



## *MT 3070 Photo Import*

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*August 2009*

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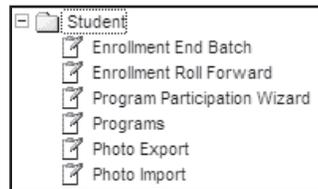
Product Version: 2009.2  
Last modified: 12 August 2009

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# PHOTO EXPORT/IMPORT

## OVERVIEW

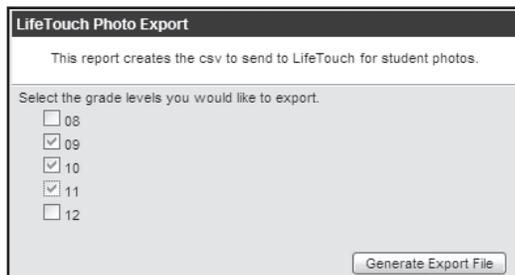
The student folder of System Administration contains utilities for importing and exporting photos.



*Path: System Administration > Student*

## Photo Export

The Photo Export tool can be used to create a CSV file with student name, grade level, and PersonID for submission to the school photography company. The images may then be uploaded to Campus from a ZIP file using the PersonID as the matching data element using the Photo Import tool.



1. Check the grade levels to appear on the photo export list.
2. Click the Generate Export File button. A download file window will open, asking the user to open, save or cancel the file.
3. Click the Save icon to save the file to the computer's hard drive for easy access. The report will open in a CSV (Excel) file, listing the student's student number, last name, first name and grade level.

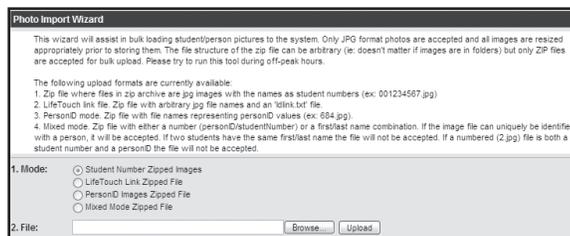
	A	B	C	D
1	103667	Abegg	Dylan	10
2	103696	Achilles	Calandra	10
3	103698	Ackerman	Mie	10
4	103719	Adcock	Saif	10
5	103741	Adele	Tarun	10
6	103743	Adenstedt	Iona	10
7	103770	Ahlers	Aden	10
8	103838	Alderman	Pawan	10
9	103854	Aldred	Sandor	10
10	103857	Aldred	Joel	10
11	103900	Allewelt	Dimitri	10
12	103924	Alman	Niall	10
13	103946	Althoff	Dean	10

## Photo Import

The Photo Import tool is used to import pictures into Campus to be displayed on the student summary tabs, attendance rosters and seating charts, and on the mobile interface. The photos must be in JPG format and saved as a group in a ZIP file.

The Photo Import can be set to a variety of modes depending on how the images are named in the ZIP file. Mixed mode may be used if a combination of student numbers and PersonID's are used in the ZIP file; however, the system will not import the photo if it cannot be clearly associated with a person in the database.

Selecting the wrong mode will cause images to be matched to the wrong person in the database.



## Photo Export/Import

Photo Import is a server intensive process and should not be done when there is a large number of users or processes occurring during the school day.

1. Select the appropriate Mode for uploading student pictures.
2. Click the Browse button to find the student picture zipped file. Follow the steps provided in the pop-up windows for finding and adding a file.
3. Once the file has been added, click the Upload button to upload the pictures

The following are general guidelines for uploading pictures:

- Uploading pictures in batch will only accept ZIP files.
- Logic used to match student numbers will ignore leading zeros on student numbers.
- All images are resized to the system default before being stored.
- The upload file size default is set at 3 MG. The recommended individual file size is 30-35 KB.
- The file structure of the ZIP file will not matter.
- Unsafe files are not extracted (.exe, .dll, .com, etc.).
- A status report is displayed once the image processing is complete which lists the student names/file names of loaded images, corrupt zip entries and unmatched images.
- When using the Mixed Mode, be aware of the following:
  - If the image file can be uniquely 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.
- 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.