

Uploading your students on Go-Getters/Goal-Setters

Before you begin, make sure that you understand the following points. These are very important points to help you understand how important it is that your student's photo and information is uploaded correctly. The content you upload will go live immediately. Be sure that you double check your work for mistakes (spelling errors, wrong pictures, wrong name, etc) before selecting 'Accept'.

A. This process will require you to do a bit of photo editing. If your computer does not have a photo editing program (for resizing the student's photo), then consult someone in your office who has access to one.

(A photo editing program is any program that allows you to resize or alter your photos. Microsoft Word is not a photo editing program.)

B. If you do not understand how to use your photo editing program, please consult someone in your office with experience to assist you.

Resizing and Uploading

1. Open your photo in your photo editing program that is on your computer (your office should supply you with one).
2. Use your Crop tool to crop-out the student.
3. Try to resize the image to be around 200 pixels width and height. This doesn't have to be exact, just close.
4. Save the picture as a .jpg in your selected folder. Remember the folder, as you'll use this photo for your upload.
5. Proof read your description to make sure that everything is accurate (name of student, name of teacher, grade, and month).
6. Login to <http://www.nieinyuma.com/gogetter/admin.php> to begin the process of uploading your students.
7. Read carefully.

The upload page is self-explanatory. Remember where you saved your student's resized photo? This is where you upload the photo and enter in their information. Double-check your spelling for errors and make sure that the info you're inputting is correct (i.e.: grade, name, month, and teacher/TEAM). When everything is correct, select 'Input' to preview your entry. This is where you are able to either 'Accept' or 'Reject' your entry. If you 'Reject,' you will be presented with a link to go back and try your entry again. Once you select 'Accept' all of your data will be processed and will be made live immediately. So make sure all of your information is correct prior to.

8. After selecting 'Accept,' you are opted with a couple of links. One will let you enter in your second student, the other will take you to the Go-Getters/Goal-Setters site for you to view your students live.

If you found that you made a mistake, yet took your entry live; or having trouble with your entry, contact Web Desk at webdesk@yumasun.com or call (928) 539-6809 to have them assist you.

**If your mistake lies with the photo, then you must re-submit your entry (photo & text). After you are done resubmitting, contact Web Desk to have them delete your old entry.