

# Custom Module [.2211 - .2303]

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[Custom Module Detail](#) | [Create New Custom Module](#) | [Assign Custom Module Tool Rights](#)

**Classic Path:** [System Administration](#) > [Custom](#) > [Custom Module](#)

**Search Terms:** [Custom Module](#)

The Custom Module tool is used to create and manage organizational modules that store Custom Forms. Custom Forms can be currently created for the following modules:

- Counseling
- Health
- PLP
- RTI
- Special Ed

Custom Forms are uploaded using the [Custom Forms](#) tool and assigned to students using the [Forms](#) tool.

Custom Modules				
Display Name	Module Name ↑	Description	Created Date	Modified Date
			month/d... 📅 ▼	month/d... 📅 ▼
504 Plan	504Plan	This module is used to store 504 plans.	11/14/2019 2:31:00 PM	
Waivers	Waivers	This module is used to house waiver forms.	11/14/2019 2:32:00 PM	
Withdrawal	Withdrawal		11/14/2019 2:32:00 PM	

[New](#)

Image 1: Custom Module List Screen

## Custom Module Detail

Click **New** [New](#) or an existing module to view the **Custom Module Detail**.

**Custom Module Detail**

The Custom Module tool allows administrators to create an area to assign Custom Forms. New modules create separate tool rights. Users must log out and log in to view the new module. You may need to request access to the new tool or grant the tool right to others.

**Display Name \***  
Display Name is limited to 50 letters, numbers, and spaces.

**Module Name \***  
Module Name displays in Ad Hoc. Module Name is limited to 15 letters and numbers and cannot be modified after saving.

**Description**  
Description is limited to 500 characters.

Image 2: Custom Module Detail

Field Name	Description
<b>Display Name</b>	The name of the module that displays in Module dropdown of the Custom Forms and in the list of modules in the Forms tools. The Display Name can be modified after saving.
<b>Module Name</b>	The unique database name of the module. This name cannot be modified after saving.
<b>Description</b>	Any information about the module. The Description can be modified after saving.  The Description for historically created Custom Modules that do not meet the naming convention cannot be modified.

## Create New Custom Module

1. Enter a **Display Name**.
2. Enter a **Module Name**.
3. Optional: Enter a **Description**.

Click **Save** when finished or **Cancel** to go back. Users must log out of Campus and log back in to assign tool rights to the new Custom Module and view the Custom Module in the Module dropdown of the Custom Forms tool.

Custom Modules cannot be deleted. If the module is no longer used, remove all user tool rights for the module.

# Assign Custom Module Tool Rights

**Classic Path:** System Administration > Custom Forms

**Search Terms:** Custom Forms

Each Custom Module 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.

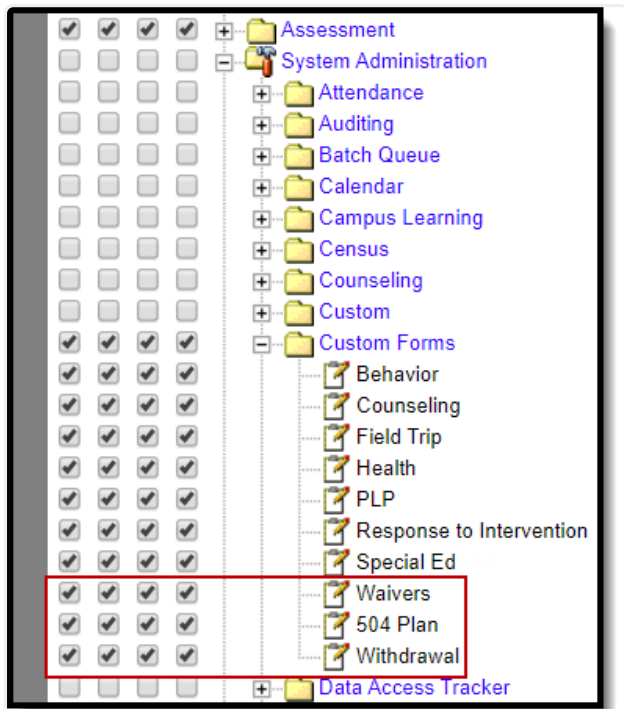


Image 3: Custom Module Custom Forms Tool Rights

**Classic Path:** Student Information > General > Forms

**Search Terms:** Forms

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.

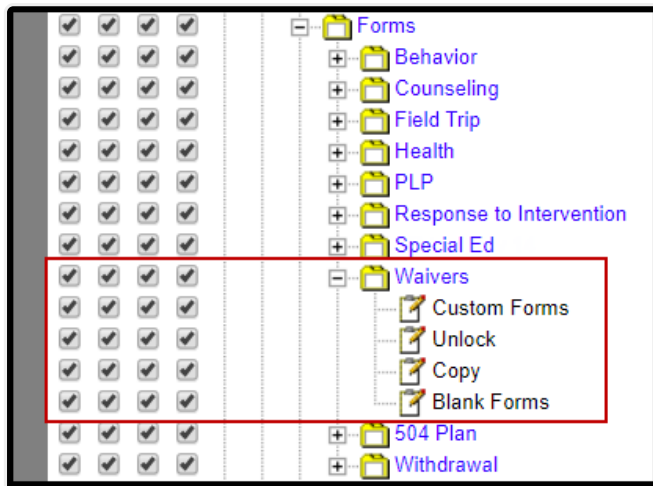


Image 4: Custom Module Forms Tool Rights