

Importing student photos - Overview

Student photos can be displayed from any banner application. There are two methods for importing student photos. Student photos can be imported individually using the **Student Editor** application. Photos can be mass imported using the **Image Load** application.

You will need a copy of a student photo CD from your school photographer in order to mass enter student photos using the **Image Load**. It is important that you provide your photography company with a file containing student ID numbers at the beginning of the school year. This file will be used by the photography company to organize the files on your CD. Please check the file you send your photography company to verify that the leading zero has not been removed. **You will not be able to mass import student photos if the zero is missing from the data file.**

In general, student photos must be saved in the following format:

- Jpeg - aprox. 50kb. In size
- File name must contain the student ID number including the leading zero if appropriate. For example, "081089123.jpg"

The name of the folder containing the photos cannot contain spaces. "myphotos" and "my_photos" are acceptable. "my photos" is not acceptable. This folder must be placed on the root directory of your computer.

Boyd Anderson Photography will provide a CD that following this format.

Your photographer may provide a CD that contains the student photos saved in a method other than that listed above. If this is true, they must provide an application that will convert the photos to the correct format. Lifetouch Photography uses this method. **Please contact your school photographer if you need assistance with using their image application.**

NOTE: Some photography companies may provide a CD containing student photos saved as jpeg's but with a file name other than the student ID. If this is the case, they must also provide a text file that defines the relationship between their numbering system and the **SDCS Student ID**. Zangle can make the necessary corrections. For more information about how to do this please read the **F1 Help** for the **Image Load** application.

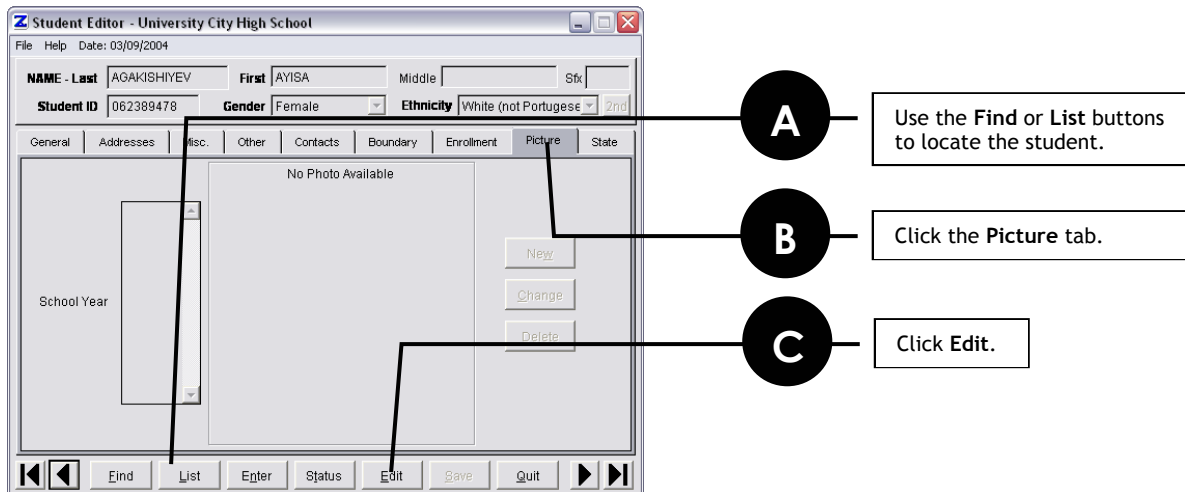
Individually importing student photos

You can use the **Student Editor** application to individually import student photos. This feature may be used for students who have missed the school photography session.

Verify that your student photo has been saved using the format mentioned on the overview page.

Follow the steps below individually import a student photo.

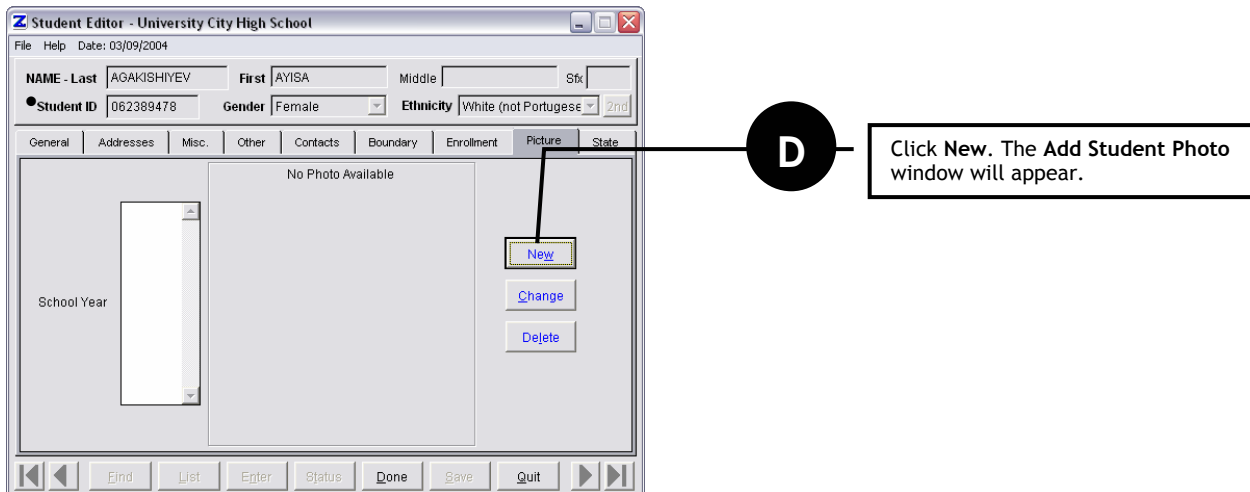
- Launch **Zangle**. Click on **Enrollment**. Select **Student Editor**.
- Complete Steps A-K. Steps A-D are shown below. Steps E-K are shown on the following pages.



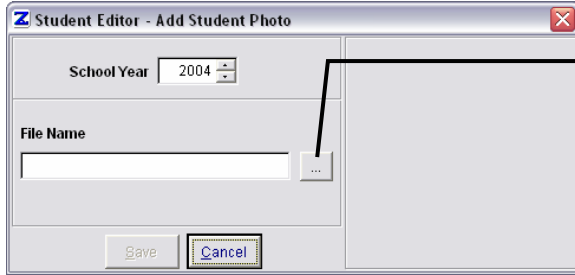
A Use the Find or List buttons to locate the student.

B Click the Picture tab.

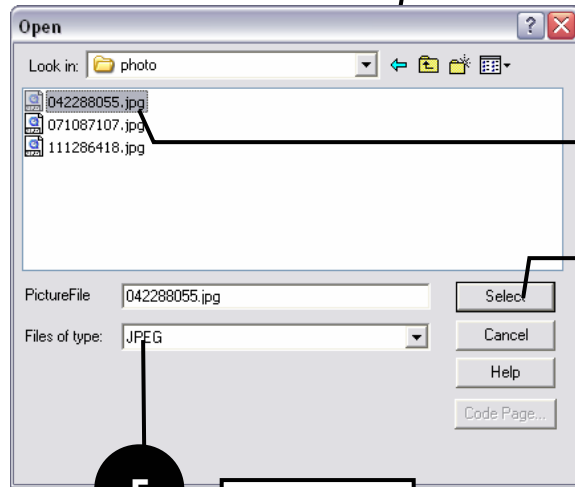
C Click Edit.



D Click New. The Add Student Photo window will appear.



E Click the button with three dots.

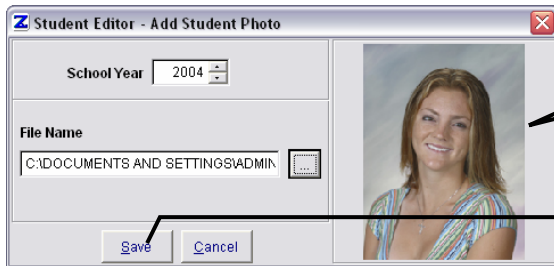


G Use the window navigational buttons to locate the student photo.

H Select the photo.

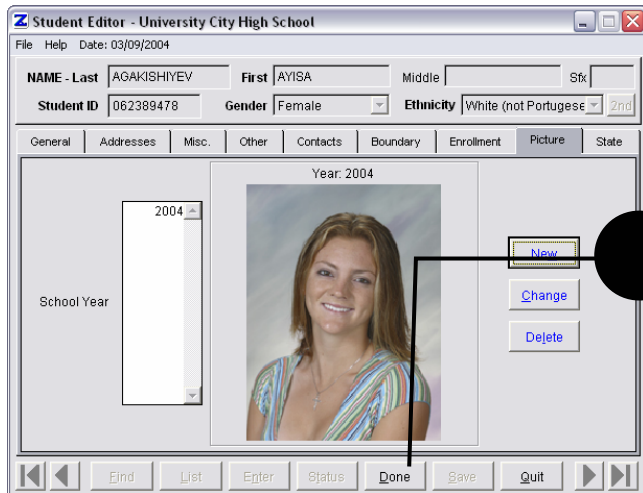
I Click Select.

F Select JPEG as the file type.



Click Add Line to add additional lines to your if/then statement.

J Click Save.



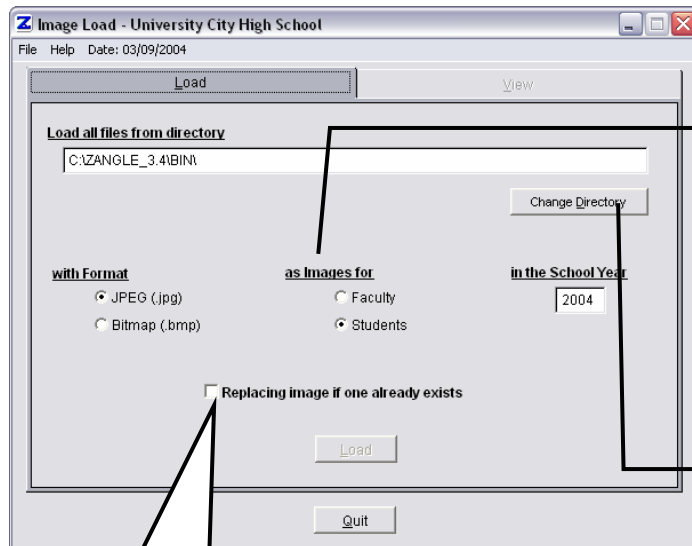
Click Done.

Mass importing student photos

You can use the **Image Load** application to mass import student photos. Your school photographer must have provided you with a CD containing student photos. The photos must be saved using a specific format. Please read the **Overview** before attempting this process.

Follow the steps below mass import student photos.

- Verify that your student photos are saved using the format discussed in the overview.
- Verify that the folder containing your student photos is located on the root directory of your computer.
- Launch **Zangle**. Click on **System**, then click on **Utilities**. Select **Image Load**.
- Complete Steps A-G. Steps A-B are shown below. Steps C-G are shown on the following pages.



A

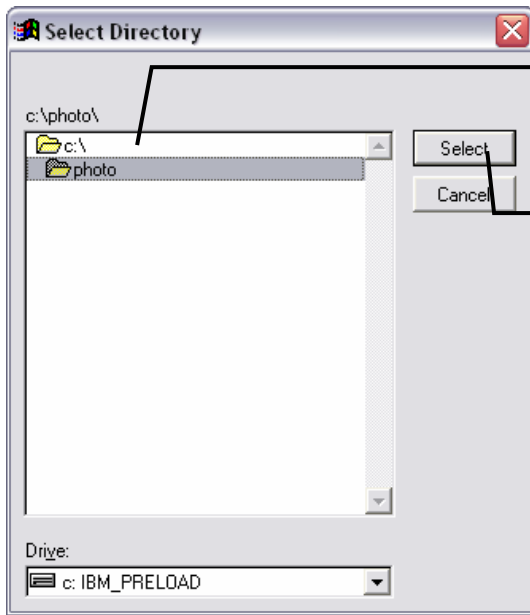
Verify the following information:

- **JPEG** is the selected format.
- **Students** is selected for **as Images for**
- The current school year is selected for **in the School Year**.

B

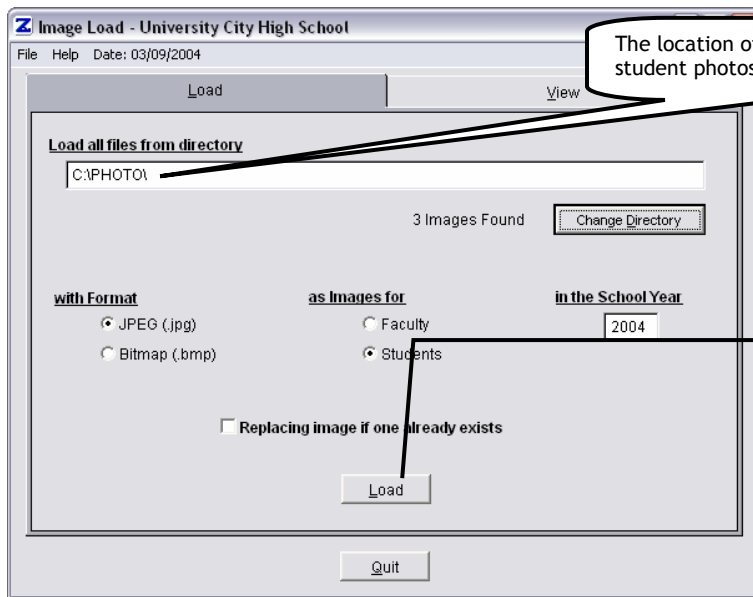
Click **Change Directory**. The **Select Directory** window will appear.

Place a check in this box if you want to replace existing images for this school year **ONLY!** This feature may be useful if you are uploading student photos taken during a second student photo session.



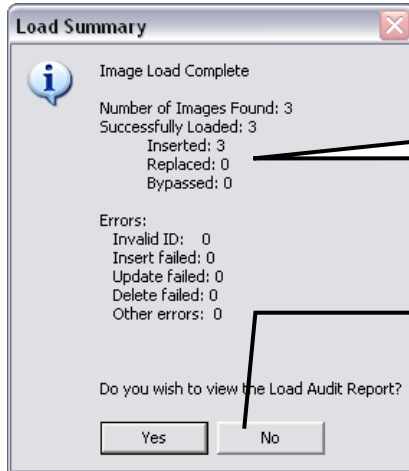
C Locate the folder that contains the student photos.

D Click Select.



The location of the folder containing the student photos will be displayed.

E Click Load.
Zangle will begin to load the student photos. When this process is complete the following window will be displayed.

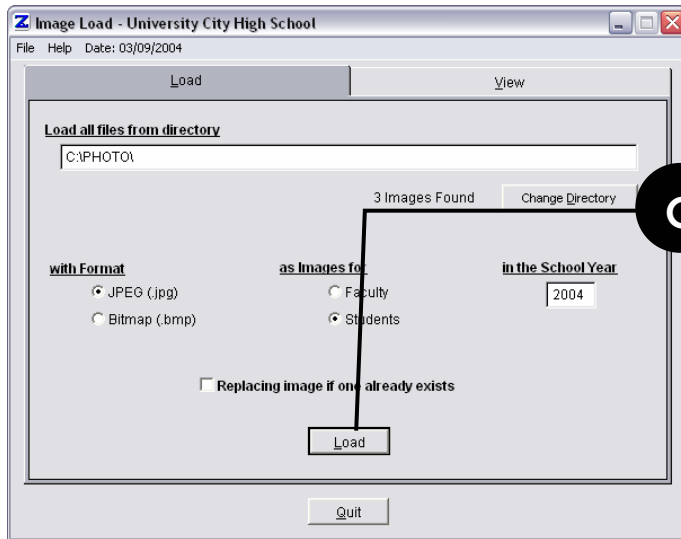


Statistics about the process are displayed in the Load Summary window.

You can run a report listing the names of the students who received a photo.

F

Decide if you want to view a load report, then click Yes or No.



G

Click Load to complete the process.