Schools Online

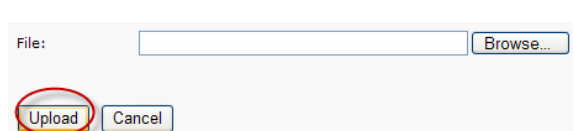**Providing Your School Photo Gallery**
This facility will allow you to provide a gallery of up to 10 school photos, including a short description of each.

1. **Select 'Photo'**
   Select 'Photo' from the side menu to display the data entry screen.

2. **Locate and Attach Your School Photo(s)**
   To commence click the [Add/Edit File] button to locate your school photo. This will allow you to either add a new photo, or edit one that already exists.

   A new screen will appear allowing you to locate and select your photo. The school photo can be provided in a **JPG, GIF,** or **PNG** file format.

   An existing photo can be replaced by attaching a 'new' photo, or removed by clicking on the ✖ to the right of the photo.

3. **Crop Your Photo**
   To modify the display of your photo, a cropping feature is provided. You can select a crop region, or retain the existing image. A 'Caption' for the photo may also be added.

   To view the photo prior to submission, click 'Save'.
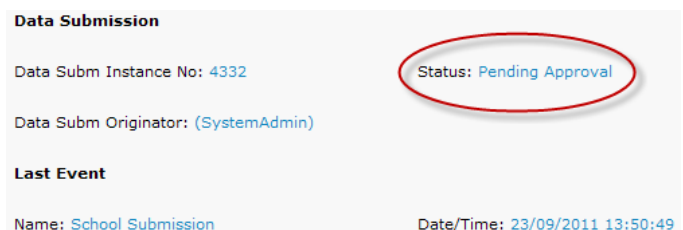
   To make further changes to the photo, click the [Add/Edit File] button again.

4. **Add/Edit More Photos (Photo 2 – Photo 10)**
   To add/edit further photos go to the required photo sequence and click [Add/Edit File]

5. **Submit Your School Photo**
   Your 'saved' photos can be submitted by clicking the [School Submission] button.

   After successful submission the 'status' of your submission will change to 'Pending Approval'. Should you not wish to proceed click the [School Withdrawal] button to achieve a 'Returned' status. To re-submit your photos please refer to 'Returned' in the **Additional Detail** shown below.

6. **School Photo Approval**
   On achieving a Status: Loaded your photos have been approved and will be displayed in Schools Online.

Additional Detail

During the submission and approval process the status will change. The various status types are explained below.

- 'Pending Approval' – while in this status it is possible to withdraw a submission awaiting approval. By clicking on the [School Withdrawal] button the submission will establish a 'Returned' status and once again allow you to make the changes necessary before re-submission.

- 'Returned' – to achieve this status the submission has either been 'withdrawn by the school' or 'returned by the approver' with reasons. A new file can be uploaded and then re-submitted by clicking the [School Submission] button. Should you wish to cease the current submission and commence a 'new process click the [New Data Submission] button. This will copy the file in readiness for update and then re-submission.

- 'Approved' – it is not possible for the school to perform any action while in this status. This status occurs immediately after approval and will be changed to 'Loaded' when the photo is published in Schools Online (usually the next day).

- 'Loaded' – to update a photo after it has been published in 'Schools Online', first click the [New Data Submission] button. Repeat the process of add/edit a 'new' photo. The 'new' photo will override that which is currently stored.

The Regional Office is <u>not</u> involved in the approval process for School Photos. You will receive an email notification after your school photos have been published in 'Schools Online'.