

Manage Document Attachments

Last Modified on 10/21/2024 8:19 am CDT

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

Documents can be uploaded from multiple Campus tools depending on where the administrator has enabled the document upload feature.

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights have the ability to upload documents, delete documents, replace documents, edit documents and download documents.

		👱 Immersion						
Save New Documents	Infinite Campus	×						
School Choice Applications	Upload Document							
Calendar Grade Star	Document List	Document List						
	Date Uploaded 🔺 Name 💠 File Description	💠 Campus Tool 💠 File Size 💠						
		· · · · · · · · · · · · · · · · · · ·						
	X 🖌 04/28/2021 11:28 AM Open Enrollment	Census > People > School Choice 0.29 MB						
School Choice Application								
School Name Plymouth Middle School	Y4 21							
*Calendar Name	*							
*Application Date Application Has Posted	P							
	d							
	Documents Editor on Census							

See the Manage Documents Uploaded on Custom Tabs for additional information.

Upload a Document

A document cannot be uploaded when the file name contains one or more of the following illegal characters:

- Pipes |

- Points !
- Question Marks
 - ?
- Semi Colons ;
- Colons :

- Quotation Marks " "
- Periods .
 Commas ,
 Curly Brackets { }
 Fyclamation
 Parentheses ()
 Fyclamation /

 - Forward Slash /
 - Backward Slash \
 - Tab, LF, CR



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

Delete a Document

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

Document List Date Uploaded Name		🗘 File De	You are about to delete the file, Photo Release Form. Do you want to continue?	
04/28/2021 10:38 AM	Photo Release Form		OK Cancel	
		Delet	e Uploaded Document	

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.

Person Documents A ensus > People > Person Documents Upload Document	
Document List Date Uploaded Name File Desc Od/28/2021 10:38 AM Photo Release Form	Edit Document X Name Photo Release Form Campus Tool Person Documents (default) Replace File Photo Release Form.pdf Cancel Save
Replace U	ploaded Document

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.

erson Documents な isus > People > Person Documents	
Document List Date Uploaded Vame File Descr O4/28/2021 10:38 AM Photo Release Form	Edit Document * Name Photo Release Form Description Campus Tool Person Documents (default) Replace File Photo Release Form.pdf Cancel Save
Edit Upl	oaded Document

Move File to a new Campus Tool

Selecting a Campus Tool in the dropdown list makes this document visible on the Documents window for the selected 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.

Ipload Document					
Document List			Edit Document	×	
Date Uploaded	• Name	÷ File Desci	Name Photo Release Form Description		
X 2 04/28/2021 10:38 AM	Photo Release Form		Campus Tool Person Documents (default) Person Documents (default) Student Information > General > Summary Student Information > General > Enrollments Student Information > General > Encolments Student Information > General > Tanscript Student Information > General > Transcript Student Information > General > Credit Summary Student Information > General > Credit Summary Student Information > General > Tanscript Student Information > General > Tansportation Student Information > General > Tees Student Information > General > Fees Student Information > General > Lockers		

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.

Note: The following file extensions are blocked from being uploaded into Infinite Campus using any tool:

_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, mxe, 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, xlsm, xltm, xqt, xsl, zlq