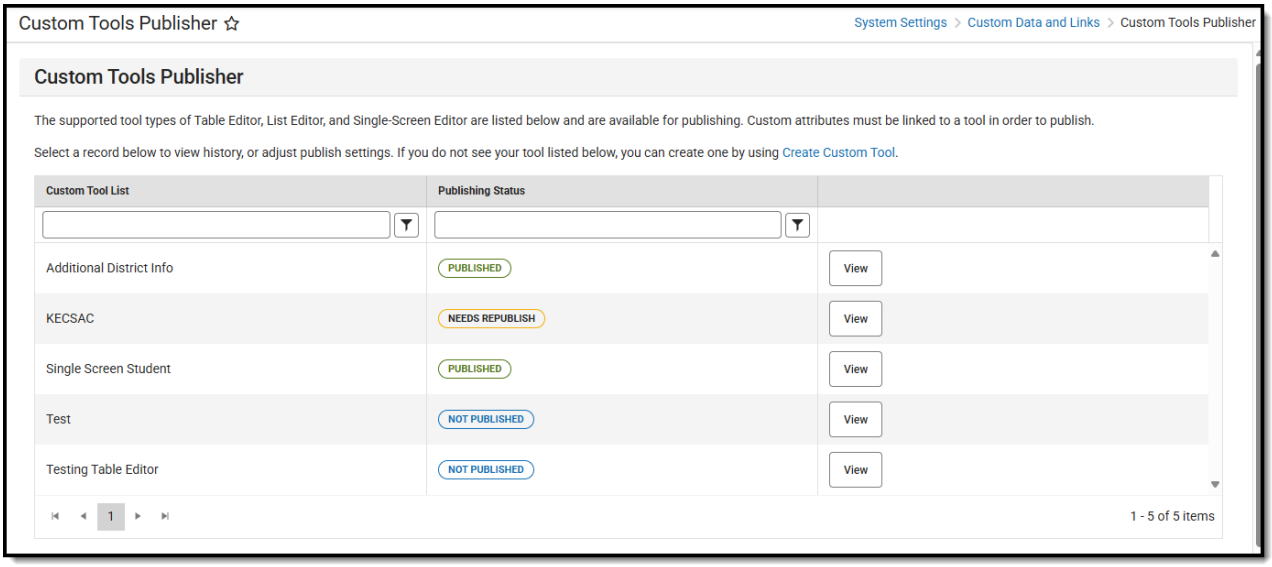
Custom Tools Publisher

Last Modified on 07/13/2026 2:16 pm CDT

Tool Search: Custom Tools Publisher

The Custom Tools Publisher allows State Edition users of Infinite Campus to publish custom tools down to DIS-linked districts.

Note: Custom tools are created via Custom Tool Setup. You must first create a custom tool in order to have something to publish to districts.



Read - Allows users to view existing information and use the View Publish History option.
Write - Allows the user to publish existing custom tabs, add new districts to existing tabs, remove districts from existing tabs and use the View Publish History Option.
Add - N/A
Delete - Allows the user to publish existing custom tabs, add new districts to existing tabs, remove districts from existing tabs, remove custom tabs, and use the View Publish History Option.

For more information about Tool Rights and how they function, see the Tool Rights article.

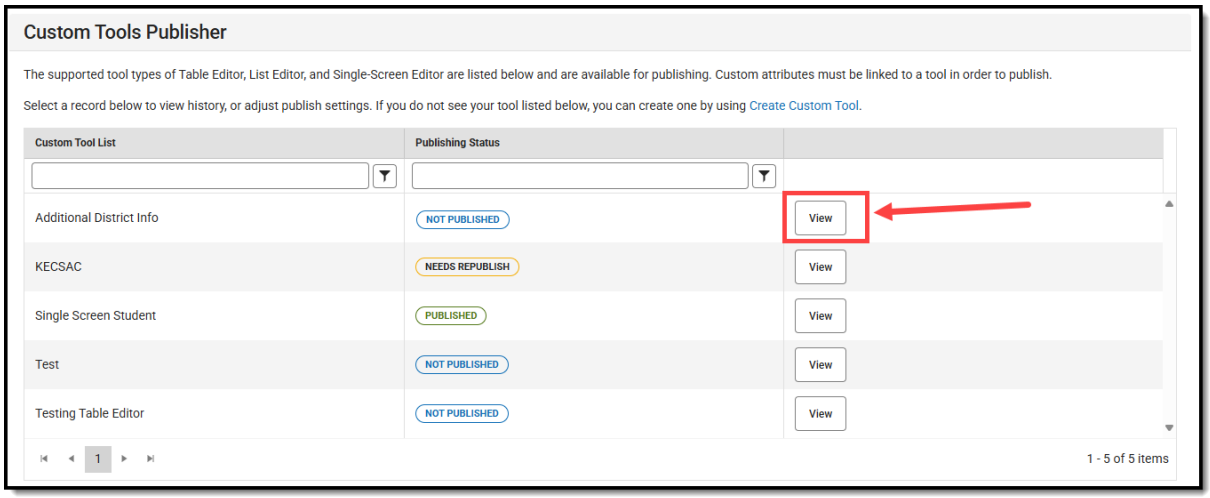
Prerequisites

- A custom tool must first be created in Custom Tool Setup, and Attributes must be created and saved for it. A tool will not show up in the Custom Tools Publisher until this occurs.

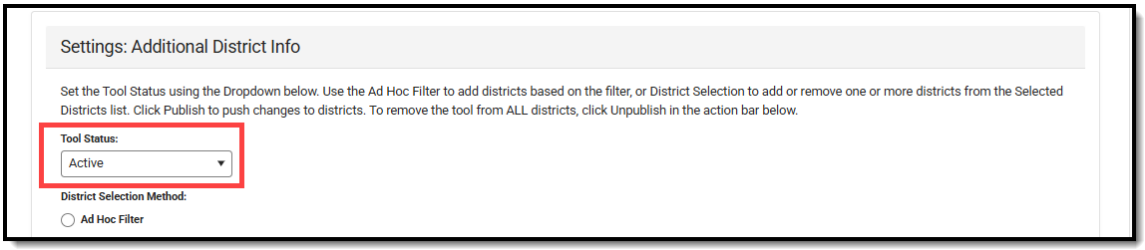
Publish a Tool to Districts

To publish a custom tool down to DIS-linked districts:

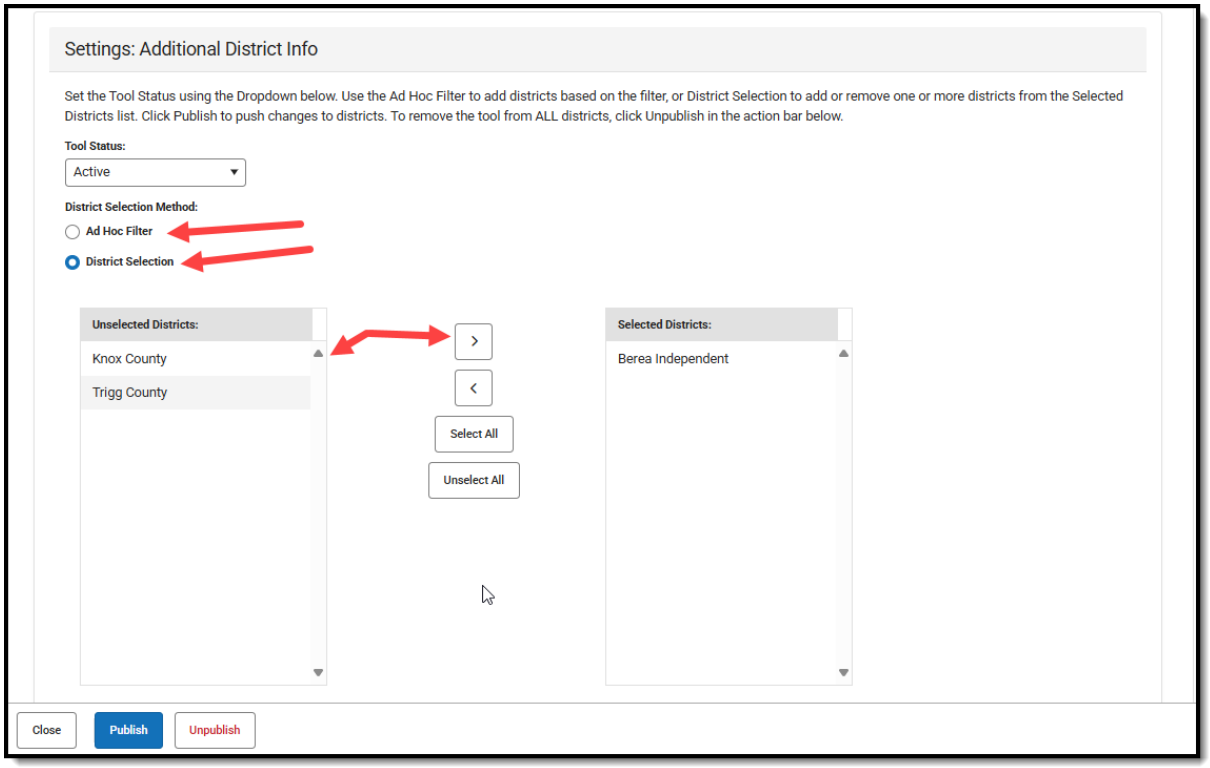
1. Navigate to the **Publish Custom Tool**.
2. Click **View** for the custom tool. The History and Settings menus will appear.



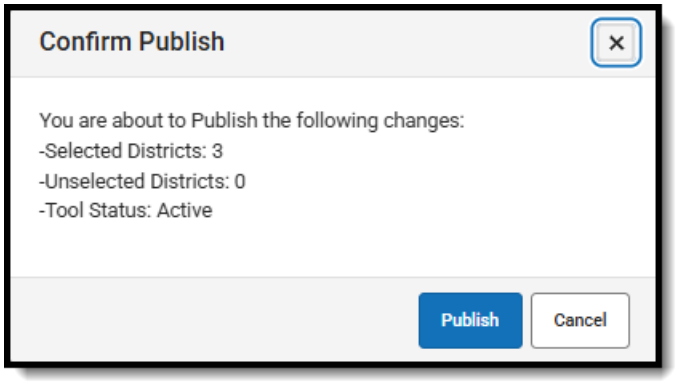
3. Scroll down to the Settings menu.
4. Select the **Tool Status**:
   - **Active** - The tool will appear as available to DIS-linked districts once you complete the publish process.
   - **Inactive/Visible** - The tool will still appear for district users, but is not available for use.
   - **Inactive/Hidden** - The tool will not appear or be available for any district users.



5. Determine which districts will receive the tool by selecting an **Ad Hoc Filter** or selecting a district in the Unselected Districts window and clicking the [›] button.

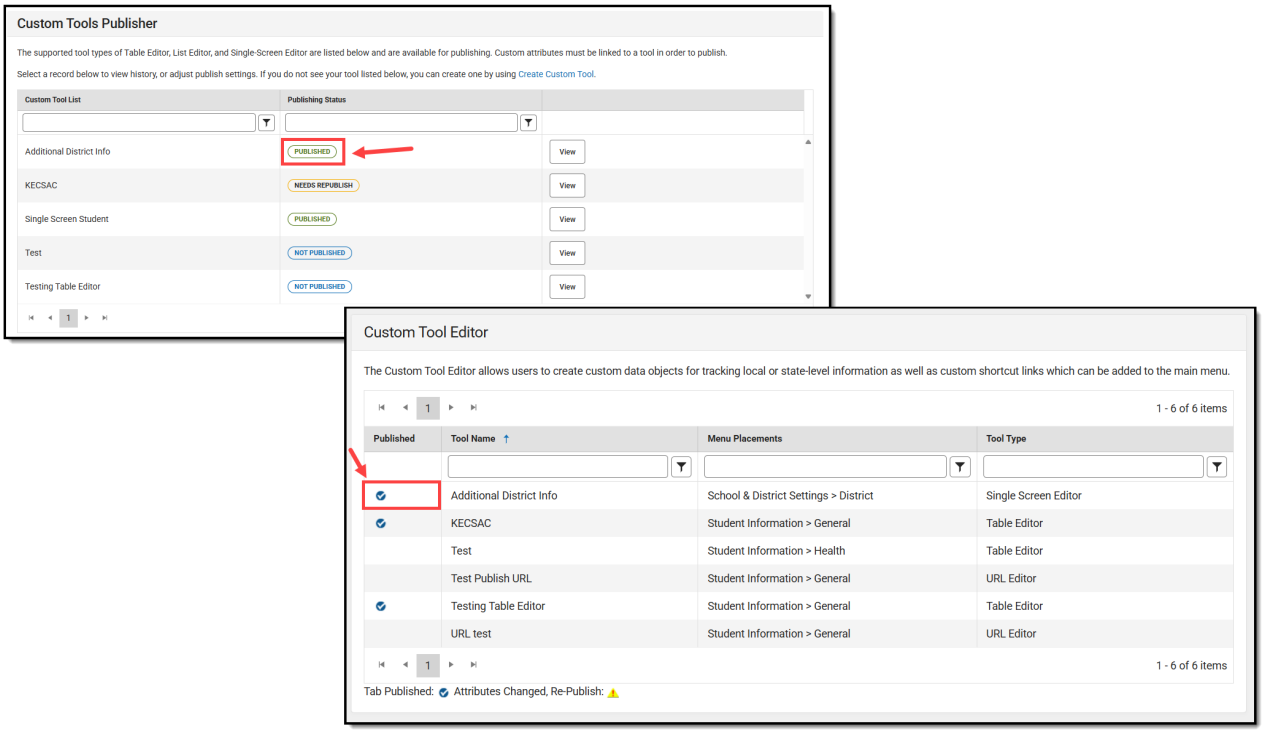


6. Click **Publish**. A Confirm Publish window will appear.



7. Click **Publish**. The tool has now been published to selected districts in the location defined for the custom tool.

Once a tool is published, the Publishing Status will display as 'Published', and the tool will show a checkmark in the Published column of the Custom Tool Setup tool.



Districts can enter data in the custom tool, and once the data is saved, it displays in the custom tool and is visible in State Edition. State Edition users can select but not modify any of the district-entered data. District users cannot modify the name of the custom tool or its associated attributes.

We recommend you inform districts af any published tools or links and explain what data and usage are expected of them.

Unpublish a Custom Tool

Unpublishing **completely removes** the tool and any entered data. Use this option carefully.

Infinite Campus does not recommend unpublishing a tool; instead, set the **Tool Status** to *Inactive/Visible* to remove a district's ability to enter or change new data, or set the Tool Status to Inactive/Hidden to remove the tool from districts entirely, while retaining all records.

1. Select **View** for the custom tool you wish to unpublish.
2. Click the **Unpublish** icon. A warning message displays, explaining what will happen to the existing information.
    1. If you wish to remove the custom tool and delete all associated data, click the **Unpublish** button to proceed.
    2. If the custom tool should not be removed because data is still needed, click the **Cancel** button.

Remove a District from a Published Tool

Removing a district from the Selected list and clicking Publish **completely removes** the tool and any entered data for that district. To modify a published tool that has associated data at the district level, Campus recommends changing the status to Inactive/Visible or Inactive/Hidden.

1. Select **View** for the custom tool you wish to unpublish.
2. Scroll down to the Settings menu
3. Select the district from the Selected Districts window and click the < button. The district will be moved to the Unselected Districts list, meaning they will no longer have access to view or use the custom tool.
4. Click the **Publish** button again. This will remove the custom tool from the selected district.

"Republish" a Published Tool

A state user may wish to repeat the publish process to add additional districts or re-initiate the publish action for existing selected districts for another reason, such as to address an unexpected error.

Updating the list of Selected Districts and clicking Publish **overwrites** the list of Selected Districts from any previous publishing actions to reflect whichever districts are in the Selected District list at the time of last Publish. If a district is moved from Selected to Unselected, any existing data is removed when the tool is unpublished for that district.

1. Select **View** for the custom tool.
2. Scroll down to the Settings menu.
3. To add additional districts to the Selected Districts list, select a district in the Unselected Districts window and click the > button.
4. Do not remove any districts from the Selected Districts list. Doing so would unpublish the tool for any districts moved from the Selected to the Unselected list and remove any associated data for those districts.
5. Verify that the Selected Districts list includes all districts that should have the tool, both new and existing.
6. Click **Publish**.

Change the Status of a Published Tool

1. Select **View** for the custom tool.
2. Select a different **Tool Status**:
    - **Inactive/Visible** - District users can see the tool but cannot enter or modify data. All records are retained.
    - **Inactive/Hidden** - District users can no longer access or see the tool. All records are retained.
3. Click the **Publish** button. This will make the necessary adjustments to the custom tool for the selected districts.

View the Publish History

The Publish History section lists which districts received the custom tool and its availability status. Depending on the number of districts selected, the tool's district-level availability may be delayed. A tool's status will be displayed as Delivered (the custom tool is available to districts) or Pending (the custom tool is in the process of becoming available to districts or was recently unpublished).

