

## 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\

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 .jpps 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

**Photo Import Wizard**

This wizard will assist in bulk loading student/person pictures to the system. Only JPG format photos are accepted and all images are resized appropriately prior to storing them. The file structure of the zip file can be arbitrary (ie: doesn't matter if images are in folders) but only ZIP files are accepted for bulk upload. Please try to run this tool during off-peak hours.

The following upload formats are currently available:

1. Zip file where files in zip archive are jpg images with the names as student numbers (ex: 001234567.jpg)
2. LifeTouch link file. Zip file with arbitrary jpg file names and an 'ldlink.txt' file.
3. PersonID mode. Zip file with file names representing personID values (ex: 684.jpg).
4. Mixed mode. Zip file with either a number (personID/studentNumber) or a first/last name combination. If the image file can uniquely be identified with a person, it will be accepted. If two students have the same first/last name the file will not be accepted. If a numbered (2.jpg) file is both a student number and a personID the file will not be accepted.

**1. Mode:**

Student Number Zipped Images  
 LifeTouch Link Zipped File  
 PersonID Images Zipped File  
 Mixed Mode Zipped File

**2. File:**  No file selected.

#### 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 “ldlink.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.

Accepted Image Detail	
Zip File Entry	Student
012007003.jpg	Shane Test
199620004.jpg	Danielle Tester
199620005.jpg	Elizabeth Testing
Rejected Zip Entries	
Zip File Entry	Problem
Unmatched Zip Entries	
Zip File Entry	Problem
881996205.jpg	no student number match
88199621214.jpg	no student number match
12007003.jpg	no student number match
12007003.zip	no student number match



**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.

The screenshot shows the 'Student, Andrew T' profile page. The left sidebar contains a navigation menu with 'People' selected. The main content area is titled 'Demographics' and includes tabs for 'Identities', 'Households', 'Relationships', 'Enrollments', and 'Districts'. Below these are buttons for 'Save', 'Delete', 'Person Summary Report', and 'Demographics Data'. The 'Person Information' section contains fields for:
 

- PersonID: 16671
- \*Last Name: Student, \*First Name: Andrew, Middle Name: Thomas, Suffix: (dropdown)
- \*Gender: Male, \*Birth Date (Age: 17): 03/24/1997, Soc Sec Number: (fields)
- Race/Ethnicity (Edit): State Race/Ethnicity: WH:White, not Hispanic; Federal Designation: 6:White; Race(s): White; Hispanic/Latino: N:No; Race/Ethnicity Determination: 01:Parent Identified
- Birth Country: (dropdown)
- Date Entered US, Date Entered US School, Date Entered State School, Birth Verification: (dropdown)
- Home Primary Language: (dropdown with 'Select a Value')
- Nickname: (text field)
- Comments: (text area)

 A red rectangular box highlights the 'Upload Picture' button in the bottom right corner of the form area.

Click on the blue *Upload Picture*.

The *Picture Upload* window appears

The 'Picture Upload' dialog box is titled 'Infinite Campus' and 'Picture Upload'. It contains the instruction: 'Upload a new picture to associate with this student.' Below this text are two buttons: 'Browse...' and 'Upload'.

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**.

The screenshot shows the Infinite Campus interface for a teacher. The top navigation bar includes the Infinite Campus logo, 'Campus Instruction Beta', and 'Teacher'. The left sidebar contains various navigation options, with 'Account Settings' highlighted in a red box at the bottom. The main content area is titled 'Account Settings' and includes a 'Save' button. Below the title, there are three sections of settings:

- Select the application you would prefer to load on Campus log in.** A dropdown menu is set to 'Campus Tools'.
- Select your student display preferences.**
  - Show Active Students Only  
Affects display in Student Course Recommendations, Course Requests, Grade Book, Lockers, Post Grades, Standardized Test, Student Groups
  - Show Student Number  
Affects display in Attendance, Class Serve, Student Course Recommendations, Course Requests, Lockers, Post Grades, Roster, Standardized Test, Student Summary, Student Groups
  - Show Student Picture  
Affects display in Attendance, Class Serve, Student Course Recommendations, Course Requests, Grade Book, Lockers, Post Grades, Roster, Seating Charts, Standardized Test, Student Summary, Student Groups
  - Use Seating Chart for Attendance