

Person Documents (Student)

Last Modified on 03/27/2024 1:43 pm CDT

Upload Documents | Delete Documents | Replace a Document | Edit File Information | Move File to a new Campus Tool | Download a Document

Classic View: Student Information > General > Person Documents

Search Terms: Person Documents

The **Person Documents** tool allows you to view all documents associated with a specific student regardless of the tool in which they were first uploaded.

The Person Documents tool is enabled by your Campus administrator. See the Enable and Disable Document Upload article for more information.

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		Name	File Description	Campus Tool	File Size	÷
★ 05/0	07/2020 1:26 PM	Out of District Transfer		Person Documents (default)	0.00 MB	
× 🖌 05/0	07/2020 1:27 PM	Transportation Release		Person Documents (default)	0.00 MB	

Upload Documents

- 1. Click the **Upload Document** button.
- 2. Click the Add Files button.
- 3. Locate the file(s) to attach and click **Open**. Campus adds the file(s) to the list of documents. Repeat this step until all of the desired files to attach are added.
- 4. Click the **Upload** button. The documents appear in the Document List.

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	Name	Description	Campus Tool	Size	^
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	I consent to be bound by the	e Terms and Conditions of the Acce	ptable Use Policies of both the District and In	finite Campus.	
				Cancel	Upload

Delete Documents

- 1. Click the **Delete** button next to the attachment to remove. A confirmation message displays.
- 2. Click **OK**. The attachment is permanently removed.

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Document	List				
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Click to Dele	ete Attachme	ent			
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Replace a Document

1. Click the Edit button next to the document you want to replace. The Edit Document screen



displays.

- 2. Click the **Replace File** button. The File Upload screen displays.
- 3. Locate the file(s) you want to attach and click **Open**.
- 4. Verify the checkbox for the Terms and Conditions is marked.
- 5. Click the **Save** button. The new file is uploaded and Campus updates the date and time in the Date Uploaded column.

Edit File Information

- 1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
- 2. Change the Name and/or Description.
- 3. Click the **Save** button.

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Move File to a new Campus Tool

Selecting a Campus Tool in the dropdown list will make the document visible on the Documents window for that tool.

- 1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
- 2. Select a different tool in the Campus Tool dropdown list.
- 3. Click the **Save** button.

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Download a Document

- 1. Click the document name in the **Name** column. A window displays that allows you to save the file.
- 2. Click the **Save** button.

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