

## Graphic Design File Management System

<b>Folder &amp; File Requirements</b>	<b>25 pts.</b>	<b>50 pts.</b>	<b>75 pts.</b>	<b>100 pts.</b>
<b>Main Root Folder</b> <b>“Graphic Design”</b> <b>Portfolio set-up!</b>	Student forgot the user name or password to log in to their specific account	Student remembered the user name and password to log in to their specific account, but has no root folder for projects	Student remembered the user name and password to log in to their specific account, but can’t locate their root folder called “Graphic Design” to save work	A main folder was created Called “Graphic Design” in “My Documents” on a student account for sub folders of projects to be placed inside
<b>Sub Folders</b> <b>“Project Folders”</b>	No subfolder is created at all in the “Graphic Design” root folder	Very Few projects are in sub folders located within the “Graphic Design” main folder	Some projects, and images are in sub folders located within the “Graphic Design” main folder	All projects, and images are in sub folders located within the “Graphic Design” main folder
<b>Video Tutorials</b>	No tutorial videos are saved in specific sub folders	Some tutorial videos are saved in specific sub folders based on the project it is used for as a reference	Some tutorial videos are saved in specific sub folders based on the project it is used for as a reference	All tutorial videos are saved in specific sub folders based on the project it is used for as a reference
<b>Photoshop Files</b>	No terms are listed on correct page #s, alphabetically,, and are clearly written	Very few terms are listed on correct page #s, alphabetically,, and are clearly written	Most of the terms are listed alphabetically, and are clearly written	All Photoshop files are named and placed in the correct sub folders in the main “Graphic Design” root folder.