**Rubric - Using Adobe Bridge for File Management**

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| --- | --- | --- | --- | --- | --- |
|  | Exemplary | Proficient | Below standard | Did not demonstrate | Total points |
| Images downloaded using Bridge  (5 pts possible) | Images are downloaded and archived in the proper locations. | Images are downloaded to proper location (server, external drive, cloud storage, etc.). | Images downloaded from camera/card, but not to proper location. | Images not downloaded from camera/card. |  |
| Batch Rename  (5 pts possible) | Files are renamed using the publication’s naming and sequencing scheme. | Student renames files using the publication’s naming scheme. | Images are downloaded and not renamed. | Images are simply downloaded and not renamed. |  |
| Labeling  (5 pts possible) | Images are labeled with 0-5 stars. | Students label images with 0-5 stars. | Images are starred with only a single value, without several different values. | None of the images are starred. |  |
| Use Metadata to identify Creator and for Captioning  (5 pts possible) | Starred images have creator named and unique captions for each. | Starred images have creator named and a generic caption for each. | Creator metadata is included, but no results or identifications are included in the Description field. | No metadata is modified. |  |
| Total points  (20 pts possible) |  |  |  |  | \_\_\_/ points |