

# 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.

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 should live. You can structure and organize custom tools by creating new menu items, new categories, and moving tools throughout the navigation structure.

Custom Tool Mappings

**New Tool Mapping** – This is how you indicate the placement of a tool within the navigation structure (define the tool's menu item and category).

**New Category** – Categories allow you to organize tools within menu items, whether that be adding a new category to an existing core menu item or 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 Main Menu on the left-hand side of the screen. 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. To modify the sort order of custom items in the Navigation Tree, select an item and use the Sort Name field.

Navigation Tree

Search Campus Tools

New Tool Mapping

New Category

New Menu Item

See the [Custom Data and Links Tool Rights](#) article for information about tool rights for this and related tools.

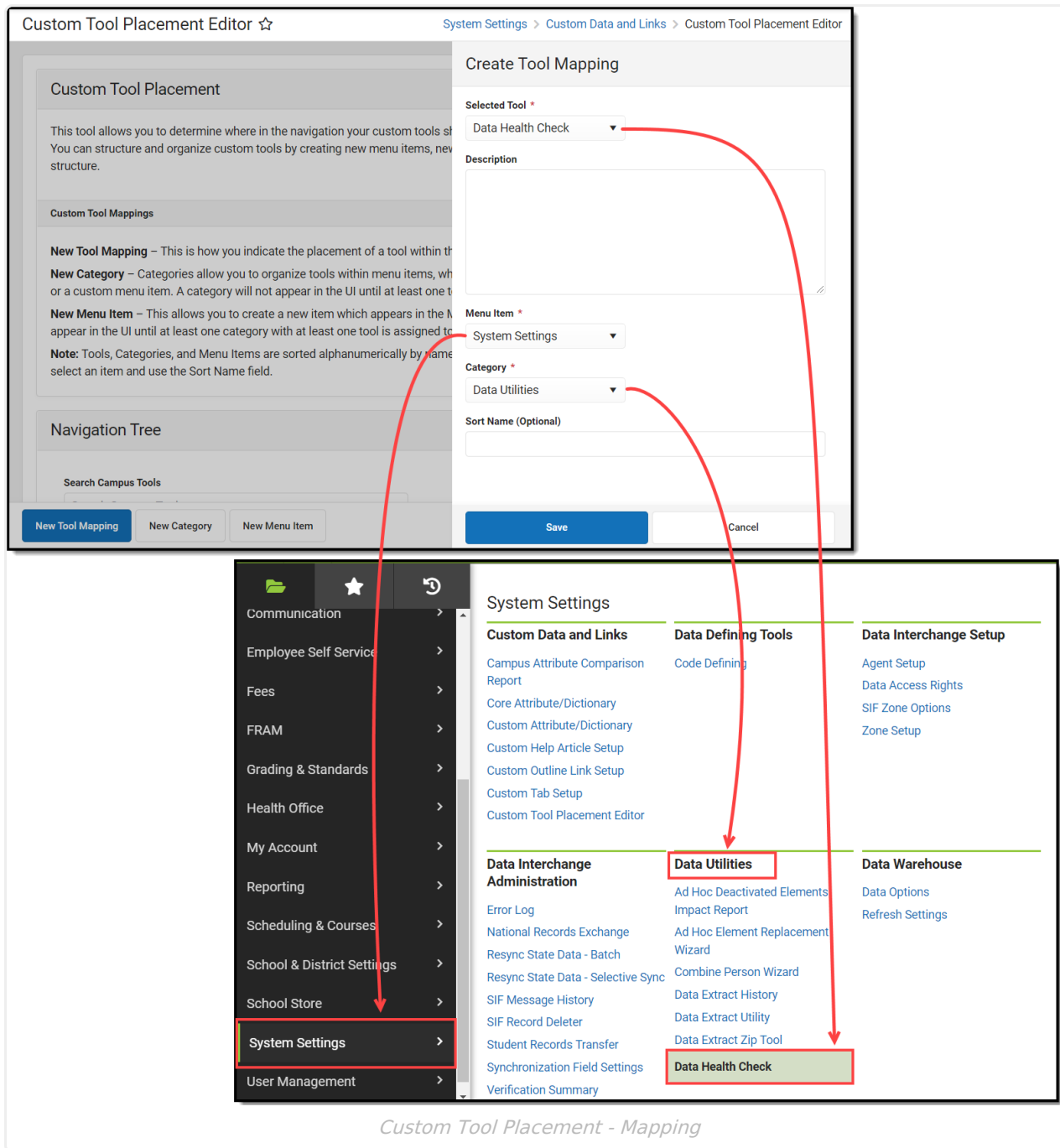
# New Tool Mapping

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.



The screenshot displays the 'Custom Tool Placement Editor' interface. On the left, a sidebar shows a navigation tree with 'System Settings' highlighted. The main area is titled 'Create Tool Mapping' and contains the following fields:

- Selected Tool \***: A dropdown menu with 'Data Health Check' selected.
- Description**: A text area for entering a description.
- Menu Item \***: A dropdown menu with 'System Settings' selected.
- Category \***: A dropdown menu with 'Data Utilities' selected.
- Sort Name (Optional)**: A text field for entering a sort name.

At the bottom of the form are 'Save' and 'Cancel' buttons. Red arrows indicate the flow from the 'System Settings' menu item in the sidebar to the 'Menu Item' dropdown, and from the 'Data Utilities' category in the sidebar to the 'Category' dropdown.

*Custom Tool Placement - Mapping*

## New Menu Item

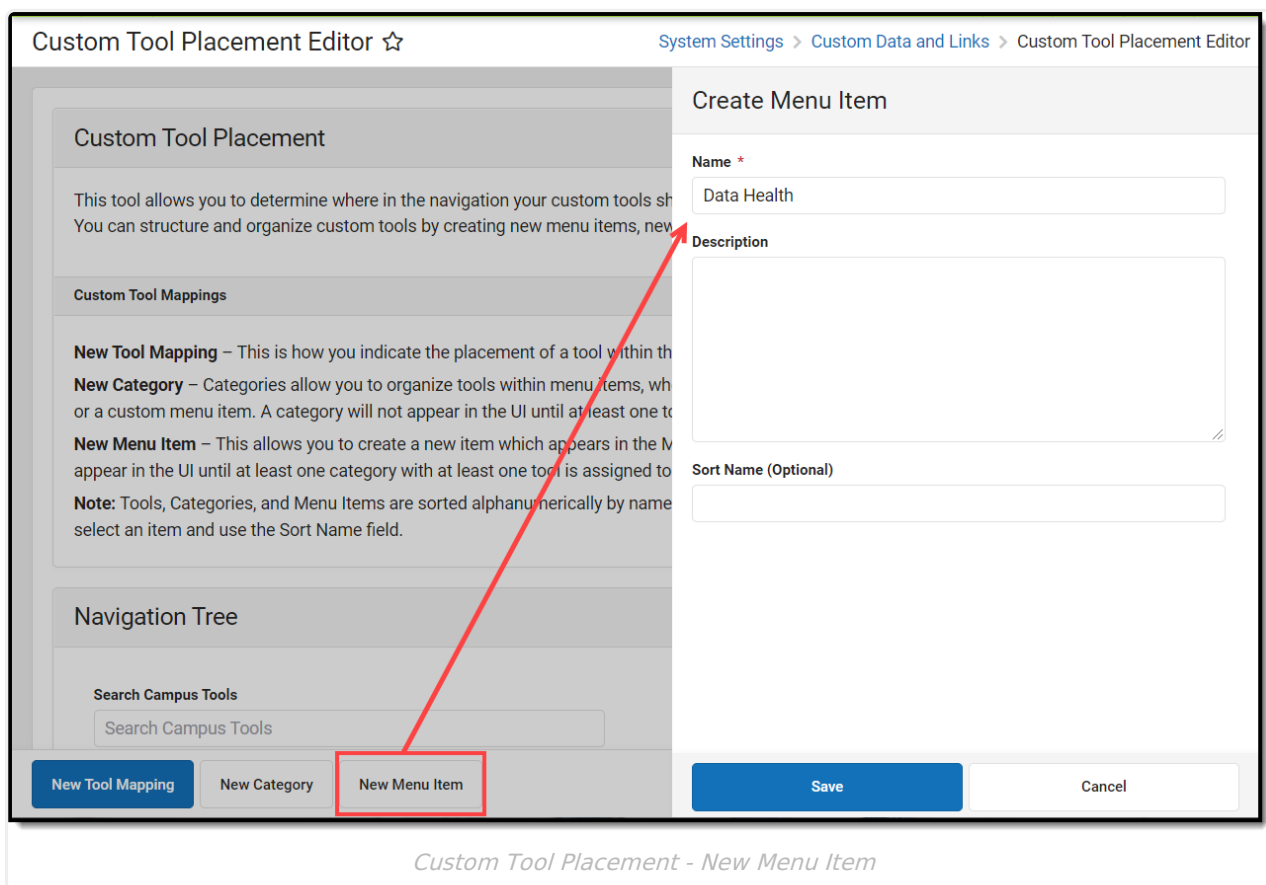
To create an entirely new menu item for your custom tools, select the **New Menu Item** button. Menu Items are the highest-level parent which contain categories and tools and populate the Main Menu on the left-hand side of the screen.

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.**



The screenshot shows the 'Custom Tool Placement Editor' interface. On the left, there's a sidebar with sections: 'Custom Tool Placement' (with a description), 'Custom Tool Mappings', and 'Navigation Tree' (with a search bar). The 'New Menu Item' button in the sidebar is highlighted with a red box. A red arrow points from this button to the 'Create Menu Item' form on the right. The form has fields for 'Name \*' (containing 'Data Health'), 'Description' (a large text area), and 'Sort Name (Optional)'. At the bottom of the form are 'Save' and 'Cancel' buttons. Below the screenshot, the text 'Custom Tool Placement - New Menu Item' is displayed.

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

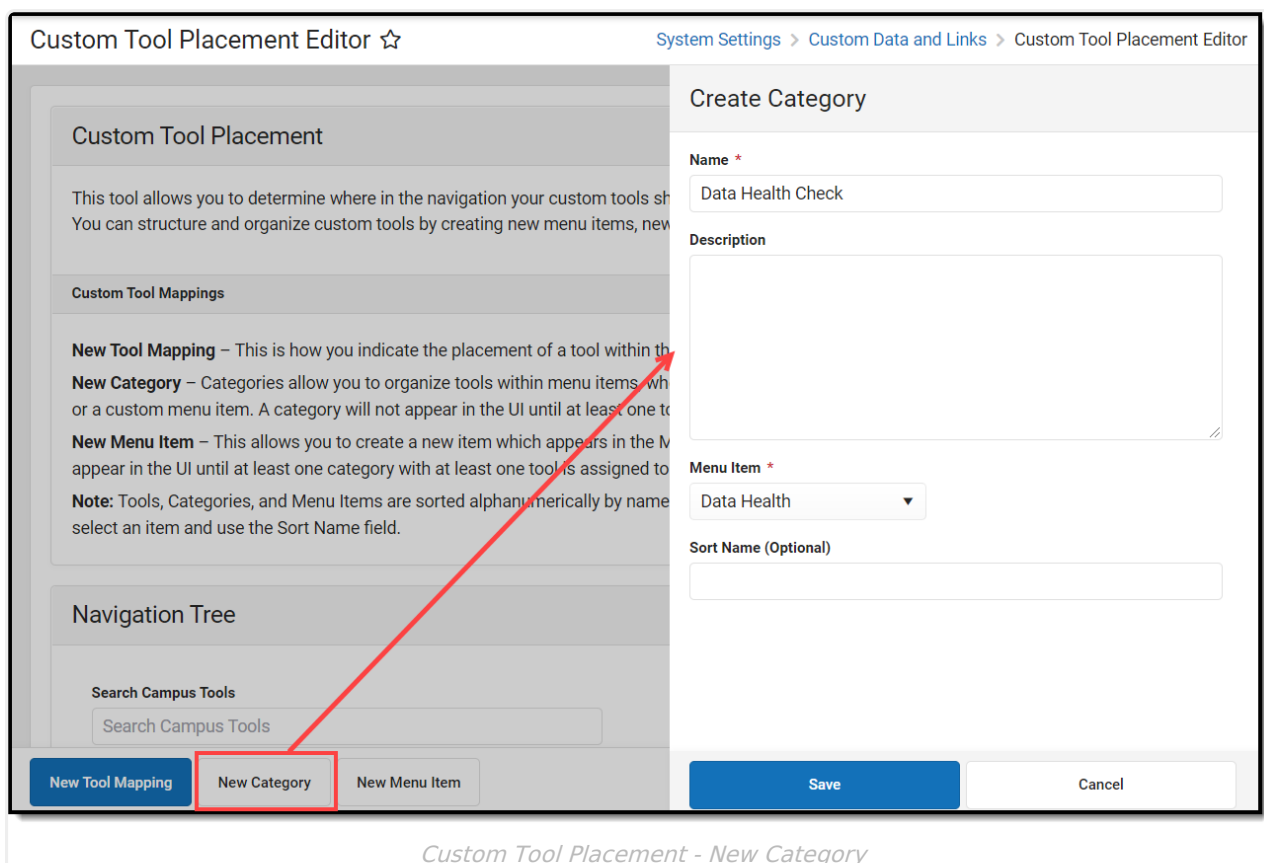
You can create and add new categories to any existing menu item (including custom-made menu items) by selecting the **New Category** button.

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

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

- Enter a **Description** for the category (optional).
- 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.
- 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.
- 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.**



Custom Tool Placement Editor ☆

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

### Create Category

**Name \***

Data Health Check

**Description**

**Menu Item \***

Data Health

**Sort Name (Optional)**

**Custom Tool Placement**

This tool allows you to determine where in the navigation your custom tools should appear. 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, a menu item, and a category.

**New Category** – Categories allow you to organize tools within menu items, which appear in the navigation tree. A category will not appear in the UI until at least one tool is mapped 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. To change the sort order, select an item and use the Sort Name field.

**Navigation Tree**

Search Campus Tools

Search Campus Tools

New Tool Mapping New Category New Menu Item Save Cancel

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.**

The screenshot displays the 'Custom Tool Placement Editor' interface. On the left is a dark sidebar with a list of menu items: Behavior Office, Census, Communication, Data Integrity Tools, Fees, FRAM, Grading & Standards, Health Office, My Account, Reporting, Scheduling & Courses, School & District Settings, School Store, System Settings, User Management, and Data Health. The 'Data Health' item is highlighted with a red box and a red arrow pointing to it with the label 'Menu Item Created'. The main content area is titled 'Custom Tool Placement' and contains instructions. Below the instructions is a section titled 'Custom Tool Mappings' with three sub-sections: 'New Menu Item', 'New Category', and 'New Tool Mapping'. A modal window is open in the foreground, showing a hierarchy: 'Data Health' (parent), 'Data Health Check' (child, highlighted with a red box and a red arrow labeled 'Category Created'), and 'Data Health Check' (grandchild, highlighted with a red box and a red arrow labeled 'Custom Tool Placement').

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

- ▼ 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*