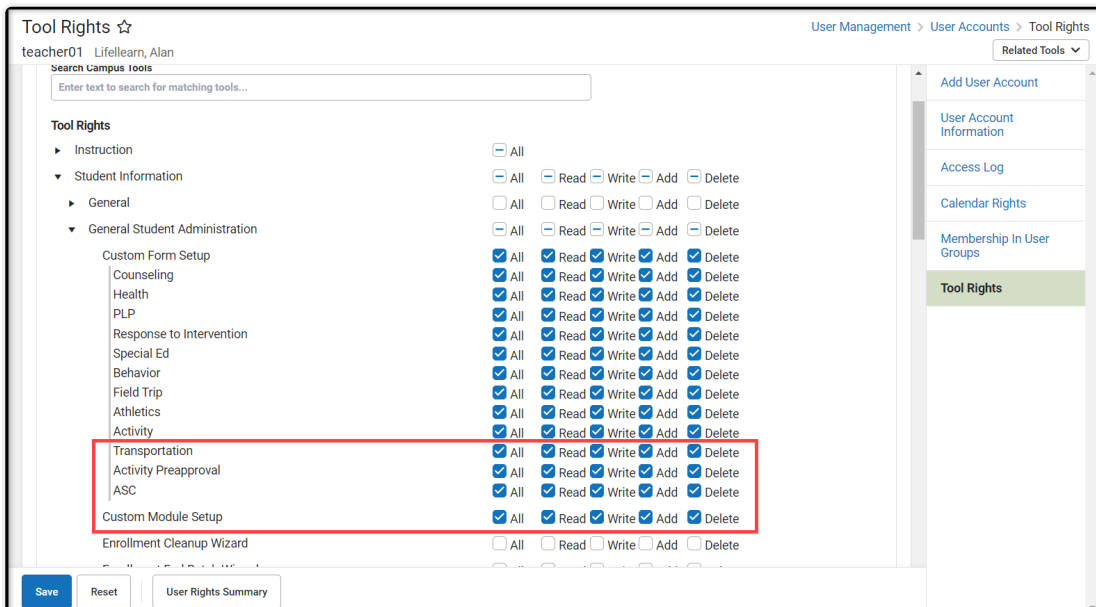
Delete Custom Module Contact Logs

1. Click **Delete**. A pop-up appears confirming this record will be deleted. Delete is only available for custom modules that do not have Forms associated. If there are forms associated, an error message appears.
2. Click **Delete** to confirm or **Keep** to cancel.

Assign Custom Module Tool Rights

Custom Tool Rights for Custom Forms and Custom Module Setup

Each Custom Module Custom Form creates separate tool rights in the Custom Forms and Forms tool rights folders. Users must assign individual module tool rights in order for forms to be uploaded in those modules. See the [Tool Rights \(Custom Forms\)](#) documentation for additional information. Also located directly below any Custom Forms are the tool rights for the **Custom Module Setup** tool.



Tool Rights ☆

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Search Campus Tools

Enter text to search for matching tools...

| Tool Rights | All | Read | Write | Add | Delete |
|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Instruction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student Information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| General | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| General Student Administration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom Form Setup | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Counseling | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Health | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| PLP | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Response to Intervention | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Special Ed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Behavior | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Field Trip | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Athletics | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Activity | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Transportation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Activity Preapproval | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ASC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Custom Module Setup | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Enrollment Cleanup Wizard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Save Reset User Rights Summary

Custom Module Custom Forms Tool Rights

Users must also assign individual module tool rights in order for forms to be attached to a person. See the [Tool Rights \(Forms\)](#) documentation for additional information.

Tool Rights ☆ User Management > User Accounts > Tool Rights

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Related Tools ▼

| Module | Tool | All | Read | Write | Add | Delete |
|------------------------------|------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Athletics | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Activity | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Transportation | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Custom Forms | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unlock | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Copy | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Blank Forms | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Override | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Activity Preapproval | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ASC | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Custom Forms | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unlock | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Copy | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Blank Forms | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Override | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Grades | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grade Book | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Enrollment Grades | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Graduation | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| View GRAD Score | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Modify Cohort | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Modify 9th Grade Start Date | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lockers | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OLR Athletic Health Info | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Save Reset User Rights Summary

Related Tools ▼

- Add User Account
- User Account Information
- Access Log
- Calendar Rights
- Membership In User Groups
- Tool Rights**

Individual Module Tool Rights for Custom Forms in Student Information > General > Forms

Custom Tool Rights for Custom Contact Logs

Each Custom Module Contact Log creates separate tool rights in the Student Information > Custom tool rights folder.

Tool Rights ☆ User Management > User Accounts > Tool Rights

teacher01 Lifellearn, Alan

Related Tools ▼

| Module | Tool | All | Read | Write | Add | Delete |
|--|------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Response to Intervention | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Response to Intervention Administration | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Ed | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Ed Administration | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| State Programs | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reports | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ASC Contact Log | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Access to Records Created By Other Users | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Attendance Office | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Behavior Office | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Census | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee Self Service | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fees | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| FRAM | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grading & Standards | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Office | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| My Account | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Save Reset User Rights Summary

Related Tools ▼

- Add User Account
- User Account Information
- Access Log
- Calendar Rights
- Membership In User Groups
- Tool Rights**

Student Information > Custom Tool Rights for Custom Contact Logs

Custom Tool Placement Editor Tool Rights

In order to edit the location of Custom Contact Logs, rights are needed for the Custom Tool Placement Editor. Read rights are needed at a minimum.

Tool Rights for Custom Tool Placement Editor