



Student Photo



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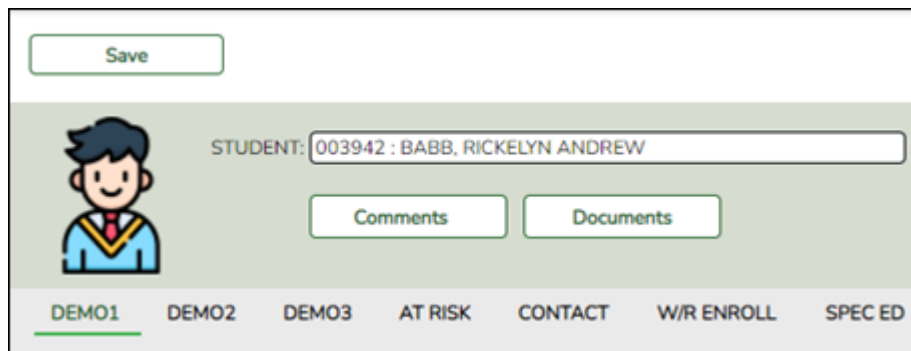


## Student Photo

If set up by the LEA, student photos are displayed on all maintenance pages on which individual student records are retrieved. The photo is displayed once you click **Retrieve**.

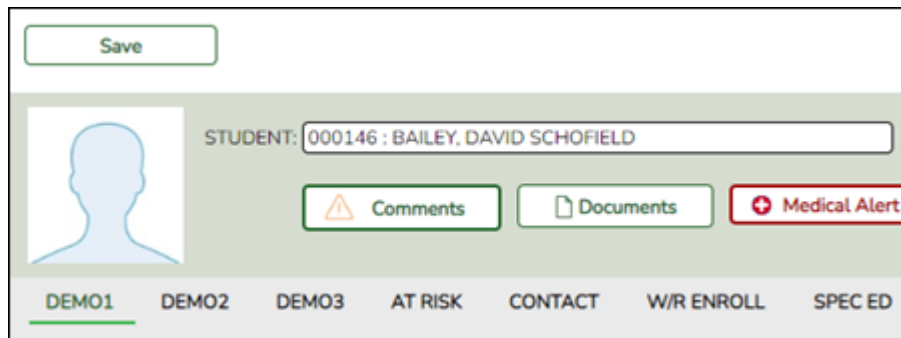
### Use the students' ID numbers to name each image file.

- The six digit code must match the student ID from ASCENDER (e.g., 081818.jpg or 123456.gif).
- The picture file extension formats that are supported are .jpg, .jpeg, .png, .bmp, or .gif.
- Aspect ratios of the images are preserved in ASCENDER.
- Files should be less than 1MB and preferably under 100K.
- You can upload individual student pictures on the Student Enrollment page of the Registration application.



The screenshot shows a web interface for a student record. At the top left is a "Save" button. Below it is a student profile card. On the left of the card is a cartoon illustration of a boy with dark hair, wearing a blue shirt and a yellow tie. To the right of the illustration is a text field labeled "STUDENT:" containing the text "003942 : BABB, RICKELYN ANDREW". Below the text field are two buttons: "Comments" and "Documents". At the bottom of the profile card is a horizontal menu with seven items: "DEMO1", "DEMO2", "DEMO3", "AT RISK", "CONTACT", "W/R ENROLL", and "SPEC ED". "DEMO1" is highlighted with a green underline.

If a photo is not available, no image is displayed:



The screenshot shows a web interface for a student record. At the top left is a "Save" button. Below it is a student profile card. On the left of the card is a blue silhouette of a person's head and shoulders. To the right of the silhouette is a text field labeled "STUDENT:" containing the text "000146 : BAILEY, DAVID SCHOFIELD". Below the text field are three buttons: "Comments" (with a yellow triangle icon), "Documents" (with a document icon), and "Medical Alert" (with a red cross icon). At the bottom of the profile card is a horizontal menu with seven items: "DEMO1", "DEMO2", "DEMO3", "AT RISK", "CONTACT", "W/R ENROLL", and "SPEC ED". "DEMO1" is highlighted with a green underline.

## Change Student Photo

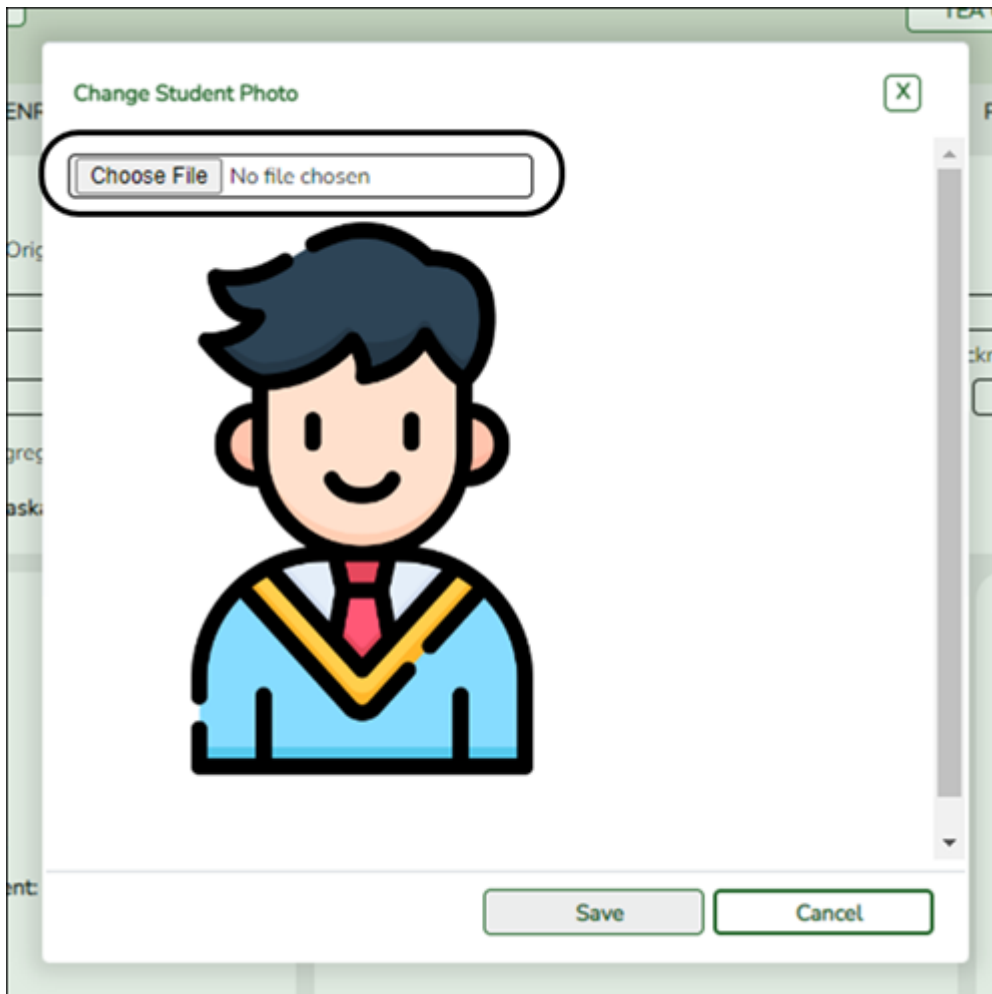
From the Registration > Maintenance > Student Enrollment page, you can upload a different photo for the student if an image file is available on your local PC.

Hover over the existing photo or silhouette, and the word "Change" appears on the image.



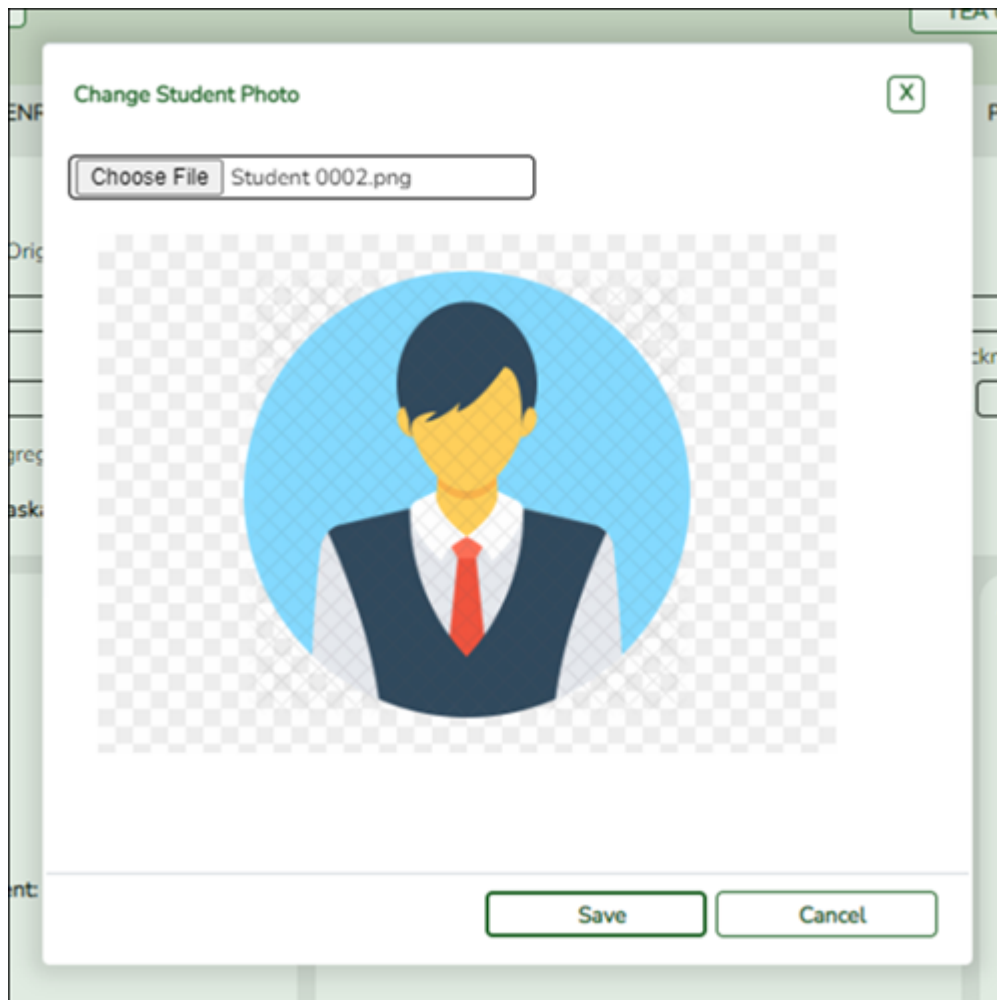
The image shows a student profile interface. At the top left is a 'Save' button. Below it is a student icon with a 'Change' button overlaid. To the right of the icon is a text field labeled 'STUDENT:' containing the text '003942 : BABB, RICKELYN ANDREW'. Below the text field are two buttons: 'Comments' and 'Documents'. At the bottom is a horizontal menu with several tabs: 'DEMO1', 'DEMO2', 'DEMO3', 'AT RISK', 'CONTACT', 'W/R ENROLL', and 'SPEC ED'. The 'DEMO1' tab is currently selected and highlighted.

Click **Change**. The Change Student Photo window opens.



The image shows a 'Change Student Photo' window. At the top left is the title 'Change Student Photo' and a close button 'X'. Below the title is a file selection area with a 'Choose File' button and the text 'No file chosen'. In the center of the window is a large cartoon illustration of a male student with dark hair, wearing a blue sweater with a yellow V-neck and a red tie. At the bottom right of the window are two buttons: 'Save' and 'Cancel'.

Click **Choose File**. Locate and select an alternate photo on your local PC. The new image is displayed.



Click **Save**. The new image now appears on the student maintenance pages.



Photos are not displayed in all applications. They are displayed in Attendance (Student Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Education or Test Scores.

**NOTE:** The initial student photo image files must be copied to a folder in a ASCENDER directory. (Note that directory will vary by server.) Within the ASCENDER directory, place files in a Pictures folder, and in a district folder (e.g., ASCENDER Directory\Pictures\cccd\NNNNNN.jpg, where NNNNNN is the student's 6-digit student ID). If a Pictures folder does not exist, or if the district folder does not exist, photos will not be enabled on any pages. The ASCENDER Getting Started Guide (available with ASCENDER technical documents) provides additional information.



**Back Cover**