

## Class by Photos - with pictures as guide

This version of Class by Photos has been upgraded to allow the files to be used on any School that uses SIS/Integris and maintains their student's photographs.

Before commencement, you will need to know how to get your class's CSV file and where to save them.

Once the CSV file is created from Integris, the program itself takes around 40 seconds at most if you are on the main site, possibly up to 4 minutes if you are on a second site due to the data needing to travel from the Main site, then to the cloud and back to the second site.

### How do I get the CSV file?

Firstly, you will need to know your class **teaching set** name.

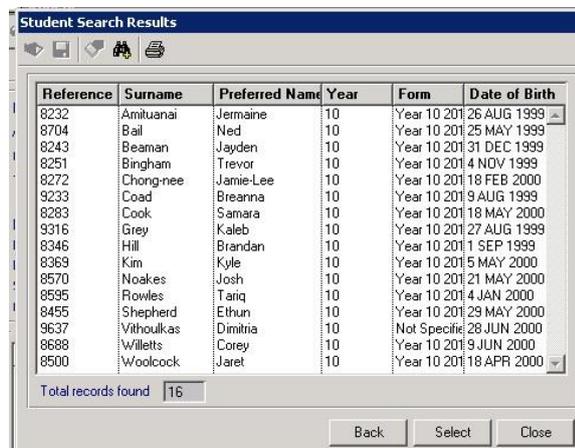
Then go to Integris, and find your class set. I will use the first Set I find and select it. See picture below.

But make sure you use the **Student selection** on the right side of Integris.

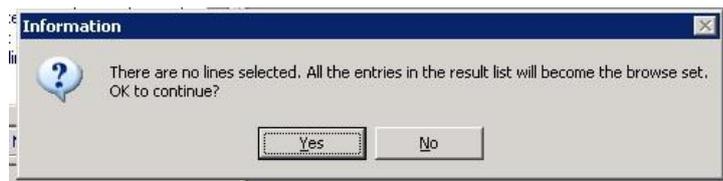
See image to your right, **here ->**



When you have the **Find students** window open, select your **teaching set** class and click on **Find**.



I want all the students, so I do not click on any one student, I simply click on **Select** which then gives me a warning like the picture below.



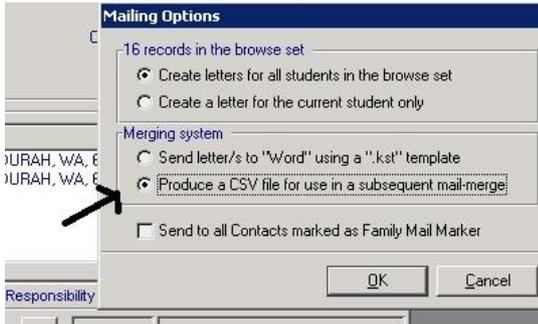
Just click on **Yes** and you will arrive at the screen as where you were before you started searching for a **TSet** class.

Now that you are back, look for the **Send Letter** icon.

Look at what the **black** arrow below is pointing at in this picture.



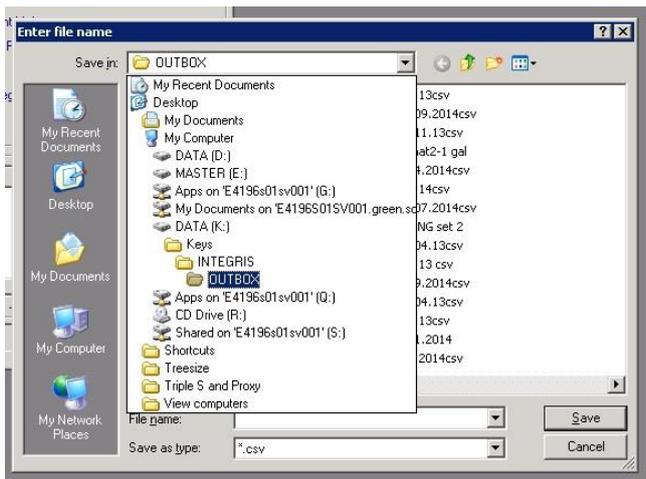
When you have located it on your screen, click on it once and you will get the following.



Now look at where the black arrow is pointing. This is where you will need to click your mouse so that the radio button (circle) now contains a **black** dot.

When you are sure you have selected **Produce a CSV file** , then click on **OK** and you will be prompted for a place to save your file.

I used to suggest the **OUTBOX**, but it is getting harder to find, so I now suggest you use your H: drive, also known as your **My Documents** folder. Looking above the **Data[K:]** as displayed in this picture, you will see My Documents, click on there and save your file, it will take a couple of minutes or less.



Once completed, log out of SIS and run the **ClassbyPhotos** program located in the **250 Curriculum** folder.

Enjoy 😊