

FAQ'S for LEARNING

1. LEARNING PLATFORMS.

Type:	Where:
_a. Grades.	= Microsoft Teams / Blackboard.
_b. Discussion.	= Microsoft Teams Discussion Channel.
_c. Submission of Final Files.	= Microsoft Teams under "Assignment" tab.
_d. Sharing Resources with Classmates.	= Microsoft Teams Channel for specific assignment
_e. Specific Questions.	= Email.

2. SUBMISSION PROCESS & TYPES of DUE DATES.

Type:	Process / Due:	What I am looking for:
_a. Weekly Progress.	_Post on Microsoft Teams Channel, Due: Sunday at 11:59 pm	_Progress / Participation
_b. Sketchbook & Mini Assignments.	_Post to Microsoft Teams Channel where assigned under comments. [Due: by Sunday at 11:59 pm]	_Progress / Participation / Cognition
_c. Critique Due Dates. <small>[see above 2.b.4.]</small>	_Submit in Teams using the Assignment tab. [Turn in with project files.] <i>See below.</i> Due: Sunday at 11:59 pm	_Quality of Self Analysis / Presentation / Knowledge of Subject / Participation
_d. Final Assignment Due.	_Submit in Microsoft Teams using the Assignment tab. <i>See below.</i> Due: Sunday at 11:59 pm	_Quality of Work / Progress / Participation

Turn in the following on Teams:



	under TAB:	under CHANNEL:
_1. ___PDF [high resolution, spread view if booklet] For how to save a PDF file see the following pages.	X	X
_2. ___Source Files [AI / PS / InD / .mov / .gif] See following pages to see how to save as a Legacy Source Files.	X	-
_3. ___Design Process Documentation [PDF file] See Link:	X	-
_4. ___Critique [Self-Directed Critique] See Link:	X	-
_5. ___*Printed & Trimmed Design Work. [Not required during COVID-19 unless otherwise stated] Link:	-	-

3. DESIGN PROCESS.

Design Process is required to be documented with every project.
See Design Process Requirements Link: _____

-
5. OFFICE HOURS & CONTACT.
- _1. Office Hours. Office hours are by appointment. Please email me for an appointment. I will be available for Office Hours within scheduled blocks of time. See schedule below for your class. Also, catch me on Microsoft Teams during this block of time or anytime you have questions.
 __ Digital Art & Design: _____
 __ Graphic Design Studio II: _____
- _2. Meetings. In the order of preference this is a list of contact options for students:
 __1. Micosoft Teams,
 __2. Email, cdyer@highpont.edu,
- _3. Emails. I will answer emails as soon as possible. If I am in class I likely will not be able to answer until that evening. Email: cdyer@hpu.edu
- _4. Microsoft Teams. Information and discussions will be available in Microsoft Teams.
-
6. QUALITY OF WORK: I will base your work on formal and conceptual qualities and you will be graded on process. Development of your work and research will be considered.
-
7. ALL PROCESS WORK is REQUIRED: All process work must be included in a folder when you turn in work for Final Critiques and Draft Critiques when you upload work to our shared Google Drive folder.
-
8. PRINTING: Printing is expected, however, you are NOT required to print your work if you do not have access. ***Printing is a significant process that helps your course work improve and it can affect your grade.** The reason for this is because the screen is deceiving. Your work will almost always look better on the screen but professional eyes can see the difference.
-
9. CRITIQUES:
- _1. Self-Directed Critiques: _1. Overview: Self Directed Critiques are directed and completed by the student. A written Self-Directed Critique is required with each assignment and must be submitted with your work in each project folder you submit a critique for Draft Critiques and Final Critiques. Please follow guidelines below.
- _2. Due: All assigned critiques must be completed by Sunday at 11:59pm/Midnight.
- _3. Process Work is Required. During Critiques you MUST show process work. All imagery is required to be your own.
- _4. Link to Guidelines: http://www.carriedyer.com/assets/online_critique_options.pdf
- _2. Group Critiques: Group Critiques will happen where possible.
- _3. Individual Critiques: Individual critiques may be requested and will be given in circumstances where student has worked beyond first drafts to solve a design problem. Students who have not worked enough to develop process will be asked to push further first before significant feedback can be given.
-

10. TECHNICAL ISSUES & ADOBE ISSUES	-1.	Adobe	If you are having general technical issues with Adobe, contact the Office of Information Technology [OIT], submit a ticket, or call.
	-2.	Blackboard	If you are having general technical issues with Blackboard, contact the Office of Information Technology [OIT], submit a ticket, or call.
	-3.	Microsoft Teams	If you are having general technical issues with Microsoft Teams, contact the Office of Information Technology [OIT], submit a ticket, or call.
	-4.	Unresolved issues Logging into Adobe or any other tech issues:	If you can't get into your Adobe Account after contacting OIT you will have complete your work by hand, using a phone, or another app. This will significantly change your learning experience. If you are in this situation you need to notify me and I will connect you with OIT. If you do use an app or complete your work by hand you will be held to the same visual standards as others. So, it's definitely in your interest to get it figured out. Just do your best to figure it out.
	-5.	Problem Solving:	One of the most important techniques you can learn as a Graphic Designer is how to Problem Solve. In any situation you find yourself in where you cannot complete a required task- create a solution. If you can't access an assignment, problem solve, and do your best.
