Custom Tab (District Edition)

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> **As of Release Pack .2339, this tool has been replaced by Custom Tool Setup.**

Custom Tab Detail | Tab Types | Step 1. Create a Custom Tab | Step 2. Add Custom Tab Attributes | Step 3. Add Data to a Custom Tab

Tool Search: Custom Tab

The Custom Tab editor allows a district/state to define custom data objects for tracking local or state-level information. Custom data objects will display in the interface as new custom tabs. When created, custom tabs are district-wide, but information can be displayed/hidden from users through the assignment of user tool rights. If marked, information on this Custom Tab is visible on the Campus Portal for parents and students when a student is selected and the custom tab has data saved in one or more fields.

Custom Tabs require the following three steps:

1. Create a Custom Tab
2. Add Custom Tab Attributes
3. Add Data to a Custom Tab

Custom Tab Tool

> See the Documents Uploaded on Custom Tabs article if you allow documents to be uploaded to Custom Tabs.
>
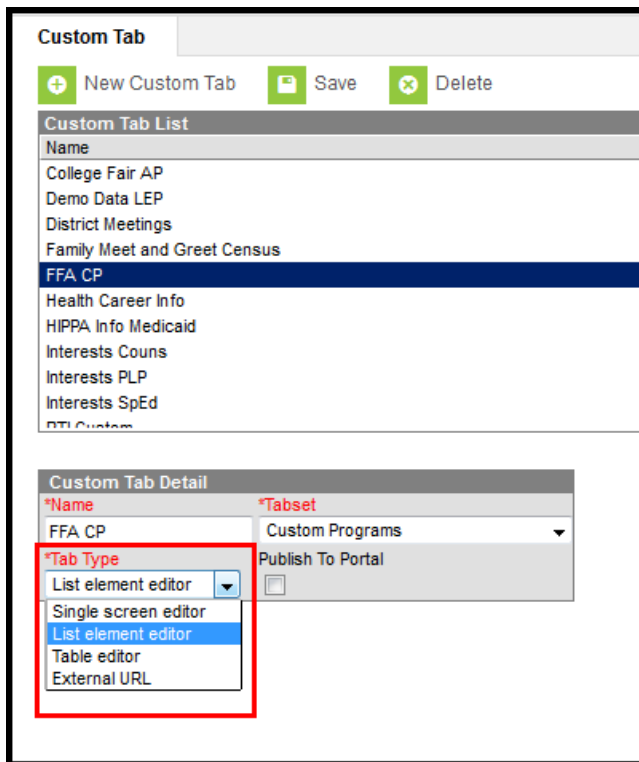> See the Custom Tab (State Edition) article for creating custom tabs for state edition sites.

Custom Tab Detail

The following table describes the fields available on the Custom Tab Detail editor.

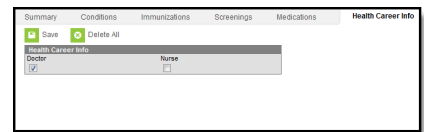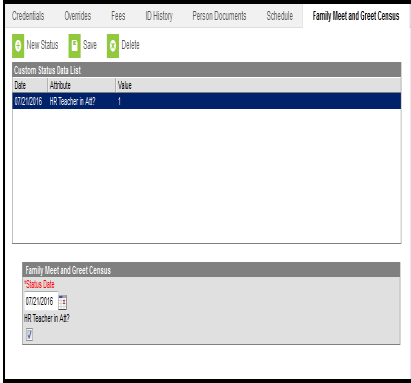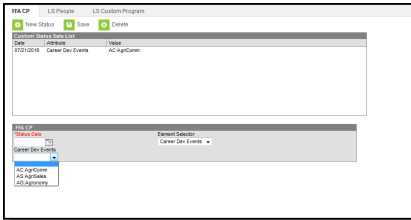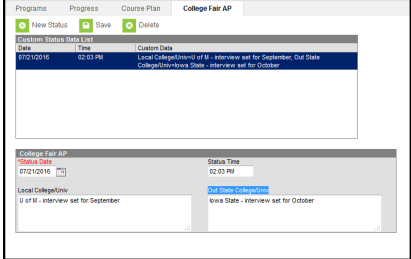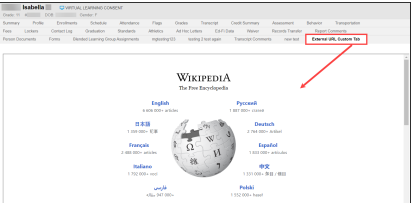| Field	Description
Name *Required*	Name that appears on the new Custom tab. This name cannot be more than 33 characters and cannot include special characters ($, %, etc.).
Tabset *Required*	Location of the custom tab. Custom tabs can be located in the following areas: • General (Student Information) • People (Census) • Academic Planning (Programs) • Medicaid • LEP • Custom Programs • District Information • Special Education (Student Information) • PLP (Student Information) • Counseling (Student Information) • Health (Student Information) • Response to Intervention • School • Literacy (Colorado Districts Only)
Tab Type *Required*	Indicates the format of the editor on the custom tab. See the Tab Types section for more information. Depending on the Tabset selection, a certain tab type may not be available.
Publish to Portal	If marked, information on this custom tab is visible on the Campus Portal for parents and students. This is not available for selection if the Tabset is set to District Information or School.

Tab Types

The following formats are available for selection from the **Tab Type** field of the Custom Tab Detail editor. The options available determine the format/layout of the custom tab.

Tab Type Options

Changing types for tabs that have attributes and data associated with them is not supported and may cause issues with Ad hoc Reporting.

Tab Type	Description	Examples
Single Screen Editor	The Single Screen Editor is used to collect a single set of data that will only have one record. If data needs to be historical and referenced over the school year, the Single Screen Editor option cannot be used. This tab type is available for all tabset selections.	 *Health General Custom Tab*

Tab Type	Description	Examples
List Element Editor	The List element editor option holds multiple sets of data and will track information over a period of time (multiple records). The user can choose which type of record to post a value for, unlike the table editor, where only the same type of data is available. A Status Date is required for each record. This tab type is NOT available for the following tabsets: • District Information • School	*People Custom Tab* *Custom Programs Custom Tab*
Table Editor	This option should be selected from the **Tab Type** field if the custom tab will hold lists of associated values to be displayed for the same record, such as totals. Unlike the list editor, there is only one type of record created, for which multiple values may display. This option uses a date and time field to track entries. Only one entry for any given time is allowed, meaning two entries with the time of 10:10 AM cannot be saved. This tab type is available for all tabset selections.	*Academic Planning Custom Tab*
External URL	The External URL option is selected from the **Tab Type** field and when selected, the custom tab will automatically display the external website. Users can navigate the external site in a normal manner (*i.e.,* if the site is website, users will be able to use hyperlinks to navigate freely within the website). Websites with a Content Security Policy which prohibits the use of their site within other sites will prevent the page from appearing (i.e., google.com, amazon.com, etc)	

Tab Type	Description	Examples
	External URLs are automatically added to your Content Security Policy. If a custom tab is later deleted, the associated URL is automatically removed from the district's Content Security Policy. The **Pass User Session** field is used for auto-authentication for other external sites (especially for custom reporting). The following describes each option: • **None** - This option is used for inserting links when no Campus user sessions are passed to the link. If authentication is required, the user will be required to login each time he/she visits. • **Send username, calendar, personID as plain text params** - Indicates these elements will be used to authenticate the user into the link's site. This includes the personID, userID, username, calendarID, sectionID, contextID and contextIDType elements. • **Encrypt URL-encoded username, password, etc.** - Indicates that the credentials for logging a user into Campus should also be used to log the user in to the link's site. The parameters added to the URL include personID, userID, username, password, calendarID, sectionID, contextID, contextIDType and timeStamp. This tab type is NOT available for the following tabsets: • District Information • School	

Step 1. Create a Custom Tab

1. Select the **New Custom Tab** icon from the action bar. The **Custom Tab Detail** editor displays.
2. Enter the **Name** to be displayed as the tab name.
3. Select the area of Campus to which the new custom tab relates from the **Tabset** field.
4. Select the manner in which the tab should organize and display data from the **Tab Type** field. Refer to the Tab Types section of this article for more information.
5. Click the **Save** button to create the new custom tab.

For users in Classic Campus, the new tab will not appear in its designated location until a user logs

out of his/her current session and logs into a new session.

1. Click the **Log Off** icon from the Campus Index.
2. Re-enter **User Name**/**Password** credentials.
3. Click **Sign In**.

Users using the New Look of Infinite Campus will need to designate a location for the custom tab using the New Tool Mapping feature of the Custom Tool Placement Editor.
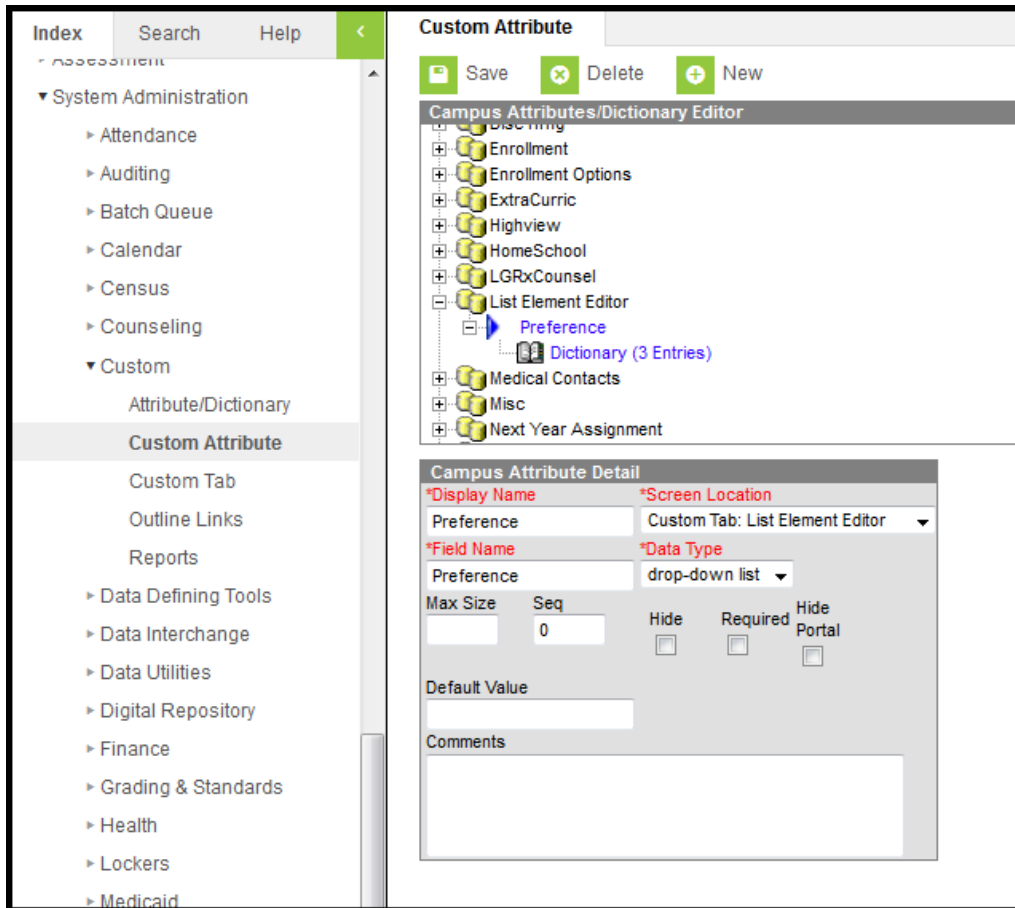
The new tab now appears in its designated location. Access to the custom tab can be assigned to users through the Tool Rights (User) or Tool Rights (User Group) tabs.

The following table indicates what a user can do with assigned rights to Custom tabs.

Assigned Rights	What Users Can Do
Read	See existing custom tab records
Read and Write	See and edit existing custom tab records
Read and Add	See existing custom tab records and add new custom tab records
Read, Write and Add	See existing custom tab records, edit custom tab records and add new custom tab records
Read, Write and Delete	See existing custom tab records, edit existing records and delete records
Read, Add and Delete	See existing custom tab records, add new records and delete records
Read, Write, Add and Delete	See custom tab records, edit existing records, add new records and delete records.

Step 2. Add Custom Tab Attributes

After creating a custom tab, the user should add and define its custom fields on the Custom Attribute tool.

Custom Attribute Tool

Any custom tab that contains the word "time" cannot be queried in Ad hoc tools if it is not an actual time field.

Step 3. Add Data to a Custom Tab

Once the tab is created and attributes have been added, the tab displays in the selected location, based on the Tabset selection. Users do need to be given tool rights to the custom tabs in order to view and enter data on the tab.

For those Districts associated with a State Edition installation, any state edition-published custom tabs also require tool rights to be given before data can be entered on state edition custom tabs.District users do not have the ability to modify the State Edition Custom Tab name or attributed associated with the Custom Tab.

Custom Tab Display in Student Information