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in|SCHOOL

Nova Scotia Student Information System

Nova Scotia Public Education System

PowerSchool Photo Management

User Guide

1. POWERSCHOOL PHOTO MANAGEMENT

Using the **Import Photos** function, you can manage student and/or staff photos making uploading photos fast and easy. To mass import student photos into PowerSchool there are two required files that your school photographer should provide:

1. A compressed (zip) file that contains thumbnail size portrait photographs in JPEG format.
2. A tab delimited text file that contains two columns – column one with the student number and column two with the corresponding file name of the thumbnail image.

Ensure your photographer complies with the following requirements:

Images:

- Image files must be Jpeg format, with a file extension of .jpg or .jpeg
- Image files be 200 pixels wide by 300 pixels high
- Files should be no larger than 40 KB
- Images are to be placed in compressed flat zip file, no sub folder
- Staff images should be in a separate zip file
- Only image files are to be in the zip file

Map File:

- The map file is a Tab Delimited text file
- There should be no column headings in this text file
- Contain 2 columns, column 1 - student number and column 2 - image name, i.e.:

3500000009	3500000009.jpg
3500000017	3500000017.jpg
3500000025	3500000025.jpg
3500000033	3500000033.jpg

- The columns will be tab delimited, no quotes or comma's
- The image name must match the actual file name, if the file name contains leading 0's, i.e. 0003000000000.jpg, then the column containing the image name must match
- Map file cannot be in the zip file with the images

1.1. Mass Importing

On completion of these files, you are now ready to mass import the images into PowerSchool for your school.

Starting from the Start Page:

1. Click **Data and Reporting**
2. Click **Student and Staff Photos**
3. Click **Import Pictures**
4. Choose your group (default is Students)
5. Choose your Zip file containing the images
6. Choose your Mapping file. This is the tab delimited text file containing the two-column list.
7. Mapping Type should be set for "Student/Staff Number".
8. Click "Upload".

The process will take some time depending on the size of your school. If there are any Failures take note of the failures and correct any mistakes. You can reimport if necessary.

1.2. Individual Importing

For individual pictures of either students or staff the following is done:

1. Ensure the picture is of a small format. Large picture sizes will take longer to load when viewing either in the Gradebook or web pages and can affect performance. Files should be approximately 200 x 300 pixels, no larger than 40Kb in size and jpg formatted.

2. Find the student.

3. From the left-hand menu click **Student Profile**, then click **Student Photo**.

4. Click **"Submit a new photo for this student"**.

5. Choose the appropriate picture file.

6. Click Submit

The photo of that child should now be present.