

# Inserting an Image into Infinite Campus or Website

You can easily insert a picture (image) into:

- Infinite Campus Messenger
- Infinite Campus User Communication
- Your School Webpages

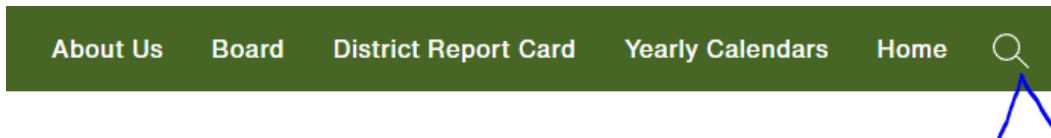
Any images you find on the internet, please send to Jean Barker so she can add to the Images page on the website to be shared within the district. Then follow the instructions below on how to insert them.

(accepted file types: .jpg, jpeg, .png, .gif)

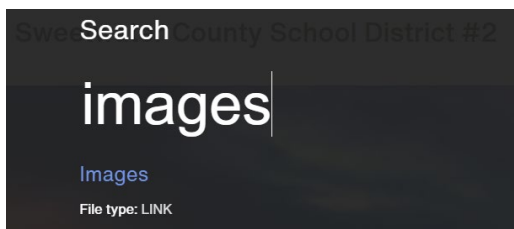
A photo album has been created on the district website titled **Images**. It is only accessible through this link as it is not visible to the public. You may bookmark this link so it is easier to navigate to:

<https://sites.google.com/swcsd2.org/images/announcement>

You may also search for the Images file from any district webpage by clicking the magnifying glass in the upper right corner.




Then type the word Images, and choose the one with file type: link



You will see categories that you can click to access images pertaining to that group (i.e. Departments, Help, Other, etc).

How to Insert an Image into **Infinite Campus User Notices** for District or School Announcements:

- Choose an image from the category above
- Right click on image and choose “Copy Link Location” or “Copy Image Address”
- In IC User Communication, Announcements:
  - Click New: Fill in required information (start date, end date, etc)
  - Type message
  - Click Insert Image icon  , a window will open
  - On Image URL line, paste the url into this area


Insert Image

Image URL

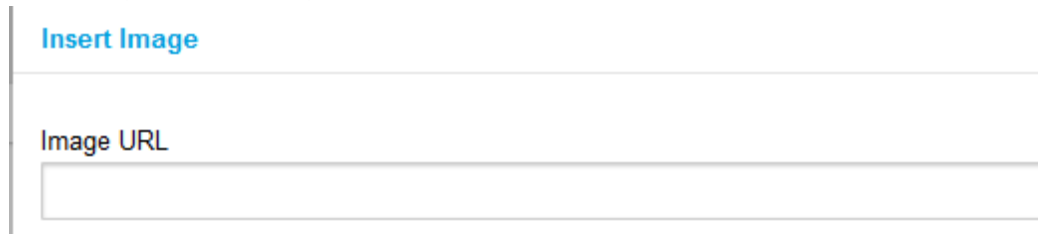
, click Insert.

- Image may be real large...to adjust size, click on image, at bottom corner drag it upwards to adjust the size to your liking
- Save message when done

How to Insert an Image into **Infinite Campus Messenger**:

- Choose an image the category above
- Right click on image and choose “Copy Link Location” or “Copy Image Address”
- In IC Messenger, Message Builder
  - Fill in the required information
  - In Message Body, click the Insert Image icon  , a window will open

- On Image URL line, paste the url into this area



, click Insert.

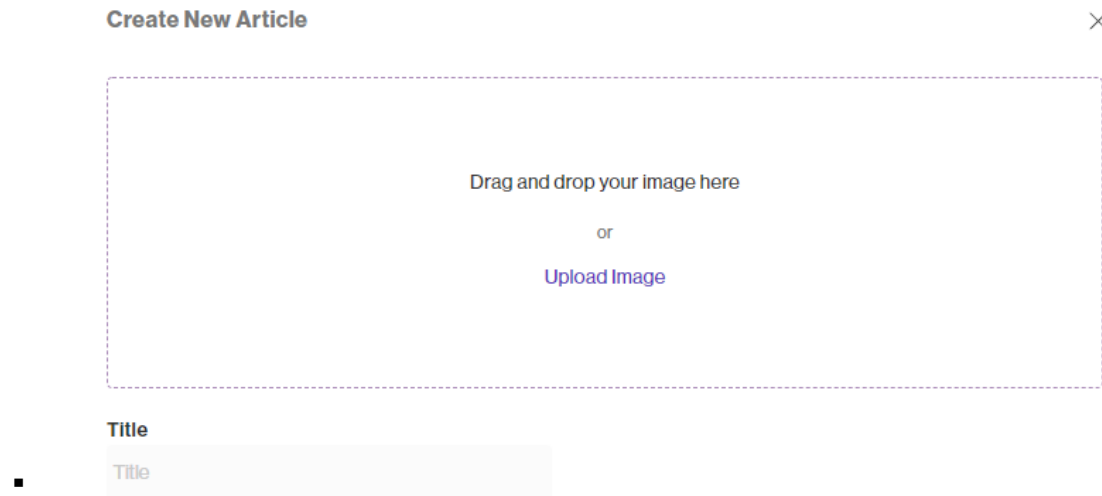
- Image may be real large...to adjust size, click on image, at bottom corner drag it upwards to adjust the size to your liking
- Finish your message
- Save

#### How to Insert an Image into the **District Website for News and Pages**:

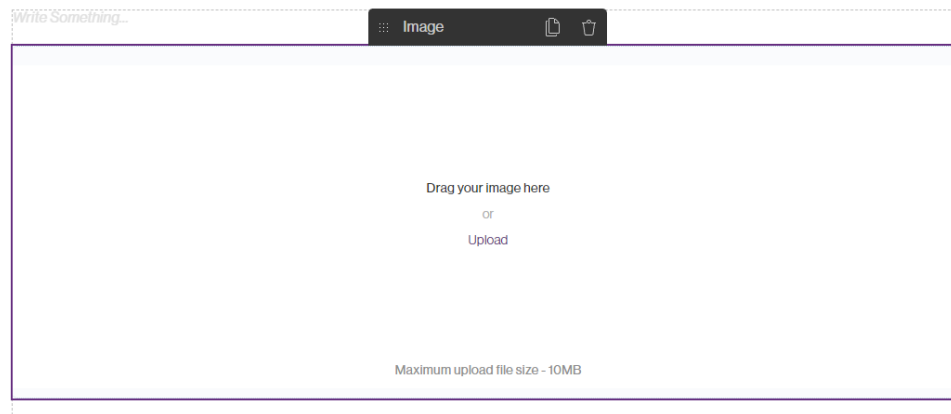
- You will need to log into thrillshare.com with your user credentials
  - In ThrillShare, you can either “drag and drop” or “upload” your image
  - Choose an image from the category above in the Images file
  - Right click on image and choose “Copy Link Location” or “Copy Image Address”
- If adding a new News article: Once logged into the website, click Media, News
  - Click New and fill in required information
  - The field “Author” will never be your actual name - use your building name i.e. GRHS, LMS, SCSD2, etc
  - If you have permissions to add your news article to facebook, you will see this sign. Click the facebook logo and your news article will post to the NEWS and the district facebook page (we do not have twitter at this time).



- You can either “drag and drop” or “upload” your image



- **Pages:** Once logged into the website, click CMS V2, Pages, choose your page if already created and open
  - Under Content, click Image and drag to the area you want the image placed
  - Then you get the option to either “drag and drop” or “upload” your image



- Click Publish Changes or you can preview your page before publishing



Publish Changes