Preschool Documents - Custom Module (Kentucky)

Last Modified on 03/11/2024 8:46 am CDT

Preschool Documents Custom Module | Accessing and Using Preschool Documents | Tool Rights

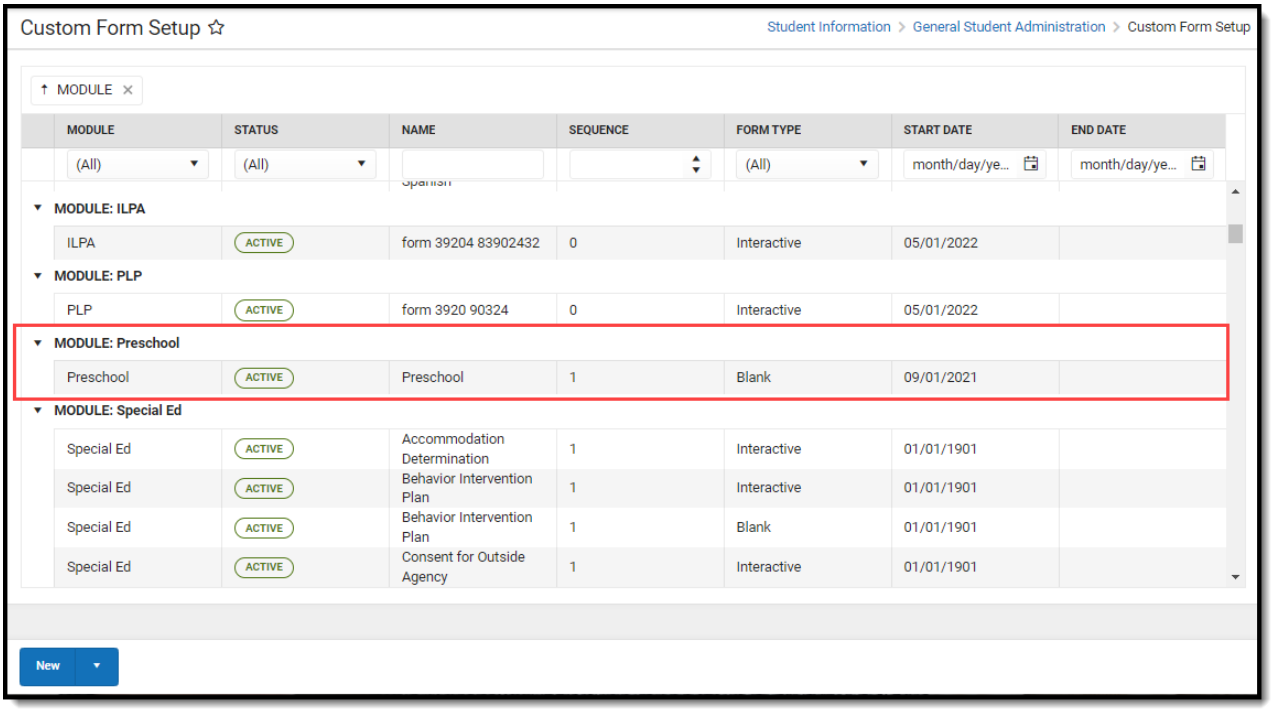
This article explains how and where Kentucky Infinite Campus users should store, manage, and access custom Preschool documents and forms.

Preschool Documents Custom Module

Path: *System Administration > Custom Forms*

Search Term: *Custom Form Setup*

The Preschool Documents module has been added to the Custom Forms tool (Image 1).



For a complete walkthrough of how to use the Custom Forms tool, see the Custom Forms article.

Accessing and Using Preschool Documents

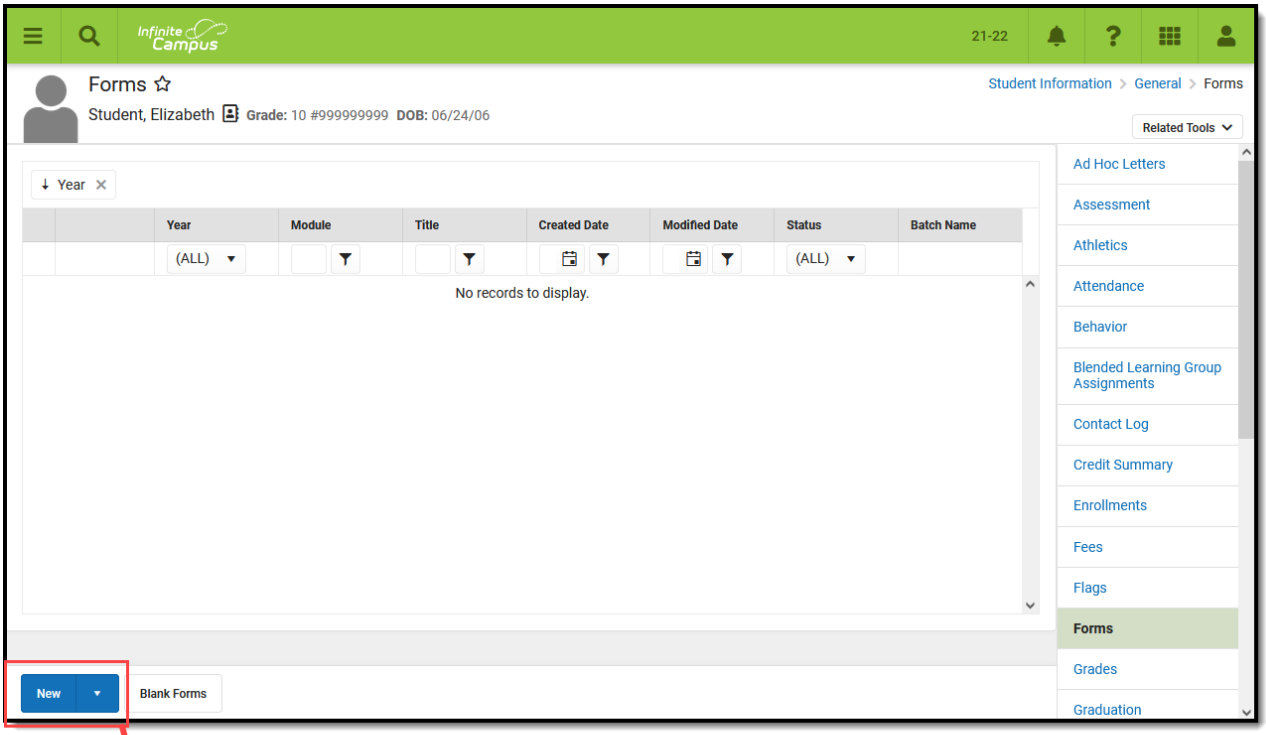
Copyright © 2010-2024 Infinite Campus. All rights reserved.

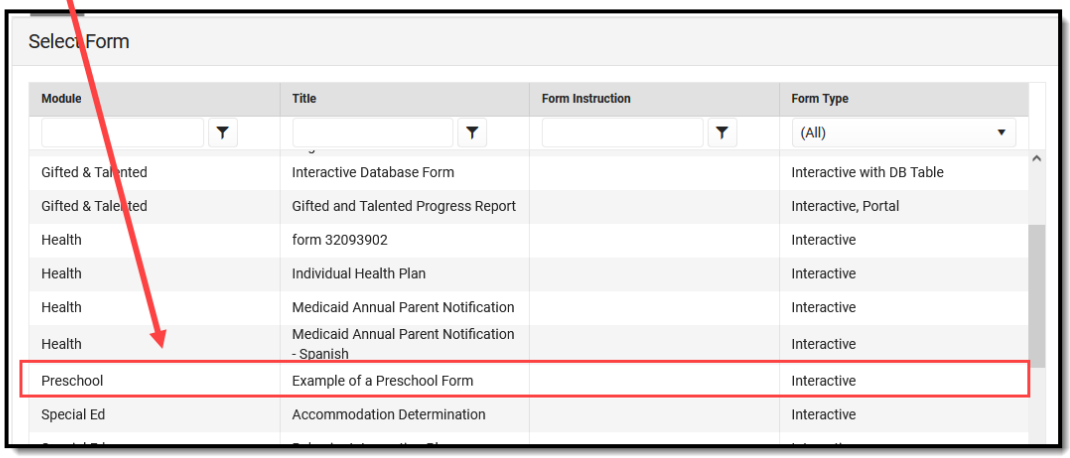
Path: *Student Information > General > Forms*

Search Term: *Forms*

Districts can align district Preschool Forms under this new module and once Preschool documents have been added, users can access these forms in the Forms tool.

For more information about filling out forms, see the Forms article.





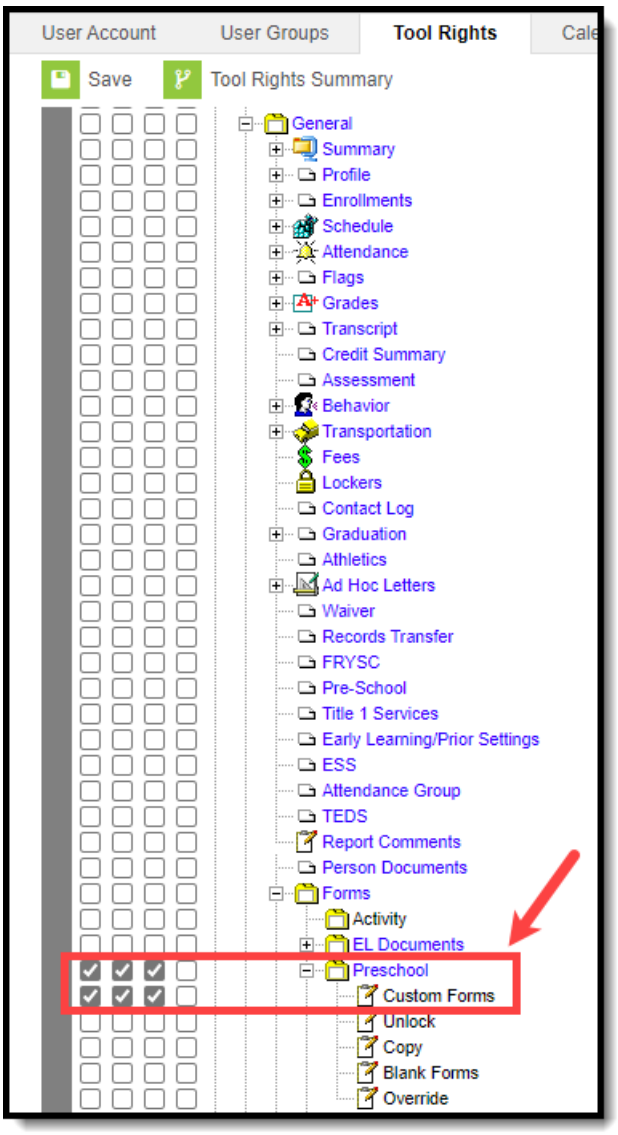
Once selected, the user can begin filling out the form.

Tool Rights

Copyright © 2010-2024 Infinite Campus. All rights reserved.

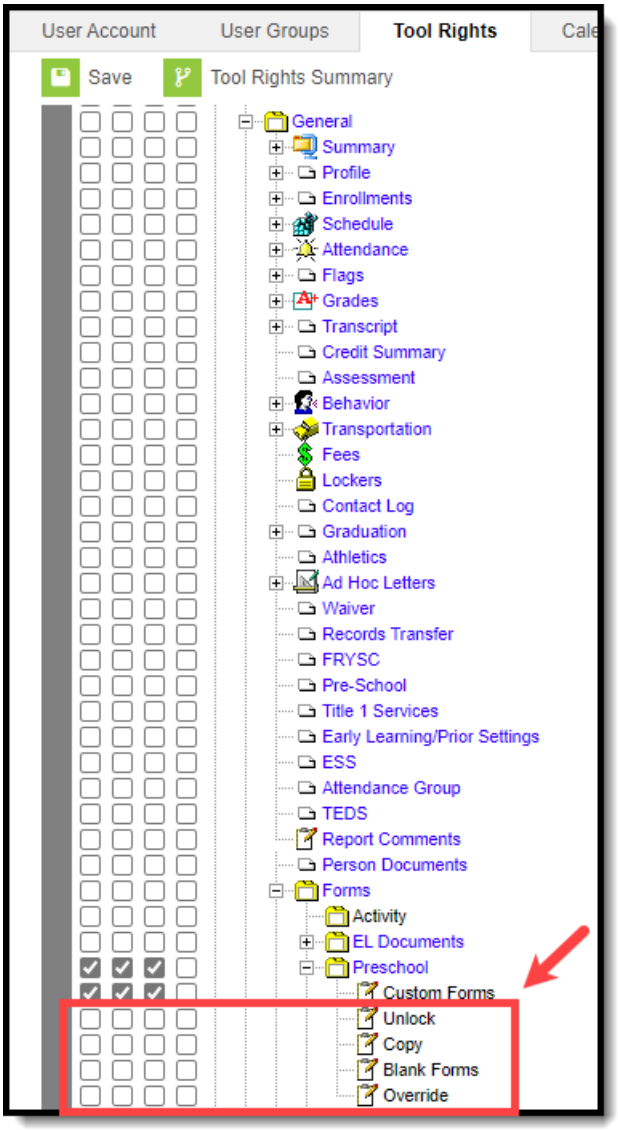
Path: *System Administration > User > Tool Rights > Student Information > General > Preschool*

In order to properly access and enter a new preschool form, users must have at least **R**(read), **W**(rite), **A**(dd) tool rights for Preschool and the Custom Forms sub-right under Preschool (see image below).



Additional sub-rights below the Custom Forms sub-right control if a user is allowed to unlock a locked form, copy a form, create a new blank form, and enter override data.

Copyright © 2010-2024 Infinite Campus. All rights reserved.



Copyright © 2010-2024 Infinite Campus. All rights reserved.