

File management activity

Whole Group Lesson

We want students to see the connection between proper naming of folders and files and easily being able to find and retrieve those files. The idea is to make the abstract concept of organizing electronic documents into something concrete that students can practice with their hands.

1. Teacher1 (content teacher) introduces the topic of file management
2. Teacher2 (basic skills teacher) elicits student thoughts about what is file management
3. T2 demonstrates what poor file management might look like by using a folder and papers – dropping the papers randomly on the floor and then trying to find a specific piece of paper that looks like all the rest
 1. Ask, “If that is bad file management, then what is good FM?” – write student responses on WB
4. T1 explains that good file management requires a folder hierarchy
5. T2 writes word “hierarchy on board and asks students: “What is a hierarchy?” – then writes student responses on WB
6. T1 then explains what hierarchy means in terms of file management and describes what that hierarchy might look like for the class BTS 161: BTS 161 > Homework, Student Data Files > Module 1, Module 2, Module 3, etc.
 1. T2 writes on the WB what this hierarchy should look like
7. T1 then introduces activity, telling students that they are going to work in groups to create this hierarchy using actual file folders
8. T1 explain steps in activity while T2 writes steps on board
 1. Get into groups of 3 or 4
 2. Using the folders on the table, recreate the hierarchy shown on the WB
 3. Using blank paper, create “assignments” and file them correctly in the appropriate folders (we will provide assignment names)
9. T1 &2 hand out folders and students begin recreating the hierarchy that is written on the board
 1. T1 & 2 circulate and provide whatever help students need and make sure they are organizing correctly
10. After everyone is finished, we play a little game to see who can retrieve their files the fastest
 1. T1 calls out a file name, and groups compete to pull out that file and show it (it must be labeled correctly)
11. After playing game, ask participants if they noticed any of the team teaching models
 1. Participants call it out and T2 write them on the board

Small Group Work

1. Each group gets one large accordion-style folder and several smaller folders. Participants are to recreate a folder hierarchy that we have written out on the whiteboard
 - a. Class name: BTS 161
 - i. 01-Computer Hardware
 - ii. 02-Computer Software
 - iii. 03-File Management
 - iv. 04-Outlook
 - v. 05-Test 1
 - vi. 06-Word 1
 - vii. 07-Word 2
 - viii. 08-Excel 1
 - ix. 09-Excel 2
 - x. 10-PPT
 - xi. 11-Test 2
2. First they label the large folder with the name of the class
3. Then they label several smaller folders with the various names of the weeks and topics for each week (as above)
4. Those weekly folders are placed in order inside the class folder.
5. Then Ss are given a stack of blank papers; they must label those papers with the names of assignments. Teachers will provide assignment names.
6. They place those papers in the appropriate folders
7. See which team finishes first

After finishing this portion, teams compete to retrieve certain assignments that we call out