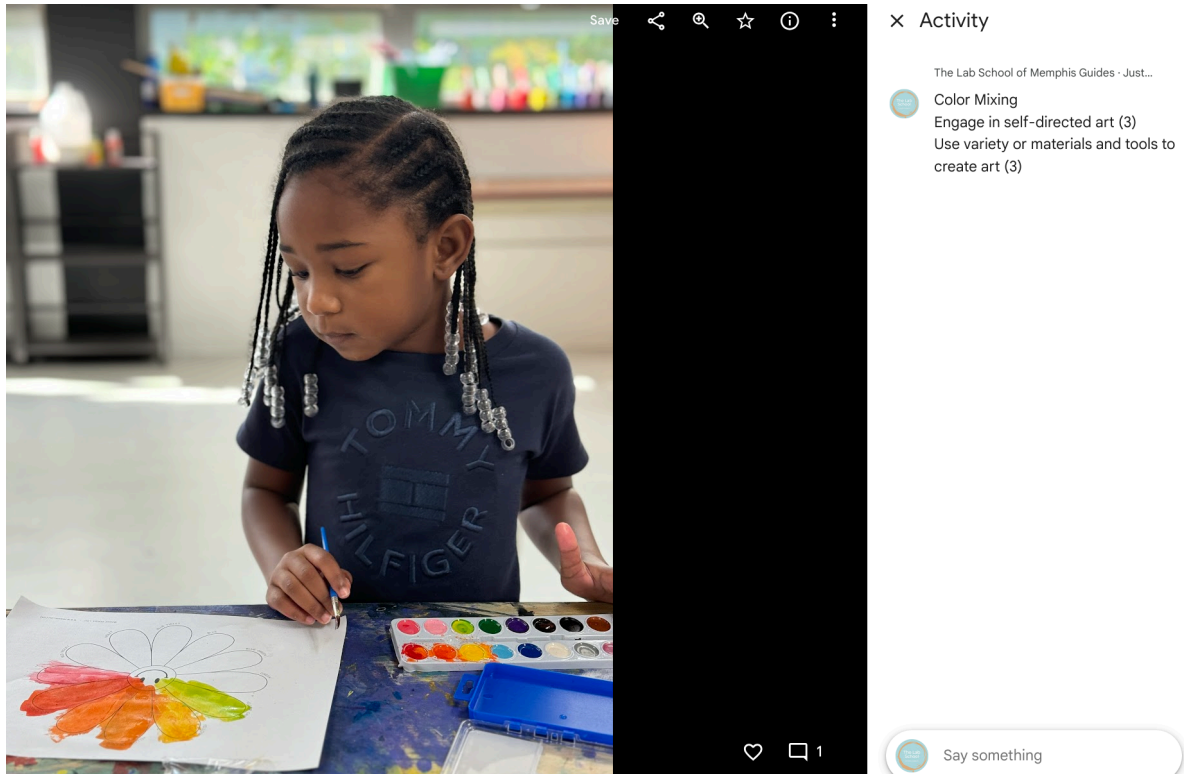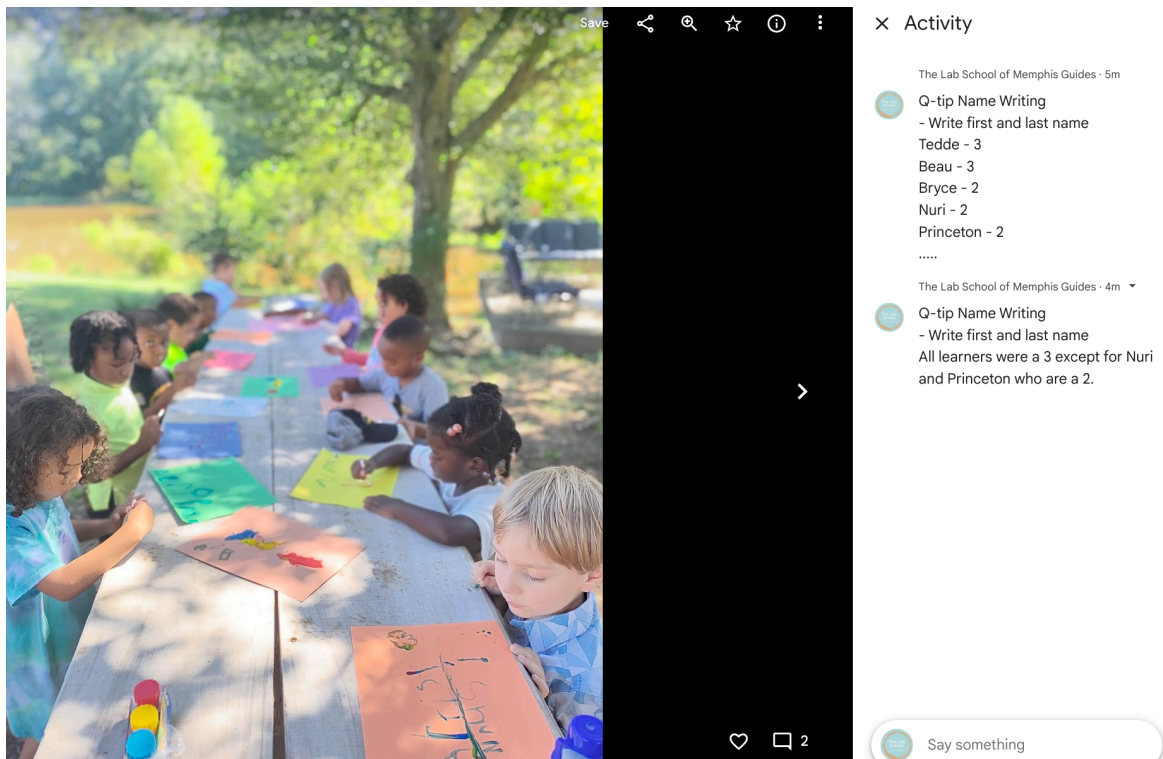# Best Practices for Google Photos

1. Guides are to **only use school devices** (ipad/iphone) to take pictures of learners and learning evidence.
2. Photos are to be uploaded **DAILY** to your Studio's Google Photo Album
   - **Spark Studio:**
   - https://photos.google.com/share/AF1QipMpjdmtY_1X-2vhcO3BMQX4lXB6tyZEkToiaihA6gTe6ra7KI9KDGXUugJPTsjyWQ
   - **Wonder Studio:**
   - https://photos.google.com/share/AF1QipPwLptS7MsjXn9_CLoTpFijoyZrYc9vAWVFNpyh8Kx69syGgn0Bm9QMzZxAvBrutg
   - **Discover Studio:**
   - https://photos.google.com/share/AF1QipPQCn4u1PpMJFyaUHj6SlnK1uhpl1c0c2t1unK-KJtP2IWLabl2UBocckLPIfkT4Q
   - **New School Studio:**
     https://photos.google.com/share/AF1QipNPs_piGuzcQoy4gzHKIV5wRhG5L_jDRhYYZF79yOBxJx63Q8ceF75qVtZ_1g3QHg
3. Only photos that can be used for learning evidence should be uploaded to the Google Photos Album
   - This includes:
     - Photo of learner(s) engaged in a specific task/activity
     - Photo of learner work
   - This does *not* include
     - Portraits of learner(s)
     - Photos of learner(s) on playground
     - Avoid uploading duplicate or similar photos.
4. Each photo must have a **comment attached** to it with the following information.
   - Title of Activity (e.g. Quest Jar Experiment)
   - Learning Target(s) of Activity (e.g. counting by 5s; counting to 100)
   - Level of Competency (1-4) for each Target
     - If there are multiple learners please provide only one learning target and assessment for all learners
       1. List each learner's name with level of competency
       2. Write a sentence (e.g. "All learners were a 3 except _____ and _____ who were a 2"

Example of comment for photo of one learner

Activity

The Lab School of Memphis Guides · Just...

Color Mixing
Engage in self-directed art (3)
Use variety or materials and tools to create art (3)

Say something

Example of comment for photo of multiple learners/entire studio

Activity

The Lab School of Memphis Guides · 5m

Q-tip Name Writing
- Write first and last name
Tedde - 3
Beau - 3
Bryce - 2
Nuri - 2
Princeton - 2
.....

The Lab School of Memphis Guides · 4m

Q-tip Name Writing
- Write first and last name
All learners were a 3 except for Nuri and Princeton who are a 2.

Say something

How to input photos into Google Photos Albums
1. Click on the bookmarked safari page on your device's home screen.
2. Click on your Studio's Album
3. Click "Add Photos"
4. Select Photos to add; Click "Add"
5. To make a comment click on individual photo and click "Comment"