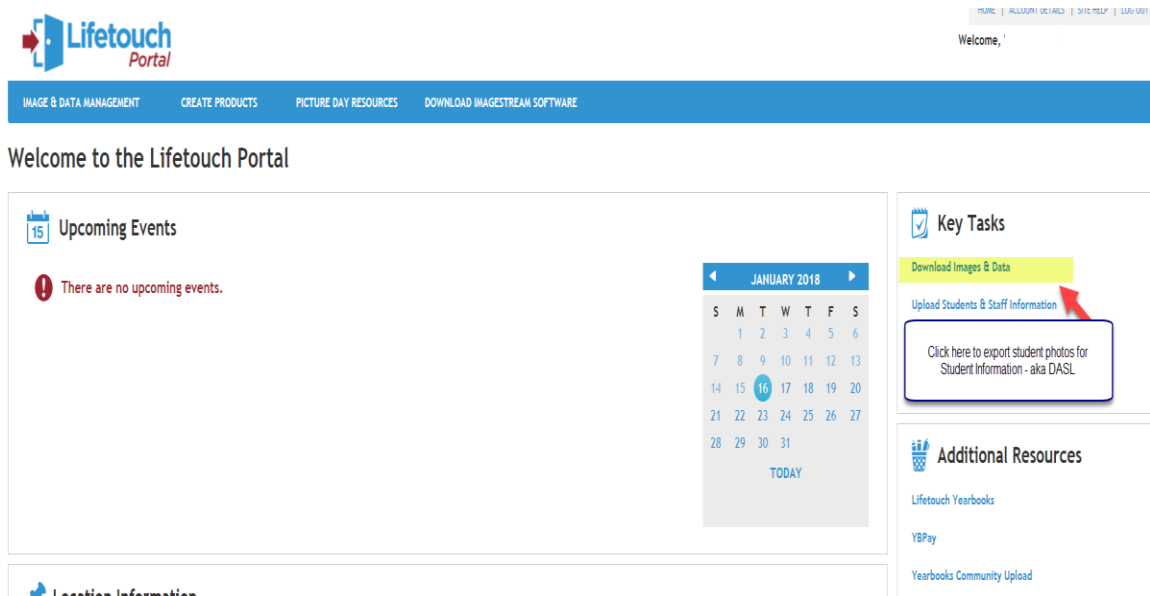




LifeTouch Picture Export Procedural Checklist

LifeTouch Picture Export Instructions for use in StudentInformation and GradeBook:

1. Go to the Lifetouch website and login with the credentials sent by the Photo Company.
2. Click on the **Download Images & Data** menu option.



The screenshot shows the Lifetouch Portal interface. At the top, there is a navigation bar with the Lifetouch Portal logo and a 'Welcome, ' message. Below the navigation bar, there is a blue header with the following menu items: IMAGE & DATA MANAGEMENT, CREATE PRODUCTS, PICTURE DAY RESOURCES, and DOWNLOAD IMAGESTREAM SOFTWARE. The main content area is titled 'Welcome to the Lifetouch Portal'. On the left, there is a section for 'Upcoming Events' with a message: 'There are no upcoming events.' In the center, there is a calendar for 'JANUARY 2018'. On the right, there is a 'Key Tasks' section with a yellow highlight on the 'Download Images & Data' option. Below this, there is a link for 'Upload Students & Staff Information' with a red arrow pointing to it. A tooltip box is visible over this link, containing the text: 'Click here to export student photos for Student Information - aka DASL'. At the bottom right, there is an 'Additional Resources' section with links for 'Lifetouch Yearbooks', 'YSPay', and 'Yearbooks Community Upload'.

3. Click on the **Students** filter radio button option, then click **All** to select students which will activate the **Available Action** dropdown menu where you will click **Download**.

Image & Data Management Need help managing images and data?
Lifetouch Portal Images cannot be used for yearbook publishing.
[Click here for more information.](#)

DrawBridge Schools

Program: Fall Individuals 2017-2018

a. Click on Students only filter option
b. Click the ALL button to select all student
c. Once the ALL button has been clicked the Available Action dropdown will be activated. You will need to select Download

View Records by: Reset All Search by Name

All
 Students
 Staff

Show: 50 (1-90 of 303) Sort: Last Name, A-Z

Record Status: Active Only Inactive Only

Available Action dropdown: Available Action

Available actions vary based on # of selections.

+ ADD NEW RECORD QUICK ADD

- After **Download** is selected, you will receive the Download Options prompt box where you will select the **StudentInformation (ProgressBook)** format which uses the StudentID.jpg datafile naming convention. Click the **Download** button to start the export process.

303 Records Selected Clear

Available Action

Download

Sort: Last Name, A-Z

+ ADD NEW RECORD QUICK ADD

Download Options

Select a preset format for your download from the drop-down.

StudentInformation (ProgressBook)

DOWNLOAD

Need a custom download?
Use our advanced settings to customize your download.

CREATE A NEW FORMAT

EDIT SAVED FORMATS

a. When Download is selected you will be prompted with the download options screens. Select "Student Information (Progressbook)" then click the Download button to proceed.

- Take the download zipped file and email it to your ITC as instructed.