

NEOnet Student Picture Policy

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1 Frontline ProgressBook Summary

Frontline ProgressBook provides the ability for pictures to appear within several modules of the ProgressBook Suite. These pictures are created by either your picture company or using a district internal process. Once NEOnet receives the files they are uploaded so that each of these programs can reference them. This is the process that has been used for some time; however, because many different picture companies are involved this process has become rather cumbersome. We now ask the districts to follow some guidelines regarding the handling of these pictures to simplify the process. Below we've outlined these guidelines and we ask that you follow them in order to have your pictures uploaded to ProgressBook Suite quickly and efficiently.

1.1 Guidelines

- District will ensure the pictures are in the proper format and naming convention before sending them to NEOnet. The correct format is studentID.jpg (12345.jpg – correct format) with no preceding zeros (0012345.jpg – incorrect format) and the file extension must be .jpg not .jpeg (12345.jpeg – incorrect format).
- District will make best efforts to transfer the pictures to NEOnet electronically via the options described below. (See 1.2, 1.3, 1.4, and 1.5)

If electronic transfer is not possible, the district will only send a copy of the picture CD to NEOnet and not the original. NEOnet will not be responsible in the event an original CD is lost or misplaced. We will destroy the CD sent to us once the pictures are loaded. If the data is not sent in the proper format, the disk will be destroyed and the district will be contacted.

- District will inform the picture companies to only send the picture media to the district representative and not to NEOnet directly. NEOnet will not accept these CDs and will either forward them to the district or discard them at the district's request.
- NEOnet is not responsible for errors such as pictures incorrectly labeled, size ratio not accurate, or rotation of picture layout.
- Support for student pictures can be sent to techappshelp@neonet.org

1.2 Secure website transfer with automatic upload, deletion, or adjustments to pictures in the software

NEOnet offers direct access to the your school districts picture folder where users with proper permission can upload, delete, or rename student ProgressBook pictures. Before a district can use the website to upload student pictures permissions must be granted to your Active Directory account. To request access, please contact your tech coordinator at the district. Your tech coordinator will then need to contact NEONET to apply the correct permissions to your account.

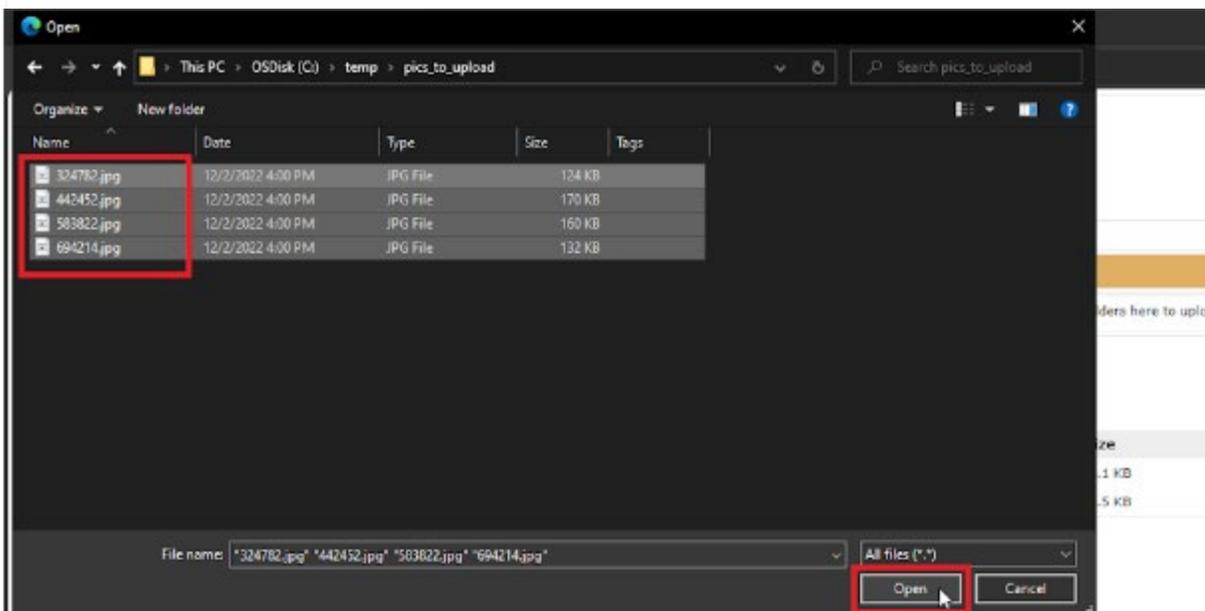
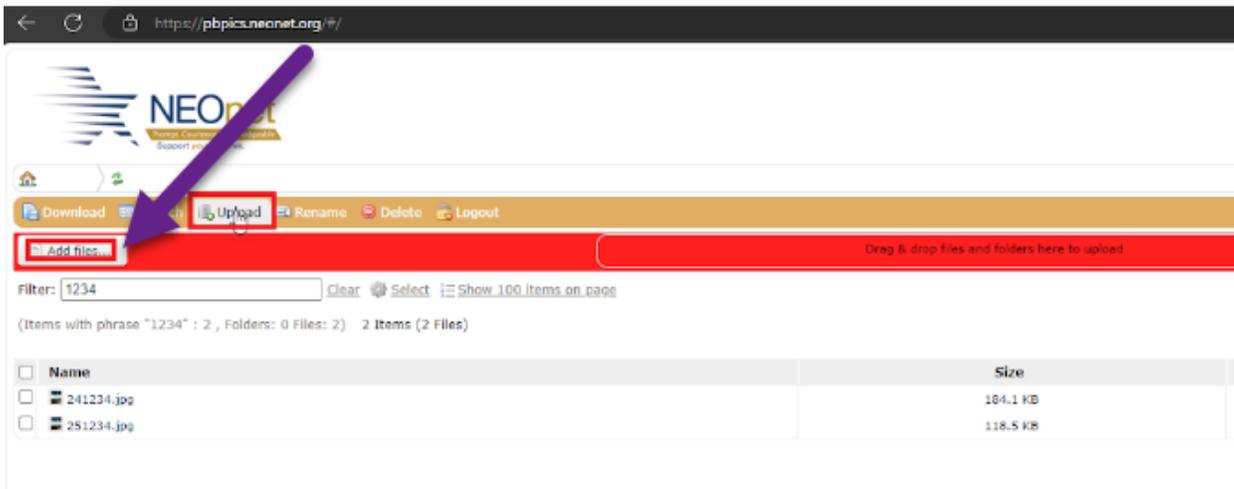
1.2.1 Log in

NEOnet Cuyahoga Falls- Use your Active Directory credentials (same as ProgressBook credentials) to log into <https://pbpics.neonet.org>

NEOnet Heartland Use your Active Directory credentials (same as ProgressBook credentials) to log into <https://pbpicsh.neonet.org>

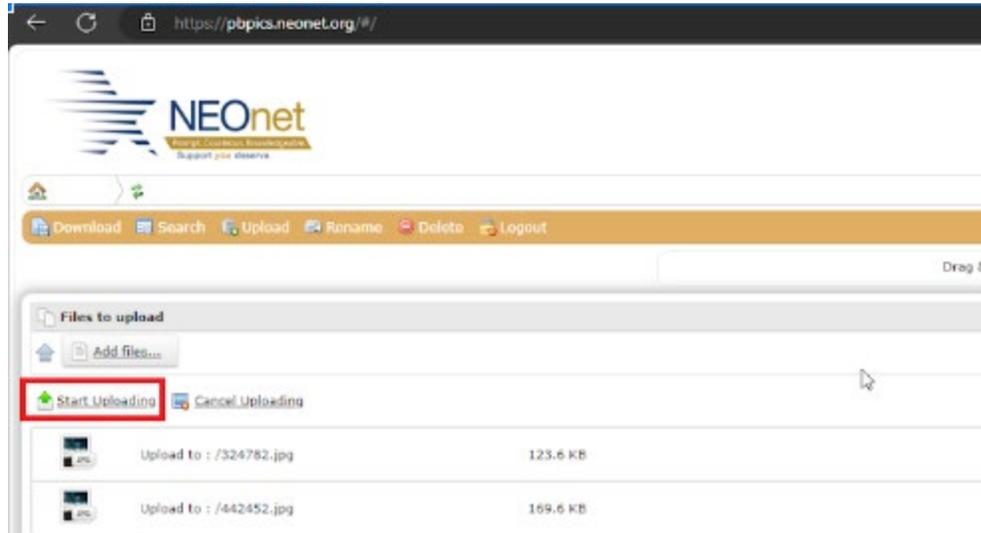
1.2.2 Upload picture files via the website

- Click the “Add Files” button
- A new window opens that allows you to select the picture files you would like to upload from YOUR computer.
- Once you have selected the pictures you would like to upload, click the "Open" button.



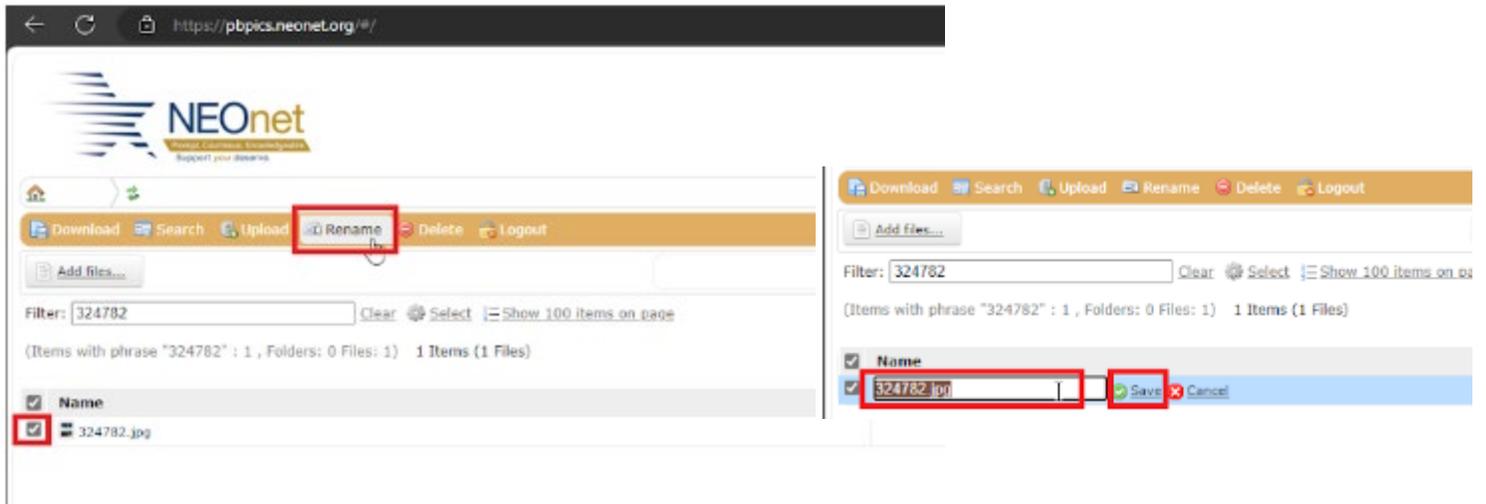
NEONET PICTURE POLICY

- Click the “Start Uploading” button
- An upload complete message will appear if files successfully uploaded



1.2.3 Rename picture files via the website

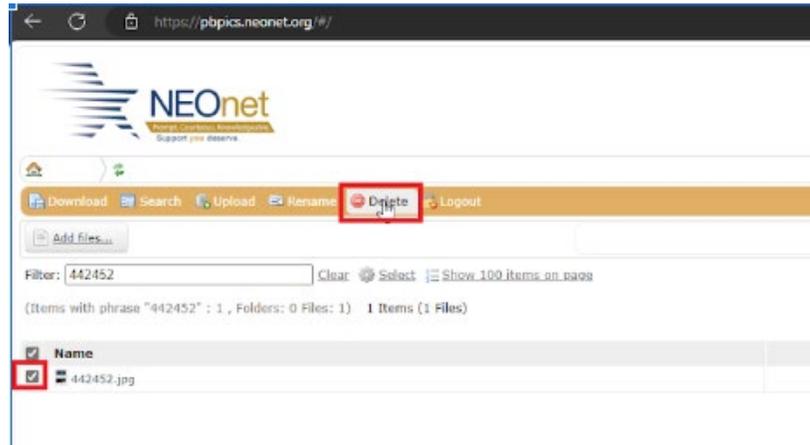
- Use the Filter box to filter on the student number with incorrect photo.
- Select the picture by checking the box next to the file name
- Select Rename
- This will allow you to type a new file name
- Click Save



1.2.4 Delete picture files via the website

Caution! This will permanently delete the students picture

- Use the Filter box to filter on the student number with incorrect photo.
- Select the picture by checking the box next to the file name
- Select Delete
- Confirm you are ok with permanently deleting the student picture



1.3 Secure FTP instructions

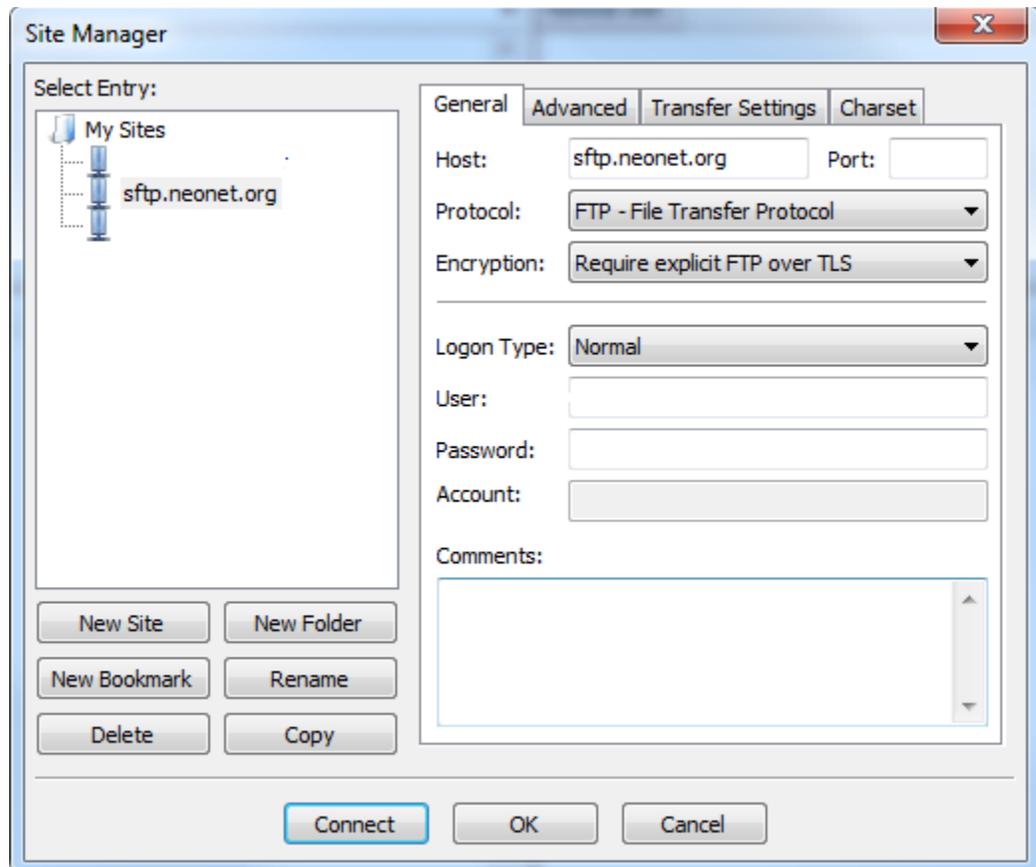
Before a district can send files to NEOnet electronically via Secure FTP, their account needs to be given access to the district FTP directory. If you already have access to the Secure FTP server, you may transfer your files using the details below. If you do not have access, or do not know if you have access, please open a helpdesk ticket (techservices@neonet.org) requesting first time access to the Secure FTP server. You will need to provide your AD (DASL/PB) username in order for your access to be granted. You will use the same username and password for the secure FTP server that you use for PB and DASL.

1.3.1 Zip the pictures

It is recommended that you compress all your pictures into a Zipped Folder before connecting to the FTP and transferring to NEOnet

1.3.2 FTP Details

In order to transfer pictures via secure FTP you will need a client that supports SFTP. We recommend FileZilla as it is a free client and it is tested and works well. In order to connect to a secure FTP secure you need to configure your client for encryption. I have included a screen shot below on how you will need your Filezilla client settings configured:



You should connect to the following FTP server using your Active Directory Username and Password: **sftp.neonet.org**. After the connection you simply transfer the files as if it were any other FTP server.

1.3.3 Enter a ticket to NEOnet at techappshelp@neonet.org so we are informed that pictures are available for us to process.

1.4 Ripcho Studio Cloud downloads

If your district uses Ripcho Studio and you would like to grant NEOnet access to your Egnyte Cloud please send email to data@ripchostudio.com that techappshelp@neonet.org can have access to your school directories on the Egnyte Cloud File Server.

What this will do is 1. Grant NEOnet access to pull down pictures and 2. Email NEOnet every time they place new pictures on the cloud (i.e. picture day, retake day etc.)

1.5 Lifetouch downloads

If your district uses Lifetouch company and you receive a link to download pictures from their cloud you may forward that link to techappshelp@neonet.org. We will need a district username and password to access the cloud site and download.

1.6 Individual pictures or new students

If your district does not use option 1.2 (uploading via website), a new student enrolls, and the district would like to take a picture themselves, please make sure the picture is labeled correctly and then email the file to techappshelp@neonet.org

1.6 Help and Troubleshooting

If you have any questions regarding the procedures above or have issues transferring files, please contact us at techappshelp@neonet.org for assistance.

2 Infinite Campus Summary

Infinite Campus provides the ability for pictures to appear within several modules of the system. These pictures are created by either your picture company or using a district internal process. Once the district receives the picture files, they can be uploaded into Infinite Campus using the Photo Import Wizard.

2.1 Guidelines

Once the district receives the picture files, the file can be uploaded directly into Infinite Campus using the Photo Import Wizard. The Photo Import Wizard allows users to attach student and/or staff pictures to Campus record. This Wizard will assist in bulk loading student and staff pictures to the system.

- Classic Look: System Administration > Student > Photo Import
- New Look: Student Information > General Student Administration > Photo Import

Photo Import Wizard

This wizard will assist in bulk loading student/person pictures to the system. Only JPG format photos are accepted and all images are resized appropriately prior to storing them. The file structure of the zip file can be arbitrary (ie: doesn't matter if images are in folders) but only ZIP files are accepted for bulk upload. Please try to run this tool during off-peak hours.

The following upload formats are currently available:

1. Zip file where files in zip archive are jpg images with the names as student numbers (ex: 001234567.jpg)
2. LifeTouch link file. Zip file with arbitrary jpg file names and an 'ldlink.txt' file.
3. PersonID mode. Zip file with file names representing personID values (ex: 684.jpg).
4. Mixed mode. Zip file with either a number (personID/studentNumber) or a comma-separated first/last name combination (smith.sam.jpg). If the image file can uniquely be identified with a person, it will be accepted. If two students have the same first/last name the file will not be accepted. If a numbered (2.jpg) file is both a student number and a personID the file will not be accepted.

1. Mode:

Student Number Zipped Images

LifeTouch Link Zipped File

PersonID Images Zipped File

Mixed Mode Zipped File

2. File: No file chosen

2.2 Uploading

- Only JPG format photos are accepted, and all images are resized appropriately prior to storing them. The file structure of the zip file can be arbitrary (does not matter if images are in folders) but only zip files are accepted for bulk upload. The zip file must be 100 MC or smaller.
- It is highly recommended that this tool is ran during off-peak hours.
- The Photo Import tool can operate in a variety of modes meant to detect common types of person identifiers. The mode used should coincide with the way the images are named within the zip file. Import modes include:
 - **Student Number Zipped Images:** This mode should be used when the photos are identified by student number (ie. 896541.jpg) – this mode will only work for student photos.
 - **LifeTouch Link Zipped File:** This mode should be used when the photos are named with arbitrary file names and a ‘Idlink.txt’ file – this mode will only work for student photos.
 - **PersonID Images Zipped File:** This mode should be used when file names are identified by personID number (ie. 892.jpg) – this mode will work for both staff and student photos.
 - **Mixed Mode Zipped File:** This mode is for scenarios when (A) a combination of student numbers and personIDs are used to identify the photos or (B) the person’s first and last name are used. This mode will work for both staff and student photos.

If the file can be uniquely matched to a person, the Import tool will accept it. If the numbered file is both a student number and a personID, the file will not be accepted.

2.3 Help and Troubleshooting

If you have any questions regarding the procedures above or have issues uploading your files, please contact us at studenthelp@neonet.org for assistance.