



Document Attachments

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Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages:

| Application | Menu |
|-----------------|---|
| Attendance | Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual |
| Discipline | Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance |
| Grade Reporting | Maintenance > Student > Individual Maint |
| Health | Maintenance > Student Health |
| Registration | Maintenance > Student Enrollment |
| Test Scores | Maintenance > Individual Maintenance |

Document types by folder and application:

| File Extention | Folder | Document Type |
|-----------------|-----------------|-------------------|
| Attendance | Attendance | Notes |
| Attendance | Attendance | Other |
| Discipline | Incidents | Other |
| Grade Reporting | Grade Reporting | IPR |
| Grade Reporting | Grade Reporting | Report Card |
| Grade Reporting | Grade Reporting | Transcript |
| Health | Student Health | Acanthosis |
| Health | Student Health | Food and Allergy |
| Health | Student Health | Hearing |
| Health | Student Health | Immunization |
| Health | Student Health | Other |
| Health | Student Health | Physical Exam |
| Health | Student Health | Spinal |
| Health | Student Health | TB |
| Health | Student Health | Vision |
| Registration | Demographic | Birth Certificate |

| File Extention | Folder | Document Type |
|----------------|-------------------|------------------------------|
| Registration | Demographic | Chemical Abuse Participation |
| Registration | Demographic | Directory Form |
| Registration | Demographic | Employment Survey |
| Registration | Demographic | Entry/Withdrawal |
| Registration | Demographic | McKinney-Vento |
| Registration | Demographic | Other |
| Registration | Demographic | Proof of Residence |
| Registration | Demographic | SSN Card |
| Registration | Bilingual/ESL | Other |
| Registration | Local Programs | Other |
| Registration | PRS | Other |
| Registration | Special Education | Other |
| Test Scores | Test Scores | College Assessments |
| Test Scores | Test Scores | Other |
| Test Scores | Test Scores | State Assessments |

List of permissible file types:

Maximum file size: 10MB

| File Extention | Folder |
|----------------|---|
| .doc | application/msword |
| .docx | application/vnd.openxmlformats-officedocument.wordprocessingml.document |
| .gif | image/gif |
| .jpeg | image/jpeg |
| .jpg | image/jpeg |
| .pdf | application/pdf |
| .png | image/png |
| .pps | application/vnd.ms-powerpoint |
| .ppt | application/vnd.ms-powerpoint |
| .pptx | application/vnd.openxmlformats-officedocument.presentationml.presentation |
| .tif | image/tiff |
| .tiff | image/tiff |
| .txt | text/plain |
| .xls | application/vnd.ms-excel |
| .xlsx | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet |

Upload or view documents:

Under **Document List:**

| | |
|--------------------|--|
| Application | The application you are currently logged on to is displayed (e.g., Test Scores). |
|--------------------|--|

| | |
|---------------------------|--|
| Folder | <p>In some applications, you must select the folder for which you want to view or attach a document:</p> <ul style="list-style-type: none"> • Different types of documents must be uploaded to specific folders. • Changing the folder will change the document type options in the Select Type field. <p>Some applications only have one folder, so no selection is necessary.</p> |
| Select School Year | Select the school year for which you want to view documents. Student documents are stored by year. |


Existing documents are displayed according to specified criteria.

Under **Document Upload:**

| | |
|------------------------------|--|
| Select File to Upload | <p>Click Choose File. Locate and select the document on your computer or network. The file name is displayed next to Choose File.</p> <p>Note: Files cannot be larger than 10MB or empty.</p> |
| School Year | Select the school year for which you want to view documents. Student documents are stored by year. |
| Select Type | Select the type of document you are uploading. The list varies according to your selection in the Folder field. |
| Description | <p>Type an optional description of the document.</p> <p>Note: The description cannot be longer than 255 characters.</p> |

| | |
|--------------------|--|
| Upload File | <p>Click to upload the file for the student.</p> <p>The document is listed in the Document List section.</p> <p>The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.</p> |
|--------------------|--|

Any changes made in the Document Options window are saved when you close the window.

| | |
|---|---|
| Type | Click the link in the Type column to download the file to your PC to view it. |
| Choose File | Click again to add another document, and repeat the steps for uploading a document. |
|  | Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document. |

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.



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