



BRISBANE GRAMMAR SCHOOL

# Pixevely User Guide

## BGS Parents



## About

Pixevely is a consent-driven photo management system that allows you to search, view and download photos of your son's BGS journey.

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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.

## 2.0 Accept Terms and Conditions

If this is the first time you have logged into Pixevety, you will be prompted to confirm your Pixevety account before gaining access to the School's gallery.

## 3.0 Review your child's consent (the School's primary contact only)

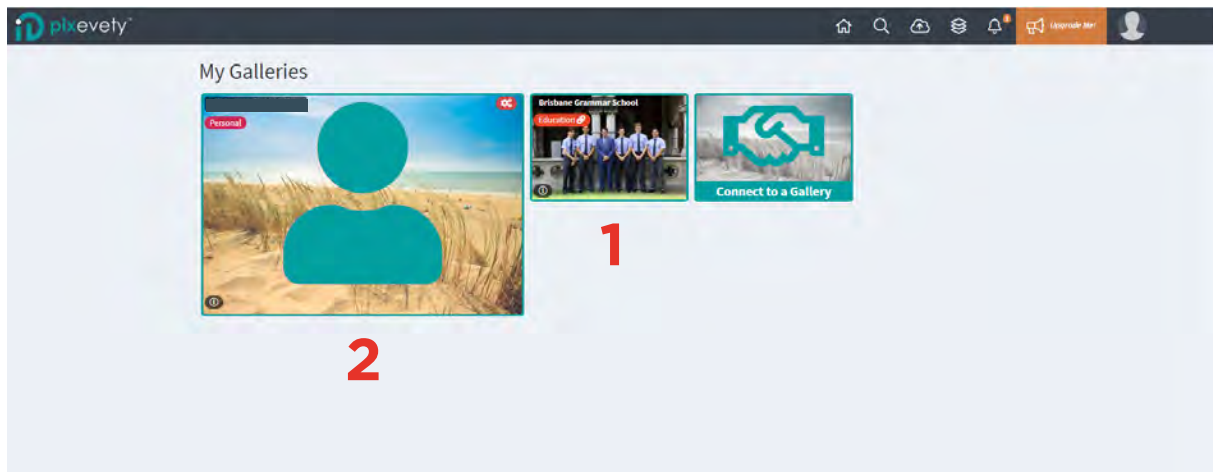
Once logged into their Pixevety account, the authorising parent (the School's primary contact) will be prompted to accept the School's image permissions.



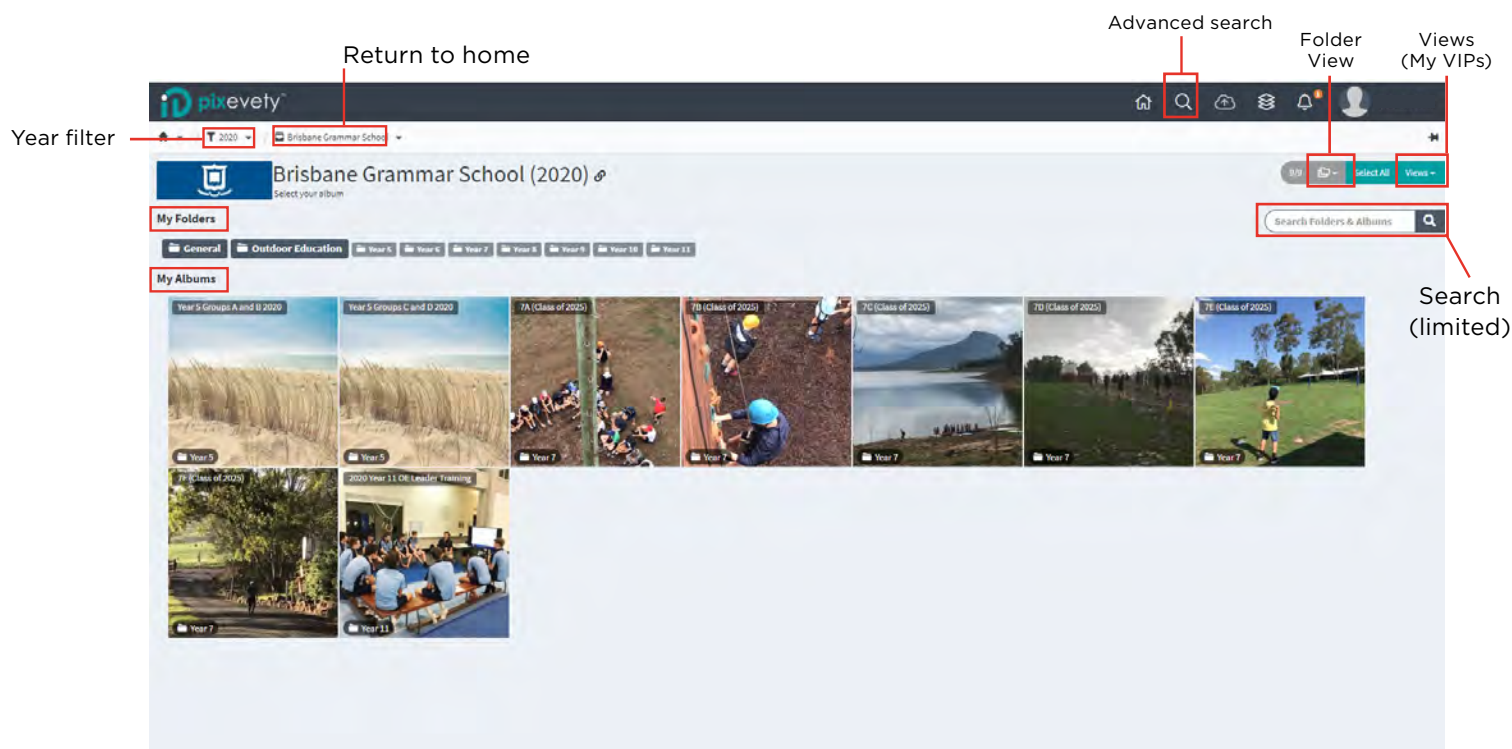
## 4.0 Homepage view

Below is a screenshot of the homepage view. Click on the Brisbane Grammar School gallery (1) to view the School's images.

Click on your personal gallery (2) to view photos you have 'acquired'. You can organise acquired photos within your personal gallery by creating folders and albums. This is a great way to save photos of your son/s BGS journey.



## 5.0 Navigation Overview



My Folders

Folders segmented by current year level.

My Albums

This is a complete view of all albums within folders. Click on an album to access it directly.

Folder view

Show/hide folder view

Views

Select 'My VIPs' to only see images of your son/s (if recognised via facial recognition)

Search (limited)

This search function is limited to folder and album names in the year selected (e.g. 7B).

Advanced search

Use this function to search tags, student and file names across all year filters. Examples of tags include "Class of 2026".

Year filter

Images are uploaded in a year structure. The Outdoor Education team will gradually upload archived photos to enhance your Pixevely experience. Albums will be tagged with "Class of XXXX" for increased searchability via the advanced search function.

Brisbane Grammar School

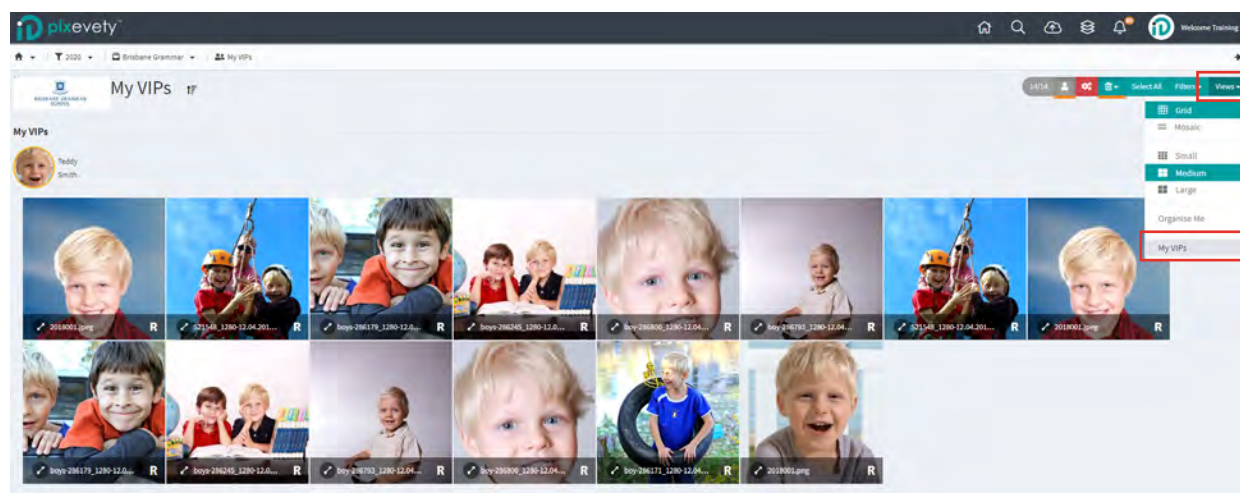
Click this button to return to the home screen.





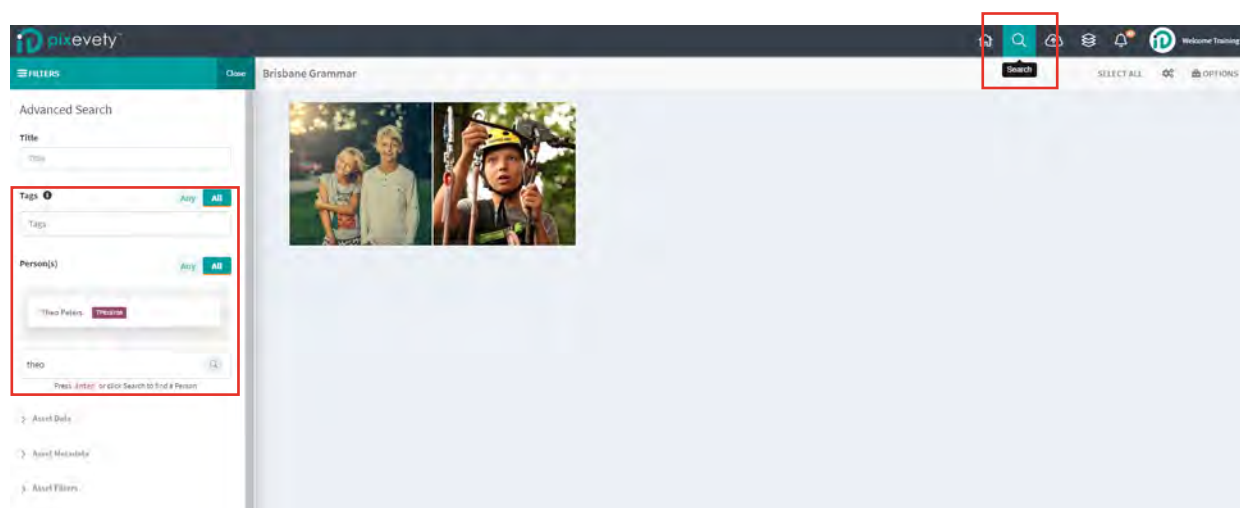
## 6.0 My VIPs View

The 'My VIPs' view allows you to view all photos that have identified your son via facial recognition. Profile photos are uploaded at the end of each year (when school photos are taken) and used as a basis for facial recognition.



## 7.0 Search

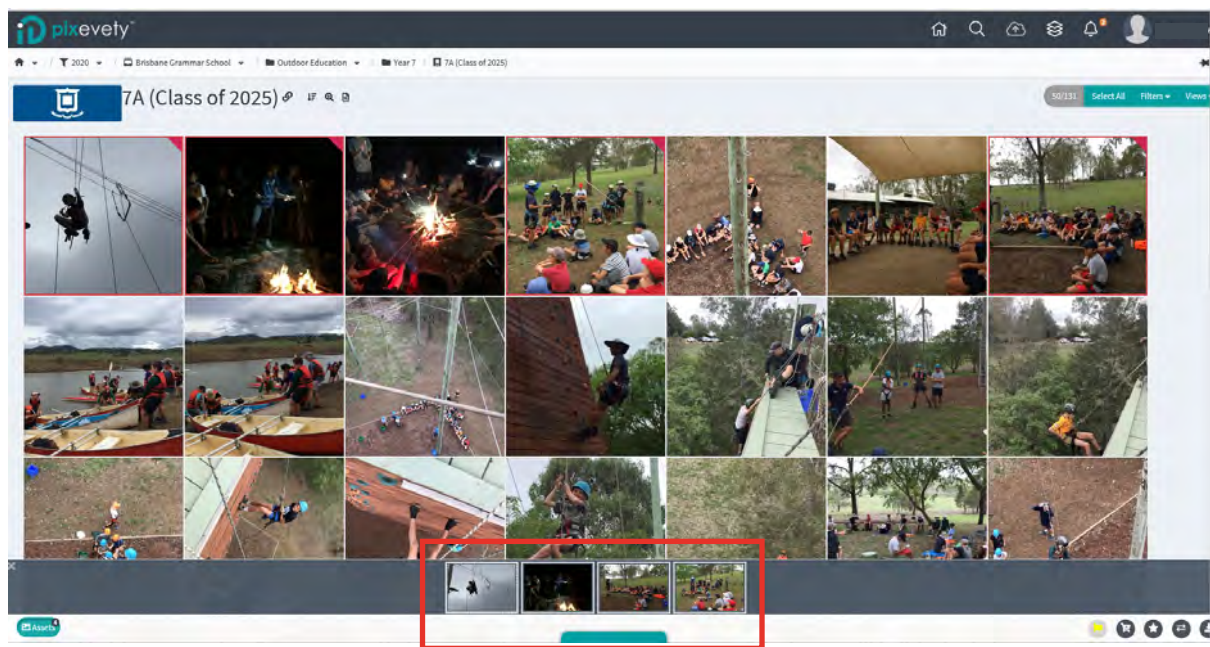
The search function via the top menu bar allows you to search for tags and people across all years and folders. This function will be most useful for searching 'Class of XXXX' tags to view photos of your son's year level BGS journey. For example, if your son is expected to graduate in 2025, search 'Class of 2025' in the tags section.



## 8.1 Download Images in Album View

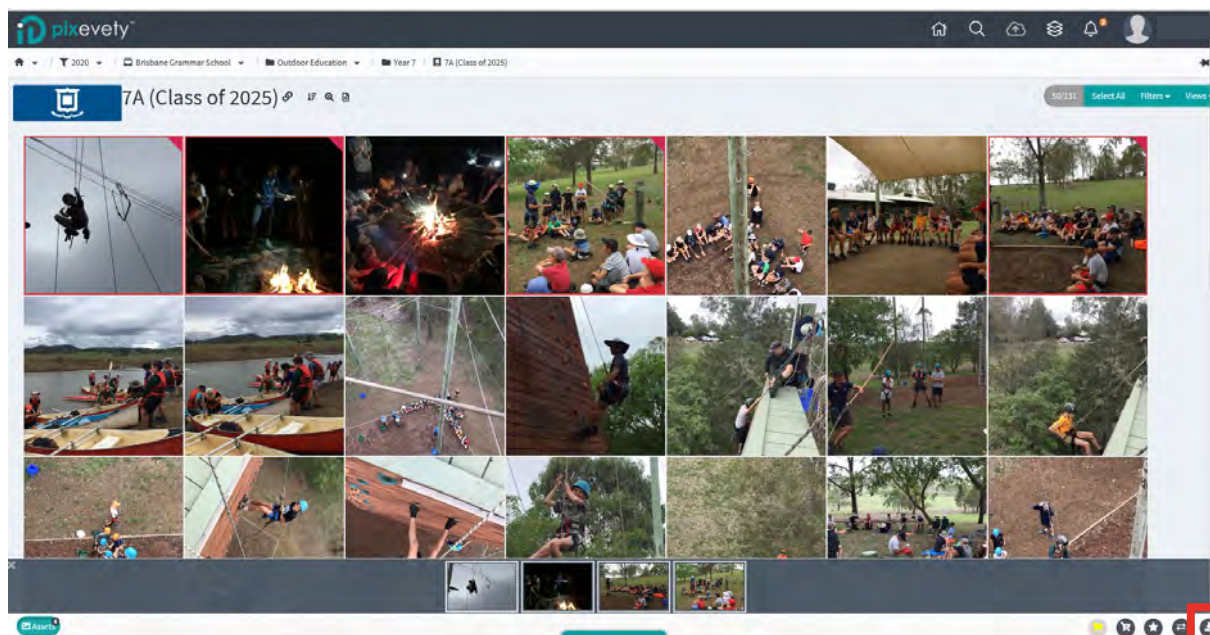
### Step 1: Click on all images you would like to download

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.



Work tray

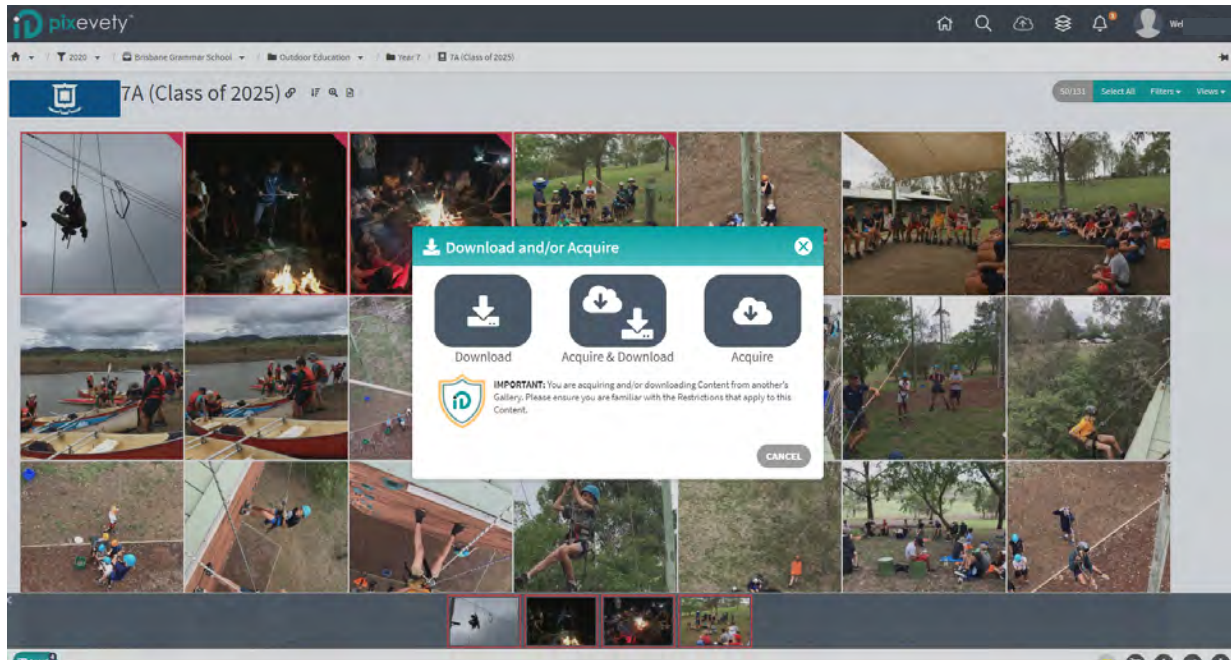
### Step 2: Click the 'download' icon (bottom right)



Download

### Step 3: Select Download or Acquire

Select 'Download' to save selected photos to the downloads folder on your computer, or select 'Acquire' to save a copy of the images to your personal Pixevely gallery (pictured in Section 4.0).



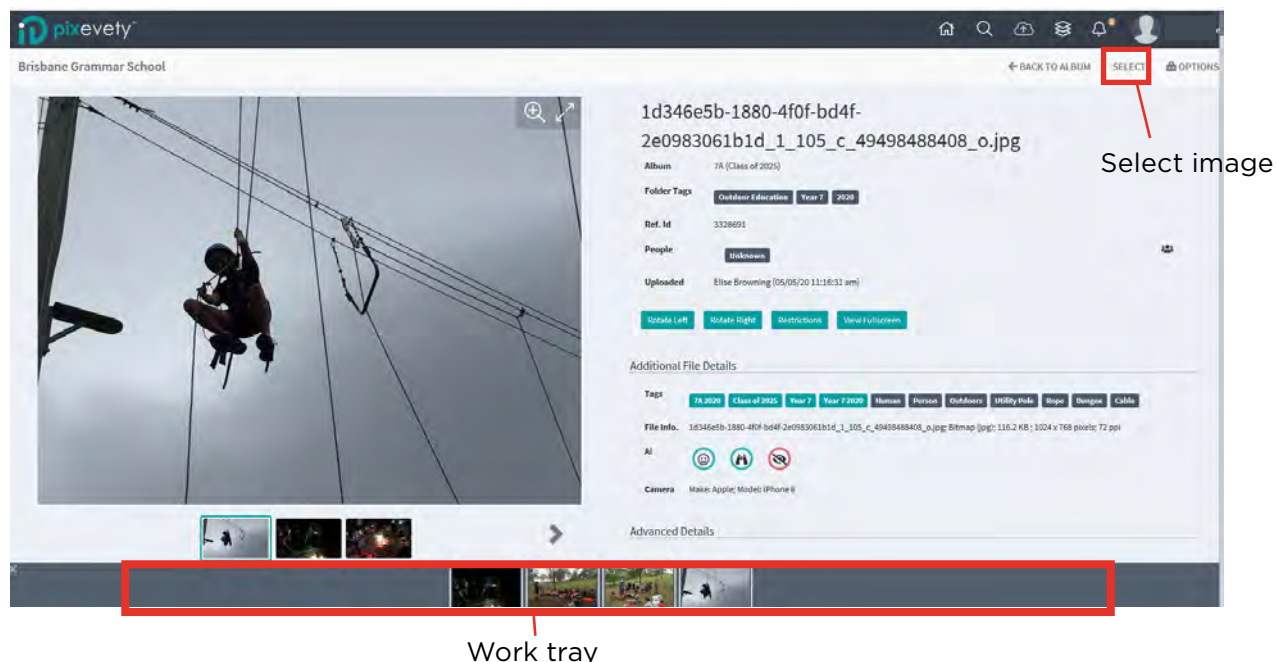


## 8.2 Download Images in Single Image View

### Click 'Select' or click on the image

Double-click on an image to access the single image view. From here, you can either click on the image or click 'select' in the top right-hand corner to add it to your worktray.

The navigation arrows can be used to view and add multiple images to the work tray for download.



Follow Steps 2 and 3 in Section 8.1 to download or acquire photos.