

Custom Module Setup

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Tool Search: Custom Module Setup

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.

National Honor Society

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

NHS

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

Student Information

Category *
 Select category item

Custom

Forms

Description
 Description is limited to 500 characters.

This module stores National Honor Society information.

Save Cancel

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. <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>The Description for historically created Custom Modules that do not meet the naming convention cannot be modified.</p> </div> |

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.

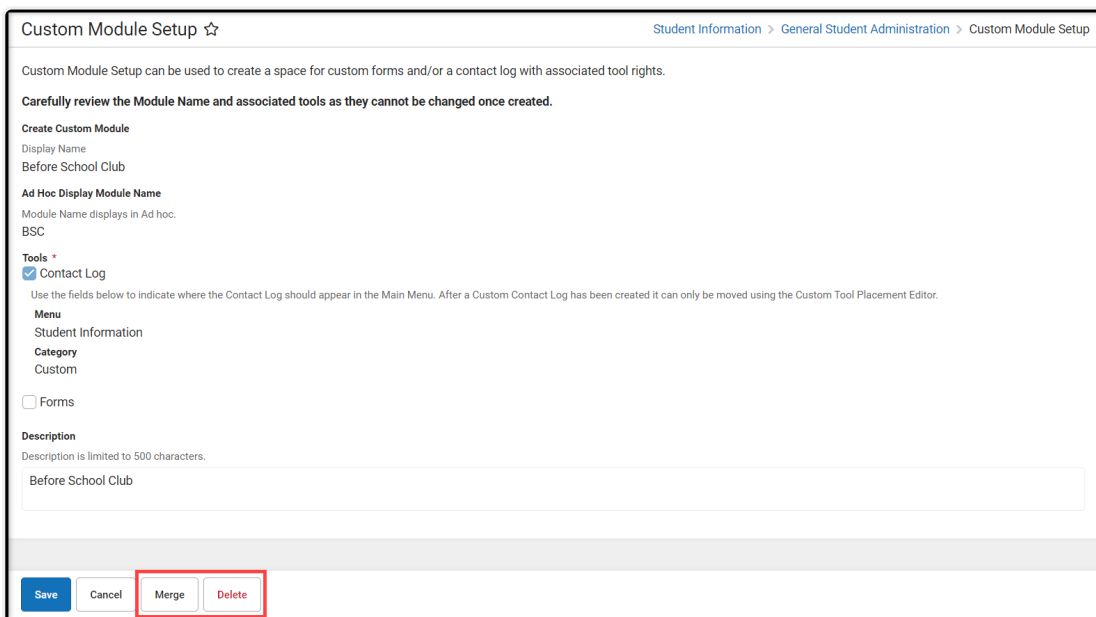
2. If **Forms** is selected the display name will be an option in the Module dropdown list when creating a new custom form in Custom Form Setup.
4. Optional: Enter a **Description**.

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' page. At the bottom of the form, there are four buttons: 'Save', 'Cancel', 'Merge', and 'Delete'. The 'Merge' and 'Delete' buttons are highlighted with a red border. The 'Merge' button is currently disabled (greyed out).

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.

The screenshot displays the 'Tool Rights' configuration interface. On the left, a tree view shows the following categories: Instruction, Student Information, General, General Student Administration, Custom Form Setup, Counseling, Health, PLP, Response to Intervention, Special Ed, Behavior, Field Trip, Athletics, Activity, Transportation, Activity Preapproval, ASC, Custom Module Setup, and Enrollment Cleanup Wizard. On the right, a list of permissions is shown for each category. The 'Custom Module Setup' section is highlighted with a red box, showing that all permissions (All, Read, Write, Add, Delete) are checked for 'Transportation', 'Activity Preapproval', and 'ASC'. The page also features a search bar at the top, a breadcrumb trail (User Management > User Accounts > Tool Rights), and a sidebar with navigation options like 'Add User Account', 'User Account Information', 'Access Log', 'Calendar Rights', 'Membership In User Groups', and '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.

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.

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.

The screenshot shows the 'Tool Rights' configuration interface for user 'teacher01'. The interface lists various system tools and their associated permissions. The 'Custom Tool Placement Editor' tool is highlighted with a red box, indicating that it has been selected for configuration. The permissions for this tool are set to 'All', 'Read', 'Write', 'Add', and 'Delete', all of which are checked. The interface also includes a sidebar with navigation options such as 'Add User Account', 'User Account Information', 'Access Log', 'Calendar Rights', 'Membership In User Groups', and 'Tool Rights'. At the bottom of the interface, there are buttons for 'Save', 'Reset', and 'User Rights Summary'.

| Tool | All | Read | Write | Add | Delete |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| School & District Settings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School Store | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| System Settings | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Custom Data and Links | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Core Attribute/Dictionary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom Attribute/Dictionary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom Help Article Setup | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom Outline Link Setup | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom Tab Setup | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom Tool Placement Editor | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Data Defining Tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Data Interchange Setup | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Data Interchange Administration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Data Utilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Data Warehouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital Repository | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Internal ONLY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Portal Preferences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| System Preferences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Tool Rights for Custom Tool Placement Editor