

## ***Graphic Design File Management System***

<b>Folder &amp; File Requirements</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>
<b><i>Portfolio Folder "Graphic Design" &amp; Sub Folder Set-Up</i></b>	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.
<b><i>Photoshop Files &amp; Images</i></b>	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 according to the project.	The student has all Photoshop files saved inside the subfolders with specific names according to the project.	The student has all Photoshop files saved inside the subfolders of the "Graphic Design" main folder with specific names according to the project, including relevant images.
<b><i>Saved All Files to USB Drive (Backed- Up Portfolio</i></b>	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 with all images and Photoshop files to a thumb drive USB.	The student backed up the "Graphic Design" Portfolio folder on the Desktop with up-to-date subfolders containing all images and Photoshop files to a thumb drive USB at home and school as an extra backup.