

ID Card Collection

After the photo is taken it will be saved in your Client Photo/ID Card Software. Student photos should be named with their Student ID # and Employee Photos should be named with their Employee ID # associated in ClassMate.

1. Log into ClassMate > click on Modules > System Administrator > **ID Card Collection**

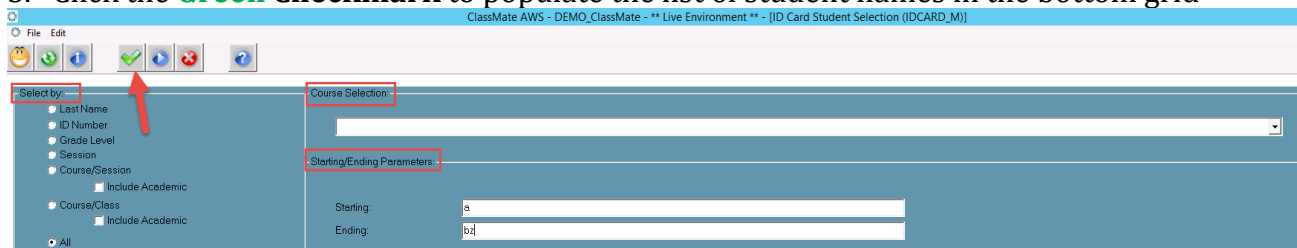
Please Note students won't be available in this module until they have been enrolled in a course

2. Select from the following options to populate the selected student's grid:

- | | |
|-------------|---|
| Last name | Session |
| ID Number | Course/Session (option to include Academic) |
| Grade Level | Course /Class (Option to include Academic) |
| All | |

Depending upon the selection, additional fields or drop-down selections will be required

3. Click the **Green Checkmark** to populate the list of student names in the bottom grid



Click "Select"

1334 Selected Students													
Student ID	Last Name	First Name	Initial	Grade	Graduat.	Sending School	Sending District	Course	Session	Suffix	Secure ID	Class ID	Internal Cou...
020211008	Anderson	Aaliyah	D	12	2021	Solanco High School	Solanco School District	Architectural CAD/Design	Day		4444055913	1	Benjamin S...
020211166	Anderson	Adrianna	C	12	2021	Ephrate Senior High School	Ephrate Area School District	Advanced Health Careers -WS	AM		4444063518	1	Lynette Tho...
020210233	Anderson	Aiden	G	12	2021	Donegal High School	Donegal School District	Animal Production Science & Technology	Day		4444160116	1	Lynette Tho...
181901036	Anderson	Alexandro	A	12	0	Penn Manor High School	Penn Manor School District	Painting & Interior Finishes	Day		4444806393	1	

4. After the student names display in the selected student grid, users have the option to remove any students not ready to be processed by **right clicking** on the name and selecting **Delete**

5. Confirm all students listed are ready to be processed. To process the students, select the **Blue Process Cards** button located on the top toolbar to initiate processing

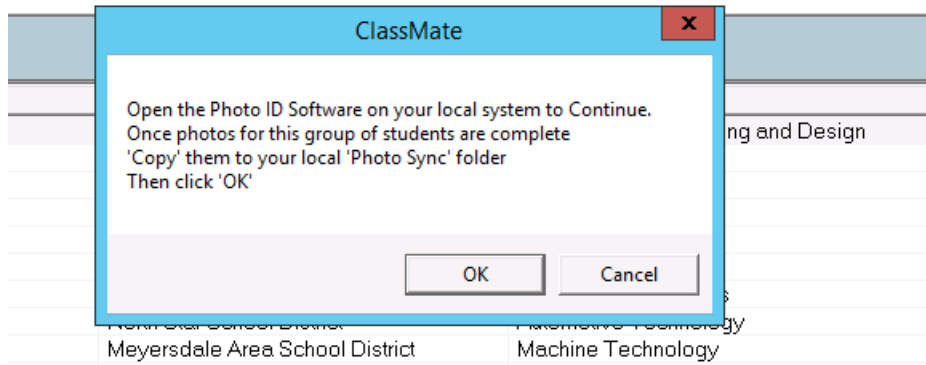


Click "Select"

Student ID	Last Name	First Name	Initial	Grade	Graduat.
020211008	Anderson	Aaliyah	D	12	2021
020211166	Anderson	Adrianna	C	12	2021
020210233	Anderson	Aiden	G	12	2021
181901036	Anderson	Alexandro	A	12	0

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6. When the below message window appears read the displayed message **DO NOT** select **OK**.



7. Prior to opening your Photo ID Software you must **FIRST** run the **idcardimport** application you were provided that should be saved on your ID Card System – this **NEEDS** to be run prior to opening your Photo ID Software before continuing.
8. Once student and/or employee photos are taken you will then click **OK** on the System Displayed message in the **ID Card Collection** module in Classmate. This initiates the SQL Express process that was installed to move photos to the **M:\ClassMate\BMP\Employee or Student\UPLOAD** folder so photos display in Classmate modules and on any reports created to return photos (Classmate Photo Management module is no longer necessary to upload photos)