



MyEducationBC

Importing Student Photos

September 9, 2014 v1.0

Version History

Version	Date	Description
V1.0	Sept. 9, 2014	Initial Document

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Importing Student Photos

You can include student photos in the students' details. Either add photos one by one, or import all student photos for the whole school at once, (such as after you receive a disk of photos from the photographer). Photos Uploads can be run at the district level but must be loaded school by school.

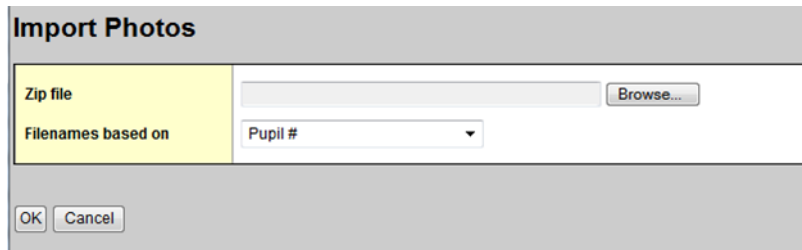
To import an individual student's photo:

1. Log on to the School view.
2. Click the Student tab, and search for and select the student.
3. Click the Details side-tab.
4. Click the Photo sub-tab.
5. Click Import.
6. Find and select the photo.
7. Click Save.

To import all student photos:

1. Log on to the School view.
2. Click the Student tab.
3. On the Options menu, click Import Photos. The Import Photos dialog box appears.
4. Click Browse to find the zip file containing the photos.
5. At the Filenames based on field, select pupil number.
6. Click OK.
 - a. The supported file formats are jpg,png,gif,bmp,jpeg.
 - b. The photo files must be stored directly in a zip file, not in a directory within the zip file.
 - c. If the photos do not import, they might exist in a directory within the zip file. For example, the zip file called studentphotos.zip might contain a directory called Seniors, which contains all the senior students' photo files. These photo files should be zipped without putting them in a directory.
 - d. The zip file should only contain image files.
 - e. Each photo file within the zip file should be named based on a pupil number.
7. Log on to the School view.
8. Click the Student tab.

9. On the Options menu, click Import Photos. The Import Photos dialog box appears:



10. At the Filenames based on field, select Pupil # so the system can match the photos to the student records.

Recommended File Sizes for Photo Imports

JPG files should be about 15K in size, with a width of no more than 150 pixels and height of no more than 400 pixels, and resolution of 72 dpi.

PNG files should be about 14K in size with a width of no more than 170 pixels and height of no more than 225 pixels.