



PICTURES

# LP+365

HELP GUIDE  
VERSION 2.1

### 1. Overview.

The **Pictures** tile is located on the **Class/Subject Dashboard** and allows Teachers to upload and share pictures relevant to the class.

The tile displays the latest picture with title and can be added by the Teachers who are permitted to the **Class/Subject Dashboard**.

### 2. Supported Picture formats.

Table 1 outlines the picture formats that are supported with LP+365.

Picture file format	Picture file extension
JPEG	.jpeg, .jpg
PNG	.png
GIF	.gif
Bitmap	.bmp
Tag Image File Format	.tiff


TABLE 1. PICTURE FILE FORMATS COMPATIBLE WITH LP+365

### 3. Uploading Pictures.

1. Navigate to the Class/Subject dashboard from where you wish to upload a picture.



FIGURE 1. THE PICTURES TILE ON CLASS DASHBOARD

2. On the Pictures tile click on the plus  symbol as shown in Figure 1 in order to launch a pop up window: **Add a Picture** as seen in Figure 2.

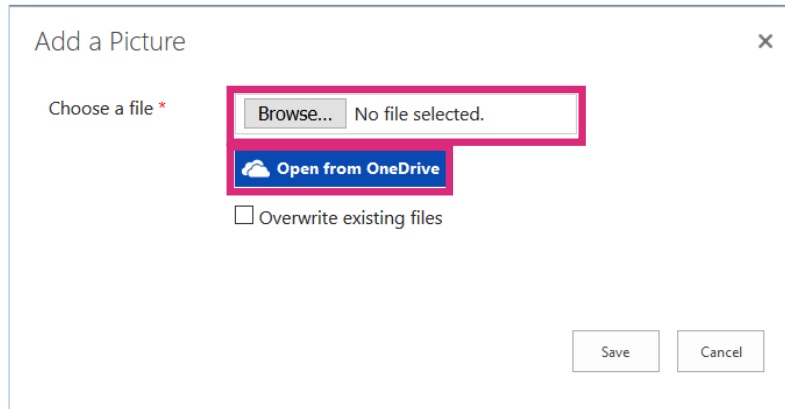
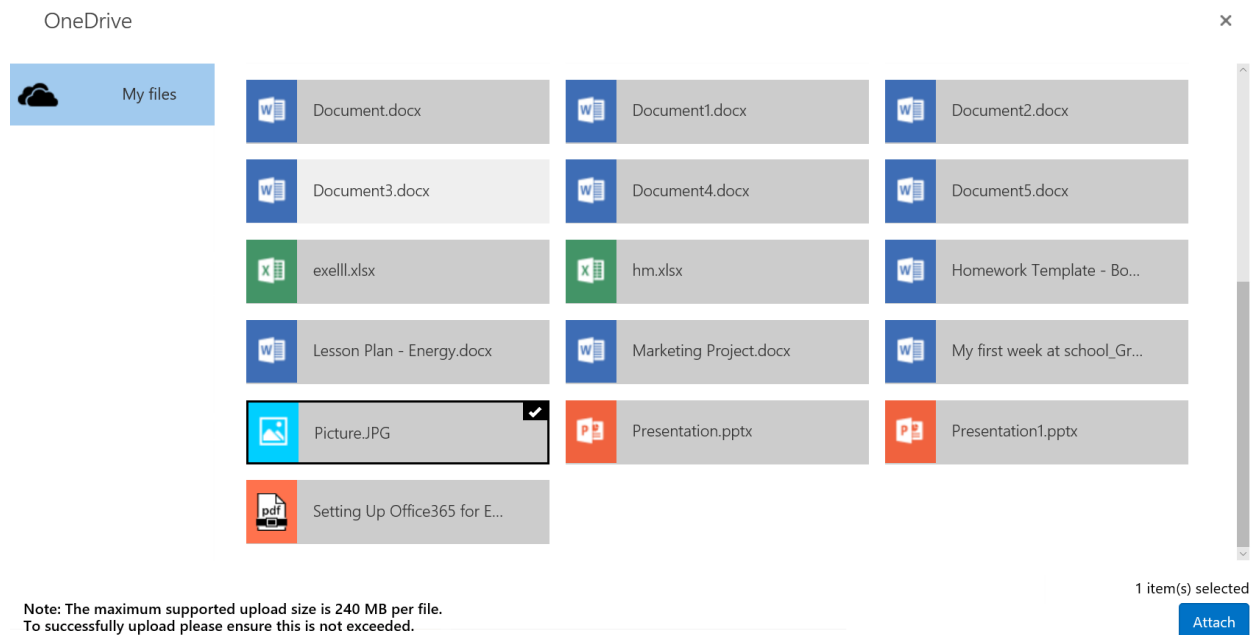


FIGURE 2. ADD A PICTURE

3. You can upload a single picture from your local drive or from your own OneDrive.
4. Selecting **Open from OneDrive** will launch the pop up window as seen in Figure 3, and display all your files that are available from your OneDrive.
5. Select the file you wish to upload. Note: a single file must not exceed 240MB.



Note: The maximum supported upload size is 240 MB per file. To successfully upload please ensure this is not exceeded.

FIGURE 3. OPEN FROM ONEDRIVE

- Once selected it will close the pop up window and appear on the **Add a Picture** pop up window as shown in Figure 4: where it can be removed if required by clicking on the icon of a bin next to it.

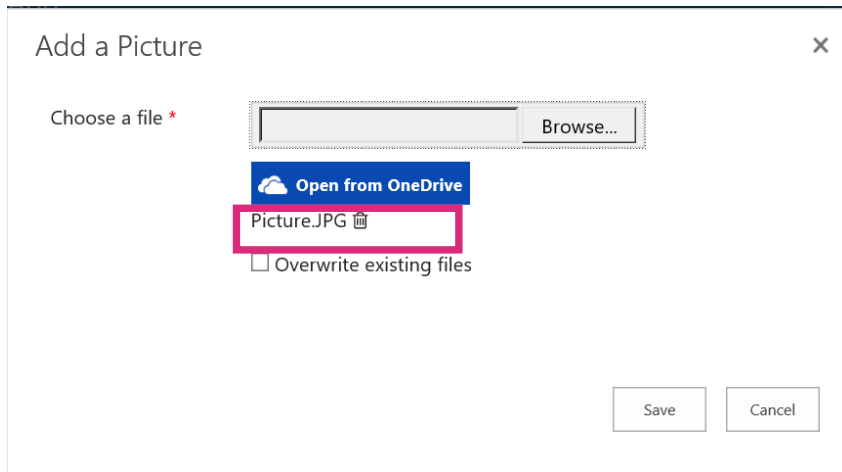


FIGURE 4. ADD A PICTURE FROM ONEDRIVE

#### 4. Viewing Pictures.

Once a picture has been uploaded, you can click on the picture where it be launched in a new browser tab as shown in Figure 5.



FIGURE 5. VIEWING A PICTURE

## 5. The Picture Library.

Clicking on the title of the **Picture** tile will launch a new browser tab to display a list of all your pictures as shown in Figure 6.

You can add picture(s), edit or manage the items from this view and the changes will appear on the **Picture** tile on your **Class/Subject Dashboard**. Multiple files can be dragged and dropped from your file explorer view to this library.

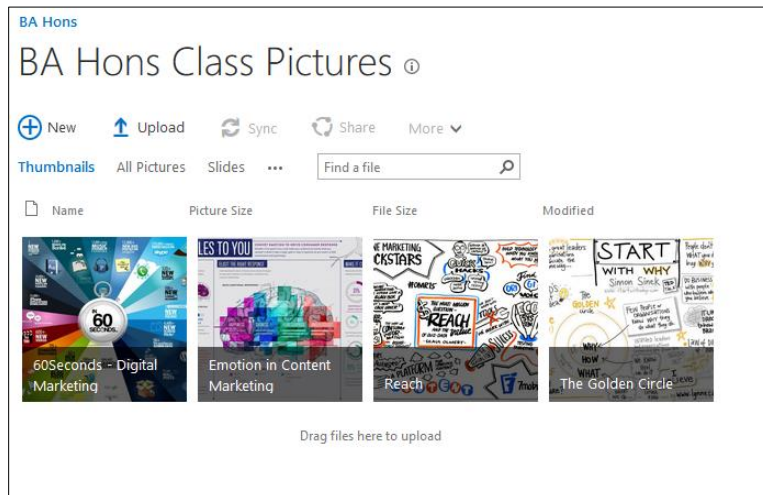


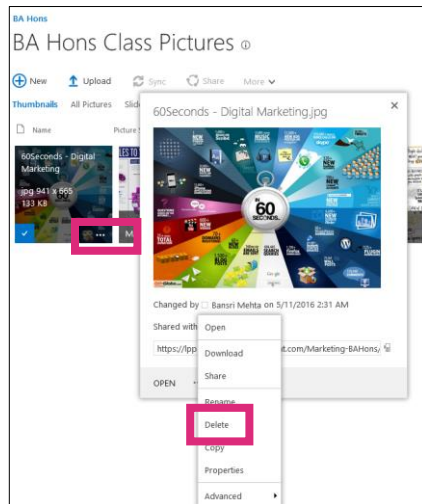
FIGURE 6. PICTURE LIBRARY

Depending on how you want to share the picture i.e. via invite or through sending them a link, select Invite people or Get a link. Follow steps in either 3.1. or 3.2.

## 5.1 Deleting Pictures

Pictures can be deleted from the same picture library view:

1. Having selected the picture that you wish to delete, click on the ellipses (series of three dots) and



select delete item from the dropdown menu that appears as shown in Figure 7.

FIGURE 7. DELETING A PICTURE

2. A new popup window will appear, asking you to confirm that you want to delete the picture. Click on **OK** if you are sure that you wish to delete this picture as shown in Figure 8. The picture can be restored from the Recycle Bin by the site administrator.

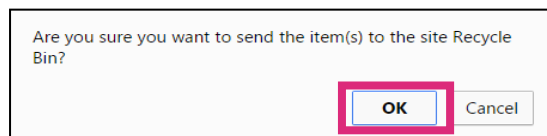


FIGURE 8. CONFIRMATION MESSAGE

## 6. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Introduction to libraries](#)
- [Viewing and editing files in a library](#)
- [Renaming, deleting and adding files within a library](#)

**Free Online Support:** <http://lpplus.com/support-home>

**Get in touch by email:** [lp365support@lpplus.com](mailto:lp365support@lpplus.com)