

Photo Export

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The **Photo Export** wizard generates a spreadsheet of student names, numbers and grade levels for the school selected in the toolbar. This spreadsheet is given to the school photographer and helps to prepare photos for import into Campus.

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

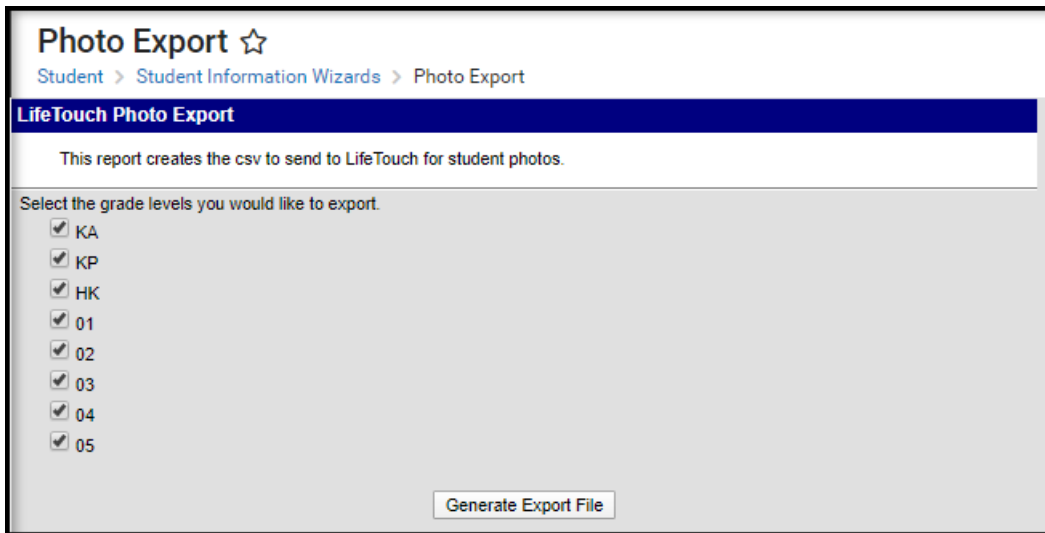


Photo Export tool

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

	A	B	C	D
1	80800002	Test	David	5
2	80800004	Test	Leslie	8
3	80800006	Test	Kevin	7
4	80800008	Test	Jake	6
5	80800010	Test	Kar	6
6	80800012	Test	Jon	5
7	80800014	Test	Doris	8

Photo Export - .csv

If the photography company labels the individual photos in the correct manner, the school will be able to perform a mass upload into Campus using the [Photo Import](#) tool.

