

Instructional Scenario

Organizing Student Resources



Course/Duty Area: Office Specialist II/III; Duplicating Documents; Managing Files

Scenario:

Mr. Clark is a student teacher at Central High School. He has been given a flash drive with study guides and tests from his science lead teacher. Mr. Clark must make 150 copies for his students.

Big Question:

What does Mr. Clark need to do to extract the documents that need to be copied from his flash drive, copy them, and organize them for students?

Focused Questions:

- How can Mr. Clark organize his files chronologically so that he has what he needs for each teaching unit?
- How can Mr. Clark print directly from the flash drive?
- What does Mr. Clark need to do to ensure that the size, orientation, and color for his copies is correct?
- How can Mr. Clark collate and organize the documents once they are printed?

Project-Based Assessment:

- 35 completed teacher packets

Instructional scenario submitted by Vicki Snodgrass, Instructor, Thomas Walker High School, Lee County Public Schools