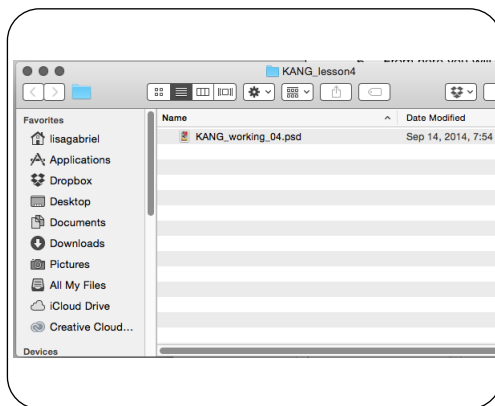


TECHNICAL HANDOUT

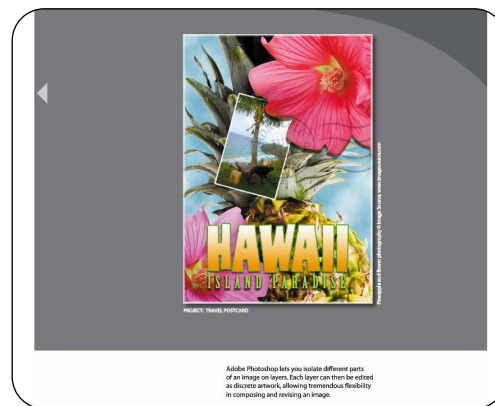
Instructor: Lisa Gabriel

WORKING ON CLASSROOM-IN-A-BOOK (CIB) ASSIGNMENTS

1. You will be assigned (8) CIB assignments during the course of this class.
2. This handout will proceed to explain how to setup your workspace to complete the CIB assignments and how to submit the assignment work for grading in eCampus.
3. To begin, you will need access to the course digital textbook which is provided as part of your tuition. The link for access to the digital textbook can be found inside of eCampus in the navigation bar to the left. Click on the **Learning Materials** button > [Click on Learning Materials - Included eBook](#).
4. Once you gain access to the digital textbook, you will need to follow the instructions to setup an account with AdobePress and download the **Exercise Files**. (See *handout for How to Download Exercise Files*)
5. Create a folder on your local disk for this class called **Digital Imaging or Digital Media**, and download the exercise files to that folder.
6. From here you will need to have **purchased a subscription to Adobe Creative Cloud** to work on the exercises. (*Adobe Creative Cloud subscription is required and/or NLC MacLabs G306 are equipped with open labs hours*)
7. The beginning of each lesson will have an overview and the time it should take you to finish the lesson. In addition, a picture of the what the lesson will look like when finished is presented here as well. Be sure to compare your completed work to this example for accuracy.
8. The book should tell you, in most cases to first save a Working.psd file of all your assignments. If the book does not ask you to save a Working.psd you should do so anyway. This the is file you will turn into me for grading
9. (1) **Follow** each step at a time, (2) **Execute** each technique inside your Working.psd, (3) **Label** all assignment files with your last name_Working.psd before submission.



Folder setup on your hard drive



Example of finished project file from book

SETUP YOUR FILES TO SUBMIT TO eCampus

1. NEVER submit any assignment files to eCampus without first labeling them with your **lastname**.
2. Always create a separate **Assignment/Report Folder** for each assignment/report, label that folder **lastname_WK1_CIB** or **lastname_WK1_Report**.
3. If you are working on multiple CIB chapters for that week be sure to create a folder inside the Assignment folder **labeling each Chapter**.
4. As you save out each CIB assignments, be sure to always save your files with all the layers. **do not flatten homework files**.
5. Only submit the files necessary for grading your project, do not upload more files then necessary. This can cause your uploads to be too big and prevent the transmission from completing.
6. Once finished with assignments/reports for the week you will follow the instruction inside eCampus for making .zip files to submit to the assignment/report area. **Do not bulk upload, each assignment/report has its own designated DropBox**.