

CME – Managing\Editing portraits

1. Login to your ConnectMe account and click on the *Build It* tab and select *Portraits*.
2. In the *Settings* area select how you would like to sort the portrait images. Grade will be the default setting.
3. In the *Groups To Display* area select what content you would like displayed while editing the portraits.
4. In the *Manage* area you will find a list of all the images that were uploaded to your account. They will be sorted by the group that was selected in the settings area.

The screenshot shows the 'Portraits' management interface. At the top, there are tabs for 'Portraits', 'Import', 'Manage', and 'Edit'. The 'Settings' section on the left has a 'Group By' dropdown menu set to 'Grade' and a 'Groups To Display' list with 'Grade' checked. The 'Manage' section on the right shows a table of groups with columns for 'Group' and 'Step 1 - Edit'. The table lists groups 11 through 12, each with a student count and an 'Edit' button.

Group	Step 1 - Edit
11 - 256 students 0 without images	Edit
08 - 259 students 0 without images	Edit
09 - 253 students 0 without images	Edit
10 - 289 students 0 without images	Edit
STAFF - 87 students 0 without images	Edit
12 - 255 students 0 without images	Edit

5. Select *Edit* beside the group that you would like to view.
6. Above the portrait images you can click on the drop down menu beside *Select Group* to switch to other groups quickly.
7. To search for students click inside the *Search For Student* box and start typing the students name. It will automatically search while you are typing.
8. The drop down beside the *Quick Filter* will allow you to view only the students that have missing images, multiple images, or deleted images.
9. If you click on the *Format All* button it will allow you to change the case of the student names (All upper case, all lower case, etc...).
10. To print the current group click on the *Print* button.

The screenshot shows the 'Manage' section of the interface. At the top, there are tabs for 'Portraits', 'Import', 'Manage', and 'Edit'. Below the tabs, there are buttons for 'Edit Portrait', 'Add New', and 'Save'. The main area shows a '12 (99)' group selection, a 'Select Group' dropdown menu, a 'Search for Student' input field, a 'Quick Filter' dropdown menu set to 'All', and 'Format All' and 'Print' buttons.

Editing Portraits

1. Select the portrait image that you would like to edit. The student's image and info will appear on the left hand side.
2. Change the *First Name*, *Last Name*, *Middle Name* or *Grade* and click *Save*.

Edit Portrait Add New Save



First Name
Camila

Last Name
Aaron

Middle Name

Grade
12

Upload File Use Clip Art

3. To upload a new image click on *Upload File* and select the new image from your computer or network.
4. From there a crop window will come up. Crop the image by clicking and dragging on the corners of the crop lines. Click on *Crop* when done.

Crop Portrait ×



Browse File Cancel Crop

5. To add a clipart image to use for multiple students select *Use Clip Art*. When the *Available Clip Art* window opens select *Upload Clipart*. Once the clipart is uploaded it can be use for multiple students. Click on *Save*.



To continue to the next step see the CME – Flowing portrait images