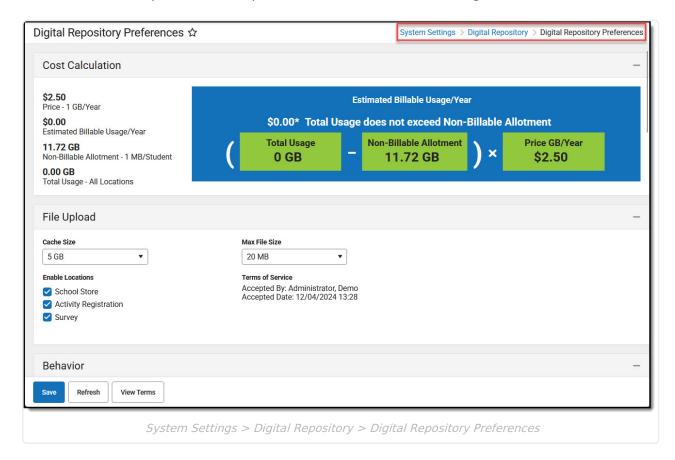# Digital Repository Tool Rights

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.
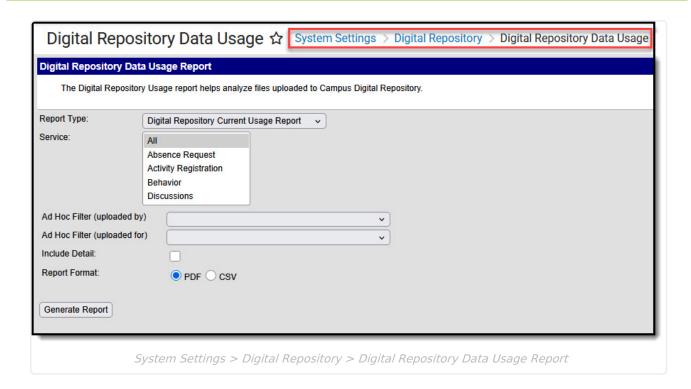
Digital Repository Preferences

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.

System Settings > Digital Repository > Digital Repository Preferences
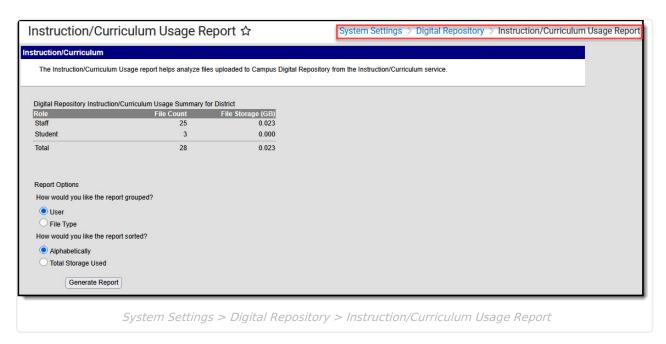
Digital Repository Data Usage Report

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).

System Settings > Digital Repository > Digital Repository Data Usage Report
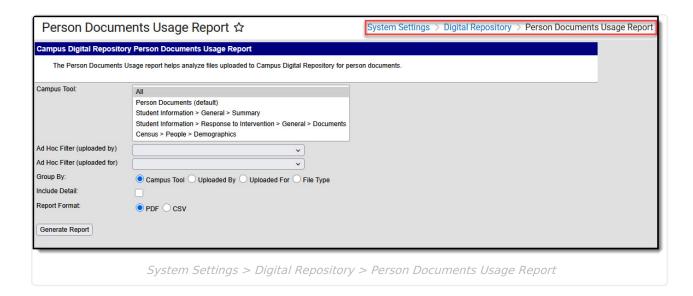
Instruction/Curriculum Usage Report

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

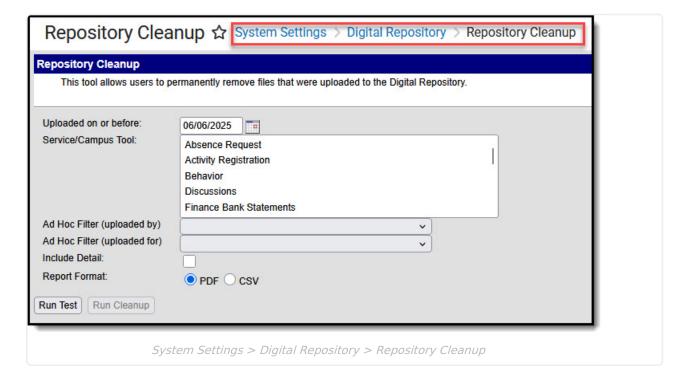System Settings > Digital Repository > Instruction/Curriculum Usage Report

Person Documents Usage Report

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

System Settings > Digital Repository > Person Documents Usage Report

Repository Cleanup

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

System Settings > Digital Repository > Repository Cleanup

Available Tool Rights

Subrights are shown in italics.

▸ Click here to expand...

Tool	R	W	A	D
Digital Repository	• Selects Read for all Digital Repository tools. • Users can view all tools and run Reports. • R can be deselected for individual tools.	• 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	- Selects Read for Digital Repository Preferences and subrights. - Individual subrights may be deselected and will not appear when viewing the tool.	- 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.	- 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
Discussions	View discussions preference settings.	• 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
Curriculum	View curriculum preference settings.	• 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.	• 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.	• 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.