

# Custom Module Setup [.2307]

Last Modified on 05/14/2025 9:59 am CDT

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

**Search Terms:** 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

Custom Forms are uploaded using the [Custom Forms](#) 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. They can be moved to a specific location in the index by using the [Custom Tool Placement Editor](#).

## 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. You may need to request access to the new tool or grant the tool right to others.

**Carefully review the Module Name and associated tools as they cannot be changed once created.**

**Create Custom Module \***  
 Display Name is limited to 36 characters.

**Ad Hoc Display Module Name \***  
 Module Name displays in Ad Hoc. Module name displays in Ad Hoc and cannot contain spaces. There is a limit of 15 characters.

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

**Tools \***

Contact Log  
 Forms

Custom Module Setup Detail

| 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.             |
| <b>Ad Hoc Display 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.<br><div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;">           The Description for historically created Custom Modules that do not meet the naming convention cannot be modified.         </div> |

## Create New Custom Module

1. Enter a **Display Name**.
2. Enter a **Module Name**.
3. Optional: Enter a **Description**.
4. Select the **Tools** this Custom Module should be created for.

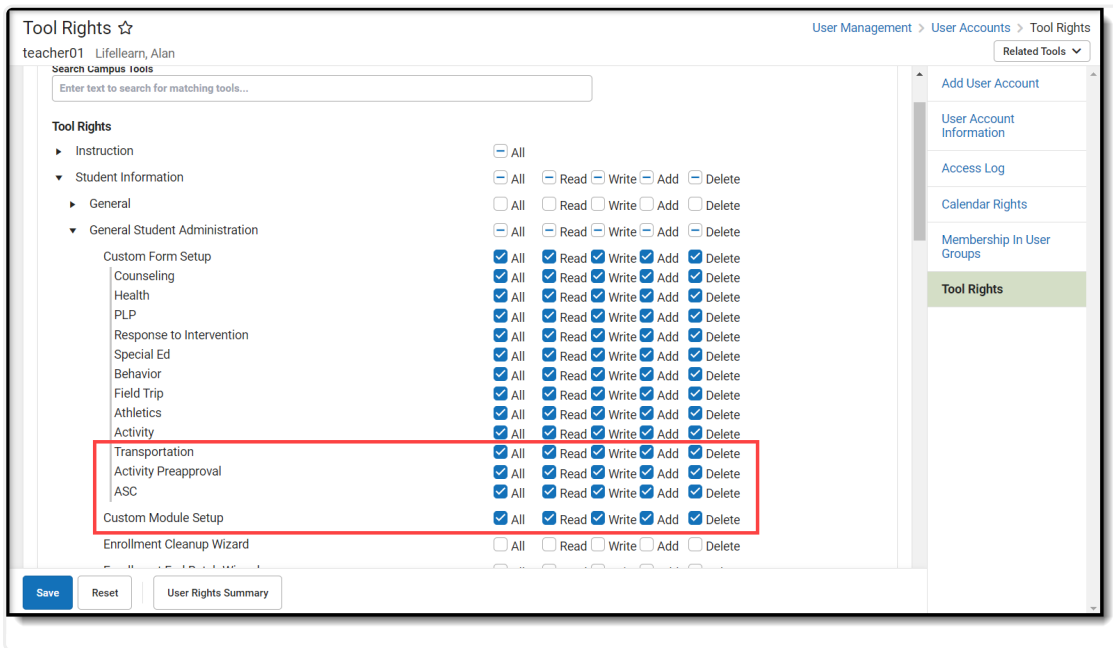
Click **Save** when finished or **Cancel** to go back. Users should log out of Campus and log back in to assign tool rights to the new Custom Module and view the Custom Module in the Module dropdown of the Custom Forms tool or in the Custom area within Student Information for Contact Logs.

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

## 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.



### 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 ☆ User Management > User Accounts > Tool Rights

teacher01 Lifelearn, Alan Related Tools ▾

|                              |   |
|------------------------------|---|
| Athletics                    | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Activity                     | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Transportation               | <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 |
| Custom Forms                 | <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 |
| Unlock                       | <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 |
| Copy                         | <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 |
| Blank Forms                  | <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 |
| Override                     | <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 |
| Activity Preapproval         | <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                          | <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 |
| Custom Forms                 | <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 |
| Unlock                       | <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 |
| Copy                         | <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 |
| Blank Forms                  | <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 |
| Override                     | <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 |
| Grades                       | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Grade Book                   | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Additional Enrollment Grades | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Graduation                   | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| View GRAD Score              | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Modify Cohort                | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Modify 9th Grade Start Date  | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| Lockers                      | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |
| OLR Athletic Health Info     | <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete  |

[Save](#) [Reset](#) [User Rights Summary](#)

Add User Account

User Account Information

Access Log

Calendar Rights

Membership In User Groups

**Tool Rights**

*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 Lifelearn, 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  |

[Save](#) [Reset](#) [User Rights Summary](#)

Add User Account

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Membership In User Groups

**Tool Rights**

*Student Information > Custom Tool Rights for Custom Contact Logs*