

Graphic Design File Management System

Folder & File Requirements	25%	50%	75%	100%
<i>Portfolio Folder "Graphic Design" & Subfolder Set-Up</i>	The student has a folder called "Graphic Design" created with no files inside.	The student has a folder called "Graphic Design" with some sub-folders created inside of it.	The student has a folder called "Graphic Design" with most sub-folders created inside it.	The student has a folder called "Graphic Design" with all sub-folders created inside it named according to each project as a portfolio.
<i>Photoshop Files & Images</i>	The student has Photoshop files saved outside the subfolders without specific names.	The student has some Photoshop files saved inside the subfolders with specific names for each project.	The student saved all Photoshop files in the subfolders with specific names for each project.	The student saved all Photoshop files in the subfolders of the "Graphic Design" main folder with project-specific names, including relevant images.
<i>Saved All Files to USB Drive (Backed-Up Portfolio)</i>	The student backed up Photoshop Files on the Desktop only.	The student backed up Photoshop Files on the Desktop and saved them to a thumb drive USB.	The student backed up all subfolders, including all images and Photoshop files, to a thumb drive USB.	The student backed up the "Graphic Design" Portfolio folder on the Desktop, including up-to-date subfolders with all images and Photoshop files, to a thumb drive USB at home and school as an extra backup.