

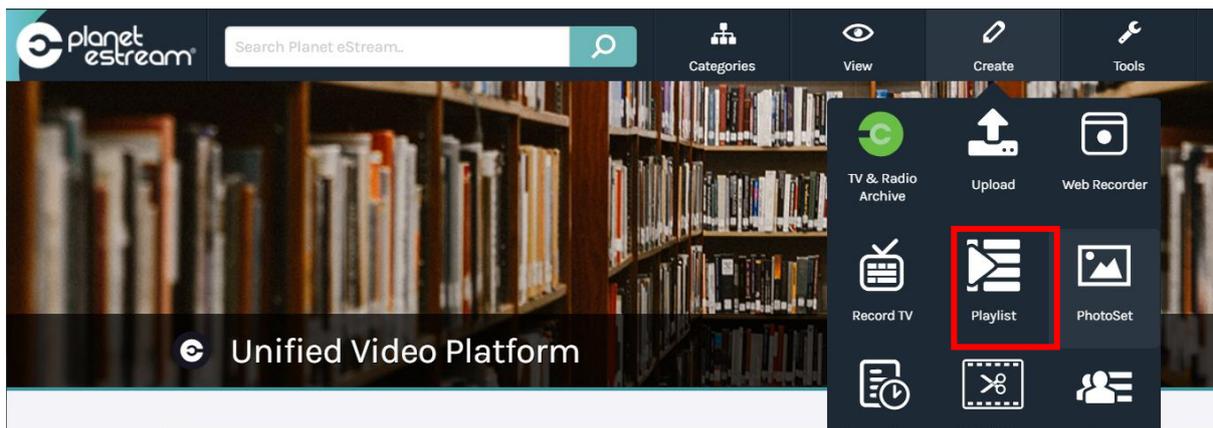


Creating Photosets

As well as being able to upload video content to Planet eStream, you also have the ability to upload photographs and other images through the Photoset feature. Photosets are useful for creating albums of any school trips and events and can be embedded in other platforms or used as part of your Digital Signage.

Step One: Accessing Photosets

To begin creating a Photoset, navigate to Create > Photoset.



Step Two: Creating a Photoset

After selecting Photoset from the Create menu you will be presented with the following window. This is where you can give your Photoset a title, description and assign any other specific data. Once you're happy with the information that you have added, click create.

Create new Photoset

Details

Title
Hiking Trip 2019

Description
Photos from our Year 11 hiking trip in the Peak District.

Tags
Hiking, Outdoors, Year11

Staff Only
Yes No

Options

Select the Publishing Policy for the Photoset to be added to.
ContentGlobal

Select to make the content private
Private

Select Categories to add this item to
[Select Categories](#)

Set expiry date for media
dd/mm/yyyy

Create cancel

Step Three: Adding Your Photos

After clicking create you will be presented with your Photoset, which is currently blank as no items have been added yet. To begin adding in your images, click on **Add Items**.

Details | Photoset Items | Related Media

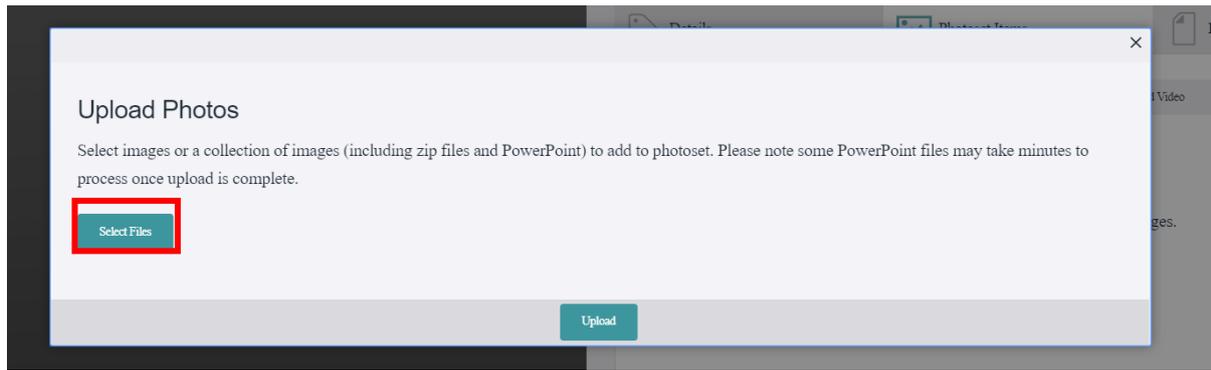
+ Add Items | Order A to Z | Select Photoset | + Add Video | Delete All Items

Click 'Add Items' to upload photos and images.

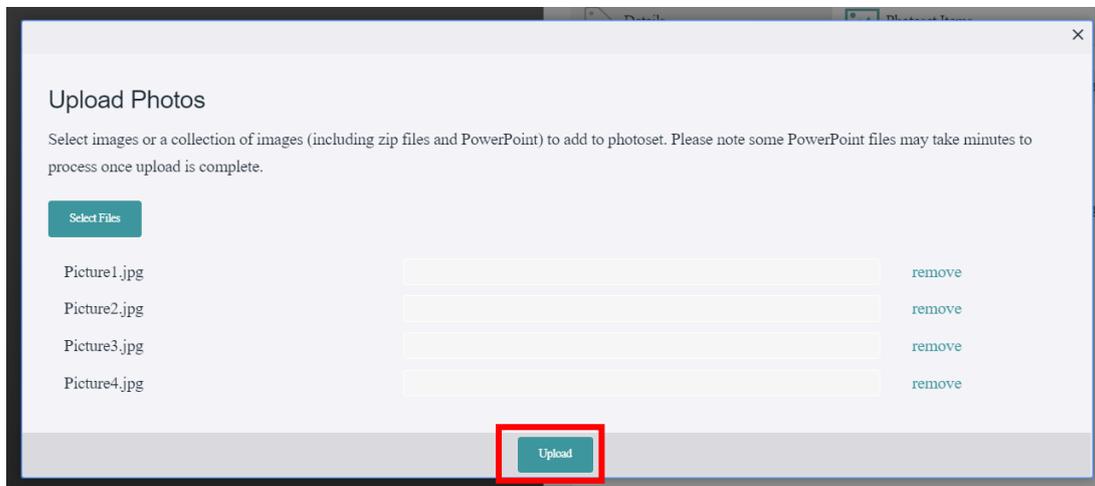
Send to Signage

Comments | Notes

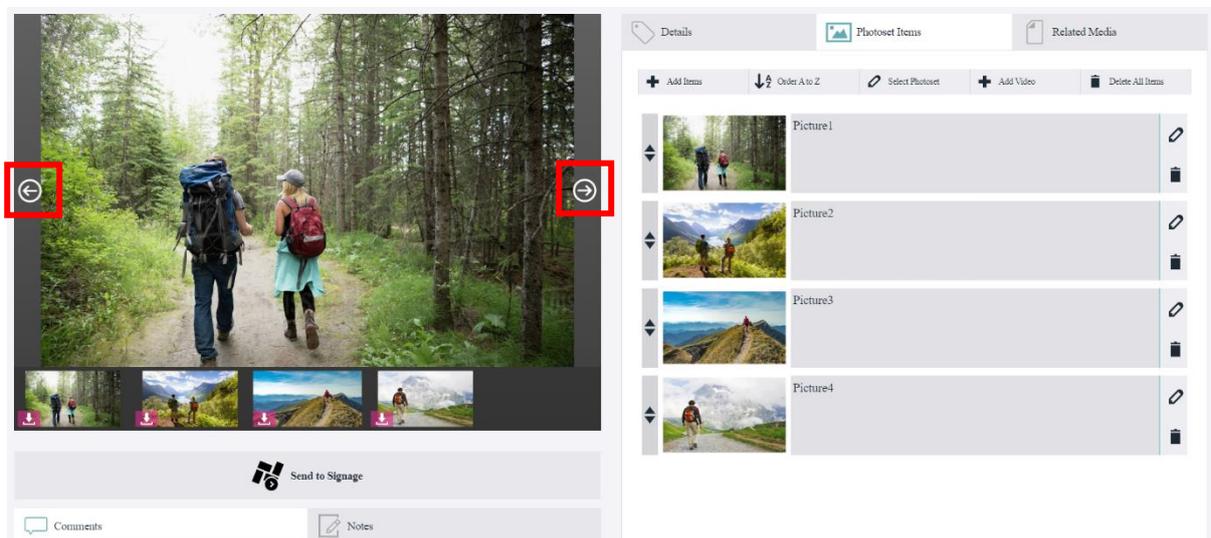
You will then be presented with the following window where you can select the files which you want to add to your photoset. To do this click **Select Files** and add any files from your file explorer. You can select multiple at the same time.



Once you have added your photos, they will appear in a list format. If you're happy, you can go ahead and click **Upload**. If you want to add more, use **Select Files** again.



Once your images have been uploaded, they will appear within the Photoset, where you can view the images back in a slideshow format using the arrows. You will also be able to access several additional features such as sharing, reorganising and adding in related media. If you want to add more photos, you can do so by clicking on **Add Items** and following the same process as before.

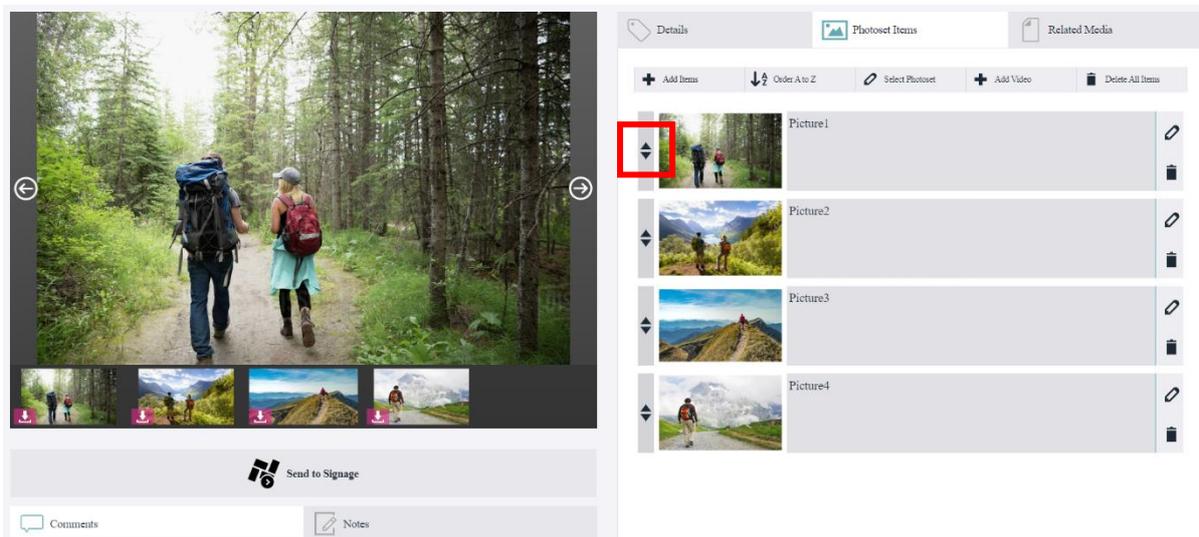


Step Four: Modifying Your Photoset

After creating a Photoset, there are a number of things that you can change or add.

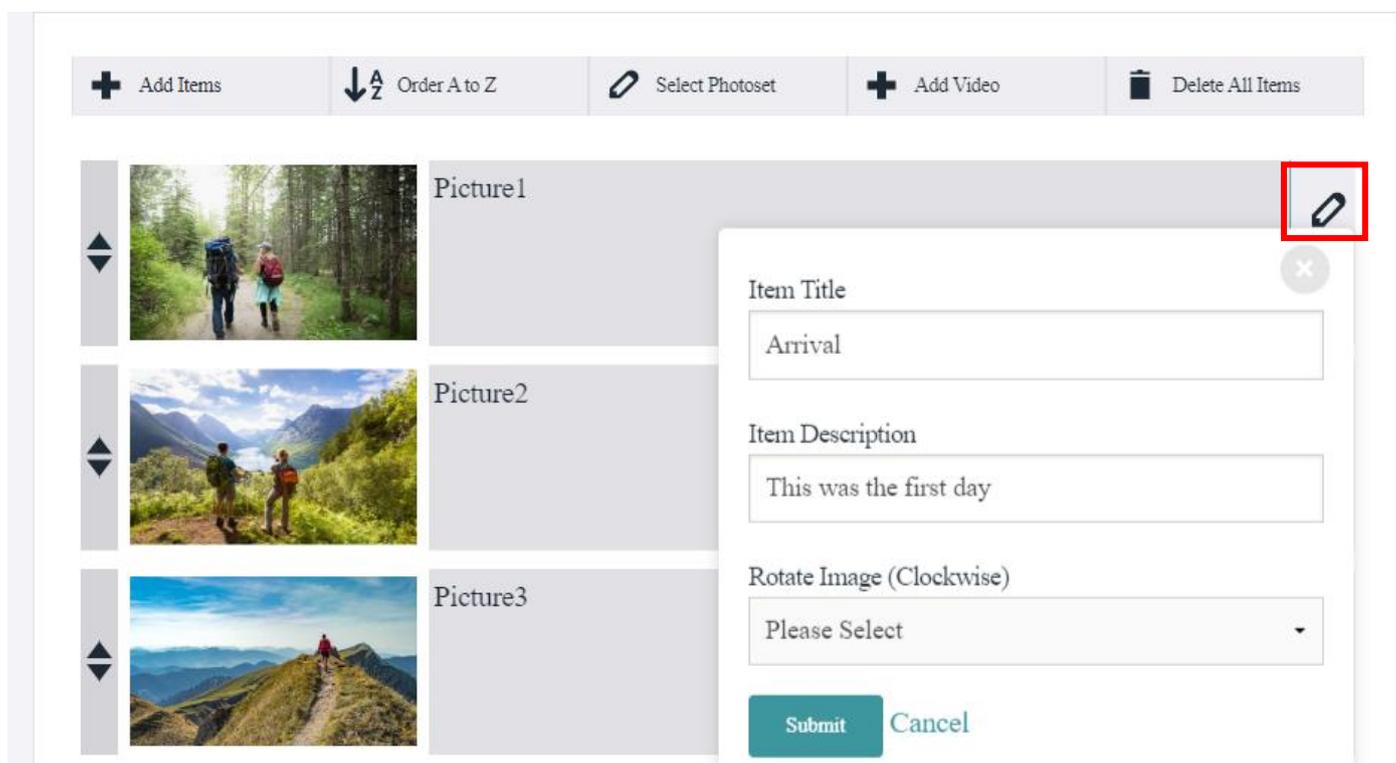
Reorganising

The up/down arrow icon that is displayed on the images enable you to adjust the order that you want the images to be displayed in. This is very useful if you want your images to display from the first to the last photo taken when being viewed. You can drag or drop images up or down in the list.



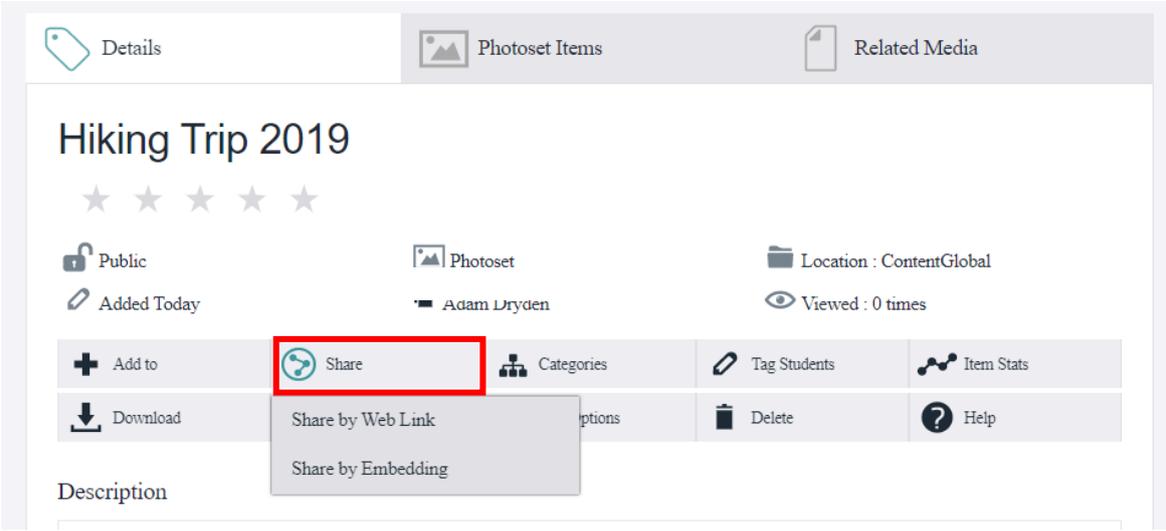
Modifying Information

The pencil icon to the right of a selected image will allow you to change the title, description and orientation of individual images within the Photoset. Once you're happy with the changes, simply click **submit**.



Sharing

Photosets can be shared in the same ways as other content on Planet eStream. Select **Share** from the **Details** tab and select **Web Link** to produce a link or share into Google Classroom or **Embedding** to embed into external resources such as OneNote.



The screenshot displays the 'Details' tab for a photoset titled 'Hiking Trip 2019'. The interface includes a navigation bar with 'Details', 'Photoset Items', and 'Related Media' tabs. Below the title, there are five stars for rating, a lock icon for 'Public' status, and a plus icon for 'Added Today'. The photoset is owned by 'Adam Dryden' and is located in 'ContentGlobal'. A toolbar contains buttons for 'Add to', 'Share', 'Categories', 'Tag Students', and 'Item Stats'. The 'Share' button is highlighted with a red box, and its dropdown menu is open, showing 'Share by Web Link' and 'Share by Embedding' options. Other buttons in the toolbar include 'Download', 'Options', 'Delete', and 'Help'. A 'Description' section is visible at the bottom of the interface.

