



MT 2080 Custom

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CUSTOM TABS



OVERVIEW

The Custom folder of System Administration allows districts to create custom data elements and tabs to track data needed by the district that are not included in the data stored in the standard or state-specific Campus schema.

Custom Tab

A custom tab may be used to house custom attributes that are related to each other. Custom tabs also allow the districts to control user access to the entire tab, just like the other tabs in the Student Information and Census modules are controlled through tool users.

To create a new custom tab:

1. Enter the Name of the custom tab as it should be seen in the application.
2. Select the set of tabs the custom tab should be added to from the Person Tabset dropdown list.
3. Select the Tab Type.
4. If the data contained on the tab should be seen in the Campus Portal, click Publish to Portal.
5. Click Save when finished.
6. Once a custom tab is created, it can be populated with custom attributes.

The screenshot shows the 'Custom Tab Detail' form. It has four main fields: '*Name' with the value 'AB: Transcripts', '*Person Tabset' with a dropdown menu showing 'Counseling', '*Tab Type' with a dropdown menu showing 'Table editor', and 'Publish To Portal' with a checked checkbox.

Single Screen – used to place customer attributes that hold a single piece of information;

List Element Editor – used to place custom attributes that will be entered more than once;

Table Editor – used to place custom attributes that will display a list of values.

Custom Attributes (Custom Fields)

A custom attribute is an additional data field that can be placed on selected Campus tabs or on custom tabs created by the district.

To Create a Custom Attribute:

1. Click New.
2. Enter the Display Name.
3. Select the Object (tab) on which the custom attribute should be placed.
4. Enter the Field Name for the Custom Attribute. This is how the data element will be listed in Ad Hoc Reporting.
5. If the district wishes to see a particular value as the assumed status in Ad Hoc Reporting and in the application, enter the Default Value.
6. Select the Data Type to determine how the data is seen on the application and handled by the database.
7. Enter a Max Size for the data element.

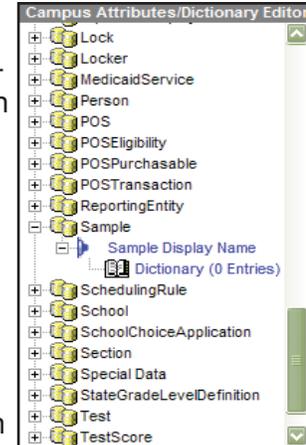
The screenshot shows the 'Campus Attribute Detail' form. It has several fields: '*Display Name' with the value 'City', '*Object' with a dropdown menu showing 'Custom Tab: AB: Transcripts', '*Field Name' with the value 'City', and 'Default Value' which is empty. Below these are checkboxes for '*Data Type' (set to 'textBox'), 'Max Size' (set to '2'), 'Seq', 'Required', and 'Hide Portal'. There is also a 'Comments' text area at the bottom.

Custom Tabs

8. If placing multiple custom attributes on a tab, enter the Sequence in which the attributes should appear.
9. Check Required if the data should be considered a required field to save the tab.

Attribute/Dictionary

The Attribute/Dictionary tool in System Administration sets the behavior and options for fields in the Campus application and database, including customer-defined and Campus-created attributes. Settings in this area are district wide settings and should be changed only when necessary, as many fields have implications for state reporting.

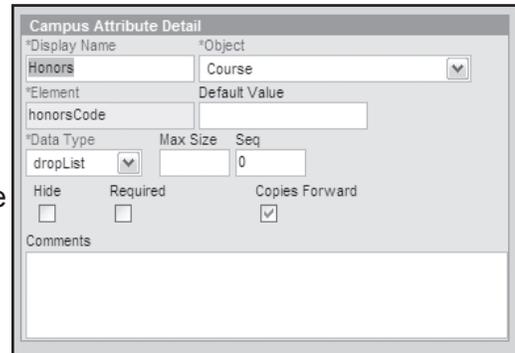


Viewing Campus Attributes

Attributes are viewed in a hierarchy based upon where the information is stored in the Campus database.

Viewing and Changing Data Attribute Behavior:

1. Select the data attribute in the hierarchy.
2. The Display Name is the label applied to the attribute in the Campus application.
3. The Object dropdown list defines which tab the attribute is part of in the application.
4. The Element name defines the name of the column for the database and for Ad Hoc Reporting.
5. The Default Value is used by Ad Hoc Reporting as an assumed value if the attribute is null in the application. Particular types of data will also fill in the information on the application.
6. The Data Type defines the field and the format of the data it will hold.
7. Enter a Max Size for text fields.
8. If creating a custom tab, enter the Sequence for the attribute in relation to the other data attributes on the tab.
9. Hide will remove the field from all users of Campus, as in the case of a dropdown list that is not needed.
10. The Required checkbox will force a user to enter or select a value for the attribute before saving the page. The application will show the display name in red with an asterisk for all required items.
11. Copies Forward sets the behavior of calendar-specific elements (such as data associated with enrollments and courses) and determines if the data will be pushed forward into a future year when the next year's calendars and/or enrollments are created.



Custom Tabs

Viewing and Changing Dictionary Entries

The dictionary associated with an attribute defines the values found in dropdown menus. The options in the dropdown may be changed by editing the dictionary.

Dictionary Detail				
Code	Name	Seq	Value	StandardCode
X RG	Regular	0		
X HR	Honors	0		
X GT	Gifted	0		
X AP	Advanced Placement	0		
X IB	International Baccalaureat	0		
X TA	Talented	0		
X SE	Special Ed	0		

Add CampusDictionary

To edit an attribute's dictionary:

1. Click the plus sign to the left of the Attribute.
2. Click Dictionary.
3. The Code for an attribute is used to save elements in the database.
4. The Name will be seen on screen when looking at the dropdown on the tab.
5. The Sequence will define the order in which items appear in the dropdown.
6. Value and Standard Code are used in conjunction with extracts for state reporting as needed.
7. To add additional elements to the dropdown list, click Add Campus Dictionary.



Custom Tabs