

## Media Import (System Administration Module)

The **Media Import** feature allows you to import large groups of media files. If a photographer is able to provide you with the digital photos, you could then import those portraits to the records using one of the **Media Import** functions. The **Student Media Import**, **Faculty Media Import**, **Constituent Media Import** and **Vendor Import** work the same. We use examples for importing student photos, but the procedures are interchangeable.

### PREPARING FILES FOR IMPORT

The import file is used to link the media items to the student or faculty records. Media Import files must be .txt files. To successfully import the media items, the import file must be in comma-delimited format with quotation marks.

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*Best Practice: Place images and .txt file in the same folder*

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**TIP: Excel can be used to set up the .txt file!**

- From **Registrar** open the Student Search Window and export Columns: **Student ID | First Name | Last Name**
- Open **Excel** and add new columns to prep for concatenation process
  - **Photos** (fill in relative filenames i.e. Nicole’s photo is Image01.jpg)
  - **Punctuation** needed for concatenation: [“] and [“,”]
    - The objective is to build a comma delimited text string formatted with quotation marks and commas as required to import an image, i.e. :  
“ALTA011”,“Image01.jpg”,“Nicole”,“Altamare”

|    | A       | B           | C          | D          | E   | F   |
|----|---------|-------------|------------|------------|-----|-----|
| 1  | ID      | Photos      | Last Name  | First Name | " " | " " |
| 2  | ALTA011 | Image01.jpg | Altamare   | Nicole     |     |     |
| 3  | AMAR011 | Image02.jpg | Amareto    | Solomon    |     |     |
| 4  | ARNO011 | Image03.jpg | Arnomarra  | Anna       |     |     |
| 5  | ARNO012 | Image04.jpg | Arnomarra  | Patrick    |     |     |
| 6  | ASSA012 | Image05.jpg | Assaria    | Colleen    |     |     |
| 7  | ASSA011 | Image06.jpg | Assaria    | William    |     |     |
| 8  | BALS011 | Image07.jpg | Balsalm    | Jeffrey    |     |     |
| 9  | BARN011 | Image08.jpg | Barns      | Timothy    |     |     |
| 10 | BENS011 | Image09.jpg | Bensaliski | Catherine  |     |     |
| 11 | SCHR011 | Image10.jpg | Schroder   | Matthew    |     |     |

- o In an adjacent column create concatenate formula using “&”

|    | C         | D          | E | F  | G  |
|----|-----------|------------|---|----|--|
|    | Last Name | First Name | " | ," |  |
| og | Altamare  | Nicole     |   |    | =&#36;E\$1&A2&&#36;F\$1&B2&&#36;F\$1&C2&&#36;F\$1&D2&&#36;E\$1 |

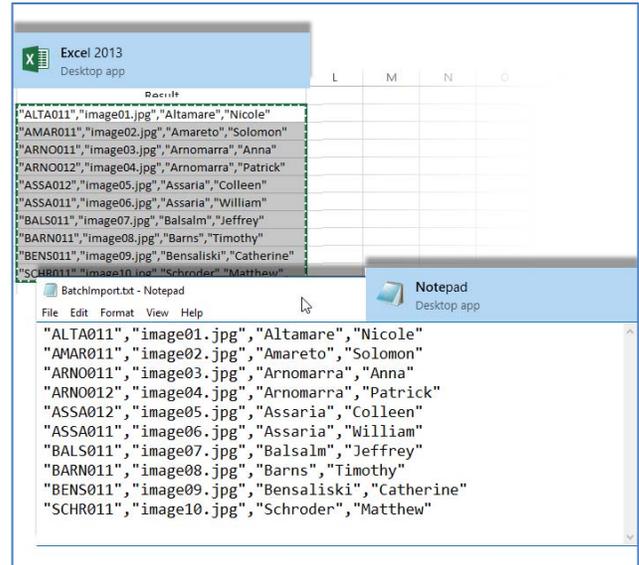
*TIP: to add punctuation, select the cell +press F4*

|   |    |
|---|----|
| \$E\$1 (absolute column and absolute row) | "  |
| \$F\$1 (absolute column and absolute row) | ," |

- o Auto fill down to concatenate, results seen below

| G  |
|--|
| "ALTA011","image01.jpg","Altamare","Nicole"      |
| "AMAR011","image02.jpg","Amareto","Solomon"      |
| "ARNO011","image03.jpg","Arnomarra","Anna"       |
| "ARNO012","image04.jpg","Arnomarra","Patrick"    |
| "ASSA012","image05.jpg","Assaria","Colleen"      |
| "ASSA011","image06.jpg","Assaria","William"      |
| "BALS011","image07.jpg","Balsalm","Jeffrey"      |
| "BARN011","image08.jpg","Barns","Timothy"        |
| "BENS011","image09.jpg","Bensaliski","Catherine" |
| "SCHR011","image10.jpg","Schroder","Matthew"     |

- From **Excel** Copy the concatenated text (CTRL + C)
- Open Notepad (or alternate text editor)
  - Paste (CTRL + V) concatenated text into Notepad
  - Save as a .txt file



## IMPORTING MEDIA FILES

The following procedure walks you through a media file import, from start to finish. You can save the media import to return to it later; you do not have to complete the entire procedure in one session.

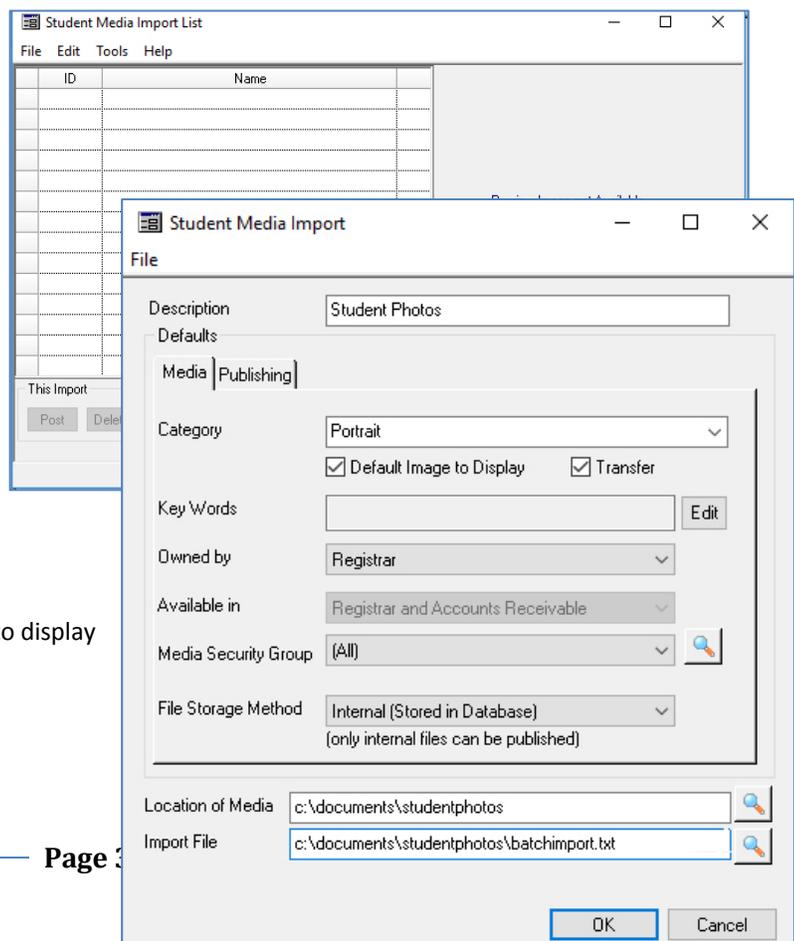
### From the System Administration Module

- Open the **File** menu and then select **Media Import: Students**
- Click the **NEW** button.

- The **Media Import** window opens

### MEDIA TAB

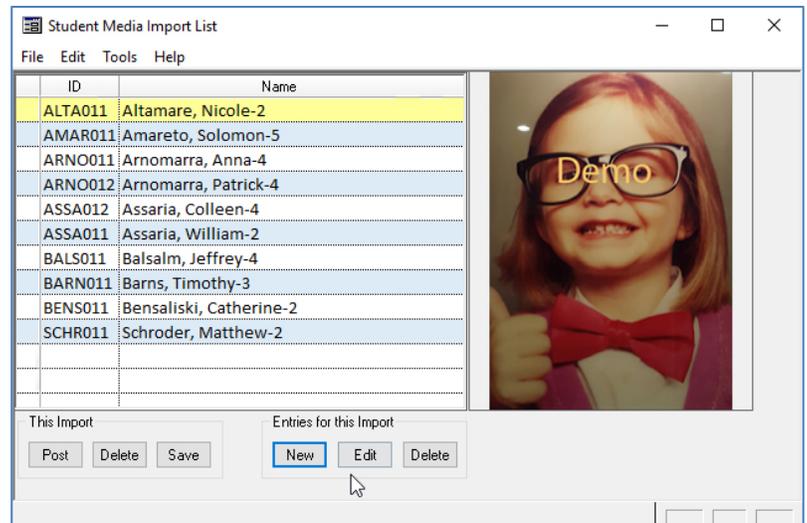
- Enter a Description
- Category defaults to Portrait
  - Default Image to Display: check to display in Media Tab



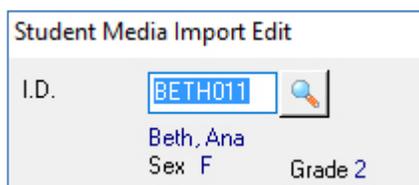
- Transfer: check to have attachment transfer with student record
- Key Words (optional) can be used in queries for retrieving records
- Owned By is the name of the module that will “host” the files
- Media Security Group defaults to (All)
- File Storage defaults to Internal
- Select Directories:
  - Location of Media
  - Import file: .txt file
- Click **OK**
  - *if any records are not formatted correctly, you will see an error message.*
    - *Click the Yes button in the message to skip that record and proceed to the next.*
- A message will inform you if the files were successfully loaded. Click OK.

The **Media Import List** will populate with the IDs, names, and current grade.

- Select a record to see associated image
  - *If the record is red the media item referenced in the file is not in the directory you selected, it will not be available.*



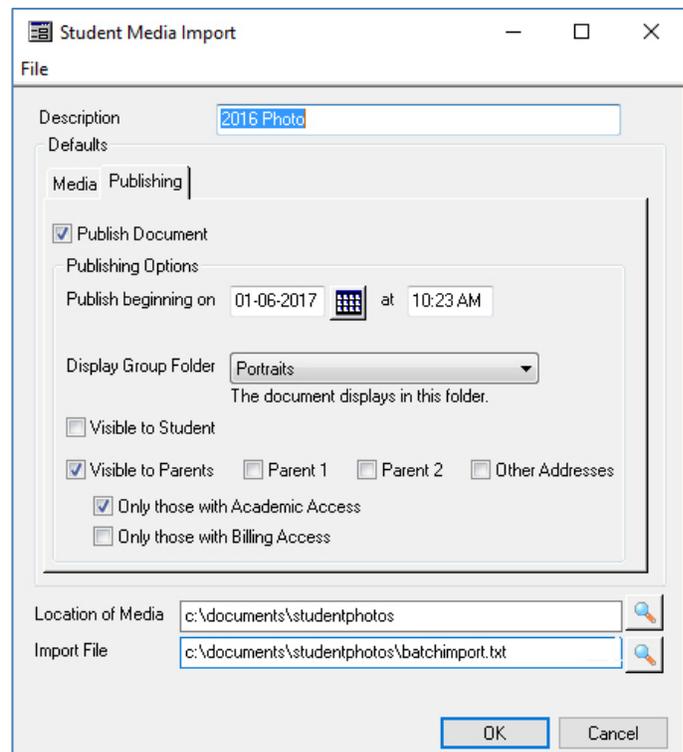
- **Entries for this Import** (applies to individual records)
  - Click **New** to add more media
  - Click the **Edit** button to associate an image with a different record



- Click **Delete** to a single media entry
  - *Be sure you select Delete button under Entries*
- **This Import** (applies to the batch of records)
  - Click the **Post** button when you are ready to post the media files to the student records
  - Click the **Delete** button if you want to discard/cancel this import session
  - Click the **Save** button if you want to save this import session and work on it later

### PUBLISHING TAB

- To make the photo visible in MBP select the publishing tab
  - Select Date
  - Select Group Folder (optional)
  - Select “Visible” checkboxes as needed
    - Example: only Parents with Academic Access will see the image



### Field | Maximum Length

|   |                |
|---|----------------|
| Student ID                                  | 7 characters   |
| Faculty ID                                  | 5 characters   |
| Name of the file to be linked to the record | 235 characters |

|  |
|--|
| Last name + First name + Student's current grade |
|--|

|   |
|---|
| These three fields combined must be less than 100 characters. |
|---|

### File Type File Extension

Graphic files may not only be attached to a record, but they can also be viewed there. This preview function is applicable only to certain graphic formats, listed in the table below.

|                                  |                   |
|----------------------------------|-------------------|
| Bitmap                           | *.bmp             |
| Device-Independent Bitmap        | *.dib             |
| Graphics Interchange Format      | *.gif             |
| Joint Photographic Experts Group | *.jpg             |
| Paintbrush Files                 | *.dcm, *.pcx*.jfx |
| Tag Image File Format            | *.tif             |
| Windows Meta File                | *.wmf             |