
Deleting and Importing a Photo for an Individual Student

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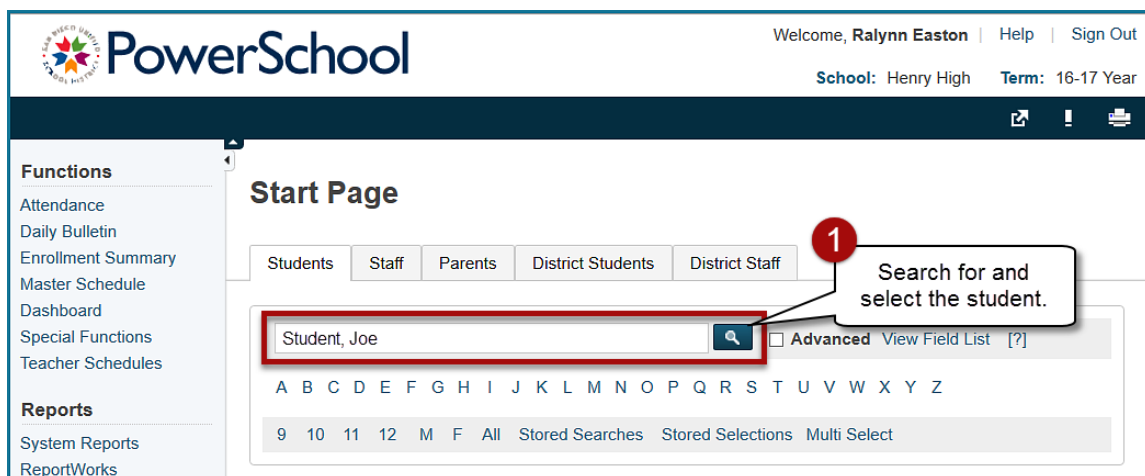
For various reasons, there may be times when you need to delete or change a student's photo. You can accomplish this without having to create a zip file and photo map.

The following Security Roles have access to perform these tasks:

- Academic History
- Attendance & Enrollment
- Power User
- School Administrator

Deleting a Student Photo

1. On the **Start page**, search for and select the student.



2. On the **Student Page**, under the Information section, select **Photo**.
3. Click **Delete Photo**.



4. Click **Confirm Delete Photo**.

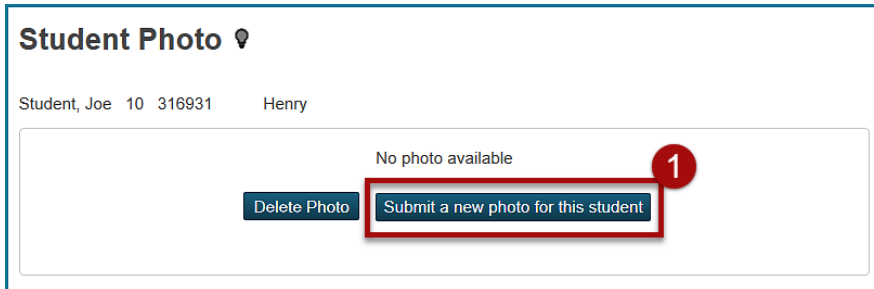



Importing a New Student Photo

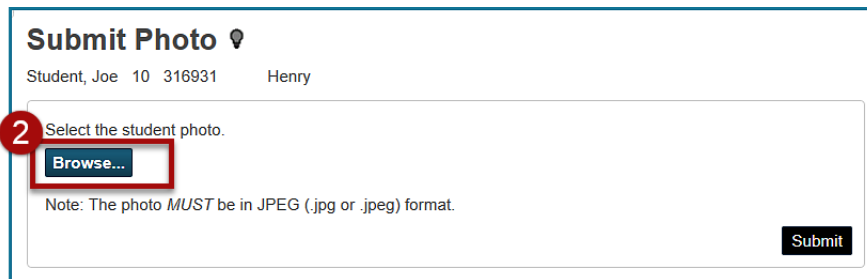
There are two things you should know before you import a new student photo:

- The photo **MUST** be in JPEG (.jpg or .jpeg) format.
- Where the photo file is saved on your computer.

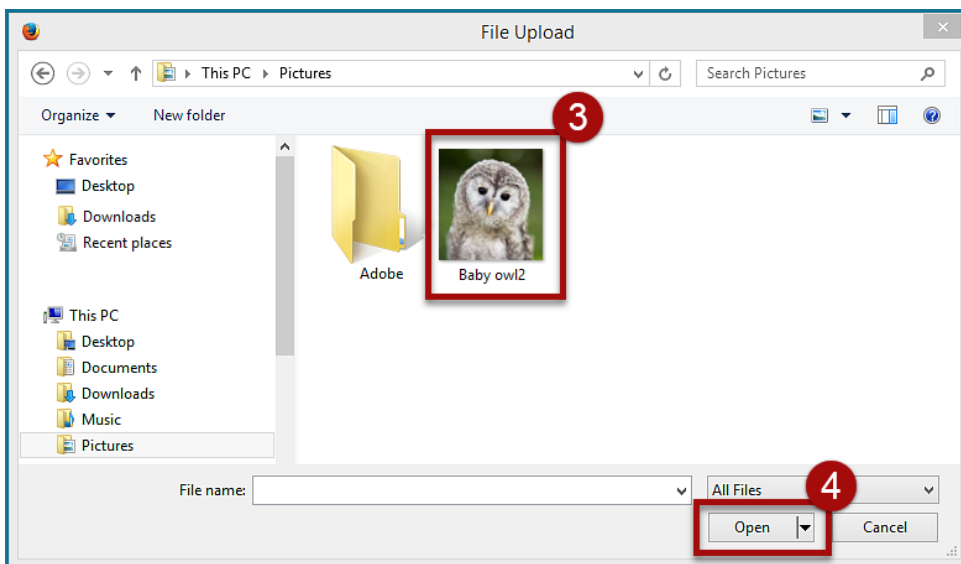
1. From the **Student Photo** Page, click **Submit a new photo for this student**.



2. On the **Submit Photo** Page, click **Browse**.



3. Locate the file on your computer.
4. Click **Open**.



5. Back on the **Submit Photo** page, the file name will appear next to the Browse button. Click **Submit**.



6. The photo will appear on the Student photo page, and on the header of every student screen.

