Digital Repository Preferences

Last Modified on 10/28/2026 8:04 am CDT

Tool Search: Digital Repository Preferences

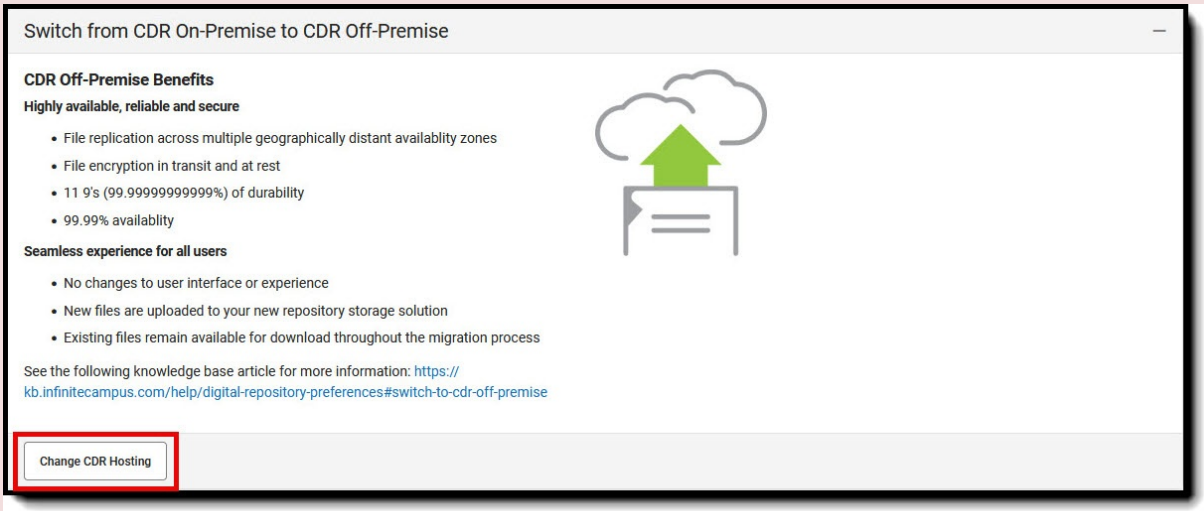
Digital Repository Preferences allow you to control which tools have document upload functionality, modify the cache, and limit the file size allowed for uploads. They also provide a detailed breakdown of your district's cost (based on total usage) and a useful pie chart to better understand your district's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

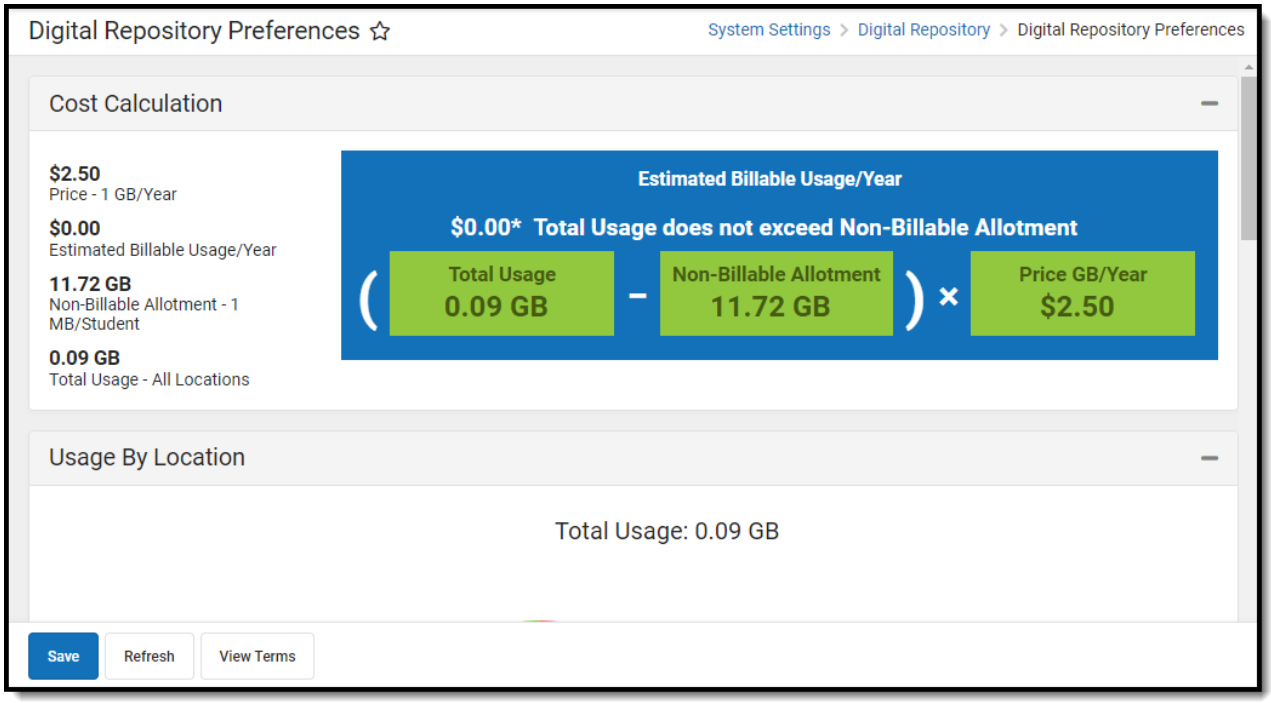
To maintain uninterrupted access to CDR, all districts still using the CDR on-premise repository will be automatically migrated to the CDR off-prem repository starting with the end of June release. CDR functionality is not impacted during migration and remains the same after the migration.

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 about our off-premise CDR storage.



See the Digital Repository Tool Rights article for details on available tool rights.

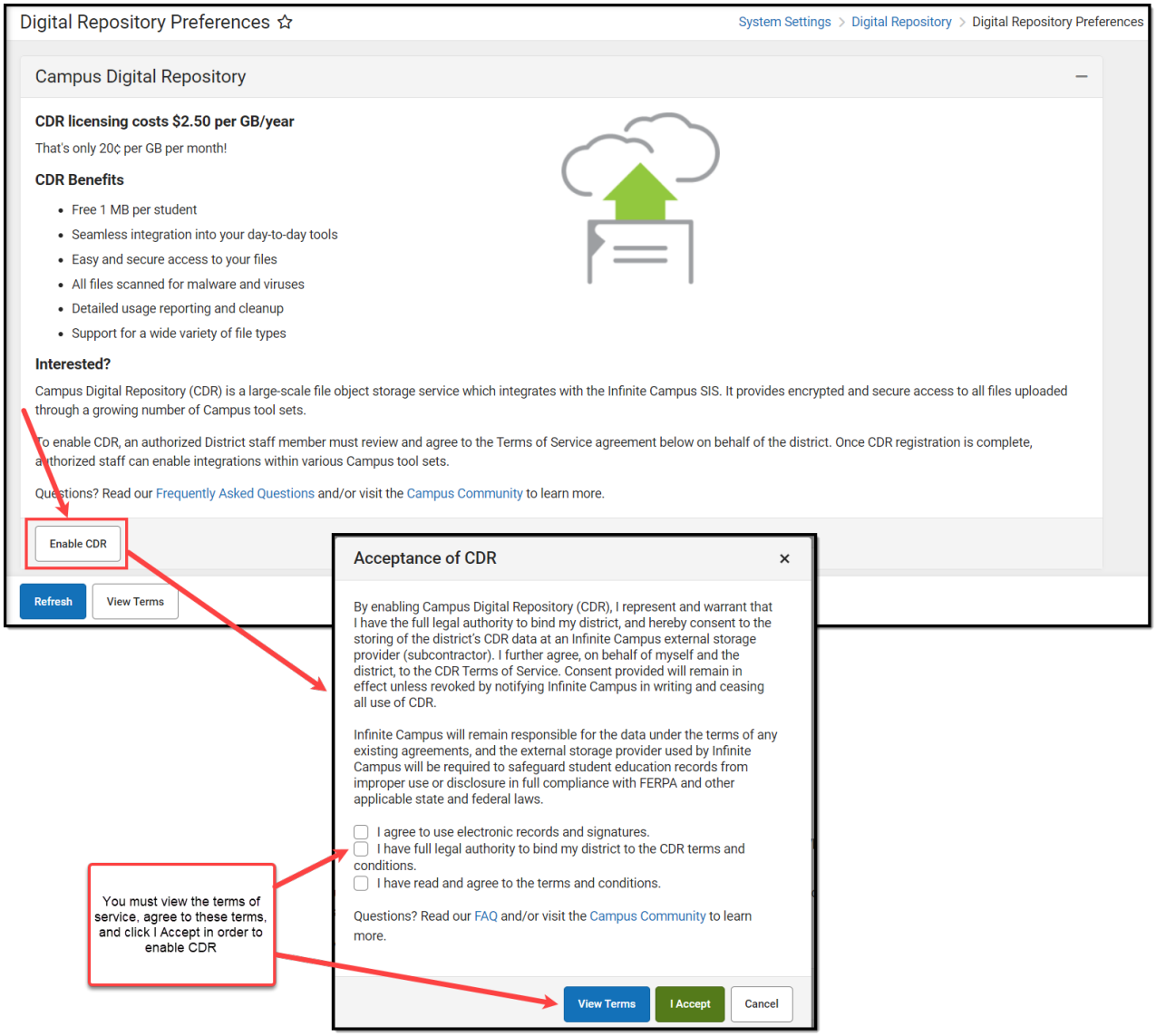
Enable Campus Digital Repository

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.

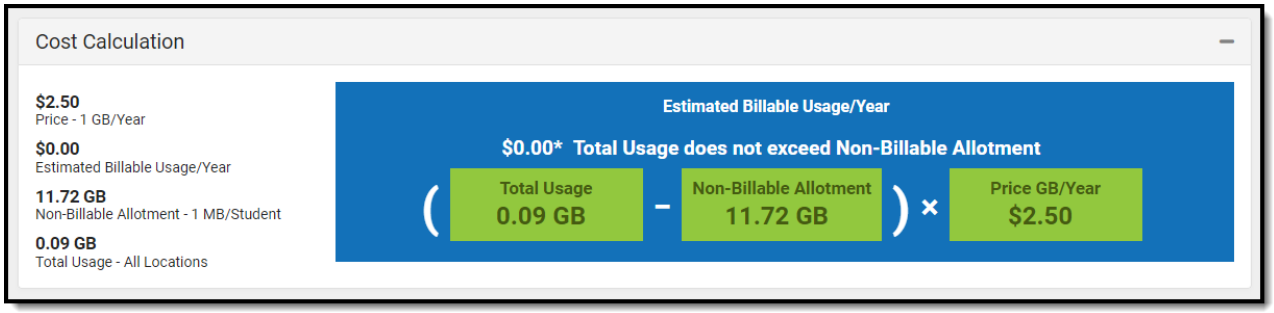
Please allow up to 24 hours for your free storage allocation to be calculated.



Understand the Cost Calculation

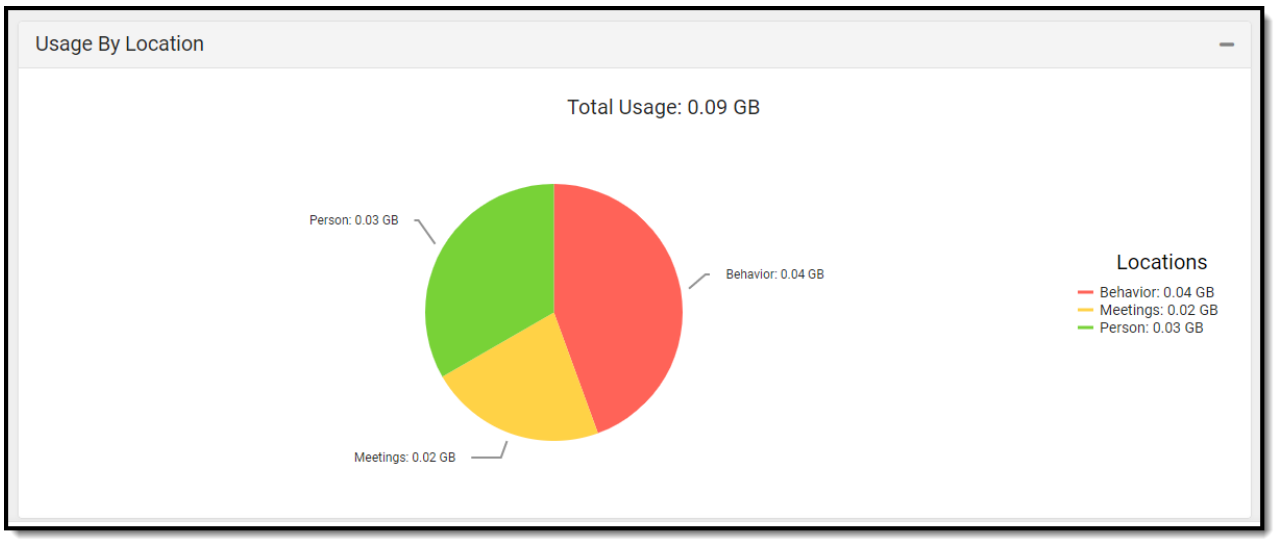
The Cost Calculation section details your district's current estimated cost per gigabyte per year, your estimated billable usage, your non-billable allotment, your total space usage across all of Infinite Campus, and a display of the calculation (using real-time numbers) of how Infinite Campus determines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

The non-billable allotment is determined by the district's count of state-funded students. Annual usage is calculated as the average of monthly values.



Usage by Location

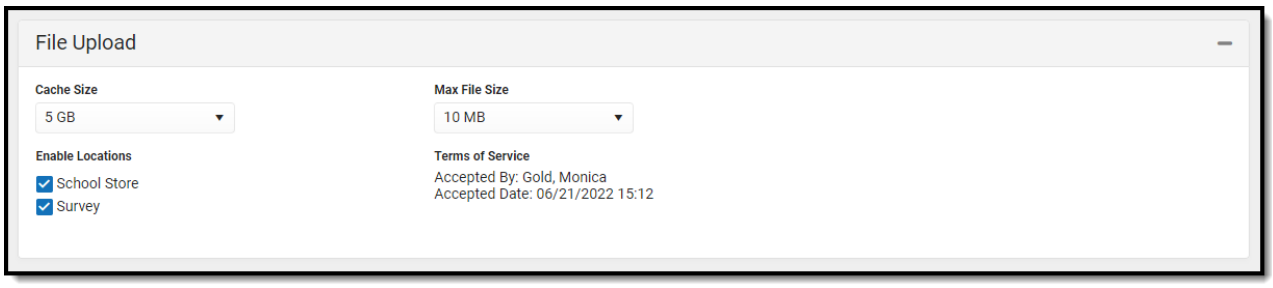
The Usage By Location pie chart displays how much space is being used by uploaded files per area of Infinite Campus. This chart is useful for understanding where the most data is being used and can serve as guidance on potential cleanup when needing to free up space.



Set 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.



Common File Sizes

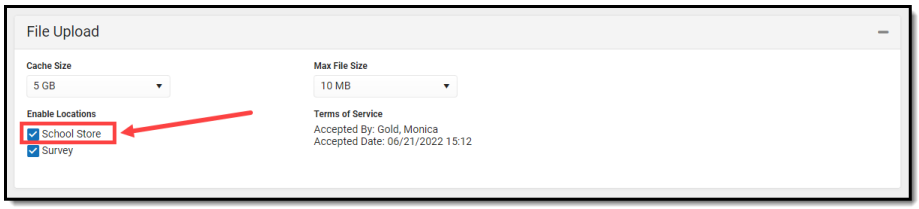
The following information can be used as a reference for common file sizes. Files that include images are commonly larger than those that don't.

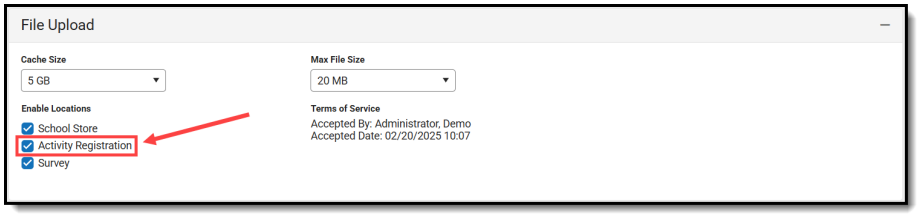
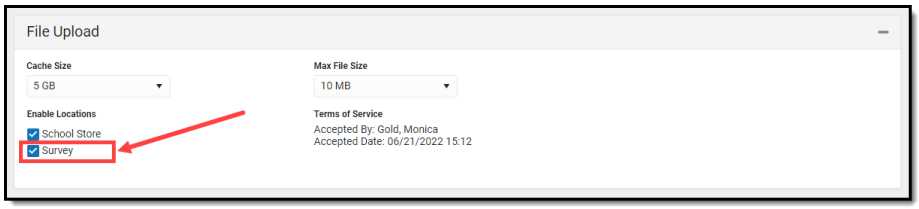
- 1000 KB = 1 MB
- 1000 MB = 1 GB

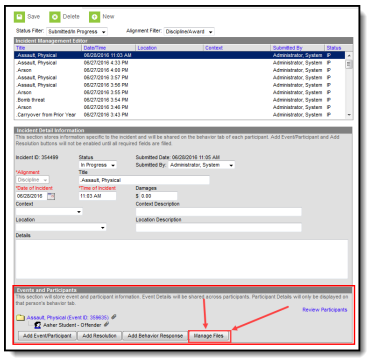
File Type	Size
2-page Word document	Less than 20 KB
20 slide PowerPoint	Roughly 1 MB
25 page PDF	Roughly 2 MB
1 MP3	Roughly 3-6 MB

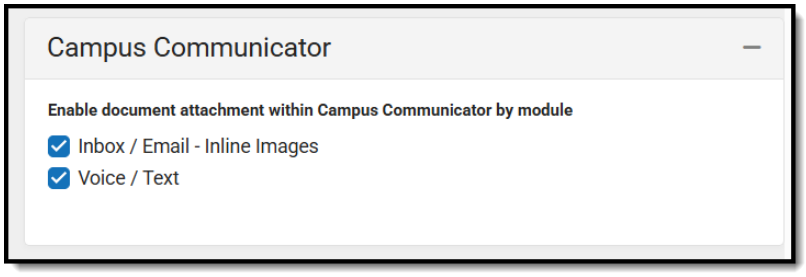
Enable Campus Digital Repository Per Module/Tool

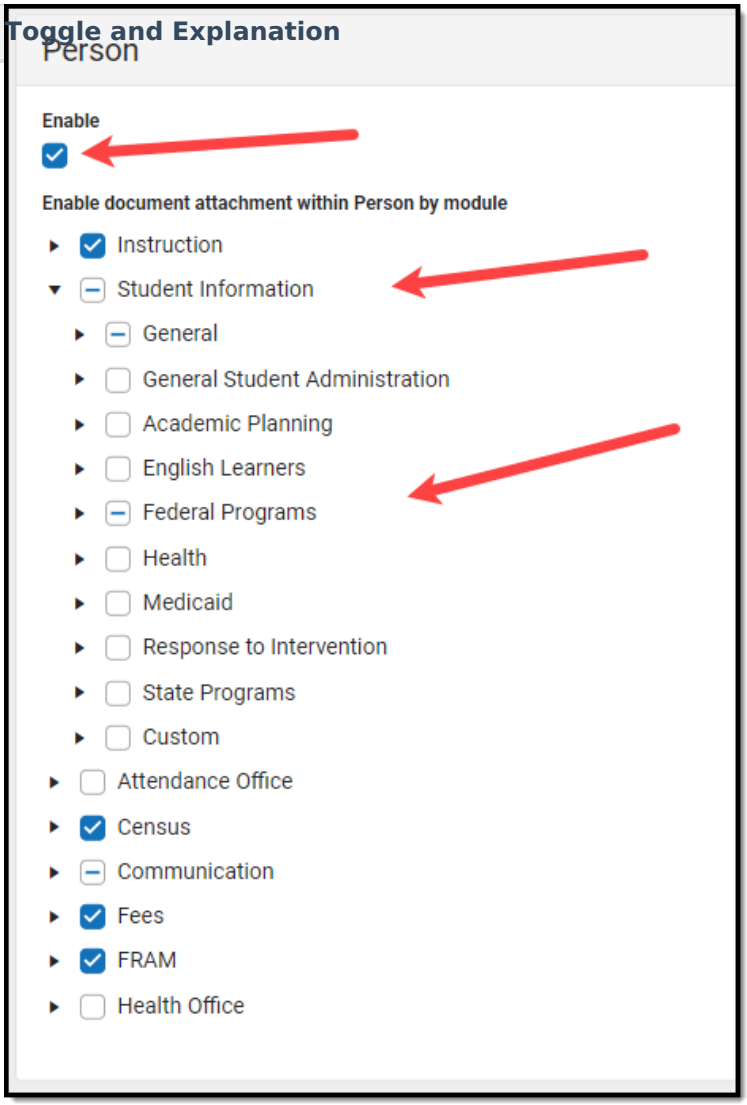
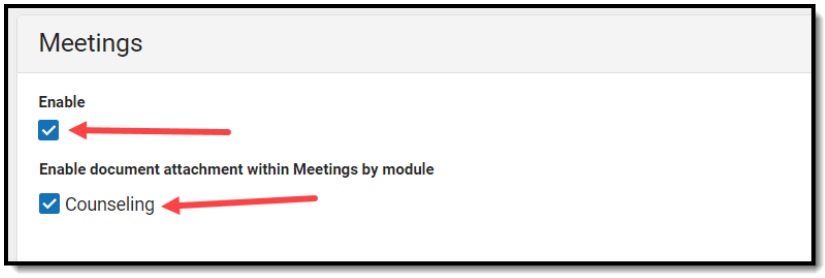
Use the table below to better understand how each Digital Repository preference functions within Infinite Campus.

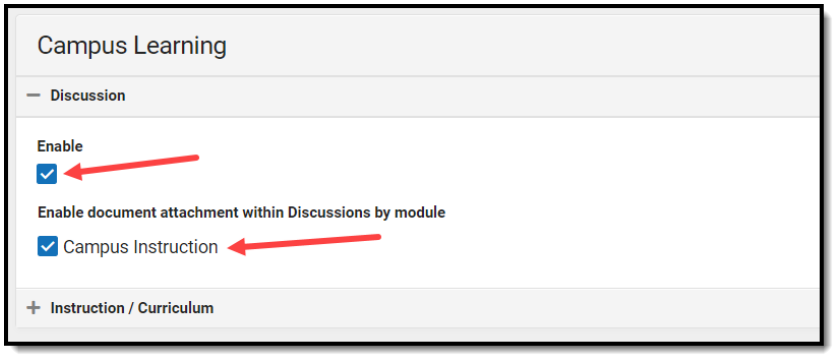
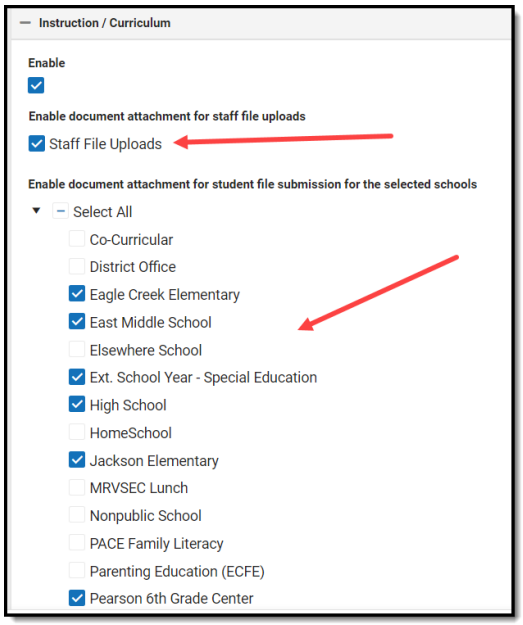
Module	Toggle and Explanation
School Store	Enabling this option allows you to upload images for display of each item within a School Store. Infinite Campus highly recommends enabling this option when using the School Store. 

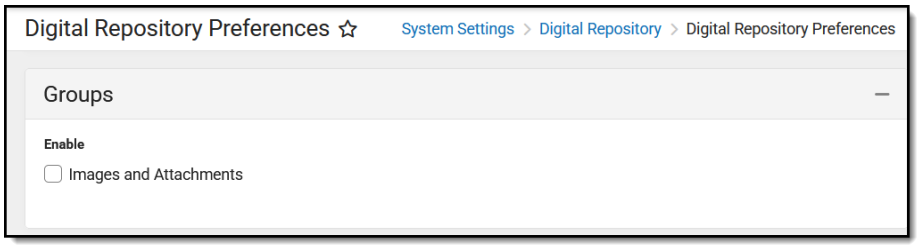
Module	Toggle and Explanation
Activity Registration	Enabling this service allows you to enable and disable the document upload feature in the Activity Registration. After the service is turned on, administrators can select the option to allow uploading files when purchasing an activity. If Campus Digital 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. 
Survey	Enabling this option allows files (such as images, signatures, etc) to be uploaded to surveys via the Survey Designer tool. NOTE: Survey Designer options that utilize file upload capabilities are available with Campus Analytics Suite. 

Module	Toggle and Explanation
Behavior	Enabling these options adds a Manage Files button to behavior events and incidents, allowing behavior administrators to attach files to them. See this document for more information. This does NOT add a documents button to the top of any Behavior tools.  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 • Behavior Referral • Student Information General 

Module	Toggle and Explanation
Campus Communicator	Enabling **Inbox / Email - Inline Images** allows users to embed images directly into the message body in Messenger 2.0. Enabling **Voice/Text** allows Messenger with Voice customers to upload .wav files for use in voice messages. 
Person	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. 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.

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 to meetings. 
Campus Learning	

Module	Toggle and Explanation
Discussion	Enabling this option allows moderators to set up discussions that allow participants to attach files to their posts. 
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. If you are a teacher, see the Enabling Submissions 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. 

Module	Toggle and Explanation
Groups	When this option is enabled for a school, participants in a group can add file attachments and images to posts and replies. 

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

Periods are allowed except at the end of the file name, creating two or more periods before the extension (i.e., testFile..jpeg)

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, 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