

## Handling the New Dorian Photos

Every fall Dorian takes student and staff photos at each school. The staff photos are sent to the webmaster by Dorian from September to November. The following is what should be done with the photos:

### Transfer photos to HR badge machine:

1. In a school photos directory place the zipped file for the school and unzip it.
2. **Open** the HR Directory \\escfs01\ESCShared\CommunicationsPhotos\Outlook Photos\DorianPhotosforBadges\BadgePilotProject  
**Click** on the school
3. **Transfer** the photos to the open directory and overwrite any old photos.

### Prepare photos for website:

1. **Create** a year folder (ex. 2019-20) inside the School photos directory
2. **Create** a school resized folder inside the 2019-20 folder (Ex.MAE-resized)
3. **Batch process** the photos (see video or separate written instructions)
4. **Open** website editor.
5. In district Files and Folders shared area **create** a year subfolder for each school.
6. **Upload** photos to the year subfolder.

### Notifying staff of new photo availability

1. Look up administrator and Office manager for school
2. Send an email similar to the following:

Please forward to your staff.

**TEACHERS:** For those who want to update their website photo here are the instructions:

<https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-59215/>

3. **STAFF:** For those who want their Outlook picture replaced, please complete this form

<http://goo.gl/forms/3sVDmxtQ2F>

Photos will be processed on the last Friday of the month the request is submitted

### Handling responses for new Outlook photo

1. Gather photos for staff that responded in one area and make sure to tag their employee number to the end of their file name (ex. Hull-LauriBeth-06870)
2. Process and submit as per separate Outlook photo instructions.