



# UPLOADIT

## MOBILE APP

**Follow these simple steps to upload your student provided portraits from the UploadIt App into the ConnectMe portrait flowing process.**

1.) Get student and staff list from office. Separate columns for last name, first name, grade/grad/staff designation for each listing. Add a column for image name.

2.) Save your Index.txt file as a "tab delimited" text file from Excel or Google Sheets.

3.) Your text file should be saved in a folder with no other files in it.

4.) In ConnectMe, click Build-It Tab > Portraits. Choose Import and select your text file. Map the first name, last name, grade fields and image name to the corresponding columns of your text file.

	A	B	C	D
1	Last Name	First Name	Grade	Image Name
2	Baker	Jen	9	
3	Jones	Mike	12	
4	Rosslund	K.	STAFF	
5	Simpson	Homer	GRAD	
6	Taylor	Annie	10	
7	Wilson	James	11	

5.) Click the image button and choose the same folder your text file is in. Now click upload.

6.) Click "edit" in the portrait management tab. Select the grade you want to work on, click the individual student name, then click "use public upload" and choose their portrait file (which will have their full name and grade info in the file name) and click "save".

7.) Once the portraits are added to the student names. Click Built-It Tab > Library and create a new image category called "Transferred Portraits". Now click all the portraits from the Public Uploads category and drag them to the "Transferred Portraits" category so you know which ones are accounted for.

Portraits Import Manage Edit

Edit Portrait Add New Save

First Name  
Danielle

Last Name  
Abrams

Middle Name

Grade  
Grade 9

Upload File Use Public Upload Use Clip Art

Grade Grade 9 (3) Select Group

Danielle Abrams Joanna Buhr First Name Last Name