

EARN A CPTV I.D. LANYARD

# 8-Shot Task Manager & Sign-Off

Student Name \_\_\_\_\_ Period \_\_\_\_\_

TASK	DATE	SIGN-OFF
<b>Check Out Equipment Correctly</b>		
<b>Record Camera Video</b>		
<b>Record Camera Audio</b>		
<b>Sign-In at Numbered Work Station</b>		
<b>Logon to Work Station Using Correct Password</b>		
<b>Upload Images to Computer Work Station</b>		
<b>Move Project to External Hard Drive</b>		
<b>Record 2<sup>nd</sup> Audio Track</b>		
<b>Create Titles / Graphics</b>		
<b>Edit Video / Audio / Titles &amp; Graphics</b>		
<b>Save Work to External Hard Drive</b>		
<b>Log Off Work Station Sign Out Work Station</b>		
<b>Return Equipment Correctly</b>		