

Digital Repository Tool Rights

Last Modified on 07/09/2025 1:21 pm CDT

Customers who purchase **Campus Digital Repository** use this centralized service to upload documents to areas of Campus they choose. Examples of files uploaded for students might include health-related documents, enrollment information, or census information.

See the articles in the [Digital Repository](#) category to learn more about Campus Digital Repository, how to enable it, and how to use the associated tools.

Digital Repository Preferences

This tool monitors repository usage costs, defines the maximum file upload size, and defines where files can be uploaded in Campus. Read - see. Write - Save changes.

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

Cost Calculation

<p>\$2.50 Price - 1 GB/Year</p> <p>\$0.00 Estimated Billable Usage/Year</p> <p>11.72 GB Non-Billable Allotment - 1 MB/Student</p> <p>0.00 GB Total Usage - All Locations</p>	<p>Estimated Billable Usage/Year</p> <p>\$0.00* Total Usage does not exceed Non-Billable Allotment</p> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <div style="border: 1px solid white; padding: 5px; background-color: #76923c; color: white;">Total Usage 0 GB</div> <div style="font-size: 2em;">-</div> <div style="border: 1px solid white; padding: 5px; background-color: #76923c; color: white;">Non-Billable Allotment 11.72 GB</div> <div style="font-size: 2em;">)</div> <div style="font-size: 2em;">×</div> <div style="border: 1px solid white; padding: 5px; background-color: #76923c; color: white;">Price GB/Year \$2.50</div> </div>
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File Upload

<p>Cache Size</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">5 GB</div>	<p>Max File Size</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">20 MB</div>
<p>Enable Locations</p> <p><input checked="" type="checkbox"/> School Store</p> <p><input checked="" type="checkbox"/> Activity Registration</p> <p><input checked="" type="checkbox"/> Survey</p>	<p>Terms of Service</p> <p>Accepted By: Administrator, Demo</p> <p>Accepted Date: 12/04/2024 13:28</p>

Behavior

Save

Refresh

View Terms

System Settings > Digital Repository > Digital Repository Preferences

Digital Repository Data Usage Report

The Digital Repository Data Usage reports return current and historical information regarding the number and size of files stored in the Campus Digital Repository (CDR).

Digital Repository Data Usage ☆ [System Settings](#) > [Digital Repository](#) > Digital Repository Data Usage

Digital Repository Data Usage Report

The Digital Repository Usage report helps analyze files uploaded to Campus Digital Repository.

Report Type:

Service:

- Absence Request
- Activity Registration
- Behavior
- Discussions

Ad Hoc Filter (uploaded by):

Ad Hoc Filter (uploaded for):

Include Detail:

Report Format: PDF CSV

System Settings > Digital Repository > Digital Repository Data Usage Report

Instruction/Curriculum Usage Report

The Digital Repository Instruction Usage Report facilitates reporting and analysis of the files stored by the Instruction service.

Instruction/Curriculum Usage Report ☆ [System Settings](#) > [Digital Repository](#) > Instruction/Curriculum Usage Report

Instruction/Curriculum

The Instruction/Curriculum Usage report helps analyze files uploaded to Campus Digital Repository from the Instruction/Curriculum service.

Digital Repository Instruction/Curriculum Usage Summary for District

Role	File Count	File Storage (GB)
Staff	25	0.023
Student	3	0.000
Total	28	0.023

Report Options

How would you like the report grouped?

User
 File Type

How would you like the report sorted?

Alphabetically
 Total Storage Used

System Settings > Digital Repository > Instruction/Curriculum Usage Report

Person Documents Usage Report

The Person Documents Usage Report facilitates analysis of person documents uploaded to Census tools.

Person Documents Usage Report ☆ System Settings > Digital Repository > Person Documents Usage Report

Campus Digital Repository Person Documents Usage Report

The Person Documents Usage report helps analyze files uploaded to Campus Digital Repository for person documents.

Campus Tool:

- Person Documents (default)
- Student Information > General > Summary
- Student Information > Response to Intervention > General > Documents
- Census > People > Demographics

Ad Hoc Filter (uploaded by)

Ad Hoc Filter (uploaded for)

Group By: Campus Tool Uploaded By Uploaded For File Type

Include Detail:

Report Format: PDF CSV

System Settings > Digital Repository > Person Documents Usage Report

Repository Cleanup

The Repository Cleanup tool is used to remove files from the Digital Repository.

Repository Cleanup ☆ System Settings > Digital Repository > Repository Cleanup

Repository Cleanup

This tool allows users to permanently remove files that were uploaded to the Digital Repository.

Uploaded on or before:

Service/Campus Tool:

- Absence Request
- Activity Registration
- Behavior
- Discussions
- Finance Bank Statements

Ad Hoc Filter (uploaded by)

Ad Hoc Filter (uploaded for)

Include Detail:

Report Format: PDF CSV

System Settings > Digital Repository > Repository Cleanup

Available Tool Rights

Subrights are shown in italics.

▶ [Click here to expand...](#)

▼ Digital Repository	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Digital Repository Data Usage	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Digital Repository Preferences	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Discussions	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Curriculum	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Meetings	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Person	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Instruction/Curriculum Usage Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Person Documents Usage Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Repository Cleanup	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Tool	R	W	A	D
Digital Repository	<ul style="list-style-type: none"> • Selects Read for all Digital Repository tools. • Users can view all tools and run Reports. • R can be deselected for individual tools. 	<ul style="list-style-type: none"> • Selects Write for all Digital Repository tools. • Only impacts Digital Repository Preferences, as it enables the Save button so users can save changes to preferences. 	N/A	N/A

Tool	R	W	A	D
Digital Repository Preferences	<ul style="list-style-type: none"> • Selects Read for Digital Repository Preferences and subrights. • Individual subrights may be deselected and will not appear when viewing the tool. 	<ul style="list-style-type: none"> • Enables the Save button so users can save changes to preferences. • Save remains enabled for the tool an all subrights even when deselected for individual subrights. 	N/A	N/A
Behavior	View behavior preference settings.	<ul style="list-style-type: none"> • Enables the Save button so users can save changes to preferences. • Save remains enabled for the tool an all subrights even when deselected for individual subrights. 	N/A	N/A

Tool	R	W	A	D
<i>Discussions</i>	View discussions preference settings.	<ul style="list-style-type: none"> • Enables the Save button so users can save changes to preferences. • Save remains enabled for the tool an all subrights even when deselected for individual subrights. 	N/A	N/A
<i>Curriculum</i>	View curriculum preference settings.	<ul style="list-style-type: none"> • Enables the Save button so users can save changes to preferences. • Save remains enabled for the tool an all subrights even when deselected for individual subrights. 	N/A	N/A

Tool	R	W	A	D
Meetings	View meetings preference settings.	<ul style="list-style-type: none"> • Enables the Save button so users can save changes to preferences. • Save remains enabled for the tool an all subrights even when deselected for individual subrights. 	N/A	N/A
Person	View person preference settings.	<ul style="list-style-type: none"> • Enables the Save button so users can save changes to preferences. • Save remains enabled for the tool an all subrights even when deselected for individual subrights. 	N/A	N/A
Digital Repository Data Usage Report	View and analyze information about uploaded files.	N/A	N/A	N/A
Instruction/Curriculum Usage Report	View and analyze information about uploaded files.	N/A	N/A	N/A

Tool	R	W	A	D
Person Documents Usage Report	View and analyze information about uploaded files.	N/A	N/A	N/A
Repository Cleanup	Permanently remove uploaded files.	N/A	N/A	N/A

Suggested User Groups

Typically, users of this tool have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

See [User Groups and Suggested Roles](#) for more information.
