Dossier Student Photo Upload

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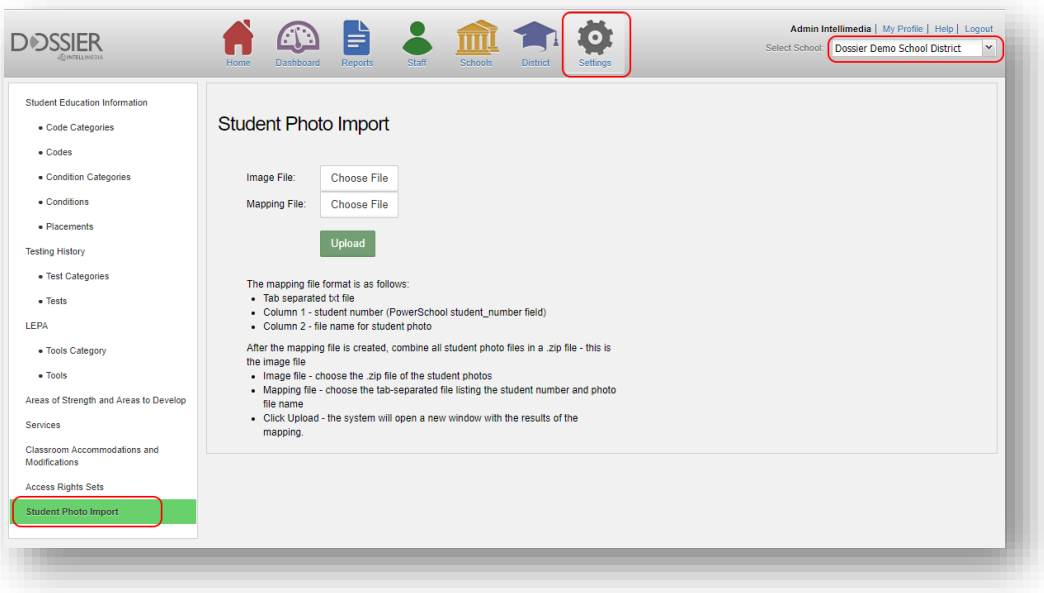
Intellimedia has incorporated Student Photos into Dossier and exposing them on student pages beginning with the CRM Module.

This document details the process to upload the student photos into Dossier.

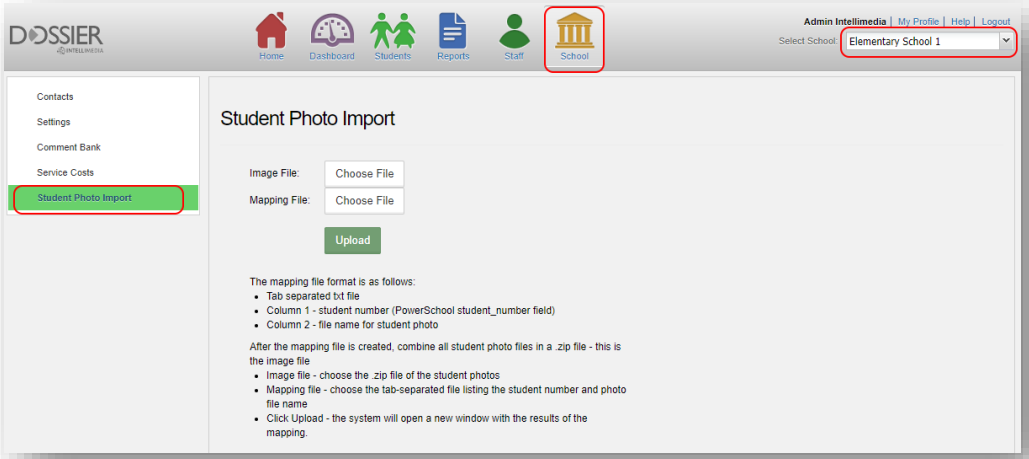
Location

Student Photos can be uploaded both at the District and School levels in the Inclusive Education module. After entering the Inclusive Education module the user can access the interface:

1. District Level – Settings – Student Photo Import



2. School Level – School – Student Photo Import

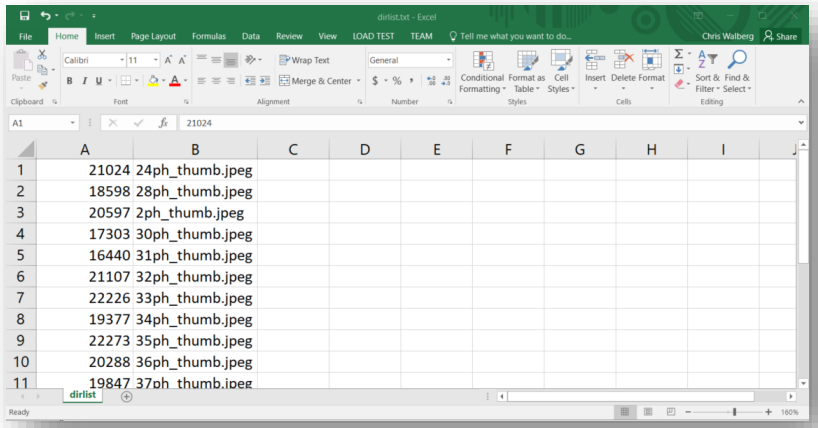


Files Preparation

The process for uploading the student photos requires a set of logically named student photos and a mapping file. The starting point will be a folder of the student photos. Typically from services that provide student photos there will be a naming convention so that a student photo can be identified as belonging to a specific student in the district. This naming convention could include the photo files being named by ASN (Alberta Student Number) for example

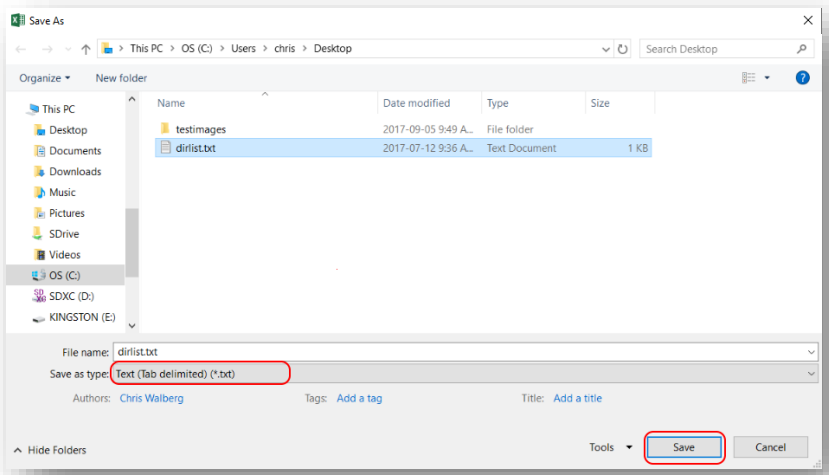
1. Create a mapping file. The mapping file is a tab-separated list of two columns.
    a. The first column is the Dossier stored ASN/Student number from the source SIS.
    b. The second column is the file name of the image file that belongs to that student
    c. Image files can be any typical image file type – jpg, jpeg, png are suggested
    d. A tab separated txt file can be created/manipulated in Excel or other spread sheet program as long as it is saved as .txt (tab separated).

i. Create the mapping file entering in the first column the ASN/student number identifier and the name of the photo file in the second

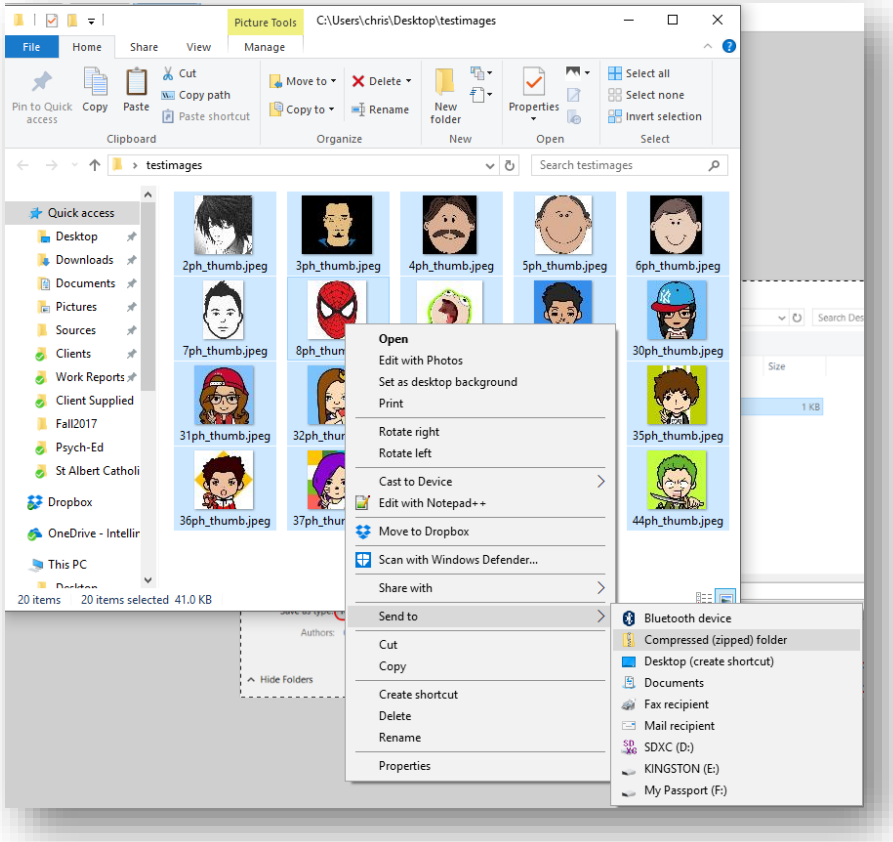


	A	B
1	21024	24ph_thumb.jpeg
2	18598	28ph_thumb.jpeg
3	20597	2ph_thumb.jpeg
4	17303	30ph_thumb.jpeg
5	16440	31ph_thumb.jpeg
6	21107	32ph_thumb.jpeg
7	22226	33ph_thumb.jpeg
8	19377	34ph_thumb.jpeg
9	22273	35ph_thumb.jpeg
10	20288	36ph_thumb.jpeg
11	19847	37ph_thumb.jpeg

ii. File – Save as → Text (Tab delimited)(*.txt)

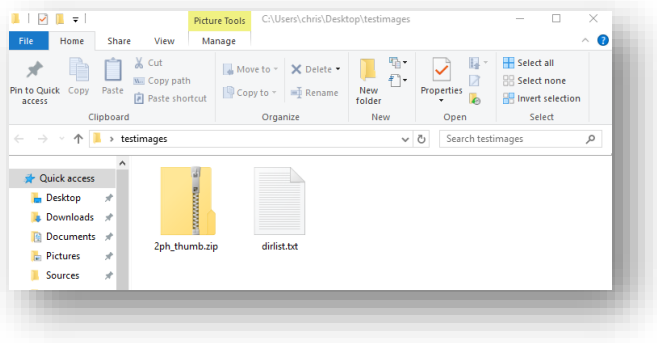


2. Package the files.
    a. The files must be collected into a .zip file (separated from the mapping file)
    b. Select all images
    c. Right-click – Send to – Compressed (zipped) folder



    d.
    e. The folder will be initially named for one of the files in the collection

f. Now you should have both the .zip file of the images and the mapping file noting the student identifier and the photo connected to each student



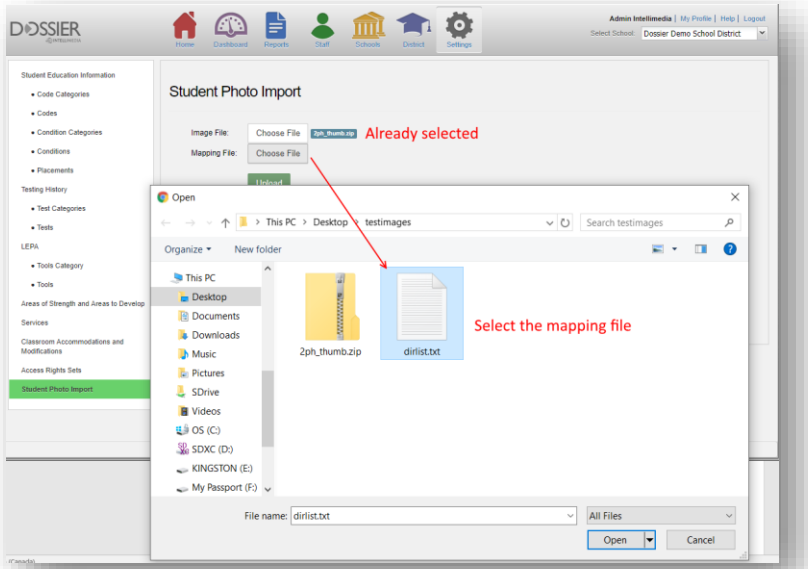
Uploading the Files

When the photos and mapping file are prepared they can then be uploaded to Dossier. The basic instructions for this process are described on screen as well.

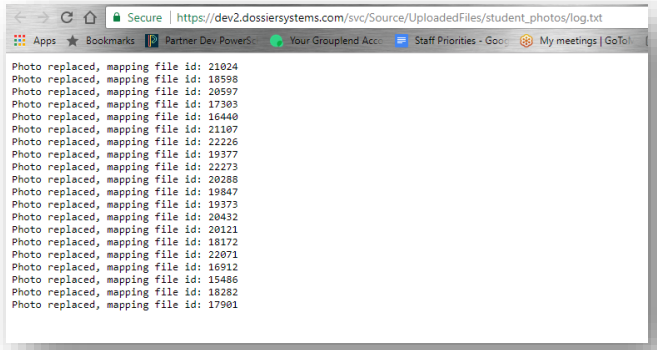
Other than location (District or School) the following steps are identical.

1. Access the Student Photo Import page (see Location section above)
2. Image File: click and browse to the .zip file created in the File Preparation step

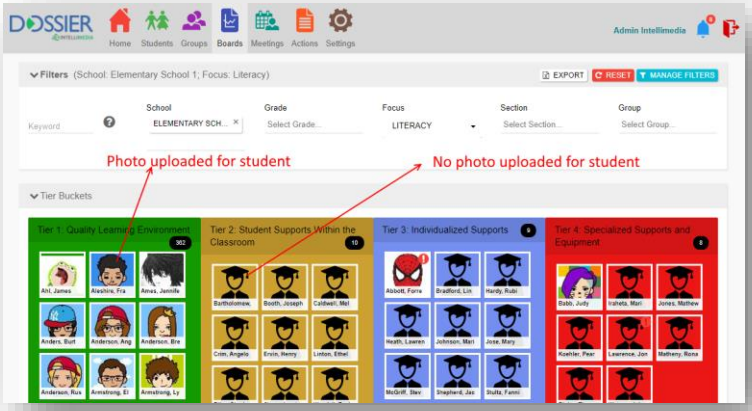
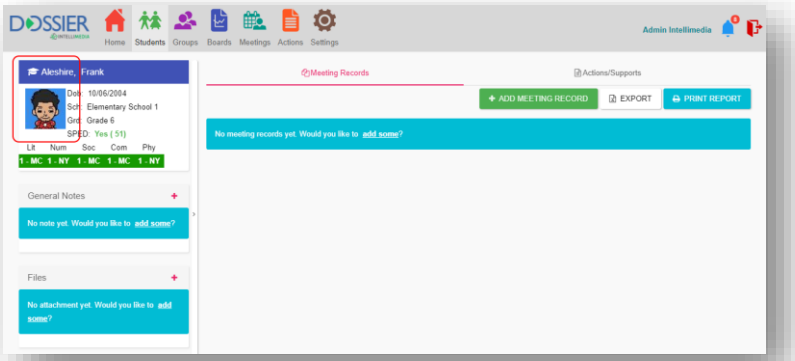
3. Mapping File: click and browse to the mapping file (.txt) created in the File Preparation step



4. Click Upload. The system will process the file and return to the user in a new window the results of the upload.



5. Photos will either be inserted, replaced or have match not found. The process will automatically update student photos where previous photos have been uploaded to the student.

Results

After the process is completed the student photo will be displayed in areas of Dossier where it has been exposed. This is currently only exposed in the CRM Module in the student page and Boards page.