

**DATE:**

05/14/2025

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve the contract terms with Infinite Campus (IC) and Kenton County School District (KCSD) for use of Amazon Web Services (AWS) for Campus Digital Repository (CDR)**

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board

**HISTORY/BACKGROUND:**

As part of IC's ongoing efforts to better support future growth, enhanced functionality, and scalability, IC is transitioning the Campus Digital Repository (CDR) service and data storage from their private cloud infrastructure to Amazon Web Services (AWS). The CDR architecture and functionality is the same between the service running in the Infinite Campus cloud as the new service running in AWS cloud.

Official response from KDE regarding CDR:

CDR, Campus Digital Repository, is tooling that allows districts to upload files for storage and retrieval.

- It is a premium tool that districts accept terms to allow Campus the permission to provide the functionality. Note: CDR is not on the state contract.
- CDR documents do not sync and do not have an impact to State Edition.

Infinite Campus is ultimately responsible for meeting and ensuring subcontractors meet KRS 365.734 provisions. Infinite Campus is also responsible for data breach provisions as specified in KRS 61.931, .932, .933, and .934 for themselves and any subcontractor.

**FISCAL/BUDGETARY IMPACT:**

None

**RECOMMENDATION:**

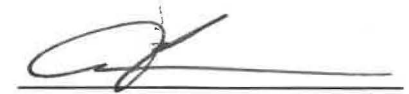
**Approval to the contract terms with Infinite Campus (IC) and Kenton County School District (KCSD) for use of Amazon Web Services (AWS) for Campus Digital Repository (CDR)**

**CONTACT PERSON:**

**Matthew Winkler, Director of Technology**

  
Principal/Administrator

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

# Campus Digital Repository Off-Premise Document Storage

 (</help/pdfexport/id/679bbd84770534ba540a62fe>) 

As part of our ongoing efforts to better support future growth, enhanced functionality, and scalability, we are transitioning the Campus Digital Repository (CDR) service and data storage from our private cloud infrastructure to Amazon Web Services (AWS). The CDR architecture and functionality is the same between the service running in the Infinite Campus cloud as the new service running in AWS cloud.

## What Does This Mean for You?

**Same Design and Functionality:** The service you rely on will remain the same in terms of design, features, and user experience.

- Data is stored in S3 buckets and replicated across 3 availability zones.
- Only access to files on the S3 buckets is proxied through the CDR service. There is no direct customer interaction with the document storage system.
- Only verified members of the CDR development team have access to the CDR services and servers.
- All CDR apps and databases are monitored for uptime and resource utilization.
- CDR database (metadata) is backed up nightly.
- Virus scanning is performed on supported files as they are uploaded into CDR. Scanning is not supported on encrypted or password-protected files.

**Seamless Transition:** This change is entirely on the backend and will not impact how you use CDR.

- Accepting the new terms of agreement to use the public CDR will initiate the migration in the background.
- Districts will continue to maintain access to documents during the process.

**Proven Security and Reliability:** AWS offers industry-leading security measures and infrastructure reliability, ensuring your data is protected and accessible.

- **FERPA Compliance** – Both Infinite Campus and AWS are fully FERPA compliant.
  - <https://aws.amazon.com/compliance/ferpa/> (<https://aws.amazon.com/compliance/ferpa/>)
- All AWS S3 storage resides in the United States.
- Files are replicated across 3 Availability Zones in the AWS East Region.
- Data is encrypted both while in transit and at rest.

## Related Articles

[Campus Release Pack Enhancements \(/help/campus-release-pack-enhancements\)](/help/campus-release-pack-enhancements)

[Release Pack Campus.2443 - October 2024 \(/help/release-pack-campus2443-october-2024\)](/help/release-pack-campus2443-october-2024)

[Release Pack Campus.2307 - February 2023 \(/help/release-pack-campus2307-february-2023\)](/help/release-pack-campus2307-february-2023)

[2019 Release Notes \(/help/2019-release-notes\)](/help/2019-release-notes)

[Release Pack Campus.2431 - July 2024 \(/help/release-pack-campus2431-july-2024\)](/help/release-pack-campus2431-july-2024)

Was this helpful?



Please leave a comment. Feedback to improve our documentation is always welcome!





## Infinite Campus Terms of Use

PLEASE READ THE FOLLOWING TERMS OF USE CAREFULLY BEFORE USING THE INFINITE CAMPUS SERVICES. THESE TERMS CONSTITUTE A LEGAL AGREEMENT.

These terms (“Terms”) govern your access to and use of the following Infinite Campus, Inc. (“we,” “our,” or “Infinite Campus”) services:

- Campus Digital Repository (“CDR”);
- Campus Community; and
- Infinite Campus Websites.

Individually, these are each referred to as a “Service” and collectively the “Services.”

**Please note, these Terms do not alter your Infinite Campus End User License Agreement (“EULA”), and in the event of a conflict, your EULA will control.** Use of the Services is also subject to the Infinite Campus [Privacy Policy](#). Use of the Services provided is optional, and these terms help prevent the potential for misuse.

By using any of the Services, you agree to be bound by these Terms. If you do not agree to these Terms, you may not use the Services.

### **Changes to the Terms of Use**

We may revise and update these Terms from time to time, in our sole discretion. All changes are effective immediately when we post them.

Your continued use of the Services following the posting of revised Terms of Use means that you accept and agree to the changes. You are expected to check this page from time to time so you are aware of any changes, as they are binding on you.

### **Your Content**

By using our Services, you may provide us with information, files, folders, and other content that you submit to the Service (collectively “your content”). You retain full ownership to your content. These Terms do not grant us any rights to your content or intellectual property except for the limited rights that are needed to run the Services, as explained below.

We may need your permission to do things you ask us to do with your content, for example, hosting your files, or sharing them at your direction. This includes product features visible to you, for example, image thumbnails or document previews. It also includes design choices we make to technically administer the Service, for example, how we backup data to keep it safe,



or how we analyze usage of your content. You give us the permissions we need to do those things necessary solely to provide the Service. This permission also extends to trusted third parties we work with, solely to provide the Service. For example, you give us permission to use a third-party hosting provider that we may choose to use to provide primary, additional, or redundant storage space in conjunction with the Service.

To be clear, aside from the rare exceptions we identify in our [Privacy Policy](#), no matter how the Service changes, we won't share your content with others, for any purpose, except as stated herein, unless you direct us to, or unless we are ordered to by a court. How we collect and use your information is also explained in our [Privacy Policy](#). And, we'll always follow applicable laws governing online privacy of student data, including the Family Educational Right to Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other applicable state and federal laws. Nothing in this agreement is to be construed to waive the rights afforded and responsibilities of those laws.

You are solely responsible for your conduct, the content of your files, and your communications with others while using the Services. For example, it's your responsibility to ensure that you have the rights or permission needed to comply with these Terms.

We may choose to review public or shared content for compliance with our guidelines, but you acknowledge that Infinite Campus has no obligation to monitor any information or content on the Services. We are not responsible for the accuracy, completeness, appropriateness, or legality of files, user posts, or any other information you may be able to access using the Services.

We restrict the uploading of certain executable files and other similar file types that can be used in system exploits (such as files with .jsp, .xsl, .dll extensions). A list of all disallowed file types can be found on [Campus Community](#). Changing the file extension to circumvent the file type restrictions is strictly prohibited and doing so may result in your immediate suspension from the Services.

### **Sharing Your Content**

The Services may provide features that allow you to share your content with others, or to make it public. There are many things that users may do with that content (such as modifying it or re-sharing it). Please consider carefully what you choose to share or make public.

### **Your Responsibilities**

Files and other content in the Services may be protected by the intellectual property rights of others. Please do not copy, upload, download, or share files unless you have the right to do so. You, not Infinite Campus, will be fully responsible and liable for what you copy, share,

upload, download, or otherwise use while using the Service. You must not upload spyware or any other malicious software to the Services.

You, and not Infinite Campus, are responsible for maintaining your content. Infinite Campus will not be liable for any loss or corruption of your content, or for any costs or expenses associated with backing up or restoring any of your content, so make sure you keep a separate backup copy of your content. We do, however, want you to be a happy user of the Service, and as such we will do everything commercially reasonable to see that your content is there for you when you need it.

### **Acceptable Use**

You agree not to misuse the Services. For example, you must not, and must not attempt to, use the Services to do the following things:

- probe, scan, or test the vulnerability of any system or network;
- breach or otherwise circumvent any security or authentication measures;
- access, tamper with, or use non-public areas of the Service, shared areas of the Service you have not been invited to, Infinite Campus (or our service providers') computer systems;
- interfere with or disrupt any user, host, or network, or other part of the Services, for example by sending a virus, overloading, flooding, spamming, or mail-bombing any part of the Services, including conducting a denial-of-service attack or a distributed denial-of-service attack;
- plant malware or otherwise use the Services to distribute malware;
- access, use, or search the Services by any means other than our publicly supported interfaces (for example, scraping or using the content to train artificial intelligence software);
- send unsolicited communications, promotions or advertisements, or spam;
- send altered, deceptive, or false source-identifying information, including "spoofing" or "phishing";
- publish anything that is fraudulent, misleading, or infringes another's rights;
- impersonate or misrepresent your affiliation with any person or entity;
- publish or share materials that are unlawfully pornographic or indecent, or that advocate bigotry, religious, racial, or ethnic hatred; or
- violate the law in any way, or to violate the privacy of others, or to defame others.

### **Account Security**

You are responsible for any activity using your account. You are responsible for safeguarding the password that you use to access the Service and you agree not to disclose your password to any third party. You should immediately notify Infinite Campus of any unauthorized use of your account.

### **Infinite Campus Property**

These terms do not grant you any right, title, or interest in the Services or the content in the Services. The software and other technology we use to provide the Services are protected by copyrights, trademarks, and other laws of the United States. These Terms do not grant you any rights to use the Infinite Campus trademarks, logos, domain names, or other brand features.

### **Copyrights in your Content**

Infinite Campus respects the intellectual property rights of others and asks that you do as well. We will respond to notices of alleged copyright infringement if they comply with the law and are properly provided to us. Such notices should be reported using our [DMCA Process](https://www.infinitecampus.com/terms/reporting-claims-of-copyright-infringement) (<https://www.infinitecampus.com/terms/reporting-claims-of-copyright-infringement>). We reserve the right to delete or disable content and to terminate access for users, including repeat infringers.

### **Other Content**

The Services may contain links to third-party websites or resources. Infinite Campus does not endorse and is not responsible or liable for their availability, accuracy, the related content, products, or services. You are solely responsible for your use of any such websites or resources.

### **Termination**

You can stop using the Services any time. We reserve the right to suspend or end the Services at any time, with or without cause, and with or without notice. For example, we may suspend or terminate your use if you are not complying with these Terms, or if you use the Services in any way that would cause us legal liability or disrupt others' use of the Services. If we suspend or terminate your use, we will try to let you know in advance and help you retrieve data, though there may be some cases (for example, repeatedly or flagrantly violating these Terms, a court order, or danger to other users) where we may suspend your account immediately.

### **The Services are Available "AS-IS"**

Although we want to provide great Services, there are certain things about the Services we can't promise. For example, THE SERVICES AND SOFTWARE ARE PROVIDED "AS IS", AT YOUR OWN RISK, WITHOUT EXPRESS OR IMPLIED WARRANTY OR CONDITION OF ANY KIND. WE ALSO DISCLAIM ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. Infinite Campus shall have no responsibility for any harm to your computer system, loss or corruption of data, or other harm that results from your access to or use of the Service.

### **Limitation of Liability**

TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT WILL INFINITE CAMPUS, ITS AFFILIATES, OFFICERS, EMPLOYEES, AGENTS, SUPPLIERS, OR LICENSORS BE LIABLE FOR: (A) ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL (INCLUDING LOSS OF USE, DATA, BUSINESS, OR PROFITS) DAMAGES, REGARDLESS OF LEGAL THEORY, WHETHER OR NOT INFINITE CAMPUS HAS BEEN WARNED OF THE POSSIBILITY OF SUCH DAMAGES, AND EVEN IF A REMEDY FAILS OF ITS ESSENTIAL PURPOSE; (B) AGGREGATE LIABILITY FOR ALL CLAIMS RELATING TO THE SERVICE MORE THAN THE GREATER OF \$20 OR THE AMOUNTS PAID BY YOU TO INFINITE CAMPUS FOR THE PAST MONTH FOR THE SPECIFIC SERVICE.

Without limiting the foregoing, we have the right to fully cooperate with any law enforcement authorities or court order requesting or directing us to disclose the identity or other information of anyone posting any materials on or through the Services. YOU WAIVE AND HOLD US AND OUR AFFILIATES, LICENSEES, AND SERVICE PROVIDERS HARMLESS FROM ANY CLAIMS RESULTING FROM ANY ACTION TAKEN BY ANY OF THE FOREGOING PARTIES DURING OR AS A RESULT OF ITS INVESTIGATIONS AND FROM ANY ACTIONS TAKEN AS A CONSEQUENCE OF INVESTIGATIONS BY EITHER SUCH PARTIES OR LAW ENFORCEMENT AUTHORITIES.

### **Limitation on Time to File Claims**

ANY CAUSE OF ACTION OR CLAIM YOU MAY HAVE ARISING OUT OF OR RELATING TO THESE TERMS OF USE OR THE SERVICES MUST BE COMMENCED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES; OTHERWISE, SUCH CAUSE OF ACTION OR CLAIM IS PERMANENTLY BARRED.

### **Miscellaneous Legal Terms**

Specific terms present in your Infinite Campus EULA also apply to this Services. These terms are the ability to assign agreements, the governing law, amendments, waivers, severability, headings and construction, force majeure, notices, applicable law, and export rules. These terms are incorporated by reference. This way, if you have special terms and conditions that we agreed to before, they also apply.



# Digital Repository Preferences

 (/help/pdfexport/id/5eb61608ad121cd1231edf56) 

## Tool Search: Digital Repository Preferences

Digital Repository Preferences allow you to control which tools have document upload functionality, modify the cache, and limit the file size allowed for uploads. They also provide a detailed breakdown of your district's cost (based on total usage) and a useful pie chart to better understand your district's usage per Infinite Campus location.

With the end of **June 2025** release (Campus.2527), CDR on-premise hosting will be transitioned to an off-premise cloud-based solution.

To maintain uninterrupted access to CDR, all districts still using the CDR on-premise repository will be automatically migrated to the CDR off-prem repository starting with the end of June release. CDR functionality is not impacted during migration and remains the same after the migration.

Prior to the end of June release, CDR on-premise districts should review and accept the latest terms and conditions by selecting the **Change CDR Hosting** button

► Click here to expand...

Click here to learn more (/help/campus-digital-repository-off-premise-document-storage) about our off-premise CDR storage.

- Enable Campus Digital Repository
- Understand the Cost Calculation
- Usage by Location
- File Upload Preferences
- Enable Campus Digital Repository Per Module/Tool
- Supported File Types

Digital Repository Preferences ☆

System Settings > Digital Repository > Digital Repository Preferences

Cost Calculation

\$2.50

Price - 1 GB/Year

\$0.00

Estimated Billable Usage/Year

11.72 GB

Non-Billable Allotment - 1 MB/Student

0.09 GB

Total Usage - All Locations

Estimated Billable Usage/Year

\$0.00\*

Total Usage does not exceed Non-Billable Allotment

(

Total Usage

0.09 GB

-

Non-Billable Allotment

11.72 GB

)

×

Price GB/Year

\$2.50

Usage By Location

Total Usage: 0.09 GB

Save

Refresh

View Terms

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## Enable Campus Digital Repository

To begin using Campus Digital Repository functionality, authorized district personnel can select the **Enable CDR** button.

The Acceptance of CDR editor will appear, requiring you to click **View Terms** and read all terms and conditions, mark all three checkboxes indicating you agree to each of the terms listed for each checkbox, and select the **I Accept** button.

Enabling CDR allows your district 1MB of storage space per student at no cost. The student count used is your state-reported student number. Read the Terms of Service to see additional costs for using space beyond your free amount.

Please allow up to 24 hours for your free storage allocation to be calculated.

Digital Repository Preferences ☆

System Settings > Digital Repository > Digital Repository Preferences

Campus Digital Repository

CDR licensing costs \$2.50 per GB/year  
That's only 20¢ per GB per month!

CDR Benefits

- Free 1 MB per student
- Seamless integration into your day-to-day tools
- Easy and secure access to your files
- All files scanned for malware and viruses
- Detailed usage reporting and cleanup
- Support for a wide variety of file types

Interested?

Campus Digital Repository (CDR) is a large-scale file object storage service which integrates with the Infinite Campus SIS. It provides encrypted and secure access to all files uploaded through a growing number of Campus tool sets.

To enable CDR, an authorized District staff member must review and agree to the Terms of Service agreement below on behalf of the district. Once CDR registration is complete, authorized staff can enable integrations within various Campus tool sets.

Questions? Read our [Frequently Asked Questions](#) and/or visit the [Campus Community](#) to learn more.

Enable CDR

RefreshView Terms

Acceptance of CDR

By enabling Campus Digital Repository (CDR), I represent and warrant that I have the full legal authority to bind my district, and hereby consent to the storing of the district's CDR data at an Infinite Campus external storage provider (subcontractor). I further agree, on behalf of myself and the district, to the CDR Terms of Service. Consent provided will remain in effect unless revoked by notifying Infinite Campus in writing and ceasing all use of CDR.

Infinite Campus will remain responsible for the data under the terms of any existing agreements, and the external storage provider used by Infinite Campus will be required to safeguard student education records from improper use or disclosure in full compliance with FERPA and other applicable state and federal laws.

☐ I agree to use electronic records and signatures.  
☐ I have full legal authority to bind my district to the CDR terms and conditions.  
☐ I have read and agree to the terms and conditions.

Questions? Read our [FAQ](#) and/or visit the [Campus Community](#) to learn more.

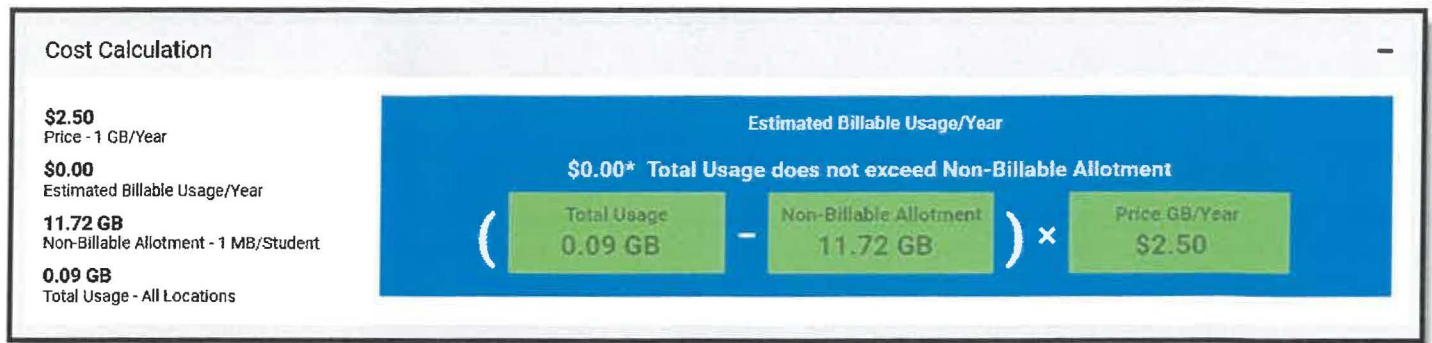
View TermsI AcceptCancel

You must view the terms of service, agree to these terms, and click I Accept in order to enable CDR

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## Understand the Cost Calculation

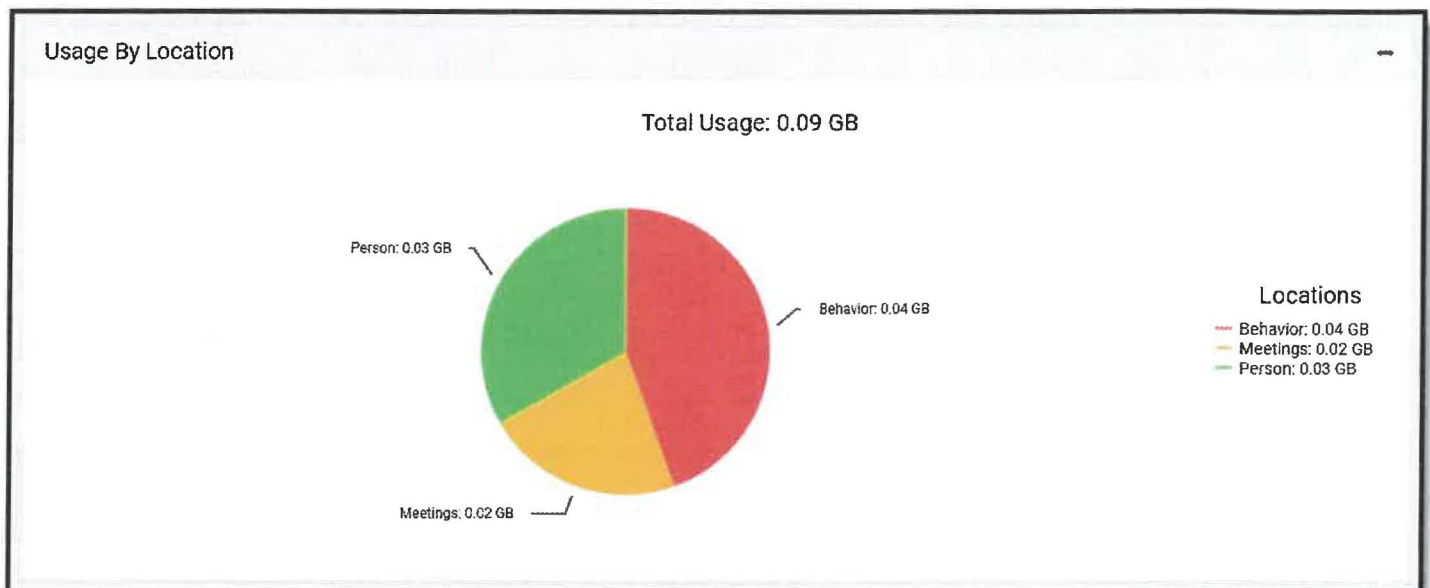
The Cost Calculation section details your district's current cost per gigabyte per year, your estimated billable usage, your remaining non-billable allotment, your total space usage across all of Infinite Campus, and a display of the calculation (using real-time numbers) of how Infinite Campus determines your Estimated Billable Usage for the year.



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## Usage by Location

The Usage By Location pie chart displays how much space is being used by uploaded files per area of Infinite Campus. This chart is useful for understanding where the most data is being used and can serve as guidance on potential cleanup when needing to free up space.



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## File Upload Preferences

The **Cache Size** is the amount of space available on the district's local repository instance, and the setting is used to support system performance. Five GB is the recommended Cache Size, but options are 1, 5, and 10. Contact Infinite Campus Support if your district's needs exceed the allowed amount.

The **Max File Size** field allows you to control the maximum size allowed per uploaded file. This field allows for a range between 1 - 100mb.



File Upload

Cache Size

5 GB

Max File Size

10 MB

Enable Locations

☒ School Store
 ☒ Survey

Terms of Service

Accepted By: Gold, Monica  
 Accepted Date: 06/21/2022 15:12

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Common File Sizes

The following information can be used as a reference for common file sizes. Files that include images are commonly larger than those that don't.

- 1000 KB = 1 MB
- 1000 MB = 1 GB

File Type	Size
2-page Word document	Less than 20 KB
20 slide PowerPoint	Roughly 1 MB
25 page PDF	Roughly 2 MB
1 MP3	Roughly 3-6 MB

Enable Campus Digital Repository Per Module/Tool

Use the table below to better understand how each Digital Repository preference functions within Infinite Campus.

Module	Toggle and Explanation
School Store	<p>Enabling this option allows you to upload images for display of each item within a School Store (/help/school-store).</p> <p>Infinite Campus highly recommends enabling this option when using the School Store.</p> <div> <div>File Upload</div> <div> <div>Cache Size</div> <div>5 GB</div> </div> <div> <div>Max File Size</div> <div>10 MB</div> </div> <div> <div>Enable Locations</div> <div> <input checked="" type="checkbox"/> School Store           <input checked="" type="checkbox"/> Survey         </div> </div> <div> <div>Terms of Service</div> <div>           Accepted By: Gold, Monica            Accepted Date: 06/21/2022 15:12         </div> </div> </div>

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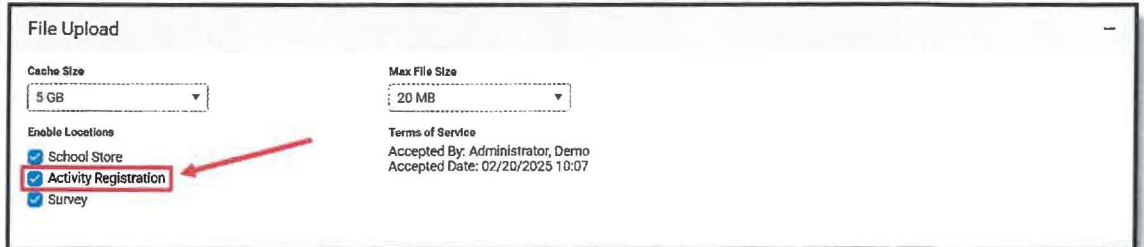
## Module

### Activity Registration

## Toggle and Explanation

Enabling this service allows you to enable and disable the document upload feature in the Activity Registration (/help/activity-monitor). After the service is turned on, administrators can select the option to allow uploading files when purchasing an activity.

If Campus Digital Repository is disabled (either at the Activity Registration location or the specific post location), activities will become inactive (the step 4 "Active" checkbox will be unchecked) and cannot be re-checked until Campus Digital Repository is re-enabled. Once Campus Digital Repository is re-enabled, you will need to manually check the "Active" checkbox to allow the activity to go live again.



The screenshot shows the 'File Upload' settings interface. On the left, under 'Cache Size', there is a dropdown menu set to '5 GB'. Below this, under 'Enable Locations', there are three checkboxes: 'School Store' (checked), 'Activity Registration' (checked and highlighted with a red box and a red arrow), and 'Survey' (checked). On the right, under 'Max File Size', there is a dropdown menu set to '20 MB'. Below this, under 'Terms of Service', it says 'Accepted By: Administrator, Demo' and 'Accepted Date: 02/20/2025 10:07'.

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### Survey

Enabling this option allows files (such as images, signatures, etc) to be uploaded to surveys via the Survey Designer (/help/survey-designer) tool.

NOTE: Survey Designer options that utilize file upload capabilities are part of the Campus Analytics Suite

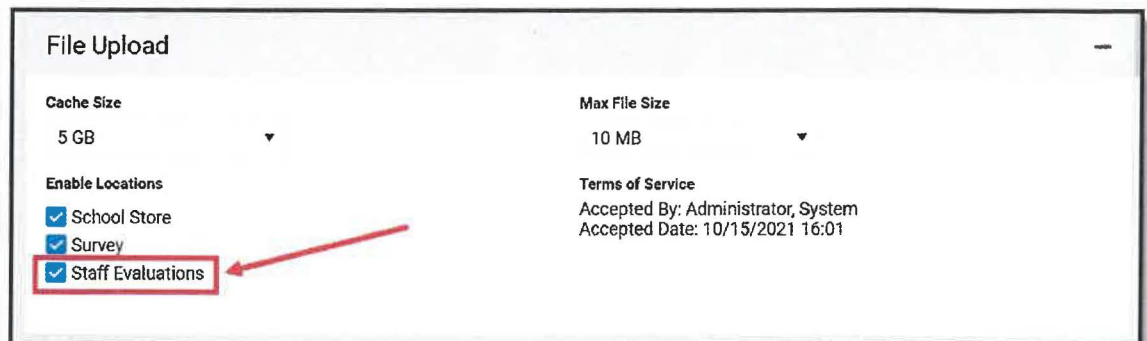


The screenshot shows the 'File Upload' settings interface. On the left, under 'Cache Size', there is a dropdown menu set to '5 GB'. Below this, under 'Enable Locations', there are two checkboxes: 'School Store' (checked) and 'Survey' (checked and highlighted with a red box and a red arrow). On the right, under 'Max File Size', there is a dropdown menu set to '10 MB'. Below this, under 'Terms of Service', it says 'Accepted By: Gold, Monica' and 'Accepted Date: 06/21/2022 15:12'.

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### Staff Evaluation

Enabling this service allows you to enable and disable the document upload feature in the Staff Evaluations module. After the service is turned on, administrators can select the option to allow uploading files on evaluation templates (/help/evaluation-templates).



The screenshot shows the 'File Upload' settings interface. On the left, under 'Cache Size', there is a dropdown menu set to '5 GB'. Below this, under 'Enable Locations', there are three checkboxes: 'School Store' (checked), 'Survey' (checked), and 'Staff Evaluations' (checked and highlighted with a red box and a red arrow). On the right, under 'Max File Size', there is a dropdown menu set to '10 MB'. Below this, under 'Terms of Service', it says 'Accepted By: Administrator, System' and 'Accepted Date: 10/15/2021 16:01'.

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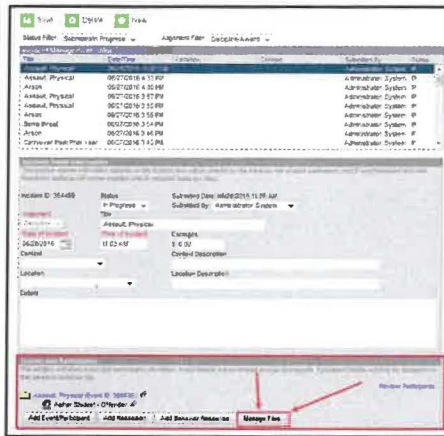
## Module

## Behavior

## Toggle and Explanation

Enabling these options adds a Manage Files button to behavior events and incidents, allowing behavior administrators to attach files to them. See this document (<https://kb.infinitecampus.com/help/behavior-management-tool#BehaviorManagementTool-AttachFilestoanEvent/Participant>) for more information.

This does NOT add a documents button to the top of any Behavior tools.

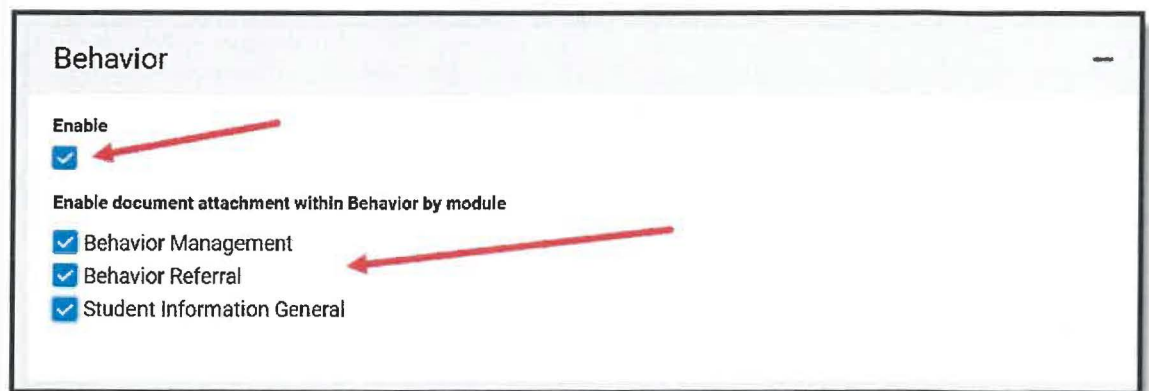


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To enable document attachment functionality, mark the **Enable** checkbox, mark the checkbox next to each tool that should allow files to be attached, and click **Save**.

File attachments can be added to student behavior records in the following tools:

- Behavior Management (/help/behavior-management-tool)
- Behavior Referral (/help/behavior-referral)
- Student Information General (/help/behavior-student)



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## Module

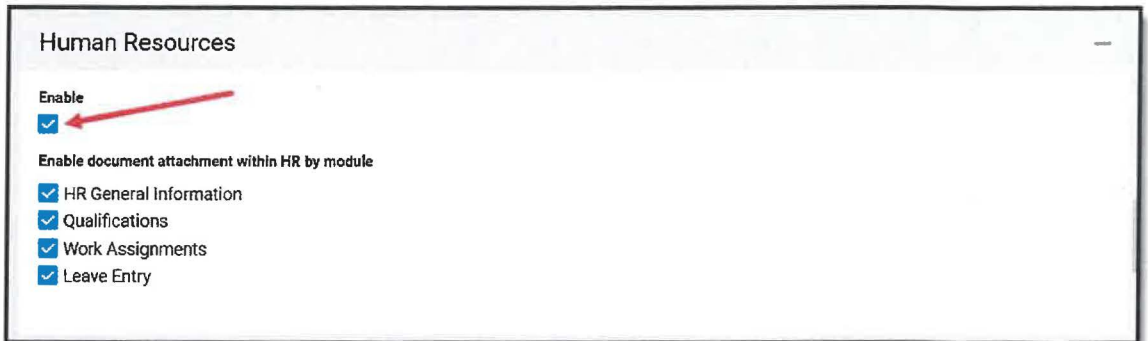
### Human Resources

## Toggle and Explanation

Enabling these options allows documents to be attached to specific tools within the Human Resources (/help/human-resources) module.

Clearing the checkbox next to the tool disables users' ability to attach documents and hides the **Attach Files** button.

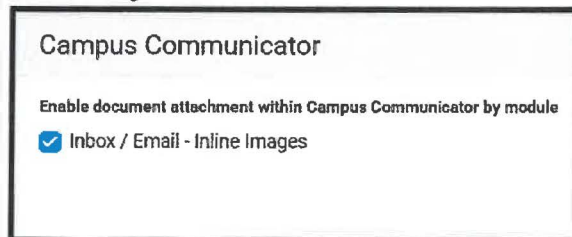
Unchecking the checkbox next to a tool only disables the user's ability to add additional documents. Previously uploaded documents are **NOT** removed.



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### Campus Communicator

Enabling Inbox / Email - Inline Images allows users to embed images directly into the message body in Messenger 2.0.



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## Module

## Person

### Toggle and Explanation

Enabling these options allows documents to be attached to various person-related tools, including Custom Tabs.

To give users access to the document upload feature, mark the **Enable** checkbox and then mark the checkbox next to the tool(s) where the **Documents** button should appear, and click **Save**.

All documents uploaded via any of the Person tools listed are visible in Person Documents (/help/person-documents-people).

To use the Document feature, users must have **tool rights to the tool** in which the Documents button appears. Read/Write (RW) rights allow users to view the document, edit details (description and file name), and replace a file. Add (A) rights allows the user to upload a new document and Delete (D) allows the user to delete a document.

Person

Enable ☒

Enable document attachment within Person by module

- ▶ ☒ Instruction
- ▼ ☐ Student Information
  - ▶ ☐ General
  - ▶ ☐ General Student Administration
  - ▶ ☐ Academic Planning
  - ▶ ☐ English Learners
  - ▶ ☐ Federal Programs
  - ▶ ☐ Health
  - ▶ ☐ Medicaid
  - ▶ ☐ Response to Intervention
  - ▶ ☐ State Programs
  - ▶ ☐ Custom
- ▶ ☐ Attendance Office
- ▶ ☒ Census
- ▶ ☐ Communication
- ▶ ☒ Fees
- ▶ ☒ FRAM
- ▶ ☐ Health Office

## Module

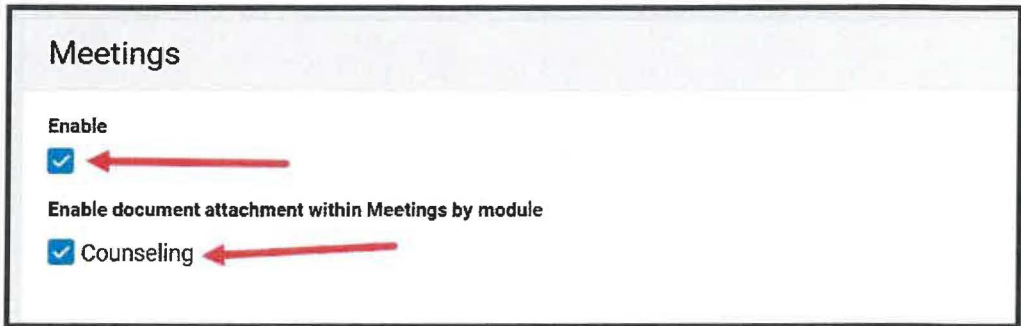
### Toggle and Explanation

Clearing the checkbox next to the tool disables the user's ability to upload documents and hides the Documents button.

Previously uploaded documents are **NOT** removed. Removing document attachment functionality only disables the user's ability to add additional documents.

## Meetings

Enabling this option allows counselors to attach files (<https://kb.infinitecampus.com/help/schedule-counseling-meetings#ScheduleCounselingMeetings-AttachingFilestoMeeting>) to meetings.

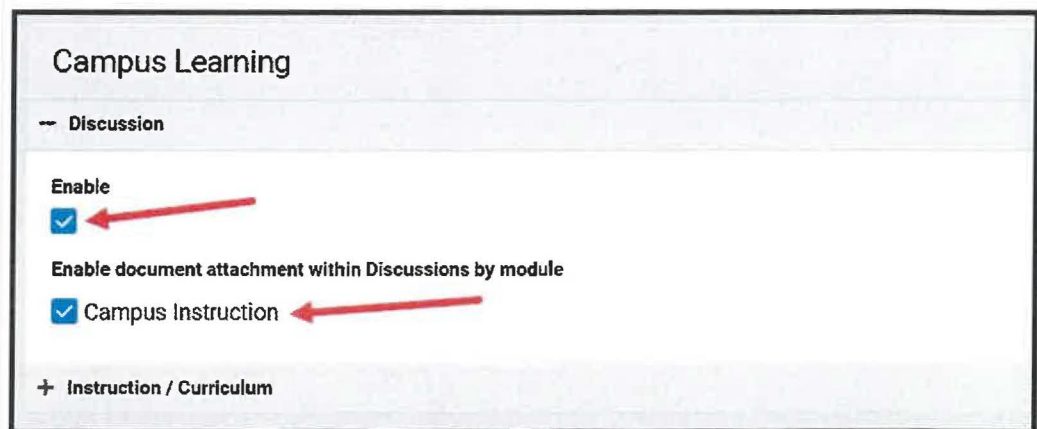


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### Campus Learning

## Discussion

Enabling this option allows moderators to set up discussions (/help/discussions-instruction) that allow participants to attach files to their posts.



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## Module

## Toggle and Explanation

### Instruction/Curriculum

When this option is enabled for a school, teachers have the option to allow students to submit assignments via the Campus Student Portal (/help/campus-student-portal).

If you are a teacher, see the Enabling Submissions (<https://kb.infinitecampus.com/help/enable-student-submission-in-assignments>) article for directions about using the repository to create assignments for submission on the portal, viewing student submissions, and responding to student submissions.

Marking the **Staff File Uploads** checkbox allows staff to upload files within Instruction/Curriculum tools.

Instruction / Curriculum

Enable ☒

Enable document attachment for staff file uploads

☒ Staff File Uploads

Enable document attachment for student file submission for the selected schools

▼ - Select All

- Co-Curricular
- District Office
- ☒ Eagle Creek Elementary
- ☒ East Middle School
- Elsewhere School
- ☒ Ext. School Year - Special Education
- ☒ High School
- HomeSchool
- ☒ Jackson Elementary
- MRVSEC Lunch
- Nonpublic School
- PACE Family Literacy
- Parenting Education (ECFE)
- ☒ Pearson 6th Grade Center

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## Supported File Types

Digital Repository allows for the upload of all file types except for the extensions listed below.

You cannot upload a document with a file name containing one or more of the following illegal characters: | . , [ ] { } ( ) ! ; " \* ? < > : / Tab, LF, CR

**The following file types cannot be uploaded to the Digital Repository:**

### Excluded File Types

\_exe, a6p, ac, acr, action, air, apk, app, applescript, application, awk, bas, bat, bat, bin, cgi, chm, class, cmd, com, cpl, crt, csh, dek, dld, dll, dmg, docm, dotm, drv, ds, ebm, elf, emf, esh, exe, ezs, fky, frs, fxp, gadget, gpe, gpu, hlp, hms, hta, hta, icd, iim, inf, ins, inx, ipa, ipf, isp, isu, jar, java, js, jse, jsp, jsx, kix, ksh, lib, lnk, mam, mcr, mel, mem, mpkg, mpx, mrc, ms, msc, msi, msp, mst, mxs, obs, ocx, pas, pcd, pex, pif, pkg, pl, plsc, pm, potm, ppam, ppsm, pptm, prc, prg, pvd, pwc, pyc, pyo, qpx, rbx, reg, rgs, rox, rpj, scar, scf, scpt, scr, script, sct, seed, sh, shb, shs, sldm, spr, sys, thm, tlb, tms, u3p, udf, url, vb, vbe, vbs, vbscript, vdo, vxd, wcm, widget, wmf, workflow, wpk, ws, wsc, wsf, wsh, xap, xlam, xlm, xls, xltm, xqt, xsl, zlg

## Related Articles

Digital Repository Preferences - Video (</help/digital-repository-preferences-video>)

Digital Repository Data Usage Reports (</help/digital-repository-data-usage-reports>)

Digital Repository Data Usage - Video (</help/digital-repository-data-usage-video>)

Repository Cleanup - Video (</help/repository-cleanup-video>)

Repository Cleanup (</help/permanently-remove-files-from-the-campus-digital-repository>)

Was this helpful?



Please leave a comment. Feedback to improve our documentation is always welcome!