

The Gallery Page: A How-To Guide

The **Gallery** is where you keep photos of your homeschool: finished projects, field trips, worksheets, and everyday moments. You can tag each photo with the students and subjects it belongs to, add a date and a note, and manage the whole collection at once.

This guide walks through every function on the page.

All

Ada

Linus

Select

Add photos

Quick add

+ Field Trip

+ Milestone

+ Work Sample

All subjects

English

History

Math

Science

All topics

Field Trip

Milestone

Work Sample

1.1 MB of 10.00 GB used (0%).

10 photos



Science experiment day



Garden project

Field Trip 2026-08-17

Planting seeds



Piano recital

Milestone 2026-08-15

Spring recital



Read aloud

Work Sample 2026-08-13

Beowulf reading



Nature study

Field Trip 2026-08-11

Butterfly life cycle



Geometry build

Work Sample 2026-07-18

Angle models



Math manipulatives

Work Sample 2026-07-16

Fraction tiles



Field trip

Field Trip 2026-07-14

History museum



Art project

Milestone 2026-07-12

Watercolor ladybugs



Science lab

Work Sample 2026-07-10

Chemistry: the mole lab

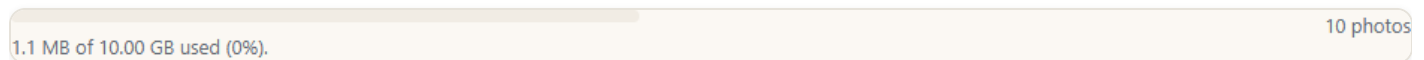
A brand-new account starts empty. Until you upload your first photo, the Gallery shows the message "No photos yet." The screenshots in this guide use a sample account with a couple of photos already added.

Opening the Gallery page

From the main menu on the left, click **Gallery**. On a phone, the Gallery is not one of the four buttons in the bottom bar, so tap **More** (the menu button at the far right of the bottom bar), then choose **Gallery** from the list that slides up.

The storage meter

Every account has a storage allowance, and photos count against it. The meter near the top of the page shows where you stand.

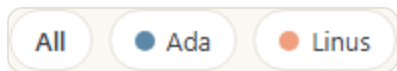


- The **bar** fills as you use more space. It is your usual color when there is plenty of room, turns amber when you are running low, and turns red once you are full.
- The line below reads, for example, "512 KB of 2.00 GB used (25%)".
- To the right, a small count shows how many photos you have (for example, "3 photos").

When your account is running low, the meter adds "You are running low on storage" with the amount left. When it is completely full, it reads "Your storage is full. Delete some photos to free up space," and the **Add photos** button is switched off until you make room (hover over it and it explains why). To free space, delete photos you no longer need, or move to a larger plan from the Settings page.

Filtering by student and subject

Two rows of filter tabs let you narrow the grid to just the photos you want to see. Filtering only changes what is shown on screen; it never deletes or changes any photo.



Filter by student

The top row of tabs lists **All** followed by one tab per student, each with the student's color dot. Click a student to show only photos tagged with that student. Click **All** to show every photo again.

Filter by subject

The second row lists **All subjects** followed by one tab per subject. Click a subject to show only photos tagged with it, or **All subjects** to clear the subject filter.

Tip: The two filters work together. For example, pick a student and a subject to see only that child's photos for that one subject.

Uploading photos

1. Click **Add photos** (top-right of the page). The **Add photos** window opens.

Add photos



Drag & drop, tap to choose, or take a photo

JPG, PNG, WebP, or GIF. On a phone you can use the camera or pick from your gallery.

Topic (optional)

Field Trip

Milestone

Work Sample

Date (optional)

mm/dd/yyyy

Note (optional)

e.g. Volcano project

Link to an assignment (optional)

No assignment

Tag students (optional)

☐ Ada
☐ Linus

Tag subjects (optional)

☐ English
☐ History
☐ Math
☐ Science

Cancel

Upload

2. Add your images using the **drop zone** at the top of the window (the box with the camera icon).

It works three ways:

- **Drag and drop** one or more image files straight onto it from your computer.
- **Click or tap it** to open your device's picker. On a computer this is the file browser; on a phone or tablet you can pick from your photo gallery or use the camera to take a picture on the spot.

You can pick several at once, and you can keep adding more: each drop or pick adds to the batch rather than replacing it. Every file you add is listed below the box by name, with a running count such as "3 files selected." To drop one from the batch before uploading, click the ✕ next to its name.

3. Fill in any of the optional details (they apply to every photo in this upload):

Field	What it does
Date (optional)	The date the photo belongs to, such as the day of the project or trip. Leave it blank if it does not matter.
Note (optional)	A short caption, for example "Volcano project." Shown under the photo in the grid.
Tag students (optional)	Tick each student the photo belongs to. Their color dots appear on the photo and let you filter by student later.
Tag subjects (optional)	Tick each subject the photo relates to, so you can filter by subject later.
Link to an assignment (optional)	Ties the photos to one of your assignments. This box sits below the tags, and once you tag a subject (or student) it lists only that subject's assignments, so you are not scrolling through every lesson. With nothing tagged it lists them all, newest first. The assignment's name then shows on each photo in the grid. Leave it on No assignment to skip.

4. Click **Upload**. The button shows the count and reads "Uploading..." while it works, and a line reports progress such as "Uploaded 1 of 3." When it finishes, the window closes and your new photos appear in the grid.

To back out without uploading, click **Cancel**.

Combining photos into one (front and back of a page)

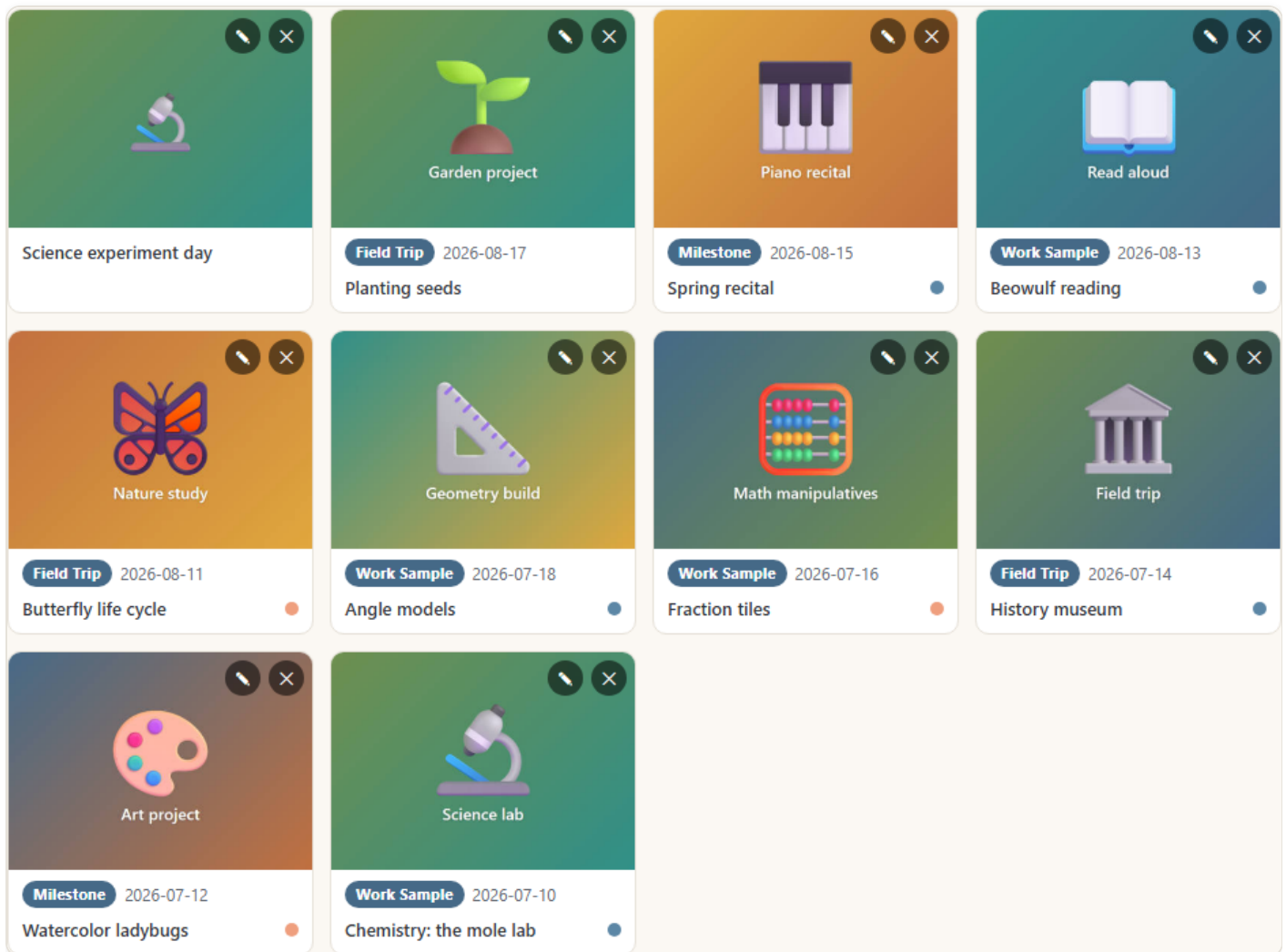
When you pick **two or more** images, a **Combine into one photo** option appears. Tick it to merge them into a single image, which is handy for the front and back of a worksheet or a two-page project.

- Choose a layout: **Side by side** places them in a row (good for a page's front and back), or **Stacked** places them top to bottom.
- The combined image uploads as **one** gallery item, so it counts once against your storage. The button reads **Combine & upload**.
- To keep the individual photos too, tick **Also keep each original photo separately**. That uploads the combined image plus each original as its own item. It is off by default.

Tip: All the details are optional. You can upload a photo with nothing filled in and add the date, note, assignment link, and tags later using the pencil (edit) button.

The photo grid

Each photo appears as a tile.



A tile shows:

- The **photo** itself (a thumbnail).
- The **date**, if you set one.
- The **note**, if you added one.
- The **linked assignment**, if you connected one, shown with a small link icon.

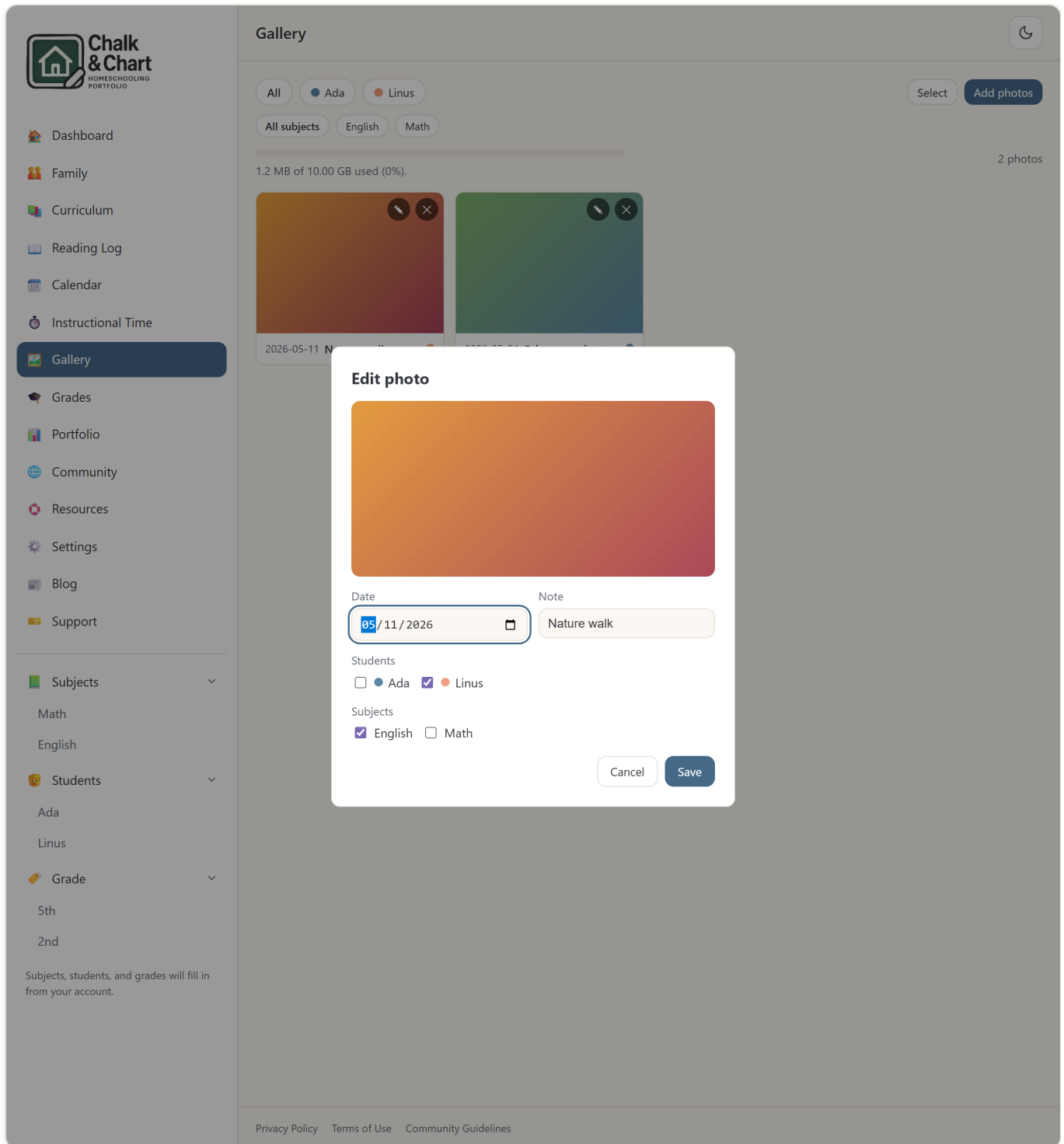
- A row of **color dots**, one per tagged student. Hover over a dot to see the student's name.

When you hover over a tile (and you are not in Select mode), two round buttons appear in the top-right corner:

- The **pencil** button (edit this one photo).
 - The **X** button (delete this one photo).
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Editing a single photo

1. Hover over the photo and click the **pencil** button in its top-right corner. The **Edit photo** window opens with a preview and the photo's current details.



2. Change any of the following:

Field	What it does
Date	The date on the photo. Clear it to remove the date.
Note	The caption shown under the photo.
Assignment	Link the photo to an assignment, or set it to No assignment to unlink it.
Students	Tick or untick students to change who the photo is tagged with.
Subjects	Tick or untick subjects to change the subject tags.

3. Click **Save**. The button reads "Saving..." briefly, then the window closes and the grid updates. Click **Cancel** to close without saving.

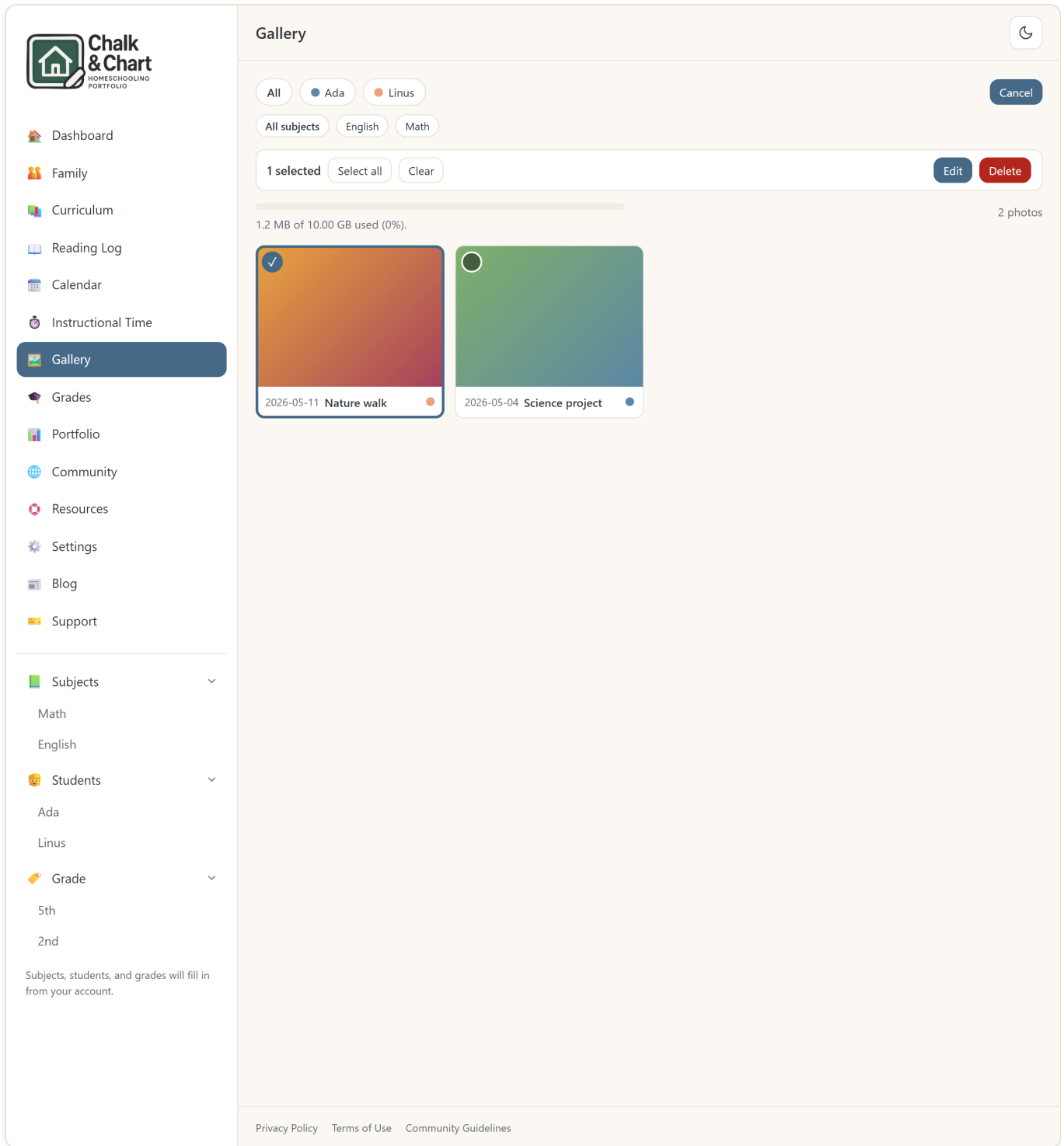
Deleting a single photo

Hover over the photo and click the ✕ button in its top-right corner. Your browser asks you to confirm, because deleting cannot be undone. Click **OK** to remove the photo, or **Cancel** to keep it. Deleting frees up the space it used on the storage meter.

Select mode: acting on many photos at once

When you want to change or delete several photos together, use Select mode.

1. Click **Select** (top-right, next to Add photos). An action bar appears and the tiles become selectable. The **Select** button changes to **Cancel** while you are selecting.



2. Click any photo to select it. A checkmark appears in its corner and a highlight outlines the tile. Click it again to unselect. The bar shows a running count, such as "2 selected."

The action bar gives you these controls:

Button	What it does
Select all	Selects every photo currently shown (this respects your student and subject filters).
Clear	Unselects everything, so the count returns to zero.
Edit	Opens the bulk edit window to change details on all selected photos (see below).
Delete	Deletes all selected photos at once.
Cancel (top-right)	Leaves Select mode and clears your selection.

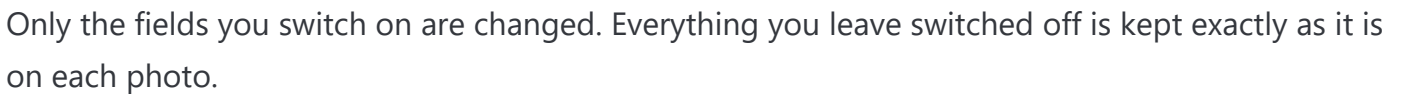
Tip: Use a filter first (for example, one student), then **Select all**, to quickly grab a whole group of related photos.

Bulk delete

With one or more photos selected, click **Delete** in the action bar. Your browser asks you to confirm and tells you how many photos will be removed. Click **OK** to delete them all, or **Cancel** to keep them. This cannot be undone.

Bulk edit

With one or more photos selected, click **Edit** in the action bar. The **Edit N photos** window opens.



Only the fields you switch on are changed. Everything you leave switched off is kept exactly as it is on each photo.

Turn on	What happens
Set date	Reveals a date box. The date you pick is applied to every selected photo. Leave the box blank to clear the date on all of them.
Set note	Reveals a text box. The note is applied to every selected photo. Leave it blank to clear the note on all of them.
Change student tags	Reveals a mode menu plus the list of students (see the modes below).
Change subject tags	Reveals a mode menu plus the list of subjects (same modes).

For student tags and subject tags, choose how the ticked tags are applied using the small menu:

- **Add to selected** – adds the ticked tags to each photo, keeping any tags already there.
- **Replace on selected** – replaces each photo's tags with exactly the ones you ticked.
- **Remove from selected** – removes the ticked tags from each photo, leaving the rest.

When you are ready, click **Apply to N** (N is the number selected). The button reads "Applying..." while it works, then the window closes, Select mode ends, and the grid updates. Click **Cancel** to close without making changes. (The **Apply** button stays switched off until you turn on at least one field.)

The empty state

A brand-new account, or a filter that matches nothing, shows the message "No photos yet. Use Add photos to upload from your device or camera." Click **Add photos** to get started, or change your filters if you were looking at a filtered view.

Quick reference

I want to...	Do this
See how much storage I have used	Read the storage meter near the top of the page
Show one student's photos	Click that student's tab in the top row (All to reset)
Show one subject's photos	Click that subject's tab (All subjects to reset)
Upload photos from my device	Add photos → drop files on the box, or click it to browse → Upload
Take a photo with my camera	Add photos → tap the box → choose the camera (phone or tablet) → Upload
Combine a page's front and back	Add photos → pick both → tick Combine into one photo → Combine & upload
Link photos to an assignment	In the Add photos window, tag the subject, then pick from Link to an assignment before Upload
Add a date, note, or tags while uploading	Fill in the fields in the Add photos window before Upload
Change one photo's date, note, or tags	Hover the photo → pencil button → change → Save
Delete one photo	Hover the photo → ✕ button → confirm
Select several photos	Select → click each photo (or Select all)
Change tags/date/note on many photos	Select photos → Edit → turn on fields → Apply
Delete many photos at once	Select photos → Delete → confirm
Free up storage	Delete photos you no longer need, or move to a larger plan in Settings

Screenshots use a sample account with a couple of photos already uploaded. A new account's Gallery starts empty.