ClassMate "CORE"
Photo Management Functionality and General Facts

October 15, 2018

Photo Management "Core" Functionality

Importing Photos

Photos that have taken by an alternate photo ID solution can be easily uploaded and imported into your ClassMate. This import allows ClassMate system users to view student photos in modules and on appropriate reports.

* Naming the Photos
- o Photos **MUST** need to be named with the EXACT ClassMate 9 digit student ID number example: 000012345.

* Photo Size
- o Ensure **ALL** photos are smaller than 130KB in size.

* Photo Location
- o All photos need to be copied to the **M:\ClassMate\Bmp\Student** folder which is **ONLY** accessible via LaunchPad (for ClassLink hosted sites) or via My Computer (for sites who host ClassMate at their own site).

* Photo Processing
- o After all of the student photos are in the **M:\ClassMate\Bmp\Student folder** go into ClassMate > Modules > System Administrator
  - Click **Photo Managemen**t
  - Click **Student Photo Processing Tab**
  - Click in **Upload New Student Photos**
  - Click **Go button** on the toolbar (looks like a Play icon that you would see on a DVD Player).
  - A message window will display stating the "Current photo files will be updated, but may be required for ID card process, remove current student files after upload?" Choices are Yes or No, you can click on **Yes** (ONLY click Yes if do not need the files for the ID Cards)

Module Assignment
* Modules
- o System Administrator
  - Photo Management

Please visit our website at www.classmate.net to download our Photo ID Management documentation for additional information.

General Facts About ClassMate and Photo Files

- Consider a brand new student just enrolled that has no photo. The following points explain how the photos can be made to display in ClassMate, and on reports such as the Seating Chart and others.

- If you put a photo in the folder M:\classmate\bmp\student with the proper filename, that will show in modules, but never reports. This is because reports can only pull photos that have been loaded up into the ClassMate database.

- If you then go to Photo Management > Upload Student Photos and upload photos into the database, now photo will show everywhere – modules, reports, etc.

- When performing the upload process, you are prompted: "Remove current files after upload? YES/NO"
    - If yes, photo files will be moved into M:\CLASSMATE\BMP\STUDENT\UPLOADED folder.
        - A potential error may happen here: If last year's photo is still in there with the same filename, and a new photo is placed in M:\CLASSMATE\BMP\STUDENT and an upload started, a 'File Exists' error results, and the upload process stops.
    - If no, they will be left sitting in M:\CLASSMATE\BMP\STUDENT folder. You should manually move them to another folder, preferably off the M: drive completely. (See next bullet point.)

- It is a very good idea not to leave photos in any of these folders once they've been uploaded into the database. The 'Best Practice' is to move them off the M: drive completely, to a network folder in your school's network, a thumb drive, etc. If you must leave them in the M: drive, definitely make new folders in M:\CLASSMATE for them, rather than let them build up in the M:\CLASSMATE\BMP\STUDENT folder & subfolders.

- Photos in database take precedent – if there is a different photo in M:\CLASSMATE\BMP\STUDENT and the database, always shows database.

- Uploading overwrites photos in the database. If one exists in M:\CLASSMATE\BMP\STUDENT already, and a new photo for that Student ID is uploaded, that will overwrite the database. There is no checking which is newer, etc.

- If needed, the Photo Management module can be used to export the photos that are digitized in the database. Click 'Download Student Photos', choose ClassMate or Archive database, and click the blue arrow. Photos will be placed in M:\CLASSMATE\BMP\STUDENT\DOWNLOAD.

General Process Start to Finish for sites who Take pictures using LexID Software

1. Use module System Administrator > ID Card Collection to choose a group of students to photograph, clicking the green checkmark icon to load into the module.

2. Confirm these are the students you want, then press the blue arrow icon to put this student data in the location that the LexID software will access. Leave this module open.

3. Using the computer attached to the camera, that is running the LexID software, access the student data and begin taking photos.

4. When complete, ID Card Collection module will be asking if you are ready to move the photos to the M: drive. Do so now by entering the path M:\CLASSMATE\BMP\STUDENT

5. The photos will now be sitting in M:\CLASSMATE\BMP\STUDENT and ready to upload to the ClassMate Database.

6. Open the module System Administrator > Photo Management.

7. Click the Student Photo Processing tab.

8. Click Upload New Student Photos. Click blue arrow icon to proceed.

9. When prompted, "Remove current photo files after upload?" answer Yes or No accordingly:

    a. Yes: Photos will not actually be deleted, but will be moved to M:\CLASSMATE\BMP\STUDENT\UPLOADED folder.

    b. No: Photos will actually not be deleted, just left in the M:\CLASSMATE\BMP\STUDENT folder.

10. Process is now complete. Photos may now be deleted, moved to new folders, etc. It is recommended they be kept for at least a short period of time in case of mistakes or other issues.

For full detailed documentation on Photo ID Management please visit our website at:
www.classmate.net