

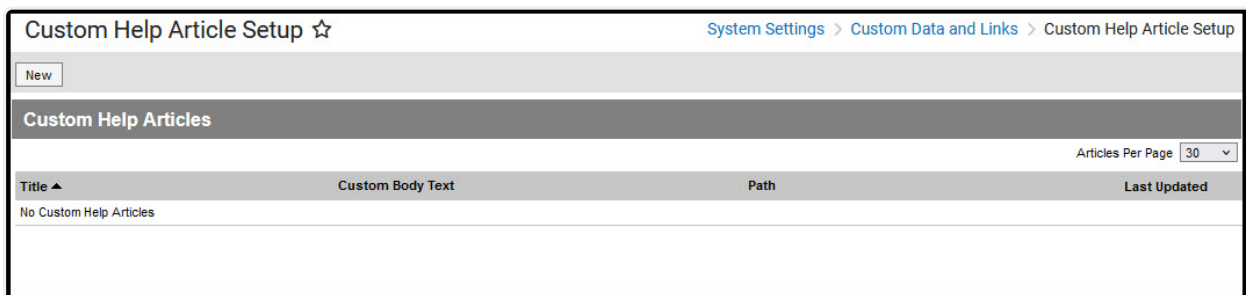
# Custom Help Articles

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[Create a New Custom Help Article](#) | [How Users Access Saved Custom Help Articles](#) | [Modify a Custom Help Article](#) | [Delete a Custom Help Article](#)

Tool Search: Custom Help Article Setup

The Custom Help Articles tool allows you to create your own help articles, available to all users within your district. This tool provides you with a robust WYSIWYG editor, allowing you to enter text and images for building the article as well as easy to navigate system for aligning the article to a specific tool within Campus.



*Custom Help Articles Tool*

See the [Custom Data and Links Tool Rights](#) article for information about tool rights for this and related tools.

## Create a New Custom Help Article

To create a new help article, click the **New** icon in the upper left-hand corner (Image 3). The Custom Help Article editor will appear.

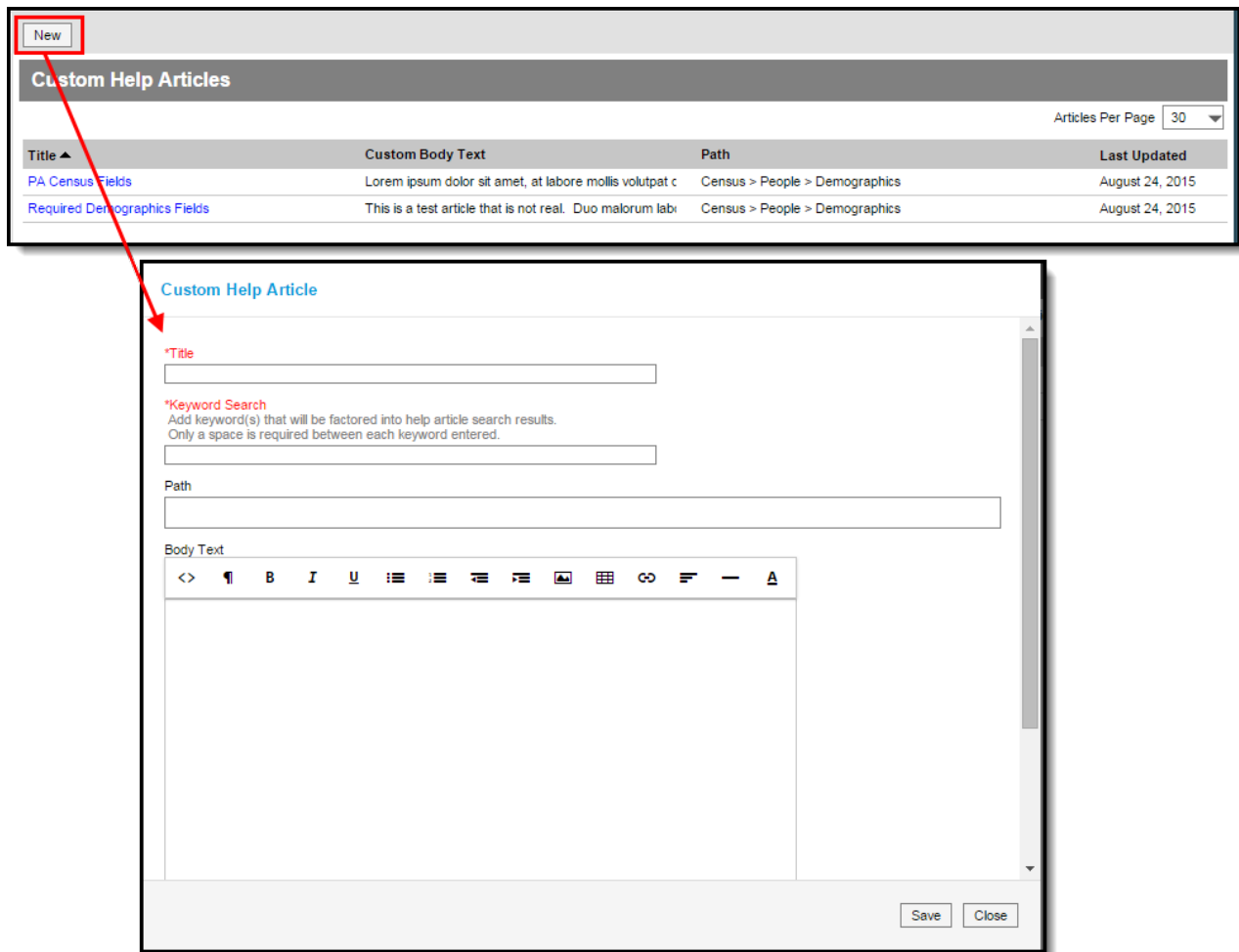


Image 3: Creating a New Help Article

Enter a **Title** for the article. This is the title that will appear at the top of the article (Image 4).

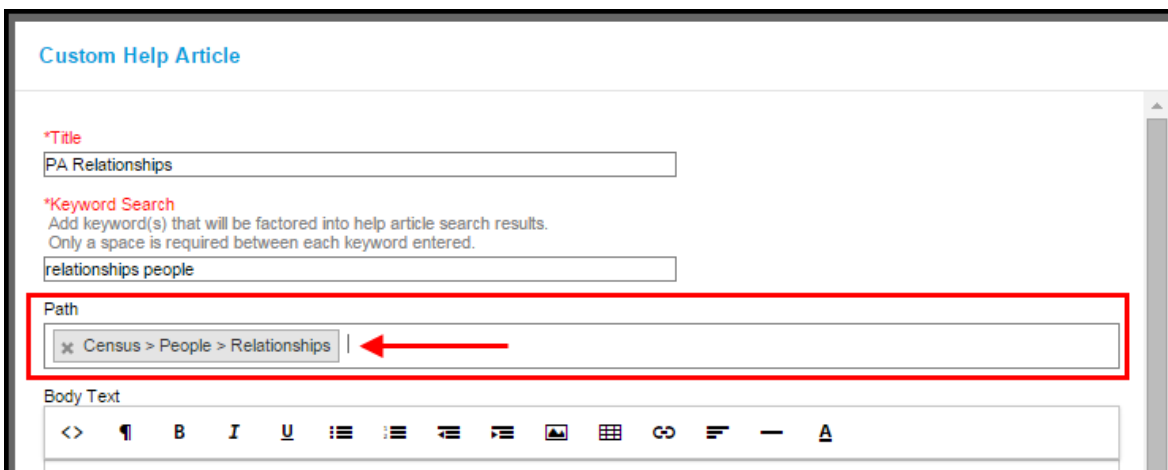
Enter keywords within the **Keyword Search** field. Keywords are factored into help article search results (Image 4).

Only a space is required between each keyword entered.

Indicate the tool(s) being described in the help article by entering the tool's **Path** (Image 4). This field is dynamic and will continue to narrow tool results as you continue to enter more characters.

For example, in the image below (Image 4), the user has entered 'Census >' and is given a list of tools with a path beginning with 'Census >'.

Once a path has been entered/selected, it will appear as a box within the **Path** field (Image 5). To remove this path, select the X on left-hand side of the box. To add another path, proceed by entering characters within the **Path** field.



Once the Title, Keyword Search, and Path have been entered, write the **Body Text** of the article (Image 6).

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Page 3

### Custom Help Article

**\*Title**

**\*Keyword Search**  
Add keyword(s) that will be factored into help article search results.  
Only a space is required between each keyword entered.

**Path**

**Body Text**

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This is an article about the Pennsylvania Relationships tab.

Image 6: Entering Body Text

Once the Title, Keyword Search, Path, and Body Text has been entered, hit the **Save** button. The article will appear within the Custom Help Articles list and is now available for all users within your district (Image 7).

Custom Help Articles			
			Articles Per Page 30 ▼
Title ▲	Custom Body Text	Path	Last Updated
<a href="#">PA Census Fields</a>	Lorem ipsum dolor sit amet, at labore m	Census > People > Demographics	August 24, 2015
<a href="#">PA Relationships</a>	This is an article about the Pennsylvania	Census > People > Relationships	September 1, 2015
<a href="#">Required Demographics Fields</a>	This is a test article that is not real. Duo	Census > People > Demographics	August 24, 2015

Image 7: Saved Help Article

## How Users Access Saved Custom Help Articles

The are two ways in which users can access custom help articles within Campus.

The first way is to select the question mark icon in the upper right-hand corner of Campus (Image 8). All custom help articles related to the tool which the user was using at the time they pressed the question mark icon will appear in a separate window under the District Defined Help section (Image

8).

If a custom help article fails to appear within the District Defined Help section, ensure the Path of the help article matches the tool in which the user was using at the time in which they selected the question mark icon.

Users will also be given all documentation, videos, simulations, hands-on virtual labs, and curriculum related to the tool within the Infinite Campus Defined Help section (Image 8).

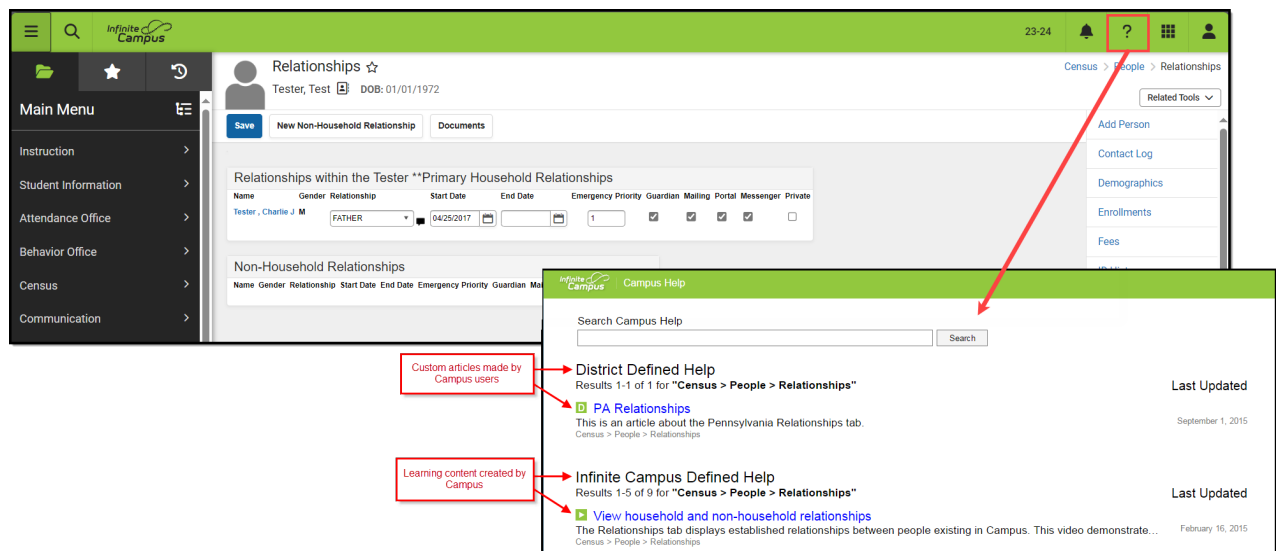


Image 8: Accessing Help via the Question Mark Icon

The second way users can access custom help articles is to go to the **Search** tab, select a search value of **Help**, enter search criteria, and select the **Go** button (Image 9).

Search results will appear in a separate window, with custom help articles appearing in the District Defined Help section and any relevant documentation, videos, simulations, and curriculum appearing in the Infinite Campus Defined Help section (Image 9).

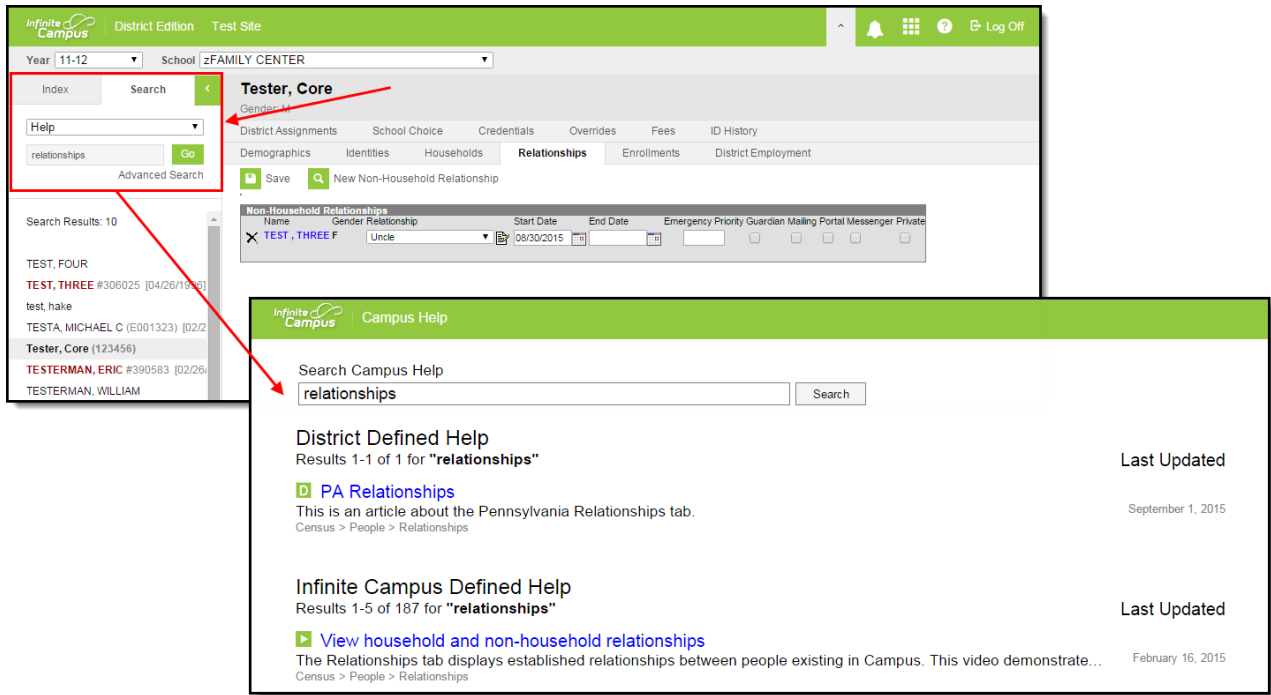


Image 9: Searching for Help Articles

Custom help articles created by users at the state level will see their articles within the State Defined Help section of search results (Image 10).

Custom help articles created at the state level are not available for district users as they are not published down from state to district.

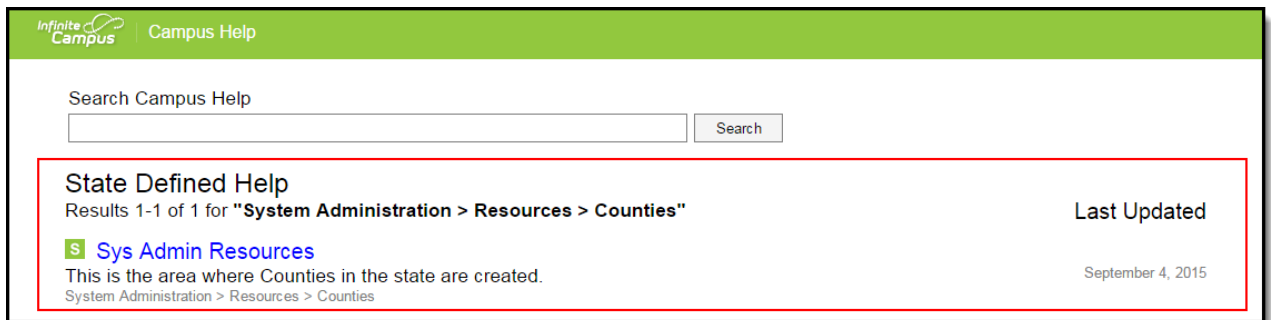


Image 10: Example of a State-Level Custom Help Article

## Modify a Custom Help Article

Custom help articles can be modified by selecting the article from the Custom Help Articles list, modifying any values within the Custom Help Article editor, and selecting the **Save** button (Image 11).

Custom Help Articles

Articles Per Page 30

Title ▲	Custom Body Text	Path	Last Updated
PA Census Fields	Lorem ipsum dolor sit amet, at labore mollis volutpat c	Census > People > Demographics	August 24, 2015
Required Demographics Fields	This is a test article that is not real. Duo malorum labi	Census > People > Demographics	August 24, 2015

Custom Help Article

\*Title

PA Census Fields

\*Keyword Search

Add keyword(s) that will be factored into help article search results.  
Only a space is required between each keyword entered.

Census Staff StateID PA

Path

Census > People > Demographics

Body Text

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Causae assentior usu ne, modus scribentur sea id. Mea veri novum labore et. Ad duo erat timeam. Eum ne aeterno malorum dolores. Vim no vidit ornatus feugait. Cum ex legere maiorum.

Delete

Save

Close

Image 11: Modifying a Custom Help Article

## Delete a Custom Help Article

To delete a custom help article, select the article from the Custom Help Article list and click the **Delete** button (Image 12). The article is no longer saved to the database and can no longer be accessed by users.

Custom Help Articles

Articles Per Page 30

Title ▲	Custom Body Text	Path	Last Updated
<a href="#">PA Census Fields</a>	Lorem ipsum dolor sit amet, at labor	Census > People > Demographics	August 24, 2015
<a href="#">PA Relationships</a>	This is an article about the Pennsylv	Census > People > Relationships	September 1, 2015
<a href="#">Required Demographics Fields</a>	This is a test article that is not real. I	Census > People > Demographics	August 24, 2015

Custom Help Article

\*Title

Required Demographics Fields

\*Keyword Search

Add keyword(s) that will be factored into help article search results.  
Only a space is required between each keyword entered.

demographics census people required

Path

Census > People > Demographics

Body Text

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This is a test article that is not real.

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Eos ad aperiri aliquam epicurei, albucius forensibus conclusionemque sed in. Pro zril temporibus ei.

Delete

Save

Close

Image 12: Deleting a Custom Help Article