

# Photo Export/Photo Import Tool Rights

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The **Photo Export** and **Photo Import** tools let Front Office Staff manage how student photos are uploaded into Campus. Photo Export creates a CSV file to send to LifeTouch for use in matching students to photos. Photo Import allows photos to be imported and uploaded to the correct person in Campus via one of several different formats.

See the [Photo Export](#) and [Photo Import](#) articles to learn more about these tools.

**Only R (Read) rights are required to grant full access to run these tools.**

Photo Export ☆

Student Information > General Student Administration > Photo Export

LifeTouch Photo Export

This report creates the csv to send to LifeTouch for student photos.

Select the grade levels you would like to export.

- 09
- 10
- 11
- 12

Generate Export File

Student Information > General Student Administration > Photo Export

Photo Import ☆ Student Information > General Student Administration > Photo Import

**Photo Import Wizard**

This wizard will assist in bulk loading student/person pictures to the system. Only JPG format photos are accepted and all images are resized appropriately prior to storing them. The file structure of the zip file can be arbitrary (ie: doesn't matter if images are in folders) but only ZIP files are accepted for bulk upload. Please try to run this tool during off-peak hours.

The following upload formats are currently available:

1. Zip file where files in zip archive are jpg images with the names as student numbers (ex: 001234567.jpg)
2. LifeTouch link file. Zip file with arbitrary jpg file names and an 'dlink.txt' file.
3. PersonID mode. Zip file with file names representing personID values (ex: 684.jpg).
4. Mixed mode. Zip file with either a number (personID/studentNumber) or a comma-separated first/last name combination (smith\_sam.jpg). If the image file can uniquely be identified with a person, it will be accepted. If two students have the same first/last name the file will not be accepted. If a numbered (2.jpg) file is both a student number and a personID the file will not be accepted.

**1. Mode:**

- Student Number Zipped Images
- LifeTouch Link Zipped File
- PersonID Images Zipped File
- Mixed Mode Zipped File

**2. File:**  No file selected.

*Student Information > General Student Administration > Photo Import*

## Suggested User Groups

- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.