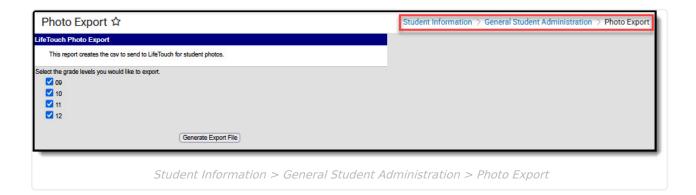# Photo Export/Photo Import Tool Rights
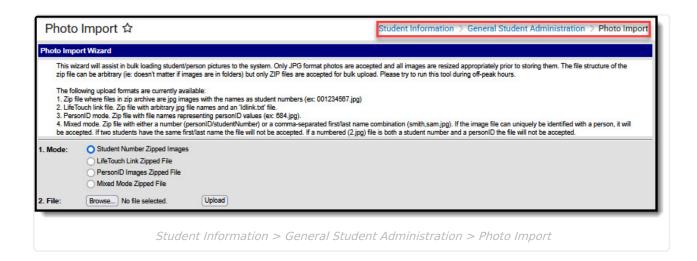
Last Modified on 03/31/2025 1:45 pm CDT

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.

Student Information > General Student Administration > Photo Export

Student Information > General Student Administration > Photo Import

Suggested User Groups

- Front Office

See User Groups and Suggested Roles for more information.