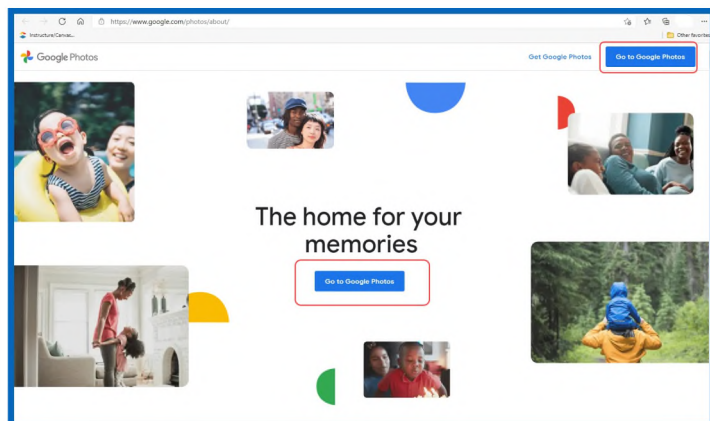


Using Google Photos for PHT 101

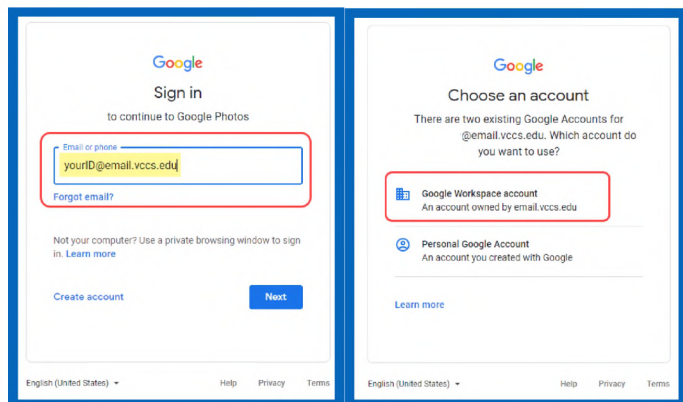
You will be using Google Photos to store and share your photos for the PHT 101 assignments. You can use your VCCS account to sign into this service. You will be sharing links to the photo albums and selected photos for each module assignment.

[Google Photos](https://photos.google.com/) - <https://photos.google.com/>

Step 1: Access Google Photos



Go to [Google Photos](https://photos.google.com/) and click the **Go to Google Photos** link in the middle of the screen or upper right corner.



Sign into your Google account using your VCCS email address (xxx@email.vccs.edu).

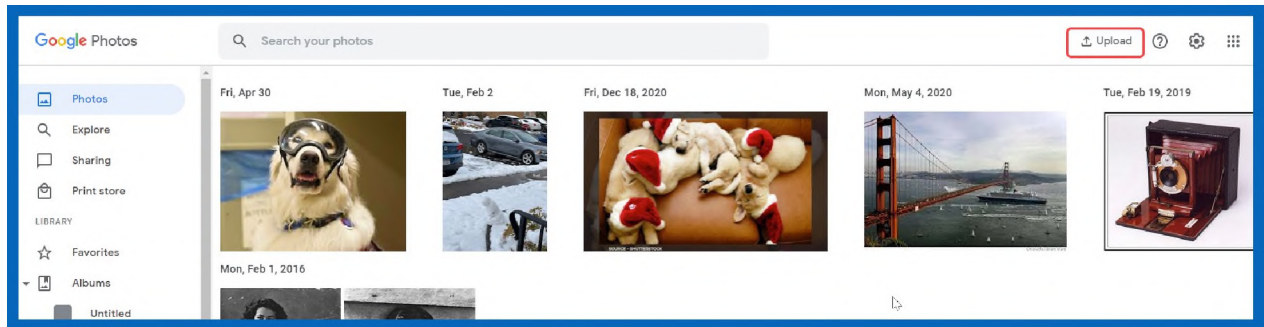


- On the following screen, you will be directed to the VCCS login portal.
- Sign in using your Canvas/myNOVA credentials (**My Username & My Password**).

Using Google Photos for PHT 101

Step 2: Upload Photos

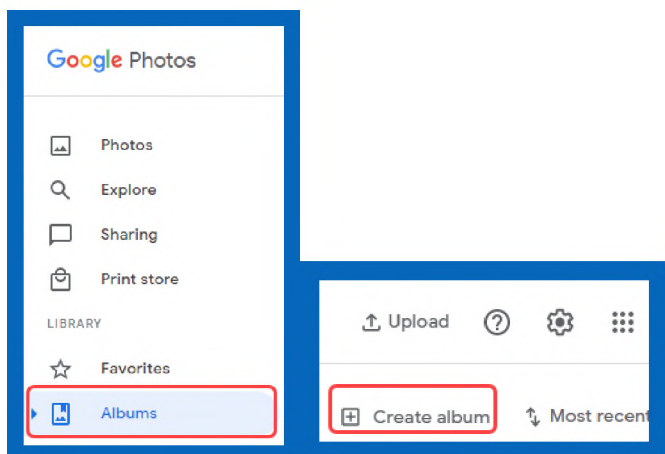
The easiest way to proceed is to upload photos for the exercise to Google Photos before adding them to a specific album.



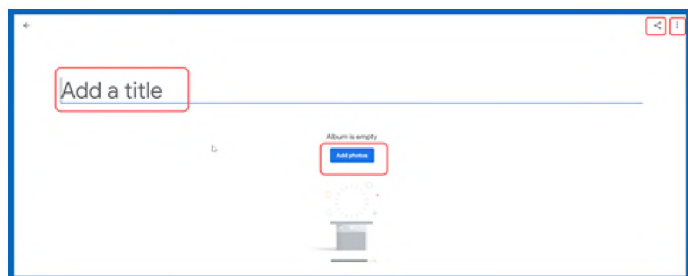
Click the **Upload** button and browse for photos on your computer.

Using Google Photos for PHT 101

Step 3: Create an Album



- Click on **Albums** button on left side of screen.
- Click on the **Create album** button in the upper right corner of the screen.

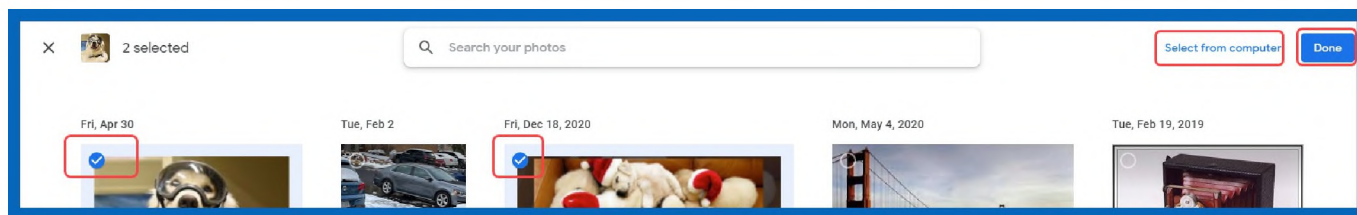


- Add the assignment title (e.g. **Module 2 E2 (5/17/2021)**).
- Click the **Add photos** button to select the photos from the uploaded photos to include in this album.

Step 4: Add Photos to Album

Select the photos you want to add to the album by clicking in **the circle** in top left corner of each photo. The circle will be replaced with a check mark noting that the photo has been selected.

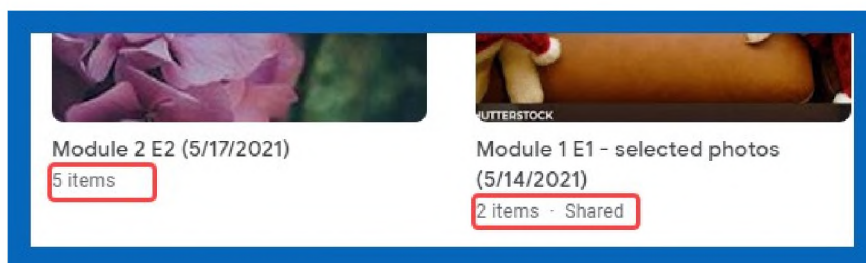
Once you have selected photos for the album, click **Done** in the upper right corner of the page.



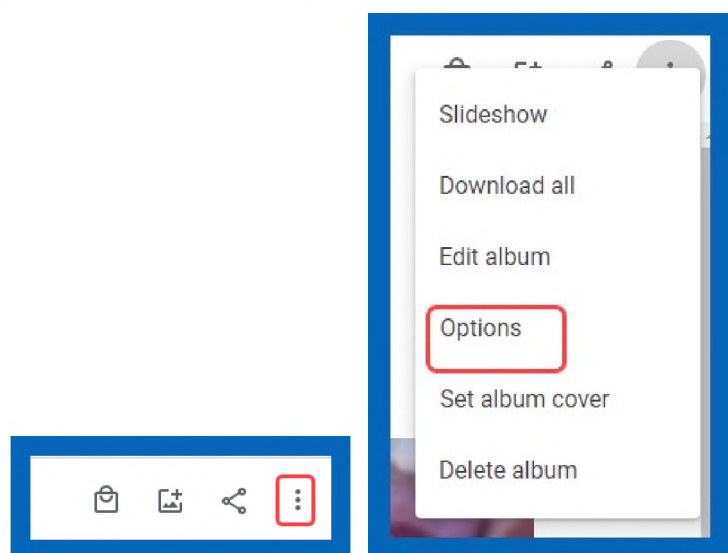
If there are photos that you have on your computer but haven't uploaded to Google Photos, click on the **Select from computer** to add to the selected album.

Using Google Photos for PHT 101

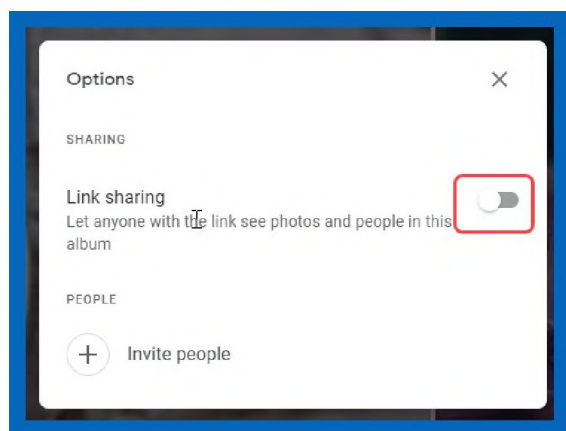
Step 5: Settings for Sharing Albums



Check albums to guarantee that sharing has been included. There are options for sharing but suggest only allowing those with the link access to your assignment albums.

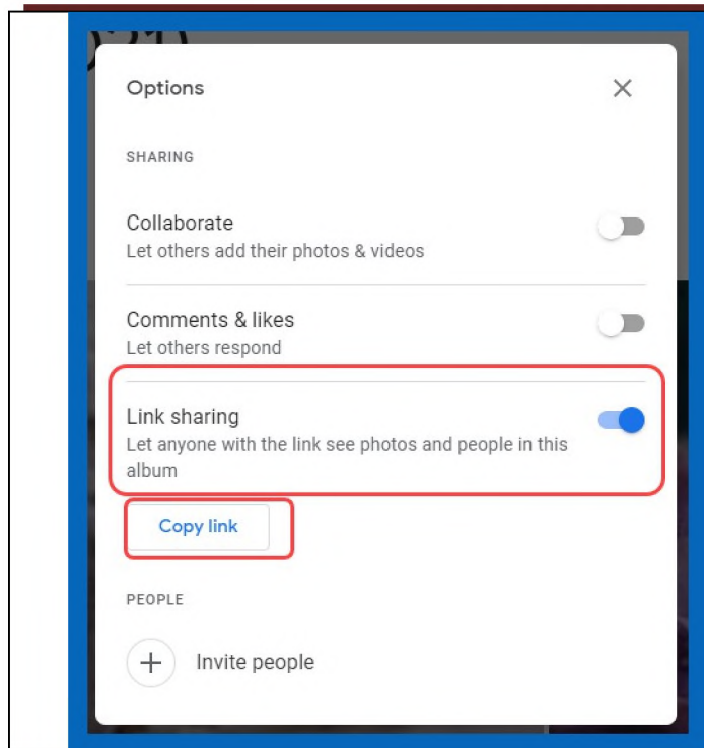


- Click on the album that you want to share.
- Click on the **three vertical dots** in the upper right corner.
- Click on **Options** to set up sharing options.



Click on the toggle to allow **Link Sharing**.

Using Google Photos for PHT 101

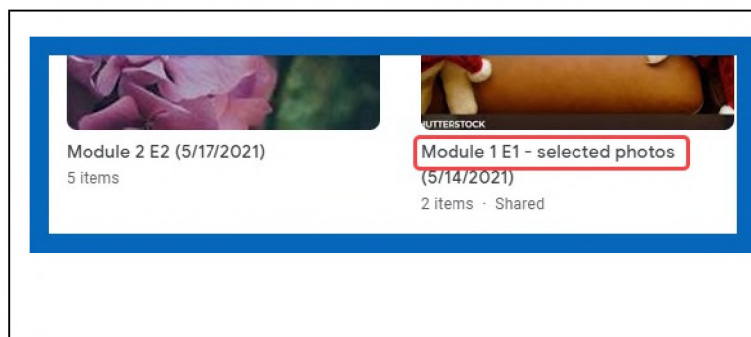


Suggest that you only select **Link sharing** so that only the instructor and classmates will be able to see the photo album(s).

NOTE: Remember, you must complete this step for each album – both complete assignment and selected images for each Module Exercise.

Step 6: Settings for Sharing Selected Photos

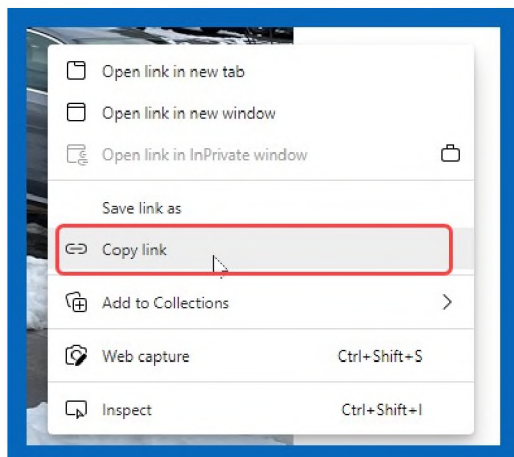
There are two ways to share the selected photos for the exercise:



Option 1:

- Create an album and add “-selected photos” to the album name (e.g. **Module 2 E2-selected photos (5/17/2021)**).
- Copy link and paste in the appropriate Discussion forum.

Using Google Photos for PHT 101

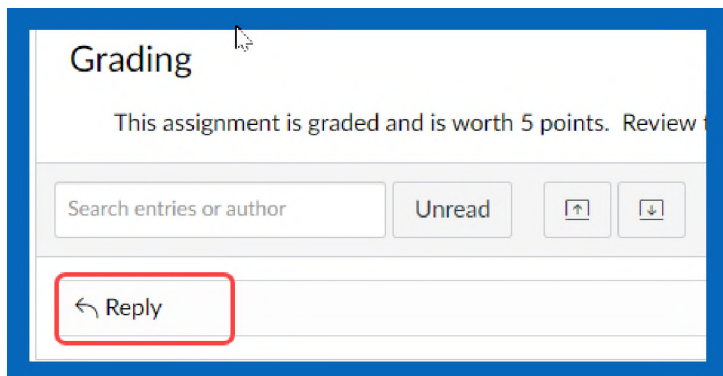
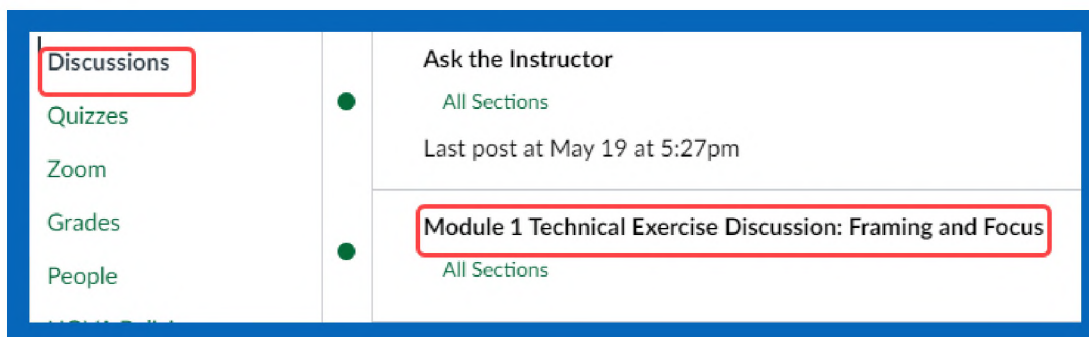


Option 2:

- Right click on the “selected photo” image.
- Copy link and paste in the appropriate Discussion forum.

Step 7: Post Album and/or photo Links in Canvas Discussion Forum

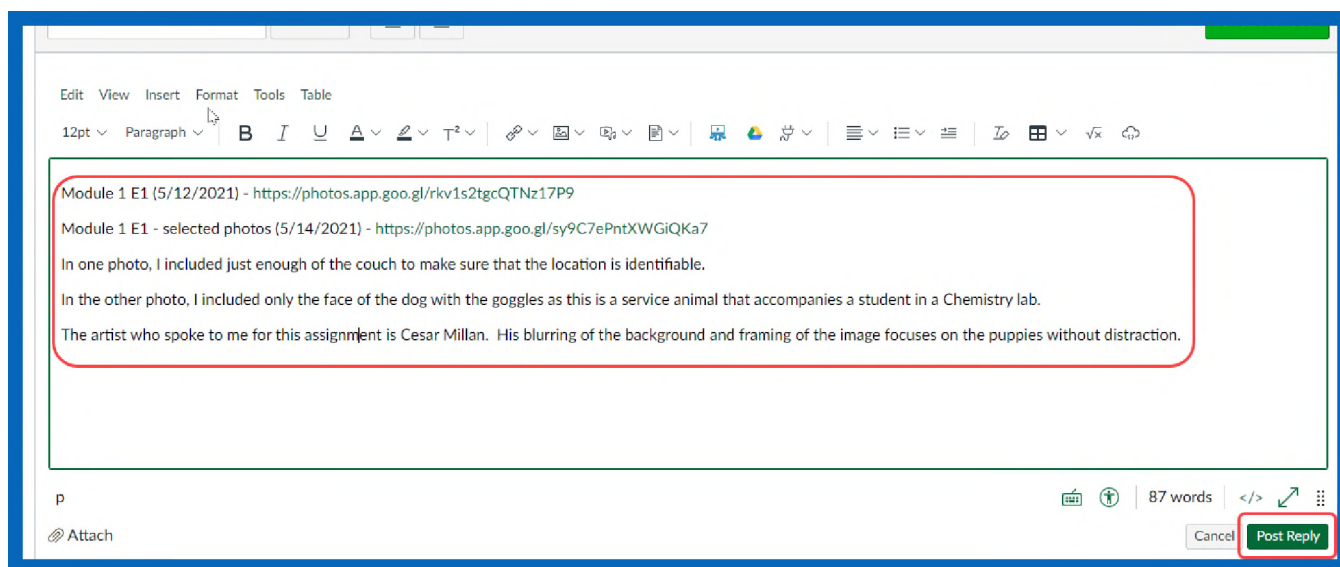
Go to and click on appropriate Discussion forum (e.g. **Module 1 Technical Exercise Discussion: Framing and Focus**).



Click on **Reply**.

Note: You will not be able to see your classmates post until you have submitted your response to this assignment.

Using Google Photos for PHT 101



1. Post the **name and link** to the **Google Album** for this technical exercise.
2. Post the **name and link** to the **Google Album for the selected images** or **links to the individual selected images** for this technical exercise.
3. Post **description** as directed in the instructions for this technical exercise.
4. Post **description** of highlighted artist.
5. Click **Post Reply** button.

Note: You will not be able to see your classmates post until you have submitted your response to this assignment.

For more information about Google Photos, please visit the [Google Photos Help Center](#).