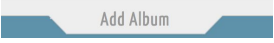## ALBUM INSTRUCTIONS

CREATING AN ALBUM

1. Just as in real life, you need to acquire an album before you can start filling it up. Follow the steps in this section to add a title and description to a new album, add tags to make it more searchable, decide whether to make it collaborative or not, and create it.
2. There are two ways to start creating an album.

    a. From the <u>top menu bar</u>, click on **ALBUMS**, select Create Album, and continue to follow the instructions beginning in #3 below.

    b. From the <u>homepage of the group</u> where you wish to create and save an album (all albums are tied to a specific group), click on the Albums icon 🖼, then on the Add Album tab. Continue to follow the instructions beginning in #5 below.

3. From the first box in the CREATE ALBUM OR ADD MEDIA TO EXISTING ALBUM screen, select a group from the dropdown menu where you want to create and save your album (all albums are tied to a specific group).
4. From the second box in the CREATE ALBUM OR ADD MEDIA TO EXISTING ALBUM screen, select --Add New Album to Group Currently Selected.
5. Enter a title for your album.
6. Enter an album description. If applicable, include how you plan to use the album in teaching.

7. Below the album description, click on **# ADD TAG**. Select relevant GRADE LEVEL(s) and SUBJECT(s), and then enter your own customized tags one by one in the ADD YOUR OWN TAG box.

- Pick predefined tags or add your own

GRADE LEVEL

\# Pre K - 2 \# 3 - 5 \# 6 - 8 \# 9 - 12 \# 13+

SUBJECT

\# Art/Music \# Bilingual Education/ESL \# English/Language Arts \# Library \# Mathematics \# Physical Education \# Science \# Social Studies/History \# Special Education \# Technology \# Vocational/Technical Training

ADD YOUR OWN TAG

\# Add Your [ADD TAG]

8. To make your album collaborative, select the Yes radio button.
   A collaborative album allows all group members to upload content (photos, links, videos, etc.) and edit reference data (teaching notes and bibliographic information) for any existing items in the album. If you prefer to develop your own album, select the No radio button.

    Collaborative Album ○ No ● Yes

9. Once you have titled, described, and tagged your album, click 🖼 **ADD ALBUM**.

ADDING CONTENT TO AN ALBUM

1. After you click [ADD ALBUM] (Step 9 in the previous section), you will be taken immediately to a screen that allows you to ADD MEDIA to your album. Your new album's group and title will appear at the top of the screen. (You can also access the ADD MEDIA page at any time by clicking on My Albums from the ALBUMS menu and selecting your album.)

2. You will see two choices for adding media - Insert Link and Upload File .

   a. Insert Link allows you to enter a URL from a Library of Congress image, audio, or video resource. **Note that you must use the "About this Item" page's URL rather than an enlarged version.** Bibliographic information will import automatically from Library of Congress resources.

   b. Insert Link also supports *Chronicling America* historical newspaper articles. Note that you must copy the browser's URL from *Chronicling America* rather than the link located at the bottom of a *Chronicling America* page. The album will automatically import the newspaper's bibliographic information.

   c. Insert Link allows you to upload YouTube and Vimeo videos, and it will automatically embed both the video and information provided by the video producer.

   d. Insert Link also works for Internet sources outside the Library of Congress. Simply copy and paste the source's URL into the box provided. Bibliographic information will not import automatically from outside sources, but users can copy and paste the URL and accompanying information into reference notes. Consider replacing confusing URLs with more meaningful titles before uploading.

   e. Upload File allows you to upload non-Internet files directly from your computer. Click on Choose File to upload pdf, docx, doc, txt, xls, xlsx, ppt, pptx, jpg, jpeg, png, and gif files from your computer. File size is limited to 10MB.

3. To begin uploading each item through Insert Link or Upload File, click on [+ ADD MEDIA] .

4. In the resulting Edit Details screen, enter teaching strategies and other teaching-related thoughts you have about using each primary or secondary source into the Teaching Notes field. In addition, add tags specific to the individual item you are preparing to add to your album.

5. From the bottom of the screen, choose whether you would like to go to your newly added item, go to the full album, or continue adding media after you have uploaded your content.

6. Click [✓ UPLOAD MEDIA AND THEN] , and the screen will display what you have selected in #5 above.

7. You can always edit (or even delete) individual items after uploading by clicking on the [⚙] button from the item page.

8. To change the order of items in an album, click on the ⚙️ button and select Change Album Order ☐. Drag and drop your album items into the desired order and click 💾 SAVE ALBUM CHANGES

EXPORTING AN ALBUM

1. You have two options for exporting albums as PDF files under the ⬇️ DOWNLOAD ALBUM ▾ dropdown:

   a. 📄 DOWNLOAD AS PDF This option allows you to export all items in an album as a PDF file with all accompanying information in a single step.

   b. ⬇️ ADVANCED DOWNLOAD This option allows you to select individual items from an album and change their order if desired before exporting them as a PDF file.

2. In the Advanced Download screen, you may ✖️ SELECT ALL or select individual items for export by clicking on them one by one. Selected items will appear in a right column under **SELECTED IMAGES**. If you change your mind, you can de-select individual items by clicking on them in the right column or by clicking on **REMOVE ALL**.

3. Click on ▶️ PROCEED TO NEXT STEP .

4. Next, edit export details. Enter a new title for the exported album.

5. Drag and drop album items into the order you prefer.

6. Click ▶️ PROCEED TO NEXT STEP to preview the album. The preview displays as a continuous set of items, but the export will display items on separate pages. To return to editing, click on **4. EDIT DETAILS** at the top of the page.

7. When satisfied, click ⬇️ EXPORT ALBUM and open your album from your downloads folder.

8. An option to export an album as a Word doc is currently in development.

SHARING AN ALBUM TO SOCIAL MEDIA, EMAIL, AND WEBSITES

1. It is now easy to share an album across popular social media sites, as well as in emails and websites.

2. At the bottom of any album screen, make your social media selection (Facebook, Twitter, or Pinterest): f 🐦 📌 . A URL will auto-fill a post to your own account, and you can add titles and explanations as needed.

3. Click on 🌐 COPY SHAREABLE URL if you wish to share the album in emails or websites. The URL will be copied to your computer's clipboard.

4. Each SHARE option generates a unique URL that makes it easy and safe to share your albums across your professional networks. All personally identifiable information (PII) is removed for privacy and security reasons. Any recipient who clicks on the URL you share will not be able to

view the TPS Teachers Network without joining it first. For an example of an album shared outside the Network, click [HERE](#).

5. If you do not wish to allow sharing outside the Network, click on the ⚙ button>Edit Album, and select the NO radio button beside Shareable Album.