

## Moving Life Touch Images from Lifetouch Portal to JCampus

As part of the new requirements for Pii, Lifetouch has developed an online portal to retrieve student pictures. 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, messages will be shown indicating that there are new images available for download. Click either **View Images** or **View Retake Images**.

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Welcome, Denise Bearb  
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IMAGE & DATA MANAGEMENT   AWARDS & CERTIFICATES   PICTURE DAY RESOURCES   DOWNLOAD IMAGESTREAM SOFTWARE

### Welcome to the Lifetouch Portal

View information for: All locations

- Iota Elementary School**  
Your new retake images are now available. [VIEW RETAKE IMAGES](#)
- Midland High School**  
Your new retake images are now available. [VIEW RETAKE IMAGES](#)
- Richard Elementary School**  
Your new retake images are now available. [VIEW RETAKE IMAGES](#)

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[Download Images & Data](#)  
[Upload Students & Staff Information](#)  
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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

Questions about images and data? [Visit Site Help](#) to find answers about [using images in yearbooks](#), [adding new](#)

View information for: Fall 2014-2015 Iota Elementary School

Show:  Students  Staff  Retake Only

Grade: All Grades

Homeroom: All Homerooms

Teacher: All Teachers

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.

The screenshot shows three filter sections: 'Show:', 'Grade:', and 'Homeroom:'. Under 'Show:', there are three radio buttons: 'Students' (checked), 'Staff', and 'Retake Only'. Under 'Grade:', there is a dropdown menu set to 'All Grades'. Under 'Homeroom:', there is a dropdown menu set to 'All Homerooms'.

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.

The screenshot shows a 'Select:' dropdown menu with a checked box icon, and a 'Display:' section with two icons: a grid icon and a list icon.

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.

The screenshot shows a 'Download Options' dialog box. It contains a 'Select Format' dropdown menu with a search field. The dropdown menu is open, showing a list of options: 'ImageStream Import Wizard Format', 'Infinite Campus', 'JMC Windows', 'PowerSchool', 'Skyward', 'StudentInformation (ProgressBook)', '.csv file (comma delimited)', '.txt file (tab delimited)', 'Data only', and 'Images only'. A red arrow points from the 'Select Format' dropdown to the 'Images only' option.

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.

The screenshot shows a file named 'DataImages (5).zip' in a browser's download bar.

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 to a folder 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.