Safety and Health Grant Program
Student Photo Software

Overview

The purpose of this application is to provide instructors a tool to identify and photograph students. This information will be sent electronically to the Teamsters Headquarters where the Student ID cards will be produced and mailed to each student.
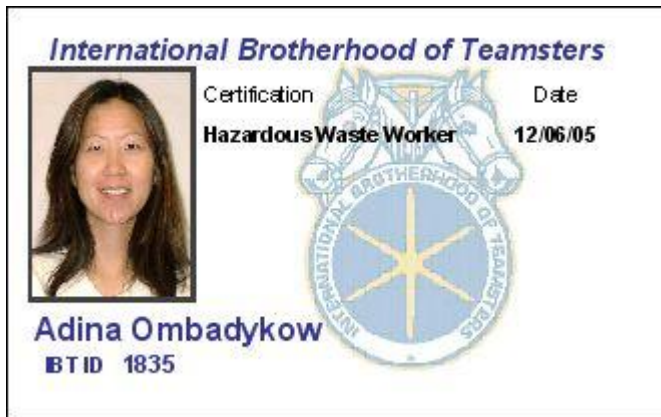
Initial Software Set Up

When starting the application you must identify which training center will be using the installed software. You will make this selection when starting the software for the first time. Select the training center from the list on the right side of the form and select the "Done" button. The Class / Student Photo Information form will appear.

Class / Student Photo Information - Main Form

Class / Student Photo Information (1.09)

Class Information

Please Select A Class

▶ | Edit Selected Class ▶ | Add a New Class
▶ | Delete Selected Class ▶ | Import a Class
▶ | Export Selected Class

Student List

The selected class has 0 Students and 0 Unassigned photos

Student	Photo	ID No	Photo	Video

▶ | Add a New Student ▶ | Take Photos for ALL Students in class (Quick Class Mode)
▶ | Delete Selected Student

Class   -1

Student Information

Type of ID Provided   SSN
SSN
Last Name   First   MI

Student Photo

▶ | Take Photo
▶ | Crop Photo
▶ | Import From File

Import From Class Mode
Enter Photo #.
▶ | Browse Photos
▶ | Show Names/#'s

Student Testimonial

▶ | Record   ▶ | Play

Student Changes

▶ | Save Changes   ▶ | Discard Changes

Exit Program

The Class / Student Photo Information form is the main form of the application. It is divided into the following sections:

Class Information

Button Text	Button Purpose	Page
Please select a class	This selection box displays classes previously entered into the application. The class list is sorted by the most recent class start date. After selection, all class and student information is loaded into the Class / Student Photo Information form.	
Edit Selected Class	Edit existing class information including course taught, class location and class dates.	
Delete Selected Class	Remove all class and student information from the database	
Export Selected Class	Export all information for the selected class to IBT, to a local folder or a removable disk	24
Add a New Class	Create class that is not loaded in the database	6
Import a Class	Import class and student information from a file not currently loaded in the database.	26

Student List

Button	Purpose	Page
Add a new student	Add student information (name and ID) to the current selected class	8
Delete selected student	Remove the selected student from the current class	
Take Photos for ALL students in class (Quick Mode)	This allows users to take multiple student photos prior to entering the associated student information.	13

Class / Student Photo Information - Main Form (Continued)

Student Photo

Button	Purpose	Page
Take Photo	Take a student photo using the attached webcam	11
Crop Photo	Allows you crop and save the photo displayed in the Student Photo box	
Import From File	Import a photo from an existing file (bmp, gif, jpg format)	16
Import From Quick Class Mode		
Enter Photo No.	Import student photos (that were taken using quick mode) by entering the associated photo number	17
Browse Files	View and import student photos (that were taken using quick mode) by using window file explorer	19
Show Names/#'s	Show all photo name and photo numbers for the photos taken by "Quick Class Mode"	20

Student Testimonial

Button	Purpose	Page
Record	Record a student video testimonial using the attached Logitech webcam	22
Play	Play the student video testimonial for the selected student	

Student Changes

Button	Purpose	Page
Save Changes	Save all changes for the selected student	
Discard Changes	Undo all changes for the selected student	
Exit Program	This closes the Student Photo application	29

Adding a New Class

☑ Important Note
   You must enter class information before adding students

From the Class / Student Photo Information form (Main Form) select the "Add a New Class" button.

This will open the Add New Class Information form.

Select the course name from the "Please Select a Course Name" drop down box. (i.e. 10 Hour OSHA)
Type the class location in the "Enter The Class Location" field (i.e. 631 Training Center)
Enter the starting and ending date by either typing the dates in the appropriate fields, or by selecting the calendar buttons located to the right of the date fields
After all information is entered select the done button located on the button right side of the form.

Adding a New Class (Continued)

You will return to the Class / Student Photo Information form and the class that you entered will now be visible in the "Please Select a Course Name" drop down box. (See image below).

You can continue to add additional classes or start entering student information

Adding a New Student

☑ Important Note
   A Student ID card will not be issued without a valid ID and student photo

From the Class / Student Photo Information form, select the class that you would like to add the students. If the class does not appear on the list, you must enter it before adding student information. (See the Adding a New Class for detailed instructions.)

Once the class has been selected, select the "Add a New Student" button at the bottom left side of the form. Once this button is selected the Student Information fields will become visible.

Adding a New Student (continued)

You will now enter all student information in the following fields
Type of ID Provided (Required)

Options
- SSN   Social Security Number (All 9 Digits)
  This option is recommended.

- Last 4 SSN   Last 4 digits of Social Security Number
  Select this field when the student only provides their last 4 digits of the social security number

- Cert No   Certification Number
  This is the least recommended option and is used when students provide   a previously issued Student ID card.

- IBT ID IBT Assigned Student ID
  All students will be assigned a Student ID Number. This number will appear on the current Student ID Card created by this software.

- Other ID   Other ID Number provided.
  An explanation is required in the student note field when this option is selected.

ID Field (Required)   This is the ID number given by the student that corresponds to the ID type selected in the previous field

First Name (Required)   Student's First Name

Adding a New Student (continued)

Middle Name (Required) Student's middle name or initial

Last Name (Required)   Student's Last Name

Note   This field is available for any miscellaneous student information that you would like to send to IBT.

After completing these fields you can now do the following:

Add a photograph – from an existing file or by webcam capture

Record a student testimonial

Save student Information

Discard student information

☑ Important Note
   A Student record is not saved until the "Save Changes" button is selected.

Taking Student Photos

☑ Important Note
You can take photos or record videos using any connected webcam. We recommend using the IBT supplied Logitech® Webcam Pro 9000. This application has been designed, optimized and tested using this camera.

Taking a Photo when entering Student Information

You can add a new photograph to a student record selecting the "Take Photo" button.

Taking a Student Photo continued

The Snapshot form will appear and display the current view of the linked webcam.

The Snapshot Photo form is provided to capture, edit and save photos. It is divided into the following sections:

Preview Section (Left Side of the Form)

Button	Purpose
Take a Snapshot	Capture an image from the linked webcam displayed in the Preview section

Snapshot Section (Right Side of the Form)

Button	Purpose
Begin Crop	Display the "crop box" over the image for photo cropping
Apply Crop	Apply the crop to the image and display the result to the Preview section
Undo Crop	Undo the crop to the snapshot and display the original image
Save & Exit	Save the photo and link the image with the student. Return to the main form
Discard & Exit	Discard the photo and return to the main form

Form Usage
Once you have the student situated and are ready to take the photograph, select the "Take Snapshot" button. There may be a delay (up to 3 seconds) before the camera takes the picture. The captured image will be displayed in the Snapshot section (right side of the form). You will then have the option to crop, adjust, save or discard the photograph. Once you have accepted the image and saved it, the photo will appear on the Class / Student information form. You can retake or re-import a student photo at anytime.

Take Photos for All Students at Once (Quick Mode)

☑ Important Note
Quick mode is a new feature and was not included in any previous version of the software.

You can add student photographs to a class before recording any student information. This will allow you to take all class photos quickly and add the associated student information later when it is more convenient. The photos will be stored in a que and can be retrieved using the buttons in the "Import From Que" section (page 16).

Select the "Take Photos for ALL students in class (Quick Mode)" button.

Take Photos for All Students (continued)

The Snapshot form will appear and display the current view of the linked webcam.

The bottom left side of the form displays the total number of photos taken for the associated class. There are two ways of associating the photo to the student for later reference:

Enter Student First and Last Name (recommended)
If you enter the student name prior to taking the photograph, the application will retrieve the correct photo when later adding student information to a class. Later, when adding the student information, the application will attempt to match the correct photo from the que to the student.

Record Student Number
When adding a new photo, the application will identify the photo number on the "Take Photo" button. Record this number on the Student Sign In form or Student Roster next to the student name. Later, when adding student information, you can enter the photo number to retrieve the correct student photo (page 17).

Take Photos for All Students (continued)

After taking student photos by Quick Mode the main form will display the number of photos in your que not assigned to students.

When adding students to your class, the application will attempt to match the student to your photos in your que by the First and Last name entered. If a match is found, a photo will automatically be linked to the student.

Importing a Student Photo

Users can also associate a photo to a student from an existing image file. This allows users to photograph students using any camera. Using this method the camera does not need to be linked to your computer.

Import from File

You can import a photo from any location on your computer or network. Select the "Import Photo" button located at the bottom of the Class / Student Information form.
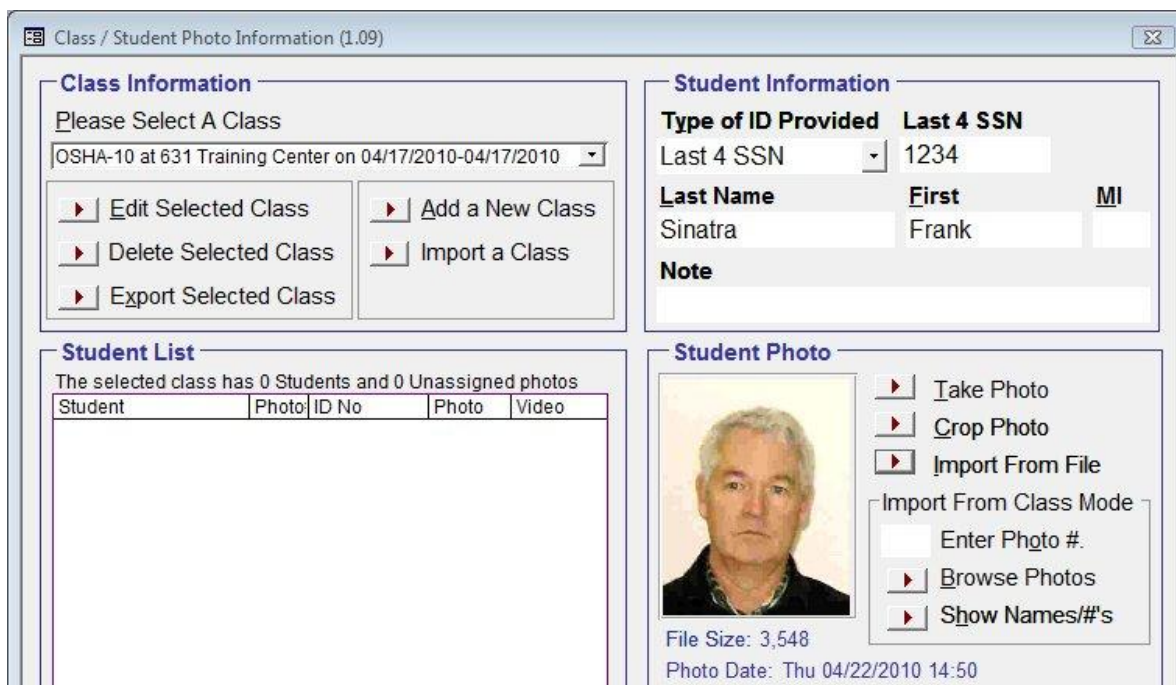
Importing a Student Photo (continued)

This will open the Import Student Photos dialogue form. Select the file that you want to associate with the selected student.

After selecting the photo, the Import Student Picture form and the Class / Student Photo Information form will appear. The selected image will now appear.

Import from Que

If you have taken photos using the "Quick Mode" process (page 12), you can retrieve these pictures using the two methods available in the Import From Que section.

Enter Photo Number

Select the Enter Photo Number option if you have taken photos using the Quick Mode process (page 12), and have recorded each student photo number on the Student Sign In form or Student Roster.
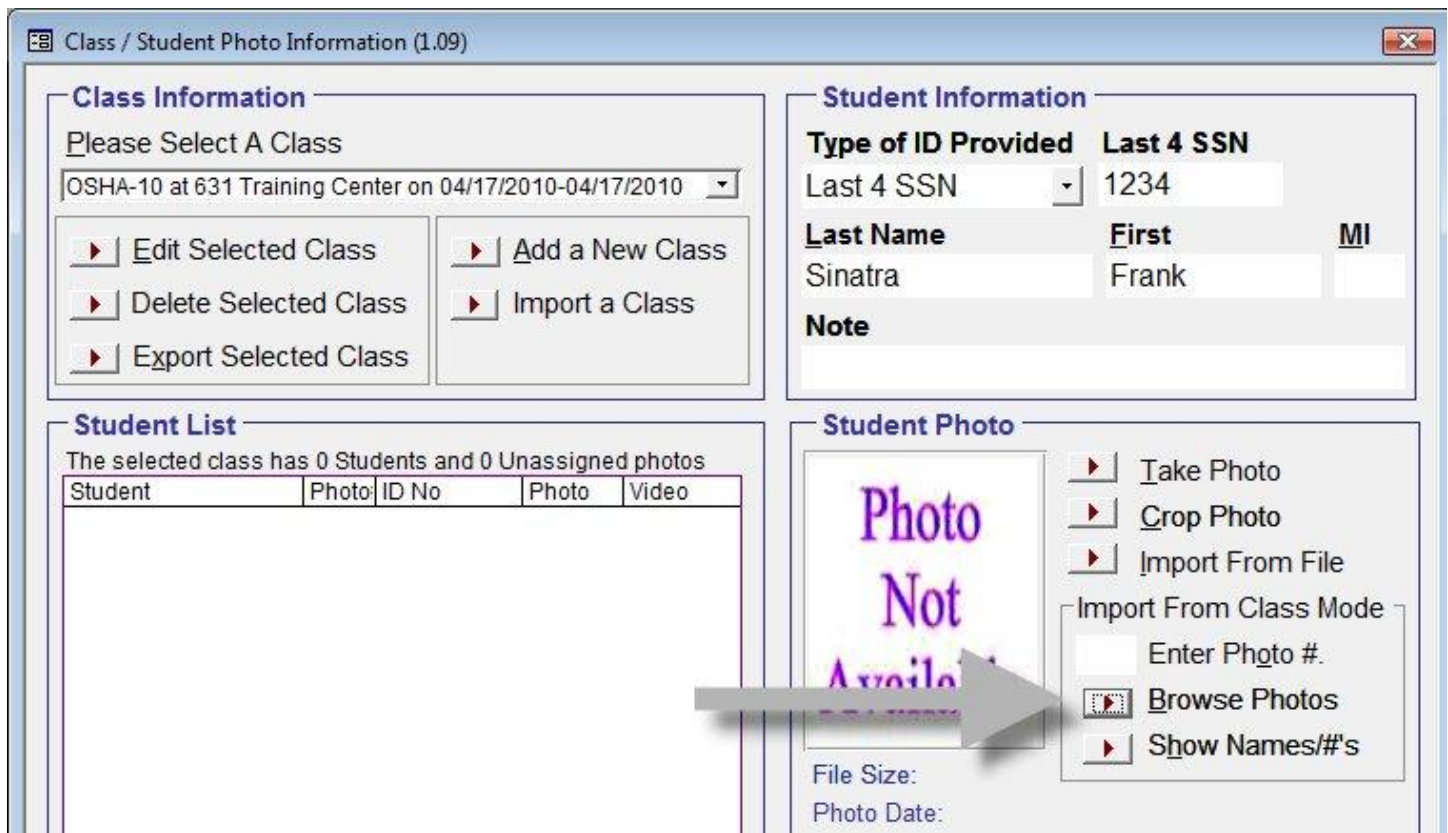

After entering a photo number the corresponding photo will appear in the Student Section. You will be prompted if the photo has been previously associated with another student.
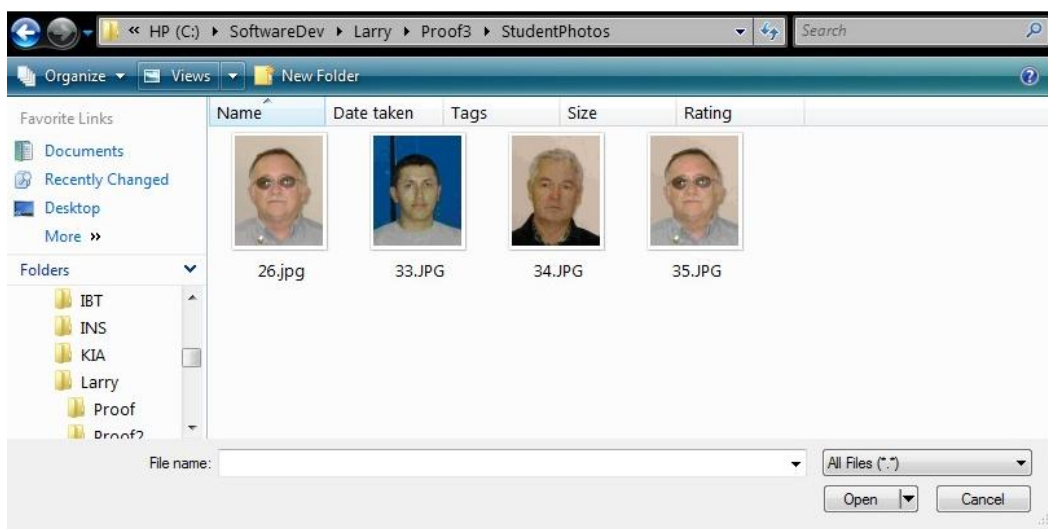
Import from Que

Browse Files
Select the browse file option to view all photos in the que for the associated class.

After selecting the "Browse Files" button the Windows Explorer form will appear displaying all photos in the class que. Select the photo you would like to link to the selected student.

Import from Que

Show Names / #'s
You can select a photo view the Quick Class Mode Photo Que, select the "Show Names / #'s" button.

Show Names / #'s Continued

The View Class Mode Name List will appear.

SeqNo	Last Name	First Name	Middle	Assigned?
1	Sinatra	Frank		
2	Martin	Dean		NEVER Assign
3	Davis Jr	Sammy		NEVER Assign

Select   Cancel

This form shows the photo information recorded in the que for the selected class. It lists all photos in the sequence they were captured. It also lists the student name (if recorded) and the photo assignment status. If you have entered students first and last name when using the "Quick Mode" method (detailed on page 14) this form will help you associate the student photo file with the student roster.

Once you have selected the student photo by clicking the student record, (i.e. photo number 2, Dean Martin) choose the "select" button to assign the photo to the associated student.

Record Student Video Testimonial

☑ Important Note
The recording of Student Testimonials is a new feature and was not included in any previous version of the software.

The software will allow you to record a student testimonial and submit it with your student information to the IBT Safety and Health Department. Select the "Record" button in the Student Testimonial section to begin the process.
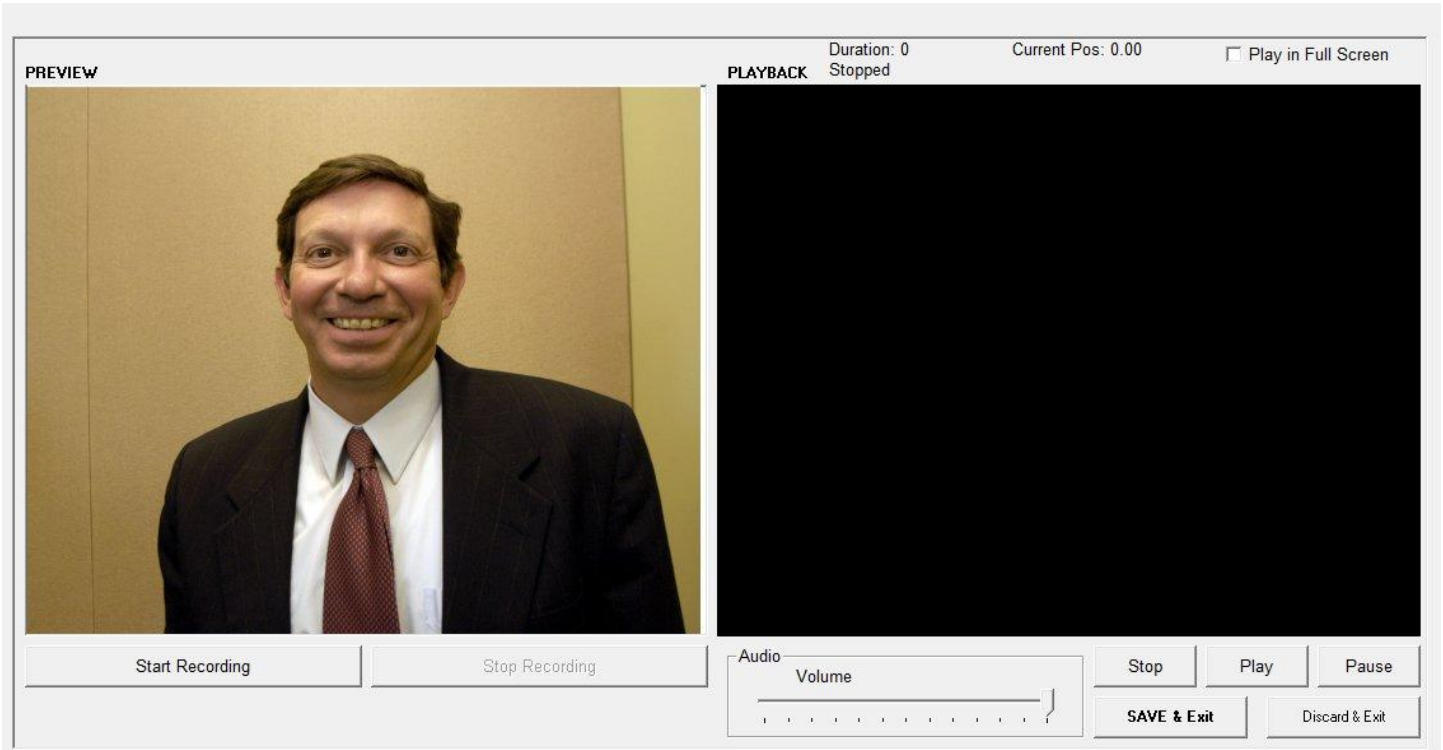
Student Testimonial Video Recording (continued)

The Student Testimonial form will appear. The Student Testimonial form is provided to record and save video testimonials. It is divided into two sections. The Preview section displays the live video feed. The Playback section will allow you to playback the video after the recording is complete.

Preview Section (Left Side of the Form)

Button	Purpose
Start Recording	Start the video recording
Stop Recording	Stop the video recording

Playback Section (Right Side of the Form)

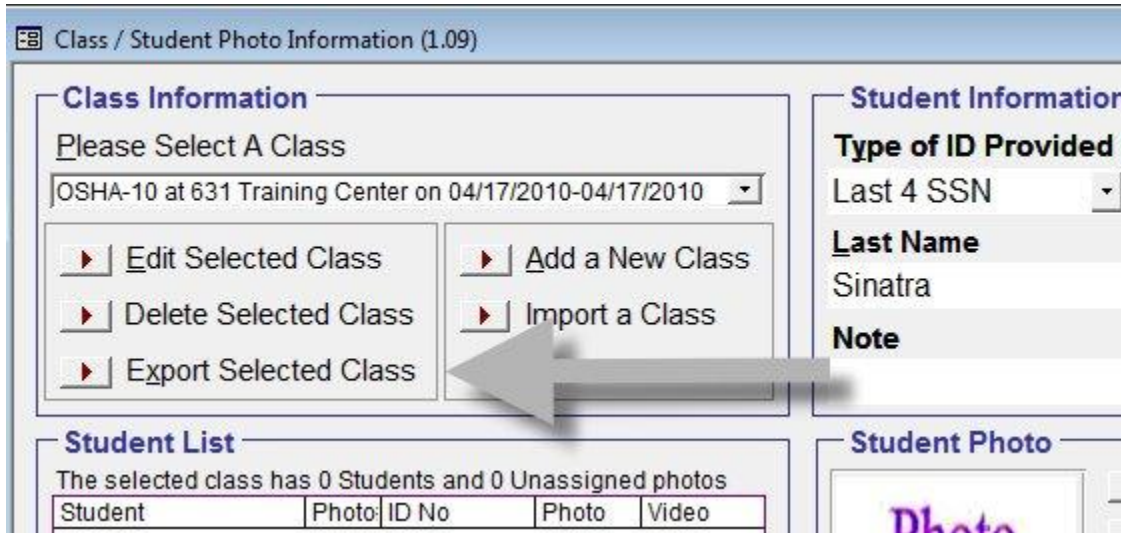| Button	Purpose
Stop	Stop the video playback
Play	Start the video playback
Pause	Pause the video playback
Discard & Exit	Closes the video form without saving the video
Save & Exit	Saves the video and closes the form

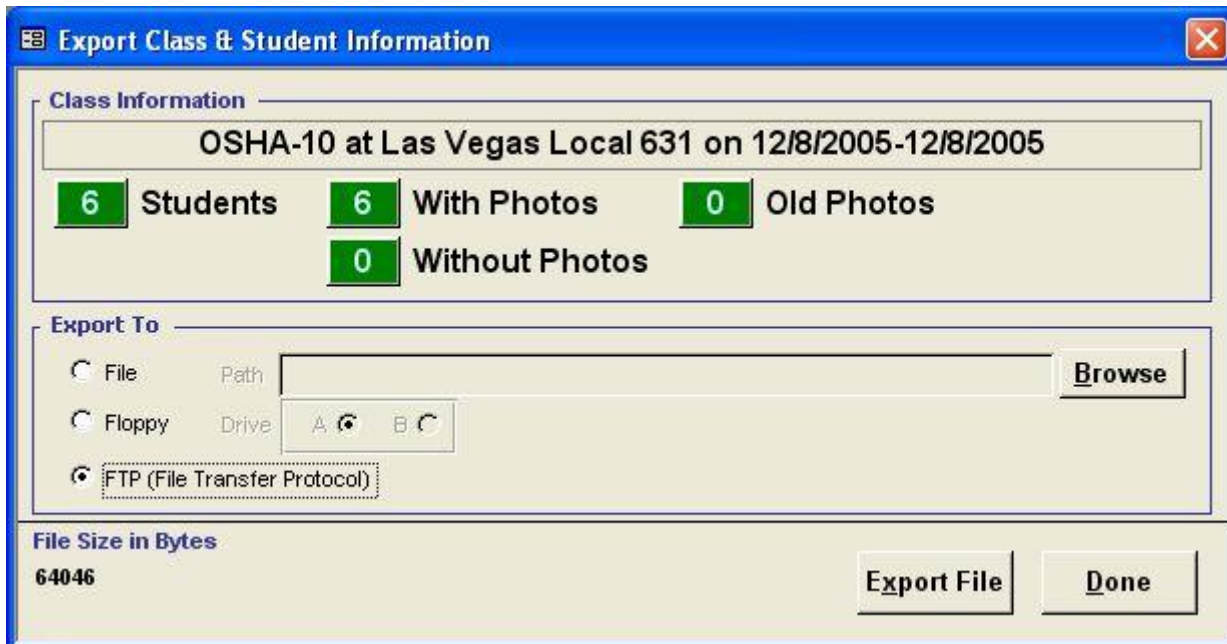## *Exporting Class and Student Information*

☑ Important Note
   An active internet connection is required to send class and student information to IBT

Once all class and student information has been entered, the data must be sent to the Safety and Health Department of the International Brotherhood of Teamsters in Washington, DC.

Select the "Export Selected Class" button located in the Class Information section of the Class / Student Photo Information form.

The Export Class & Student Information form will appear. This form will display summary information about the Class that you have selected for export. If you have correctly identified the class for export select the "Export File" button in the bottom right corner

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Exporting Class and Student Information (Continued)

The file transfer status will now appear in lower left section of the Export Class & Student Information form

Once the file has been successfully exported to IBT, the file status will be again updated and the export process will be complete.

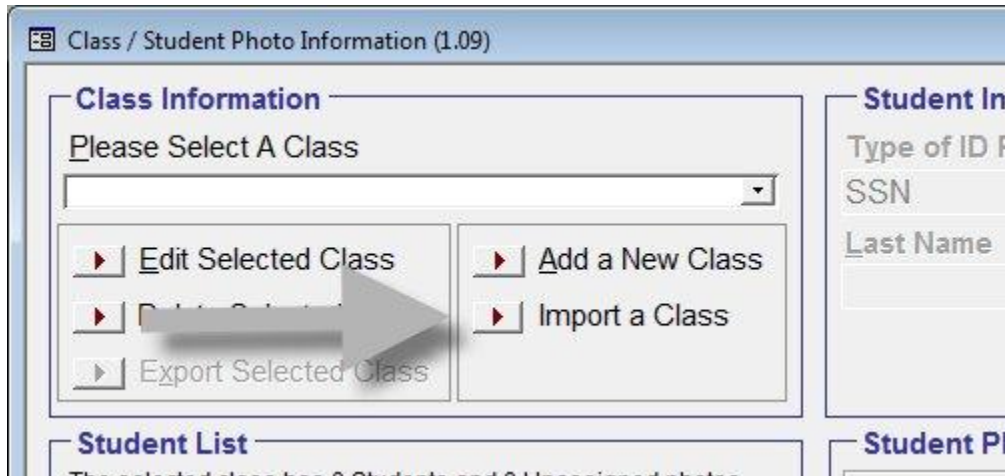## *Import Class and Student Information*

☑ <u>Important Note</u>
   All files created by this software will have a file extension of ".IBT"

You can import class and student information from an existing IBT file.
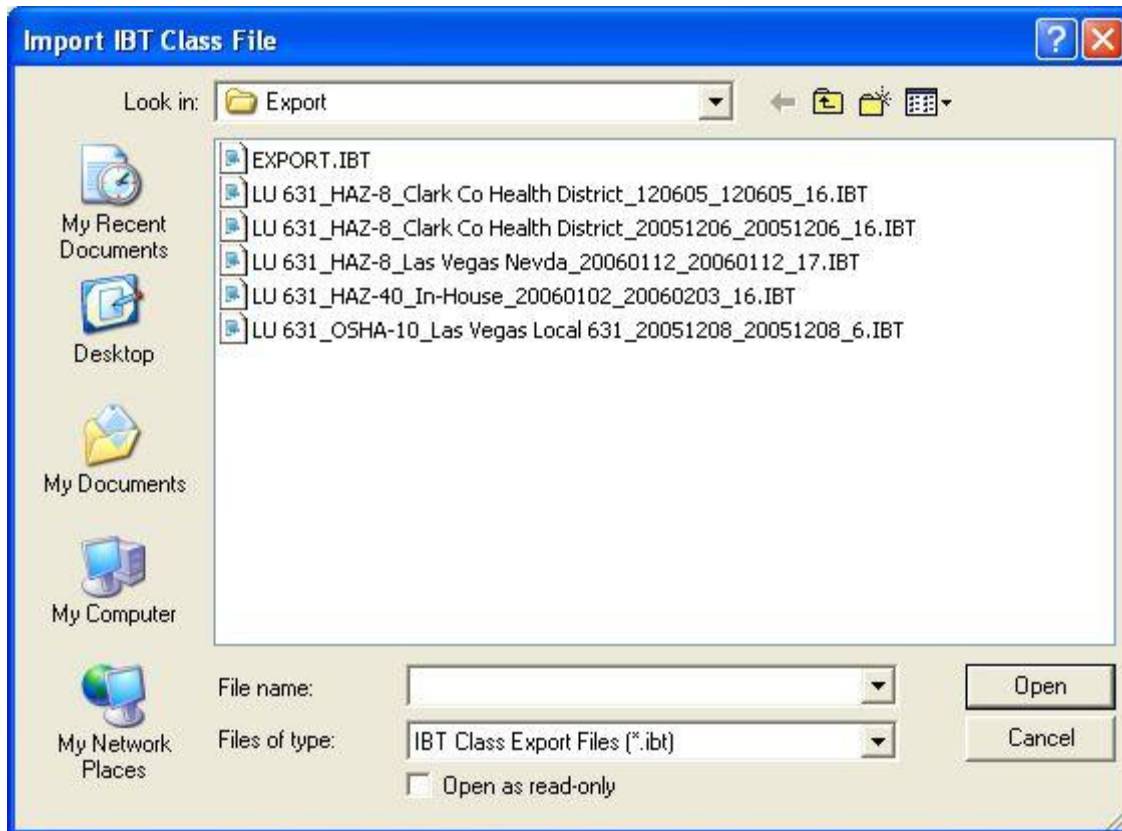Select the "Import a Class button in the Class Information section of the Class / Student Information form.

The Import form will appear.
Select the "Browse" button to choose the IBT file that you would like to import.
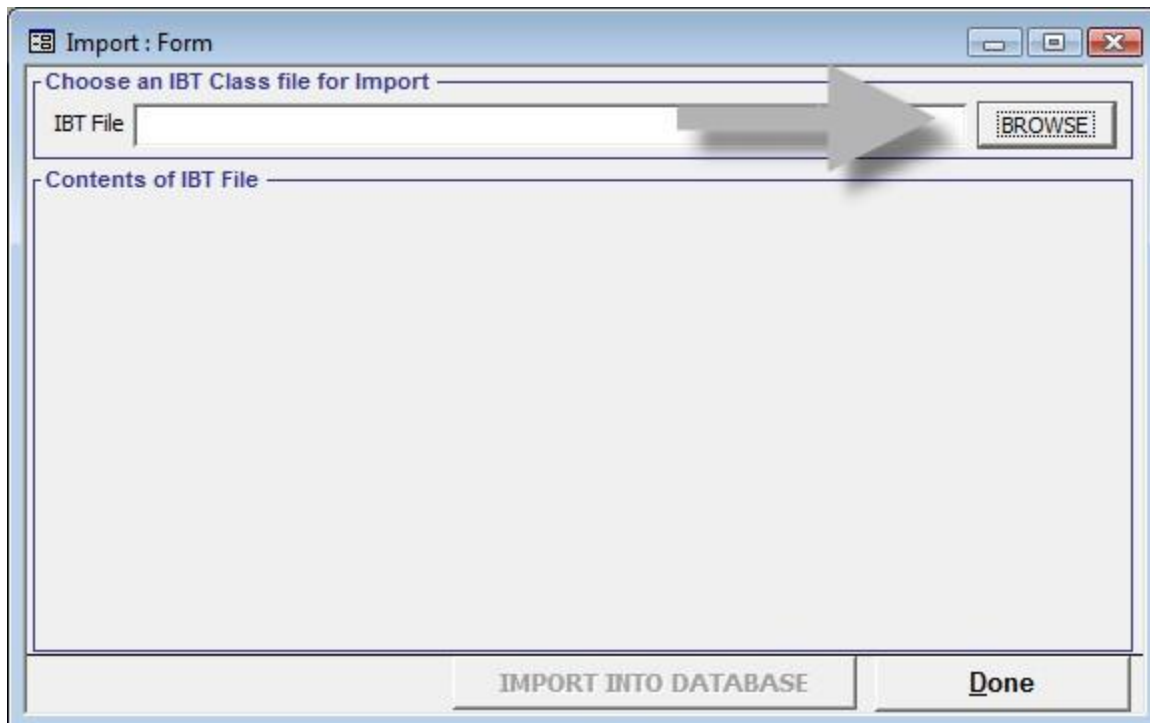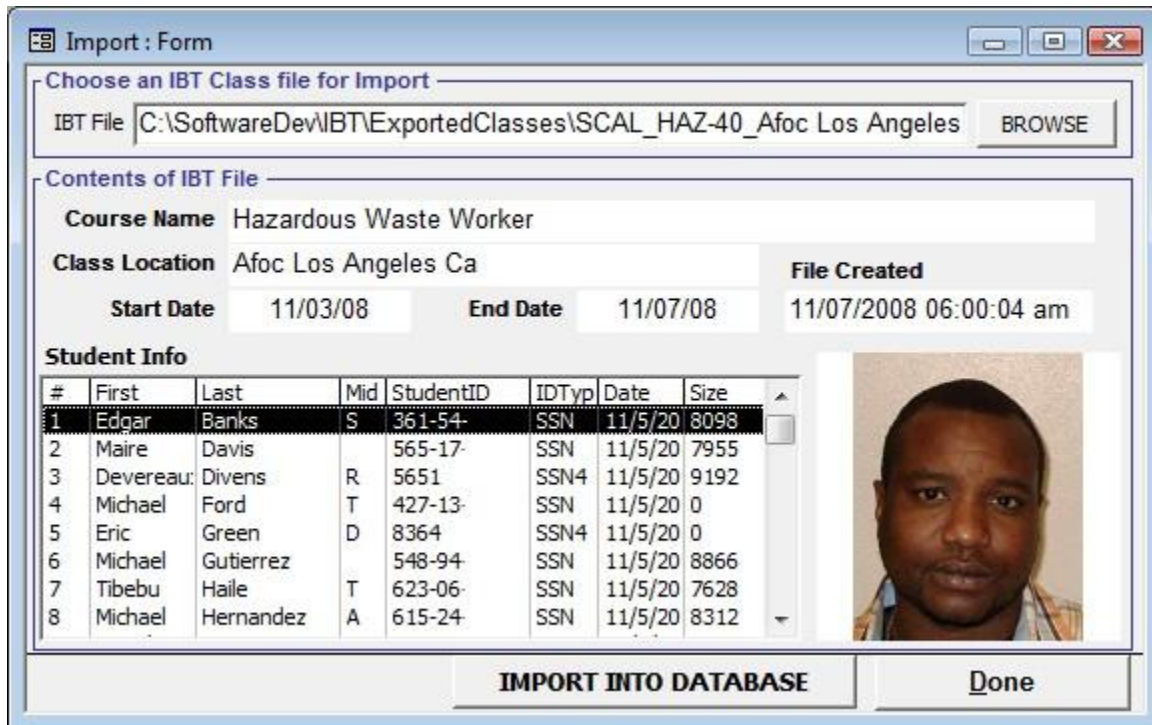
Import Class and Student Information (continued)

The "Import IBT Class File" form will appear. Navigate to and select the file you would like to import.

Import IBT Class File

Look in: Export

EXPORT.IBT
LU 631_HAZ-8_Clark Co Health District_120605_120605_16.IBT
LU 631_HAZ-8_Clark Co Health District_20051206_20051206_16.IBT
LU 631_HAZ-8_Las Vegas Nevda_20060112_20060112_17.IBT
LU 631_HAZ-40_In-House_20060102_20060203_16.IBT
LU 631_OSHA-10_Las Vegas Local 631_20051208_20051208_6.IBT

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name:

Files of type: IBT Class Export Files (*.ibt)

☐ Open as read-only

Open
Cancel

Once the file is selected, the Import form will be re-displayed with all available class and student information. You can continue to search for IBT files by re-selecting the "Browse" button. If the file that is chosen is correct, select the "Import into Database" button.

Import Class and Student Information (continued)

Once you have imported the IBT file it will appear as the selected class on the "Class / Student Information" form.

Exiting the Program

To exit the application, select the "Exit Program" button located at the bottom right side of the Class / Student Photo Information form.
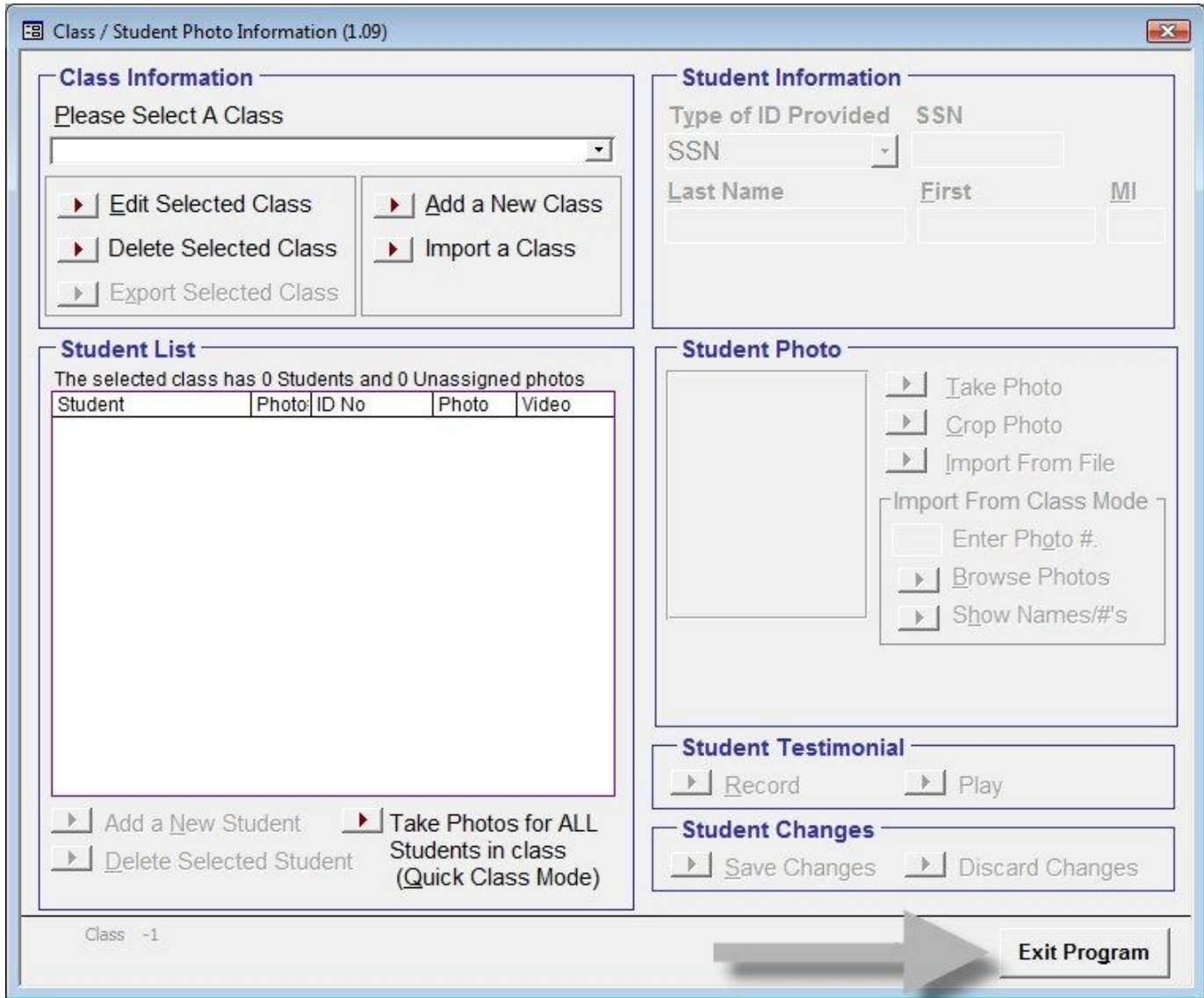
The follow option will appear.
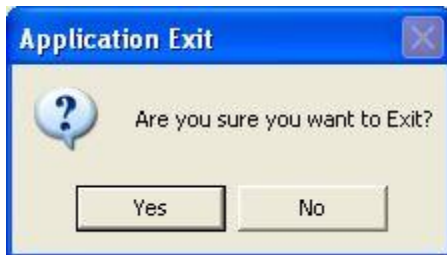
Select the "Yes" button to exit the application. Select the "No" button to continue using the application.

Appendix

Logitech Webcam Pro 9000 Resources

Part Number   861464
860-000109

Current Software
Title   Logitech Webcam Software (LWS) with Vid
Software Version   1.1
Post Date   10-27-2009
Platform   Windows XP\ Vista \ 7
File Size   50 Mb

Website
Logitech Webcam Pro 9000 Downloads

Webcam Tips and Techniques

Camera Angles
When you first take the webcam out of the box, you'll be presented with a quandary: where to place the webcam? The most natural place is to clamp it onto the top of your laptop monitor. This is probably going to be the best place to put it. Keep in mind, though, that if the student's face is higher than the top of your monitor, the webcam will be shooting at an upward angle to your student's face, which is not flattering for hardly anybody. Raise the camera angle so that its lens is at least level with your student's eyes, if not slightly higher.

Make sure your student is close enough to the lens so that your their face can be plainly seen. Experiment with camera placement, too, where attached atop your laptop might be its default position, but be open to other locations as well.

Lighting
Lighting is crucial to good video, because after all, the camera is only picking up the light that's bounced off its subject. If you're in a naturally dark room such as a basement office, the simplest thing you can do to improve the lighting is to take the shade off a lamp and place it directly next to your webcam. It might seem overly bright to you, but it will make you look much better. If you have the inclination, you might even consider purchasing a portable lamp with 100w soft light bulbs inside. Short of that, simply turn on all the lights in the room, and if you have a window behind the student that's brighter than the light shining on your students face, close the blinds.

Audio
(For Student Testimonials)
The microphone built into most webcams is not professional-grade, but there are some things you can do to bring out its best quality. Of course, some setups allow you to attach an external microphone, but for the purposes of this document, let's assume that you have a standard webcam with a built-in microphone. The most important thing to remember is to get the student as close to the camera as you can, but not so close that it visually suffocates the video quality. The closer you are to the microphone, the better you're going to sound. Another crucial tip: limit all noise heard in the background. Any extraneous audio will distract from the sound of your student's voice, and sensitive microphones on webcams tend to amplify background noise.