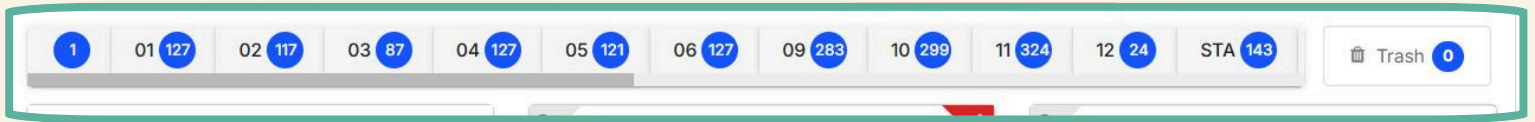# Subject Management

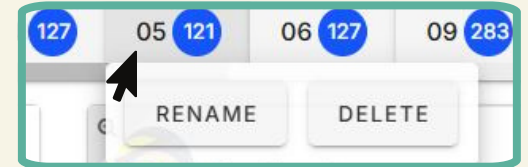Subject Management is used to organize and edit portraits and batches in Captura.

From your Captura Yearbooks Dashboard, the Subject Management tab will be in the menu on your left-hand side.

Your class groups, or "Batches," will appear in alphabetical order at the top of the page alongside a search bar. The number of subjects in each batch will appear in a blue circle next to the name of each batch.

Hover your mouse over these labels and scroll with your mouse, or click and drag the scroll bar to view all your batches.

When you hover your mouse over any batch label, you will also see an option to either rename or delete the batch.
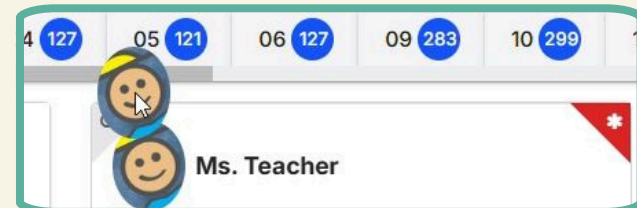

You have two options when editing your batches. You can either COPY or MOVE a subject into a new batch. COPY duplicates the subject and adds them into the new batch, MOVE will remove the subject from the previous batch and move them into the new one.

NOTE: TEACHERS WILL BE UPLOADED IN THE STAFF BATCH ONLY, NOT IN THEIR CLASS BATCHES. TEACHERS MUST BE EITHER MOVED OR COPIED INTO THEIR CLASS BATCHES

MOVE/COPY INDIVIDUAL SUBJECTS

Start by locating the subject you want to move. You can either locate them manually by scrolling through their class batch, or you can search them by name in the search bar.

Then, click on their portrait, and drag it over the label of the new batch. Make sure you're clicking on the thumbnail of the **PORTRAIT**, not the white subject box.

Move or Copy?
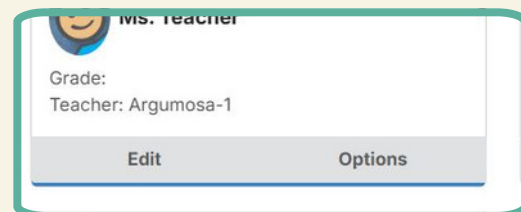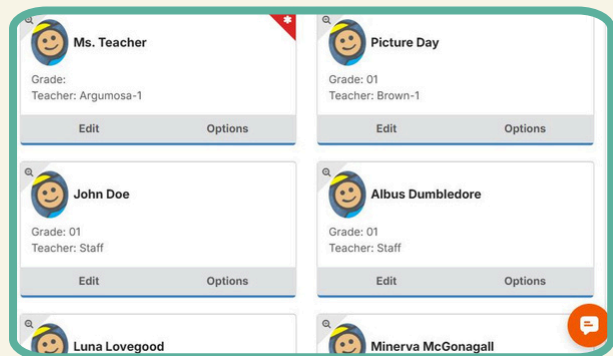
Would you like to move or copy Ms. to 05?

Move   Copy

You will see the option to either move or copy this subject into the new batch. Select the appropriate option, and that's it!

MOVE/COPY MULTIPLE SUBJECTS AT ONCE

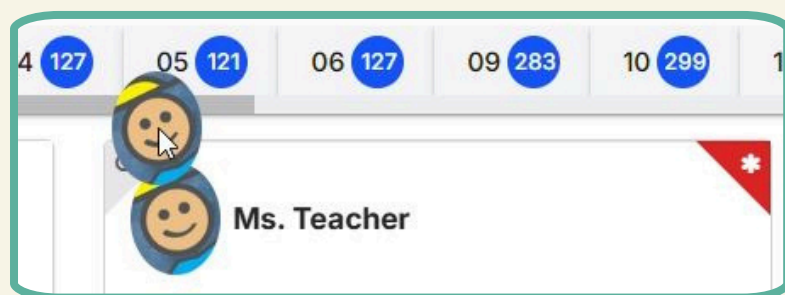Start by locating the subjects you want to move into the new batch.

Click the first subject, you will see a blue line underneath the white subject box.

Then, hold CTRL and click on any other subjects that you want to move into the new batch.

If you want to select every subject in the batch, hold SHIFT then select the first and last subject in the batch.

Then, click on any of the highlighted portraits, and drag it over the label of the new batch. Select either move or copy to make the change.
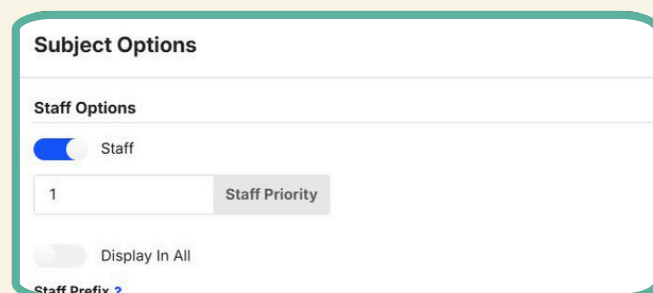
Some combo classes will be separated by grade when first uploaded into the yearbook software. Moving subjects into one batch allows the software to alphabetize them all in one group.

STAFF PRIORITY

For teacher portraits, unless they are given priority, they will be displayed by alphabetical order along with the student portraits.

To give a teacher priority, locate their subject box in Subject Management. You can either locate them manually in their class group or search their name.

Click option and toggle "Staff" on.
Then, put a "1" under "Staff Priority
This ensures that they will be displayed first on that class page.

For any other staff members like an instructional aide, you enter a "2" in "Staff Priority" so they're displayed before the students, but after the teacher. Staff with the same priority will be displayed in alphabetical order.