

Person Documents (Student)

Last Modified on 10/22/2022 9:32 am CDT

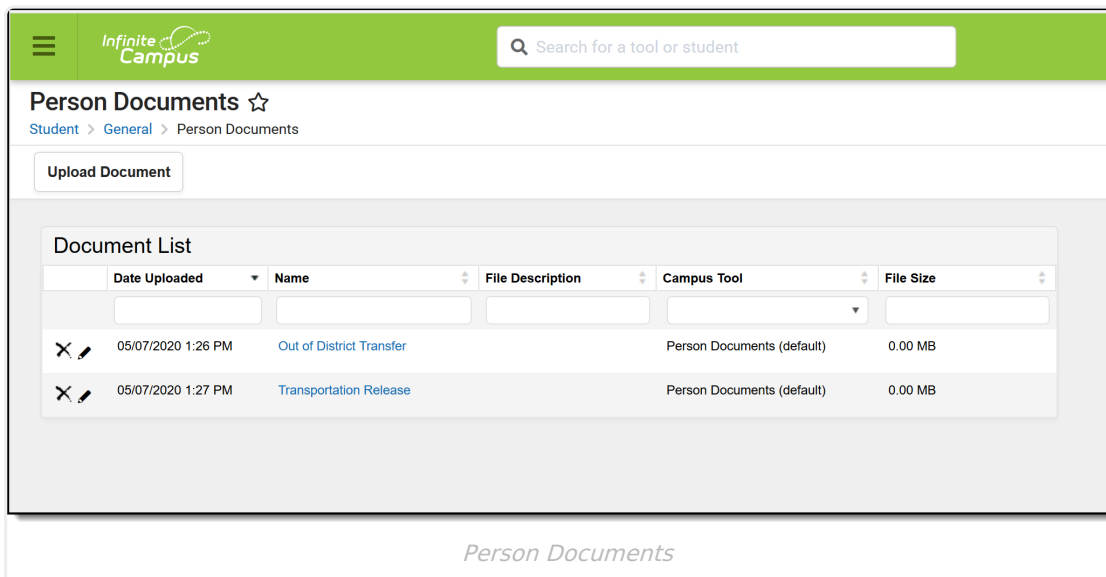
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Classic View: Student Information > General > Person Documents

Search Terms: Person Documents

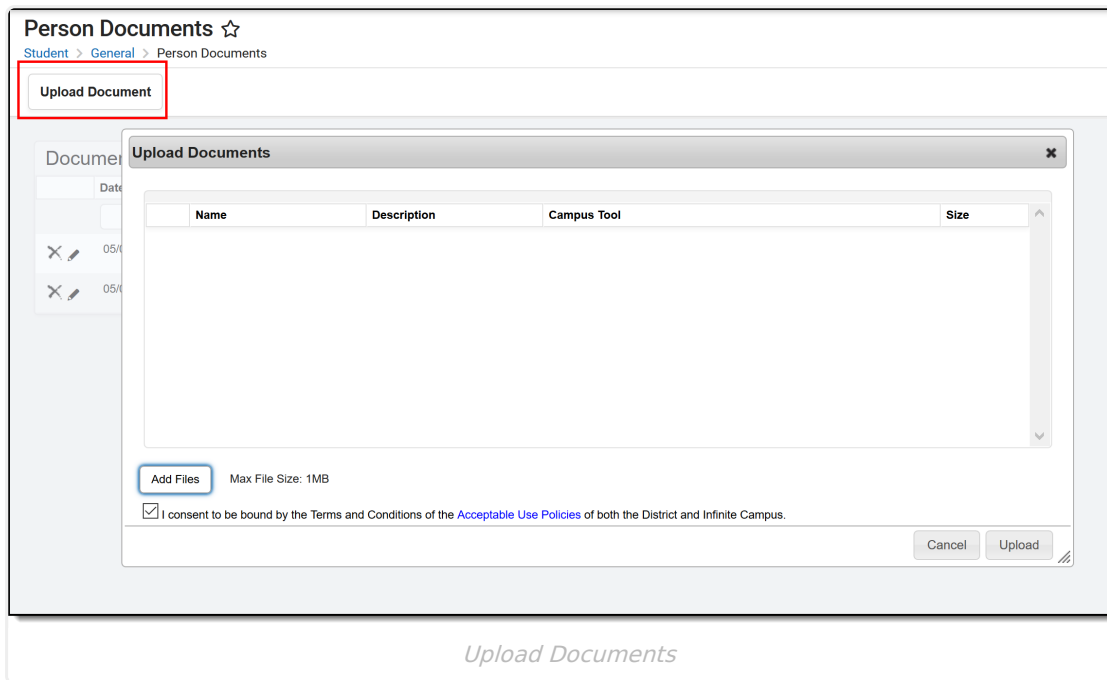
The **Person Documents** tool allows you to view all documents associated with a specific student regardless of the tool in which they were first uploaded.

The Person Documents tool is enabled by your Campus administrator. See the [Enable and Disable Document Upload](#) article for more information.



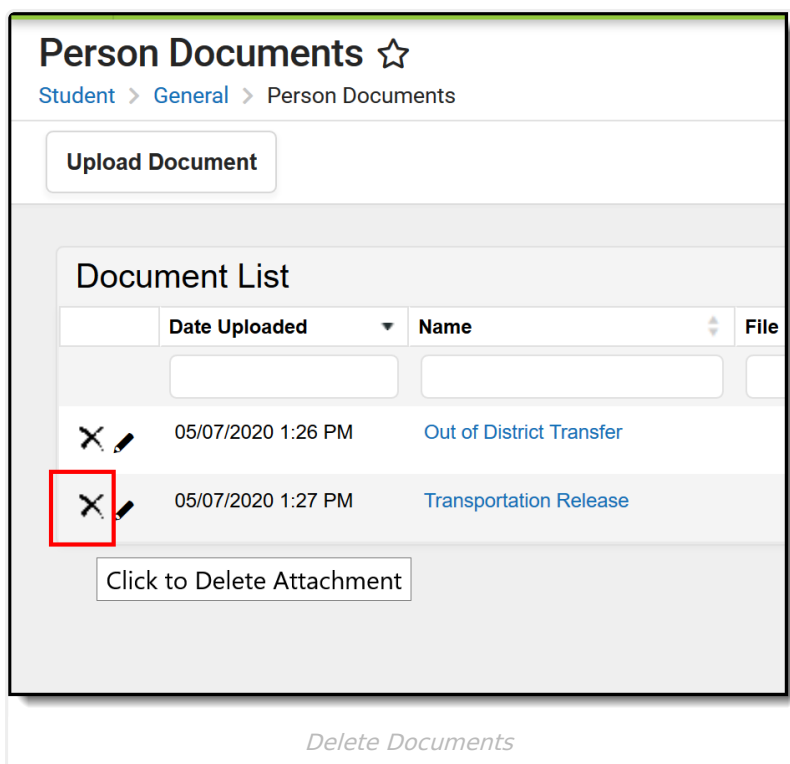
Upload Documents

1. Click the **Upload Document** button.
2. Click the **Add Files** button.
3. Locate the file(s) to attach and click **Open**. Campus adds the file(s) to the list of documents. Repeat this step until all of the desired files to attach are added.
4. Click the **Upload** button. The documents appear in the Document List.



Delete Documents

1. Click the **Delete** button next to the attachment to remove. A confirmation message displays.
2. Click **OK**. The attachment is permanently removed.



Replace a Document

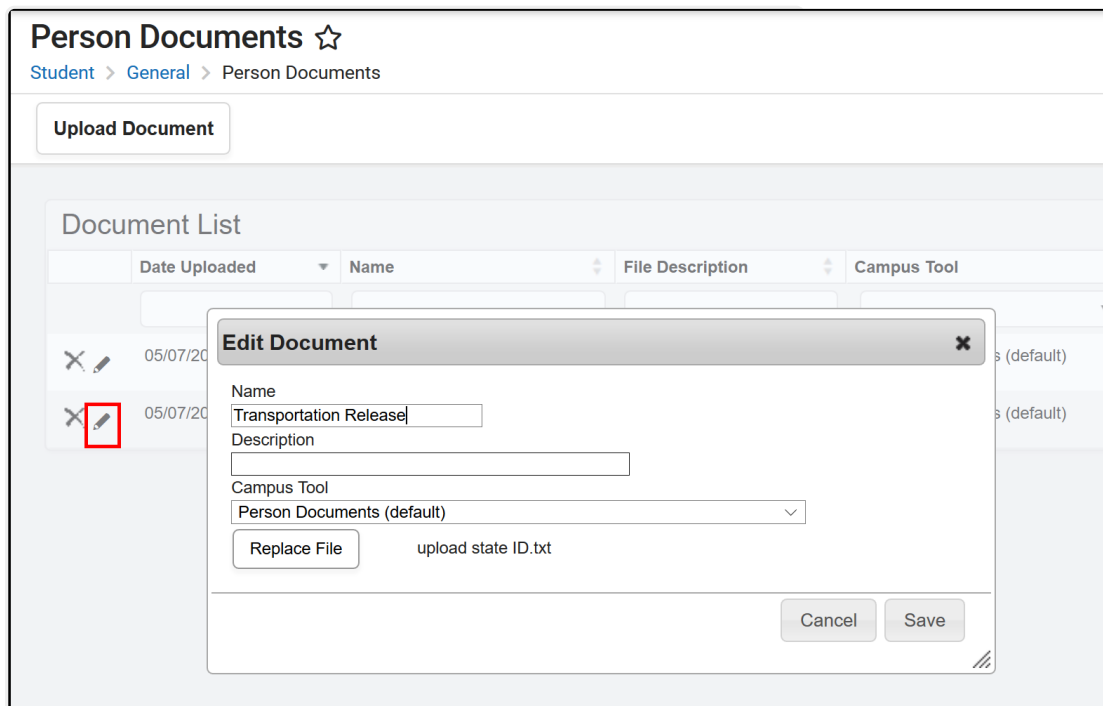
1. Click the **Edit** button next to the document you want to replace. The Edit Document screen

displays.

2. Click the **Replace File** button. The File Upload screen displays.
3. Locate the file(s) you want to attach and click **Open**.
4. Verify the checkbox for the Terms and Conditions is marked.
5. Click the **Save** button. The new file is uploaded and Campus updates the date and time in the Date Uploaded column.

Edit File Information

1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
2. Change the **Name** and/or **Description**.
3. Click the **Save** button.



Edit Document Information

Move File to a new Campus Tool

Selecting a Campus Tool in the dropdown list will make the document visible on the Documents window for that tool.

1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
2. Select a different tool in the **Campus Tool** dropdown list.
3. Click the **Save** button.

Person Documents ☆
 Student > General > Person Documents

Upload Document

Document List

	Date Uploaded	Name	File Description	Campus Tool	File Size
✕ ✎	05/07/2020	Transportation Release		Person Documents (default)	0.00 MB
✕ ✎	05/07/2020			Person Documents (default)	0.00 MB

Edit Document ✕

Name

Description

Campus Tool

 Person Documents (default)
Student Information > General > Schedule
 Student Information > General > Attendance
 Student Information > General > Early Education
 Student Information > Response to Intervention > General > Documents

Cancel Save

Move a File

Download a Document

1. Click the document name in the **Name** column. A window displays that allows you to save the file.
2. Click the **Save** button.

Person Documents ☆
 Student > General > Person Documents

Upload Document

Document List

	Date Uploaded	Name	File Description	Campus Tool	File Size
✕ ✎	05/07/2020 1:26 PM	Out of District Transfer		Person Documents (default)	0.00 MB
✕ ✎	05/07/2020 1:27 PM	Transportation Release	Click to Download Attachment	Person Documents (default)	0.00 MB

Download Documents