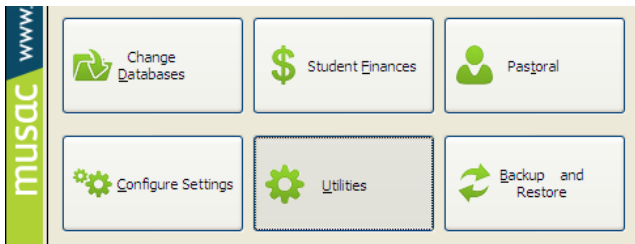


Student Manager

Extracting Data and importing student photos



- 1 Click Utilities
- 2 Click Manage Student Photos
- 3 Click Export to Photo Service
- 4 Choose the fields you require, editing as necessary
- 5 To change where you would like the export file to be saved, click in the field to the right of 'Save as' then select a destination
- 6 To save the file click 'Generate file'

A screenshot of the 'Export the file Photos.txt to Photo Service' utility. The title is 'Export the file Photos.txt to Photo Service'. Below the title is a description: 'This utility will export the selected fields in the format requested for the purposes of a photographic supplier.' The form is divided into several sections: 'Select fields' with checkboxes for 'Family name', 'First names', 'Preferred name', 'Gender', 'Date of birth', 'Ethnicity', 'Enrolment number', 'Hidden number', 'Year level', 'Class', and 'Room'. There are also four 'Selected field' input boxes. 'File delimiter' has radio buttons for 'Tab', 'Comma', and a checked 'Include field headers' checkbox. 'Students' has radio buttons for 'All students' (checked) and 'Only students with photos'. 'Class Room' has radio buttons for 'This year' (checked) and 'Next year'. At the bottom, there are dropdowns for 'Data source' (cm.mdb (Current main file)) and 'Option set' (Do not include options), a 'Save as' text box (G:\DemoSchool\CM\photos.txt), and a 'Generate file' button.

The file can then be sent to your photo service.

Importing Student Photos

The Manage Student Photos utility allows you to make the processing moving bulk numbers of student photos into Student Manager easier. If you have a large number of student photos supplied by a photographer or prepared by a staff member, this method is recommended for inputting them. Access the utility through the Utilities menu.

Before continuing, the photo files must be resized (125 x 175 pixels), named using the student's hidden id (ie. the database number assigned to them by Student Manager, eg. 18743035) and copied into the cm\media folder.



- 1 Click 'Fill in a Column with Photo Names'.
- 2 Select 'Page 1 Photo' from the drop-down.
- 3 Choose the photo name format supplied by your photo service, eg nnnnnn.jpg.

Fill a photograph column with photograph names

The purpose of this utility is to allow you to fill a column (dedicated to students' photographs) with the names which you intend to use for the photographs. For example, your students' photographs file names might all take the format nnnnnn.jpg where nnnnn is the students hidden number.

Step 1 Select the column which you wish to fill with the generated file names

Step 2 Specify the filename which you wish to use

 Contact MUSAC to have further possibilities added to this list

Step 3 Select the students for whom you wish to create photograph file

 Select students : Full time Part time

Step 4

- 4 Step 3 Click 'Select students' then choose Full time and Part time, unless your school has a particular need otherwise.
- 5 Click Proceed. This will return you back to the previous screen.
- 6 Step 4 Click 'Proceed'. This will copy each student's photo onto their Student Manager > Personal Details page in addition to AB6, OneScreen and Quickfind, also making the photo available for use in Classroom Manager when the photo field is added to a document.

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