

# Digital Repository Preferences

Last Modified on 10/05/2023 9:40 am CDT

**Tool Search:** *Digital Repository Preferences*

Does your Digital Repository Preferences look different than the image below? [Click here!](#)

Digital Repository Preferences allow you to control which tools have document upload functionality available as well as modify the cache and max file size allowed for uploads. It also provides a detailed breakdown of your district's cost (based on total usage) and a useful pie chart for better understanding of your district's usage per Infinite Campus location.

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The screenshot displays the 'Digital Repository Preferences' page. At the top, there is a breadcrumb trail: 'System Settings > Digital Repository > Digital Repository Preferences'. The main content is divided into two sections: 'Cost Calculation' and 'Usage By Location'.

**Cost Calculation:**

- \$2.50** Price - 1 GB/Year
- \$0.00** Estimated Billable Usage/Year
- 11.72 GB** Non-Billable Allotment - 1 MB/Student
- 0.09 GB** Total Usage - All Locations

The 'Estimated Billable Usage/Year' section features a blue box with the following calculation:

$$(\$0.00^* \text{ Total Usage does not exceed Non-Billable Allotment})$$

The calculation is visualized as:  $(0.09 \text{ GB} - 11.72 \text{ GB}) \times \$2.50$ . The result is \$0.00.

**Usage By Location:**

Total Usage: 0.09 GB

At the bottom of the interface, there are three buttons: 'Save', 'Refresh', and 'View Terms'.

## Enable Campus Digital Repository

In order to begin using Campus Digital Repository functionality, authorized district personnel must first select the **Enable CDR** button, agree to the [Terms of Service](#) and click **I Accept**.

Acknowledgement of the Terms of Service allows your district 1MB of storage space per student at no cost. The student count used is your state reported student number. Read the Terms of Service to see additional costs for using space beyond your free amount.

**Please allow up to 24 hours for your free storage allocation to be calculated.**

The screenshot displays the 'Digital Repository Preferences' page. At the top, it shows the breadcrumb 'System Settings > Digital Repository > Digital Repository Preferences'. The main content area is titled 'Campus Digital Repository' and includes the following information:

- CDR licensing costs \$2.50 per GB/year**
- CDR Benefits**
  - Free 1 MB per student
  - Seamless integration into your day-to-day tools
  - Easy and secure access to your files
  - All files scanned for malware and viruses
  - Detailed usage reporting and cleanup
  - Support for a wide variety of file types
- Interested?**

Campus Digital Repository (CDR) is a large-scale file object storage service which integrates with the Infinite Campus SIS. It provides encrypted and secure access to all files uploaded through a growing number of Campus tool sets.

To enable CDR, an authorized District staff member must review and agree to the Terms of Service agreement below on behalf of the district. Once CDR registration is complete, authorized staff can enable integrations within various Campus tool sets.

Questions? Read our [Frequently Asked Questions](#) and/or visit the [Campus Community](#) to learn more.

At the bottom of the main content area, there is a red-bordered button labeled 'Enable CDR'. A red arrow points from this button to a modal dialog box titled 'Acceptance of CDR'. The modal dialog contains the following text:

**Acceptance of CDR**

By enabling Campus Digital Repository (CDR), I represent and warrant that I have the full legal authority to bind my district, and hereby consent to the storing of the district's CDR data at Infinite Campus, Inc. I further agree, on behalf of myself and the district, to the CDR [Terms of Service](#). Consent provided will remain in effect unless revoked by notifying Infinite Campus in writing and ceasing all use of CDR.

Infinite Campus will remain responsible for the data under the terms of any existing agreements, and Infinite Campus will be required to safeguard student education records from improper use or disclosure in full compliance with FERPA and other applicable state and federal laws.

I agree to use electronic records and signatures.

Questions? Read our [FAQ](#) and/or visit the [Campus Community](#) to learn more.

At the bottom of the modal dialog, there are two buttons: 'I Accept' (highlighted with a red arrow) and 'Cancel'.

## Understand the Cost Calculation

The Cost Calculation section details your district's current cost per gigabyte per year, your estimated billable usage, your remaining non-billable allotment, your total space usage across all of Infinite Campus, and a display of the calculation (using real-time numbers) of how Infinite Campus determines your Estimated Billable Usage for the year.

**Cost Calculation**

**\$2.50**  
Price - 1 GB/Year

**\$0.00**  
Estimated Billable Usage/Year

**11.72 GB**  
Non-Billable Allotment - 1 MB/Student

**0.09 GB**  
Total Usage - All Locations

Estimated Billable Usage/Year

\$0.00\* Total Usage does not exceed Non-Billable Allotment

Total Usage  
0.09 GB

-

Non-Billable Allotment  
11.72 GB

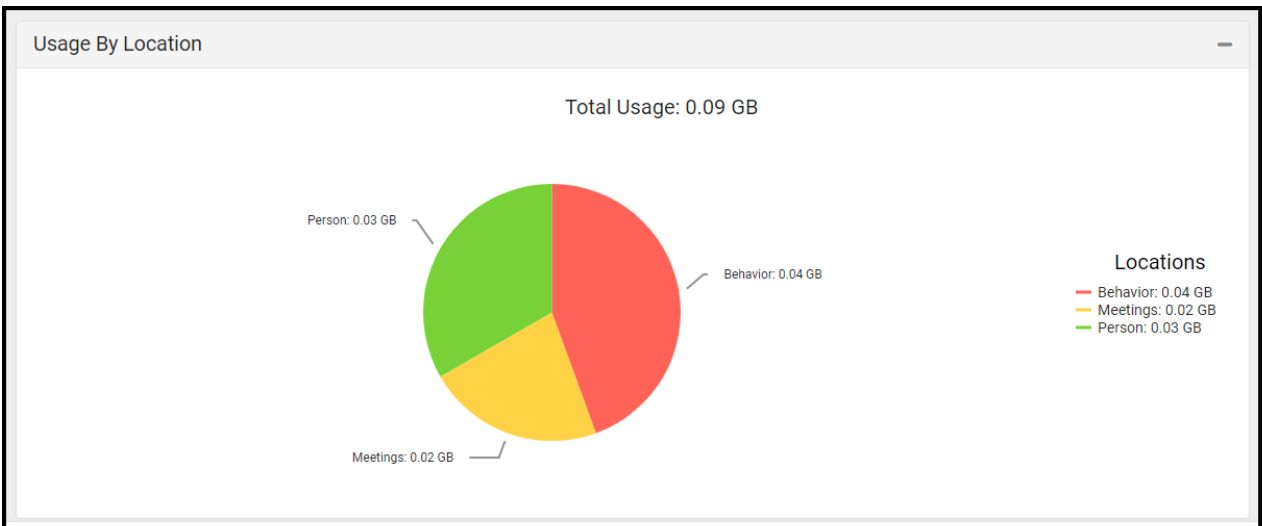
)

×

Price GB/Year  
\$2.50

## Usage by Location

The Usage By Location pie chart displays how much space is being used by uploaded files per area of Infinite Campus. This chart is useful for understanding where the most data is being used and can serve as guidance on potential cleanup when needing to free up space.



## File Upload Preferences

The **Cache Size** is the amount of space available on the district's local instance of the repository and the setting is used to support system performance. Five GB is the recommended Cache Size, but options are 1, 5 and 10. Contact Infinite Campus Support if your district's needs exceed the allowed amount.

The **Max File Size** field allows you to control the maximum size allowed per uploaded file. This field allows for a range between 1 - 100mb.

**File Upload**

**Cache Size**

5 GB

**Max File Size**

10 MB

**Enable Locations**

School Store

Survey

**Terms of Service**

Accepted By: Gold, Monica

Accepted Date: 06/21/2022 15:12

## Common File Sizes

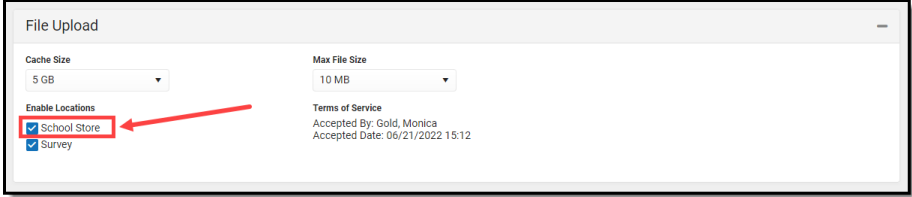
The following information can be used as a reference for common files sizes. Files that include images are commonly larger than those that don't.

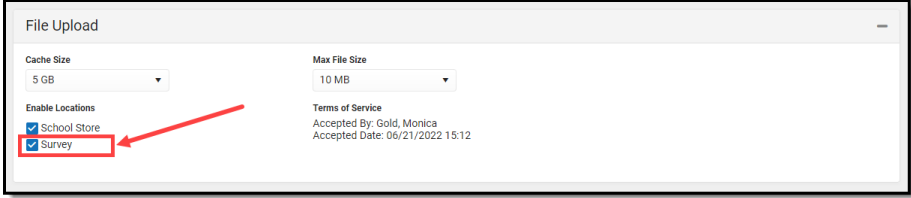
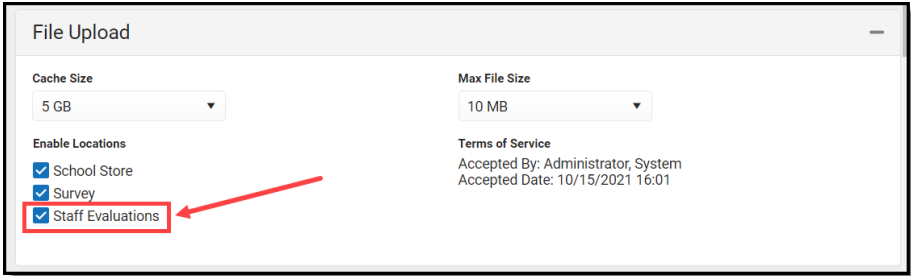
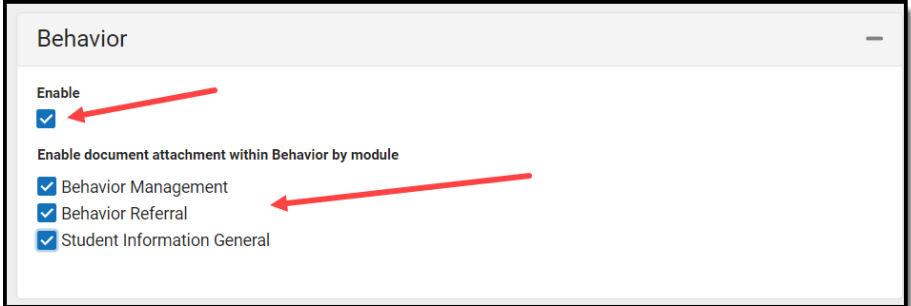
- 1000 KB = 1 MB
- 1000 MB = 1 GB

File Type	Size
<b>2 page Word document</b>	Less than 20 KB
<b>20 slide PowerPoint</b>	Roughly 1 MB
<b>25 page PDF</b>	Roughly 2 MB
<b>1 MP3</b>	Roughly 3-6 MB

# Enable Campus Digital Repository Per Module/Tool

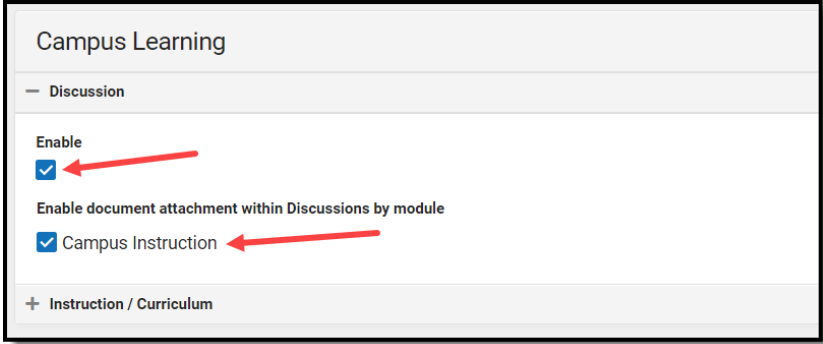
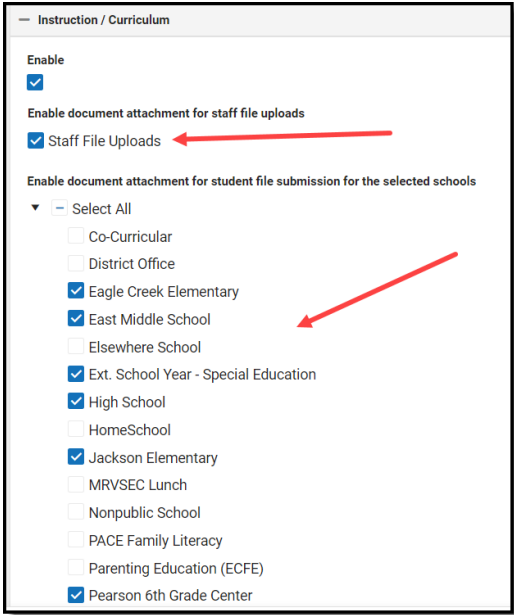
Use the table below to better understand how each Digital Repository preference functions within Infinite Campus.

Module	Toggle and Explanation
<b>School Store</b>	<p>Enabling this option allows you to upload images for display of each item within a <a href="#">School Store</a>.</p> <p>Infinite Campus highly recommends enabling this option when using the School Store.</p> 

Module	Toggle and Explanation
<p><b>Survey</b></p>	<p>Enabling this options allows files (such as images, signatures, etc) to be uploaded to surveys via the <a href="#">Survey Designer</a> tool.</p> <p><b>NOTE:</b> Survey Designer options which utilize file upload capabilities are part of the Campus Analytics Suite</p>  <p>The screenshot shows the 'File Upload' configuration window. Under 'Enable Locations', the 'Survey' checkbox is checked and highlighted with a red box and a red arrow pointing to it. Other settings include Cache Size (5 GB), Max File Size (10 MB), and Terms of Service (Accepted By: Gold, Monica; Accepted Date: 06/21/2022 15:12).</p>
<p><b>Staff Evaluation</b></p>	<p>Enabling this service allows you to enable and disable the document upload feature in the Staff Evaluations module. After the service is turned on, administrators can select the option to allow uploading files on <a href="#">evaluation templates</a>.</p>  <p>The screenshot shows the 'File Upload' configuration window. Under 'Enable Locations', the 'Staff Evaluations' checkbox is checked and highlighted with a red box and a red arrow pointing to it. Other settings include Cache Size (5 GB), Max File Size (10 MB), and Terms of Service (Accepted By: Administrator, System; Accepted Date: 10/15/2021 16:01).</p>
<p><b>Behavior</b></p>	<p>Enabling these options allows behavior administrators to attach files to behavior events and participants for a behavior incident.</p> <p>To enable document attachment functionality, mark the <b>Enable</b> checkbox, mark the checkbox next to each tool which should allow files to be attached and click <b>Save</b>.</p> <p>File attachments can be added to student behavior records in the following tools:</p> <ul style="list-style-type: none"> <li>• <a href="#">Behavior Management</a></li> <li>• <a href="#">Behavior Referral</a></li> <li>• <a href="#">Student Information General</a></li> </ul>  <p>The screenshot shows the 'Behavior' configuration window. The 'Enable' checkbox is checked and highlighted with a red box and a red arrow. Below it, under 'Enable document attachment within Behavior by module', three checkboxes are checked: 'Behavior Management', 'Behavior Referral', and 'Student Information General'. A red arrow points to the 'Behavior Referral' checkbox.</p>

Module	Toggle and Explanation
<p><b>Human Resources</b></p>	<p>Enabling these options allows documents to be attached to specific tools within the <a href="#">Human Resources</a> module.</p> <p>Clearing the checkbox next to the tool disables the users ability to attach documents and hides the <b>Attach Files</b> button.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Unchecking the checkbox next to a tool only disables the user's ability to add additional documents. Previously uploaded documents are <b>NOT</b> removed.</p> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Human Resources</p> <p>Enable</p> <p><input checked="" type="checkbox"/> ←</p> <p>Enable document attachment within HR by module</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> HR General Information</li> <li><input checked="" type="checkbox"/> Qualifications</li> <li><input checked="" type="checkbox"/> Work Assignments</li> <li><input checked="" type="checkbox"/> Leave Entry</li> </ul> </div>

Module	Toggle and Explanation
<p><b>Person</b></p>	<p>Enabling these options allows documents to be attached in various Person-related tools, including Custom Tabs.</p> <p>To give users access to the document upload feature, mark the <b>Enable</b> checkbox and then mark the checkbox next to the tool(s) where the <b>Documents</b> button should appear and click <b>Save</b>.</p> <div data-bbox="512 517 1433 792" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #bbdefb;"> <p>To use the Document feature, users must have <b>tool rights to the tool</b> in which the Documents button appears. Read/Write (RW) rights allow the user to view the document, edit details (description and file name) and replace a file. Add (A) rights allows the user to upload a new document and Delete (D) allows the user to delete a document.</p> </div> <div data-bbox="515 831 1098 1283" style="border: 1px solid black; padding: 5px;"> <p>Person</p> <p>Enable <input checked="" type="checkbox"/> ←</p> <p>Enable document attachment within Person by module</p> <ul style="list-style-type: none"> <li>▼ <input type="checkbox"/> Select All</li> <li>▼ <input type="checkbox"/> Student Information           <ul style="list-style-type: none"> <li><input type="checkbox"/> General ←</li> <li><input checked="" type="checkbox"/> Academic Planning ←</li> <li><input checked="" type="checkbox"/> Program Participation ←</li> <li><input checked="" type="checkbox"/> Medicaid ←</li> <li><input checked="" type="checkbox"/> Response to Intervention ←</li> </ul> </li> <li><input type="checkbox"/> Census ←</li> <li><input type="checkbox"/> System Administration</li> <li><input type="checkbox"/> FRAM</li> <li><input type="checkbox"/> Messenger</li> </ul> </div> <p>Clearing the checkbox next to the tool disables the users ability to upload documents and hides the Documents button.</p> <div data-bbox="512 1408 1433 1574" style="background-color: #fff9c4; padding: 10px; border: 1px solid #fff176;"> <p>Previously uploaded documents are <b>NOT</b> removed. Removing document attachment functionality only disables the user's ability to add additional documents.</p> </div>
<p><b>Meetings</b></p>	<p>Enabling this option allows counselors to <a href="#">attach files</a> to meetings.</p> <div data-bbox="512 1693 1326 1951" style="border: 1px solid black; padding: 5px;"> <p>Meetings</p> <p>Enable <input checked="" type="checkbox"/> ←</p> <p>Enable document attachment within Meetings by module</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Counseling ←</li> </ul> </div>

Module	Toggle and Explanation
<p><b>Discussion</b></p>	<p>Enabling this option allows moderators to set up <a href="#">discussions</a> which allow participants to attach files to their posts.</p> 
<p><b>Instruction/Curriculum</b></p>	<p>When this option is enabled for a school, teachers in the school have the option to allow students to submit assignments via the <a href="#">Campus Student Portal</a>.</p> <p>If you are a teacher, see the <a href="#">Enabling Submissions</a> article for directions about using the repository to create assignments for submission on the portal, viewing student submissions, and responding to student submissions.</p> <p>Marking the <b>Staff File Uploads</b> checkbox allows staff to upload files within Instruction/Curriculum tools.</p> 

## View the Terms of Service

To view the [Campus Digital Repository Terms of Service](#), click the **View Terms** button.



### Cost Calculation

<p><b>\$2.50</b> Price - 1 GB/Year</p> <p><b>\$0.00</b> Estimated Billable Usage/Year</p> <p><b>11.72 GB</b> Non-Billable Allotment - 1 MB/Student</p> <p><b>0.00 GB</b> Total Usage - All Locations</p>	<p><b>Estimated Billable Usage/Year</b></p> <p><b>\$0.00*</b> Total Usage does not exceed Non-Billable Allotment</p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="border: 1px solid white; padding: 5px; background-color: #76923c; color: white;">Total Usage <b>0 GB</b></div> <div style="font-size: 2em;">-</div> <div style="border: 1px solid white; padding: 5px; background-color: #76923c; color: white;">Non-Billable Allotment <b>11.72 GB</b></div> </div> <p style="font-size: 1.5em;">) x</p> <div style="border: 1px solid white; padding: 5px; background-color: #76923c; color: white; margin: 10px auto; width: 100px; text-align: center;">             Price GB/Year <b>\$2.50</b> </div>
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### File Upload

Save
Refresh
View Terms

COVID-19
COMPANY
PRODUCTS
SERVICES
CAREERS
CONTACT
LOGIN
Q
REQUEST A DEMO

## Digital Repository Services: Terms of Service

Last Modified: 10/8/21

PLEASE READ THE FOLLOWING CAMPUS DIGITAL REPOSITORY TERMS OF SERVICE CAREFULLY BEFORE USING THE INFINITE CAMPUS SERVICES. THESE TERMS AND CONDITIONS CONSTITUTE A LEGAL AGREEMENT.

These terms ("Terms") govern your access to and use of the Infinite Campus, Inc. ("we" or "our") Digital Repository ("Service"). These Terms in no way alter your Infinite Campus End User License Agreement ("EULA"). These Terms describe the obligations of users of the Service. For other portions of our software that you have licensed, your Infinite Campus EULA terms remain unchanged. Use of the Service provided is optional, and these terms help prevent the potential for misuse. If your EULA is terminated, your right to access the Service is also terminated.

## Supported File Types

Digital Repository allows for the upload of all file types with the exclusion of the extensions listed below.

You cannot upload a document with a file name containing one or more of the following illegal characters: | . , [ ] { } ( ) ! ; " \* ? < > : / \ Tab, LF, CR

**The following file types cannot be uploaded to the Digital Repository :**

### Excluded File Types

<b>.application</b> ClickOnce Deployment Manifest file	<b>.gadget</b> Small program file	<b>.msc</b> Microsoft management console file
<b>.bat</b> Batch file	<b>.hta</b> HTML executable file	<b>.msi</b> Installer package file format
<b>.class</b> A compiled .java file	<b>.inf</b> Setup Information file	<b>.msp</b> Windows Installer patch file
<b>.cmd</b> Command file	<b>.jar</b> Java Archive file	<b>.pif</b> Program Information Files
<b>.com</b> Simple executable file	<b>.java</b> Java source code file	<b>.reg</b> Registration file
<b>.cpl</b> Control Panel file	<b>.js</b> Java script file	<b>.scf</b> Windows Explorer command file
<b>.dll</b> Dynamic-link Library	<b>.jsp</b> JavaServer Pages file	<b>.scr</b> Screensaver file
<b>.exe</b> Executable file format	<b>.lnk</b> Windows executable file	<b>.vbs</b> Virtual Basic Script
		<b>.xsl</b> XML style sheet