

Custom Module Setup

Last Modified on 06/02/2026 9:13 am CDT

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 currently be 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 the [Custom Form Setup](#) tool. 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. When creating a custom contact log, the location can be edited using the dropdown lists for menu and category items. They can also 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 Form contact log records entered on the Forms tool are only tied to the form itself and do NOT display on the Custom Module Contact Log.

Custom Module Setup Detail

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

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

See the [Custom Module Setup Tool Rights](#) article for information about rights needed to use this tool.

| 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. |

| Field Name | Description |
|--------------------|---|
| Description | <p>Any information about the module. The Description CAN be modified after saving. There is a character limit of 500.</p> <p>The Description for historically created Custom Modules that do not meet the naming convention cannot be modified.</p> |

Create New Custom Module

1. Enter a **Display Name**.
2. Enter an **Ad Hoc DisplayModule 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 is created, two additional buttons display: 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.

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.

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

Create Custom Module
 Display Name
 Before School Club

Ad Hoc Display Module Name
 Module Name displays in Ad hoc.
 BSC

Tools *
 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
 Student Information

Category
 Custom

Forms

Description
 Description is limited to 500 characters.
 Before School Club

Save Cancel Merge Delete

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 Forms and Custom Module Tool Rights

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.

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.

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

Custom Contact Logs Tool Rights

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 ▾

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

Add User Account

User Account Information

Access Log

Calendar Rights

Membership In User Groups

Tool Rights

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 ☆ User Management > User Accounts > Tool Rights

teacher01 Lifellearn, Alan Related Tools ▾

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

Add User Account

User Account Information

Access Log

Calendar Rights

Membership In User Groups

Tool Rights

Tool Rights for Custom Tool Placement Editor