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Finish your Division page.

If you are missing a student:

1. go into the portrait library and add them. You will need to “Un-flow” or remove your pictures from the pages before doing this.
2. Once you have clicked unflow, and you are in your division within the portrait library, click “Add New Name”
3. You will need to add the first and last name of your missing student, their grade, teacher and homeroom. Kindergarten is OKF
4. Ms. Collins class is going to be taking portraits to add to these pages. We can add them in once they are complete

We will discuss what we will do now that our class pictures are available for us to use.

Find your name on the ladder to see which other pages you are responsible for. Start looking at templates and finding pictures that will go with your theme.

To look at Templates:

1. Go to your page
2. On the left side of your screen there is a template selection box. Click on “Activity” and choose a theme that best describes your activity (sport, club, etc)
3. You can choose the minimum and maximum amount of pictures depending on what your photo selection is like.

If there are not enough pictures to fill a page, come to me with suggestions and possible solutions.

Finding pictures and uploading them to Lifetouch:

1. Under “Organize” Go to “Image Libraries”
2. Check if there is a folder for each of your pages.
3. If not, Make a folder for each one of your pages
4. Click New Folder and Name it the title of your page “Basketball” (top level) and save
5. Click on “Organize”, then “Image Upload”
6. Choose a library from the dropdown menu that matches your page
7. Click “Browse” at the bottom
8. Go to “This PC”
9. Choose (H:) School Share, then _Photography 2018-2019.
10. Find the photos that you would like to upload. You can select for than one at a time by holding down shift or control when you select.
11. Click on “upload images”at the bottom of the page and wait for them to disappear!

If you have pictures that you need to add to Lifetouch, email them to yourself, download them onto the computer and add them to the H: School Share Drive in the Photography folder (step 8 and 9 above). Select an appropriate folder or Add a new folder (top left corner of your screen) and name it appropriately before saving your pictures. Then upload to Lifetouch (above)

Once you have completed a page and it is ready for review, mark it sent to advisor on the page ladder so that I know to review it.

Ladies working on the baby pictures and grade write-ups. We (probably) do not have the grad photos yet. You may work on entering the grad write-ups in google docs so that you can all work on them.

Grad Write ups:

1. Put them in alphabetical order
2. Go to google docs and create a new document. Share it with me (sinead.whitehead@gmail.com) and all others that are working on it. You will need a google account (Liv, Taylor, Faye and Naomi - I think)
3. Divide up the alphabet and you can all start working on the document at the same time. Correct spelling where you can. Any made up/inappropriate words I will probably be deleting but you can leave them for me to decide.
4. If you know of the inappropriateness of a word please spare me looking it up on urban dictionary and just let me know the meaning (or that I should look it up).
5. This magical program saves as you go so no need to worry about any crashes! Yay

Baby pictures:

I have a very sad showing so far - less than ten. Put the pressure on your classmates. Come up with a design assuming that not everyone will bring them in. Collage? Names at the bottom? Numbered? Four pages (80 portraits) are allotted for 48 students so there should be room on the bottom of each page.

Good luck!

Once you have completed a page and it is ready for review, mark it sent to advisor on the page ladder so that I know to review it.

Ms. Whitehead