

Photo Management – Syncing with NextCloud

Importing Photos

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

* Naming the Photos

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

* Photo Size

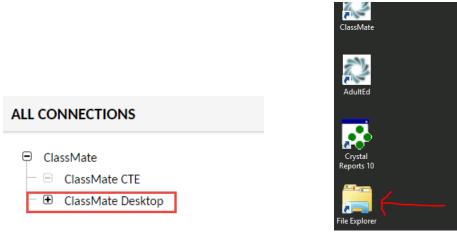
• Ensure **ALL** photos are smaller than 130KB in size.

* Photo Location

 All photos need to be copied to the M:\ClassMate\Bmp\ Employee or Student folder which is ONLY accessible via the ClassMate DeskTop Connection.

Copying can be easily done using the Classmate M: drive via the **NextCloud Synchronization** solution * *If you need instructions on how to install* **NextCloud** *please visit our website for documentation or contact Support.*

To begin run your NextCloud sync to be sure all recently saved photos are synced to the **Y: drive** and then open the Desktop Connection in Gateway and open the yellow **File Explorer** folder.



- 1. Click on **Images (Y:)** to confirm photo sync completed and photos > select all > right click & select **copy**
- 2. Click > next to M: drive to expand 'tree'
- 3. Click > next to ClassMate to expand 'tree'
- 4. Click > next to BMP to expand 'tree'



5. Right Click either Employee or Student folder and select Paste to save photos from Y: to appropriate folder.

Home Share View Manage ✓ ↑					
A B ClassMate 3					
4 🕌 ClassMate 3 📰 2	*				
4 🕌 ClassMate 3 📰 2		Date modified	Туре	Size	
🎍 act48 📉 🔤	201700039	10/13/2020 1:46 PM	JPEG image	305 KB	
AdultEd	201700411	10/05/2020 1:03 PM	JPEG image	337 KB	
Attachments	201800002	10/08/2020 9:19 AM	-	402 KB	
b Audite	201800008	10/05/2020 8:42 AM	JPEG image	241 KB	
Billing	201800015	10/05/2020 8:43 AM	JPEG image	252 KB	
4 Bmp 🚺	201800019	10/05/2020 8:43 AM	-	225 KB	
201617 Student Uploads	201800022	10/08/2020 9:26 AM	-	387 KB	
	/Paste Employee Photos 🕥		JPEG image	405 KB	
	nployee folder and Student	10/08/2020 9:25 AM		375 KB	
De STUDENT	otos into Student folder	10/08/2020 9:30 AM		441 KB	
Client	201000035	10/08/2020 9:26 AM	JPEG image	365 KB	
Crystal	201800041	10/05/2020 1:04 PM	JPEG image	340 KB	
Data	201800046	10/13/2020 1:50 PM	JPEG image	278 KB	
Evport	201800050	10/08/2020 2:06 PM	JPEG image	384 KB	
EileBound	201800054	10/05/2020 12:31	JPEG image	351 KB	
Eonts	201800057	10/08/2020 1:55 PM	2	433 KB	
EORMS 2	201800059	10/05/2020 12:32	JPEG image	395 KB	
l cons	201800066	10/08/2020 2:12 PM	-	390 KB	
> IFP 2	201800083	10/05/2020 12:33	JPEG image	352 KB	
b Import	201800095	10/08/2020 1:58 PM	JPEG image	418 KB	
🔚) pr 🔛 2	201800102	10/05/2020 8:44 AM	JPEG image	227 KB	
🔟 L H 📕 🗮 2	201800116	10/05/2020 8:46 AM	-	215 KB	
D Covetal	201800134	10/08/2020 9:27 AM	JPEG image	395 KB	
b 🕒 logo	201800143	10/08/2020 2:12 PM	2	420 KB	
Covetal 2	201800145	10/08/2020 2:07 PM	JPEG image	446 KB	
▶ ● ODR	201800154	10/05/2020 12:34	JPEG image	325 KB	
PAsecureID 🔤 2	201800190	10/05/2020 12:34	JPEG image	359 KB	
PIMS E	201800205	10/05/2020 9:23 AM	JPEG image	224 KB	
Portal 2	201900011	10/08/2020 9:28 AM	JPEG image	412 KB	
POS Task Lists	201900016	10/05/2020 8:47 AM	JPEG image	244 KB	
POSTASK LISIS	201900022	10/05/2020 8:47 AM	JPEG image	229 KB	
> ShellMods	201900030	10/08/2020 9:30 AM	JPEG image	351 KB	
Spelling	201900032	10/05/2020 8:48 AM	JPEG image	240 KB	
temp 2	201900045	10/09/2020 9:51 AM	JPEG image	277 KB	
▶ ExportFiles	201900050	10/08/2020 9:15 AM	JPEG image	375 KB	
ExportFiles HDREPORTS	201900057	10/05/2020 12:39	JPEG image	387 KB	
P Images (V:)	201900060 (1)	10/05/2020 12:40	JPEG image	366 KB	
titems	201000061	10/05/2020 1-02 014	IDEC image	016 VD	

* Photo Processing

Once all Student and/or Employee photos have been processed/copied into the appropriate M:\Classmate\BMP folder log into ClassMate > Modules > System Administrator > **Photo Management** module > Student Photo Processing (or Employee Photo Processing depending on what photos you are working with)

- Click the Upload New Student Photos radio button and To/From ClassMate Database radio button
- Click the Blue 'Go' arrow button in the top toolbar to process

 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)



November 2020

ClassMate AWS - RWS_ClassMate - ** Live Environment ** - [Photo Processing (PHOTOS_M	l
View Student Photos View Employee Photos Student Photo Processing Employee Photo Processing Students	
Upload New Student Photos Download Student Photo(s)	
To/From ClassMate Database To/From Archive Database Calendar Year	

Uploaded photos will now be viewable on any reports that include Student/and or Employee photos.

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 uploaded into the ClassMate database.
- You can use the Photo Management module > select 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"
 - $\circ~$ 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.



November 2020

- 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.