

How to turn in your assignments

I ask for things to be turned in in five ways. You won't have to do all five for any assignment. If you follow these instructions, you will save hours of work when submitting to shows and festivals. If you don't do them, it will generally cost you a letter grade.

This is a professional behavior issue. Clients and employers will expect work to be delivered in a useful format. If you don't give them what they want, you waste their time, which costs them money, which makes them less likely to hire you again, which ultimately expels you from the industry.

So, there will be grading consequences for not doing these things, which will be detailed on grading rubrics.

File locations

All the files I talk about below are on the blackboard site for your class. They are in my faculty web site, www.umbc.edu/~mcdo

There are four files, hModelPlan.jpg, and hStoryboard.pdf, titleCard.psd, and creditCard.psd. Make sure you put copies in a safe place—things go down.

Naming files you turn in.

The name of the file should follow this format: your last name, assignment letter, and a letter indicating what the file is.

So, for example, John Doe's wireframe for assignment C for Art 483 would be "Doe_c_W.tiff".

If you want to put a title on there, add it after the format letter:

"doe_c_w_flyingToaster.tiff"

By following the naming convention, John makes it easy for me to verify that he has turned in his assignment, which helps me give him the grade he has earned.

HOW TO GIVE IT TO ME:

Hand paper to me in class. Hand me data DVD's in class—NOT playable DVD's.

THE ACTUAL FIVE WAYS:

1) Model Plan Worksheets: This is a form, hModelPlan.jpg. Use the form. Print it out and draw right on it, or slip it under drawing paper and use it to organize your drawings. It has spots for front, side, top and ¾ perspective views; do one drawing of each type.

The MPW should be spray-mounted on black posterboard or thin foam core; failing to do this will cost you half of whatever fraction of your grade the MPW represents; same penalty for doing a poor job of it—the goal is to be able to show off your work.

2) Storyboard Worksheets:

The form for this one is in a file is named hStoryboard.pdf. The aspect ratio of the squares on this sheet is correct for 640x480 video, and that matters. The size is about right for planning video with drawings. It's OK to trace the frames, but be sure to get the proportions right.

The SW should be spray-mounted on black posterboard or thin foam core, just like the MPW; same penalty for not doing it.

I got this form at www.animationmeat.com. I don't know whether it's still there.

3) Wireframe images for models should be full-screen screen grab (alt-Print Screen on PC's, alt-f12 for simulated PC's) of the model in wireframe.

Make the window as big as possible when you do this: maximize the window, click on the dotty bars to get rid of the attribute editor, the time line, the shelf, etc.

Use Photoshop to convert the image to a TIFF, 1500x1100 pixels at 150 DPI, LZW compression is appreciated.

Don't use JPEG compression! It makes the image look bad.

There's no form for this, but do pay attention to your file name, The letter for this format is "W".

4) Lit Model Images can be rendered (if you know how) and saved out of the render progress window, or screen-grabbed from a "textured and lit" modeling window.

If you're screen-grabbing, maximize the image area, same as for wireframe.

There's no form for this, but pay attention to file name; the letter for this format is "L".

5) and 6) QuickTimes for frame sequences

All animations will be turned in as two files, a small fast one that plays well on a computer, and a big slow one that might not play back, but will look great on a DVD.

a) Frame rates should be 29.97 frames per second, 1280x720 pixels resolution, square pixels (HD 720).

b) The first 30 frames should be of the title card. The card should be a modification of the file “titleCard.psd”, a PhotoShop document. Don’t change the format of the card; having the cards all the same makes the student reel look better. The title of the work should appear, and your name, and a date.

c) The last frames should be credits. The credits should be a modification of the file “creditCard.psd”. The credits should not overlap the animation. If you did everything yourself, no credits are necessary. Use as many cards as you like, show each one for 30 frames.

d) Compression:

a) Turn in a high-quality “pretty” file that is compressed using the following settings: animation compression, and best quality.

This file will not play back gracefully, but it will look great on a DVD.
The letter for this format is “P”—for pretty.

b) You should also make a lower-quality “fast” version, for use in critiques, which will play back in real time. Use these settings: animation compression, low quality.

This file will play back well, but it will look awful on a DVD.
The letter for this format is “F”—for fast.

I’ve got another document that walks you through the process of making this file in AfterEffects, “makingQT.doc”.

7) Maya scene files.

You can’t, generally, just hand in a Maya scene file; most scene files contain many links, especially to image files used for texture maps. If I do ask for a Maya file, give it to me in a directory, and have all the image files in that directory. If image files are needed by the scene, and you give me a bunch of files with broken links, I’ll take points off.

If you don't know how to put on a texture map, then don't worry about this; the bare .ma will be fine.

But, if I do ask you for a scene file, save it as a .ma (the text version of the format), and the letter for this format is "A".