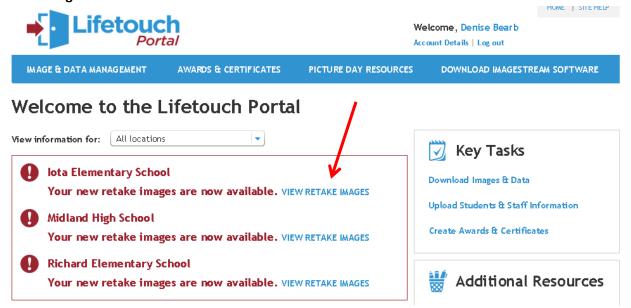
Moving Life Touch Images from Lifetouch Portal to JCampus

As part of the new requirements for Pii, Lifetouch has come up with a portal to pick up student pictures. This should make obtaining pictures faster and cut down on disc mailings and handling. Below are directions on how to obtain the pictures from the Lifetouch portal, then import them into JCampus.

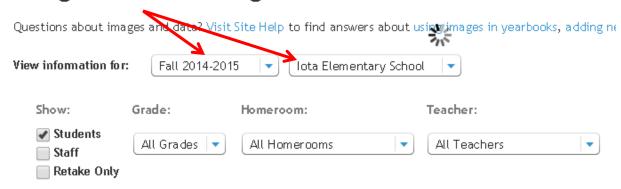
Obtaining Pictures from Lifetouch Portal

- 1. Login into the Lifetouch Portal.
- 2. On screen you will see in red text the new images available for download. Click either **View Images** or **View Retake Images**.

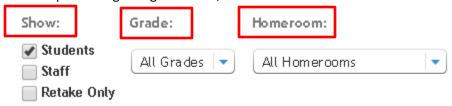


3. You will be directed to an Image and Data Management screen. To the right of **View Information for**, select the year and school site.

Image & Data Management



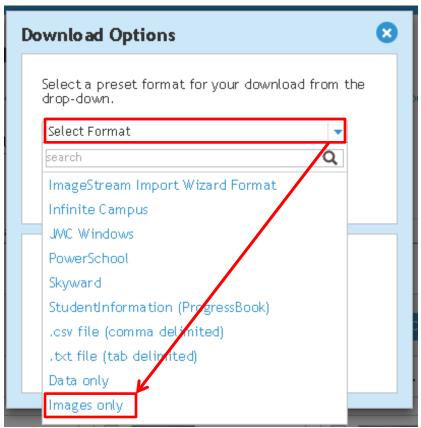
- 4. For the next section, set filters to select the desired pictures in the following columns:
 - a. Show: Select either Students, Staff, or Retake Only to filter pictures to be retrieved.
 - b. **Grade:** Select either **All Grades**, or the desired grade levels to filter pictures to be retrieved.
 - c. **Teacher:** Select either **All Teachers**, or the desired Teacher to filter pictures to be retrieved.
 - d. Note: If processing a single student, there is a Search field to enter student search information.



5. The system will think for a while and present a small preview of the pictures. Click the "Select All" box if you wish to bring in all pictures shown.



- 6. Click the **Download** button. A set of download options will appear.
 - a. Click the **Select Format** drop down arrow, then select **Images only**.
 - b. Click the blue **Download** button.



7. A "zip" (compressed) file will be created and placed in the lower left of the browser. The file is actually in the **Downloads** folder of the computer.



- 8. Click the arrow located to the right of the file name. Select **Show in folder**.
- 9. (Optional) Right click on the file, then select **Rename**, then change the name of the file to that of the school.
- 10. Copy the file to a folder on your computer or network where school picture files are stored.
- 11. Right click on the zip file, then select **Extract file.** This will decompress the file contents on the current location.

Import Pictures into JCampus

- 1. In JCampus, in the left navigation panel, go to **Student Master** > **Loaders** > **Picture Master**.
- 2. At the setup box, select the school(s), then click the **OK** button.
- 3. A list of students will be on the left.
- 4. At the bottom of the window, click the **Load from CD/Zip** button.
- 5. Click the **Browse** button. Go to the location of the **unzipped** folder. Click to open the folder.
- 6. Click to select the pictures to import.
 - a. *To quickly select all of the photos, tap the CTRL+A keys on the keyboard.
- 7. Click the **Save** button.
- 8. The system will work a while to upload the pictures, then give a confirmation message when done.