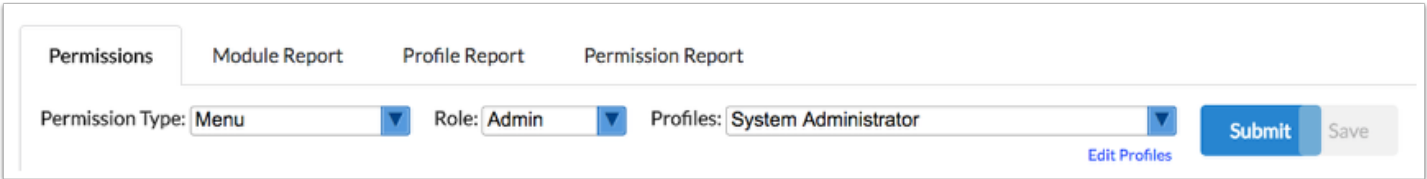# Import Student Photos

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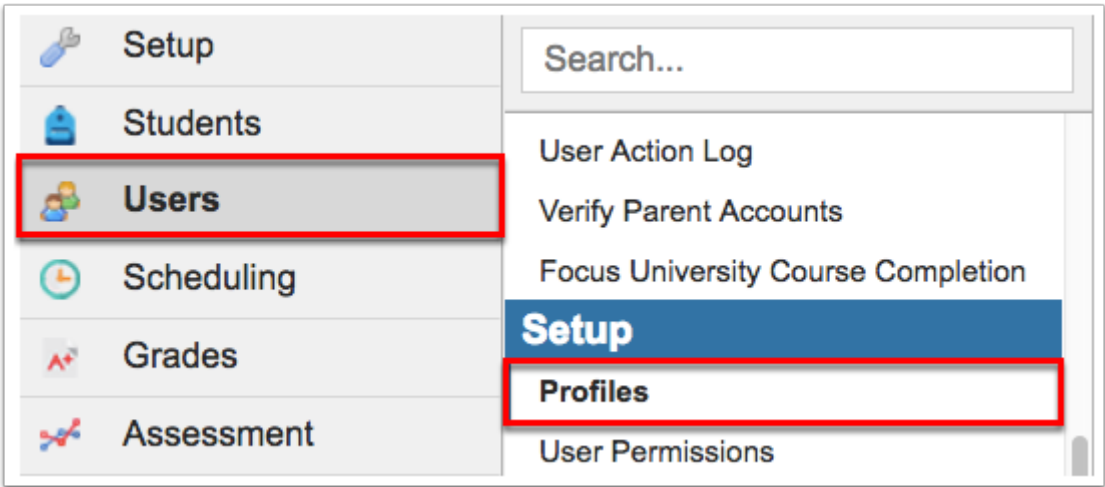
2. From the **Permissions** tab, select a **Permission Type**, a **Role**, and the **Profiles** from the provided pull-downs. Click **Submit** to access profile permissions.

3. Click the **Setup** tab.

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.

> ℹ️ 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 able to upload a batch of photos that contains students from any school.

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

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.

> ℹ️ 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: [Choose Files] 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.

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

Importing Student Photos

> ℹ️ 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**.
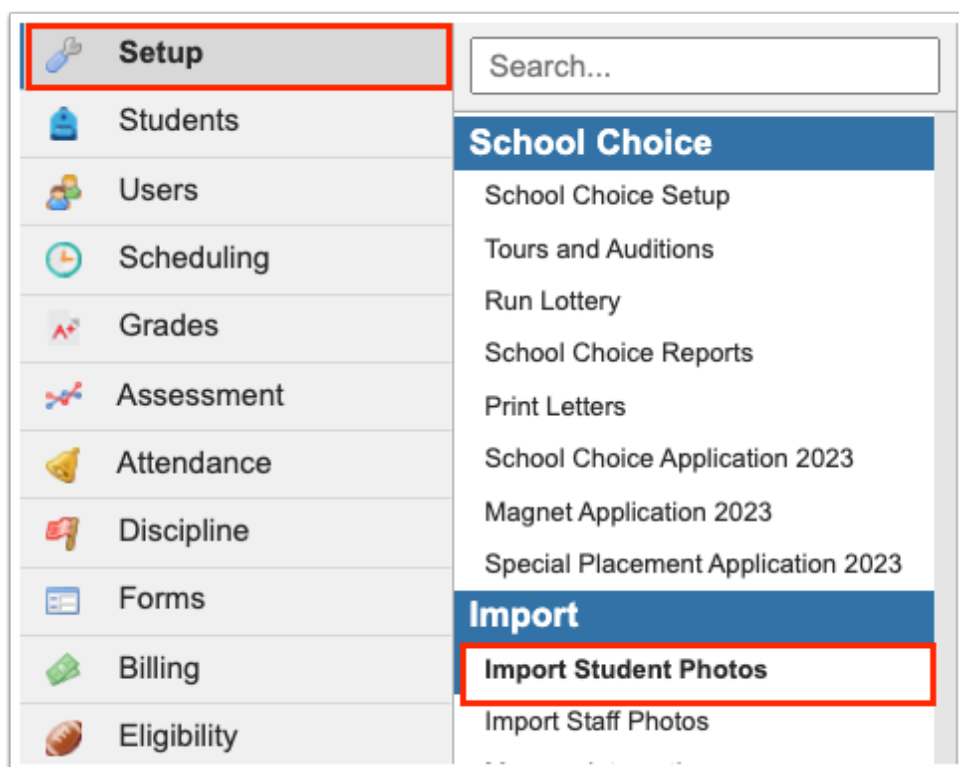
Previously uploaded student photos are listed along the left side of the screen, as shown in the image below.
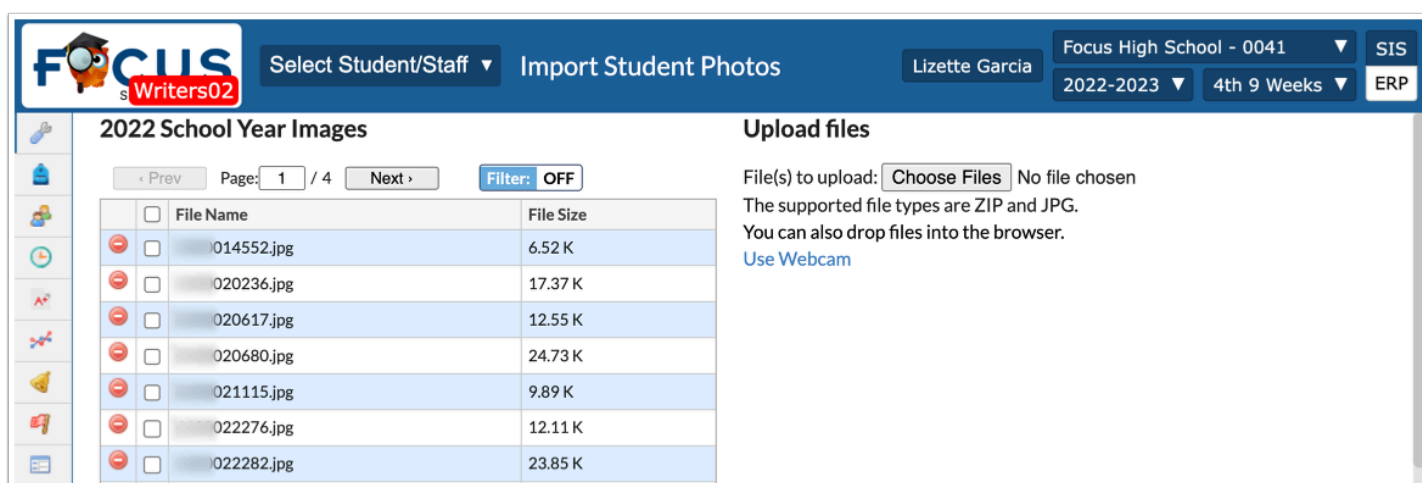
2. To delete existing files, click the **delete** button (minus sign in red circle).

2022 School Year Images

Filter: OFF

		File Name	File Size
🔴	☐	0020236.jpg	17.37 K
🔴	☐	0020680.jpg	24.73 K
🔴	☐	0022481.jpg	21.63 K
🔴	☐	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.

		File Name	File Size
🔴	☑	00242.jpg	151.88 KB
🔴	☑	00267.jpg	82.64 KB
🔴	☑	00373.jpg	135.86 KB
🔴	☑	00457.jpg	39.96 KB

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

🔴	☑	03839.jpg	33.08 KB
🔴	☑	03918.jpg	52.51 KB
🔴	☑	03919.jpg	118.28 KB
🔴	☑	03997.jpg	123.45 KB

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Delete

**3.** To filter through existing images, click **Filter**.
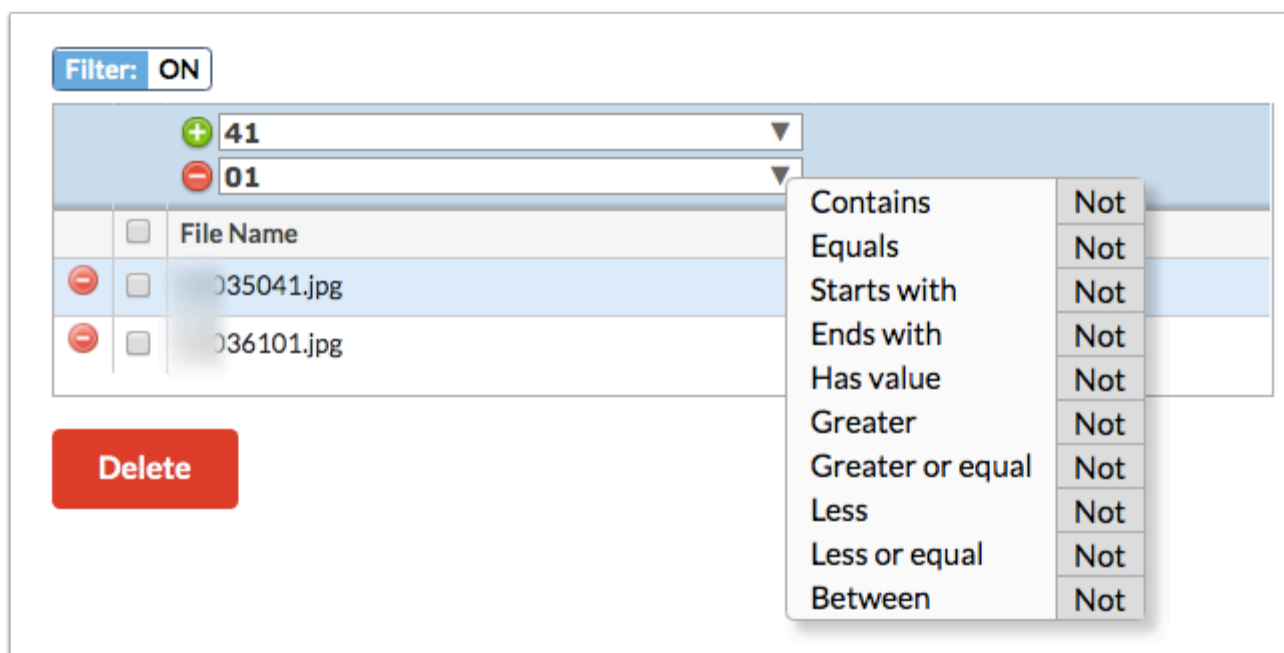
a. To add more than one filter to a column, click on the **green plus sign**.

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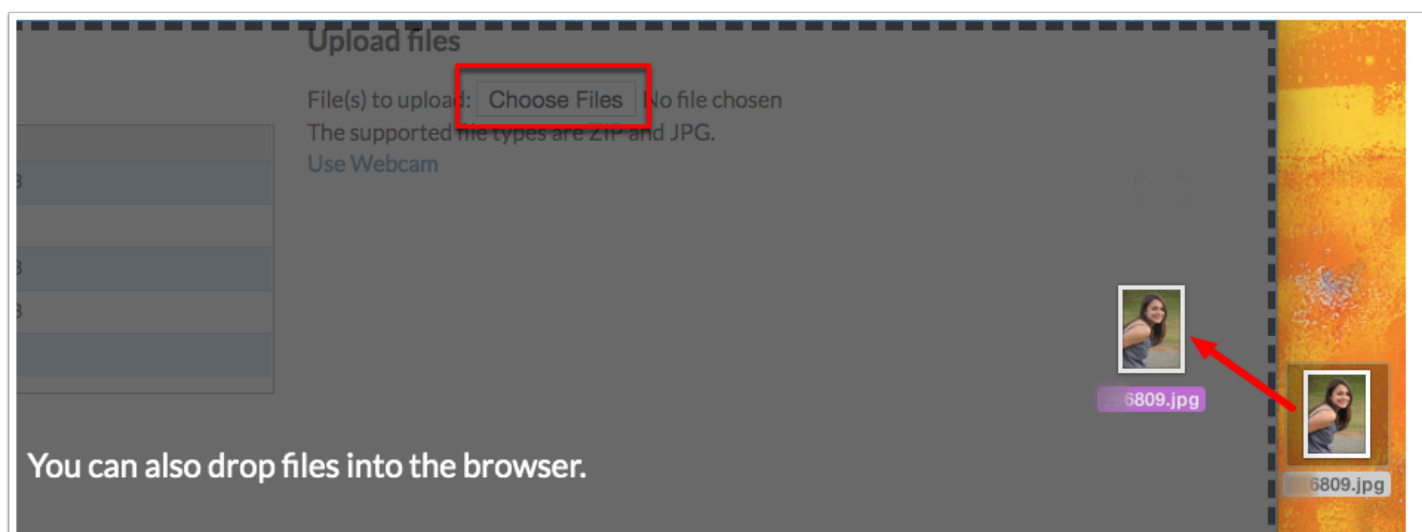
> ℹ️ There is a 10 MB limit per image, and images should be in .jpg format. Re-uploading an image will overwrite the existing file if the Profile permission, **Overwrite Existing Student Photos on Upload**, is enabled. See the section, Setting Profile Permissions for Importing Student Photos for more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

If no errors occur, you will see the the status: **Uploaded** in green, as displayed in the image below.
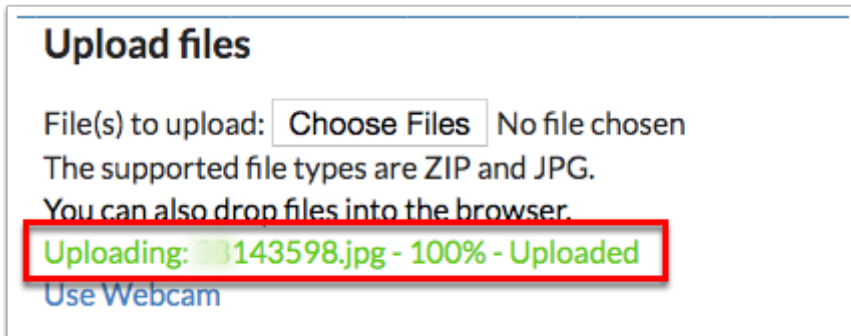
5. Click the **Use Webcam** link to take photos from your webcam.
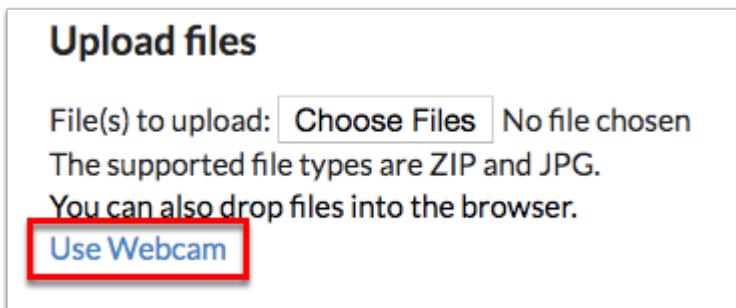
> ℹ️ The use of the webcam depends on profile permissions via Users > Profiles. For more information about permissions, see Setting Profile Permissions for Importing Student Photos.

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.

💡 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.

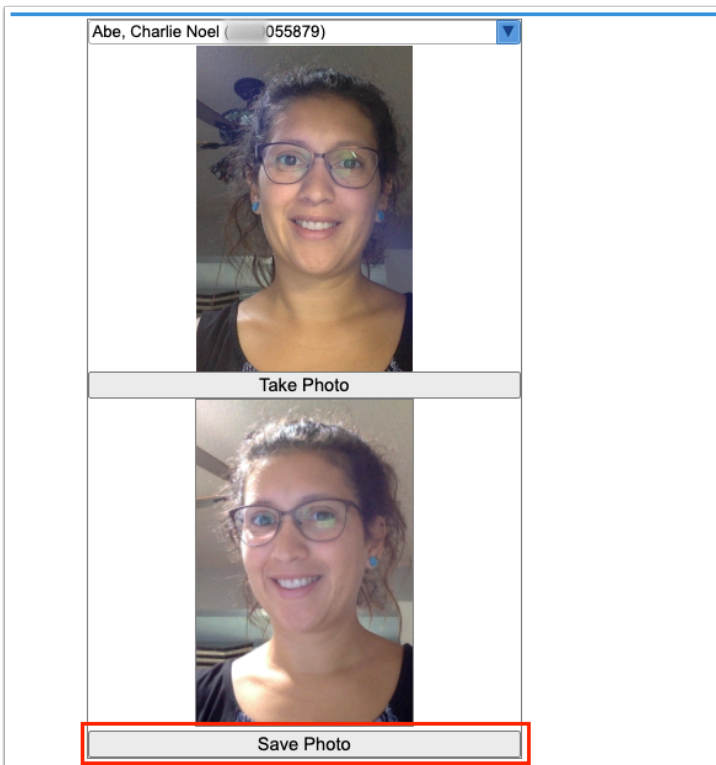**b.** When ready to take the photo, click **Take Photo**.
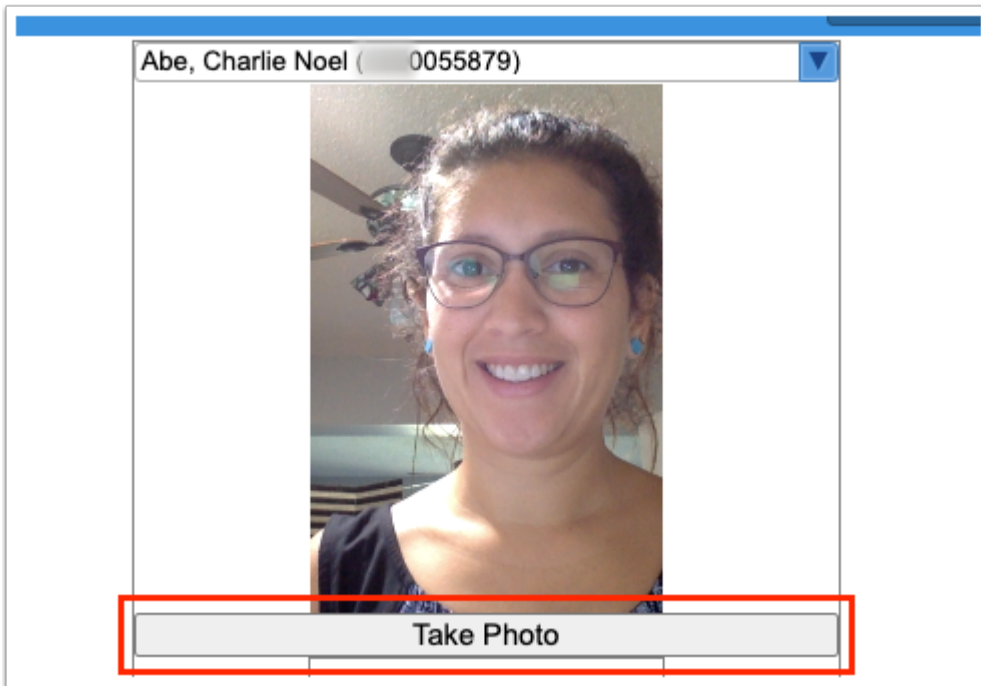
c. Once taken, the photo displays in the bottom box where you have the option to save the photo. To keep the image taken and upload it as the student's photo, click **Save Photo**. To take another photo, click **Take Photo**; this will replace the last image taken.

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.

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.