JMC Photo Instructions

Each school should have a List in **Attendance:Student:Lists** named **Student Photo File**. You should open this list in each individual building except the District, ISD or CSD building, depending on which state you are in.

Open this list in all other buildings that are going to have pictures taken by highlighting it and clicking on OK. Then click on **Preview** and then **Export Data**.

That will create and download a file named **StudentListExport.csv** into whatever folder you have set to download to from the web browser you are using. That is usually the Downloads folder. Make sure to do this at each building, and then once the files are downloaded, name each one appropriately for each building.

This file has all the student info your photo company will need to match up photos to students and their student id. It should be given to the photo company in the fall when photos are taken for the purpose of them creating a text file that matches the student id of each student to the correct photo.

If you don't have a **Student Photo File** in Lists, you can create one by going to Lists and click on **New**. Then find the following items in the General category and add them in this order and **Save Report**.

Student ID
Name (L, F)
Grade
Advisor
Birth Date (MMDDYYY)
Name (Last)
Name (First)
Name (MIddle)

Again, this file needs to go to your photo company when they take your photos in the fall.

LifeTouch Instructions - Using CD – Page 2

LifeTouch Instructions - Using Web Portal – Page 3

Other Photo Vendor Instructions – Page 4

LifeTouch Instructions – Using CD

LifeTouch provides a CD with all the pictures and the Image Stream software on it.

First, create a folder on your desktop named StudentPhotos. Open the StudentPhotos folder, and create folders for each of your buildings. They don't have to have the JMC building number for the folder name. Just name them however you want, so you know what building it is.

Put in the LifeTouch CD and run the Image Stream software and proceed forward until you see the pictures of the kids on the left. I am assuming LifeTouch is creating one CD for the HS and one for the Elem., etc., so it doesn't matter which you are using.

1) Just highlight the pictures on the left and click on the Add arrow in the middle to add them to the right.

2) Then click on the Export Wizard button in the upper right corner. Select Administrative Software at the next screen, and click on the right arrow to move on.

3) At this screen, choose 24 Bit JPG in the pull-down menu.

4) In the middle section where it wants to save them, click on the Browse button, and navigate to the appropriate building folder you created in the StudentPhotos folder above and choose it.

5) Click the Finish button at the bottom, and it will convert the pictures and create the text file, and put them in the building folder you chose. The text file should be named **IDLINK.TXT**.

If you have the CD for the other building(s), do the process above again, but save in the corresponding folder for that building(s).

Importing Instructions

You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.

1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.

2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.

3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don’t click on anything until it says the photos have been imported.

4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don’t click on anything else until the matching is done.

5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.

2) Go to **Edit:Student Data** and find the student you want.

3) Click on the **Photo** tab in the bottom right.

4) Click on the **Change Photo** selection.

5) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.

6) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open.**

7) Then click on **Save** to save the photo for that student.

LifeTouch Instructions – Using Web Portal

If you are going to use the LifeTouch Web Portal, make sure to follow instructions below to get **24 bit JPG** photos because the formats LifeTouch has setup for JMC will not work for Next Gen.

It appears it takes a while to create the zipped data, so if you have issues with that, you will need to contact LifeTouch.

1) On the **Image & Data Management** tab, make sure to choose one building at a time at the top, and uncheck **Staff** if you aren't going to import staff photos.

2) Then next to **Select**, use the arrow to choose **Select All**, and click on the **Download** button.

3) The first time, click on the **Create a New Format** button at the bottom. There are only a couple of things to change on this screen. **If you have done this before, just choose the one you used before.**

Go to the **Customize Data Download** section and and sure you put both **Student ID** and **Image Name** into **Fields to Include**, and change the **File Type** to **Comma-Delimited File (*.csv).** Make sure **Student ID** is first and **Image Name** is second.

Then change the **Data File Name** to whatever you want, like **photos.csv** or **IDLINK.csv.**

Then go to the very bottom and in the **Format Name** field, type in something like **JMC - JPG** and click on the **Save Format** button.

4) That will now be the format selected, so you can proceed on to create the photos and text file.

Also, the next set of photos you create will have this customized format in the list at the top with the name you saved it as, so you can choose it instead of creating a new format.

5) At this point, it is supposed to create a zipped folder with photos and text file in it to import into JMC.

Once the first set is zipped and downloaded, do the next building, etc. until all your photos and text files are downloaded.

6) Once you get that, the instructions in the import instructions will work. The only difference is the name of the text file you chose, so just import the photos and text file into the correct building.

Importing Instructions

You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.

1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.

2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.

3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.

4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.

5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.

2) Go to **Edit:Student Data** and find the student you want.

3) Click on the **Photo** tab in the bottom right.

4) Click on the **Change Photo** selection.

5) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.

6) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open.**

7) Then click on **Save** to save the photo for that student.

Other Vendor Instructions

If you are having a vendor create the photos and text file for you, please make sure the pictures are in a JPG format, and the text file that goes with them is set for the pictures to be JPG also. The pictures and text file must be divided up by building.

The text file needs to be either a regular text file or csv file that has the **Student ID,Photo Name.jpg** with one student on each line. The text file can be named anything you want, but we suggest **IDLINK.TXT** or **IDLINK.csv.**

There is an example below of what the text file should look like showing the **Student ID** first, and then a comma, and the the **Photo Name.jpg** that goes with that student id. It is best if the photo name exactly matches the student id, but it doesn't have to.

12345,12345.jpg
23456,23456.jpg
56789,56789.jpg

First, create a folder on your desktop named StudentPhotos. Open the StudentPhotos folder, and create folders for each of your buildings. They don't have to have the JMC building number for the folder name. Just name them however you want, so you know what building it is.

If the pictures are already in JPG, and the text file is set correctly, just copy the pictures and text file into the appropriate building folder in the StudentPhotos folder on your desktop. Do this for all of your buildings.

For raw photos, they must be the size of 172 x 228.

Importing Instructions

You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.

1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.

2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.

3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.

4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.

5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.

2) Go to **Edit:Student Data** and find the student you want.

3) Click on the **Photo** tab in the bottom right.

4) Click on the **Change Photo** selection.

5) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.

6) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open.**

7) Then click on **Save** to save the photo for that student.