

# 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

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

Field Name	Description
<b>Display Name</b>	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.
<b>Ad Hoc Display Module Name</b>	The unique database name of the module. This name CANNOT be modified after saving. There is a 15 character limit.
<b>Description</b>	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>

Field Name	Description
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## 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.

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

*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** ☆

teacher01 Lifellearn, Alan

Search Campus Tools

Enter text to search for matching tools...

**Tool Rights**

- Instruction  All
- Student Information  All  Read  Write  Add  Delete
  - General  All  Read  Write  Add  Delete
  - General Student Administration  All  Read  Write  Add  Delete
    - Custom Form Setup
      - All  Read  Write  Add  Delete
      - Counseling  All  Read  Write  Add  Delete
      - Health  All  Read  Write  Add  Delete
      - PLP  All  Read  Write  Add  Delete
      - Response to Intervention  All  Read  Write  Add  Delete
      - Special Ed  All  Read  Write  Add  Delete
      - Behavior  All  Read  Write  Add  Delete
      - Field Trip  All  Read  Write  Add  Delete
      - Athletics  All  Read  Write  Add  Delete
      - Activity  All  Read  Write  Add  Delete
      - Transportation  All  Read  Write  Add  Delete**
      - Activity Preapproval  All  Read  Write  Add  Delete**
      - ASC  All  Read  Write  Add  Delete**
      - Custom Module Setup  All  Read  Write  Add  Delete
    - Enrollment Cleanup Wizard  All  Read  Write  Add  Delete

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** ☆

teacher01 Lifellearn, Alan

Search Campus Tools

Enter text to search for matching tools...

**Tool Rights**

- Athletics  All  Read  Write  Add  Delete
- Activity  All  Read  Write  Add  Delete
- Transportation  All  Read  Write  Add  Delete
- Custom Forms  All  Read  Write  Add  Delete
  - Unlock  All  Read  Write  Add  Delete
  - Copy  All  Read  Write  Add  Delete
  - Blank Forms  All  Read  Write  Add  Delete
  - Override  All  Read  Write  Add  Delete
- Activity Preapproval  All  Read  Write  Add  Delete
- ASC  All  Read  Write  Add  Delete
  - Custom Forms  All  Read  Write  Add  Delete
  - Unlock  All  Read  Write  Add  Delete
  - Copy  All  Read  Write  Add  Delete
  - Blank Forms  All  Read  Write  Add  Delete
  - Override  All  Read  Write  Add  Delete
- Grades  All  Read  Write  Add  Delete
  - Grade Book  All  Read  Write  Add  Delete
  - Additional Enrollment Grades  All  Read  Write  Add  Delete
- Graduation  All  Read  Write  Add  Delete
  - View GRAD Score  All  Read  Write  Add  Delete
  - Modify Cohort  All  Read  Write  Add  Delete
  - Modify 9th Grade Start Date  All  Read  Write  Add  Delete
- Lockers  All  Read  Write  Add  Delete
- OLR Athletic Health Info  All  Read  Write  Add  Delete

Save Reset User Rights Summary

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 ▾

▶ 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*

