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.

Lesson: Organize and manage digital files by creating folders, renaming files, and properly saving them.

Objective: Students will demonstrate file management skills by organizing a set of provided digital files into a clear and logical folder system.

Materials:
- Computers or laptops
- Preloaded digital files (e.g., text documents, images, videos) for organization
- USB drive or access to cloud storage (optional)

Safety Precautions: Students should be cautious not to delete important system files or data unrelated to the project. They must use the provided practice files and ensure they save their work correctly. Emphasize backing up files to avoid accidental loss.

Procedures:
1. **Preparation:**
    o Distribute the digital files to students (e.g., files named "Untitled1," "Pic123").
    o Explain the project requirements:
        ▪ Create a logical folder structure.
        ▪ Rename files for clarity and save them in the correct folders.
2. **Step-by-Step Instructions:**
    Step 1: Create Folders
        o Open the computer's file explorer.
        o Create a main folder named "School Files."
        o Inside, create subfolders for different subjects (e.g., Math, Science, English).
    Step 2: Rename Files
        o Rename the provided files to descriptive names (e.g., change "Untitled1" to "Math_Homework_Week1").
    Step 3: Save and Organize Files
        o Move each file into its appropriate folder (e.g., images for science projects go into the "Science" folder).
    Step 4: Practice File Management Actions
        o Copy a file from one folder to another.
        o Move a file to the USB drive or cloud storage (if available).
3. **Final Review:**
    o Students review their folder system to ensure all files are in the correct locations with appropriate names.

Note: Clean-up: Students should delete only the practice files they worked on during the activity. Ensure that computers are logged off, and all USB drives or personal items are collected. Workstations should be left organized and ready for the next class.