Importing Photos into PowerSchool

Before importing pictures into PowerSchool, you will need to prepare 2 files:
Step 1—the Import Map (.txt file)
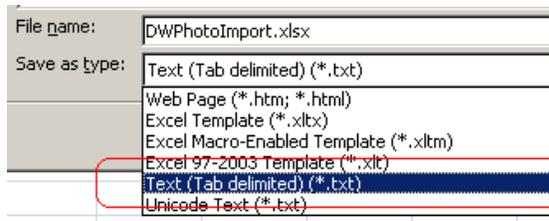**Step 2—the Photos (.zip file)**
Step 3—Importing Photos into PowerSchool

STEP 1—Preparing the Import Map File

1. You need to **create** a file in Excel (**2** columns—**Student_Number and Picture_Number** only)
The Student Number can be exported out of PowerSchool. These two numbers **may not** be the same, depending on what numbers your Photographer used. You should ask him to use the Student_Number to name the pictures, to make it easier for you.

2. **Save as** a tab-delimited text file.

File name:	DWPhotoImport.xlsx
Save as type:	Text (Tab delimited) (*.txt)
	Web Page (*.htm; *.html)
	Excel Template (*.xltx)
	Excel Macro-Enabled Template (*.xltm)
	Excel 97-2003 Template (*.xlt)
	Text (Tab delimited) (*.txt)
	Unicode Text (*.txt)

| Student_Number	Picture_Number
4655	4655.jpg
4661	4661.jpg
4755	4755.jpg
4839	4839.jpg
4951	4951.jpg

Notes:

- Make sure that if the image file name is using leading zeros like 0067890.jpeg that the map file also contains the leading zeros. Make sure that the extension in the Picture_Number column is exactly the same as the photos (eg. 123456**.jpg** is different from 123456.jpeg or 123456.JPG)
- Remove any extraneous columns from the spreadsheet when importing, all that is needed is **two columns**, one for the Student_Number and the other for the Picture_Number.
- Staff/Teacher import requires the "TeacherNumber" value from the "Teachers" table and the name of the corresponding picture in two separate columns.

STEP 2—Preparing the Photos

Image files must be in the jpeg with a file extension of .jpg or .jpeg. The images must be saved in a flat zip file. Staff and students must be in separate files.

1. Open the Photo File (DVD) from your photographer. Save the photos to a **temporary folder on your desktop or your z:drive-you will not be able to do this step on the DVD. Use this file for the following steps.**
2. Highlight all the student photos (do not include staff photos or photos with no Student Number)
3. Right Click > Send To > Compressed (zipped) Folder > Save
4. Find the saved file (probably a number.zip) and rename– don't change the extension
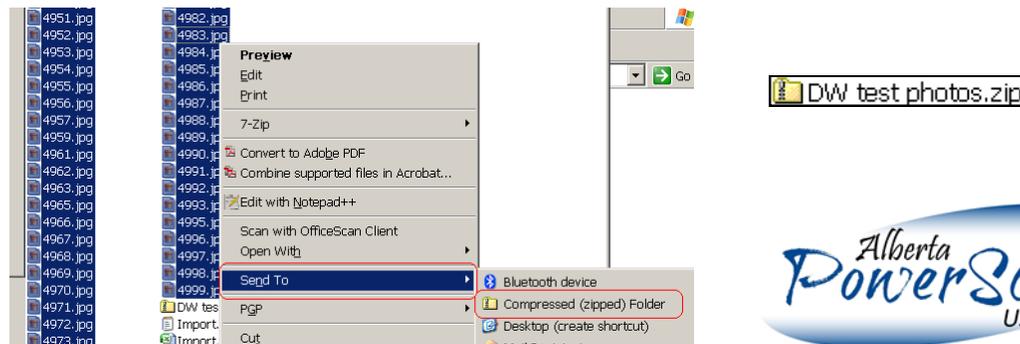
STEP 3—Importing the Pictures into PowerSchool

1. On the start page, choose **System** from the main menu.

   Setup

   School
   System
   Personalize

2. Click **Photo Management**.

Permanently Store Grades	Changes current grades into historical grades.
Photo Management	Import and/or delete student and teacher pictures.

3. Click **Import Pictures**.

Function	Description
Import Pictures	Import student or teacher photographs.
Delete Pictures	Delete student or teacher photographs.

4. Indicate the group for which you want to import photos by choosing either **Student or Staff**.

5. Click **Browse to select the zip file**. The .zip file you created in Step #2.

6. Click **Browse to select the mapping file**. The .txt file you created in Step #1.

7. Choose **Student/Staff Number** from the pop-up menu.

8. Click **Upload**.

   Import Photos

Group:	Students
Zip File	C:\Documents and Settin Browse...
Mapping File	C:\Documents and Settin Browse...
Mapping Type:	Student/Staff Number

   Upload

The Import Photos Results page displays a summary of the processed records and any failures.

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