

### **IMPORTING PHOTOS INTO INFINITE CAMPUS**

ONLY JPG formats are accepted and all images are resized appropriately prior to storing them. The process of importing/uploading photos is extremely server intensive; therefore, using this tool is best done in off-peak hours.

#### **TECHNICAL REQUIREMENTS**

Images are uploaded onto a specific application server and then replicated across any other application district servers hosting a production environment. The campus .XML file dictates the path for photos (e.g., D:\ CampusDocumentStore\studentPics\<districtName>).

The Photo Import Wizard requires specific file extensions before a mass upload may be performed. A district or school should request that the photography company save the photos individually as .jpg files. The individual .jpgs should then be saved collectively in .zip format. Folders within the .zip file may be structured as desired.

In addition, the identifier (personID, studentID) must be correct. The Photo Import Wizard will not import a photo if it cannot find an exact match of the person within the database.

#### **PHOTO IMPORT NOTES**

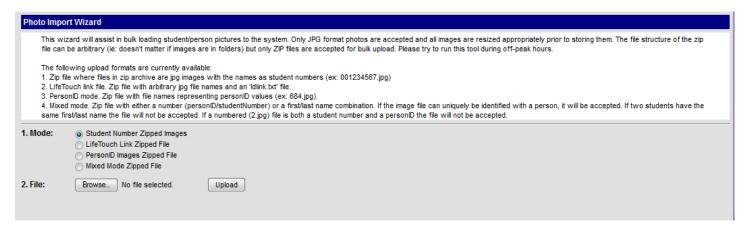
- A batch upload of photos must be imported in .zip file format.
- Logic used to match student numbers will ignore leading zeros.
- All images are resized to the system default before they are stored.
- After the upload happens, all images are resized to 175 x 263; any base image equal to or larger than this is best for display.
- There may be some blurry images because of the resizing.
- The upload file size default is set to 3 MG. The recommended individual file size is 30-35 KB.
- The file structure of the .zip file does not matter (E.g. It doesn't matter if John Smith's photo is within a second-level or sixth-level folder within the .zip file.)
- Unsafe files cannot be extracted (.exe, .dll,.com, etc.)
- A status report is displayed once the image processing is complete. It lists the student names/file names of loaded images, corrupt .zip entries and unmatched images.
- If a district has more than one application server for Campus, the distribution and display of pictures may take up to 24 hours to reach each server.



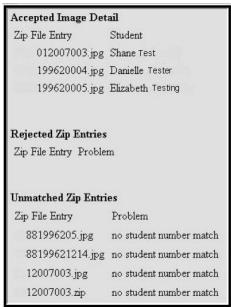
# USING THE PHOTO IMPORT WIZARD

The Photo Import Wizard allows user to bulk load student pictures into Infinite Campus.

#### System Admin>Student>Photo Import



- 1. Mode
- Student Number Zipped Images Zip file where files in zip archive are jpg images with the names as student numbers (ex: 123456789.jpg)
- LifeTouch Link Zipped File Zip file with arbitrary jpg file names and an "Idlink.txt" file.
- PersonID Images Zipped File Zip file with file names representing personID values (ex:12345)
- Mixed Mode Zipped File Zip file with either personID/student number or first/last name are combined. If the file can uniquely be identified with a person, it will be accepted.
- 2. File Browse to when the file is located and click Upload.
- 3. The following screen will display the successful uploads. For those that are rejected, if any, the user will need to review and resolve.



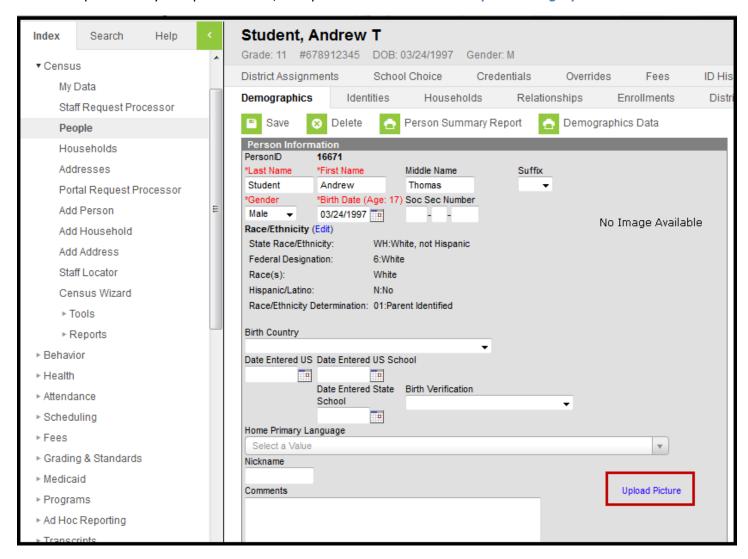


**Note:** If two students have the same first/last name the file will not be accepted when using Mixed Mode. If a numbered (2.jpg) file is both a student number and a personID number the file will not be accepted.



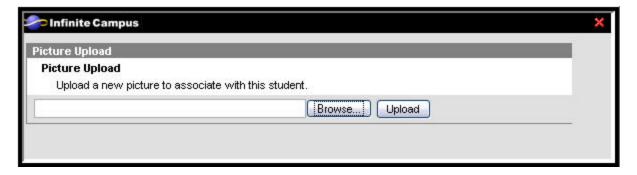
# **UPLOADING INDIVIDUAL PHOTOS**

Individual photos may be uploaded and/or replaced on the Census>People>Demographics tab.



Click on the blue Upload Picture.

The **Picture Upload** window appears



Click Browse and locate the photo. When you are brought back to this screen click Upload.



# **ACCOUNT SETTING FOR TEACHERS**

Once pictures have been uploaded, teachers will have to turn on the option to view pictures.

- 1. From Campus Instruction, click on Account Settings.
- 2. Check box to Show Student Picture.

