

File Management

ISTE Standard: 5: Computational Thinker (5c) - Students break problems into component parts, extract key information, and develop descriptive models to understand complex systems or facilitate problem-solving.

A. GRADE LEVEL: 6th-7th

B. SUBJECT: STEM/Technology

C. DATE: [Insert Date]

D. DURATION: 2 Days

E. LESSON FOCUS: Understanding how to organize, save, and manage digital files effectively.

F. MATERIALS:

- Computers or laptops with operating systems (Windows/Mac)
 - Digital files for practice (e.g., text documents, images, videos)
 - Projector for demonstration
 - USB drives or access to cloud storage (optional)
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G. LESSON OBJECTIVES: By the end of this lesson, students will be able to:

1. Create folders to organize digital files.
 2. Save files with appropriate names and locations.
 3. Understand basic file management practices, such as moving, copying, and deleting files.
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H. PROCEDURES:

Day 1: Introduction and Demonstration

1. **Introduction (10 minutes):**
 - Ask students: “What happens if you don’t organize your school supplies?”
 - Discuss how similar issues occur when files are not organized on a computer.
 - Explain the importance of file management for school, work, and daily life.
 2. **Demonstration (20 minutes):**
 - Show how to:
 - Create folders and subfolders.
 - Save files with meaningful names (e.g., “Math_Project_Dec2024”).
 - Move and copy files into folders.
 - Highlight the difference between saving files locally (on the computer) and externally (on USB/cloud).
 3. **Practice (20 minutes):**
 - Students create a folder system for a mock school year (e.g., “Subjects > Math, Science, English”).
 - Save sample files into these folders.
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Day 2: Hands-On Activities and Assessment

1. **Recap (5 minutes):**
 - Briefly review the steps for file management.
 - Answer any questions from Day 1.
2. **Hands-On Project (30 minutes):**
 - Provide a set of digital files (e.g., photos, text files, spreadsheets).

- Students organize the files into appropriate folders, rename files, and practice moving or copying them.
 - 3. **Peer Review (10 minutes):**
 - Students check each other's folder systems for clarity and organization.
 - 4. **Assessment (15 minutes):**
 - Give students a task to organize a new set of files independently.
 - Evaluate based on correct folder creation, file naming, and file placement.
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Note: Safety

Ensure students handle computers responsibly by avoiding unnecessary downloads or deletions. Remind them to back up important files and use secure storage methods, such as passwords for sensitive data.

Note: Accommodations

For ELL and ESE students:

- Pair students with peers for collaborative practice.
- Use visual aids and step-by-step instructions with screenshots.
- Provide extra time for hands-on activities and encourage questions.