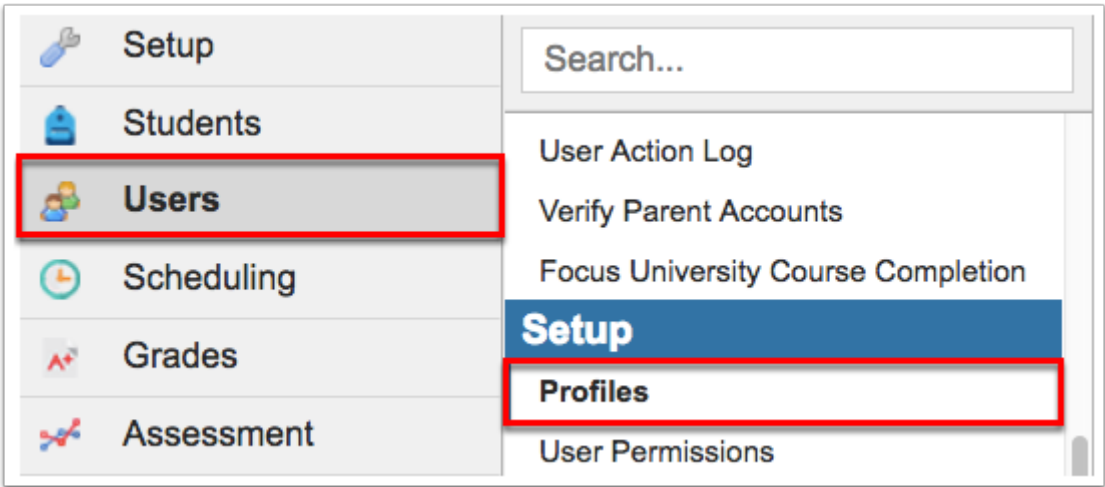


Import Student Photos

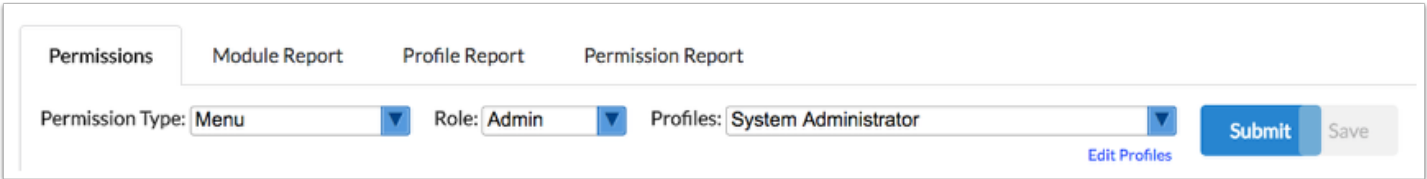
The Import Student Photos screen is used to upload student photos into Focus individually or grouped in a .zip file. Student photo uploads are year-specific. Students must have an active enrollment record for that year for the upload to be successful.

Setting Profile Permissions for Importing Student Photos

1. In the **Users** menu, click **Profiles**.



2. From the **Permissions** tab, select a **Permission Type**, a **Role**, and the **Profiles** from the provided pull-downs. Click **Submit** to access profile permissions.



3. Click the **Setup** tab.

Permissions Module Report Profile Report Permission Report

Permission Type: Role: Profiles:

Setup

Students

Users

Scheduling

Grades

Portal	View	Edit
Portal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow Login	<input checked="" type="checkbox"/>	
Package: SIS	<input checked="" type="checkbox"/>	
Package: Finance	<input checked="" type="checkbox"/>	
Messenger: Allow Access	<input checked="" type="checkbox"/>	
Messenger: Include Profile in Search	<input checked="" type="checkbox"/>	
Messenger: Send Messages	<input checked="" type="checkbox"/>	
Enable Terms and Conditions	<input type="checkbox"/>	

4. Locate the **Import** sub-menu. In order to Import Student Photos, the Profile must have **View** and **Edit** permissions selected via the provided check boxes, as shown in the image below.

Import	View	Edit
Import Student Photos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload photos to all schools		<input type="checkbox"/>
Overwrite Existing Student Photos on Upload		<input type="checkbox"/>

i You must have **View** and **Edit** permission if you want to upload photos for students via the Use Webcam link.

If the **Edit** check box for **Upload photos to all schools** is not selected, and a batch of photos is uploaded that contains students from a school other than the school you are logged into via the school pull-down, an error will display: **Error: No student at this school matches this ID.** If the permission is enabled, you will be able to upload a batch of photos that contains students from any school.

Import	View	Edit
Import Student Photos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload photos to all schools		<input type="checkbox"/>
Overwrite Existing Student Photos on Upload		<input type="checkbox"/>

See the image below for an example of the error that displays.

Upload files

File(s) to upload: No file chosen

The supported file types are ZIP and JPG.

You can also drop files into the browser.

Uploading: 00000.jpg - 100% - Error: No student at this school matches this ID.

If **Overwrite Existing Student Photos on Upload** is not selected, and you try to upload a batch of photos for students who already have a photo for that school year, an error message will display: **Error: File already exists**. When the permission is enabled by selecting the **Edit** check box, you will have the ability to upload a batch of photos that include students who already have a photo for that school year.

Import	View	Edit
Import Student Photos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload photos to all schools		<input type="checkbox"/>
Overwrite Existing Student Photos on Upload		<input type="checkbox"/>

i You must have permission to **Overwrite Existing Student Photos on Upload** to upload and replace existing photos for students via the Use Webcam link.

See the image below for an example of the error that displays.

Upload files


File(s) to upload: No file chosen

The supported file types are ZIP and JPG.


You can also drop files into the browser.

Uploading: 00242.jpg - 100% - Error: File already exists.

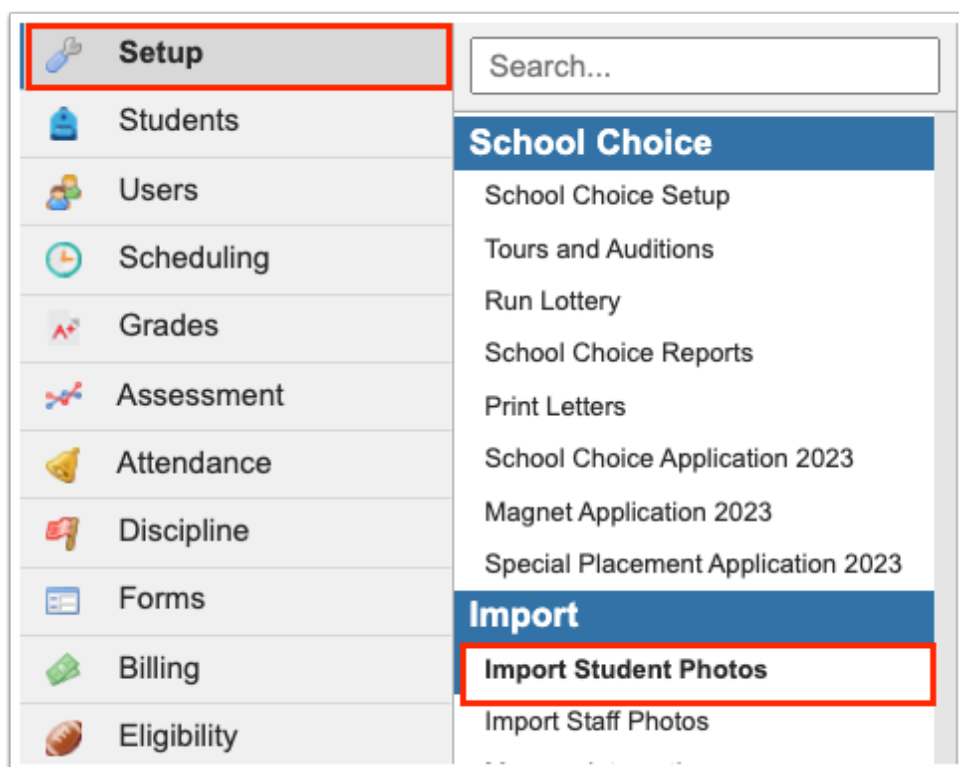
5. Click the **Save** button when all changes have been made.

 For more information about Profile permissions and settings, see the article titled, [Profiles](#).

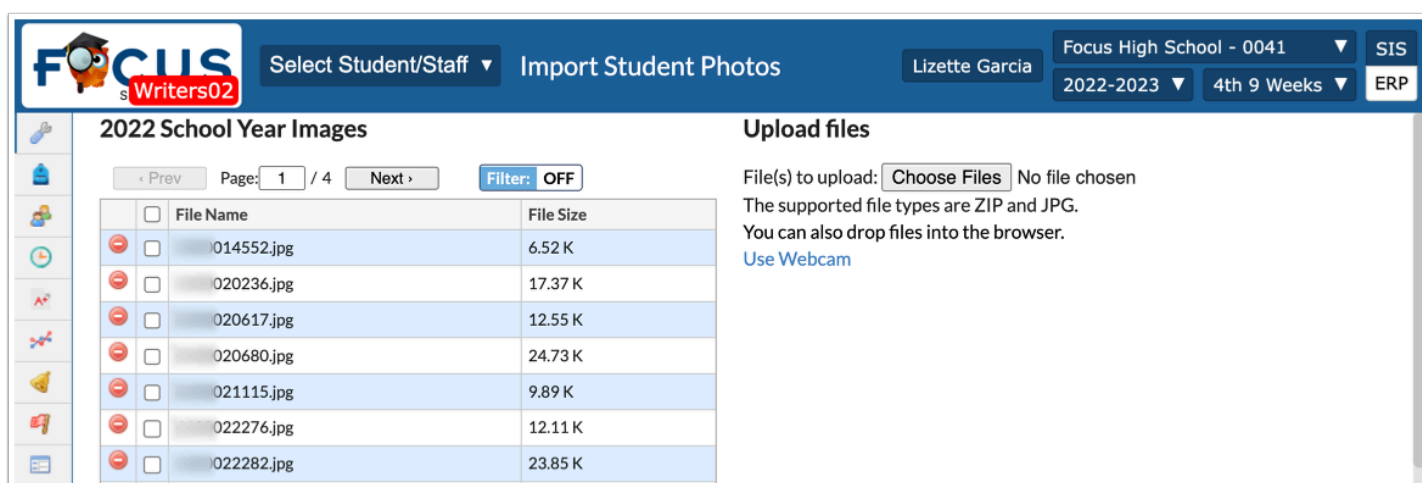
Importing Student Photos

 A current symlink exists when uploading photos, which ensures that students maintain photos uploaded in previous years unless a new photo is uploaded in a more current year. Students will maintain the most current photos uploaded. A symlink also displays the school year the photo was uploaded when hovering over the student's photo with the computer mouse via Students > [Student Info](#).

1. In the **Setup** menu, click **Import Student Photos**.



Previously uploaded student photos are listed along the left side of the screen, as shown in the image below.



2. To delete existing files, click the **delete** button (minus sign in red circle).

2022 School Year Images

Filter: OFF

<input type="checkbox"/>	File Name	File Size
<input checked="" type="checkbox"/>	0020236.jpg	17.37 K
<input checked="" type="checkbox"/>	0020680.jpg	24.73 K
<input checked="" type="checkbox"/>	0022481.jpg	21.63 K
<input checked="" type="checkbox"/>	0023057.jpg	24.27 K

a. You can also choose to delete multiple files at once. Select the check boxes next the File Name to indicate the files to be deleted; select the check box listed in the header to select all the files.

<input checked="" type="checkbox"/>	File Name	File Size
<input checked="" type="checkbox"/>	00242.jpg	151.88 KB
<input checked="" type="checkbox"/>	00267.jpg	82.64 KB
<input checked="" type="checkbox"/>	00373.jpg	135.86 KB
<input checked="" type="checkbox"/>	00457.jpg	39.96 KB

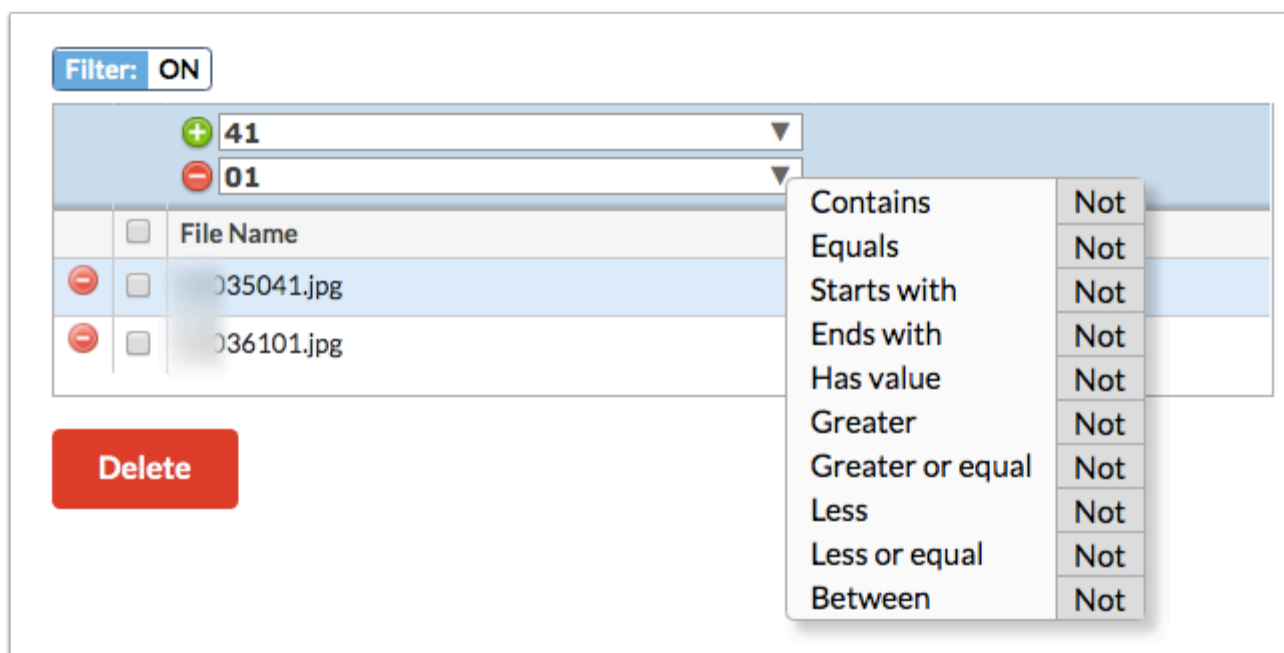
b. Once all files have been selected, click the **Delete** button at the bottom of the screen.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	003839.jpg	33.08 KB
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	003918.jpg	52.51 KB
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	003919.jpg	118.28 KB
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	003997.jpg	123.45 KB

« Prev Page: 1 / 46 Next »

Delete

3. To filter through existing images, click **Filter**.



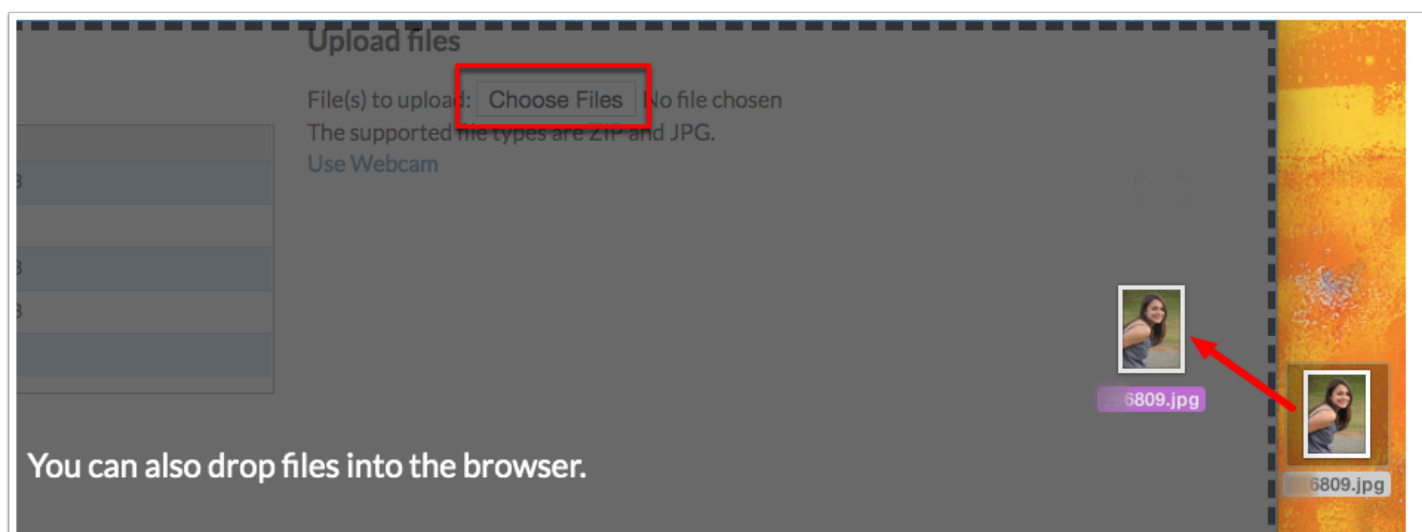
a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for more filtering options.

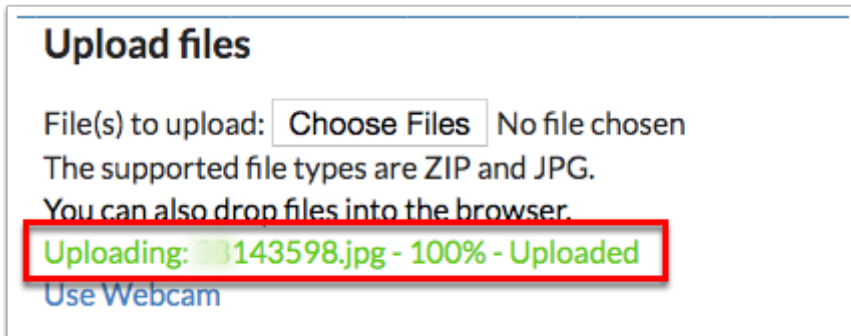
For more information, see [Filters](#).

4. To upload a file, click **Choose Files** and select the file from your computer. Alternatively, click and drag a file from your computer into the browser. For images to display correctly, the file names need to be the student ID numbers.

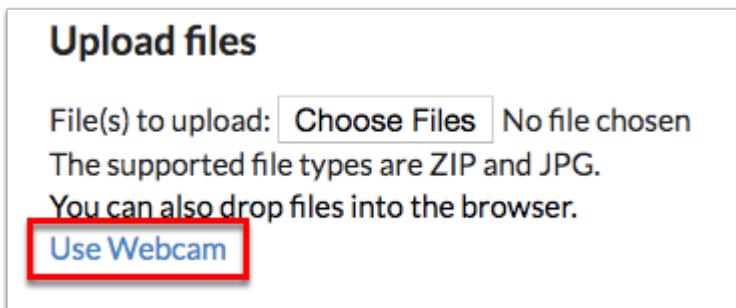


- i** There is a 10 MB limit per image, and images should be in .jpg format. Re-uploading an image will overwrite the existing file if the Profile permission, **Overwrite Existing Student Photos on Upload**, is enabled. See the section, [Setting Profile Permissions for Importing Student Photos](#) for more information.

If no errors occur, you will see the the status: **Uploaded** in green, as displayed in the image below.



5. Click the **Use Webcam** link to take photos from your webcam.



- i** The use of the webcam depends on profile permissions via Users > [Profiles](#). For more information about permissions, see [Setting Profile Permissions for Importing Student Photos](#).

a. Once Use Webcam is clicked, your webcam is opened. Using the pull-down, select the applicable student for whom the photo is being taken.

Abe, Charlie Noel (055879) ▼

Filter

Abe, Charlie Noel (055879)

Abregan, Kenna Joy (0061843)

Acevedo, Diem Donna (0023057)

Acevedo, Emerald Vonn (0056443)

Acosta, Dexter D (0086685)

Acosta, Gladys Tomas (0033917)

Acosta, Harry P (0058780)

Acosta, Jerry (0081751)

Acosta, Samantha K (0086498)

Acosta, Sandra (0086684)

Take Photo

💡 Use the **Filter** text box to quickly find the student. Start typing the student's first name, last name, or student ID to pull applicable students to the beginning of the list.

A 83) ▼

garcia

Garcia (01)

Garcia (76)

Garcia (323)

Garcia (1320)

Garcia (4)

Garcia (098)

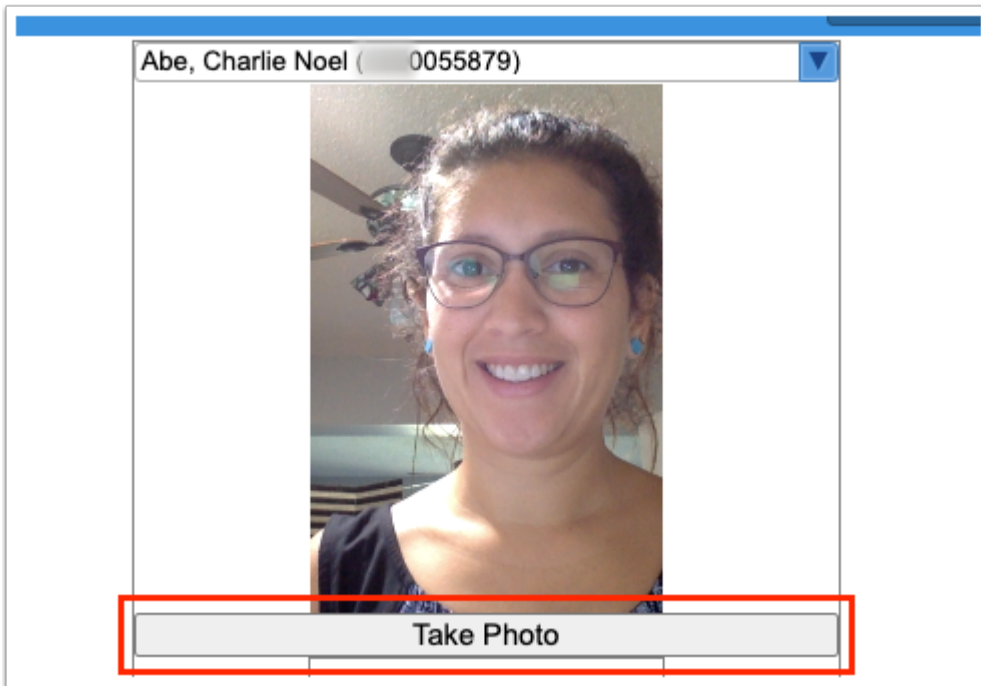
Garcia (733)

Garcia (0071)

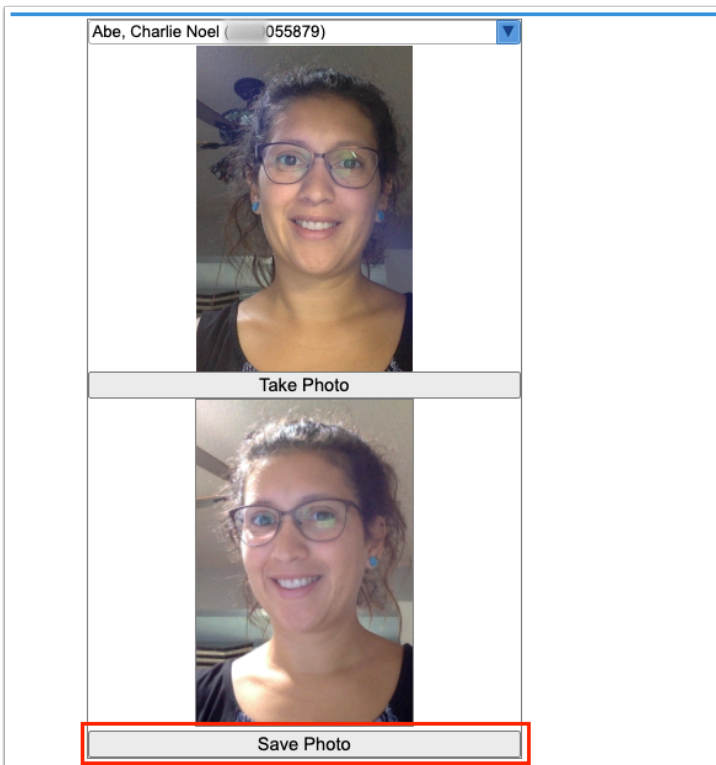
Garcia (2841)

Garcia (0625)

b. When ready to take the photo, click **Take Photo**.



c. Once taken, the photo displays in the bottom box where you have the option to save the photo. To keep the image taken and upload it as the student's photo, click **Save Photo**. To take another photo, click **Take Photo**; this will replace the last image taken.



When the photo is saved, a pop-up message displays: Image saved.

Uploaded photos display in the header when the students is selected from a student search, such as Students > [Student Info](#) and anywhere else in Focus where images may be present, such as Teachers' attendance seating charts or gradebooks.

Abe, Charlie Noel

5879 - 10

Student Info

Lizette Garcia

Focus High School - 0041

2022-2023

4th 9 Weeks

SIS ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Save

Print

Share

Grad

ISP Page

Files

SSS

Choice

Billing

Filter fields...

PI Primary Info

5 504

A Address

Addresses & Contacts

AN Admin Notes

AC Application Courses

General Demographics

Print a Form/Letter

Laptop Issue Date

Laptop Serial Number

Acknowledgement of Admissions Statement ☒

Application Complete ☒

Parent Requirements Understood? ☐ N/A ☐ No ☒ Yes

Parent Notes to Admissions

Uploading Photos via SFTP

You can import student photos through SFTP. If your school district uploads the student photos directly to your Uploaded Assets server via SFTP, you must run the built-in scheduled job called **SymLink Photos** via Setup > [Scheduled Jobs](#), before the photos appear as expected for students.