Here are the 4 things that are required to turn in your final AVID using “Class Media” project:

- Class Media
- Access to “class_folders” share
- Sound Effects folder with additional Sound EFX added to your project
- Final AVID Project Folder containing Final Sequence

This workflow is used to turn in your Final AVID Projects that use “class media” and additional sound files that are additionally added by the individual student. The only way your project can be accurately reassembled by the professor, for grading, is to compile the sound files in a folder and upload that folder to the “class_folders” Share along with the final project for grading.

“Here is the frame grab of the “class_folders” share that this document refers to.”

<table>
<thead>
<tr>
<th>1.</th>
<th>Put all the sound efx that are used in your class project in a separate folder. These will be used by the Professor to grade your project.</th>
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<td>2.</td>
<td>You must put the final AVID project folder and your Sound Effects folder that you just created on the classes share</td>
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3. This is an example of the path to the "Users" folder on the classes share. This is a representation of where the professor will look for your AVID project and the sound effects that link to your final timeline.

4. Professor or TA will now need to "Batch Import" to get your additional audio files back online.

5. The rest of this document explains the workflow of batch importing offline audio files.

6. Select all the offline clips in the bin

7. Go to >Clip>Batch Import.

8. Select Offline only
9. When the importing dialog appears, notice that AVID will give you the path of the file location when imported before they went offline.

10. As shown in this graphic the old location of these files was inside of a folder called: “D2” that was on the Volume called “Your Hard Drive”

11. Next will need to Select “Set File Location”

12. Navigate to where the file is saved on the hard drive.

There will be a hint in the header of the window telling you what file you are looking for. Select Open
13. In the Batch Import window all the clips will be located for you and all that you need to do is change the Import Target location to your personal storage drive.

14. Then Click Import.

15. The audio will import and relink with the clips and subclips as well as sequences that reference these files.