Photo Export

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Tool Search: Photo Export

The **Photo Export** tool generates a spreadsheet of student names, numbers, and grade levels for the school selected in the toolbar. The school photographer uses this spreadsheet to prepare photos for import into Campus.

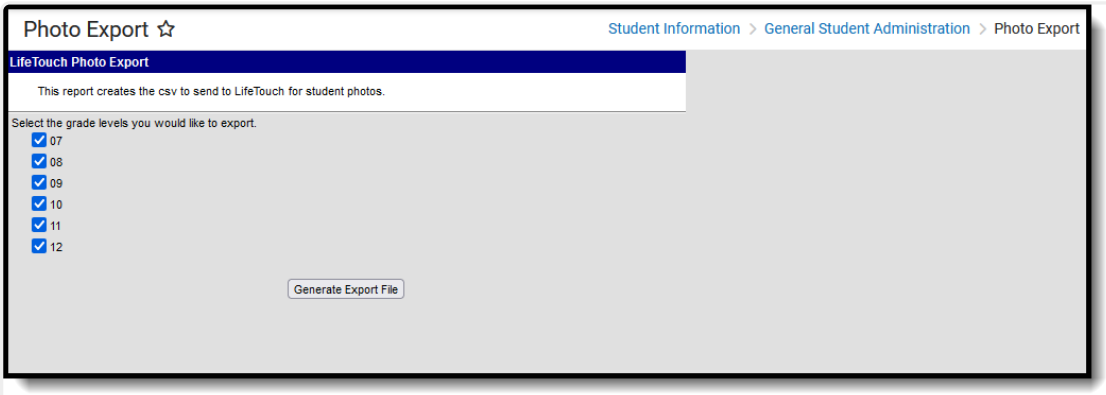


Photo Export

See the Photo Export/Photo Import Tool Rights article for information about rights needed to use this tool.

Export Photo Information

To Export Photo information, select the grade levels that should be included in the export then click **Generate Export File**. The export file generates in .csv format.

The Photo Export tool generates a .csv file with each student's student number, last name, first name, and grade for the selected grade level(s). The file can be submitted to the school photography company, and the student number may be used to name the photo. LifeTouch prefers this format.

If the photography company labels the individual photos in the correct manner, the school can perform a mass upload into Campus using the Photo Import tool.