

PowerSchool Photo Management Quick Reference Guide

2 1. POWERSCHOOL PHOTO MANAGEMENT

To mass import student photos into PowerSchool there are two required files that your photographer should be able to provide for you. These files are:

1. A compressed (zip) file that contains thumbnail size (approximately 200 x 300 pixels) portrait photographs of your students in jpg format. Files should be no larger than 40 Kb.
2. A tab delimited text file that contains two columns – column one with the student number and column two with the corresponding file name of the thumbnail image. There should be no column headings in this text file.

This information should be provided to your photographers so they can create the necessary files for you. Otherwise, they will need to be created at the school prior to uploading into PowerSchool.

1.1. Mass Importing

On completion of these files, you are now ready to mass import the images into PowerSchool for your school. Starting from the Start Page:

1. Click System.
2. Click Photo Management.
3. Click Import Pictures.
4. Choose your group (default is Students).
5. Choose your Zip file containing the images.
6. Choose your Mapping file. This is the tab delimited text file containing the two-column list.
7. Mapping Type should be set for "Student/Staff Number".
8. Click "Upload".

Import Photos

Group: Students

Zip File (Maximum size allowed 100mb): Choose File no file selected

Mapping File: Choose File no file selected

Mapping Type: Student/Staff Number

Upload

The process will take some time depending on the size of your school. If there are any Failures take note of the failures and correct any mistakes. You can reimport if necessary.

As a final step, to ensure the pictures are also available within the Gradebook the following needs to be done.

From the Start Page:

1. Click "All" to select all the students in your school.
2. From the drop-down menu select "Student Field Value".
3. For "Field to Change" enter PhotoFlag.
4. For "New Field Value" enter 1.
5. Submit.
6. Verify the changes and Submit.

Student Field Value

523 students are selected

Option	Value
Field To Change (Fields)	PhotoFlag
New Field Value	1

Clear Field Value
Insert * to use the current field value with the new field value.

Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

The student picture will automatically appear in the Gradebook the next day.

1.2. Individual Importing

For individual pictures of either students or staff the following is done:

1. Ensure the picture is of a small format. Large picture sizes will take longer to load when viewing either in the Gradebook or web pages and can affect performance. Files should be approximately 200 x 300 pixels, no larger than 40Kb in size and jpg formatted.
2. Find the student.
3. From the left-hand menu click "Photo".
4. Click "Submit a new photo for this student".
5. Choose the appropriate picture file.
6. Click Submit.

The photo of that child should now be present.

NOTE:

There is no need to change the PhotoFlag value as this will occur automatically.