



Photo Upload Quick Guide

Uploading Student Photos to IMPACT Verify

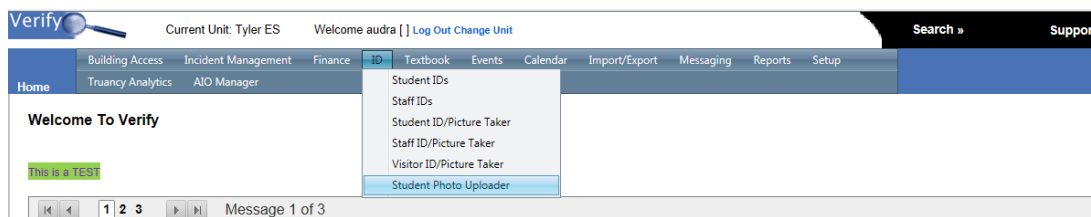
The photo uploader tool in Verify allows you to upload student pictures in Verify and then have those pictures automatically transferred to Gradebook. It takes approximately 24 hours for the pictures to transfer to Gradebook.

Step 1: Ensure Picture Files are Formatted Appropriately.

In order for the photo upload tool to work properly, student picture files must be named as their student ID number and the files need to be thumbnail sized.

Step 2: Navigate to the Student Photo Uploader page.

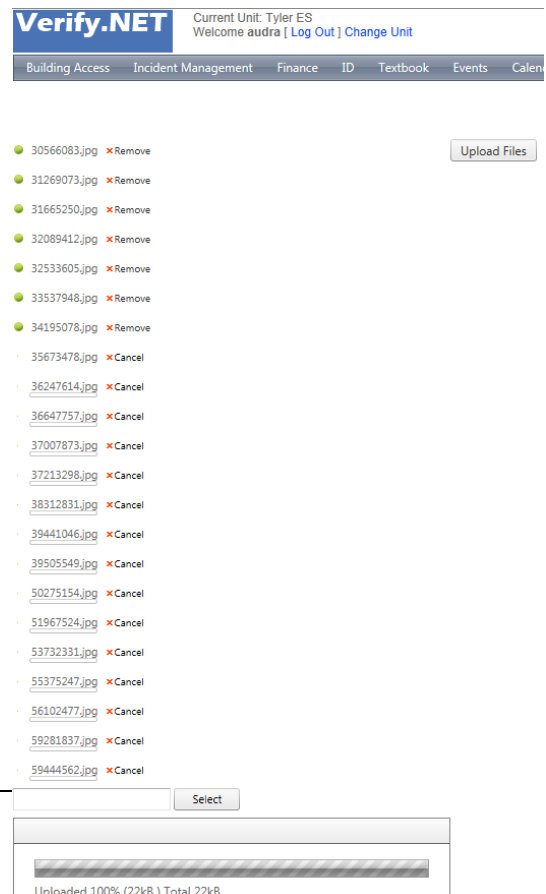
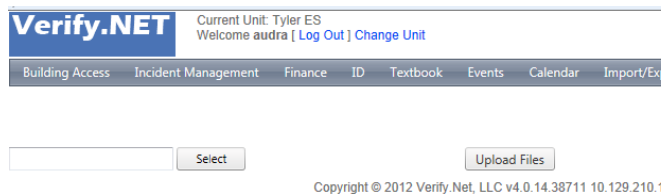
Go to the ID menu along the top menu bar and select **Student Photo Uploader**.



Step 3: Select the picture files you want to upload.

Click on the **Select** button. Browse to the folder containing the student pictures. Highlight all pictures you wish to upload. Then click **Open**.

Note: To select all highlight the first student ID and hold the Shift key and highlight the last student ID. This will select all student IDs within that range.



Step 4: Complete the upload.

After you have selected the pictures to upload you will see the file names (student IDs) appear on the screen with a blinking dot as well as a progress bar at the bottom of the screen. When all the dots turn green click the **Upload Files** button. Once all the pictures have uploaded successfully to Verify you will receive the following message: **All Files Successfully Uploaded**.

Note: If there is a red dot next to a photo it means the photo was not uploaded successfully. This could mean the photo is too large to upload or the student is no longer active at your school.