

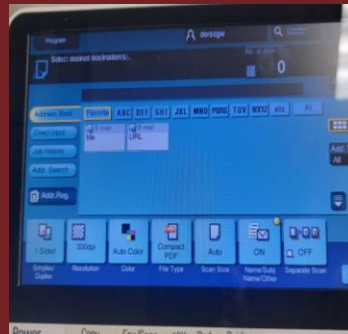
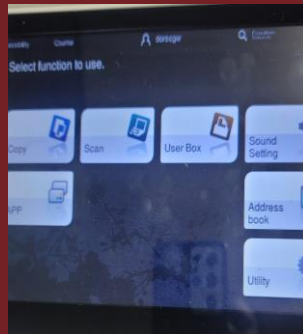
UPLOADING DOCUMENTS
IN
INFINITE CAMPUS
(OLD VIEW)



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)

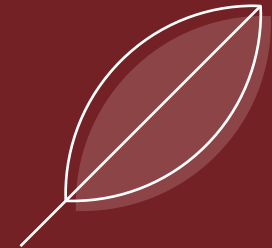
UPLOADING TO IC

❖ *Open Infinite Campus*

❖ *Choose Student*

❖ *Choose Person Document*

The screenshot shows the Infinite Campus web application interface. The browser address bar displays `campus.rcss-k12.org/campus/main.xml`. The page header includes the Infinite Campus logo and navigation icons. The main content area shows a search filter for 'Year 24-25' and 'School Meadowbrook Elementary School'. The student profile for **Williams, Simira C** is displayed, including details like Grade 04, ID #300232862, and DOB 10/31/2014. The 'Person Documents' tab is active, showing an 'Upload Document' button and a 'Document List' table. The table has columns for Date Uploaded, Name, File Description, Campus Tool, and File Size, but it is currently empty with the message 'No documents have been uploaded for the person selected.' A search results list on the left shows 12 results, with '04 Williams, Simira C #300232862 [10/3]' highlighted. The Windows taskbar at the bottom shows the time as 9:02 AM on 10/30/2024.



UPLOAD DOCUMENT ADD FILE

The screenshot shows a web browser window with the URL `campus.rcss-k12.org/campus/main.xsl`. The page header includes the Infinite Campus logo and navigation icons. The main content area displays the student profile for **Williams, Simira C**, with details such as Grade: 04, ID: #300232862, and DOB: 10/31/2014. A navigation menu includes options like Summary, Enrollments, Schedule, Attendance, Flags, Transportation, General Contact Log, Athletics, **Person Documents**, Quick Lookup, and Forms. An **Upload Document** button is visible. A modal window titled **Upload Documents** is open, showing a table with columns for Name, Description, Campus Tool, and Size. Below the table is an **Add Files** button with a note: **Max File Size: 3MB**. A checkbox is checked, indicating agreement to the Infinite Campus Acceptable Use Policy. The modal also includes **Cancel** and **Upload** buttons. On the left side of the page, a search results list shows 12 results, with **04 Williams, Simira C #300232862 [10/3** highlighted. The Windows taskbar at the bottom shows the time as 9:03 AM on 10/30/2024.



ADD FILE FROM CHOSEN FOLDER

The screenshot shows a Windows File Explorer window titled 'Documents'. The left sidebar shows the 'Documents' folder selected under 'This PC'. The main pane displays a list of 38 items. The file 'Ev Fa 09.06.24' is highlighted with a red box. The taskbar at the bottom shows the search bar and several open applications, including a browser displaying 'United States report...'. The system tray shows the time as 2:41 PM on 10/29/2024.

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. The main header shows the user is logged in as '24-25 Meadowbrook Elementary S'. The page title is 'Person Documents', and the breadcrumb trail is 'Student Information > General > Person Documents'. A search sidebar on the left shows a search for 'smith' with 1-5 of 5 results. The main content area features an 'Upload Document' button and a modal window titled 'Upload Documents'. The modal contains 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, a 'Max File Size: 3MB' indicator, and a checkbox for the 'Infinite Campus Acceptable Use Policy'. At the bottom of the modal are 'Cancel' and 'Upload' buttons. A right-hand sidebar lists various tools, with 'Person Documents' highlighted. The Windows taskbar at the bottom shows the time as 12:17 PM on 10/29/2024.

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.