**Rubric – File Info/Metadata**

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| **Criteria** |  | Exceeds Expectations | Meets Expectations | Approaches Expectations | Needs Improvement | Comments/Suggestions |
| **Understanding** | * The student has demonstrated an understanding of uploading file information for a photo by adding a document title, author, description (caption/cutline) and keywords in the appropriate areas.      * The student has demonstrated an understanding of how the “camera data” element in “File Info” can help improve the quality of future photos. The student includes the issue and which adjustment(s) can be made in the future. If no issue is presented, the student explains their reasoning. | 15 | 10 | 5 | 4 or less |  |
| **Organization** | * The photo has been exported and uploaded to the correct destination (email or school account). The file is labeled and includes a screenshot (two in total) of the “File Info” added to the photo as well as a screenshot of the “camera’s data.” * A Word document has been submitted and attached with the student’s explanation of how they reached their conclusion. | 5 | 4 | 3 | 2 or less |  |
| **Fulfilled Requirements** | * The completed assignment was uploaded and submitted according to the assigned deadline. | 5 | 4 | 3 | 2 or less |  |