

DIGITAL PHOTOGRAPHY

TURNING IN YOUR PHOTO PROJECTS

We will have 7-10 photo projects during the semester. As we get to the end of the semester I may require you to produce some prints to turn in, but until then, and unless I specifically give other instructions in the project handout or in class, here are the specifics of what you need to do. If you do not turn in things as requested **then it does not exist...!!!!** And if it does not exist the grade will probably not be to your liking. So do follow these instructions closely.

If you do not understand how to use the computer to follow these instructions please let me know and I'll go over it with you (and maybe the whole class). It is not difficult or even technically challenging but it can be a little tedious.

Depending on the class and section, and even the specific assignment, you may be asked to turn in your assignment online, on the local LAN (Local Area Network), as a file on computer readable media, or sometimes as a print. Below are instructions for each type of procedure. Your assignment handout and the lecture will tell you which approach to use for a given assignment. Again, remember, following these directions will be a part of the grade!

Turning In An Assignment **ONLINE** Version 1: (Using Blackboard/Vista from any computer with a browser)

Online with Blackboard If the class is one that uses Blackboard/Vista for some or all of its presentation then you will be asked to turn in your project online.

Logging On

Once you are enrolled in the class your student ID will be used to create an account for you with the appropriate class. To log on go to: www.online.sdccd.edu and use the following credentials to access the class:

username: Your student's CSID
password: Your Birthdate as (mmddyyyy)

NOTE: The first time you are ready to log on to Blackboard/Vista be sure to check the Browser compatibility using the instructions below the name/PW fields. It works best with IE, & Safari, and less with Firefox.

1. This will open up the Student's view. If you have more than one class that is either a full fledged online class or even if it is simply web-enhanced such as Photo 143, your classes will be listed there.
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Click on the applicable one.

2. In the left hand column you can go directly to the “Assignments” section by clicking on the link cleverly labeled: “**Assignments**.”
3. Select the proper Assignment and click on its title line.
4. This will open the Assignment submission page. First you will see the instructions so be sure to read those and make sure you are ready to submit your work as noted. *(Note: If you are using one of the lab’s Mac computers, you will probably have to put the files on the desktop for the upload function in Blackboard to be able to find it/them).*
5. If this is a written assignment you would enter the material in the first text box. By either typing directly or block copying material drafted elsewhere. Other wise keep scrolling down.
6. You will see a field for “**Attachments**.” Click on that and it will open a dialog box where you can point to where the file or files you want to upload are located. Click on the “**My Computer**” Icon in the left panel to locate them on the computer you are using.
7. When you located the files, select them and click on “**Open**.” This will upload the files to your space on the system. *NOTE: Make sure before you upload the files that they are sized and named as described below or points will be deducted from your grade.*
8. If you have more than one file to load but are not ready to do that, or if you have time before the deadline and want to review or even change the file for grading, scroll down and click on “**Draft**” submission and it will remain open for you to edit or change.

If this is the final submission then click the “**Submit**” button and the assignment will now appear ready for me to look at and grade.

Turning in an Assignment ONLINE Version 2: (Using The T206 LAN from a lab computer)

Tempshare Folder on the Room’s LAN Server

If I request that you turn in assignments to the Temp share folder on the room’s server I will give you a handout showing you how to log on to that from the computers in the classroom. I will have a folder prepared for your class and assignment where you will copy your final selection.

If you are to turn in work in this manner you will ONLY turn in the final but sized, formatted, and named as noted below.

Turning In An Assignment Via Computer Readable Media

CD-ROM Turn your project files in burned (written) to a CD-ROM using the structure and naming conventions below...

Use a CD-R Disk! Do NOT use CD-RW (re-writable) disks or DVDs since I cannot read data files from them. (Note you can use a blank DVD if written to as a CD, but if you have a DVD burner and it formats the disk as a DVD then I cannot read it as a data disk.)

Also make sure if you are using 3rd party software like Nero or Roxio that you have closed the disk. Some of those applications allow you to simply close the session so that you can return and add more stuff to the disk. Other computers (most importantly, mine) will see those as a blank disk and cannot read them.

Size and format your file as noted below.

Turn the CD and your project handout in using a manilla envelope and labeling as noted below.

Pen Drives & other Portable USB Drives Optionally, you can turn in your projects on a portable USB drive like a Pen Drive (also called Jump Drives and Thumb Drives). **If you do, use the kind that does not try to autorun its own viewing software. If you have this kind, reformat it so that all it does is store files.** San Disk™ and Lexar™ both have this issue as do some other brands.

You may need more than one drive if you want to turn in assignments required on media in this way. I may not get the first assignment graded and returned before you need to hand in another one. Fortunately the prices are dropping for these handy little drives.

Size and format your file as noted below.

Turn the CD and your project handout in using a manilla envelope and labeling as noted below.

Sizing and Naming Your Files for ALL Electronic Submission

File Sizing and Formatting The final file you select for grading (No, I won't choose for you, you must learn to edit and select your own best work) **must be saved as a JPEG file.** If you are using a MAC be sure and add the extension JPG to the file.

Save this file at a resolution of 100 ppi and with the longest dimension set at 1,000 pixels. Let the short dimension be whatever it is when resized as described above. I will show you how to do this in Photoshop™ but if you are using another program to edit your work you will have to read your manual to see how to do it in that program.

If you are turning in a file that was being worked on as a TIF file in 16 bit or has layers as part of the editing, or is in Adobe RGB or ProPhoto Color space then you also need to do the following:

1. Set Mode to 8-bits (**Image→Mode→8-Bits**)
2. Flatten Image (**Layer→Flatten Image**)
3. Convert Profile (**Edit→Convert Profile→Select sRGB**)

File Naming for Final Image

Once you have selected the image you want to turn in for grading and done whatever photo editing you need to do, do a “**Save As**” to a JPEG format and name it as follows:

yourname-assignment-final.jpg

For example if you are John Smith and the assignment is a portrait then the name of the file would be:

johnsmith-portrait-final.jpg

Turning in An Assignment as a Print

The Print

In the handout or class lecture I will give you specific sizing information. Unless I tell you otherwise, the prints need to be mounted on **11x14 board with a *minimal* print size being the largest that can be printed on 8x10 (or 8.5 x 11 if digital) paper.** The print(s) need to be mounted but do not need to be matted. Package as noted below.

Packaging Your Print-Based Assignment for Turning In.

Packaging

Turn in **everything** (print, handout sheet, contacts, etc.) in a 12x15 manila envelop with a brass clasp. Do not seal it except with the brass clasp. **Do NOT use padded envelopes or other types of envelopes that you have to seal with a gummed flap or tape.** When the brass clasp wears out get another envelop.

Into this envelop you will put:

1. The Project Handout (if you lose it you can download another from my website)
 2. The CD (you can put them in a jewel case, CD envelope or simply toss them in the manila envelop) or Pen Drive or Print as appropriate.
 3. Label EVERYTHING with you name, class, and assignment. Below I will show you how to label the envelope.
 4. Do NOT use oversize envelopes
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Labeling the Manila Envelope

Label the envelope on the FRONT RIGHT side (that is the side on the other side from the brass clasp and, if you are right handed, on the side toward the hand you write with).

Label it in LEGIBLE writing (if I can't read it then it does not exist) with the following data:

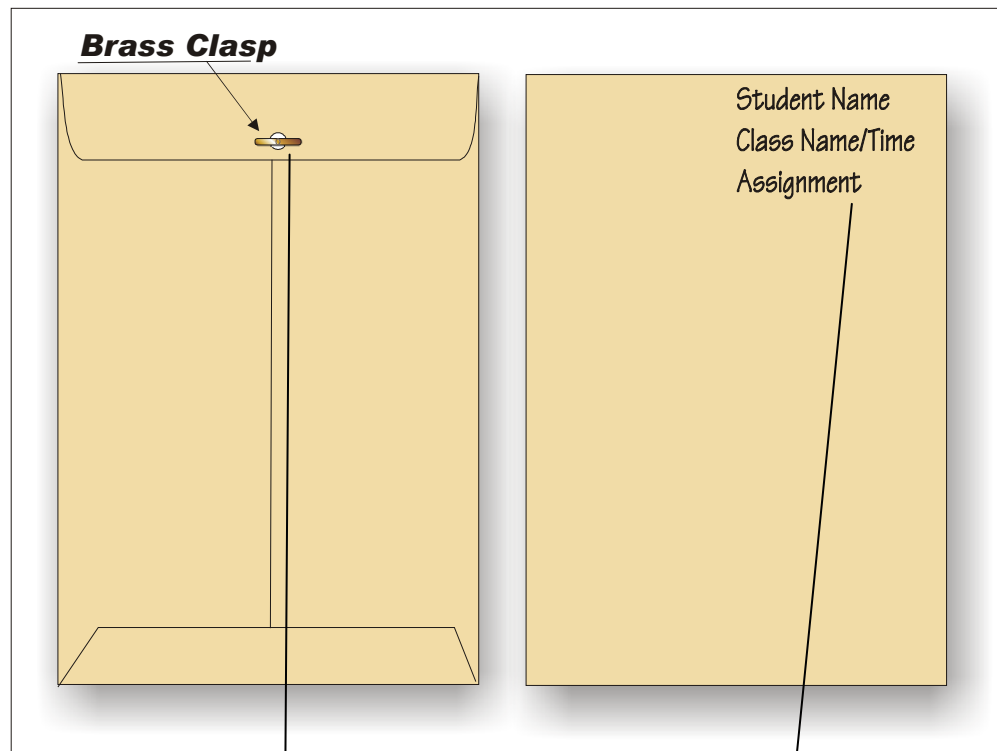
1. Your Name
2. The Class (Photo 143) and the time/date of your section for example:

Photo 143-M/W 12-3:30)

3. The Assignment Name or Number.

When you get the envelope back you can re-use it by crossing out the old assignment name and writing the new assignment below it. But remember, when the clasp wears out, get a new envelope.

Below is an illustration showing how to label your envelope.



This is the BACK SIDE. Notice the clasp. Do not label this side.

This is the FRONT SIDE. Put your name, etc. on THIS side on the TOP, RIGHT as shown.