

HOW TO GUIDE FOR ONLINE PROOFING FOR TEACHERS

Proofing your MSP Photography class photo is now an easy online process.

If you have received a welcome email from MSP, click the **SETUP MY ACCOUNT** link provided at the bottom of the email, then follow the easy steps below.

Account Setup

By clicking the **SETUP MY ACCOUNT** button on the email provided, a new Blueprint webpage will open.

Step 1: Check your details that have been pre-filled.
Create a new password.
Click **Complete Setup**.

Step 2: A new webpage will open confirming your account setup, with options to **Proof My People** or **Invite a Teacher**.

Quick Tips

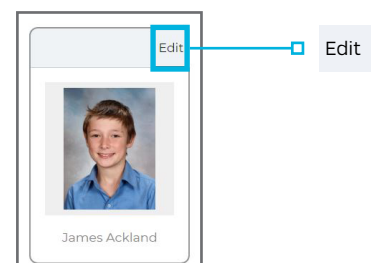
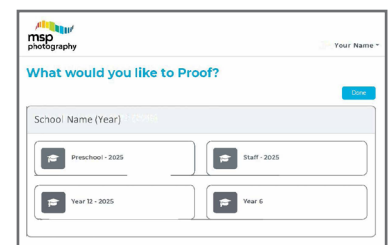
- Ensure each student or staff member's name is spelt correctly.
- Ensure each student is in the correct class.
- Check that correct staff members are listed for each class – please include job titles e.g. “Teacher: Jane Smith Education Support: Sam Jones”.
- Group photos – the version shown on the online proof may not be the final image as image editing may occur (cropping, eyes closed, etc may occur for the final group photo).
- If prompted, please add row names for group photos.
- Check for absentees.

Proof My People

To proof your assigned class/es or groups, click **Proof My People** on the main Dashboard page which appears when you have logged in. This will open a new webpage with links to each class or group you have been nominated to proof.

Step 3: Click on an assigned **Class**, this will open a new webpage.
Click **Next**.
View each student's individual photo and check spelling of their names.
To make corrections to images, click on **Edit** at the top right of each image.
Select the issue to be corrected from the **dropdown box** at right.
Type edits or select dropdown options as needed.
Click **Submit Issue**, report additional issues or click **Close**.

Step 4: View and make corrections for each student as needed, then scroll to final questions at the bottom of the webpage.
Select each question response from **dropdown boxes** at right.
Click **Next**.



Step 5: If a new webpage opens with a class photo, use **Full Size** or **Click Zoom** to view each class member.

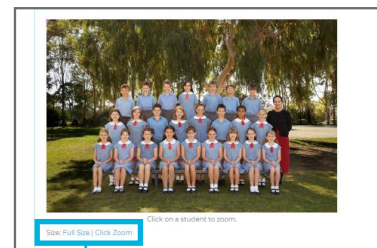
(If no class photo, move to Step 6.)

Click **Add a Name** and select each student's name from the dropdown list which appears or click **Red X** to remove a name from the order.

Student names to be listed from Left to Right.

To create any extra rows, click **Add Row**.

Correct or Add Teaching/Senior Staff names as appropriate. Click **Next** to submit.



Size: [Full Size](#) | [Click Zoom](#)

Step 6: A new webpage will open with options to **Save Progress** to complete the proof at a later stage.

Or **Mark as Complete** to finalise your proofing.

Select your option.

If opting to continue proofing, click **Save Progress**.

If complete, click **Mark as Complete**.

A new pop-up window will open, click **OK** to confirm your edits.

Step 7: Repeat Steps **3 to 6** for each assigned Class or Group.

Then click **Done**.

An automated email will then confirm completed actions.

Invite a Teacher

To invite another teaching staff member to check the names of students and group photos:

Step 8: Select **Dashboard**, then click **Invite a Teacher**.

To add only one Teacher, click **Single** or To share with more than one Teacher, click **Multi**.

Step 9: A new online form will open.

Type in the contact details for Teacher/s.

Nominate which Class or Groups they will proof.

For Single share: set start and end dates for their coordination role.

For Multi: lists can be a copy + paste from an Excel spreadsheet.

Click **Send invitation to join**.

Step 10: A new webpage will open, with confirmation of invitations sent.

Additional invitations can also be selected.

Invited staff will receive an email from MSP within minutes, with a link to set up their own proofing account.

To Log Back In

Step 1: Go to blueprint.msp.com.au

Step 2: Type your username and password to the Login window.

Then click **Login**.

Note: Your username will be your email address supplied to MSP.

If you have forgotten your password, click **Forgot Password** and follow the prompts to reset your password.