Add Documents Under Student Information

To add documents to a student record, select the student. Here you can add pdf files, MS Office files, and most image files. The file size has to be less than 20 megabytes per file.

The system will show the user who uploaded the document along with date and time.

Click **Upload Document** and you will be able to drag and drop files into the uploader. Click **Upload Selected Files** to complete upload.





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