

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

Date : September 13, 2015

The order of portraits in panels is determined by their sorting order. Portraits are usually sorted alphabetically, by last name. However, you will want to break alphabetically order if you want teachers to appear at the front of their homerooms. This is done by assigning a priority to the members of your school. Portraits with a higher priority will appear in front of portraits with a lower priority. Generally, we recommend that students are assigned a priority of 5, teachers 3, and assistant or student teachers 4. (Leave priority 1 for the Principal and 2 for the Admin staff.)

Teachers also have to be assigned to their own class group (homeroom and/or teacher group), so they are categorized with their students.

Assigning Priority to Your Portraits

In the **Portraits** tab, click the "select all" box (top left) - all your portraits will be selected. Next, click **Edit**.

Book Photos Portraits Team Admin Sign out

+ New Import Edit Delete Delete Photos

93 portrait(s) selected

Search Portraits:

	Grade	Last Name	First Name	Home Room	Department	Priority	Excluded	Teacher
<input checked="" type="checkbox"/>	5	Sato	Keiko	Weiss	Students	5	No	
<input checked="" type="checkbox"/>	4	Hasek	Ben	English	Students	5	No	
<input checked="" type="checkbox"/>	5	Garcia	Jefferson	Weiss	Students	5	No	
<input checked="" type="checkbox"/>	5	Westbrook	Dustin	Weiss	Students	5	No	
<input checked="" type="checkbox"/>	4	Barnett	Sorija	English	Students	5	No	
<input checked="" type="checkbox"/>	5	Zadeh	Fulki	Weiss	Students	5	No	
<input checked="" type="checkbox"/>	3	Iamason	Sandra		Staff	3	No	Teacher

X Search Search Last N Search First N Search Hom Search Dep Search Search Ex Search Teacher

Showing 1 to 93 of 93 portraits

Scroll to the bottom and click **Add a new field**.

Batch Edit 93 Portrait(s) X

Grade

Home Room

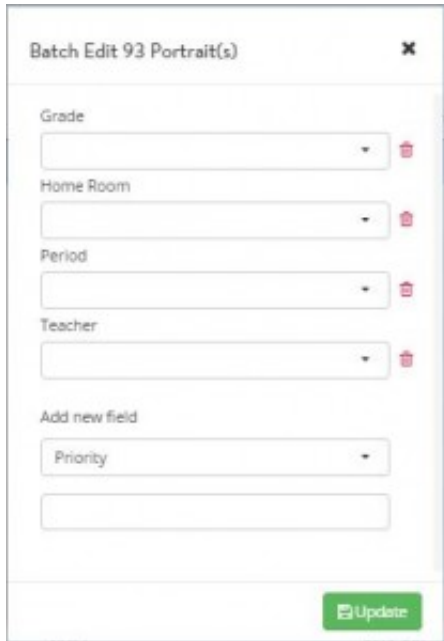
Period

Teacher

Add new field

Update

Select **Priority** from the drop down menu/



Batch Edit 93 Portrait(s) ✕

Grade
[Dropdown] [Trash]

Home Room
[Dropdown] [Trash]

Period
[Dropdown] [Trash]

Teacher
[Dropdown] [Trash]

Add new field

Priority [Dropdown]
[Text Input]

[Update]

Below the Priority field, type "5" - this will add a priority ranking of 5 to all portraits.
(Recall: 5 is the suggested value for all students, so we're tagging everyone at first with this priority to save time.)

Batch Edit 93 Portrait(s) ✕

Department

Excluded

Teacher

Add new field

Priority

5


Update

Now that everyone in your database has a priority, you can change the priority for everyone who isn't a student.

Find your teachers' portraits, and select the checkbox next to their name. Choose **Edit**.

Book
Photos
Portraits
Team

+ New
Import
Edit
Delete
Delete Photos

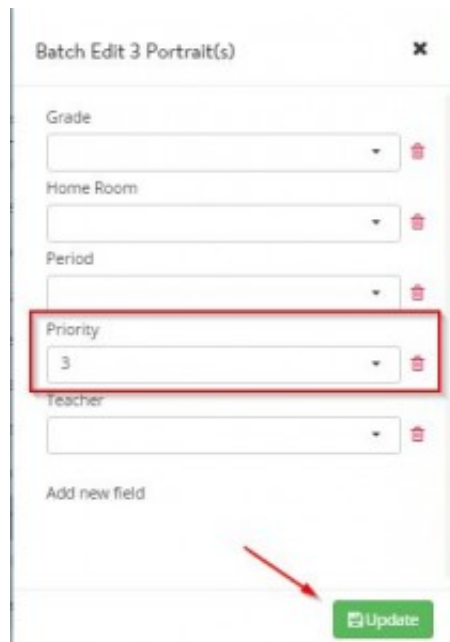


Upload Photo

2 portrait(s) selected

	Grade	Last Name	First Name	Home Room	Department	Priority
<input type="checkbox"/>		Patterson	Dennis	English	Students	5
<input type="checkbox"/>	5	Mogul	Agrahar	Weiss	Students	5
<input checked="" type="checkbox"/>		Patterson	Dennis		Staff	5
<input type="checkbox"/>	4	Leslie	Clarence	English	Students	5
<input type="checkbox"/>	5	Strudwick	Nadia	Weiss	Students	5
<input checked="" type="checkbox"/>		Bailey	Corine		Staff	5
<input type="checkbox"/>	4	Eaton	Lamar	English	Students	5

Change their priority to 3.



Batch Edit 3 Portrait(s) ✕

Grade
▼

Home Room
▼

Period
▼

Priority
3 ▼

Teacher
▼

Add new field

Update

Continue to add priorities to other portraits, such as the office staff (2), support staff (4) and principal (1).

Note: individual priorities can be edited by clicking directly on the Priority column in the grid view - you can skip the batch Edit process and directly type in the column.

Last, ensure that your teachers are assigned to the same Teacher, Homeroom and/or Grade as their students.

If they are not in the same groups as the students, they may be excluded from the panel (eg. Create a panel with everyone assigned to Homeroom 2, or Teacher Smith, but Mrs. Smith isn't assigned to this homeroom or teacher group... so she won't show up with her students).

After all portraits have a priority, you can flow your panels sorted first by priority, then by last name.

Portrait Wizard

Section Name
Portrait Selection
Label Options
Sorting Options
Grid Options

Sorting Options

Customize the order you would like your portraits to be sorted:

Sort portraits by:

Priority
Last Name
First Name

To use the recommended settings, just press "next"

Back
Next

Weiss

Janine Weiss	Tamara Bostic	Indira Brown	Nazeem Brown	Jefferson Garza	Emanuel Gil
Amenda Horvat	Bao Hu	Hector Jannis	Hyun Jeon	Waheed Khaliol	Kristine Lazunesse
Marzila Law	Ahmed Mazari	Amelia Megalos	Agrahar Mogul	Altya Nuzhalsov	Scane Papetroulou

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