

# 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 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.

## 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.