

Artist in Community Education (ACE) Program Applicants Outdoor and Experiential Education (OEE) Program Applicants

Portfolio/Personal Artifact Submission Instructions and Suggestions

Introduction

All portfolios (ACE) and personal artifacts (OEE) must be submitted in digital format using the appropriate Supplemental Documents Form listed on the program's website. Suggested digital formats are: video, PowerPoint, JPEG, PDF.

Since the process of organizing a digital submission can often be complex and time consuming, please consider the following suggestions:

1. Begin the process of assembling the content of your portfolio/personal artifact two weeks in advance of the December 10th supplementary document submission deadline.
2. While assembling the content, determine any arrangements that you need to put in place such as scanning, photographic documentation, video editing, file conversions, file compressions, etc.
3. Complete the process of any digitization procedures one week in advance of the submission.
4. Review the file sizes and take any steps that may be needed to reduce file sizes.
5. Assemble the submission at least three days in advance of the December 10th supplementary document deadline and assess any changes that need to be put in place to ensure successful transmission of your file(s).

File Size Reduction Suggestions

1. If your file size is too large, you may need to compress the file before submitting. File compression can reduce file size by 10% and up to 75% depending on the compressibility of the files. Below are instructions for file compression on both Windows and Mac operating systems.

Instructions for Windows 10, 8.1:

<https://support.microsoft.com/en-ca/help/14200/windows-compress-uncompress-zip-files>

Instructions for MacOS Catalina 10.15, Mojave 10.14, High Sierra:

<https://support.apple.com/en-ca/guide/mac-help/mchlp2528/10.13/mac/10.13>

2. After compression, if file size is still too large, please consider including links to private YouTube videos instead of video files.

Instructions on how to change YouTube video privacy settings:

<https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en>