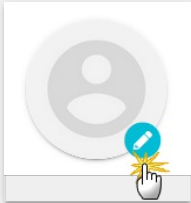
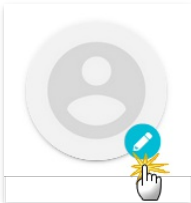



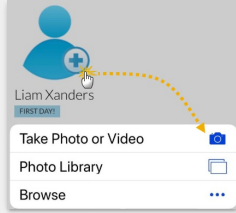
# Add a Student's Picture to the Student Record

Last Modified on 07/13/2021 12:32 pm EDT

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:

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



Liam Xanders  
FIRST NAME

- Take Photo or Video
- Photo Library
- Browse

The image shows a user profile card for 'Liam Xanders' with the subtitle 'FIRST NAME'. A blue plus icon is overlaid on the profile picture. A yellow dashed arrow points from this icon to a white menu box. The menu box contains three options: 'Take Photo or Video' with a camera icon, 'Photo Library' with a photo icon, and 'Browse' with a three-dot icon.

