



MyEducationBC

Importing Student Photos

December 2016 v1.1

Version History

Version	Date	Description
1.0	Sept. 9, 2014	Initial Document
1.1	Dec. 7, 2016	Revised mass upload procedure

Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.)

Importing Student Photos

You can include student photos in 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.

1.0 To import an individual student's photo

1. School view > Student top tab.
2. Search for and select the student.
3. Click the Details side-tab.
4. Click the Photo sub-side tab.
5. Click Import.
6. Browse to locate and select the appropriate photo.
7. Click Save.

2.0 To import all student photos

1. School view > Student top tab.
2. Click the Filter menu, select Primary Active Students filter.
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 and 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 contain only 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 top tab.

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



The screenshot shows a dialog box titled "Import Photos". It has a yellow background for the labels "Zip file" and "Filenames based on". The "Zip file" field is empty and has a "Browse..." button to its right. The "Filenames based on" field is a dropdown menu with "Pupil #" selected. At the bottom left, there are "OK" and "Cancel" buttons.

10. For 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.