

# Digital Repository Preferences

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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...](#)

Switch from CDR On-Premise to CDR Off-Premise

CDR Off-Premise Benefits

Highly available, reliable and secure


- File replication across multiple geographically distant availability zones
- File encryption in transit and at rest
- 11 9's (99.999999999%) of durability
- 99.99% availability

Seamless experience for all users

- No changes to user interface or experience
- New files are uploaded to your new repository storage solution
- Existing files remain available for download throughout the migration process

See the following knowledge base article for more information: <https://kb.infinitecampus.com/help/digital-repository-preferences#switch-to-cdr-off-premise>

Change CDR Hosting



[Click here to learn more](#) about our off-premise CDR storage.

Digital Repository Preferences ☆
System Settings > Digital Repository > Digital Repository Preferences

Cost Calculation

\$2.50

Price - 1 GB/Year

\$0.00

Estimated Billable Usage/Year

11.72 GB

Non-Billable Allotment - 1 MB/Student

0.09 GB

Total Usage - All Locations

Estimated Billable Usage/Year

\$0.00\*

Total Usage does not exceed Non-Billable Allotment

Total Usage

0.09 GB

-

Non-Billable Allotment

11.72 GB

) ×

Price GB/Year

\$2.50

Usage By Location

Total Usage: 0.09 GB

Save

Refresh

View Terms

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.**

Digital Repository Preferences ☆
System Settings > Digital Repository > Digital Repository Preferences

Campus Digital Repository

**CDR licensing costs \$2.50 per GB/year**

That's only 20¢ per GB per month!

**CDR Benefits**

- Free 1 MB per student
- Seamless integration into your day-to-day tools
- Easy and secure access to your files
- All files scanned for malware and viruses
- Detailed usage reporting and cleanup
- Support for a wide variety of file types

**Interested?**

Campus Digital Repository (CDR) is a large-scale file object storage service which integrates with the Infinite Campus SIS. It provides encrypted and secure access to all files uploaded through a growing number of Campus tool sets.

To enable CDR, an authorized District staff member must review and agree to the Terms of Service agreement below on behalf of the district. Once CDR registration is complete, authorized staff can enable integrations within various Campus tool sets.

Questions? Read our [Frequently Asked Questions](#) and/or visit the [Campus Community](#) to learn more.

Enable CDR

Refresh View Terms

Acceptance of CDR

By enabling Campus Digital Repository (CDR), I represent and warrant that I have the full legal authority to bind my district, and hereby consent to the storing of the district's CDR data at an Infinite Campus external storage provider (subcontractor). I further agree, on behalf of myself and the district, to the CDR Terms of Service. Consent provided will remain in effect unless revoked by notifying Infinite Campus in writing and ceasing all use of CDR.

Infinite Campus will remain responsible for the data under the terms of any existing agreements, and the external storage provider used by Infinite Campus will be required to safeguard student education records from improper use or disclosure in full compliance with FERPA and other applicable state and federal laws.

☐ I agree to use electronic records and signatures.  
☐ I have full legal authority to bind my district to the CDR terms and conditions.  
☐ I have read and agree to the terms and conditions.

Questions? Read our [FAQ](#) and/or visit the [Campus Community](#) to learn more.

View Terms

I Accept

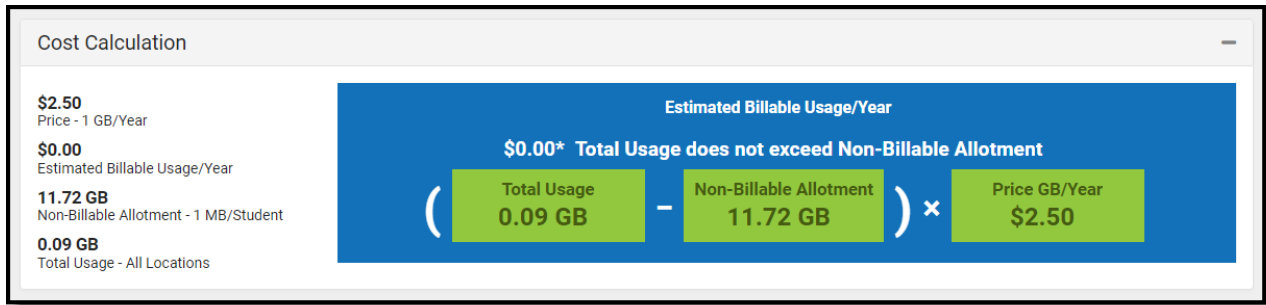
Cancel

You must view the terms of service, agree to these terms, and click I Accept in order to enable CDR

## Understand the Cost Calculation

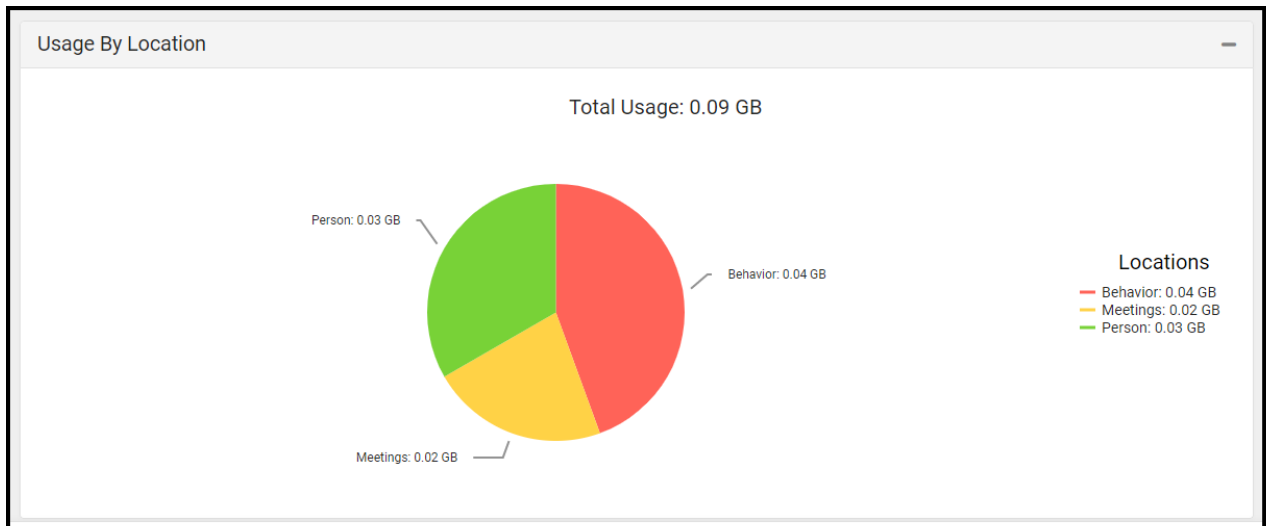
The Cost Calculation section details your district's current estimated cost per gigabyte per year, your estimated billable usage, your non-billable allotment, your total space usage across all of Infinite Campus, and a display of the calculation (using real-time numbers) of how Infinite Campus determines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



## 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.

**File Upload**

<b>Cache Size</b> 5 GB	<b>Max File Size</b> 10 MB
<b>Enable Locations</b> <input checked="" type="checkbox"/> School Store <input checked="" type="checkbox"/> Survey	<b>Terms of Service</b> Accepted By: Gold, Monica Accepted Date: 06/21/2022 15:12

## Common File Sizes

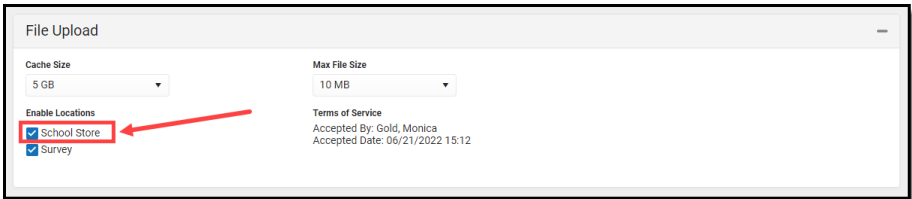
The following information can be used as a reference for common file sizes. Files that include images are commonly larger than those that don't.

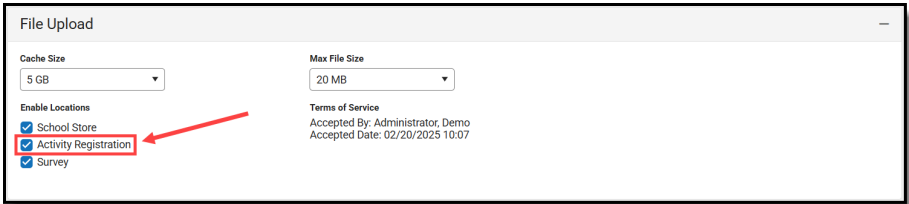
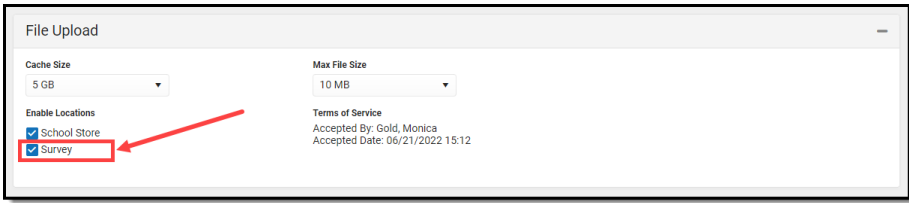
- 1000 KB = 1 MB
- 1000 MB = 1 GB

File Type	Size
<b>2-page Word document</b>	Less than 20 KB
<b>20 slide PowerPoint</b>	Roughly 1 MB
<b>25 page PDF</b>	Roughly 2 MB
<b>1 MP3</b>	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
<b>School Store</b>	<p>Enabling this option allows you to upload images for display of each item within a <a href="#">School Store</a>.</p> <p>Infinite Campus highly recommends enabling this option when using the School Store.</p> 

Module	Toggle and Explanation
<b>Activity Registration</b>	<p>Enabling this service allows you to enable and disable the document upload feature in the <a href="#">Activity Registration</a>. After the service is turned on, administrators can select the option to allow uploading files when purchasing an activity.</p> <p>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.</p> 
<b>Survey</b>	<p>Enabling this option allows files (such as images, signatures, etc) to be uploaded to surveys via the <a href="#">Survey Designer</a> tool.</p> <p>NOTE: Survey Designer options that utilize file upload capabilities are part of the Campus Analytics Suite</p> 

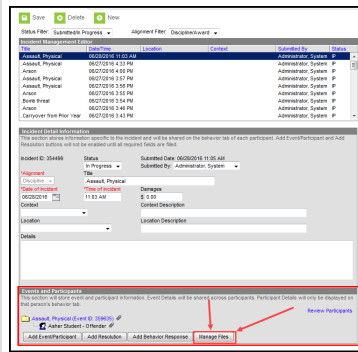
## Module

## 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.

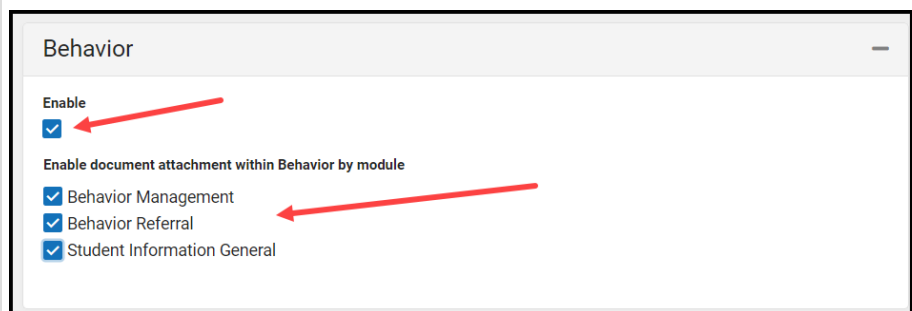
This does NOT add a documents button to the top of any Behavior tools.

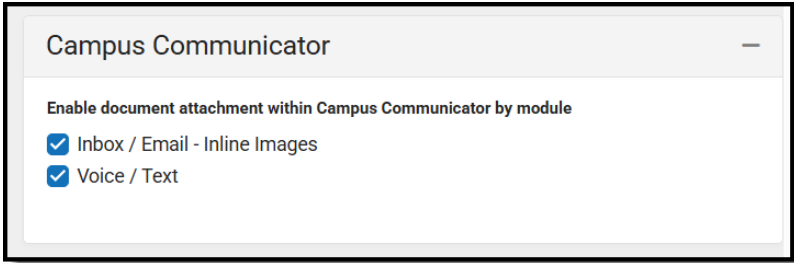


To enable document attachment functionality, mark the **Enable** checkbox, mark the checkbox next to each tool that should allow files to be attached, and click **Save**.

File attachments can be added to student behavior records in the following tools:

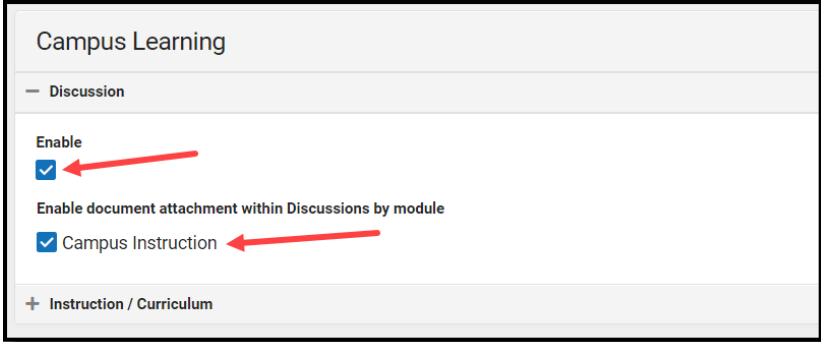
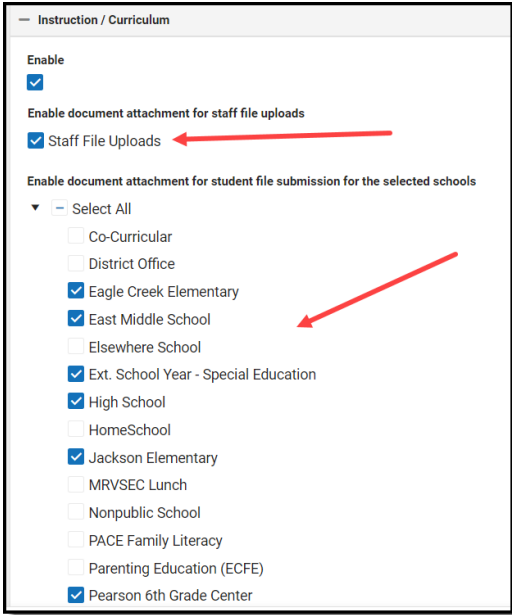
- [Behavior Management](#)
- [Behavior Referral](#)
- [Student Information General](#)

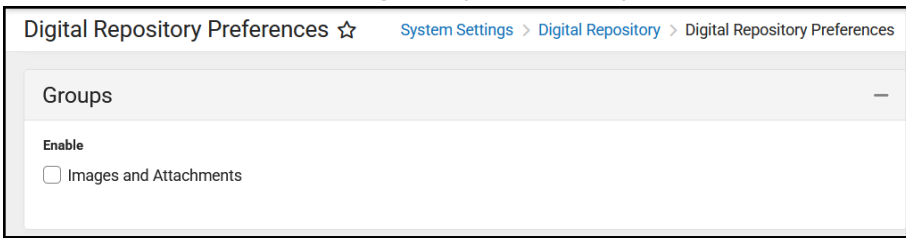


Module	Toggle and Explanation
<b>Campus Communicator</b>	<p>Enabling <b>Inbox / Email - Inline Images</b> allows users to embed images directly into the message body in Messenger 2.0.</p> <p>Enabling <b>Voice/Text</b> allows Messenger with Voice customers to upload .wav files for use in voice messages.</p> <div data-bbox="507 479 1305 741">  </div>
<b>Person</b>	<p>Enabling these options allows documents to be attached to various person-related tools, including Custom Tabs.</p> <p>To give users access to the document upload feature, mark the <b>Enable</b> checkbox and then mark the checkbox next to the tool(s) where the <b>Documents</b> button should appear, and click <b>Save</b>.</p> <div data-bbox="507 1037 1433 1164" style="background-color: #fff9c4; padding: 10px;"> <p>All documents uploaded via any of the Person tools listed are visible in <a href="#">Person Documents</a>.</p> </div> <div data-bbox="507 1232 1433 1509" style="background-color: #e1f5fe; padding: 10px;"> <p>To use the Document feature, users must have <b>tool rights to the tool</b> 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.</p> </div>



Module	Toggle and Explanation
	<div data-bbox="509 190 1246 1276"> <h3>Person</h3> <p>Enable <input checked="" type="checkbox"/></p> <p>Enable document attachment within Person by module</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Instruction</li> <li><input type="checkbox"/> Student Information <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> General Student Administration</li> <li><input type="checkbox"/> Academic Planning</li> <li><input type="checkbox"/> English Learners</li> <li><input type="checkbox"/> Federal Programs</li> <li><input type="checkbox"/> Health</li> <li><input type="checkbox"/> Medicaid</li> <li><input type="checkbox"/> Response to Intervention</li> <li><input type="checkbox"/> State Programs</li> <li><input type="checkbox"/> Custom</li> </ul> </li> <li><input type="checkbox"/> Attendance Office</li> <li><input checked="" type="checkbox"/> Census</li> <li><input type="checkbox"/> Communication</li> <li><input checked="" type="checkbox"/> Fees</li> <li><input checked="" type="checkbox"/> FRAM</li> <li><input type="checkbox"/> Health Office</li> </ul> </div> <p>Clearing the checkbox next to the tool disables the user's ability to upload documents and hides the Documents button.</p> <div data-bbox="509 1373 1431 1536"> <p>Previously uploaded documents are <b>NOT</b> removed. Removing document attachment functionality only disables the user's ability to add additional documents.</p> </div>
<p><b>Meetings</b></p>	<p>Enabling this option allows counselors to <a href="#">attach files</a> to meetings.</p> <div data-bbox="509 1702 1323 1962"> <h3>Meetings</h3> <p>Enable <input checked="" type="checkbox"/></p> <p>Enable document attachment within Meetings by module</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Counseling</li> </ul> </div>
<p><b>Campus Learning</b></p>	

Module	Toggle and Explanation
<b>Discussion</b>	<p>Enabling this option allows moderators to set up <a href="#">discussions</a> that allow participants to attach files to their posts.</p> 
<b>Instruction/Curriculum</b>	<p>When this option is enabled for a school, teachers have the option to allow students to submit assignments via the <a href="#">Campus Student Portal</a>.</p> <p>If you are a teacher, see the <a href="#">Enabling Submissions</a> article for directions about using the repository to create assignments for submission on the portal, viewing student submissions, and responding to student submissions.</p> <p>Marking the <b>Staff File Uploads</b> checkbox allows staff to upload files within Instruction/Curriculum tools.</p> 

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

## 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
<p>_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, xls, xlt, xltm, xqt, xsl, zlp</p>