
Importing Photos from a CD/DVD or Flash Drive

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This Job Aid was created by the San Diego Unified IT Training Department to assist the school site staff with importing student photos from a CD/DVD or flash Drive into PowerSchool.

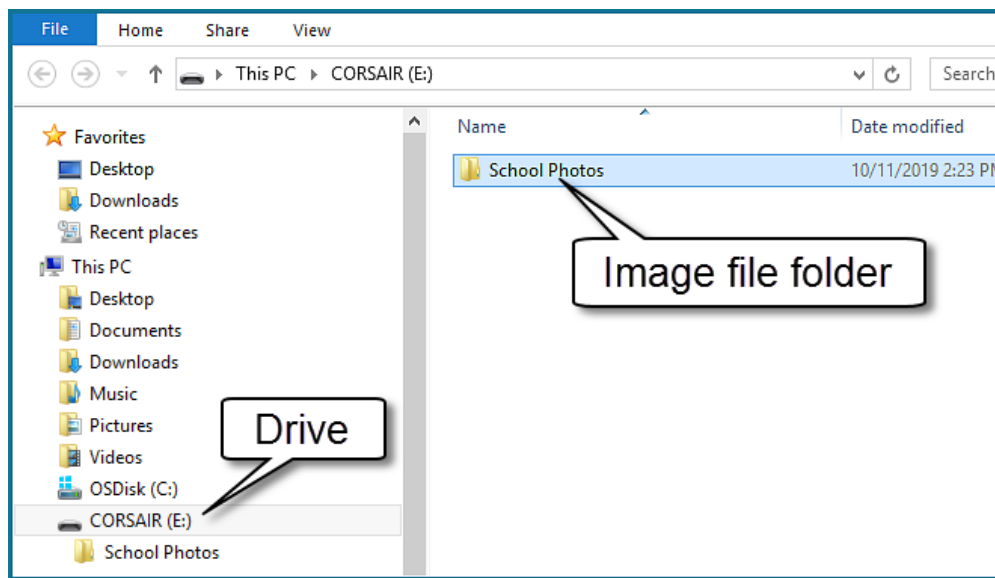
The names of the image file folder and the Drive location depicted in this job aid are examples. The actual name and Drive location will vary depending on the photo vendor and the method of image delivery.

If you have questions regarding importing student photos, please contact the **Help Desk** at (619)209-4357.

Creating a Compressed (Zip) Folder

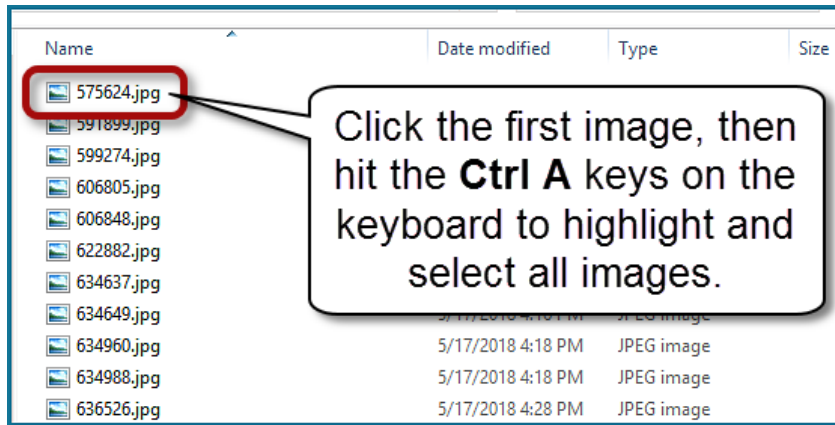
The names of the image file folder and the Drive location are examples. The actual name and Drive location will vary depending on the photo vendor and the method of image delivery.

1. Insert the CD/DVD or flash drive into your computer.
2. Select the Drive where the student photos are located, then open the **Image file folder**.

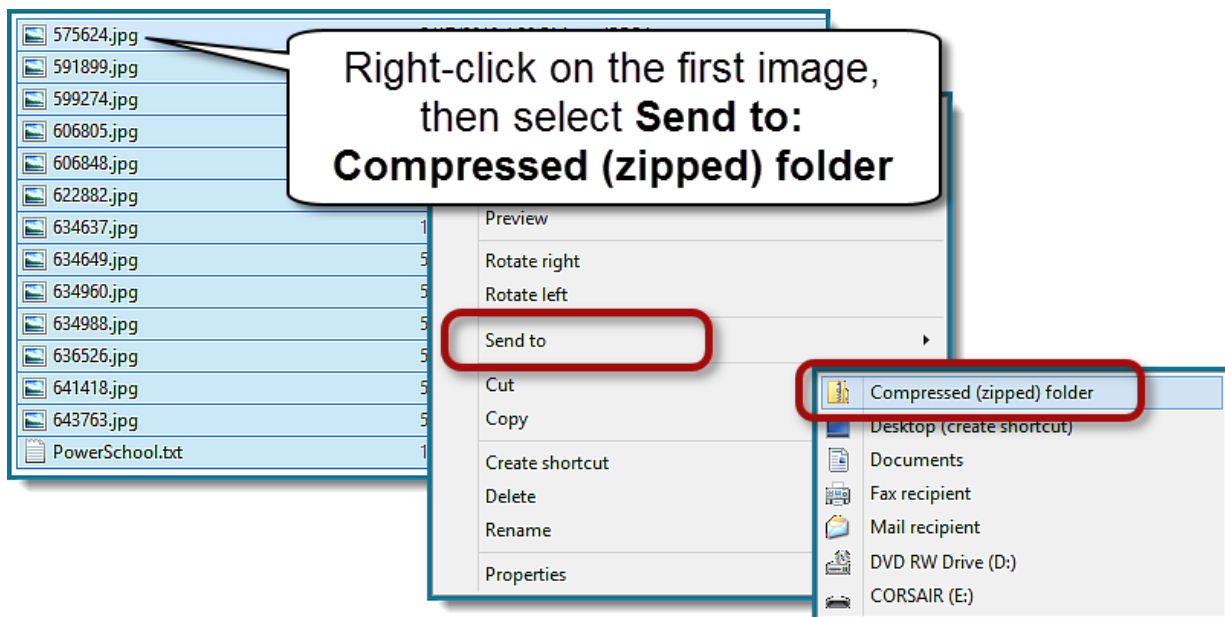


IMPORTANT! Verify that the image name is represented by the student number. If the images in your file folder are named something other than the student number, contact the Help Desk or attend an Open Lab for support. Check [ERO](#) for available Open Labs.

- Click the first image, then type **CTRL + A** on the keyboard to highlight and select all images.



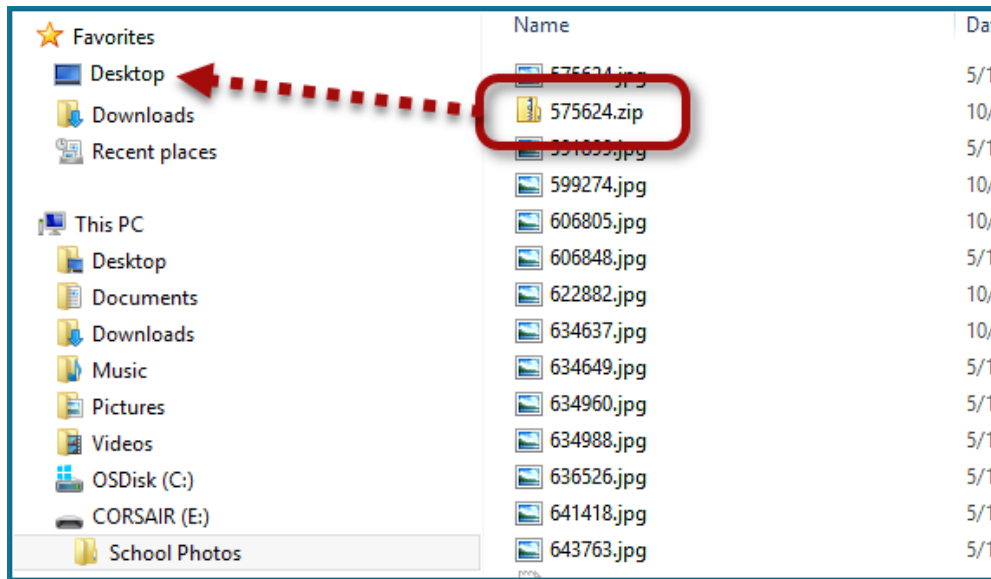
- Once all of the images are highlighted, **Right-click** on the first image in the file.
- Click **Send to**:
- Select **Compressed (zipped) folder**.



NOTE: A message may prompt that the *zipped folder cannot be saved in its current location, can it be saved on the desktop?*

7. Click **Yes**.

NOTE: If the zip folder was created within the image folder, drag it to the desktop.

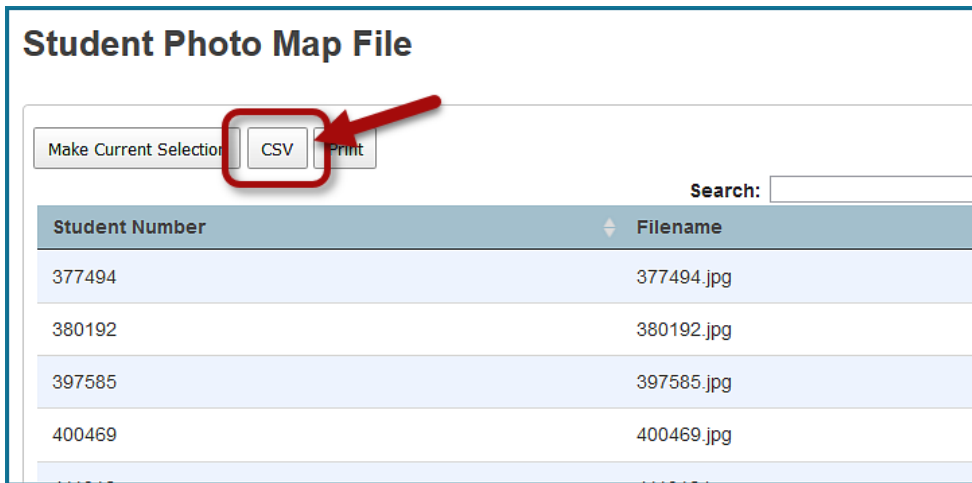


Creating a Student Photo Map File

1. From the **Start Page**, under **Reports**, select **sqlReports**.
2. Expand the **Enrollment** heading and select **Student Photo Map File**.
3. Click **Submit**.

This report will list all Active students at your school.

4. Click **CSV**.



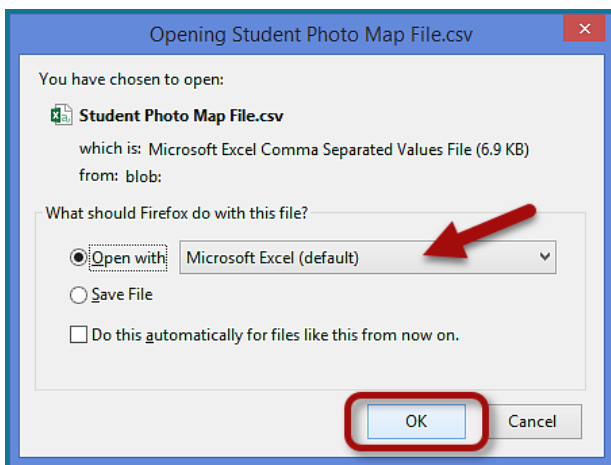
Student Photo Map File

Make Current Selection **CSV** Print

Search:


Student Number	Filename
377494	377494.jpg
380192	380192.jpg
397585	397585.jpg
400469	400469.jpg

5. From the Opening Student Photo Map File dialog box, select to **Open with: Microsoft Excel (default)**.
6. Click **OK**.




Opening Student Photo Map File.csv

You have chosen to open:

 **Student Photo Map File.csv**
which is: Microsoft Excel Comma Separated Values File (6.9 KB)
from: blob:

What should Firefox do with this file?

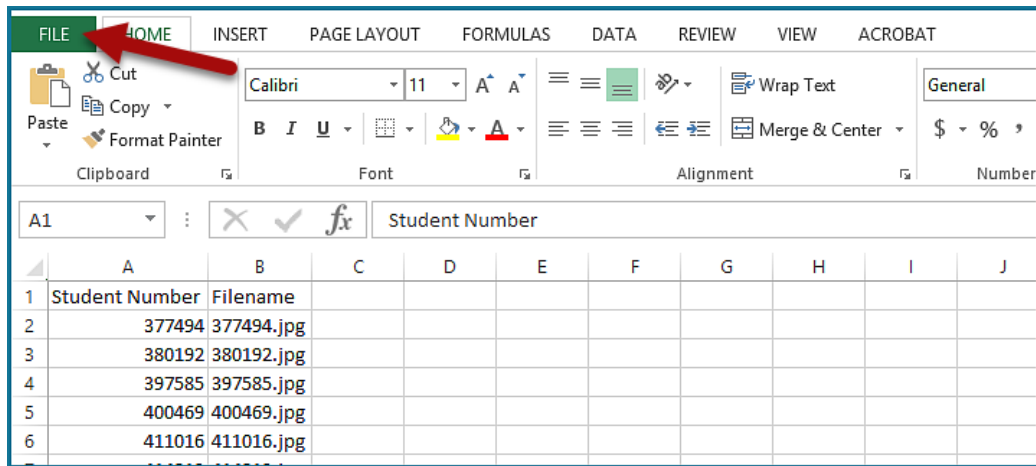
☒ **Open with** Microsoft Excel (default) 

☐ Save File

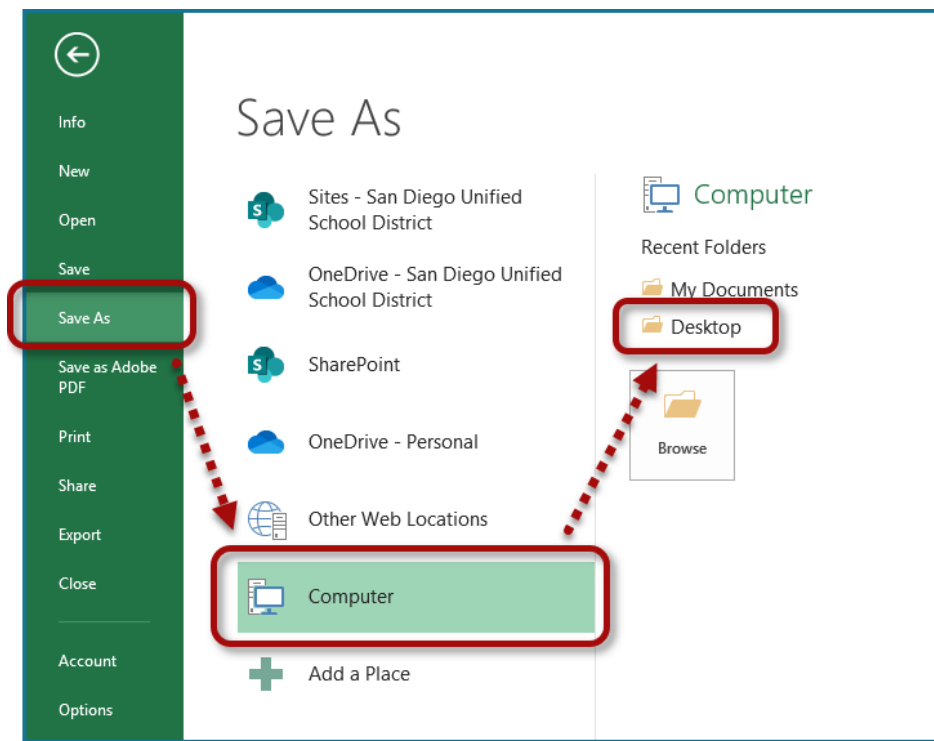
☐ Do this automatically for files like this from now on.

OK Cancel

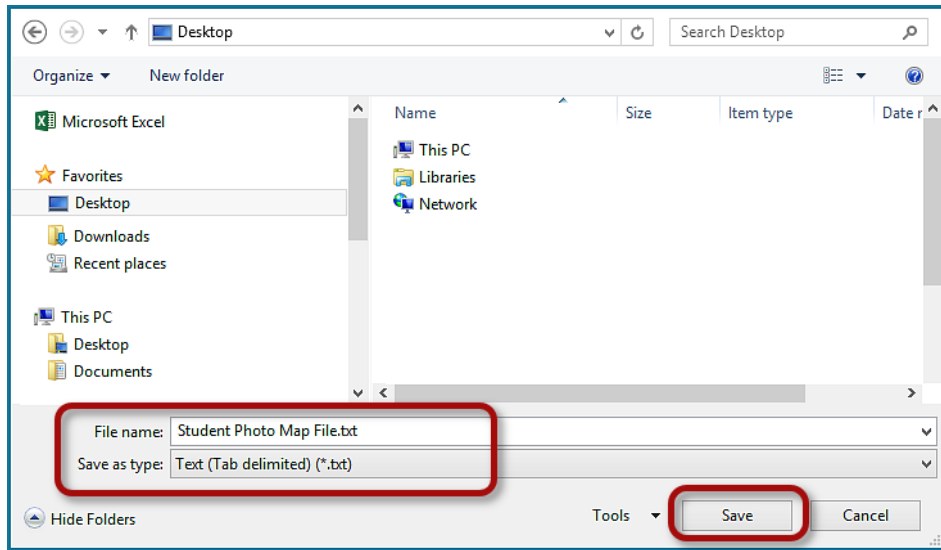
7. Once the file opens in Excel, click the **File** tab.



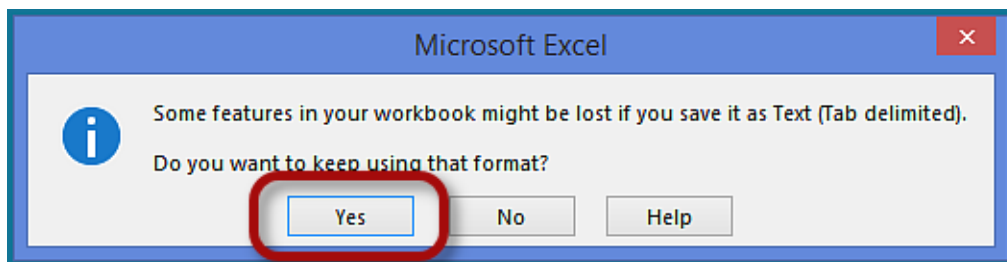
8. Click **Save As**, select **Computer**, then find the **Desktop**.



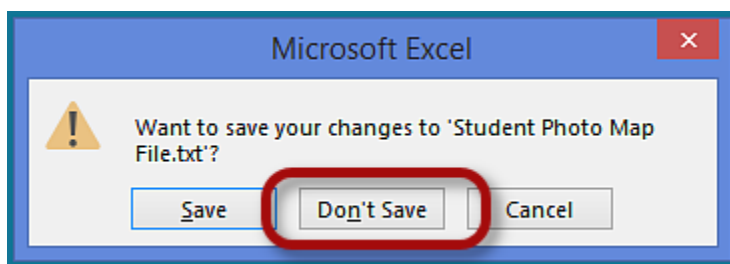
9. In the **File name** field, enter **Student Photo Map File**.
10. From the **Save as type** drop-down, select **Text (Tab delimited) (*.txt)**.
11. Click **Save**.



12. A message will alert you that some features may be lost if you continue to save as Text, and ask if you want to keep using that format. Click **Yes**.

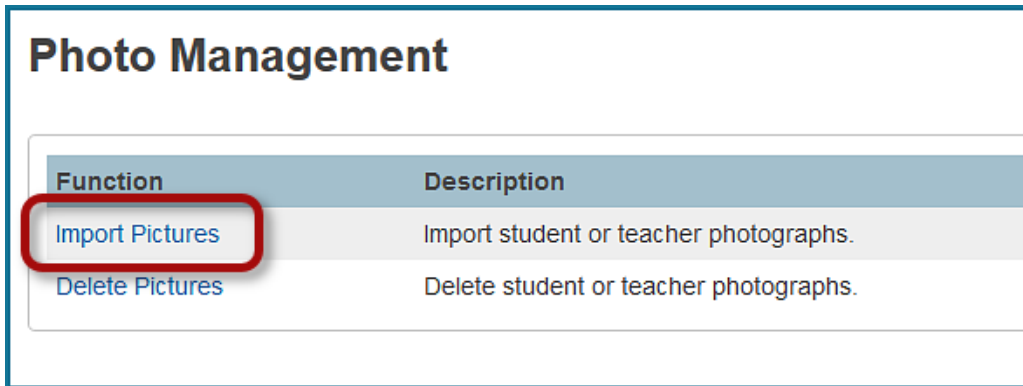


13. Close the file by clicking the **X** in the upper, right corner.
14. Another message will prompt if you want to save your changes. Click **Don't Save**.



Importing Photos into PowerSchool

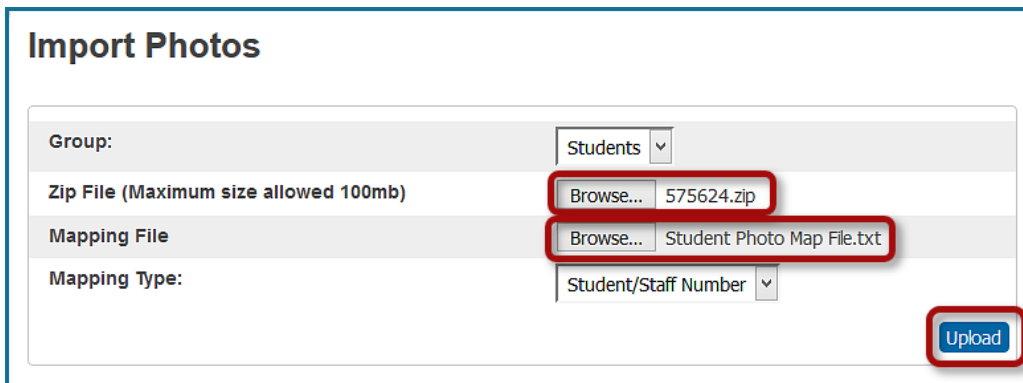
1. On the **Start Page**, under **Setup**, click **System**.
2. Under **Data Management**, select **Photo Management**.
3. Click **Import Photos**.



The screenshot shows the 'Photo Management' section of the PowerSchool interface. It contains a table with two columns: 'Function' and 'Description'. The 'Import Pictures' link in the 'Function' column is highlighted with a red rectangle.

Function	Description
Import Pictures	Import student or teacher photographs.
Delete Pictures	Delete student or teacher photographs.

4. On the **Import Photos** page, do the following:
 - **Group:** Students
 - **Zip File (Maximum size allowed 100mb):** Click the **Browse...** button, navigate to the desktop and select the **zip file**. Click **Open**.
 - **Mapping File:** Click the **Browse...** button, navigate to the desktop and select the **Student Photo Map File**. Click **Open**.
 - Click **Upload**.



The screenshot shows the 'Import Photos' form. It includes fields for 'Group' (set to 'Students'), 'Zip File (Maximum size allowed 100mb)' (with a 'Browse...' button and '575624.zip' selected), 'Mapping File' (with a 'Browse...' button and 'Student Photo Map File.txt' selected), and 'Mapping Type' (set to 'Student/Staff Number'). An 'Upload' button is located at the bottom right. The 'Browse...' buttons and the file names are highlighted with red rectangles.

Group:	Students ▼
Zip File (Maximum size allowed 100mb)	Browse... 575624.zip
Mapping File	Browse... Student Photo Map File.txt
Mapping Type:	Student/Staff Number ▼

Upload

5. The **Import Photo Results** will confirm the total number of imported photos and possible failures.

NOTE: *You may* have some failures. Click the arrow to the left of Failure Details to expand a list of the failed imports.



6. Failures are most often for students who appear on the Student Photo Map File but do not have an image in the zip file, or for students who had their photo taken but are no longer Active at your school.

