Shutterfly Photo Story in the Classroom
How to Order

One of the last steps in completing your photo book project is ordering your students' projects. This process tends to be confusing and can be time consuming if not done according to the following instructions.

Students should create a **20-page 8x8 soft cover photo book**. The first step is to make sure each student project meets the criteria. To do this have each student open their project in the app:

- *Size –* Tap on the project menu in the topbar near the project name and tap on 'Change Size'. Make sure that **'8x8'** is selected (highlighted in orange). If the student does need to make a size change, the student should review each page of the project to make sure all text and photos appear as intended.

- *Cover –* Tap on the 'Book' tab at the bottom of the screen and make sure that **'Soft Cover'** is selected (highlighted in an orange color). (Projects default to hard cover so this step should be done for every project.)

- *Page Count –* First, click on the 'Pages' tab and swipe the pages in the bottom tray to the end of the book to be sure there are only **20 pages**. If extra pages need to be deleted, tap on the project menu in the top navigation bar near the project name and tap on 'Remove pages'. A red 'X' will appear on the selected page. Tapping on the 'X' will remove the page from the book. Repeat this step until the book is down to 20 pages. [If students have not filled all 20-pages with content, that's OK. Blank pages will be printed to the end of the book, but make sure extra blank pages have not been added inadvertently during creation.]

With teachers having to sort through dozens of student projects while ordering, it is also recommended that students choose a **unique name for their project**. By clicking on the project name while in My Projects, the student can rename their project beginning with their own name (i.e. "Mike Thomas project").

Next, it's time for each student to share their project with the teacher's account. Please note, they need to **share a completed project**. We recommend that students go through a **proof reading process** to look for any spelling or grammar mistakes before sharing. If there is time, having a fellow student also review another student's project may also be very helpful. Any changes made in their photo book project after it is shared will NOT be included in the shared version requiring the student to share it again which can be confusing to keep track of which version is the latest. Renaming the project with a 'v2' or other name can help in situations where this happens.

To share a project, students can go to their bookshelf and then click on the 'Share' text link. In the dialog box, choose 'Email' then type in the teacher's email address.

If you have **multiple classes that you are ordering for, it may be best to have a separate account for each class** so that you're not sorting through hundreds of projects in one account. You would then direct each class to share to the proper account (period 1 share to 'mrssmith1@mpcsd.org' and period 2 share to 'mrssmith2@mpcsd.org). If you wish to **share to more than one email address at once, each address should be separated with a comma.**

ORDERING SHARED BOOKS
It is easiest to **order shared books from the Shutterfly website**. After all the books have been shared, the teacher should log-in to their account from a computer rather than the iPad, click on the 'Share' menu at the top of the page and then scroll down to **'Friend's shared pictures, videos, and projects'** and click on the 'See all' link to view all the projects that have been shared with you.

To place a book to be ordered into the shopping cart, click on the project and then click on the 'Order photo book' button below the project preview. It will go into your cart, and you will click on the 'continue shopping' button and repeat the process for the other shared projects. Repeat this for as many projects as you have to order. If you need to order multiple copies of a particular project, type in the quantity needed in the box (changing the 1 to 2 for example). You may want to have a separate class roster or checklist next to you as you complete this step to make sure each student project is added to the cart and one isn't inadvertently left off.

If you open the Photo Story project inadvertently in the ordering process you will be warned that the project is being **converted to Custom Path and this book will not have a QR code printed in it**. This is important for projects that have audio recordings associated with them. To avoid this from occurring, please order following the instructions above.

CHECKING OUT

In order to get the special educational pricing on your books, you need to prepay for 'credits' at that discounted rates. To prepay for credits go to www.shutterfly.com/photostoryclassroom/prepay fill out the information in the pricing tool on the page and you will see you estimated price. Please remember to read through the tips on the right hand side of the page on things you should know prior to payment.

Click on the 'check out' button to proceed to payment. You will then purchase the credits, which will instantly appear in your account. If they don't appear, log-in and log-out and that should fix it.

Once the credits have been entered into your account, you can proceed to checkout the actual student projects. You will need to enter a credit card even with credits that will zero out the total of your order. Unfortunately that's a step in the process that we can't avoid. Note, there will be no charge if the credits are applied properly. If the summary shows a charge under 'total', it can be the result of a couple of things:

- Books can have extra pages or the wrong cover. This can be seen if you click on the 'details' of each project and those charges will be listed. To remedy this, the project will need to be deleted from the cart (set quantity to '0') edited from 'my projects' and then re-ordered and added to cart. [Editing on the computer will result in the loss of the QR code so do this only if students can not make the edits themselves and share with you the revised project.]

- The wrong shipping method is selected. There will be one economy shipping credit that is included in your prepaid credit order.

- The credits aren't applying. Click on the 'saved offers' next to the promo code field in the cart and you can see which credits appear in your account and make sure there are check boxes next to the ones that should be applied.

If you still see a charge after reviewing the order thoroughly with the steps above, please contact me for additional troubleshooting assistance. Books should arrive within two weeks of your order date.