

# Preparing to Import Student or Staff Pictures / Photos into PowerSchool

## Preparing the Import Map File

Before importing pictures into PowerSchool, you will need to prepare the pictures and the import map file. Use a tab-delimited text file that includes the Student\_Number field from the Students table and the name of the picture. It is recommended that this file be created in a spreadsheet application and then saved as a tab-delimited text file. Do not use comma delimiters, and do not save the file in its "native" format; Excel and other spreadsheet applications often save special formatting information in their files which can prevent the file from being properly read by PowerSchool (Please see **KB** articles [6865](#), [8037](#) and [11081](#) for more information).

**Example:** A student has a student\_number of 12345, and his corresponding picture is 67890.jpeg; the first record in your import map file will look similar to the following:

```
12345  67890.jpeg
```

In this example, the Student\_Number value is in the first column, and the name of the image file is in the second column.

### Notes:

- Make sure that if the image file name is using leading zeros like 0067890.jpeg that the map file also contains the leading zeros.
- Make sure the image file names matches the image file name as documented in the map file. For instance, if your images have the JPEG extension, use JPEG and not JPG in your map file. The file name is case sensitive.
- Remove any extraneous columns from the spreadsheet when importing, all that is needed is two columns, one for the Student\_Number and the other for the name of the corresponding picture.
- Staff/Teacher import requires the "TeacherNumber" value from the "Teachers" table and the name of the corresponding picture in two separate columns.

## Preparing the Pictures

Image files must be in the JPEG/JFIF format (Please see KB article [9830](#) for more information), with a file extension of .jpg or .jpeg.

It is recommended that the image files be 200 pixels wide by 300 pixels high.

All student photos should be in a flat zip. All staff photos should be in a flat zip file separate from the student photos. Important : Other file types such as .sit are not valid. The file must be in the .zip format.

The map file should be separate from the flat zip file, and should be formatted as described in the previous section.

Photos must not be in a subfolder in the zip file. Make sure to verify the zip software you are using does not place the files in a subfolder.

## Importing the Pictures

1. On the start page, choose System from the main menu.
2. Click Photo Management. The Photo Management page appears.
3. Click Import Pictures. The Import Pictures page appears.
4. Indicate the group for which you want to import photos by choosing either Student or Staff.
5. Enter the file path and name of the zip file or click Browse to select the zip file.
6. Enter the file path and name of the mapping file or click Browse to select the mapping file.
7. Choose Student/Staff Number from the pop-up menu.
8. Click Upload. The Import Photos Results page displays a summary of the processed records and any failures.
9. If the pictures were prepared by a third party vendor, the third party may be able to provide you with the map file based on the current specifications. Please contact your vendor for additional information.

The System Administrator User Guide for PowerSchool 6.x also has information on importing photos using student and staff names in the section entitled Photo Management in the PDF:

[powersource.pearsonschools.com/d/57656](http://powersource.pearsonschools.com/d/57656)

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### **NOTE:**

When a photo already exists for a student of a staff member, a new one cannot be submitted from the Student Photo page. To resolve this problem, the existing photo must be removed from the server, then the new photo can be uploaded.

### **For student photos:**

1. To find the internal student ID value, click on the Teacher Comments link for the student. Note the number at the bottom of the screen, for example, 8643. You will need this to find the image file on the PowerSchool server.
2. At the PowerSchool server console, browse to the /data/picture/student/ directory. Subdirectories of that folder correspond to the last two digits of the internal student record ID number. Within that directory, further subdirectories are created with names equal to the full internal student ID number. For instance, if a student's record in the Students table has an ID value of 8643, the full path to that student's photos will be /data/picture/student/43/8643/.
3. Rename the ph.jpeg file in the target student directory to ph\_old.jpeg.
4. Go back to PowerSchool and try importing the photo again. PowerSchool will create a new ph.jpeg file. Delete the old photo if desired.

The resolution steps for removing an existing teacher's photo is similar to that for students, but the internal ID number is not readily available.

### For staff photos:

1. Navigate to System > Direct Database Export and select the Teachers table.
2. Search for the staff member using Last\_Name and, if necessary to narrow the results, the First\_Name values.
3. Click List View, then click the record of the staff member. Make a note of that record's ID value.
4. At the PowerSchool server console, browse to the /data/faculty/ directory. Subdirectories of that folder correspond to the last two digits of the internal staff record ID number. Within that directory, further subdirectories are created with names equal to the full internal student ID number. For instance, if a teacher's record in the Students table has an ID value of 269, the full path to that teacher's photos will be /data/faculty/69/269/.