Person Documents (Student Information)

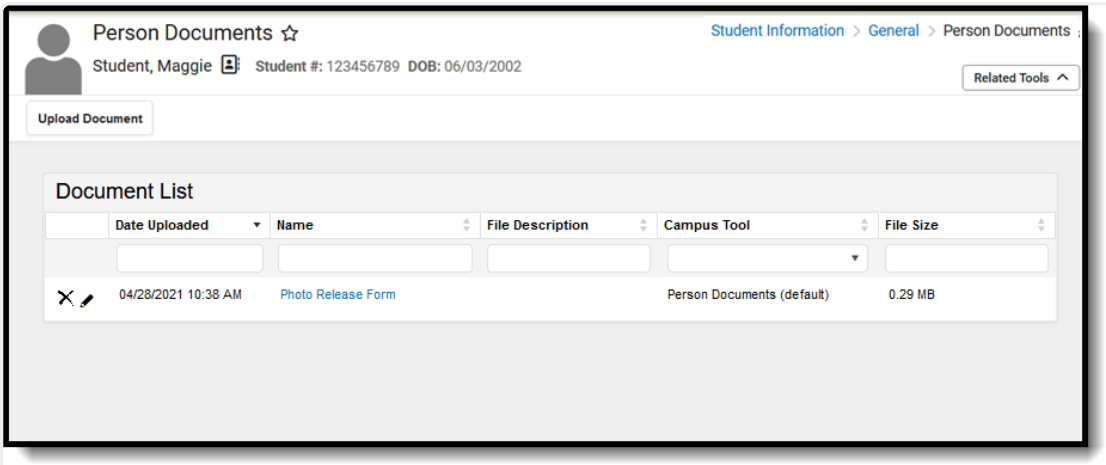
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Tool Search: Person Documents

The **Person Documents** tool lets you upload documents for a specific student.

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

This tool does not display or include behavior documents tied to the student. Those are managed and maintained in the Behavior Management tool.



Person Documents

See the Person Documents Tool Rights article for information about rights needed to use this tool.

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.

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.

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.

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.

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.