

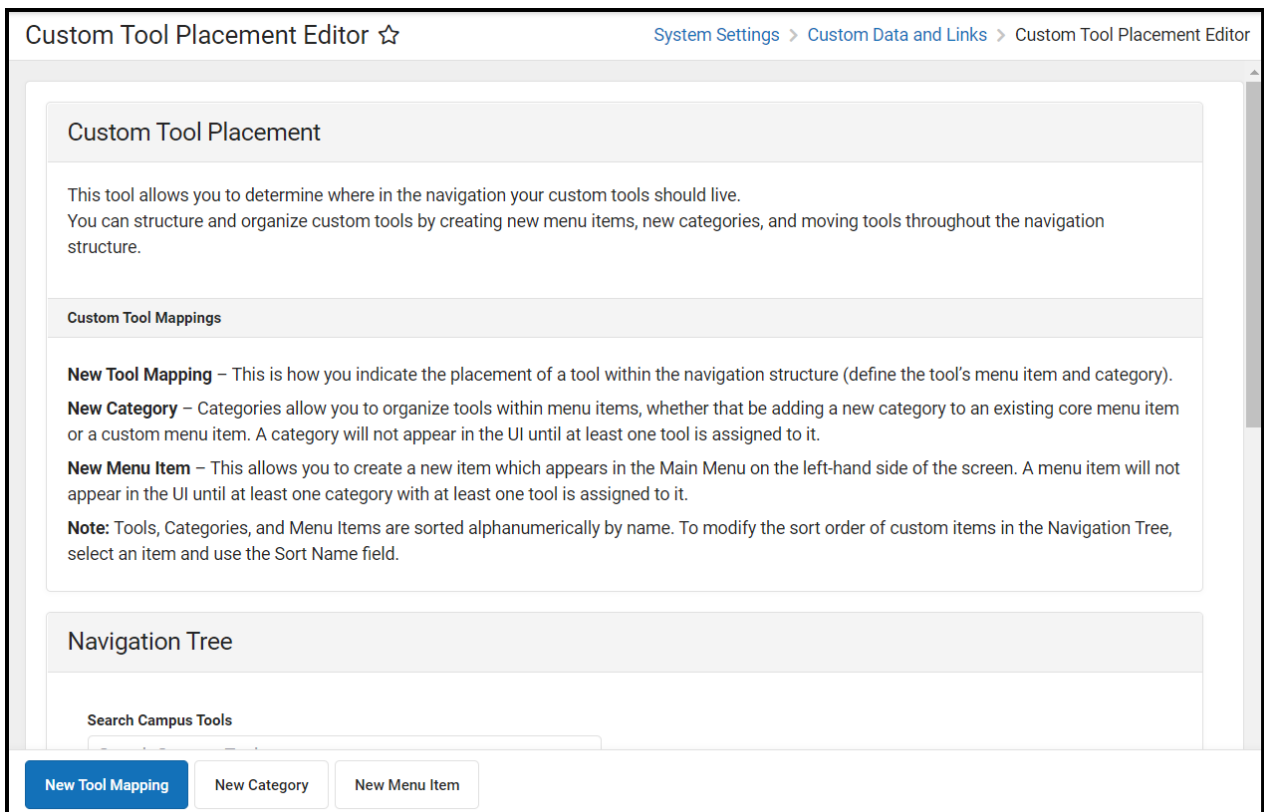
# Custom Tool Placement Editor

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## Tool Search: Custom Tool Placement

The Custom Tool Placement Editor allows you to customize where in the New Look and Feel of Campus navigation UI your custom tools will live. You can either place custom tools within existing menu items and categories or customize and create your own menu items and categories.

**Districts and Channel Partners:** Please use this tool to ensure your custom tools are organized and located in their proper places.



The screenshot shows the 'Custom Tool Placement Editor' interface. At the top, there is a breadcrumb trail: 'System Settings > Custom Data and Links > Custom Tool Placement Editor'. The main content area is titled 'Custom Tool Placement' and contains the following text: 'This tool allows you to determine where in the navigation your custom tools should live. You can structure and organize custom tools by creating new menu items, new categories, and moving tools throughout the navigation structure.' Below this is a section titled 'Custom Tool Mappings' with three sub-sections: 'New Tool Mapping' (explaining how to indicate placement), 'New Category' (explaining how to organize tools), and 'New Menu Item' (explaining how to create new items). A 'Note' states that tools, categories, and menu items are sorted alphanumerically by name. At the bottom of the interface, there is a 'Navigation Tree' section with a search bar labeled 'Search Campus Tools' and three buttons: 'New Tool Mapping', 'New Category', and 'New Menu Item'.

**Read** - Users can view the navigation tree.

**Write** - Users can edit unlocked menu items, categories, and tool mappings.

**Add** - Users can add and modify unlocked menu items, categories, and tool mappings.

**Delete** - Users can delete unlocked menu items, categories, and tool mappings.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## New Tool Mapping

You can determine where in the new navigation UI a custom tool/tab will live by selecting the **New Tool Mapping** button.

Custom tabs are created within [Custom Tool Setup](#).

1. Select the custom tool/link from the list. This list includes all custom tools and links and their current placement within Classic Campus and New Look.
2. Write a **Description** of the tool (optional).
3. Select the **Menu Item**. This is highest level (parent level) of where your tool will live
  - For example in the image below, selecting a Menu Item of 'System Settings' means users can find the tool by first selecting System Settings in the Main Menu.
4. Select the **Category**. This is the category within the Menu Item where the tool will live under.
  - For example in the image below, selecting a Category of 'Data Utilities' means the user would first navigate to System Setting (Menu Item) and then look for the Data Utilities category where the tool will reside within.
5. To determine the sequence of the tool mapping (sorted alphanumerically) within the New Look of Infinite Campus, enter a **Sort Name** (optional). Sequenced tool mappings will display the sort name in the Navigation Tree within parenthesis.
6. Click **Save**. The custom tool will now reside within the Menu Item and Category selected.

You may need to log out and back into Infinite Campus for this change to appear.

Custom Tool Placement Editor ☆ System Settings > Custom Data and Links > Custom Tool Placement Editor

**Custom Tool Placement**

This tool allows you to determine where in the navigation your custom tools sit. You can structure and organize custom tools by creating new menu items, new categories, and new tool mappings.

**Custom Tool Mappings**

**New Tool Mapping** – This is how you indicate the placement of a tool within the navigation. It is the relationship between a tool and a menu item.

**New Category** – Categories allow you to organize tools within menu items, within a custom menu item. A category will not appear in the UI until at least one tool is assigned to it.

**New Menu Item** – This allows you to create a new item which appears in the navigation. It will not appear in the UI until at least one category with at least one tool is assigned to it.

**Note:** Tools, Categories, and Menu Items are sorted alphabetically by name. To change the sort order, select an item and use the Sort Name field.

**Navigation Tree**

Search Campus Tools

[New Tool Mapping](#) [New Category](#) [New Menu Item](#)

**Create Tool Mapping**

**Selected Tool \***  
Data Health Check

**Description**

**Menu Item \***  
System Settings

**Category \***  
Data Utilities

**Sort Name (Optional)**

[Save](#) [Cancel](#)

**System Settings**

Custom Data and Links	Data Defining Tools	Data Interchange Setup
Campus Attribute Comparison Report	Code Defining	Agent Setup
Core Attribute/Dictionary		Data Access Rights
Custom Attribute/Dictionary		SIF Zone Options
Custom Help Article Setup		Zone Setup
Custom Outline Link Setup		
Custom Tab Setup		
Custom Tool Placement Editor		
Data Interchange Administration	Data Utilities	Data Warehouse
Error Log	Ad Hoc Deactivated Elements Impact Report	Data Options
National Records Exchange	Ad Hoc Element Replacement Wizard	Refresh Settings
Resync State Data - Batch		
Resync State Data - Selective Sync	Combine Person Wizard	
SIF Message History	Data Extract History	
SIF Record Deleter	Data Extract Utility	
Student Records Transfer	Data Extract Zip Tool	
Synchronization Field Settings	<b>Data Health Check</b>	
Verification Summary		

*Custom Tool Placement - Mapping*

## New Menu Item

To create an entirely new menu item for your custom tools, select the **New Menu Item** button. Menu Items are the highest-level parent which contain categories and tools and populate the Main Menu on the left-hand side of the screen.

1. Enter the **Name** of the item.

Names cannot include the following characters: ; / ? : @ = & \* + " < > # % { } [ ] ` \

2. Enter a **Description** of the item (optional).
3. To determine the sequence of the menu item (sorted alphanumerically) within the New Look of Infinite Campus, enter a **Sort Name** (optional). Sequenced menu items will display the sort name in the Navigation Tree within parenthesis.
4. Click **Save**.

**Once a new menu item has been created, at least one category and one tool must be assigned to the menu item in order for it to appear in the UI.**

Custom Tool Placement Editor ☆ System Settings > Custom Data and Links > Custom Tool Placement Editor

**Custom Tool Placement**

This tool allows you to determine where in the navigation your custom tools show up. You can structure and organize custom tools by creating new menu items, new categories, and new tool mappings.

**Custom Tool Mappings**

**New Tool Mapping** – This is how you indicate the placement of a tool within the navigation tree. You select a tool and use the Sort Name field.

**New Category** – Categories allow you to organize tools within menu items, within a custom menu item. A category will not appear in the UI until at least one tool is assigned to it.

**New Menu Item** – This allows you to create a new item which appears in the navigation tree. A menu item will not appear in the UI until at least one category with at least one tool is assigned to it.

**Note:** Tools, Categories, and Menu Items are sorted alphanumerically by name.

**Navigation Tree**

Search Campus Tools

Search Campus Tools

New Tool Mapping New Category New Menu Item Save Cancel

**Create Menu Item**

**Name \***

**Description**

**Sort Name (Optional)**

*Custom Tool Placement - New Menu Item*

See the [New Category](#) section below for an example of how the menu item created in the image above can be used and appear in the UI.

## New Category

You can create and add new categories to any existing menu item (including custom-made menu items) by selecting the **New Category** button.

1. Enter the **Name** of the category.

- Names cannot include the following characters: ; / ? : @ = & \* + " < > # % { } | [ ] ` \

2. Enter a **Description** for the category (optional).
3. Select which **Menu Item** will house this new category. For example in the image below, a category of Data Health Check is being added to the 'Data Health' menu item created in the image above.
4. To determine the sequence of the category (sorted alphanumerically) within the New Look of Infinite Campus, enter a **Sort Name** (optional). Sequenced categories will display the sort name in the Navigation Tree within parenthesis.
5. Click **Save**. The category now exists in Campus.

**At least one tool must be mapped to this category before it will appear in the Campus UI.**

The screenshot shows the 'Custom Tool Placement Editor' interface. On the right, the 'Create Category' form is visible with the following fields:

- Name \***: Data Health Check
- Description**: (Empty text area)
- Menu Item \***: Data Health (dropdown menu)
- Sort Name (Optional)**: (Empty text field)

At the bottom of the editor, there are three buttons: 'New Tool Mapping', 'New Category' (highlighted with a red box), and 'New Menu Item'. A red arrow points from the 'New Category' button to the 'Description' field in the form.

*Custom Tool Placement - New Category*

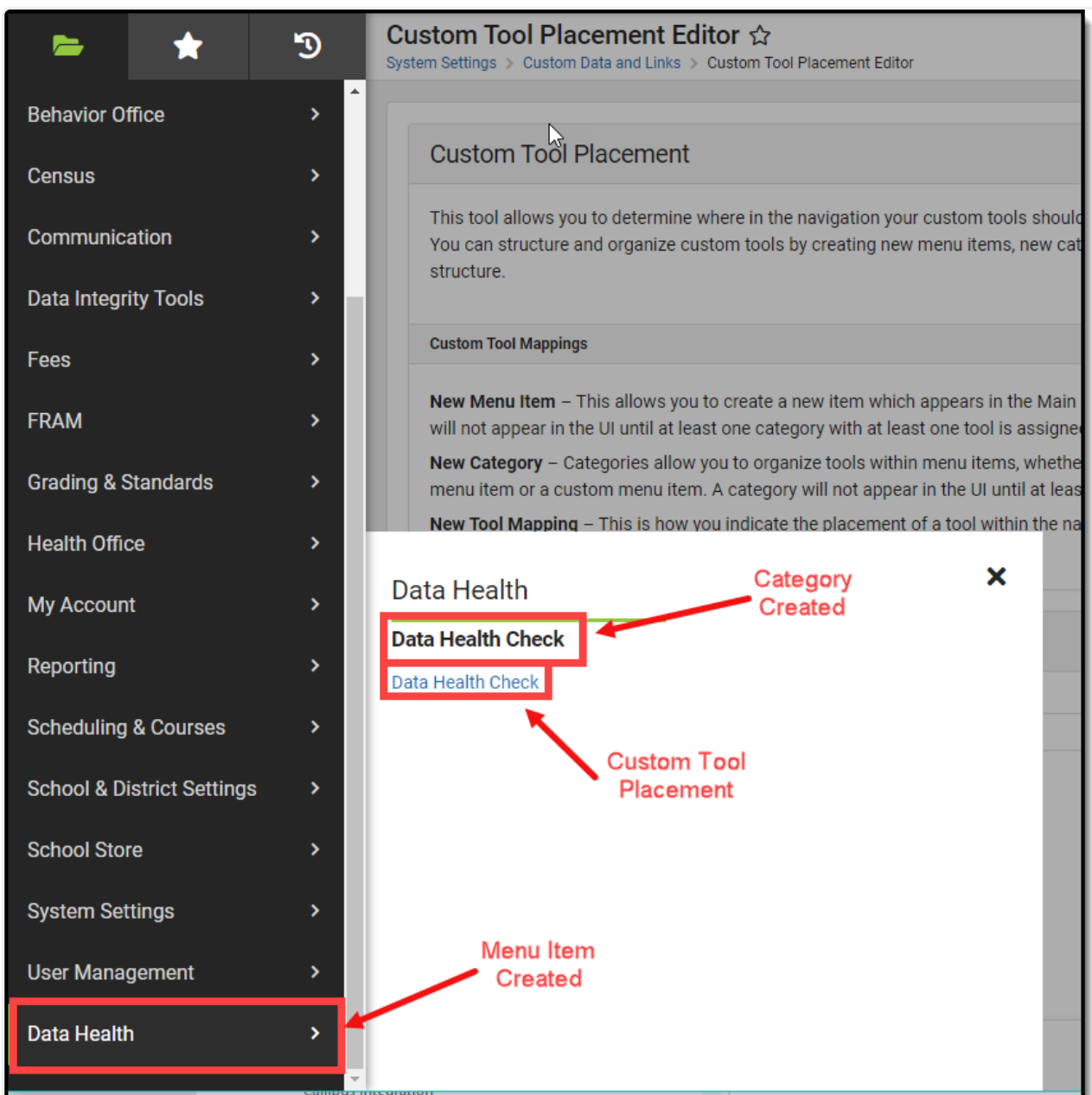
Once your category has been created, begin mapping tools to it. You can do this by selecting the **New Tool Mapping** button and selecting the **Menu Item** and the **Category** you just created.

Using the examples found in the [New Menu Item](#) and [New Category](#) sections above, the 'Data

Health' menu item was created, a 'Data Health Check' category was created and added to the Data Health menu item, and the Data Health Check tool was mapped to this menu item and category.

By utilizing the New Menu Item, New Category, and New Tool Mapping features, you can completely customize how and where custom tools appear in the new Infinite Campus navigation.

**Note: You can map a custom tool to two different locations using this tool. No matter where you access the duplicated custom tool, it will always show its original location in the breadcrumbs.**



Custom Tool Placement Example

# Using the Navigation Tree

The Navigation Tree allows you to quickly search the navigation hierarchy. This is useful in finding where tools already live before deciding where a custom tool should be located. Search results will continue to refine the navigation tree as more characters are entered.



# Delete a Custom Menu Item, Category, or Tool Mapping

To delete a custom menu item, category, or tool mapping:

1. Locate the category, menu item, or tool in the navigation tree.
2. Select the item.
3. Click the **Delete** button. The menu item, category, or tool will no longer appear in the UI in this location.

Menu items require at least one category and tool in order to appear in the UI. Categories require at least 1 tool in order to appear within the UI. Because of this, deleting items may result in the menu item or category disappearing from the UI.

Navigation Tree

data health |

- ▼ System Settings
  - ▼ Data Utilities
    - Data Health Check
  - ▼ Data Health
    - ▼ Data Health Check
      - Data Health Check

Edit Tool Mapping

Selected Tool \*  
Data Health Check

Description

Menu Item \*  
Data Health

Category \*  
Data Health Check

Sort Name (Optional)

Save Cancel Delete

*Edit/Delete Tool Mapping*