



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Manage Student Photos

Student Information System - PowerSchool

Last Revised: September, 2010

TABLE OF CONTENTS

1. Overview.....	2
1.1. Highlights	2
1.2. Audience	2
2. Manage Student Photos.....	2
2.1. Assumptions.....	2
2.2. Description.....	3

I. OVERVIEW

Each school year, student photos are taken by a third-party vendor. These photos are uploaded to PowerSchool and linked to each student's profile.

I.1.HIGHLIGHTS

Some highlights of the key information collected within this process are:

- Availability of a current photo for each student within your school.

I.2.AUDIENCE

The role(s) involved with this workflow process include(s):

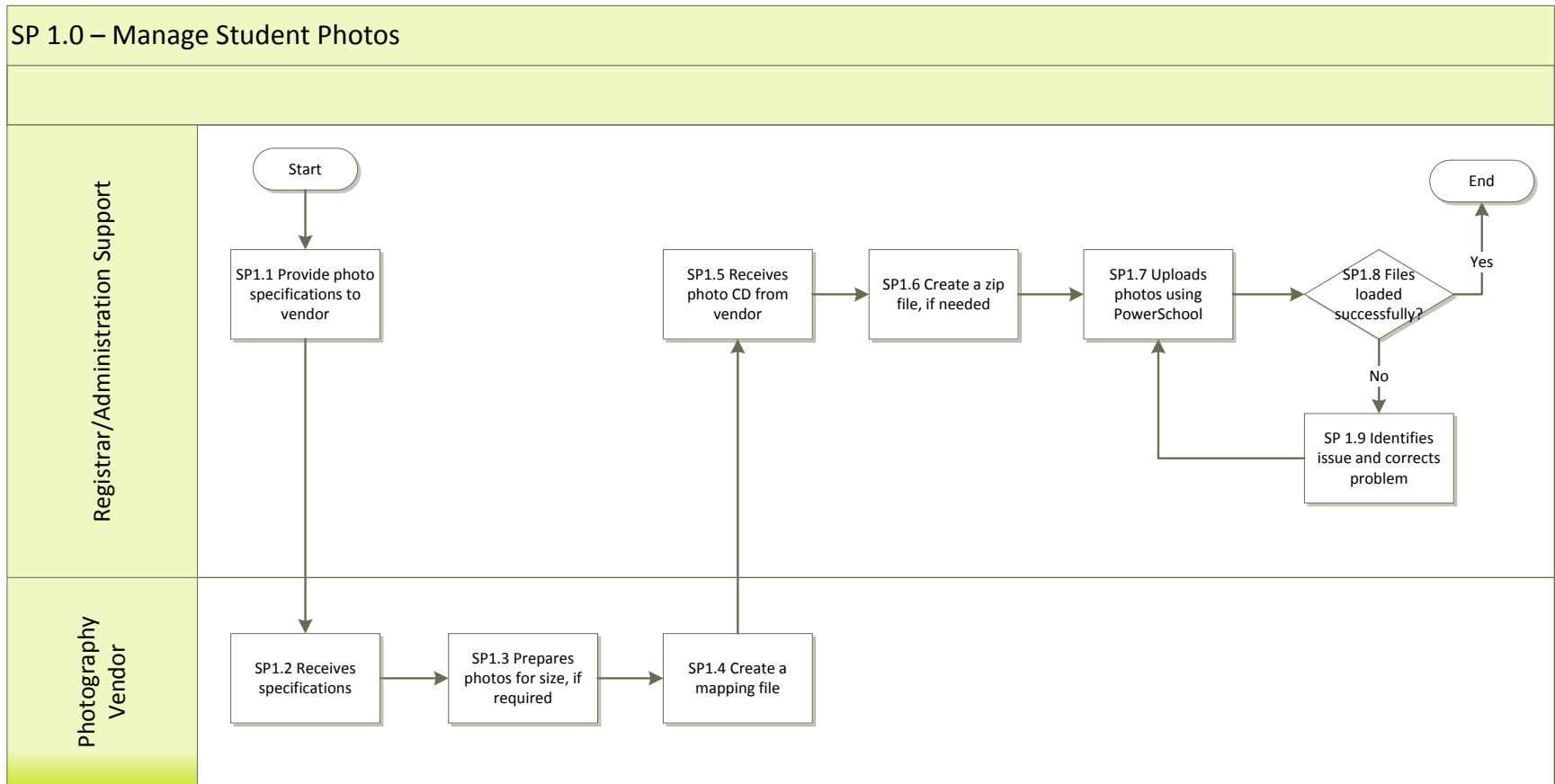
- Registrar
- Administration Support
- Photography Vendor

2. MANAGE STUDENT PHOTOS

2.1.ASSUMPTIONS

- Photos are provided from the photography vendor in an appropriate format and size for use within PowerSchool.

2.2.DESCRPTION



Task #	Task Description	Reports/Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
SP 1.1	<p>Provides photo specifications to vendor</p> <p>The photography vendor is informed of the criteria needed for the preparation of the student photos.</p> <p>Each photo must be 200x300 pixels and between 10-</p>			

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	<p>20 KB in size. Each photo file should have full read/write access.</p> <p>A mapping file must accompany the student photos, which is used during the loading process. The NS Student Number is identified for each student and is used to load the correct student photo file to each student within PowerSchool.</p>			
SP I.2	<p>Receives photo specifications</p> <p>The vendor receives the specifications and prepares the student photo files appropriately.</p>			
SP I.3	<p>Prepares photos for size, if required</p> <p>The photo files are verified to be 200x300 pixels in size. If not, then the files must be corrected to match the 200x300 size format.</p>			
SP I.4	<p>Create a mapping file</p> <p>A tab delimited text file is created for all of the student photos.</p> <p>This file is used to correlate the correct jpeg student image with the correct NS Student Number within PowerSchool when the file is uploaded to the PowerSchool server.</p> <p>It is recommended that this file is created using a spreadsheet application (e.g., Microsoft Excel) and saved as a tab-delimited text file.</p> <p>An example of tab-delimited file where the Student_Number is 12345 and the corresponding picture file is named "67890.jpeg":</p> <p>12345 67890.jpeg</p> <p>Other considerations:</p> <ul style="list-style-type: none"> If the image file name contains leading zeroes, 			

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	<p>then the map files must also contain leading zeroes (e.g., 0067890.jpeg)</p> <ul style="list-style-type: none"> Only two columns are needed in the spreadsheet – Student_Number and a column for the name of the corresponding picture file (FileName). 			
SP I.5	<p>Receives photo CD from vendor</p> <p>Each school receives a CD with all of the student photos for their school. The photographic company provides the student photos as individual files in a jpeg (.jpg or .jpeg) format as well as the mapping file.</p>			
SP I.6	<p>Create a zip file, if needed</p> <p>If the vendor does not provide a zip file of all the student files, then create a zip file.</p> <p>Once the zip file is created, it is ready for uploading into PowerSchool.</p>			
SP I.7	<p>Uploads photos using PowerSchool</p> <p>Using the Photo Management option with PowerSchool, the photos are loaded.</p> <p>Within Photo Management, the following information is required:</p> <p>Group: Identify the group, Student or Staff, to be uploaded.</p> <p>Zip File: You can use the browse feature to locate the zip file of all of the student or staff photos.</p> <p>Mapping File. You can use the browse feature to locate the mapping file.</p> <p>Mapping Type: Identify how the student/staff photos have been mapped for loading – either by Student/Staff Number or by Student/Staff Name. It is</p>			<p>Photo files (including re-takes) normally are available for upload from Sept – Nov of each school year.</p>

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	recommended that the mapping is set up based on Student/Staff Number to avoid duplicate names.			
SP 1.8	<p>Files loaded successfully?</p> <p>If the files load successfully, then proceed to 'End'.</p> <p>If a problem is encountered with loading of the files to PowerSchool, then proceed to Task # SP 1.9.</p>			
SP 1.9	<p>Identifies issue and corrects problem</p> <p>The import mapping file and/or the zip file are corrected.</p> <p>Proceed to Task # SP 1.7.</p>			