

# Importing Student and Staff Photos

## Importing Student and Staff Photos

- Photos are to be named StudentID.jpg. SASID or LASID can also be used.
- Photos should be 85 x 115 pixels in size.
- **IMPORTANT NOTE:** iPass will be moving toward requiring all photos to have the **lowercase .jpg** file extension. The Self Service Photo Upload application, used by hosted sites, will automatically change all photos to the lowercase .jpg file extension at the time of upload to the server. Hosted sites should select lower case .jpg file extension only when running Assign IDs to Picture Fields. Contact iPass Support if your photos are in a file format other than jpg.

*Note: The following steps are used to upload multiple photos at one time. If you only need to update an individual student or staff photo, use the Update Photo option under the photo displayed on the Student Profile or Staff Profile screen. Picture files should follow the requirements outlined above.*

### **HOSTED SITES:**

#### **Step 1: Self-Service Photo Upload (Refer to attached Quick Guide: Self-Service Photo Upload for Student & Staff Photos.)**

- Create two folders, one named "staff" and one named "students" (lowercase, students with "s" on the end).

**IMPORTANT NOTE:** You must create both folders even if you plan to only upload only student or staff photos or the photos will not upload.

- Put photos into the appropriate folders.
- Put the "students" and "staff" folders into one folder (any name, with no spaces, can be used for this folder) and ZIP this folder.
- Log into the Self-Serve Photo Upload application: <https://mft-ipass.iharriscomputer.com>.

You will need a username and password for this site. If you have not already received it from Harris, create a support ticket requesting login credentials for the Self-Serve Photo Upload system. Harris will require you provide a generic group email address for system notifications.

- Upload the zipped file to the Harris School Solutions Web Client.
- Refresh the application screen and you will see the folders are gone, which will indicate the files have been uploaded.

**NOTE:** During the upload process the photos will be updated to have a file extension of lowercase .jpg.

- An email notification will be sent to the generic group email address when the photo upload has completed.

**Step 2: After photos are uploaded to your site you will need to run Assign ID's to Picture Field.**

**Go to Biographical > Maintenance - Biographical > Assign ID's to Picture Field.**

- **Grade Levels:** Select the Grade Levels of the students you wish to assign photos for.
- **Override if Exists:** Select YES or NO. Yes will overwrite last year's student photos. Choose Yes to assign new images each year.
- **File Prefix:** Select the file prefix for the file you are importing. (Student ID, LASID or SASID for Students or Staff ID)
- **File Extension:** Hosted sites that used the Self-Service Photo Upload application must select **lowercase .jpg** file extension.
- **Submit:** *Click the Submit button to submit additions or changes to the table.*

## **SELF-HOSTED SITES:**

**Step 1: Upload photos to the images directory on the database server** (/appl/school/images/students or /appl/school/images/staff).

**IMPORTANT NOTE:** iPass will be moving toward requiring all photos to have the **lowercase .jpg** file extension. The Self Service Photo Upload application, used by hosted sites, automatically changes all photos to the lowercase .jpg file extension at the time of upload to the server.

### **Step 2: Assign IDs to Picture Field**

**Go to Biographical > Maintenance - Biographical > Assign ID's to Picture Field.**

- **Grade Levels:** Select the Grade Levels of the students you wish to assign photos for.
- **Override if Exists:** Select YES or NO. Yes will overwrite last year's student photos. Choose Yes to assign new images each year.
- **File Prefix:** Select the file prefix for the file you are importing. (Student ID, LASID or SASID for Students or Staff ID)
- **File Extension:**

Sites should select the file extension for the file you are importing, mindful of the upper or lower case extensions. (JPG vs jpg). The file extension for the new photos should be the same as those already loaded on the server so that they will overwrite the old photos when Override if Exists = Yes.

See Important Note above regarding iPass plans to standardize on lower case .jpg file extension.

- **Submit:** *Click the Submit button to submit additions or changes to the table.*

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<http://www.imgsoftware.com/kb/entry/127/>