



BRISBANE GRAMMAR SCHOOL

Pixevely User Guide

BGS Staff



About

Pixevely is a consent-driven photo management system that allows staff to search, view and download photos from the BGS collection.

If you have any questions, please contact Advancement and Community Relations at elise.browning@brisbanegrammar.com.

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BRISBANE GRAMMAR SCHOOL

1.0 Accessing Pixevety via MyGrammar

Pixevety can be accessed via the MyGrammar homepage by either clicking the 'Pixevety' button on the right-hand menu or selecting Useful Links > Pixevety in the top menu bar.

The screenshot displays the Brisbane Grammar School MyGrammar homepage. The header features the school's crest and name, along with a search bar and a 'MyClasses' button. The top navigation bar includes links for HOME, NEWSLETTER, CONTACTS, LIBRARY, BGS SCHEDULER, MYSTUDENT, INFORMATION, and USEFUL LINKS. A left-hand menu lists various school categories, and a right-hand menu lists specific services. The main content area shows a banner image of students and a 'Latest News' section with articles about Orientation Day parking, BGS Volleyball training schedule, and GPS teams. An 'Events this Week' section highlights an Orientation Day event on January 28, 2020. The 'Pixevety' link in the right-hand menu is highlighted with a red box.

BRISBANE GRAMMAR SCHOOL
A non-denominational day and boarding school for boys Years 5 to 12

MyClasses
Search...

HOME NEWSLETTER CONTACTS LIBRARY BGS SCHEDULER MYSTUDENT INFORMATION **USEFUL LINKS**

MENU

- Home
- Calendar
- Administration
- New to BGS
- Year Level
- Sports / GPS
- Academic
- Wellbeing
- P&F Association
- P&F Auxiliary
- Music
- Boarding
- Outdoor Education
- ICT
- Policies

Latest News

Orientation Day parking
Orientation Day parking
[Parking - Orientation Day](#)
Details regarding parking for Orientation Day.
[Training Times Term 1 2020](#)
Please see attached swimming training times for Term 1

BGS Volleyball // Training Schedule
This is the 2020 GPS training schedule - commencing from the morning of Tuesday 28 January.
BGS Volleyball // 2020 GPS Teams
This document contains all players selected to represent Brisbane Grammar School in the 2020 GPS competition.
From the Acting Head of Middle School, Rebecca Campbell
School start up information

[See More](#)

Events this Week

28 January 2020

08:30 AM 03:00 PM	Orientation Day Middle School
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SERVICE DESK

- ABSENCES EMAIL
- ACCOUNTS
- EVENT BOOKING
- TUCKSHOP ACCOUNT
- EXCURSIONS
- STUDENT REPORTS
- TIMETABLE
- YEAR LEVEL DIRECTORY
- PARENT-TEACHER INTERVIEWS
- UPDATE DETAILS
- BGS GIVING
- PIXEVETY**



2.0 Accept Terms and Conditions

Confirm your age, agree with the terms and conditions and click 'register'. Read the consent page and select 'accept' to continue.

Welcome to Pixevety

Brisbane Grammar School

Hi [redacted] welcome to pixevety.

Before we can provide you with the single sign on experience, we just need to link or create your pixevety account.

If you already have an account, just sign in to link it, otherwise simply register and we'll create an account for you.

Register as a New pixevety User

Username

Confirm your age (pick one option):

☒ I confirm I am 16 years of age or older

☐ I am younger than 16, and am using pixevety with permission of my parent/ legal guardian

☐ I agree with the Registration T&C's

Register

Member Consent Outstanding

PLEASE FOLLOW THESE 2 STEPS:

Step 1: Carefully read the 'Gallery Image Consent Settings' below on how Brisbane Grammar School intends to use and publish photos & videos stored in this gallery before entering your consent.

Step 2: Enter your consent by either selecting **Accept** to agree to the Gallery Settings for all members listed below OR click **Change** to modify these settings for your members.

Gallery Members

Brisbane Grammar School would like to collect your image consent for the following members:

Gallery Image Consent Settings

Brisbane Grammar School has applied the following settings across its entire gallery. Please note: For privacy purposes, the strictest setting will always be applied in group photos.

Access Settings to the Gallery

Visibility: Community	All Staff and Teachers
Location Tags: Community	All Staff and Teachers
People Tags: Community	All Staff and Teachers
Printing (private professional): Community	All Staff and Teachers
Download: Community	All Staff and Teachers
Acquiring: Community	All Staff and Teachers
Sharing: Community	All Staff and Teachers

Publishing & Usage Settings for the Gallery Owner

Internal Publishing: Yes (with Tags)	Class Rooms, Staff Rooms, Student Management Systems
Community Publishing: Yes (with Tags)	Front Office, Parent Portal, Corridors, End of Year Book Magazine
External Publishing: Yes (with Tags)	Website, Newsletter, Grammar News, Media Releases
Publishing on social media: Yes (with Tags)	Facebook, Linked In, Instagram
Marketing: Yes (with Tags)	Posters, Brochures, Banners, Leaflets, Billboards,
Commercial Use: Yes (with Tags)	Fundraising, Professional Photography

Enter Member Consent

You can either agree to the gallery settings for all members listed here by clicking **Accept** OR **Change** your member consent settings which will take you to your pixevety account to make changes under **Member Consent**.

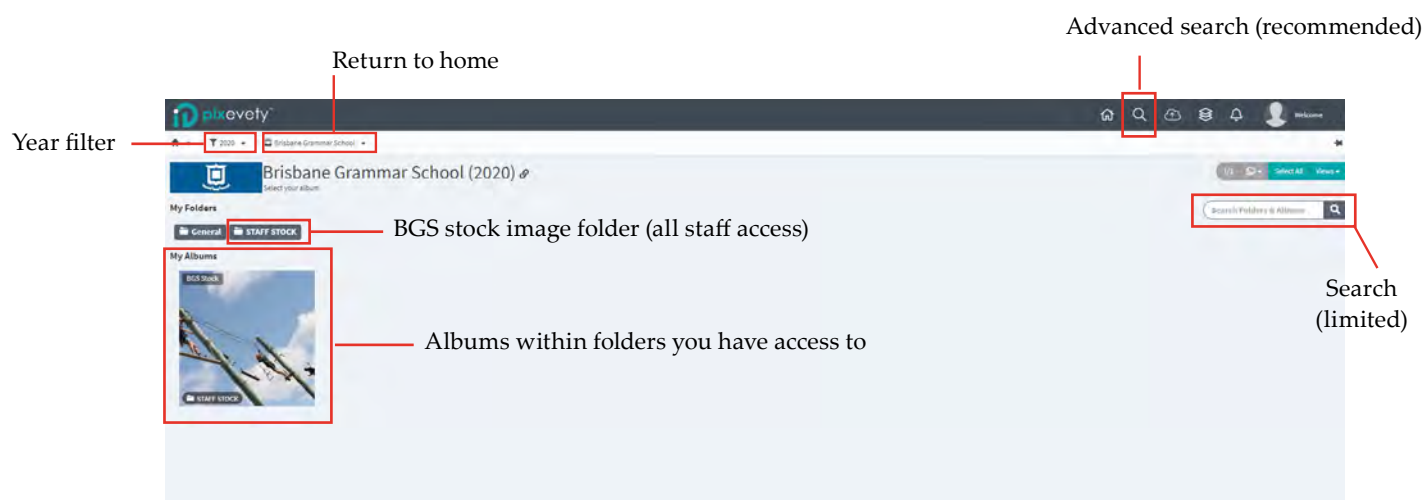
To read further information on how Brisbane Grammar School uses images, please click [here](#).

ACCEPT **CHANGE**



3.0 Navigation Overview

The figure below highlights key navigation functions. The number of folders and albums that appear on your homepage will depend on access levels granted.



Advanced search (recommended)

Use this function to search tags, faces and file names across all year filters. Examples of tags include The Lilley Centre, Northgate, Middle School, Science. Examples of faces include student, staff and community member names. [See section 6.0.](#)

Search (limited)

This search function is limited to folder and album names in the year selected (e.g. BGS Stock).

Year filter

Images are uploaded by ACR in a year structure. Most staff will remain operating in the current year.

Brisbane Grammar School

Click this button to return to the home screen. Please disregard the Home icon on the top-right menu bar, as this function is only available to users with multiple Pixevely accounts.

My Folders

All folders you have been given access to will appear here. Most staff will only see the 'STAFF STOCK' folder.

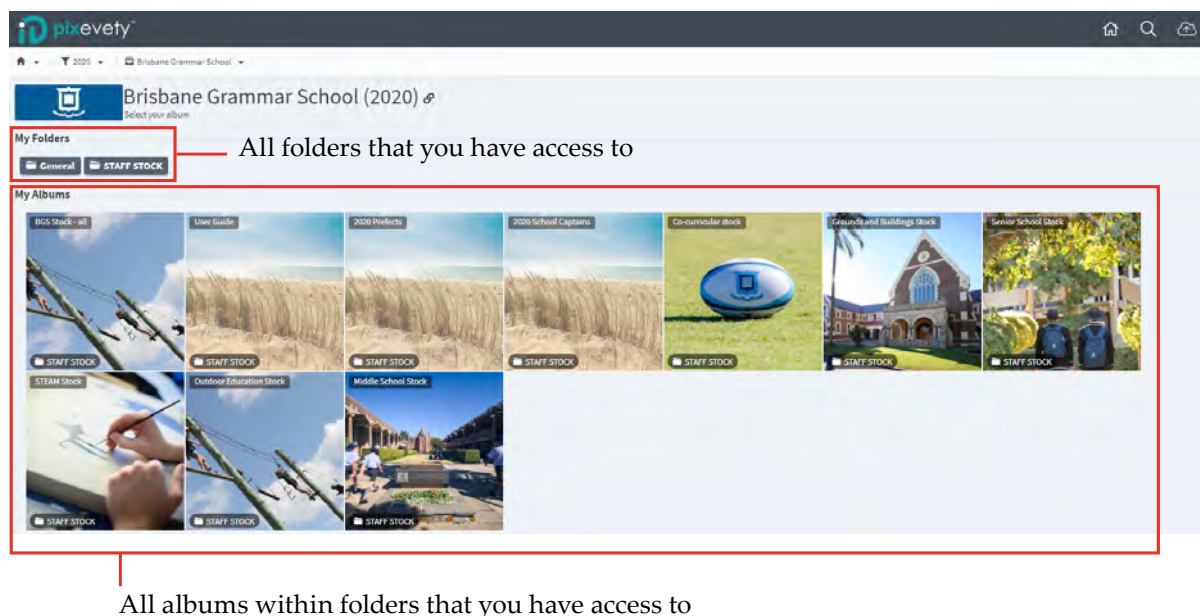
My Albums

This is a complete view of all albums within the folders you have been granted access to. If you only have access to the 'STAFF STOCK' folder, you can directly access the stock images by double-clicking the 'BGS Stock' album.

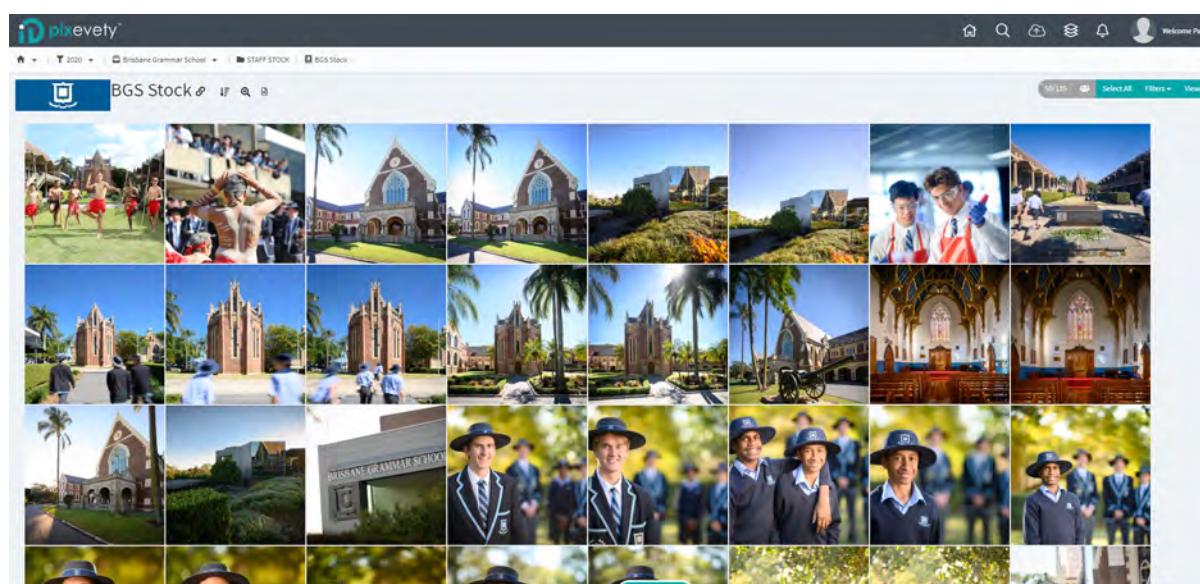
4.0 Accessing BGS Stock Images

Step 1: Double-click on the appropriate album

For an overview of key BGS stock images, select the 'BGS Stock' album. Alternatively, you can double-click on a specific album (e.g. Middle School, Grounds and Buildings). All albums within folders will be displayed on your home screen. If you have been given access to multiple folders, please select the desired folder under the 'My Folders' heading to filter albums.



Step 2: Scroll to view all images



Step 3: Double-click on an image to view details

The screenshot displays the Pixevely web application interface. On the left, a large image of two students in a chemistry lab is shown. Below it is a horizontal strip of five smaller thumbnail images of the same scene, with the third thumbnail highlighted. Red arrows point from the left and right navigation arrows to this strip, with the label "Navigation" centered below. The right side of the interface shows the details for the selected image, "Chemistry (3).jpg". A red box highlights the title "Chemistry (3).jpg" with the label "Image file name / title". Below this, the "People" section shows two identified faces: "Jaguar Ngo - (130063)" and "William Stalls - (60451)", with a red box around them and the label "Identified faces". The "Tags" section shows a row of tags: "Stock - Staff", "BGS Stock 2020", "Staff Stock", "Senior School", "Chemistry", "Science", and "STEAM", with a red box around them and the label "Searchable tags". The interface also includes sections for "Additional File Details" and "Advanced Details".

Chemistry (3).jpg — Image file name / title

Asset Locations: 2020 / STAFF STOCK / BGS Stock

Album: BGS Stock

Folder Tags: STAFF STOCK 2020

Ref. Id: 1344949

People: Jaguar Ngo - (130063) William Stalls - (60451) Unknown Unknown — Identified faces

Uploaded: Elise Browning (06/11/19 8:41:07 am)

Rotate Left Rotate Right Select New Face Restrictions View Fullscreen

Additional File Details

Tags: Stock - Staff BGS Stock 2020 Staff Stock Senior School Chemistry Science STEAM — Searchable tags

File Info: Chemistry (3).jpg; Bitmap (jpg); 4.3 MB; 8256 x 5504 pixels; 300/1 (Rgb)

AI: [Icons]

Camera: Focal Length: 850/10; Maker: NIKON CORPORATION; Model: NIKON Z 7

Advanced Details

Navigation



5.0 Download Images in Single Image View

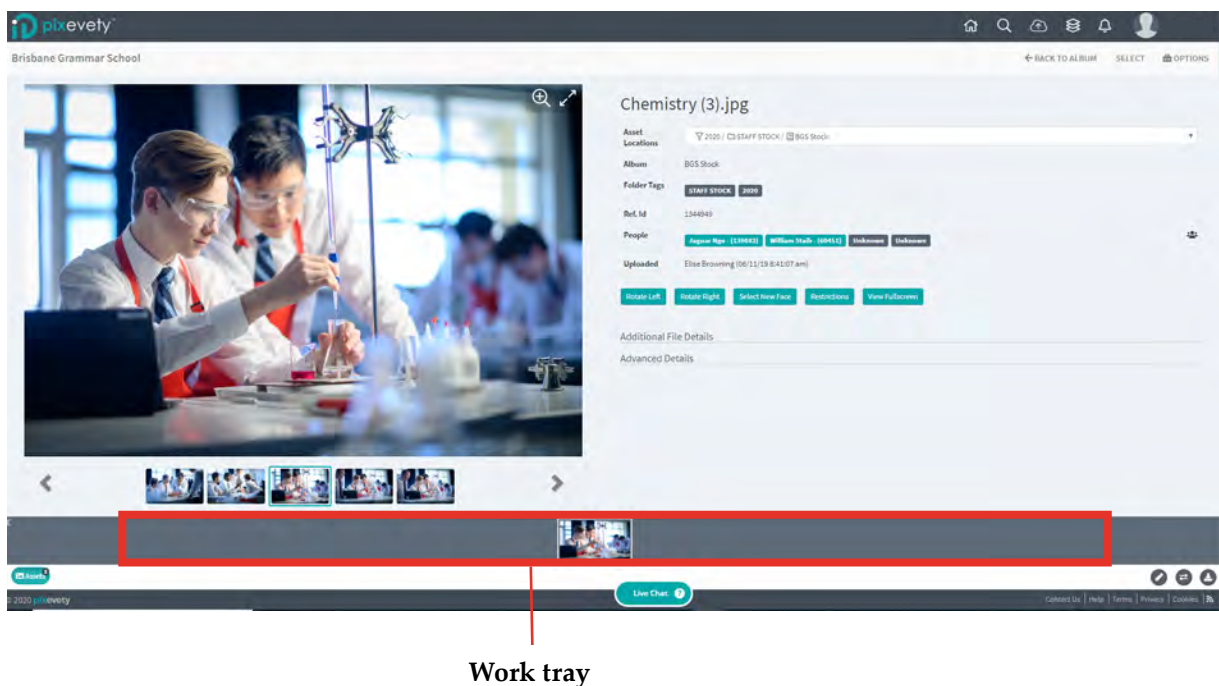
Step 1: Click 'Select' or click on the image

Once in the full image view (below), you can either click 'select' in the top right-hand corner or click on the image.

Tip: you can use the navigation arrows to view and add multiple images to the work tray for download.



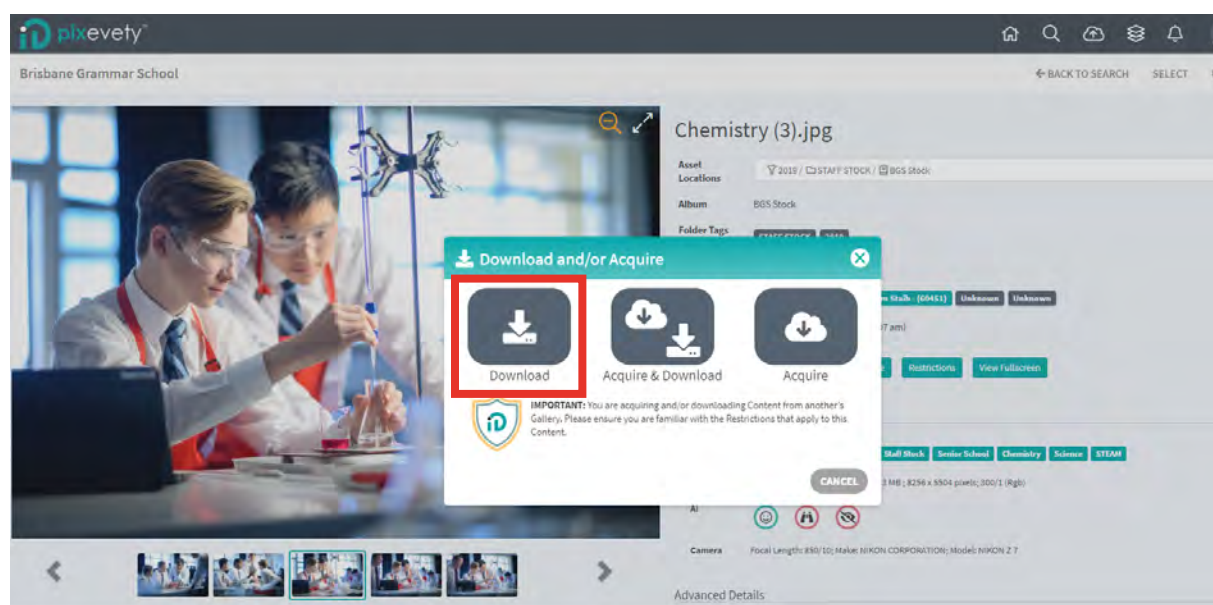
Step 2: Selected image/s will appear in the work tray



Step 3: Click the download icon



Step 4: Select 'Download' NOT Acquire



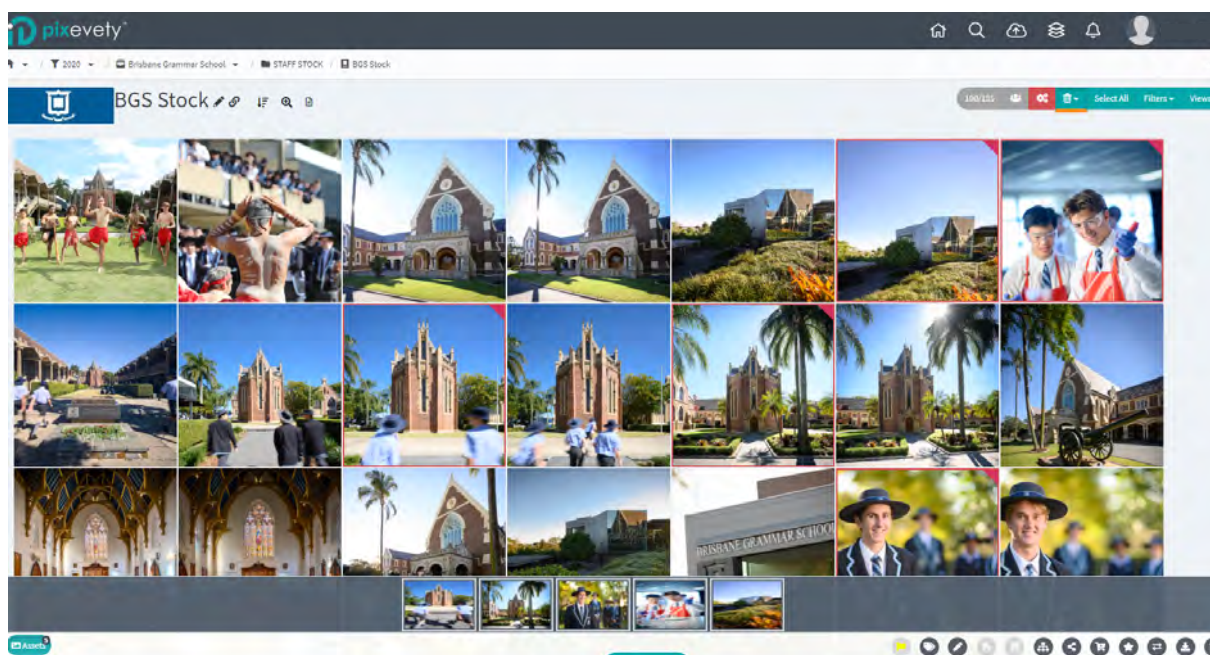
Step 5: Downloaded images will appear at the bottom of your screen or in the 'downloads' folder on your computer.



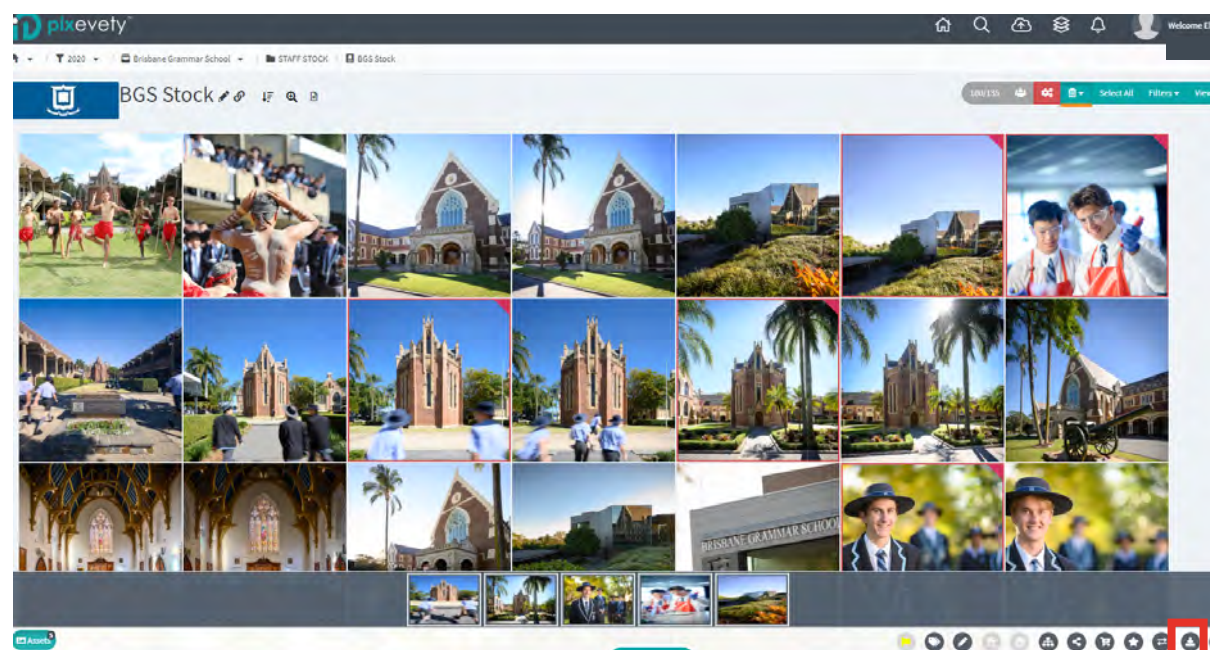
5.1 Download Images in Album View

Step 1: Click on all images you would like to download

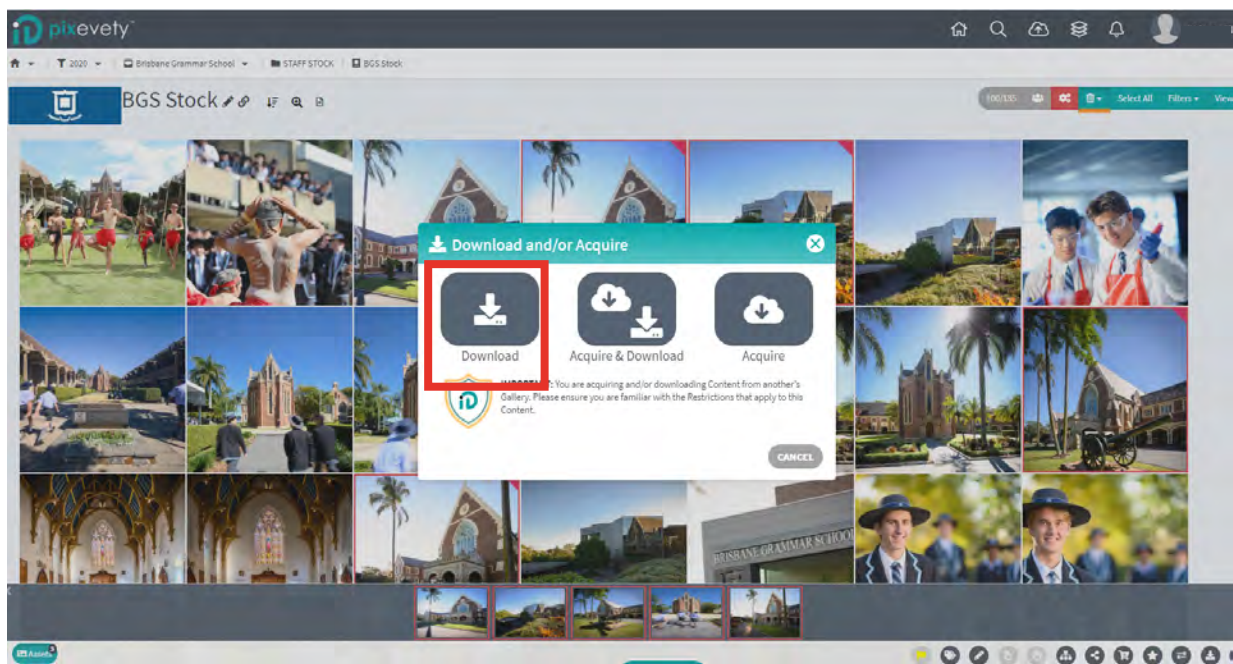
Selected images will have a red box around them and appear in the work tray at the bottom of the screen. To download an entire album, click 'select all' in the top right blue menu bar.



Step 2: Click the 'download' icon (bottom right)



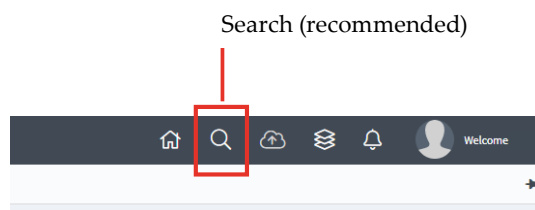
Step 3: Select 'Download' NOT Acquire



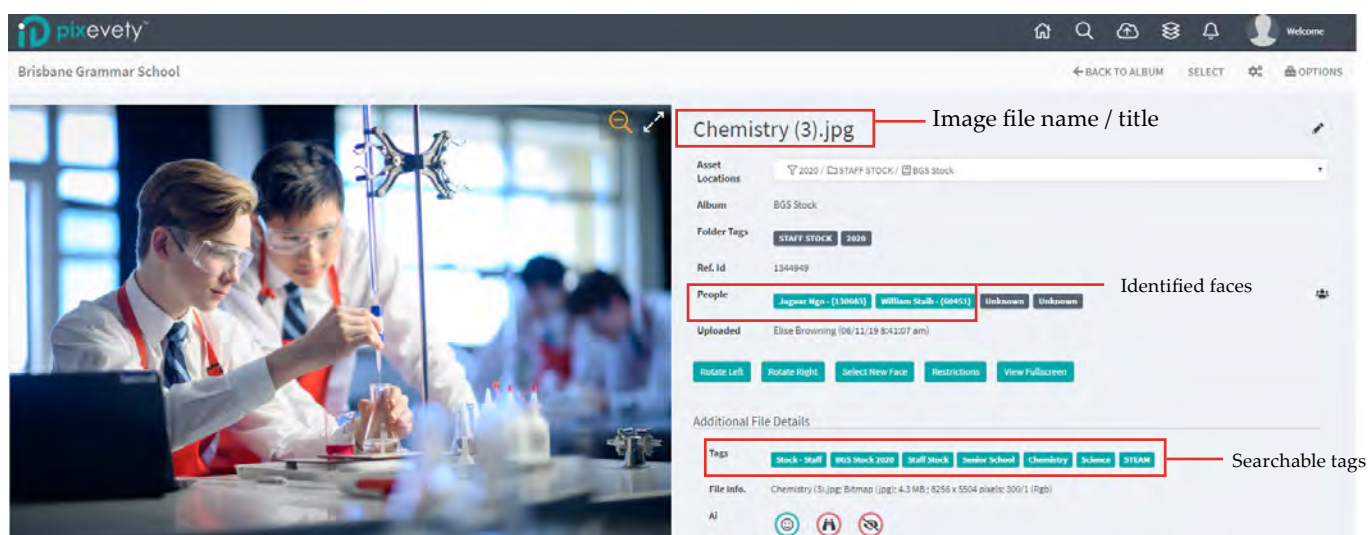
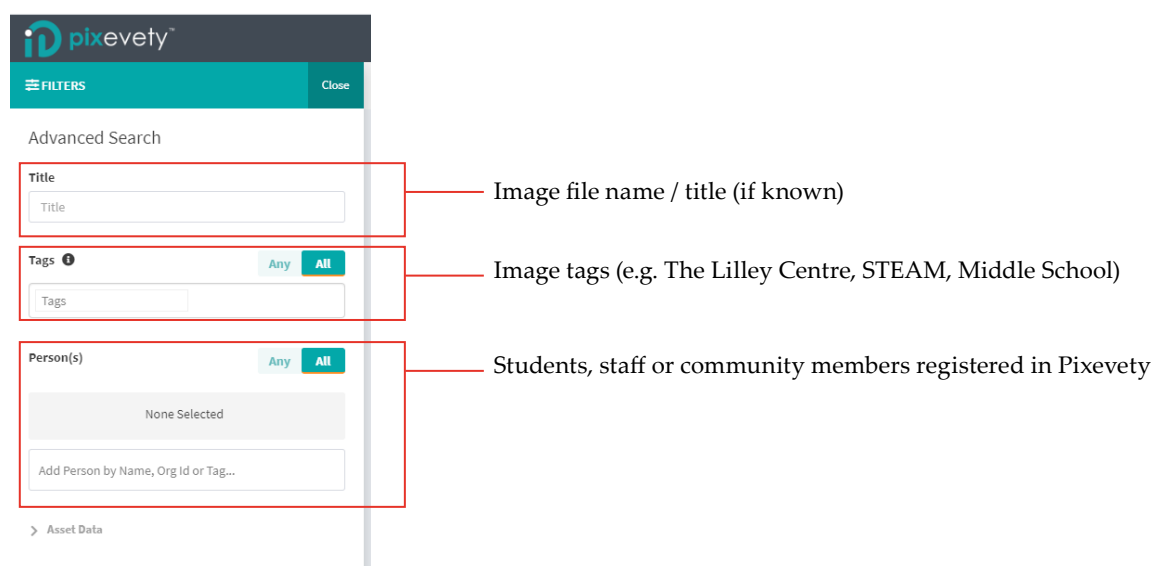
Step 4: Downloaded images will appear at the bottom of your screen or in the 'downloads' folder on your computer.

6.0 Search Images

Step 1: Click on the search icon in the top right grey menu bar

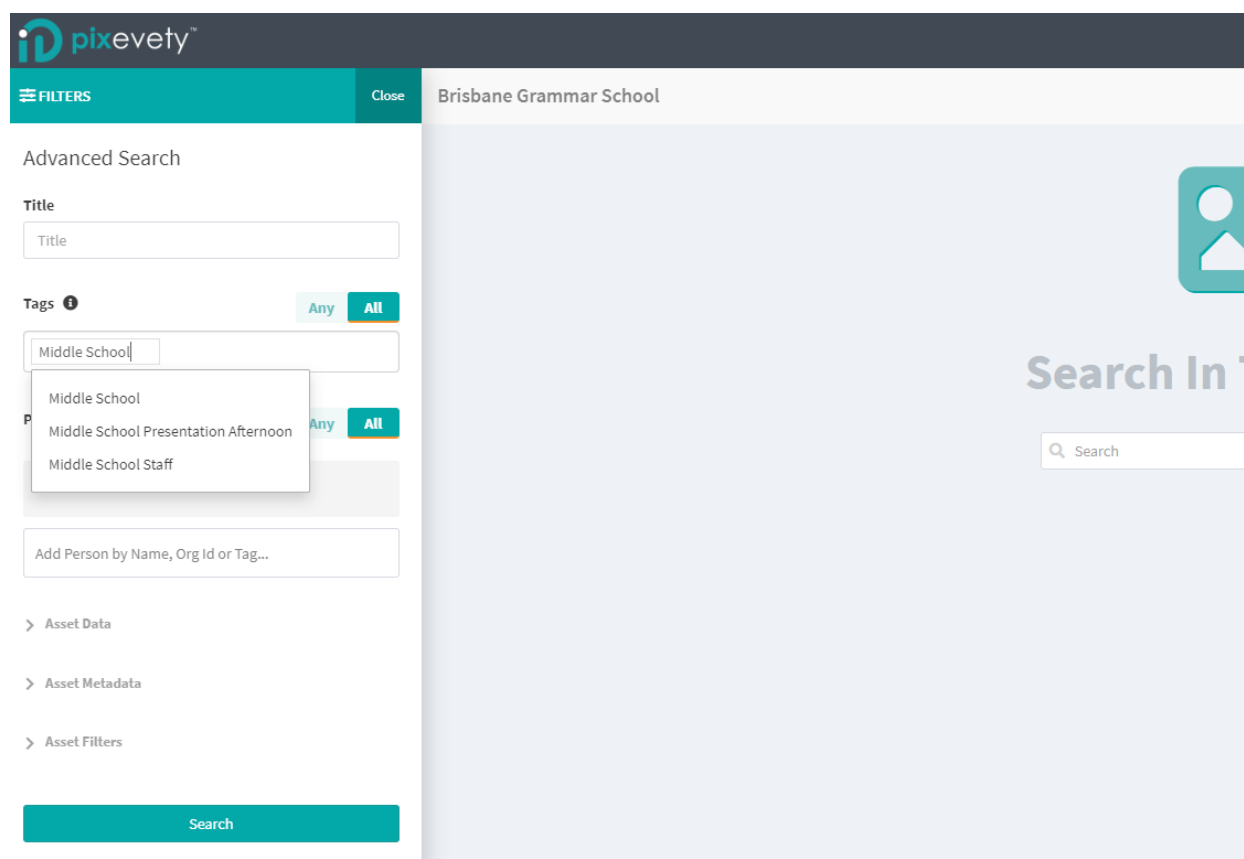


Step 2: Determine appropriate search field ('Tag' field recommended)

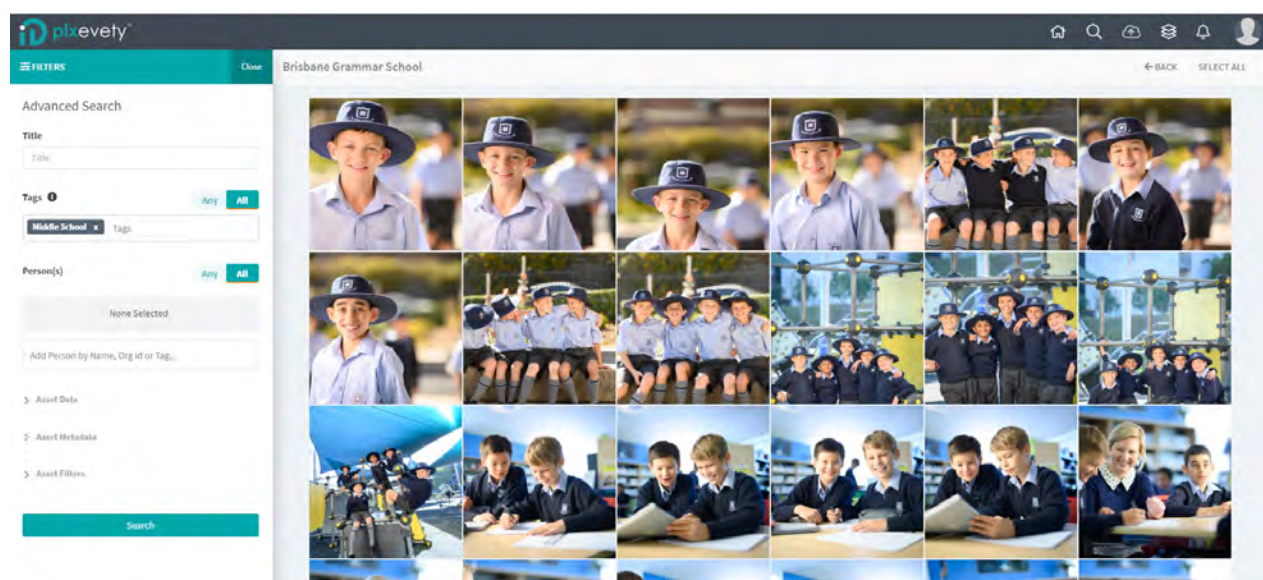


Step 3: Search a tag (recommended)

Type a keyword into the 'tags' search field. If an image has been tagged using the keyword, it will appear in the drop-down box – select the tag and press search.



Step 4: View and download images (see section 5.0 and 5.1)



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