Picture Checklist and Rubric

Name: _____

You must cover five school events a semester. Be sure to sign up for the events in advance to ensure you have a camera and the batteries are charged.

Event Covered:

_____

Date(s) of Event: _____   Time(s) of Event: _____

Student Covered Event in its Entirety which they agreed to Cover	/ 3
Student Returned all Photo Gear on Time	/ 1
Student produced at least <u>five</u> photos from the event that are creative, genuine, storytelling shots. The images are clear, in focus, and meet exceptional standards.	/ 3
Student uploaded photos to photo computer, sorted through photos, deleted images that were blurry or of no use, stored photos correctly on the computer and Google drive, and shared photo folder with anyone listed on the shared requirements.	/ 3

       Naming of Picture Files: Date_Category_Subtitle_Initials
       Ex: 2017816_FB_Homecoming_LR

Total   / 10

Uploading Photos Process

1) Plug-in SD card.
2) Create or find necessary folders in Documents on Photo Computer and in Google Drive.
3) Open photos on SD in Digital Photo Professional > Select them to open > Hit Batch Process. Make sure the following is set:
   a) Choose Browse to select the folder it will go in.
   b) Make sure resolution is 350 and it is exporting as a JPEG
   c) Save file accordingly by name. Make sure sequence starts at 0001.
4) Wait for photos to process.
5) Go into Google Drive and upload the same photos into the proper folder.