

Custom Module Setup [.2311 - .2315]

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

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

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

When creating a new area to house custom forms using the Custom Module Setup tool, a form needs to be created using [Custom Form Setup](#). The custom area that was created appears in the Module dropdown list for selection.

Custom Forms are uploaded using the [Custom Form Setup](#) 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 by default. The location can be edited using the dropdown lists for menu and category item when creating a Custom Contact Log. They can be moved to a different location in the index after they are created 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.

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

Create Custom Module *

When creating a custom contact log, the words 'Contact Log' are automatically appended to the name entered here. The Display Name is limited to 36 characters.

National Honor Society

Ad Hoc Display Module Name *

Module name displays in Ad hoc and cannot contain spaces. There is a limit of 15 characters.

NHS

Tools *

(Selection cannot be changed)

Contact Log

Use the fields below to indicate where the Contact Log should appear in the Main Menu. After a Custom Contact Log has been created it can only be moved using the Custom Tool Placement Editor.

Menu *

Select menu item

Student Information ▾

Category *

Select category item

Custom ▾

Forms

Description

Description is limited to 500 characters.

This module stores National Honor Society information.

Save

Cancel

Custom Module Setup Detail

Field Name	Description
Display Name	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. For Contact Logs, the words 'Contact Log' are automatically appended to the name entered here. There is a 36 character limit.
Ad Hoc Display Module Name	The unique database name of the module. This name CANNOT be modified after saving. There is a 15 character limit.
Description	<p>Any information about the module. The Description CAN be modified after saving. There is a character limit of 500.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <p>The Description for historically created Custom Modules that do not meet the naming convention cannot be modified.</p> </div>

Create New Custom Module

1. Enter a **Display Name**.
2. Enter an **Ad Hoc Display Module Name**.
3. Select the **Tools** this Custom Module should be created for.
 1. If **Contact Log** is selected indicate where it should appear in the Main Menu by using

the Menu and Category dropdown lists.

2. If **Forms** is selected the display name will be an option in the Module dropdown list when creating a new custom form in Custom Form Setup.
4. Optional: Enter a **Description**.

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

Tool Rights ☆

teacher01 Lifelearn, Alan

Search Campus tools

Tool Rights

- ▶ Instruction
- ▼ Student Information
 - ▶ General
 - ▼ General Student Administration
 - Custom Form Setup
 - Counseling
 - Health
 - PLP
 - Response to Intervention
 - Special Ed
 - Behavior
 - Field Trip
 - Athletics
 - Activity
- ▶ Transportation
- ▶ Activity Preapproval
- ▶ ASC
- Custom Module Setup
- Enrollment Cleanup Wizard

User Management > User Accounts > Tool Rights

Related Tools ▾

Add User Account

User Account Information

Access Log

Calendar Rights

Membership in User Groups

Tool Rights

Tool	All	Read	Write	Add	Delete
All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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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 ☆

teacher01 Lifelearn, Alan

User Management > User Accounts > Tool Rights

Related Tools ▾

Add User Account

User Account Information

Access Log

Calendar Rights

Membership In User Groups

Tool Rights

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

Save Reset User Rights Summary

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 ☆

teacher01 Lifelearn, Alan

User Management > User Accounts > Tool Rights

Related Tools ▾

Add User Account

User Account Information

Access Log

Calendar Rights

Membership In User Groups

Tool Rights

	All	Read	Write	Add	Delete
► Response to Intervention	<input type="checkbox"/>				
► Response to Intervention Administration	<input type="checkbox"/>				
► Special Ed	<input type="checkbox"/>				
► Special Ed Administration	<input type="checkbox"/>				
► State Programs	<input type="checkbox"/>				
► Reports	<input type="checkbox"/>				
► Custom	<input checked="" type="checkbox"/>				
ASC Contact Log	<input checked="" type="checkbox"/>				
Access to Records Created By Other Users	<input checked="" type="checkbox"/>				
► Attendance Office	<input type="checkbox"/>				
► Behavior Office	<input type="checkbox"/>				
► Census	<input type="checkbox"/>				
► Communication	<input type="checkbox"/>				
► Employee Self Service	<input type="checkbox"/>				
► Fees	<input type="checkbox"/>				
► FRAM	<input type="checkbox"/>				
► Grading & Standards	<input type="checkbox"/>				
► Health Office	<input type="checkbox"/>				
► My Account	<input type="checkbox"/>				

Save Reset User Rights Summary

Student Information > Custom Tool Rights for Custom Contact Logs

Custom Tool Placement Editor Tool Rights

In order to edit the location of Custom Contact Logs, rights are needed for the Custom Tool Placement Editor. Read rights are needed at a minimum.

Tool Rights ☆

teacher01 Lifelearn, Alan

- ▶ School & District Settings
- ▶ School Store
- ▼ System Settings
 - ▶ Custom Data and Links
 - Core Attribute/Dictionary
 - Custom Attribute/Dictionary
 - Custom Help Article Setup
 - Custom Outline Link Setup
 - Custom Tab Setup
 - Custom Tool Placement Editor**
- ▶ Data Defining Tools
- ▶ Data Interchange Setup
- ▶ Data Interchange Administration
- ▶ Data Utilities
- ▶ Data Warehouse
- ▶ Digital Repository
- ▶ Internal ONLY
- ▶ Payments
- ▶ Portal Preferences
- ▶ System Preferences

User Management > User Accounts > Tool Rights

[Related Tools](#)

Tool	All	Read	Write	Add	Delete
Custom Tool Placement Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ School & District Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ School Store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ System Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Custom Data and Links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core Attribute/Dictionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Attribute/Dictionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Help Article Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Outline Link Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Tab Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Data Defining Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Data Interchange Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Data Interchange Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Data Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Data Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Digital Repository	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Internal ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Portal Preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ System Preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

[Add User Account](#)

Tool Rights for Custom Tool Placement Editor