

Final Tasks - Semester 1

25 pts each department leader needs to turn this sheet in on or before the day of the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points.

Turn in a copy of this sheet to your teacher for final grading.

Digital Media Department

Company Name _____

Task 1: Holiday Event Recordings

It is important to record events as they happen through the year, The holiday season is especially important. Record and photograph, the adopt a family wrapping and gift delivery, and the company Christmas party.

Employee responsible for this task

10 pts **Evidence: Photos & Videos uploaded to Google drive: Teacher Observation**

Task 2: Archive all Pictures to Company Google Drive

The digital media department has been collecting photos and video all fall and all those images and video need to be uploaded to the company Google drive so that they are available for all the different departments. Set up the company Google photos to have different albums for the different events that we have had this year. Create a folder inside the Digital media folder to hold all video content that has been collected throughout the year. This should be the protocol for all photos and video for the remainder of the year.

Employee responsible for this task

15 pts **Evidence: Pictures and video archived in company account: Teacher Observation**