

## **Upload Image/Logo**

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This functionality is available to districts who have purchased the Multi-Language Editor as an add-on service. For more information, contact the appropriate Client Executive.

Classic Path: System Administration > Data Utilities > Report Module > Upload Image/Logo

## Search Terms: Upload Image

The Upload Image/Logo tool is used to import images and logos into Campus to be used when creating custom Report Cards and Transcripts. See the Custom Reports documentation for additional information.

Upload Image/Logo
New New
Logo/Image Upload
Instructions: You may upload JPG images 1.5 MB or smaller.
Infinite Campus Infinite Campus Banner Green jpg Remove Image Style Switch Image to Stamp Image Style
Image 1: Upload Image/Logo Editor

Images are limited to JPG files of 1.5 MB or smaller.

## **Upload Image or Logo**

1. Click New. The Image Upload window displays:

Campus	×
Image Upload Image Upload Upload a new image.	
Choose File Infinite Cam o Green jpg Upload Image Style Stamp  (if using an image that spans the whole report, please select the "Banner" option)	
Image 2: Image Upload Window	

- 2. Click Choose File.
- 3. Locate the JPG file on your computer and then click **Open**.
- 4. Select the Image Style from the dropdown. Options include Stamp or Banner.
- 5. Click **Upload**. The new image displays in the the editor and is available to use in Custom



## Reports.

Click **Remove Image** to delete a image or logo. Click **Switch Image to Banner/Stamp Image Style** to change the current image style to the other option after the image has been uploaded.