BIE Documents

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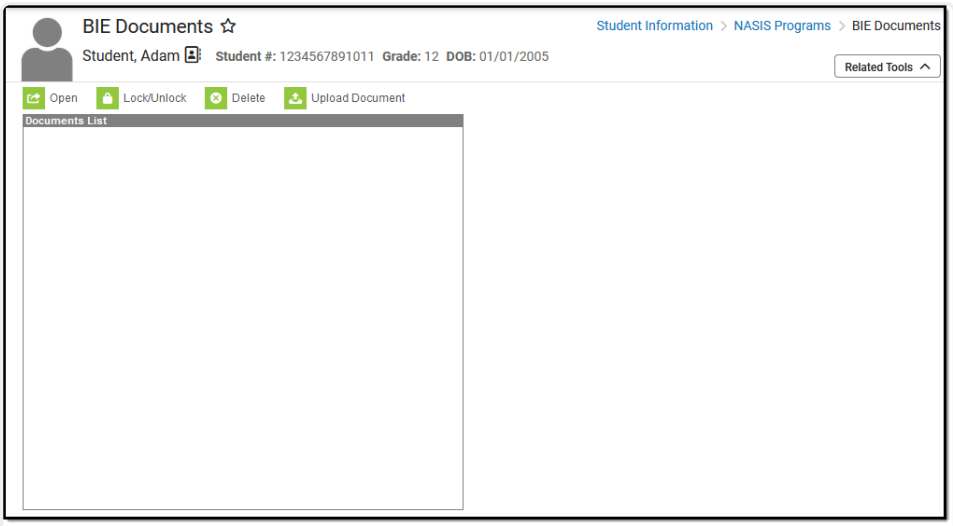
BIE Documents

The BIE Documents tool is available to BIE District Edition schools to upload and store BIE documents for individual students. Unlike other document tools in Campus, the BIE Documents tool only allows for document **uploading**. This tool does not include the option to Print or add Custom Forms.



BIE Documents Editor

Upload a Document

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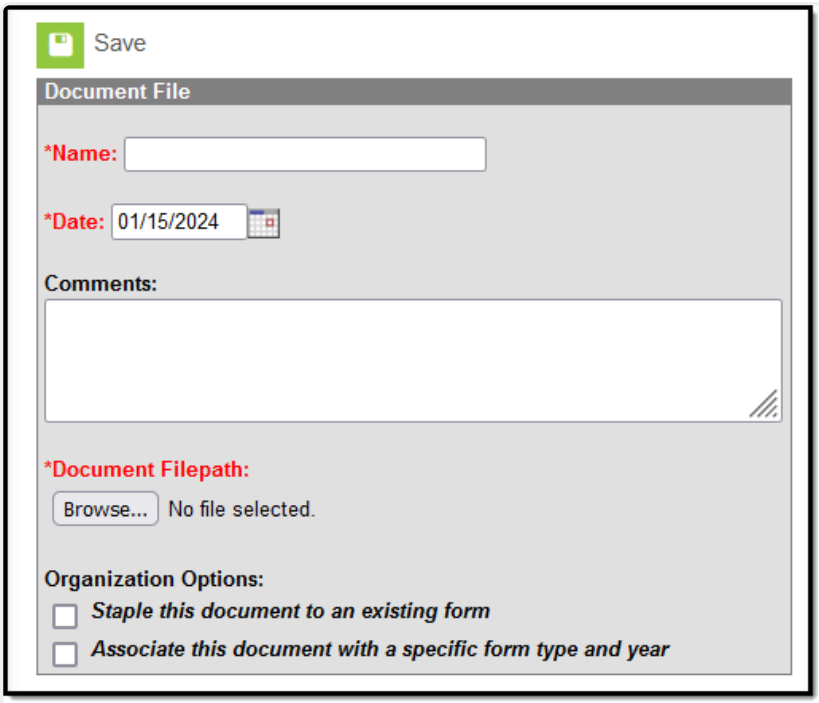

BIE Documents Upload Editor

1. Select **Upload Document** from the BIE Documents tab.
2. Enter a **Name** for the document.
3. Select or review the **Date.** This field defaults to current date.
4. Add any additional **Comments.** Comments display in the Document Detail editor prior to viewing the document.
5. Select **Browse** to find and attach the document. Supported file formats include: **.DOC, .DOCx, .PDF** and **.ODT**
6. Click **Save**.

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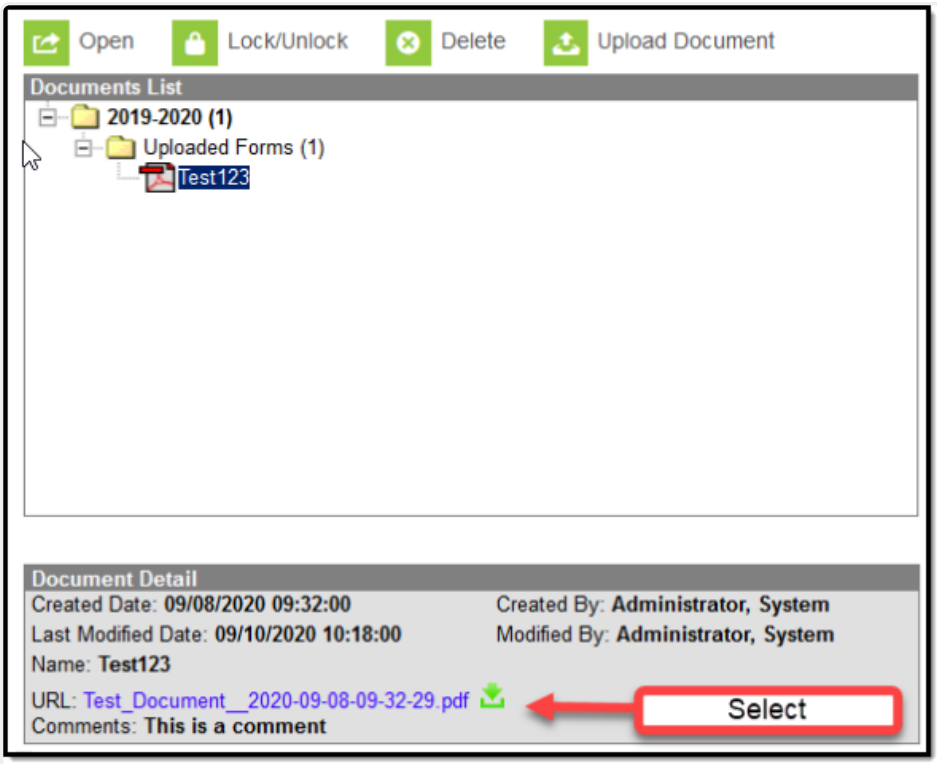

Document Detail

View Documents

1. Expand the **calendar year** where the file exists.
2. Expand the **Uploaded Forms** folder.
3. Select the **document** for the Document Detail editor to display.
4. From the Document Detail editor, select the **document link**.

Lock/Unlock Documents

After a document has been successfully uploaded, users may then select 'Lock/Unlock' to secure the document from unauthorized changes. This feature is protected with two sets of tool rights, the first providing the ability to 'Lock' a document and the second the ability to 'Unlock' any locked documents. The 'Unlock" tool right does not restrict a user from viewing the document, it only prevents a user from modifying information entered on the Document File editor screen or replacing the existing document with a new one.

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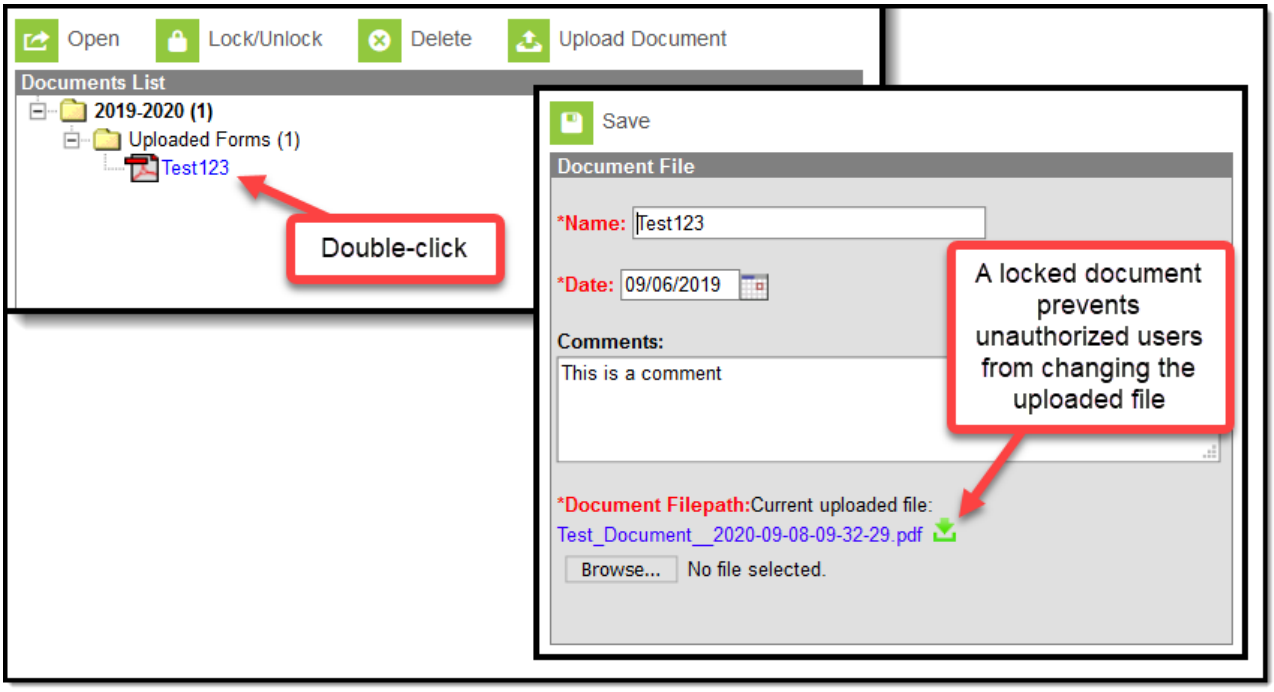

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