

Student Data Batch Update

Users who have the Gateway role CR Form Management – Student can access this function.

Student Demographics > Batch Data Update

The screenshot shows the 'Student Demographics' interface with a navigation bar containing 'Search', 'Report', 'Left', 'Future', 'Standard Reports', and 'Batch Data Update'. Below the navigation bar is a 'Batch Update Information' table.

Data Management	Description
Student Photo	Batch upload and download student photos
Student Email	Batch upload and update student Email
Student Assessment Documents	Batch upload student assessment documents

Batch Upload Student Photos

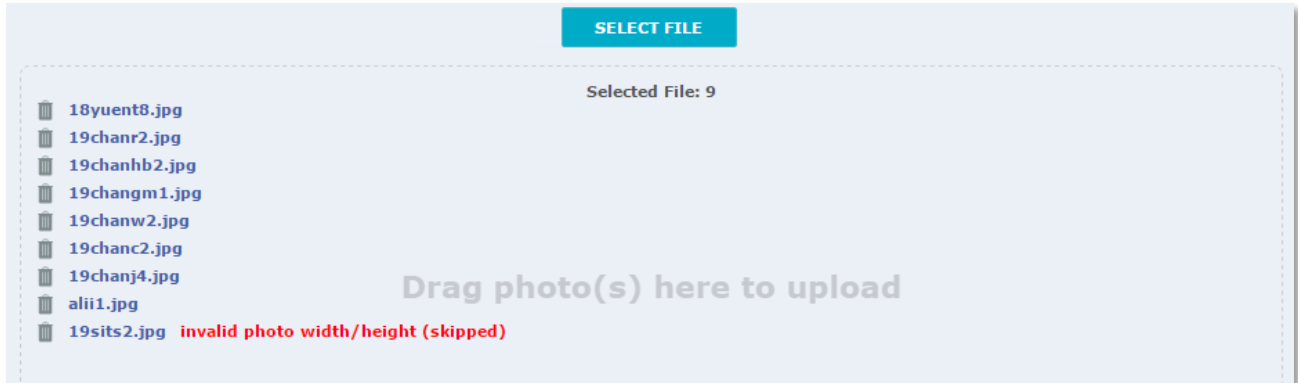
1) Prepare the student photos to meet the system requirement, please give the requirements to your photography to follow:

- Named by **WebloginID**, e.g. [19chanw1.jpg](#)
- Photo dimension: width 480-960, height: 600px-1,200px
- File format: JPG, JPEG
- File size <= 10MB

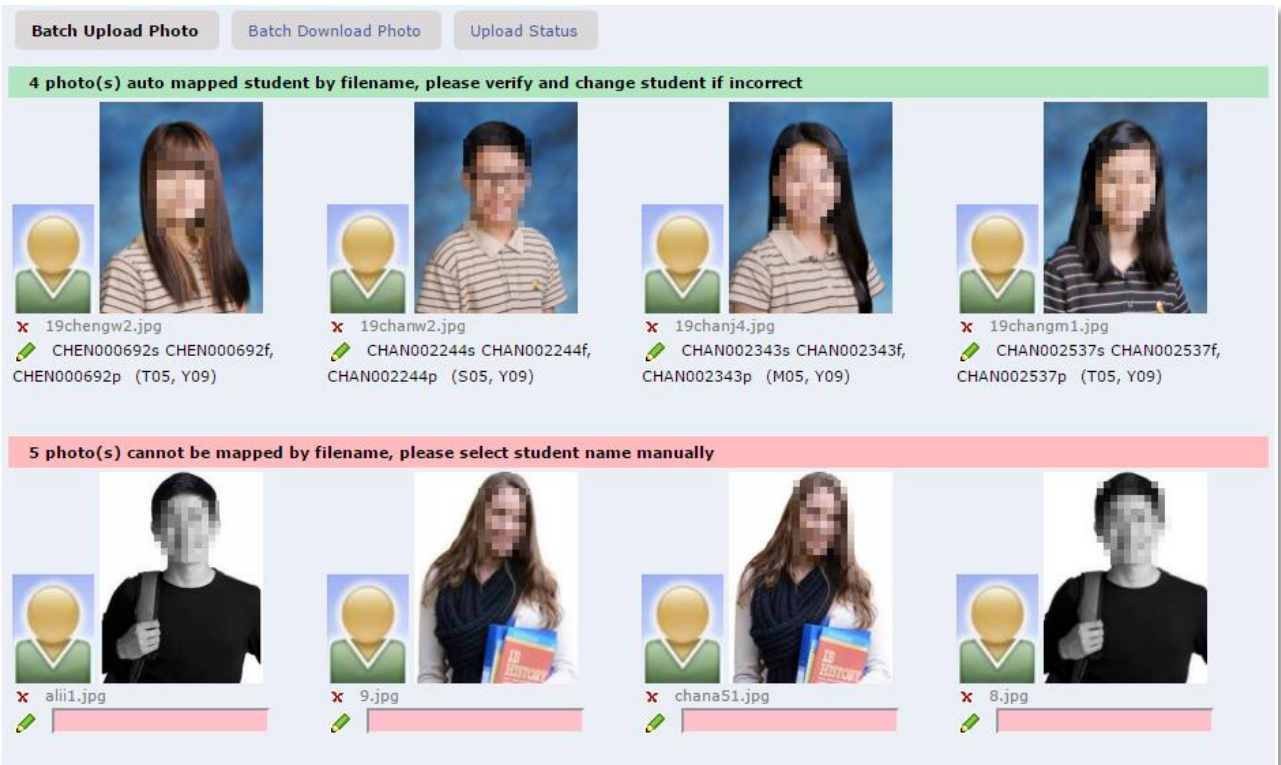
The screenshot shows the 'Batch Upload Photo' interface. It features three tabs: 'Batch Upload Photo', 'Batch Download Photo', and 'Upload Status'. Below the tabs, there is instructional text: 'Please name the photo as student's weblogin ID so that will auto map the student name. Max allows 200 photos per batch, only format of JPG, JPEG permitted. Max filesize: 10 MB. Photo size with dimension range (W: 480px - 960px, H: 600px - 1200px)'. A blue 'SELECT FILE' button is positioned below the text. A large dashed box contains the text 'Drag photo(s) here to upload'. At the bottom, there are 'Preview' and 'Clear' buttons.

2) Upload photos

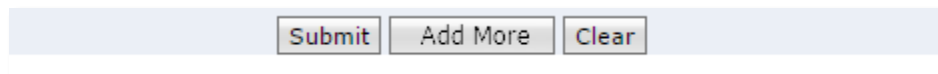
- Do not upload more than 200 photos per batch, per year group upload is reasonable amount.
- Select the photos or drag the photos to the above screen upload area.
- It will warn and skip upload those invalid format files

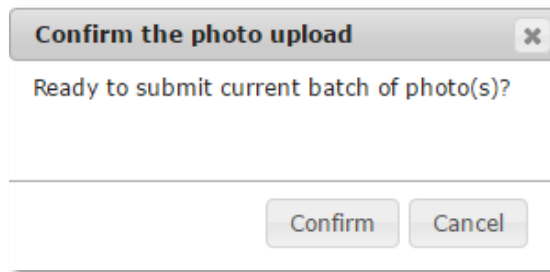


- Click Preview to continue

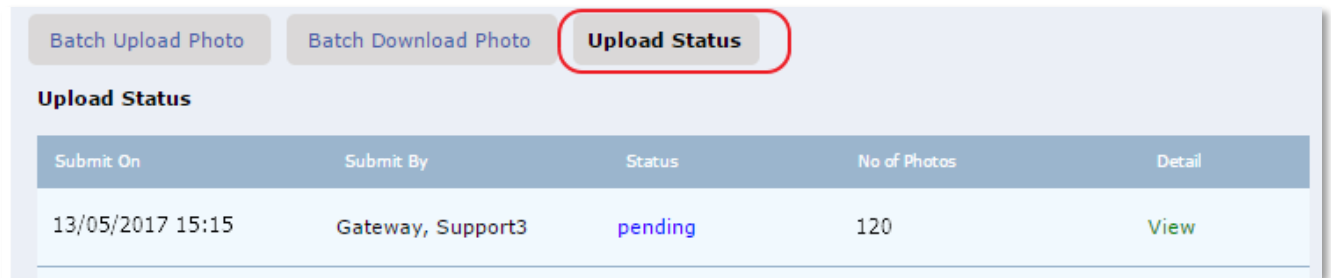


- It shows the photo preview on screen, you may compare the old and new version. If the file name does not match any student webloginID, it will be shown in the lower section and required to select the right student manually.
- If all photo can be mapped successfully, you may click **Submit** button and **Confirm** to upload





- The upload task will be pending for back-end process. It will take 30 mins to complete, you may come back to the **Upload Status** screen to check.



Batch Download Student Photos

Follow the on-screen steps to select groups, photo size and file name to download student photos to a ZIP file



- If you want to download student photo with the WebloginID file name, e.g. **19chanw1.jpg**, please select Customize and leave the box empty.

