

preliminary + final counts

OVERVIEW + ASSESSMENT

PRELIMINARY COUNT

FINAL COUNT

SCHEDULE

overview

Aside from keeping track of progress, the Preliminary and Final Counts also explore the flow of your book. Both should be considered rough drafts of the linear read of your book.

At the Preliminary Count, it is highly encouraged that students have at least 70-80% of the required minimum number fully approved. *This would mean at least 7-8 of the minimum final count of 10 "pieces" fully approved.*

assessment

PRELIMINARY COUNT RUBRIC:

- Directions were followed accurately with absolutely no errors.
- At least 7 pieces have been fully approved.
- Flow of book has been considered.
- Interactive PDFs works correctly.
- Work completed on time.

FINAL COUNT RUBRIC:

- Directions were followed accurately with absolutely no errors.
- 10-12 pieces have been fully approved.
- Flow of book has been considered.
- Interactive PDFs works correctly.
- Work completed on time.

preliminary count

DIRECTIONS:

Build a new multi-page document using InDesign, as explained below. It will make your Final Count easier to compile.

1. First go through YOUR COUNT FILES from me each week and figure out what exactly is approved and almost approved. Have a little list for yourself. Also note which round that was approved so you can easily grab the work from that week's assessment.
2. Start an InDesign document that is 11 in x 8.5 in (Letter size, Landscape orientation). Save As **YOUR LAST NAME_PrelimCount_SPG21**.
3. Put the APPROVED work in the pages. You can do any of the following:
 - > Copy the image box from your Weekly Assessment and Paste it onto a page in your Prelim Assessment.
 - or*
 - > You can drag pages from one InDesign doc to another easily and quickly using the Pages palette.
 - or*
 - > You can be super meticulous and create a Master Page...and then unlock it on your page ...and then place a new image on each page. << Really, don't waste your time doing that.
4. If the work links to an Issuu page, XD prototype, live website, YouTube video, etc. that is part of the work approved, include the actual link and make it hyperactive. (In other words, just in case it doesn't export correctly, I can just copy-paste it if necessary.)

5. If you have work that is **Almost Approved**, create a page that states this. (Just make a text box on a blank page and write this.) Then put any Almost Approved pieces behind that. Almost Approved is something I've labeled as almost approved in an assessment.
6. When you're all done, save that InDesign file again.
If you would like to File : Package for yourself, do so now. It will help you when you create your Final Count file! Grab the INDD file, Links, and Fonts.
7. File : Export manually to an Interactive PDF. Open this file in the full version of **Adobe Acrobat** (not Reader). **File : Reduce File Size** to be sure it's the smallest it can be without losing any more quality.
8. Open that PDF on another computer if possible to be absolutely sure every single link works and all work is placed correctly.
9. When the PDF is perfect, place that in the Folder with the rest of the packaged file.

DUE > WHAT • WHEN • WHERE

• **GOOGLE**

> In your Google Drive shared folder under where your weekly assessments go, there is a folder "PRELIMINARY COUNT - [AN INCORRECT DATE]". Put **only your interactive PDF**.

You may put your entire InDesign packaged folder here if you want and I'll grab the PDF.
It's up to you.

• **SLACK**

> Place your correctly named interactive PDF in the [#4803_main](#) channel in the thread asking for it.

final count

These steps are similar to the Preliminary Count with a page of text added before each. See **Captions** project sheet (will be live by the time this step begins) for information on required text. Then this file will be a reference or rough skeleton for your final Portfolio files, which will be formatted and may include embedded videos.

DIRECTIONS:

1. First go through YOUR COUNT FILES from me each week and figure out what exactly is approved and almost approved. Have a little list for yourself. Also note which round that was approved so you can easily grab the work from that week's assessment.

If you are not at 10 approved, you need to be in constant contact with Prof. Nikki or you may not pass this course!

2. Open your Preliminary Count file. (Fix anything if you received comments about this.)
File : Save As **YOUR LAST NAME_FinalCount_SPG21**.
3. Put the remaining APPROVED work in the pages. You can do any of the following:
 - > Copy the image box from your Weekly Assessment and Paste it onto a page in your Prelim Assessment.
 - or
 - > You can drag pages from one InDesign doc to another easily and quickly using the Pages palette.
 - or
 - > You can be super meticulous and create a Master Page...and then unlock if on your page ...and then place a new image on each page. << Really, don't waste your time doing that.

4. **Before each piece, add a page with a text box. This is where you will write your captions.**
5. If the work links to an Issuu page, XD prototype, live website, YouTube video, etc. that is part of the work approved, include the actual link and make it hyperactive. (In other words, just in case it doesn't export correctly, I can just copy-paste it if necessary.)
6. *If you have work that is **Almost Approved**, create a page that states this. (Just make a text box on a blank page and write this.) Then put any Almost Approved pieces behind that. Almost Approved is something I've labeled as almost approved in an assessment.*
7. When you're all done, save that InDesign file again.
If you would like to File : Package for yourself, do so now. It may help you when you create your Final Portfolios files. Grab the INDD file, Links, and Fonts.
8. File : Export manually to an Interactive PDF. Open this file in the full version of **Adobe Acrobat** (not Reader). **File : Reduce File Size** to be sure it's the smallest it can be without losing any more quality.
9. Open that PDF on another computer if possible to be absolutely sure every single link works and all work is placed correctly.
10. When the PDF is perfect, place that in the Folder with the rest of the packaged file.

DUE > WHAT • WHEN • WHERE

• **GOOGLE**

> In your Google Drive shared folder under where your weekly assessments go, there is a folder "FINAL COUNT - [AN INCORRECT DATE]". Put **only your interactive PDF**.

You may put your entire InDesign packaged folder here if you want and I'll grab the PDF.
It's up to you.

• **SLACK**

> Place your correctly named interactive PDF in the [#4803_main](#) channel in the thread asking for it.

Note: This schedule only pertains to these 2 assignments.

WEEK OF MAR 15

MON MAR 15 - **GROUP A:**

- Begin Preliminary + Final Counts assignments.

WED MAR 17 - **GROUP B:**

- Begin Preliminary + Final Counts assignments.

WEEK OF MAR 22

SPRING BREAK

No weekly assessment due for this week, BUT see what is due on Sunday for next week >>>

SUN MAR 28 by noon:

Both **GROUP A and GROUP B:**

PrelimCount_SPG21 files as directed **DUE by noon** on Google and Slack.

No weekly assessment due for Week of Mar 29 this week for either group.

WEEK OF MAR 29

MON APR 5 - **GROUP A:**

- Discuss Preliminary Count, its flow, and future work.

WED APR 7 - **GROUP B:**

- Discuss Preliminary Count, its flow, and future work.

SUN APR 18 by noon:

Both **GROUP A and GROUP B:**

FinalCount_SPG21 files as directed **DUE by noon** on Google and Slack.

No weekly assessment due for Week of April 19th because you should have the minimum work approved. If you do not, you must be in constant contact with Prof. Nikki!

WEEK OF APR 19

MON APR 19 - **GROUP A:**

- Discuss Final Count and its flow.
- Begin **Final Portfolio** (Large and Small) files.
- *Begin/Discuss final video. (TBD)*

WED APR 21 - **GROUP B:**

- Discuss Final Count and its flow.
- Begin **Final Portfolio** (Large and Small) files.
- *Begin/Discuss final video. (TBD)*