

Photo Export and Photo Import Tool Rights

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The **Photo Export** and **Photo Import** tools enable Front Office Staff to manage how student photos are uploaded to 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.

Only Read rights are required to grant full access to run these tools.

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

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

Student Information > General Student Administration > Photo Export

Student Information > General Student Administration > Photo Export

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 'ldlink.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

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Suggested User Groups

- [Front Office](#)

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