

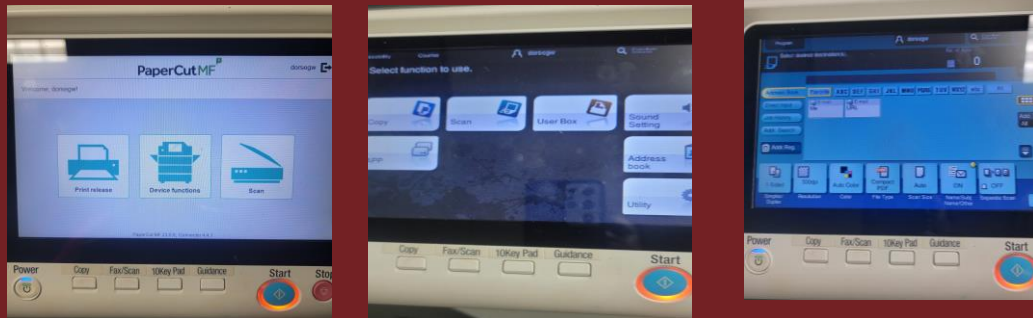
UPLOADING DOCUMENTS
IN
INFINITE CAMPUS
(NEW VIEW)



SCANNING DOCUMENTS



- ❖ Scan or Email the document to yourself



- ❖ Download and save document to a Folder
- ❖ Use "Save as"
- ❖ Name Document (something you will remember)

UPLOADING TO IC

❖ *Open Infinite Campus*

❖ *Choose Student*

❖ *Choose Person Document*

The screenshot displays the Infinite Campus interface. The browser address bar shows the URL: `campus.rcss-k12.org/campus/sis/campus-tools/person-documents?year=2025&schoolID=11&calendarID=1718&structureID=1922&selecte...`. The page header includes the Infinite Campus logo and the school name "24-25 Meadowbrook Elementary S".

The main content area is titled "Person Documents" and features a star icon. Below the title, the student's information is displayed: "Smith, Justin L." with a profile icon, "Student #: 300258100", "Grade: PK", and "DOB: 05/16/2021". A blue tag indicates "PRE-SCHOOL SPECIAL EDUCATION". An "Upload Document" button is located above the document list.

The "Document List" section contains a table with the following columns: "Date Uploaded", "Name", "File Description", "Campus Tool", and "File Size". The table is currently empty, with the message "No documents have been uploaded for the person selected." displayed below it.

On the left side, there is a search sidebar with a "Type" dropdown set to "Student" and a search input field containing "smith". Below the search results, it shows "24-25 Meadowbrook Elementary S" and "1 - 5 of 5 results".

On the right side, there is a "Related Tools" sidebar with a list of navigation options: Athletics, Attendance, Enrollments, Flags, Forms, General Contact Log, **Person Documents** (highlighted), Quick Lookup, Schedule, Summary, and Transportation.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time "12:15 PM" and date "10/29/2024".



UPLOAD DOCUMENT ADD FILE

The screenshot displays the 'Person Documents' page for Justin L. Smith, a student in PK grade at Meadowbrook Elementary S. The interface includes a search sidebar on the left, a main content area with a document list, and a right-hand navigation menu. An 'Upload Documents' dialog box is open in the center, featuring a table with columns for Name, Description, Campus Tool, and Size. Below the table is an 'Add Files' button and a checkbox for the acceptable use policy. The Windows taskbar at the bottom shows the system clock as 12:15 PM on 10/29/2024.

Person Documents ★ Student Information > General > Person Documents

Smith, Justin L **Student #:** 300258100 **Grade:** PK **DOB:** 05/16/2021
PRE-SCHOOL SPECIAL EDUCATION Related Tools ▾

Upload Document

Upload Documents ✕

Name	Description	Campus Tool	Size
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Add Files Max File Size: 3MB

By uploading a file, I agree to be legally bound by the terms of the [Infinite Campus Acceptable Use Policy](#), the policies referenced therein, and any applicable [District policies](#).

Cancel Upload

Search

Type **Student**

Search **smith**

24-25 Meadowbrook Elementary S
1 - 5 of 5 results

Person Documents

- Athletics
- Attendance
- Enrollments
- Flags
- Forms
- General Contact Log
- Person Documents**
- Quick Lookup
- Schedule
- Summary
- Transportation

Reset Advanced

Type here to search

Desktop US Job Openings Un... 12:15 PM 10/29/2024

ADD FILE FROM CHOSEN FOLDER

The screenshot shows a Windows File Explorer window titled 'Documents'. The ribbon at the top includes 'File', 'Home', 'Share', and 'View' tabs. The 'Home' tab is active, showing various actions like 'Pin to Quick access', 'Copy', 'Paste', 'Move to', 'Copy to', 'Delete', 'Rename', 'New folder', 'Properties', 'Open', 'Select all', 'Select none', and 'Invert selection'. The address bar shows the path 'This PC > Documents >'. The left sidebar shows 'Quick access' and 'This PC' sections. The main area displays a list of 38 items with columns for Name, Status, Date modified, Type, and Size. The file 'Ev Fa 09.06.24' is highlighted with a red box. The right pane is empty with the text 'Select a file to preview.'.

Name	Status	Date modified	Type	Size
Activ Software	🔗	4/24/2023 2:49 PM	File folder	
Allergies	🟢	8/17/2023 11:05 AM	File folder	
AMB Info	🟢	4/7/2024 5:44 PM	File folder	
Armor	🟢	11/10/2022 5:41 PM	File folder	
ClassFlowDesktop	🔗	4/24/2023 2:49 PM	File folder	
Custom Office Templates	🟢	11/12/2022 2:59 PM	File folder	
Dorsey Files	🟢	4/19/2023 2:04 PM	File folder	
LoE 23-24	🟢	10/2/2023 2:25 PM	File folder	
My Stuff	🟢	7/5/2023 9:43 PM	File folder	
OneNote Notebooks	🟢	12/7/2022 4:00 PM	File folder	
Piedmont	🟢	3/3/2023 2:23 PM	File folder	
Promethean	🔗	4/24/2023 2:49 PM	File folder	
PwrPt Ad	🟢	8/4/2024 10:33 PM	File folder	
work schedule	🟢	8/1/2024 11:22 AM	File folder	
Work Stuff	🟢	2/20/2024 6:49 PM	File folder	
08-11 & 08-24 schedule	🟢	8/13/2024 6:14 PM	Microsoft Word D...	1,370 KB
Ba Ha 09.06.24	🟢	9/6/2024 11:54 AM	Chrome HTML Do...	28 KB
BtC Bk	🟢	11/18/2023 4:14 PM	Microsoft Word D...	1,199 KB
candy label	🟢	8/3/2023 1:37 PM	Microsoft Word D...	173 KB
Confidence in Our Prayers	🟢	2/21/2023 10:58 PM	Chrome HTML Do...	955 KB
Conned By The Texted	🟢	11/18/2023 6:39 PM	Microsoft Word D...	19 KB
Database1	🟢	4/17/2024 2:27 PM	Microsoft Access ...	852 KB
Documents - Shortcut	🟢	4/1/2024 12:34 PM	Shortcut	1 KB
EH Logo	🟢	9/1/2023 6:55 PM	Microsoft Word D...	85 KB
EH Logo2	🟢	9/1/2023 7:32 PM	Microsoft Word D...	168 KB
Ev Fa 09.06.24	🟢	9/6/2024 11:33 AM	Chrome HTML Do...	28 KB
Ez St 09.06.24	🟢	9/6/2024 11:00 AM	Chrome HTML Do...	28 KB
FRFPparentTeacherCommunication	🟢	8/10/2024 12:45 PM	Chrome HTML Do...	2,109 KB

ADD FILE & DESCRIPTION

The screenshot displays the Infinite Campus web application interface. At the top, the browser address bar shows the URL: `campus.rcss-k12.org/campus/sis/campus-tools/person-documents?year=2025&schoolID=11&calendarID=1718&structureID=1922&selecte...`. The page header includes the Infinite Campus logo and the school name: "24-25 Meadowbrook Elementary S".

The main content area is titled "Person Documents" and includes a breadcrumb trail: "Student Information > General > Person Documents". A search sidebar on the left shows the search type set to "Student" and the search term "smith". Below the search bar, it indicates "24-25 Meadowbrook Elementary S" and "1 - 5 of 5 results".

The "Upload Documents" modal window is open, showing a table with the following data:

Name	Description	Campus Tool	Size
Pa Ca 10.23.24 E	Vision -Passed	Person Documents (default)	0.06 MB

Below the table, there is an "Add Files" button and a note: "Max File Size: 3MB". A checkbox is checked, indicating agreement with the terms of the Infinite Campus Acceptable Use Policy. The modal also includes "Cancel" and "Upload" buttons.

The Windows taskbar at the bottom shows the time as 12:17 PM on 10/29/2024, along with various application icons and system tray icons.

REVIEW & CONCLUSION



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- ❖ Remember to verify that you are in the correct student's file
 - ❖ Remember to name & save the file to be uploaded
 - ❖ There needs to be a description to identify the document
 - ❖ If an error is made, IT will have to be contacted to delete the incorrect information that was uploaded (706) 826-1000
 - ❖ Documents containing medical information &/or diagnosis will need to be uploaded in Medical Documents for HIPPA reasons.