

Importing Student Photos into PowerSchool

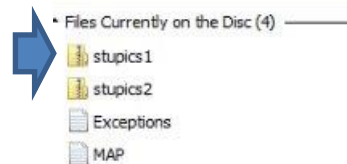
- ✚ Insert the Photo CD in your computer's CD drive
- ✚ Login to PowerSchool. Find **Setup** menu item on the left
- ✚ Select **System**
- ✚ Look for **Data Management**. Select **Photo Management**
- ✚ Select **Import Pictures**

Group:

✚ Group: Choose **Students**

✚ **FILE SELECTION PROCESS**

Zip File (Maximum size allowed 100mb) *



- ✚ Select **Browse** and select your CD drive. Find a Zip file called: **Stupics1**
- ✚ **Please note: Depending on the number of students in your school, there could be a number of files named Stupics2, Stupics3, Stupics4, etc.**
- ✚ Select **OK** after you select the Stupics1 file.

Mapping File *

- ✚ Browse your CD and select the **Map** file
- ✚ Select **OK**

Mapping Type:

- ✚ Mapping Type: Select **Student/Staff Number**
- ✚ Select **Upload**
- ✚ **Please Note: You may get the error message: "Failure" followed by a number. Please DISREGARD this error message!**
- ✚ Select **Back** button

Using the **FILE SELECTION PROCESS** above, select the next Zip file (ex. Stupics2) and repeat until all the Stupics files have finished uploading. **Despite the error messages, the student photo files are uploading!**

To test:

- ✚ From the PowerSchool Start page, select a student
- ✚ Look for the **Information** menu item on the left and select **Photo**.