

Summer 2019

DIGITAL PORTFOLIO SUBMISSION GUIDELINES FOR STUDENTS

Dear Student,

When submitting the digital portfolio, please follow these standards:

DIGITAL PORTFOLIO

All students are required to submit a .PDF of their portfolio via Moodle by the submission deadline (Monday, July 15, 2019). Please upload your PDF to the marked folder in Moodle.

FORMAT

We will only accept digital portfolios as .PDF documents. Please be conscious of your document's file size. **Moodle will only accept books that are 100 MB or smaller**; it is not the same digital file you used for printing. The best way to minimize the file is to make all images 72dpi, which is the maximum size needed for screen viewing (vs. 300 dpi for printing). In Acrobat, check out File>Save As Other>Optimize PDF. You can 'Discard Objects', 'User Data', and 'Cleanup' to reduce further without sacrificing quality on screen.

NAMING CONVENTIONS

Your digital file must comply with the following naming convention:

"1907_SCHOOL_Bachelors/Masters_SEGMENT_Lastname"

Here are some examples:

1907_DS_B_PRV0002_Nelson.pdf

1907_LA_M_PR890_Ripps.pdf

1907_IA_B_PRV0001_Taylor.pdf

1907_ARCH_M_PR450_Sturgeon.pdf

The printed hard-copy will go to the Education Center, 2nd floor of 320 Newbury across from the faculty mailboxes. The hard copy must be handed to staff and you must get a receipt. The deadline is the same as stated above.

Thank you, and good luck with your books!