



Crowd Sourcing Content

This year's going to be different but crowd sourcing content is easier than ever. Here are a few tools that can help.



Private Photo Submission

Recommended for gathering images and portraits from the school community

- Collect multiple photos at a time from each student
- No upload limit
- Add photo descriptions
- Upload Directly to YBA
- All photos save to a designated inbox in your Image Library in YBA



Google Drive

Recommended for collecting photos from the yearbook staff

- Collect multiple photos at a time from each student
- 50 image limit when importing to YBA
- Students upload to Google Drive then advisers import that content to YBA
- Import directly to Layout Pro while working on pages



Google Forms

Recommended for collecting stories and quotes from the school community

- Collect a maximum of 10 photos at a time per form question
- Add photo descriptions
- Captures stories, quotes and captions in addition to collecting images

Private Photo Submission

STEP 1: SET UP PRIVATE PHOTO SUBMISSION

- In Yearbook Avenue. Select Plan > ReplayIt.
- On this page, enter your start and stop dates for accepting images, then add the maximum number of images you would like to accept, and check the box to enable the site.
- Click Save and your image sharing site is ready to go.

ReplayIt Private Photo Submission

Do you want to have a Web site for parents and others to upload images for the yearbook staff's use? ☒

Enter a start date when the site becomes available:

08/01/2020 (MM/DD/YYYY)

Enter an end date when the site is turned off:

4/30/2021 (MM/DD/YYYY)

The user id for your Web site is:

415467891

Enter the maximum number of images to be in the Image Share Inbox:

10000

Number of images in Community Inbox:

4

Do you want the site enabled?

☒

The link for your Web site is:

<https://images.jostens.com/415467891>

Promote your web site:

[ReplayIt Private Photo Submission Flyer](#)

Save

STEP 2: SHARE PHOTO SUBMISSION LINK

- Once your site is set up it will give you the link to the site people will navigate to for submitting images.
- Copy the link or create a QR code to send out in an email or promotional materials that will direct kids to private photo submission.
- Images can be uploaded in JPEG, TIFF, or PNG file format.

Jostens Academy

Private Photo Submission

Welcome to the yearbook photo submission page for Jostens Academy.

[Choose Files](#) No file chosen

To select multiple images, press your CTRL (or CMD key) while making your image selections.

To ensure high quality printing in the yearbook, please provide only high resolution images. Images can be uploaded in JPEG, TIFF, or PNG file format.

If uploading a **senior portrait** or any other type of **portrait**, please use JPEG file format. Do NOT use a TIFF or PNG file for a portrait upload.

Jostens Academy

Private Photo Submission

Welcome to the yearbook photo submission page for Jostens Academy.

Please provide only high resolution images to ensure quality printing in your yearbook.

Images must be in JPG, TIFF, or PNG format.

Contact Information

If the submitter has any questions regarding these images they can contact you at:

*Your Email:

*Your First Name:

*Your Last Name:

(* required)

Image Information

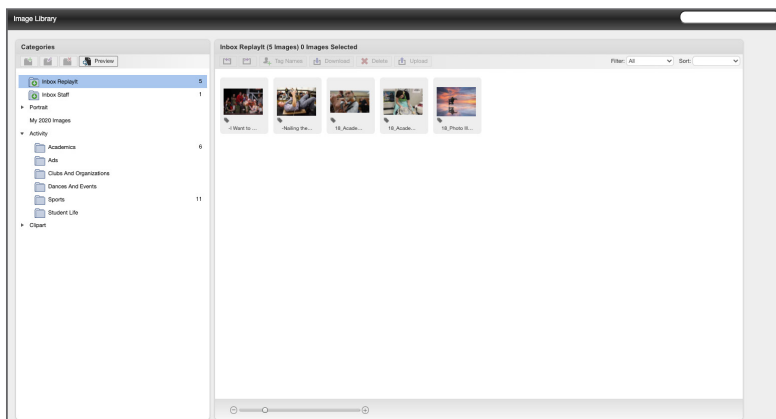
	Image Name	*First Name	*Last Name	*Current Grade	Description
	SPACTION_#4-01.jpg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SPACTION_BMX-01.jpg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SPACTION_A Season Snapped In A Second-01.JPG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ I have read and understood the [terms and conditions](#) for image usage.

[Upload Chosen Images](#)

STEP 3: ORGANIZE PHOTOS

- Navigate to Create > Image Library in YBA.
- Open the Inbox ReplayIt folder on the left hand side of the window to open your private photo submissions. This is where all of the photo submissions can be reviewed for use in the yearbook.
- From this folder, you can drag and drop the photos into your other folders on the left-hand side that will be used to place photos in the book.
- Selected images can then be tagged with names from the student list.



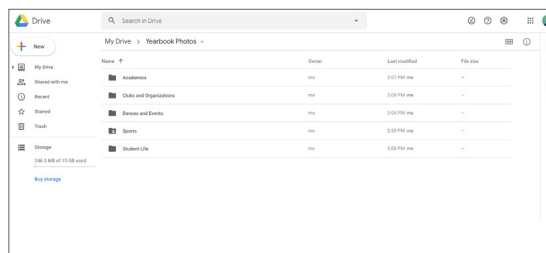
For more information, visit the [Layout Pro Resources Page](#) in the Digital Classroom by navigating to [Layout Pro > Help > Resources](#)

Google Drive



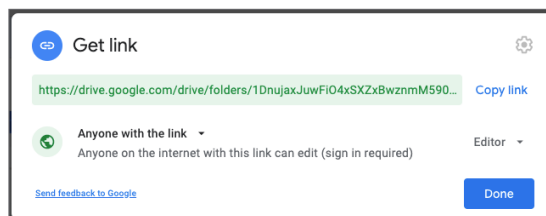
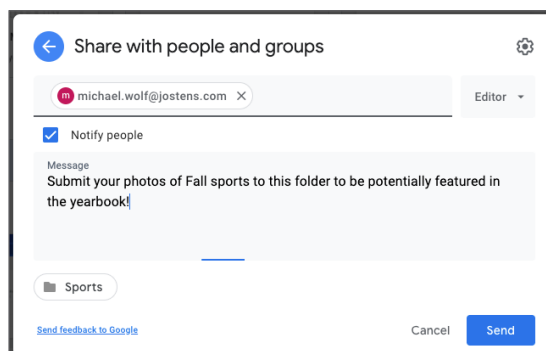
STEP 1: CREATE FOLDERS

- In Google Drive, select New in the top left corner. From that menu, select folder. This will be the parent folder for collecting photos from students.
- In this folder, create a folder structure that matches the one you will be using in the Image Library in YBA for your yearbook. This will make the uploading to YBA process later much faster.



STEP 2: SHARE THE FOLDERS

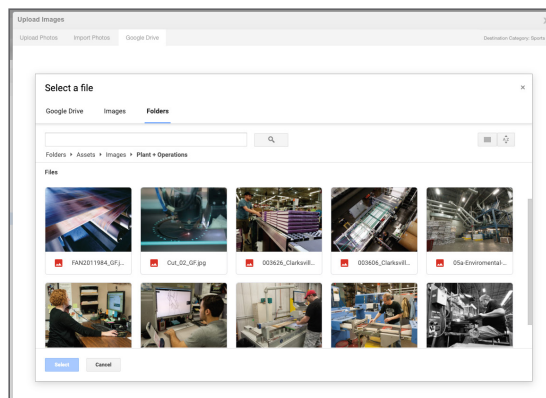
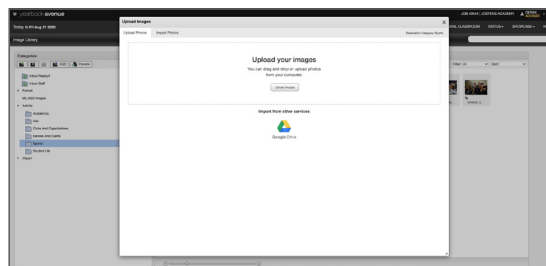
- Once your folder structure is ready to go and you are ready to start collecting photos, select the folder you want to share out for students to upload to.
- With the folder selected, click the Share icon in the top right corner of Google Drive.
- **Option 1 - Share via Email:** Add the emails you would like to share the folder with, customize permissions of the people you are sharing with, customize a message for them, and when you're done, click send.
- **Option 2 - Share via Link:** Click the button to copy the link to share it another way. It is important to remember to make sure permissions for accessing the folder are setup correctly before sharing out the link. If you are sharing a public link, anyone with access to the link can upload.



STEP 3: GATHER AND UPLOAD PHOTOS

- Students should now be able to submit photos at anytime to the folders you created in Google Drive.
- These images can easily be added directly to the Image Library in YBA by navigating to the Image Library, selecting upload, and signing into your Google Drive account.
- Images can be uploaded in JPEG, TIFF, or PNG file format.

***Note: Images in Team or Shared Drives cannot be uploaded to YBA. Images in a Team or Shared Drive need to be transferred to a My Drive first to be uploaded.**



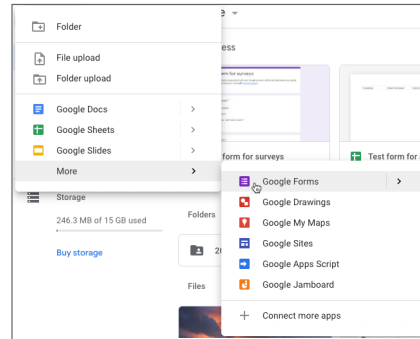
For more information, visit the [Layout Pro Resources Page](#) in the Digital Classroom by navigating to [Layout Pro > Help > Resources](#)

Google Forms



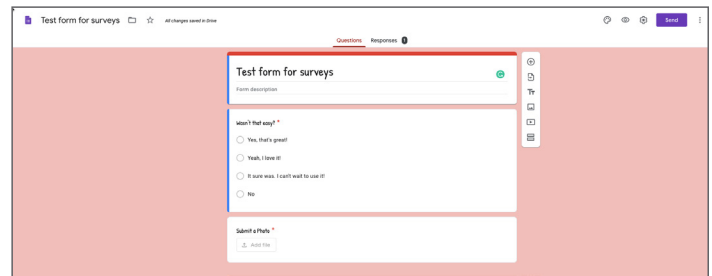
STEP 1: OPEN GOOGLE FORMS

- In Google Drive, select New in the top left corner. This will open a menu. From this menu, hover over more, and when the more menu opens, select Google Forms.
- You may create a form from scratch or from a template.



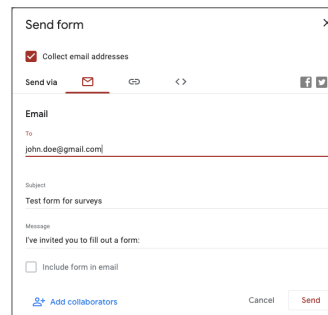
STEP 2: CREATE YOUR FORM

- Give your form a title that will make sense to students.
- Add your questions. There are many types of questions including multiple choice, short answer, file upload and more.
- File upload questions will allow students to upload images of their own. The upload limit, set by you, is 10 images at a time.
- File uploads require students to sign into their own Google accounts before submitting photos. If they don't have a Google account they will need to create one.
- Finally, click the eye icon in the top right corner to preview what the survey will look like when you send it out.



STEP 3: SHARE THE SURVEY

- Once your form is all ready to send out, click the send button in the top right corner.
- We recommend sending it out by link or email.
- If sending it out by link, make sure the share settings are set to, "Anyone on the internet with this link can edit."



STEP 4: COLLECT RESPONSES

- After the survey has been filled out by students, you will need to collect the responses.
- To do this, open the Google Form. At the top, select Responses to view the responses. This will give you a break down of responses.
- To consolidate these into a form that may be easier to use, create a spreadsheet of the responses by selecting create spreadsheet icon in the top right corner.
- If your survey contained image responses, all of the images will be automatically added to a folder in your Google Drive titled with the name of the Google Form. These images can easily be added directly to the Image Library in YBA by navigating to the Image Library, selecting upload, and signing into your Google Drive account.

