

Upload Image/Logo

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This functionality is available to districts who have purchased the Multi-Language Editor as an add-on service. For more information, contact the appropriate Client Executive.

Classic Path: System Administration > Data Utilities > Report Module > Upload Image/Logo

Search Terms: Upload Image

The Upload Image/Logo tool is used to import images and logos into Campus to be used when creating custom Report Cards and Transcripts. See the [Custom Reports](#) documentation for additional information.



Image 1: Upload Image/Logo Editor

Images are limited to JPG files of 1.5 MB or smaller.

Upload Image or Logo

1. Click **New**. The Image Upload window displays:

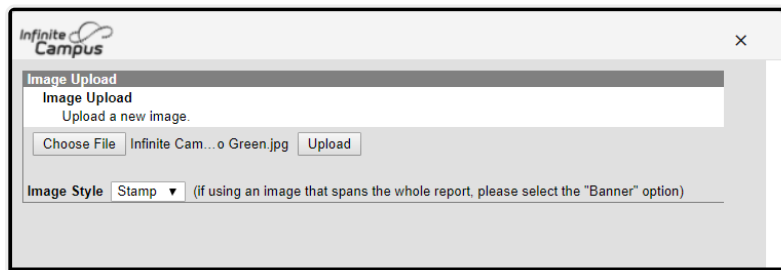


Image 2: Image Upload Window

2. Click **Choose File**.
3. Locate the JPG file on your computer and then click **Open**.
4. Select the **Image Style** from the dropdown. Options include **Stamp** or **Banner**.
5. Click **Upload**. The new image displays in the the editor and is available to use in Custom

Reports.

Click **Remove Image** to delete a image or logo. Click **Switch Image to Banner/Stamp Image Style** to change the current image style to the other option after the image has been uploaded.
