

How do I get the teachers to appear at the front of their class page?

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If your database import follows the PSPA format, it will include the first and last names of the people depicted in the portraits, and some information about some of groups they belong to -- their classroom (teacher, homeroom fields), grade, and possibly if they are a member of staff.

Assign Teachers to their classrooms

The teachers' portraits must be part of the same groups as their students in order for them to appear in the classroom panel pages. If your panels divide the portraits into groups organized by Teacher or Homeroom, and the teacher is not part of the same Teacher or Homeroom as their students, they will not appear in the panel with their students.

In the example below, the classroom group is defined as Grade = 7 and Teacher = Mr. Hardy. Thomas Hardy's portrait needs to belong to the same Grade and Teacher as his students, so his portrait will be grouped and sorted in the same manner.

The image displays two side-by-side screenshots of a software interface, likely a database management system, showing user profiles for Thomas Hardy and Tony Zhao. The interface has tabs for 'Properties' and 'Keywords'. The 'Custom Attributes' section is highlighted with a red box in both screenshots. In the left screenshot, Thomas Hardy is a teacher and Tony Zhao is a student. In the right screenshot, both are students. Red arrows point to the 'Custom Attributes' section for each user.

User	Grade	Teacher	Home Room	Last Name	First Name	Middle Name	Volume Name	Period	Track	Department	Title	Priority	Groups	StaffPages	StudentPages	Notes	Salutation	Exclude
Thomas Hardy	7	Mr. Hardy		Hardy	Thomas					Faculty	Teacher	3						no
Tony Zhao	7	Mr. Hardy		Zhao	Tony		Yearbook			Students		5						

Note: Teachers can belong to more than one Grade, Homeroom or Teacher group. For example, a student teacher may work with two classrooms. In this case, add both Grades/Teachers/Homerooms to the student teacher's information, separated by a **semi-colon (no spaces)**. eg: Teacher=Smith;Jones and Grade=1;3

Set Priority for teachers and students

The field **Priority** is used to break alphabetical order by last name. When your panels are sorted, portraits with a higher priority will be placed before the other portraits, then follow Last Name, First name rules to continue to sort people in order. If your teachers have a higher Priority than their students, they will appear at the front of their panel.

By default, Priority is not set by the PSPA standard, so you will need to enter this information into your database.

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The screenshot shows a software interface with a 'Custom Attributes' form. The form is for a person named Bob Winkler. The 'Priority' field is highlighted with a red box and set to 3. The 'Department' field is set to Faculty, and the 'Title' field is set to Teacher. The 'Groups' field is empty, and the 'StaffPages' and 'StudentPages' fields are also empty. The 'Notes' field is at the bottom of the form.

y to add the information is to use the [MAKE INTO](#) button, to group tag people by their roles in the school. This technique further adds Department and Group information to the panels, which enables you to use simple panel mode and to make Staff and Student panels very quickly. We strongly recommend taking a few minutes to batch edit your database after import to quickly specify roles & priorities for everyone, since it is a huge time save in the end.

However, if you don't want to use the [MAKE INTO](#) feature, you can manually enter information in the Priority field.

Simply, assign 1 to the highest ranking person in the school (usually the principal) and work your way down through the staff and students. You can assign up to 9 priorities. We recommend assigning all teachers to 3, assistant teachers to 4, and students to 5.

As soon as the teachers' portraits are part of the same groups as their students **and** they have a higher priority than their students, their images will appear at the front of their panels. You can make these portraits larger as well, using the [Featured](#) option in the Panel hover.