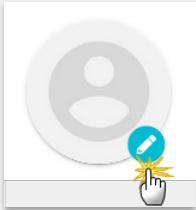
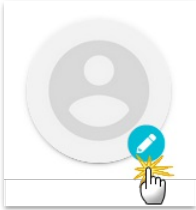



Add a Student's Picture to the Student Record

A student's picture can be added to their record so that it is displayed in the Parent Portal, the Staff Portal, and when using the Barcode Scanner for attendance tracking. As well, it is possible to display a picture on Student Information Sheets if it has been uploaded to the student's record.

When you upload a picture, Jackrabbit will automatically resize the image and center it. A student picture can be added from several areas in Jackrabbit:

The Student record	<ol style="list-style-type: none">1. Go to the Misc tab in the student's record.2. Click the Pencil icon on the photo placeholder to upload the picture.  <ol style="list-style-type: none">3. Select the student picture from a file.4. Click Save Changes.
The Parent Portal	<ol style="list-style-type: none">1. Select Billing & Payments in the Parent Portal <i>Dashboard</i>.2. Select Students and then click View (student name).3. Click the Pencil icon to edit the student information.4. Click the Pencil icon on the photo placeholder to upload the picture. 
	<ol style="list-style-type: none">1. Click the Attendance button in the Staff Portal Manage Classes tab.2. Click the + icon to upload a student's picture. 

The Staff Portal

When the Staff Portal is launched from a smart device, such as an iPad or iPhone, staff can take a student's photo and add it on the spot!

