

Adding Your Student's Pictures

Student pictures can now be printed on Student Late/Tardy and Dismissal Passes. This is an option. Finally, there is a use for the picture CD received from the company that takes student photographs. Printing a student's picture on a pass eliminates errors or one student trying to check in for another student.

To use the pictures:

- Each student pictures must be uniquely named using the student ID# as part of the picture file name. For example, student Melissa Jones, with student ID # 567893, must have her student picture named **567893.jpg**.
 - Each picture must be in a **jpg** image format.
1. Copy all student pictures from the photo cd to the School Check IN images directory. On windows, this would be the **C:\Program Files\SchoolCheckIN\images** directory. MAC users would copy to the same images sub-folder.
 2. Start School Check IN.
 3. Access the **ADMIN** section.
 4. Click the **Students** button
 5. Click **YES "Print Pictures on passes"**.
 6. Click the **Refresh Student Pictures** button (for large schools, this may take a couple minutes for this procedure to complete).
 7. Click **OK** when pop-up window appears indicating "**Student pictures updated**".
 8. Click the blue **MAIN MENU** button.

Student pictures (for students having pictures) will now print on all Late/Tardy (ADMIT) Passes, Student Self-Check Out Passes and Student Temp ID Badges. Student pictures **will not** print on the Parent/Guardian Early Dismissal Pass.

Additional student pictures may be added at any time by following the above procedures. The **Refresh Student Pictures** button (step #7) **MUST ALWAYS BE CLICKED** after any new pictures are added. Failure to do so will result in these new pictures not being recognized by School Check IN and these pictures will not be printed on the passes..

Image File Format

Each student picture file must already be in a "jpg" format. Renaming a "tiff" file or any other image file format (gif, bmp, psd, etc...) to a jpg will not work. Simply renaming a file will not change the file format. Renaming "57465478.tiff to 57465478.jpg **does not** change or alter the file format. The image file must first be **converted** to a jpg format before being renamed.