

Coursework Archiving

Add your files to the appropriate course folders on the G drive, located at G:\Archive\Student Work\.

2022 Spring Coursework Archiving

- Don't over archive - check with your instructor as to actual archiving requirements. In general, **archive final submissions for all projects but not process work.**
- Avoid oversizing - use reasonable file size and image resolution limits - see section 1 below
- Simplify file naming - use a subfolder & file name strategy as per your course instructor

Table of Contents

- [1. File Properties](#)
- [2. Folders](#)
- [3. Subfolders](#)
- [4. All File Names](#)
 - [4a. Filename Examples](#)

1. File Properties

Recommendations:	pdf, jpg, tif, mp4	Don't Archive: 3dm, 3ds, ai, dwg, indd
File Sizes:	5mb typical	30mb for large .pdf final boards
Resolution:	300ppi typical	200ppi generally adequate

2. Folders


Location:
G:\ARCH\Archive\Student Work\2022\Spring\

3. Subfolders

Folder Names	Possible Strategies - Coordinate with instructor
A) By student:	"\Lastname, F" or "\Lastname-Firstname"
B) By groups:	"\Grp1" or "\NetID1-NetID2"
C) By project or assignment:	"\Prj1" or "\Ex1.1" or "\04-Final Review"

4. All File Names

A. PREFIX	B. BODY	C. SUFFIX
Semester-Course#-Section#	Always use double-dash "--"	NetID(s)**
22S-###-##	--sort condition--	netid.ext netid-netid.ext

 **By writing every file with your NetID signature as a suffix, IT can more easily retrieve your work if lost.

4a. Filename Examples

Sort conditions	Subfolder	Filename
(A) By student	...\Arens,S\	22S-ARC208-01--Prj3-Model-01of10--sarens.jpg

(B) By group	...\Grp1\	22S-ARC500-01--Prj2-Dwg1-v01--sarens-mcbrown.jpg
(C) By project	...\Prj2\	22S-ARC409-01--20220328-Board1-v01--sarens.jpg