



MyEducationBC

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# Importing Student Photos

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October 2022 v1.2

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## Version History

Version	Date	Description
1.0	Sep 2014	Initial Document
1.1	Dec 2016	Revised mass upload procedure
1.2	Oct 2022	Updated screenshots and process.

## Confidentiality

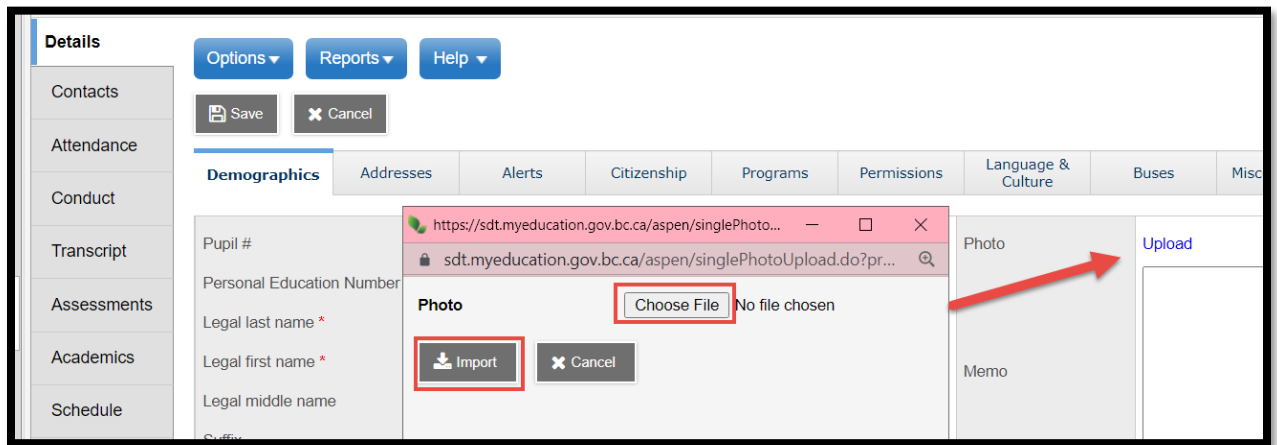
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# Importing Student Photos

You can include student photos in the 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). Photo Uploads can be run at the district level but must be loaded school by school.

## 1.0 To import an individual student's photo

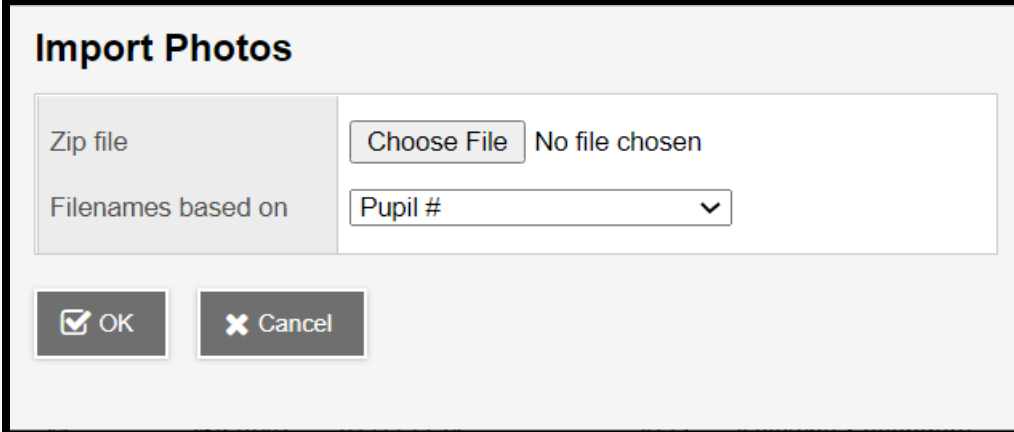
1. School view > Student top tab.
2. Search for and select the student.
3. Click the **Details** side-tab.
4. Either click on the student's photo or click on **Upload** where the photo should be.



5. Click the **Choose File** box and browse to locate and select the appropriate photo file.
6. Click **Import**.
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.



The screenshot shows a dialog box titled "Import Photos". It has two main input areas. The first is labeled "Zip file" and contains a "Choose File" button and the text "No file chosen". The second is labeled "Filenames based on" and contains a dropdown menu with "Pupil #" selected. At the bottom of the dialog are two buttons: "OK" with a checkmark icon and "Cancel" with an 'X' icon.

4. Click **Choose File** to find the zip file containing the photos.
5. For the *Filenames based on* field, select **Pupil #** so the system can match the photos to the student records. 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.

### 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.