

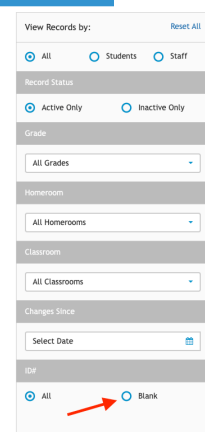
Instructions on Importing directly from Lifetouch Host Portal into Edsembli

DOWNLOADING IMAGES AND DATA FROM HOST PORTAL

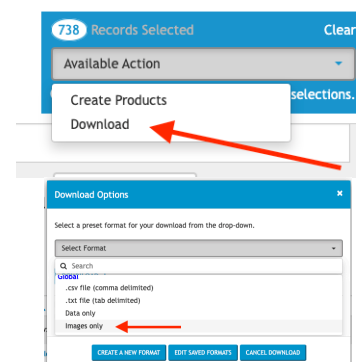
1. Open the HOST PORTAL - at the top left click on the IMAGE & DATA MANAGEMENT tab



2. Scroll to the bottom left - underneath the STUDENT ID field click on BLANK - any students or staff that are missing ID numbers will show up - click on their name that is in blue and add in the number in the Student ID # field - For STAFF just put in their LAST NAME - click SAVE - Once all the subjects have been fixed click on ALL in the STUDENT ID field from above
3. Right above the photos on the left hand side find the SELECT field and click on ALL - you will see check marks on all subject boxes



4. Navigate to the right go to the blue AVAILABLE ACTION window and choose DOWNLOAD
 - Download Options - Under Select Format choose "Images Only"
 - Click DOWNLOAD
 - Click on the orange Download Progress bar at the top of the window to see progress - (if you are prompted: hit SAVE not SAVE AS)



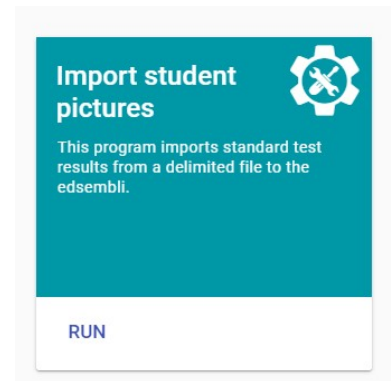
5. When the download is complete, it will be in your Downloads folder called Data.zip with a zipper on the icon of the folder.
 - Right click on this zippered folder and left Click on Extract all
 - Leave all the default settings the way they are -
 - Click on EXTRACT - Wait... shouldn't take long. A folder will pop up with your school name
 - RENAME this folder to 20## - 20## (current school year) Photos then COPY and PASTE this file onto your Desktop for easy navigation in future steps.

Import student pictures

Overview

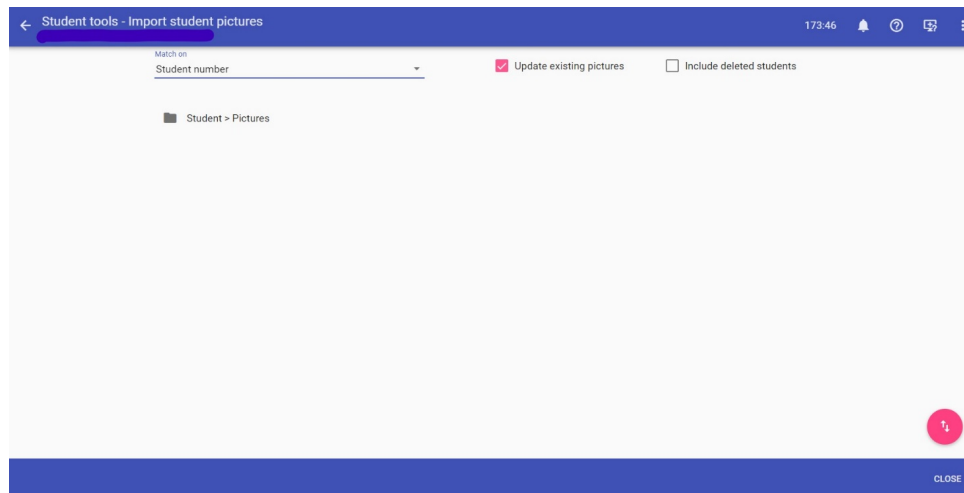
Note: The student pictures (you can also do this with staff pictures) have to be named as studentnumber.jpg or ministrynumber.jpg.

For instance, if the student number is 00000123456, the file should be 00000123456.jpg

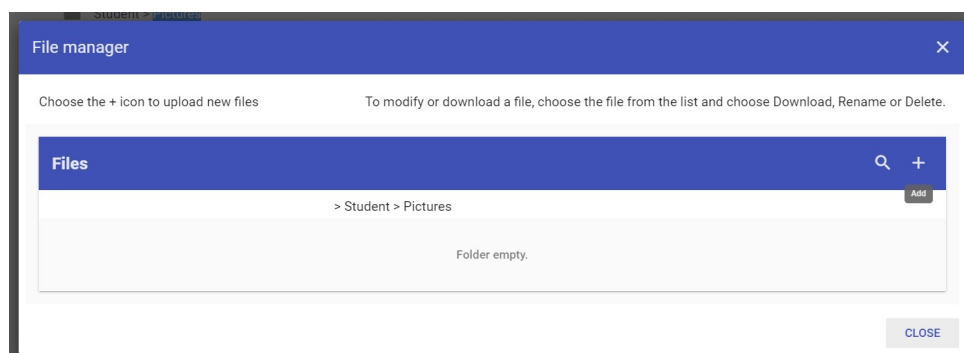


Within the import student pictures screen, you must specify how to match the pictures to student records. What you select will depend upon how the photos were labeled (named). You have two options, Student number (this tends to be the most common format used) or Ministry Number.

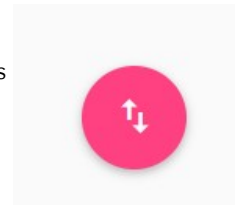
Next, verify that you wish to Update existing pictures (meaning, this will overwrite existing older photos) and whether or not to include deleted students (students who may have been at your school for picture day and for whom you have a photo but have since left the school).



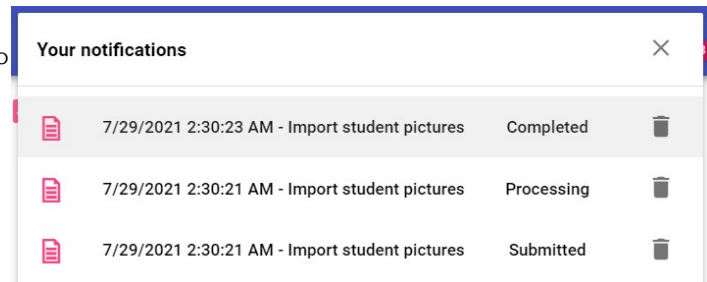
Next, press the icon beside Student, Pictures. This will bring you into the file manager. This is where you will upload your school's photo file(s) so that you can import into edsembli SIS. Press the plus icon to add the file(s). One added you, press the close to return to Import student pictures.



Now, press the Import files icon located in the bottom right. This will begin the import process and send a notification to the Task Manager.

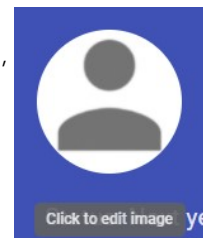


Your request will be submitted to the Task Manager. Should you choose, you can move on to other tasks. When the job is finished you will alerted and can return to the task manager to review the task details or import log. It is recommended that you preview the log pdf for any errors.



Students now have student profile pictures imported into the student record.

Should you need to edit or manually add a student's profile picture, within the student record, simply click on the picture or the silhouette icon.



Once in the Add/edit profile picture card, press on the picture and then find location/path where the desired picture exists. Press the save button when done.

