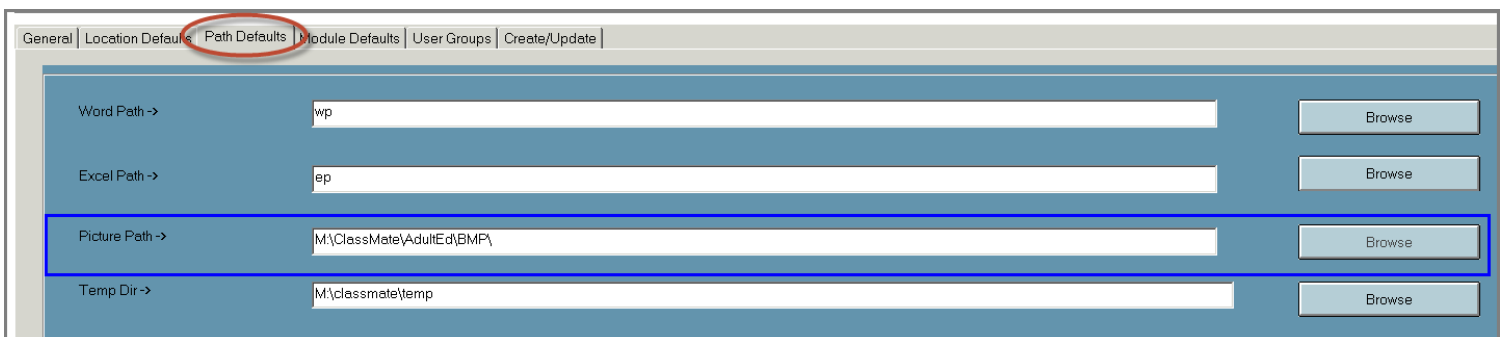# Student Photos: *Setting Up and Copying Student Photos*

ClassMate for Adult Education has functionality to allow users to load student photos. These photos will then display in the student profile. The photos can be taken stored locally on a computer. The System administrator will then establish a file pathway in ClassMate then copy the photos over to the M drive via LaunchPad.

ClassMate Pathway Setup:

- **Establish Photo Pathway:**
  Double Click >**My Modules**>Double click
  System Administrator>Click **User Management**

  o Navigate to the **Path Default Tab**
  o The path should by default read:
    - **M:\ClassMate\AdultEd\BMP**
  o If the path DOES NOT read as above, perform the following steps: Select the **BLUE** Browse button and browse out to the **EXACT** file folder. This is the **ONLY** path that can be used for the photos to display as expected.

General	Location Defaults	Path Defaults	Module Defaults	User Groups	Create/Update

Word Path ->	wp	Browse
Excel Path ->	ep	Browse
Picture Path ->	M:\ClassMate\AdultEd\BMP\	Browse
Temp Dir ->	M:\classmate\temp	Browse

Preparing your Photos for ClassMate Use:

- **Naming the Student Photos:**
  - ○ **Photos MUST need to be named with the EXACT ClassMate 9 digit student ID number example: 000012345.**
- **Sizing the Student Photos:**
  - ○ **Ensure ALL photos are smaller then 130KB in size.**

Copying Student Photos to ClassMate:

- **Login to ClassMate via the LaunchPad**
- **Navigate to your local drive and file folder where the prepared student photos are stored.**
- **Open the file folder with the photos**
  - ○ **Select all the student photos**
  - ○ **Select Copy**
- **Navigate to M drive and open the folder: This is the ONLY folder the student Photos can be placed.**
  - ○ **M:\ClassMate\AdultEd\BMP\Student**
- **Paste the copied student photos into the folder**
- **Open ClassMate and navigate to the Student Profile to see your photos!**