

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.

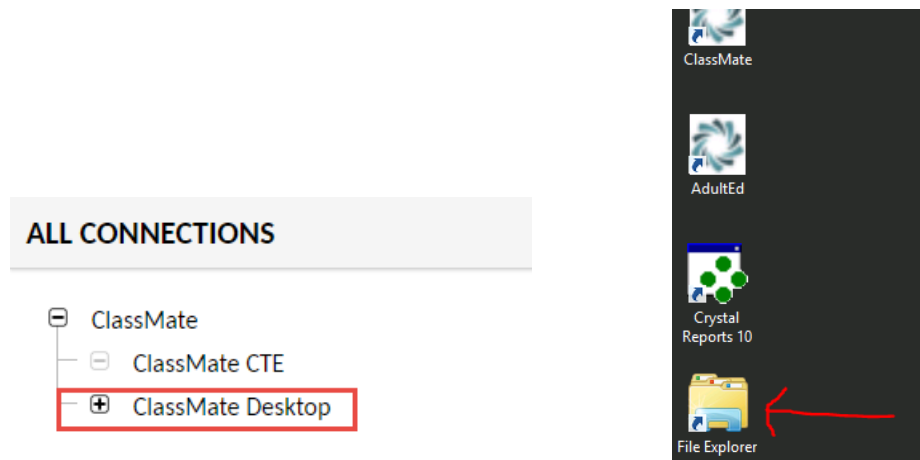
*** Photo Location**

- 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.*

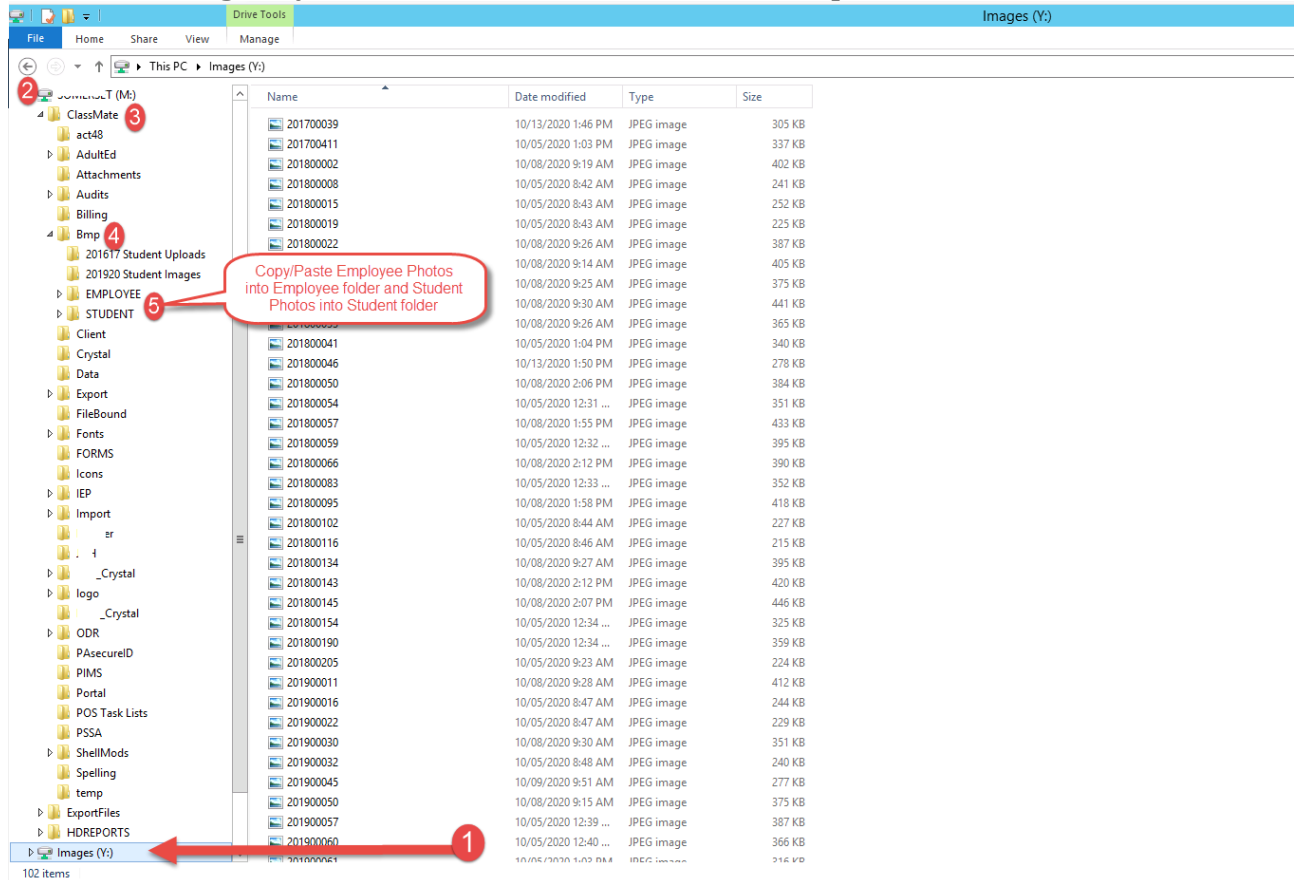
To begin run your NextCloud sync to be sure all recently saved photos are synced to the **Y: drive** and then open the Desktop Connection in Gateway and open the yellow **File Explorer** folder.



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'

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

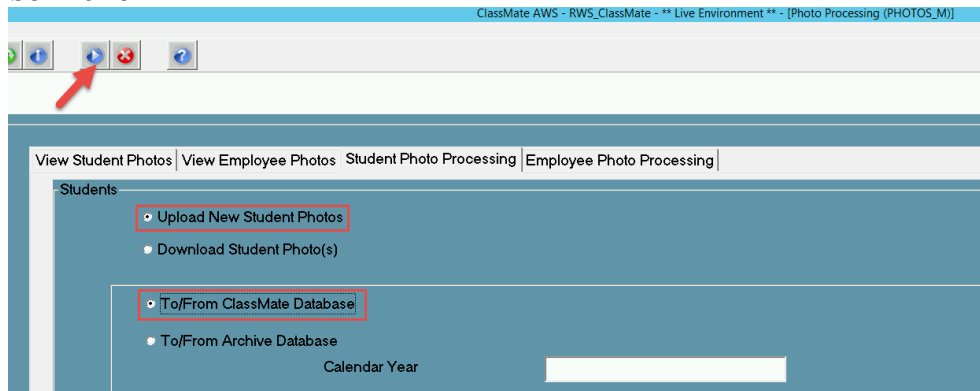
Do not change any of these folder names or the Photo process will not run



*** 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)



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”
 - 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.



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- 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.