

Monitor Storage Space on the Campus Digital Repository (CDR)

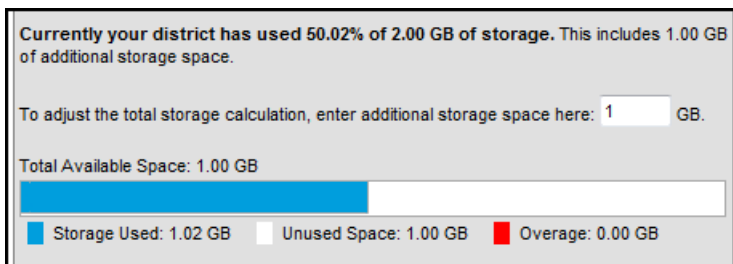
Last Modified on 10/22/2022 10:07 am CDT

For the most up-to-date information on this functionality, please see the [Digital Repository Preferences](#) article.

Classic View: [System Administration](#) > [Digital Repository](#) > [Preferences](#) > [Digital Repository](#)

Search Term: [Digital Repository Preferences](#)

To help you monitor your district's available space on the Campus Digital Repository (CDR), Campus includes a status bar that visually represents your district's used and unused space as well as any overages.



Example Status Bar

Every time the tool is reloaded, CDR retrieves the student count for your district's contract with Campus, calculates the amount of free space allowed and displays this information in Campus. Districts receive 1 MB of free space per student. There is an additional cost if your district uses more storage space. Your district is billed on your SIS contract renewal date for any amount used over the free allotment. Infinite Campus determines the cost by averaging the extra amount used during the year.

If your district is using more than 75% of its allocated space, Campus sends an alert to the process alerts for any user who has tool rights to the Preferences tool. Alerts are sent once your district's CDR usage reaches 75%, 80%, 85%, 90%, and 95%. Each alert is sent one time. However, once storage reaches 100%, the notification is sent daily until the storage calculation is adjusted.

Save

Digital Repository Preferences

Cache Size 5 GB

Max file size 100 MB

View Terms of Service

Accepted By: Administrator, System

Accepted Date: 12/30/2013 12:58 PM

Acknowledgement of the Terms of Service allows your district 4.00 GB of digital storage space at no cost. [View the Terms of Service](#) to see additional costs for using space beyond your free amount.

The status bar below shows how much space your district is currently using. If your district's budget allows for additional storage space, you can use the box below to recalculate your repository usage based on the additional space you plan on using. Updating the usage calculation with an additional amount will not change your district's free allocated repository space.

Currently your district has used 100.00% of 4.00 GB of storage. This includes 0.00 GB of additional storage space.

To adjust the total storage calculation, enter additional storage space here: GB.

Total Available Space: 0.00 GB

■ Storage Used: 4.00 GB
■ Unused Space: 0.00 GB
■ Overage: 0.02 GB

Enable the following services within the Campus Digital Repository

Instruction

Person

Example Status Bar with an Overage Amount

Adjusting the Storage Calculation

Adjusting the total storage calculation turns off the Process Alerts that Campus sends once your district's CDR usage reaches 75% and higher.

Adjusting the storage calculation does **NOT** mean that you are purchasing additional storage space. By adjusting the storage calculation, you can anticipate how much storage space your district needs and how much the district may be charged if it uses additional storage space; i.e., more than the amount of free space allowed.

To adjust the storage calculation, enter the amount of additional storage space that you anticipate your district may need.

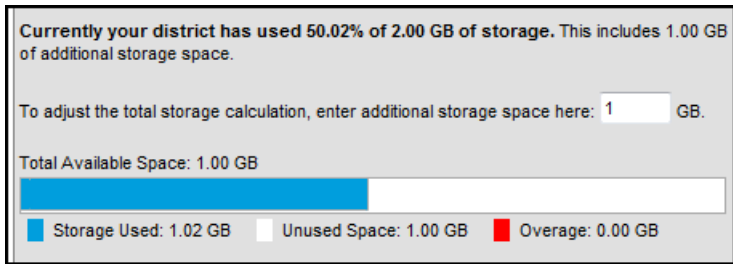
Currently your district has used 100.00% of 1.00 GB of storage. This includes 0.00 GB of additional storage space.

To adjust the total storage calculation, enter additional storage space here: GB.

Total Available Space: 0.00 GB

■ Storage Used: 1.00 GB
■ Unused Space: 0.00 GB
■ Overage: 0.02 GB

Status Bar with an overage amount and no additional storage space entered.



Status Bar after adjusting the total storage calculation.