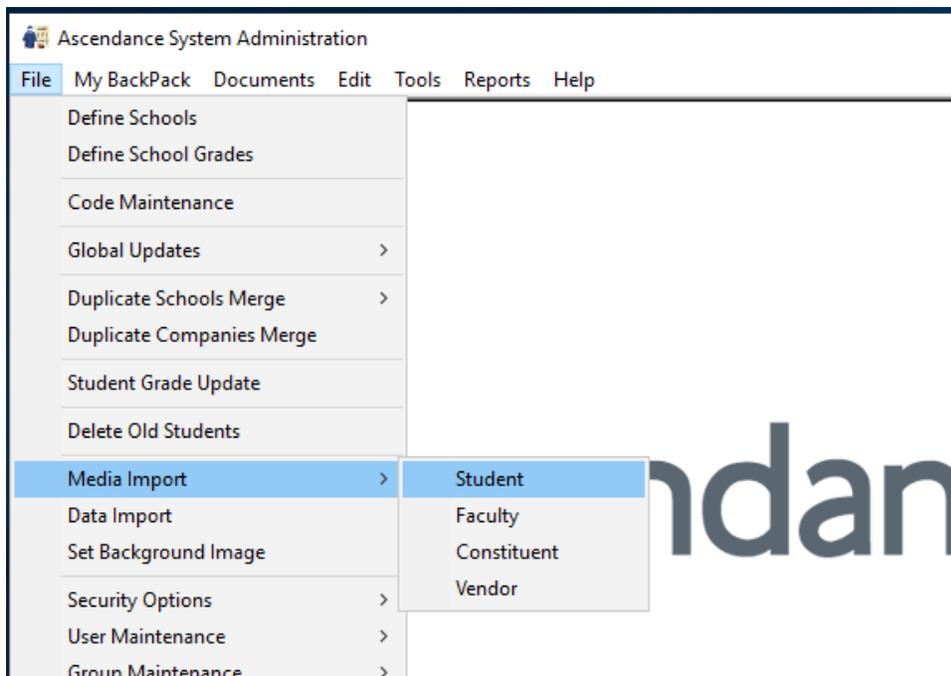


How do Import Photos to My Backpack

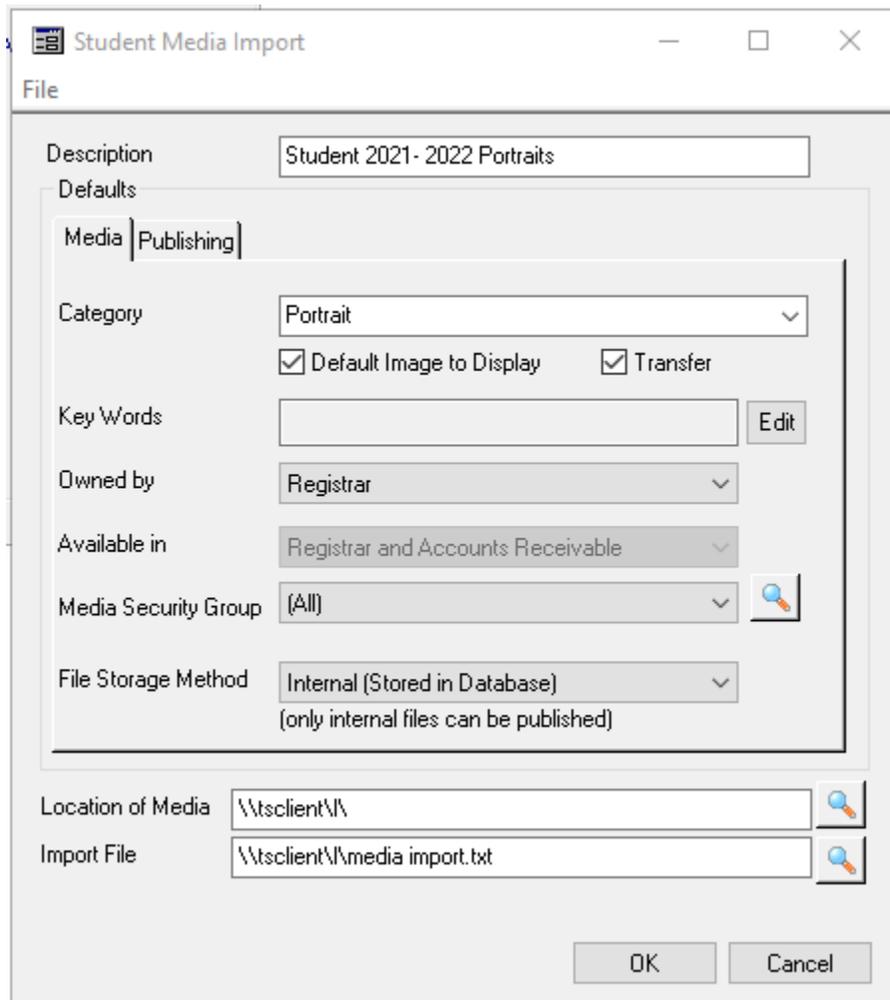
The **Media Import** feature allows you to import large groups of media files. If a photographer is able to provide you with the photos in an electronic format, you could then import those portraits to the records using one of the **Media Import** functions.

The **Student Media Import**, **Faculty Media Import**, and **Constituent Media Import** work the same.

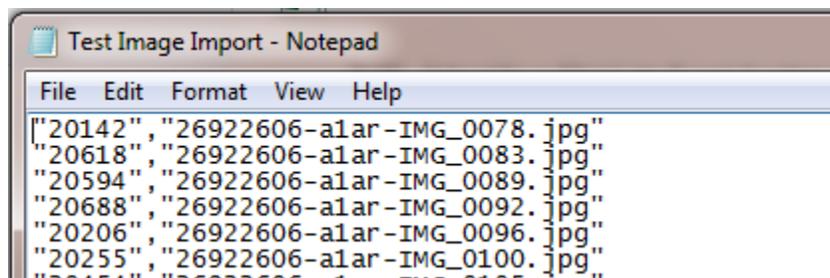
1. Log into System Administration module.
2. Select to import to the Student record from the Media Import item (System Admin>File>Media Import>Student)



4. Fill in the Required information on the Media tab
 - a. Description
 - i. Name the media file (ex. Student 2021- 2022 Portraits
 - ii.)
 - b. Category
 - i. Select Portrait
 - c. Make sure Default Image to Display option is checked, so that the new photo will replace anything from past imports.
 - d. The **Transfer** checkbox actually has 2 different functions, depending on where you are importing the media. If you are attaching media in a student's ADMISSIONS record, it indicates whether the file transfers to ACCOUNTS RECEIVABLE and REGISTRAR or not. If, however, you are working in either AR or Registrar, that flag determines whether the attachment will transfer to ALUMNI/DEVELOPMENT when the student graduates.
 - e. Owned by
 - i. Set to Registrar or Accounts Receivable, depending on what module will "own" the image.
 - f. Media Security Group
 - i. Leave set to the default option
 - g. File Storage Method
 - i. Make sure it is set to Internal, so that the image can be published to My BackPack
5. Enter the Location of the Media
 - a. This is the file path to the actual image document (for my example, the file is stored on the L: drive, but the path can be longer if it is stored within a folder or two on the drive)
6. Import File
 - a. The .txt file containing the Student IDs and the file name



NOTE: Make sure the photos are all in a folder easily accessible by the system and will need to create the import file that points the system to the correct image as a comma delimited file, with a .txt extension. The file MUST contain the Student ID in field 1, and the image file name in field 2. Below is a screenshot of a sample file created for this document. The easiest way to do this is to create the file in Excel, then save it as a text document.



7. Go to the Publishing tab to enter when the file should be available, and who should see it.
 - a. Turn on the Publish Document flag
 - b. In Publish Beginning on, enter the Date and Time that the file should be available for viewing
 - c. Display Group Folder
 - i. Leave this field blank, so that the photo will display on the “main” page of My Backpack
 - d. If the Student should see the file, place a check in Visible to Student box
 - e. Visible to Parents allows you to determine if P1, P2, or Other Parents should see this document (you can check all boxes to show it to all associated “parents” of the student, if you so choose).
 - i. Only those with Academic Access and Only those with Billing Access flags relate to what Student Information the parent’s WebID is set to view in My Backpack

Student Media Import

File

Description: Student 2021- 2022 Portraits

Defaults

Media Publishing

Publish Document

Publishing Options

Publish beginning on: 02-15-2021 at 12:03 PM

Display Group Folder: [Empty]

The document displays in this folder.

Visible to Student

Visible to Parents

Parent 1 Parent 2 Other Addresses

Only those with Academic Access

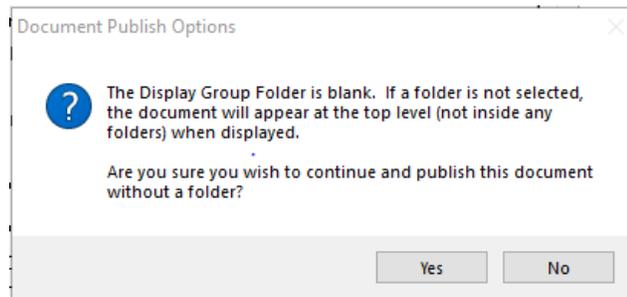
Only those with Billing Access

Location of Media: \\tsclient\\A

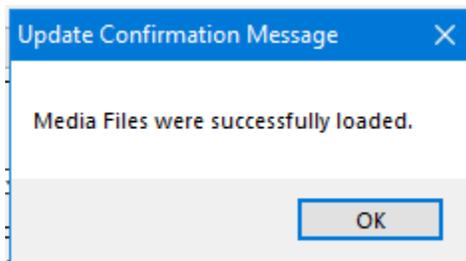
Import File: \\tsclient\\media import.txt

OK Cancel

8. Click OK to start the import process.
 - a. You may receive a notification stating that the Display Group Folder was left blank, and that the document will appear at the top level in My Backpack. Click **Yes** to continue the import process.

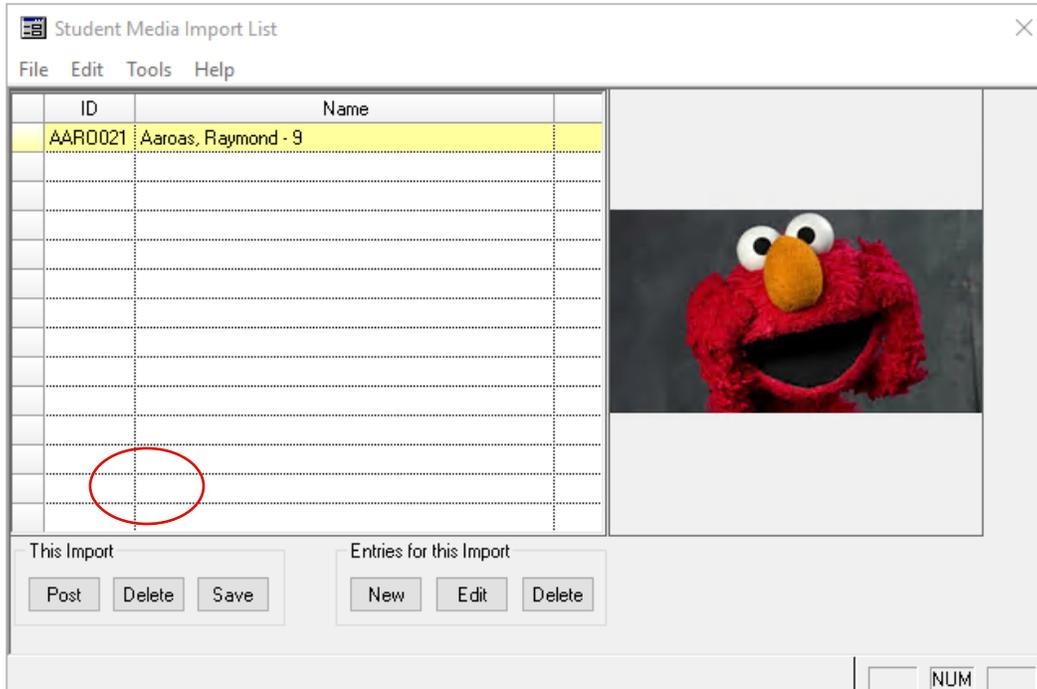


9. When the import has completed, you will receive a confirmation message that the media was successfully loaded.

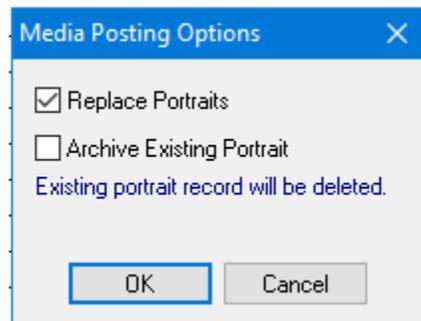


10. Click OK to continue

At the Import List screen, the user should now see the list of students for whom the import was executed, and for the highlighted row, a preview of the image will also appear.



11. On the lower left-hand side of the window, click **Post** to post the images.
12. An option message will appear.
 - a. Choose to Replace the existing Portraits
 - b. Selecting to Archive will save the image to the database, but not as the default image. Not checking that flag will remove the old image in favor of the new one.



When the posting process has completed, the window will automatically close. The images will now be published in My BackPack to the parents' web accounts.