

***AIM User Guide:
AIM State Level
Student Photo
Repository***

STIPULATED IN [MTSB40](#) and [MCA 20-7-1317](#) THE OFFICE OF PUBLIC INSTRUCTION IS REQUIRED TO CREATE AND MAINTAIN A STUDENT PHOTO REPOSITORY. THIS GUIDE EXPLAINS THE PROCESS FOR:

- COLLECTING OPT-IN INFORMATION VIA THE STUDENT ENROLLMENT PROCESS.
- HOW TO UPLOAD/IMPORT PHOTOS AND OPT-IN FOR DISTRICT EDITION AND MONTANA EDITION IN INFINITE CAMPUS.
- INFORMATION REGARDING MISSING CHILD PHOTO OPT-IN OPT-OUT OPTIONS FOR PARENTS/GUARDIANS.

State Level Electronic Student Photo Directory

AIM User Guide

Senate Bill [MTSB40](#) requires the OPI to create and maintain an electronic directory photograph repository of all Montana public school students. The purpose of this photo repository is solely for assisting law enforcement officials in locating a student that has been identified as a missing child.

Parents/guardians must 'Opt-In' to have their child's photo included in the state repository. It is suggested that districts gather the student 'Opt-In' information from the students' parents/guardians via the enrollment registration form/process.

Initially, photos and Opt-in statuses are stored at the district level in Infinite Campus. The photo will only exist at the state level based on the Opt-In value that is elected for the student photo.

In order to aid law enforcement officials in their search for missing children, the Montana Department of Justice will be able to view student photos in the OPI AIM system. The photo will only appear at the state level of AIM if a students' parent/guardian has elected to 'Opt-In'. Please see the [OPI's Missing Child Photo Repository page](#) for a sample Opt-In Status Form.

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Frequently Asked Questions:

A.) THE FOLLOWING QUESTIONS MAY ARISE FROM PARENTS/GUARDIANS. SCHOOLS AND DISTRICTS CAN USE THIS AS A GUIDE WHEN PROVIDING INFORMATION TO PARENTS/GUARDIANS WHEN OBTAINING THEIR CONSENT TO ‘OPT-IN’.

- 1. What is the electronic photo repository?** The electronic photo repository stores Montana students’ photos at the state level. The purpose is exclusively for assisting law enforcement in locating missing school-age children. The photos will be stored in the state student information system referred to as AIM (Achievement in Montana). The photos will typically be the ‘school picture’ that most schools take annually.
- 2. How do I include my child’s photograph in the photo repository?** Most schools will obtain consent to ‘Opt-In’ during the enrollment/beginning of school process, however photos can be added at any time upon request by a parent or guardian. Only photos of students whose parent/guardians have opted-in to the repository will be available in the state repository. Please see the [OPI’s Missing Child Photo Repository page](#) for a sample Opt-In Status Form.
- 3. How do I remove my child’s photograph from the photo repository?** A parent can ‘Opt-Out’ at any time by contacting the school to find out the procedure. Photos are automatically removed if the original photo date is over two years old. To ensure the student photo remains in the repository, it is important to update it *at least* every two years.
- 4. What happens if we move to a different district?** Each district should record the value of the ‘Opt-In’ value provided by the parent/guardian. If a student moves to a new district within Montana, the parents/guardians may be asked to provide the ‘Opt-In’ choice upon registering the student.

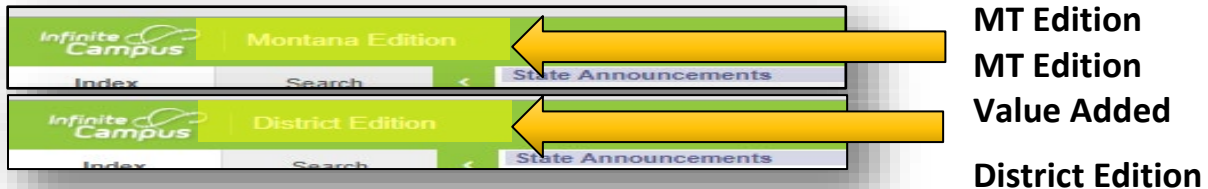
B.) SCHOOLS AND DISTRICTS CAN REFER TO THESE GENERAL QUESTIONS WHEN IMPORTING STUDENT PHOTOS OR RECORDING THE 'OPT-IN' VALUES.

- 1. Do all districts use the same process for importing student photos into Infinite Campus (District Edition and MT Edition)?** Yes, all districts will use the same photo import process inside Infinite Campus. See [Step 2, Part A: Importing Student Photos In Bulk into Infinite Campus.](#)
- 2. Can I import students' photos in bulk, or do they have to be entered one at a time?**
The student photos can either be imported into Infinite Campus in mass using the photo import wizard or uploaded individually via the Demographics screen.
- 3. What file types do the student photo files need to be in order to upload in bulk vs. individually?** When importing **student photos in bulk** using the photo import wizard, all photos must be JPG format. Only zip files (containing the individual student photo files) are accepted when using the photo import wizard. When importing **individual student photos** via the demographics screen, the file types that are accepted are JPG, GIF, BMP, DIB, TIFF, and TIF.
- 4. Can I set all/most of my students' photo 'OPT-IN' value in mass?** Yes, the 'Opt-In' field can be updated for all students at once. This may be the best method at the beginning of the year after all students 'Opt-In' status's have been collected during the registration process. This works most effectively when most parents' 'Opt-In' value is the same and just a few values need to be adjusted to have a different value. Follow the instructions in [Step 3, Part A: Setting The OPT-IN Value In Mass.](#) Instructions for setting the status individually are located at [Step 3, Part B.](#)
- 5. Does the 'Opt-In' value follow the student from district to district?**
The 'Opt-In' value is associated with the student's demographics record and not the enrollment record. Therefore, it will not change as the enrollment changes (such as if the student moves to a new school or district), but it will stay static until changed in the demographic record.

Note: OPI AIM staff are not able to change the value of the Opt-In field at the state level. The value of this field is only editable by districts. Parents and guardians who contact the OPI regarding their child's photo will be directed to their districts AIM contact person that the OPI AIM staff has on record.

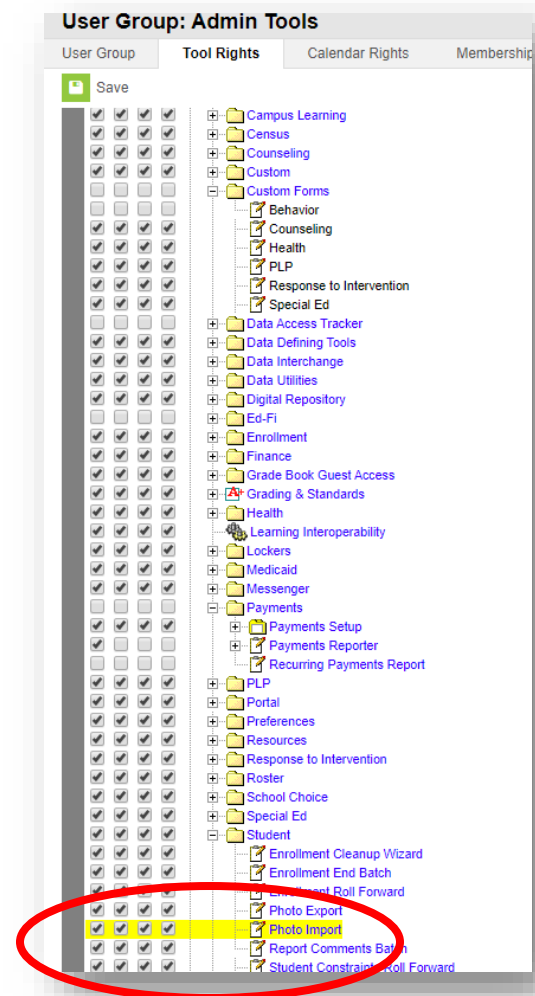
Step 1 – Determine Which Edition of Infinite Campus is Used by Your District & Assign User Access Rights to Photo Wizard

Log into Infinite Campus and locate the edition within the green banner at the top.



FOR MT EDITION USERS: SINCE THIS PROCESS IS NEW, YOU MAY NEED TO HAVE ADDITIONAL RIGHTS ASSIGNED IN ORDER TO USE THE PHOTO IMPORT WIZARD. FOLLOW THESE STEPS TO ADD TO A USER GROUPS RIGHTS.

1. In Infinite Campus, go to the **Search** tab.
2. Select **Group** from the search criteria box.
3. Click **Go**.
4. Select the **User Group** that makes sense that users will be assigned in order to use the photo import wizard.
5. Select **Tool Rights** at the top.
6. A list of folders will appear with four columns which can be checked in order to assign the rights to the particular group. Click on the + next to **System Administration**.
7. Scroll all the way down and click on the + next to **Student**.
8. Next to **Photo Export** and **Photo Import**, check all four boxes to the left. This will allow whoever is assigned to this user group to have rights to Read, Write, Add, or Delete actions associated with this tool.
9. Click **Save**.



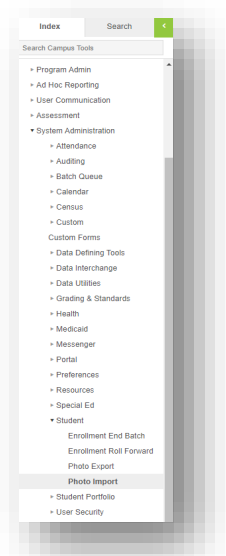
Step 2 – (All Districts) Importing Student Photos In Bulk or Individually into Infinite Campus

PATH: INDEX > SYSTEM ADMINISTRATION > STUDENT > PHOTO IMPORT

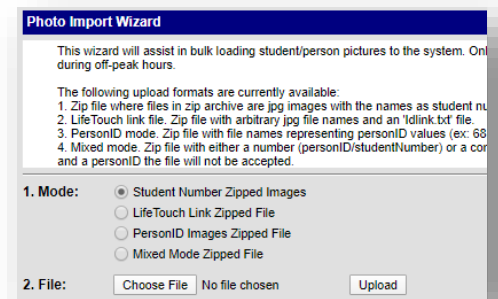
NOTE: DO NOT USE INTERNET EXPLORER BROWSER, IT IS NOT COMPATIBLE WHEN RUNNING THE IMPORT WIZARD. IT IS ALSO RECOMMENDED THAT THIS PROCESS IS DONE OFF PEAK HOURS.

A.) For Bulk Imports:

1. Individual student photo records need to have specific JPG file extensions before using the Infinite Campus photo import wizard. The individual .jpg photo files should be collectively saved into a ZIP formatted file. In addition, the format of each photo record in the ZIP file should be: “#####.jpg” where the #’s represent the student’s state ID number. Local student ID number can work also as long as the local student ID is in Infinite Campus for each student.
2. The ZIP file must be 100 MB or smaller for the import to work. If the file is too large, the ZIP file can be reduced by breaking it up to include fewer students/school pictures (such as a file for all elementary schools, a file for middle school students, and a file for high school students.)
3. Choose a **School** and **Calendar** if your photo files are separated by schools, or select **All Schools** if all of your student photos are saved in one file. (If your ZIP file contains photos for one school only and there are multiple schools in your district and **All Schools** is selected, the import process will take considerably longer. To shorten the upload time, upload one school at a time, choosing the school at the top of the screen and using a ZIP file that contains just the one school’s student photos.)
4. From the **Index** tab, expand **System Administration**.
5. Select **Student**, then select **Photo Import**.
6. The **Photo Import Wizard** should appear:



*****Important:** Select the **Mode** type for the type of file you are importing. *Most files should be compatible with upload option a: **Student Number Zipped Images**- (For images saved with a state or local student number ex. 001234567.jpg as well as for images saved with 'idlink.txt')* If your file is rejected, try option d: **Mixed Mode Zipped File**- (For images saved with a either a number value state or local ID number or a comma-separated last/first name combination: smith, sam.jpg). If options a and d both reject your file, you can try uploading with one of the other options available. (**LifeTouch Link Zipped File, or PersonID Images Zipped File**).



7. Once you have selected the **Mode**, Click on **Choose File**. Select the photo file you wish to import.
8. Click **Upload**.
9. Once the images are imported, the image to the right will display the successful uploads. It will also display any rejected and failed uploads. Any '*Unmatched Zip Entries*' signify that the system wizard was unable to match a photo to a student. If this occurs, double check the number/name of the photo match the information of the student in Infinite Campus and then import the photo individually.
10. Proceed to [Step 3](#) to set the 'Opt-In' value in mass.

Note: The 'Opt-In' value must be set in addition with the photo for photos to appear at the state level.

Accepted Image Detail	
Zip File Entry	Student
012007003.jpg	Shane Test
199620004.jpg	Danielle Tester
199620005.jpg	Elizabeth Testing
Rejected Zip Entries	
Zip File Entry	Problem
Unmatched Zip Entries	
Zip File Entry	Problem
881996205.jpg	no student number match
88199621214.jpg	no student number match
12007003.jpg	no student number match
12007003.zip	no student number match

B.) For Individual Photo Imports into Infinite Campus

1. Locate the student under the **Search** tab by searching for their last name or ID number.
2. Under the **Demographics** tab you will see an **Upload Picture** value, either above or below the image.
3. Select **Upload Picture** and choose the image you wish to upload. This feature will allow you to either upload or replace a current photo.
4. Click **Save** when completed.

The screenshot shows the 'Student, Student' profile page in Infinite Campus. The 'Demographics' tab is active, displaying fields for Personal Information, Demographics, and Birth Country. A red box highlights the 'Upload Picture' button located at the bottom right of the profile page, next to the current student photo.

Step 3 –All Districts: Setting the ‘OPT-IN’ Value In Mass or Individually

THE ‘MISSING CHILD PHOTO OPT-IN’ FIELD IS LOCATED UNDER THE STUDENTS’ PHOTO FIELD IN THE DEMOGRAPHICS TAB. THIS STEP WILL WALK YOU THROUGH THE PROCESS FOR EXPORTING STUDENT DEMOGRAPHICS INFO FROM YOUR STUDENT INFORMATION SYSTEM AND SETTING THE ‘OPT-IN’ VALUE IN MASS IF YOU PREFER SETTING ALL STUDENT ‘OPT-IN’ VALUES AT ONCE.

A.) Setting the Opt-In Value in Mass:

(DISTRICT EDITION)- FOR THOSE DISTRICTS WHO USE INFINITE CAMPUS AS THEIR STUDENT INFORMATION SYSTEM, BEGIN AT [NUMBER 1](#) BELOW BY SELECTING THE YEAR AND SCHOOL.

(MONTANA EDITION)- FOR THOSE DISTRICTS WHO USE A THIRD-PARTY STUDENT INFORMATION SYSTEM, FIRST EXPORT YOUR DEMOGRAPHICS FILE FROM YOUR LOCAL STUDENT INFORMATION SYSTEM, THEN BEGIN AT [NUMBER 9](#) BELOW. USE THE [STUDENT DEMOGRAPHIC TEMPLATE](#) FOR THE UPLOAD PROCESS.

IN INFINITE CAMPUS: PATH: INDEX > MT STATE REPORTING > MT EXTRACTS

1. Select the **Year** and the **School**, if your district has more than one school.
2. Go to the **Index** tab.
3. Select **MT State Reporting**.
4. Select **MT Extracts**.
5. From the **Extract Type** field, select **Student Demographics**.
6. From the **Format** field, select **State Format tsv**.
7. Select **Active Year** or **List by Year** from the Select Calendars field. Choose current year school(s).
8. Click **Generate Extract**.
9. Open the exported file from your student information system. Right click on the contents/text after opening the file, choose **select all**, right click, select **copy**.
10. Open the [Student Demographic Template](#) on the [OPI website](#). **Do not open Excel to create this template, use the Student Demographic Template we provide as it contains necessary formatting- a basic Excel file will not upload correctly.**
11. If an ‘enable editing’ box appears at the top of the student demographic template, click on ‘enable editing’.
12. Copy the data from the extraction file and paste it into the Student Demographic Template. All fields should populate in the template sheet except for field 11 which is the Photo Opt-In Status column.
13. **Field 11** in the template, titled “**Photo OPT-IN Status**”, is where you can enter your ‘Opt-In’ preferences. **Note:** Excel may auto-pad your status codes with a ‘0’, (i.e. 01, 02) when you enter them. This will not affect the upload process.

The codes are as follows:

- 1= OPT-IN
- 2= OPT-OUT
- 0 or Blank = Unknown

Record Type (ISO)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Photo OPT-In Status	Hispanic/Latino
#####										01	N
#####										02	N
#####										02	N
#####										0	Y
#####										02	Y
#####										02	N
#####										02	N
#####											N

*The functionality of each value of the **Opt-In** field will be determined by a nightly process as follows:

- If the upload value of the field is 1 (OPT-IN), then the photo will be copied to the state.
- If the upload value is 2 (OPT-OUT), then the photo will not be copied to the state.
- If the photo is already at the state and the upload value is set to 2 (OPT-OUT), then the photo will be removed at the state.
- If the upload value is set to 0 or blank (unknown), then the photo will not be copied to the state.
- If the upload value is 0 or blank (unknown) and the photo is already at the state, then the photo will remain at the state.
- If the upload value is 0, it will only change the value at the state if the current Opt-In value at the state is blank.

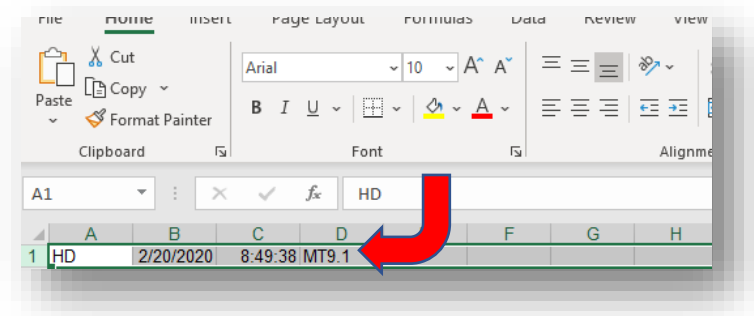
NOTE: The nightly process in the state AIM system will import photos from the districts only for those photos that have the Opt-In value set to 'Opt-In'. This process will also look for those photos that are either older than 2 years or have the Opt-In field set to 'Opt-Out' and will remove them from the state AIM system.

14. District Edition Users: Once you have filled in your 'Opt-In' choices, delete the top first three rows of the excel file so that the top row reads the header information from the original file, which includes the letters '**HD**', the date and time you created the file, and the code **MT9.1**. **Make sure the date is in this format: mm/dd/yyyy.**

MT Edition Users: Once you have filled in your 'Opt-In' choices, delete the top three rows from the excel file. Then, click on row 1 on the far-left side. Right click and select **insert**: a new row should appear at the top of the page. In box **A1** enter: **HD**, In box **B1** enter today's date (**mm/dd/yyyy**), in box **C1** enter the time (**ex. 8:50:00**), and in box **D1** enter the code: **MT9.1** just as it appears in the image below.

15. Save the file as a **text (tab delimited)** file.

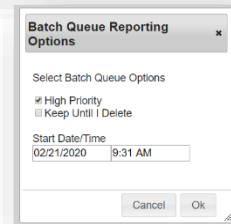
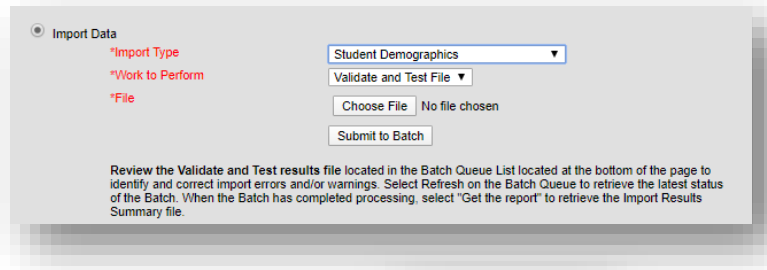
16. Open the text file again in Note Pad and delete any spaces after the **MT9.1** code at the top. The cursor must be set right after **MT9.1**. Hit the END key and backspace any extra spacing until the cursor stops just behind the **MT9.1**. If there are any tabbed spaces after it, the file will not import. Double check the date is in the accurate format.



17. Save the file again: same as above, **text (tab delimited)**.

18. Go to the **Index** tab in Infinite Campus. Select **MT State Reporting**, and then **MT Data Upload**.

19. Under **Import Type**, select **Student Demographics**.
20. Under **Work to Perform**, select **Validate and Test File**.
21. Select the **text (tab delimited)** file you created.
22. Click **Submit to Batch**.
23. A **Batch Queue Reporting Options** box will appear, check that the **High Priority** box is selected. Click **OK**, and the clock **OK** again.
24. Scroll down to the **Batch Queue List** box.
25. After the status report reads 'completed', click on **Get The Report**. If it is not showing up after 5 minutes, click the **Refresh** button above the **Batch Queue List** box.
26. Check for any errors or warnings. See the [Troubleshooting](#) section on Page 11 for frequently encountered errors and how to correct them.
27. Correct any errors in the file, save it, and repeat **steps 17-25** above.
28. Once the error-free file is saved, return to the **MT Data Upload** window.
29. Select **Student Demographics** from the **Import Type** field.
30. Select **Upload File** from the **Work to Perform** field.
31. Click **Choose File** and upload the corrected file.
32. Click **Submit to Batch**.
33. Click on **Get The Report** once it is completed to review the upload report.



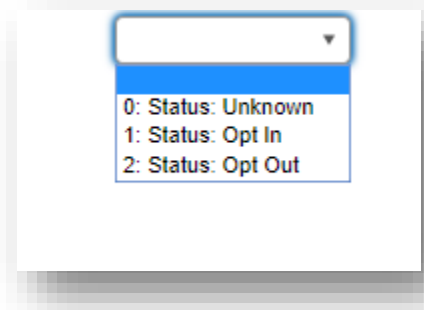
Refresh tasks submitted between 02/14/2020 and 02/21/2020

Queued Time	Report Title	Status	Download
02/20/2020 01:54:17 PM	MT Data Upload	Completed	Get the report
02/20/2020 01:08:58 PM	MT Data Upload	Completed	Get the report
02/20/2020 01:04:17 PM	MT Data Upload	Completed	Get the report
02/20/2020 01:00:39 PM	MT Data Upload	Completed	Get the report
02/20/2020 12:51:38 PM	MT Data Upload	Completed	Get the report
02/20/2020 12:48:05 PM	MT Data Upload	Completed	Get the report
02/20/2020 12:42:40 PM	MT Data Upload	Completed	Get the report
02/20/2020 12:33:45 PM	MT Data Upload	Completed	Get the report

B.) Verify 'Opt-In' Upload Was Successful

TO VERIFY THE 'OPT-IN' UPLOAD PROCESS IN MASS WAS SUCCESSFUL, SEARCH FOR A STUDENT IN INFINITE CAMPUS (CONTAINED IN THE UPLOAD)

1. Search the student name under the **Search** tab by last name, then first.
2. Select the student's name from the search results.
3. Look on the **Summary** tab.
4. The 'Opt-In' field under their photo should be set to the status (1, 2, or 0) that was recorded in the demographics file you imported.
5. **If any 'Opt-In' values need to be changed**, search for the student under the **Search** tab.
6. Go to the **Index** tab.
7. Select **Census**.
8. Select **People**.
9. Under the **Demographics** tab, their image will appear with an 'Opt-In' drop-down menu under it.
10. Select the desired status.
11. Click **Save**.

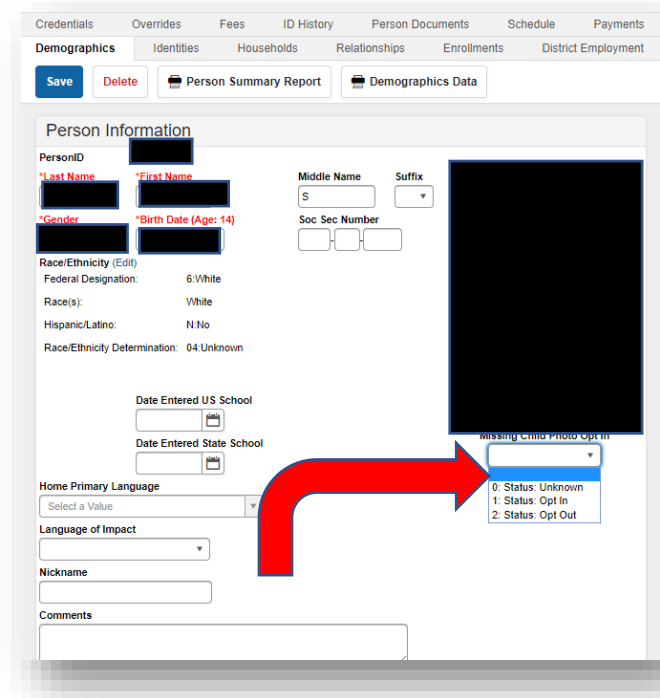


C.) (Optional) Setting OPT-IN Status For Individual Student Photos

HOW TO MANUALLY SET OR CHANGED THE 'OPT-IN' STATUS FOR AN INDIVIDUAL STUDENT IN INFINITE CAMPUS.

PATH: INDEX > CENSUS > PEOPLE

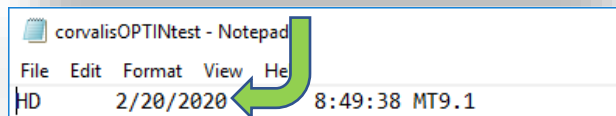
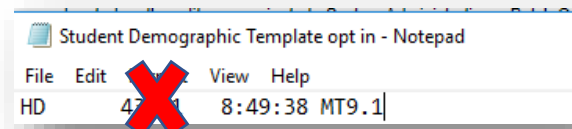
1. Under the Search tab, Select **Student** to Search by student name, or select **State ID** to search by their ID number.
2. Click on the student's name.
3. Go to the **Index** tab.
4. Select **Census** from the menu.
5. Select **People**.
6. The student's personal information should appear with their photo under the **Demographics** tab.
7. Below the photo is the **OPT-IN** field drop down menu. Select the status you would like to assign and click **Save** above.



Troubleshooting

LISTED BELOW ARE SEVERAL COMMON ERRORS THAT CAN OCCUR DURING A PHOTO IMPORT PROCESS. ERROR MESSAGES WILL NOT ALLOW A CHANGE IN DATA FOR THAT STUDENT. WARNING MESSAGES WILL ALLOW A DATA CHANGE.

1. Make sure you are **not using Internet Explorer** for your browser. The upload wizard is not compatible with IE.
2. Make sure the photo import process is done **off peak** hours as it is very server intensive.
3. **Error Message** in the Photo Upload Report Generated by Infinite Campus: **Rejected Zip Files were not imported**- it should list the reason(s) why.
4. **Error Message** in the Photo Upload Report Generated by Infinite Campus: **Unmatched Zip Entries were not imported**- there was a problem with name or student ID number not matching the data in Infinite Campus. Correct the image(s) by remaining it to match the correct name or number. The corrected photo can be imported individually in the Demographics screen, or the entire ZIP file with all student photos can be imported again.
5. **Error Message** in the Photo Upload Report Generated by Infinite Campus: **Bad Header Data- Date Field 2** in the excel spreadsheet might change from the date needed to a different number entirely. (See image to the right- number 43881 'jumped' in when the date was pasted in.)
If this happens, change the date back to the correct date as it appears on the file you exported from your Student Information System (mm/dd/yyyy).
6. **Error Message** in the Photo Upload Report Generated by Infinite Campus: **Bad Header Data -Too many columns**- Go back to the file you created to be **imported** into Infinite Campus and delete the top first three rows of the excel file so that the top row reads the HD information from the original file, which includes the letters 'HD', the date and time you created the file, and the code MT9.1 This error may also occur if there is any spacing after the MT9.1 code. Erase any spacing or tabs after MT9.1 so that the cursor rests right after MT9.1
7. **Warning Message** in the Photo Upload Report Generated by Infinite Campus: **Person already exists**. This warning (pictured right) is normal and will not affect the upload process; it requires no action.



Line Number	Warning Message
2	Person already exists.
3	Person already exists.
4	Person already exists.
5	Person already exists.
6	Person already exists.
7	Person already exists.
8	Person already exists.
9	Person already exists.
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34	Person already exists.
35	Person already exists.
36	Person already exists.
37	Person already exists.
38	Person already exists.

**CONTACT THE OPI AIM HELPDESK AT
1-877-424-6681 OR [Submit an AIM Help Desk Ticket](#) FOR ASSISTANCE.**