Photography Server Student Folder Structure

Student folders need to be set up in a consistent manner so that all files can be readily located by Mr. Moffett. This is a necessity in order to grade your projects fairly and effectively. Remember, this is your job and Mr. Moffett is your employer. This system has been set up and tested for efficiency, and all employees (students) must use the same system or risk getting fired (receiving an F on the assignment).

Inside your student folder you should create 4 folders, one for each quarter. Label them Q1, Q2, Q3 and Q4. Put a space before the Q in order to keep them at the top of your folder. I do NOT want to have to sort through other folders to find what I am looking for! In fact, I won't! If these folders are not properly labeled I will not search for your images. I will just not grade them. In essence, you will be FIRED! If you want to create other folders, just make sure they come below these 4 folders.

Inside each quarter folder, you will create a folder for each assignment as instructed. Main projects will be numbered, for instance, 01 DOF. Inside this folder will be 3 folders, titled Images, Best 20 (or whatever number is required) and Finals. It should be clear what goes in each folder. As you photograph for a project, put your images in the "Images" folder. Using Adobe Bridge, sort and move your best 20 photographs into the "Best 20" folder. Edit and enhance at least 3 of these images and save them in the "Finals" folder.

Below is an example that shows what your folder structure should look like.
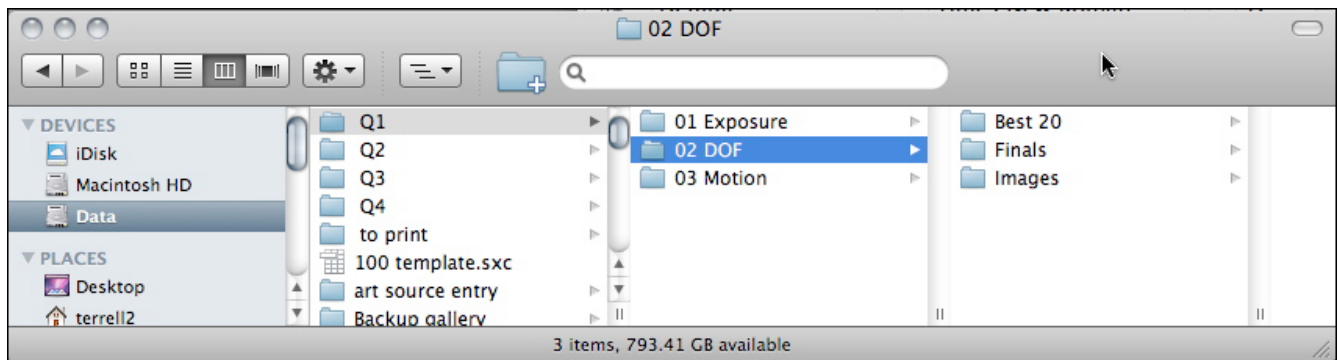
After editing and saving your best images in your finals folder as .psd files *with all adjustment layers intact*, save your best one in the assignments folder for Mr. Moffett to grade. Remember, Mr. Moffett *will* check your folders if more information is needed to evaluate the project, so it is imperative to have the folders set up correctly.