Lesson Plan

Information Technology Skills:

Managing Files and Folders

Objective: Students will identify strategies and best practices for file management.

Workplace Readiness Skill: **Maintain working knowledge of current information-technology (IT) systems.**

Maintaining working knowledge of current IT systems may include, but is not limited to,

- *hardware and devices (e.g., peripherals)*
- *software and applications*
- *cloud-based services*
- *file-sharing techniques*
- *emerging technologies*
- *troubleshooting protocols and techniques.*

Microsoft Learn offers classroom resources and materials and instructional techniques that will help enhance instruction and learning for this concept.

Correlations to Other Workplace Readiness Skills:

- Demonstrate work ethic.
- Demonstrate big-picture thinking.
- Manage time and resources.
- Demonstrate an understanding of information security.
- Demonstrate professionalism.
- Demonstrate reading and writing skills.

Correlations to the Virginia Standards of Learning (SOL):

- English: 6.DSR, 6.RI, 6.C, 6.LU, 6.R, 6.W, 7.DSR, 7.RI, 7.C, 7.LU, 7.R, 7.W, 8.DSR, 8.RI, 8.C, 8.LU, 8.R, 8.W, 9.DSR, 9.RI, 9.C, 9.LU, 9.R, 9.W, 10.DSR, 10.RI, 10.C, 10.LU, 10.R, 10.W, 11.DSR, 11.RI, 11.C, 11.LU, 11.R, 11.W, 12.DSR, 12.RI, 12.C, 12.LU, 12.R, 12.W
- History and Social Sciences: CE.11, WHII.14, VUS.17

Instructional Steps:

1. **Ask students what strategies they use to keep their school notebooks and/or binders organized. Discuss the consequences of good vs. poor notebook organization. If appropriate, show example(s) of good vs. not-so-good organizational strategies. Discussion may center around the following points:**
    a. It's difficult to quickly find what you need without good organization.
    b. It's more likely that work will be misplaced or turned in late without good organization.
    c. Good organization reduces stress because it gives you the confidence of knowing that you've got everything you need for whatever your assignment might be.

d. Good organization communicates to teachers and others that you care about and keep track of your responsibilities.

2. ***Explain that electronic file management and organization is not very different than folder and notebook organization.*** Ask to see a show of hands from students with the question, "How many of you have lost a digital file at some point in your school experiences?" [Most have likely had this experience.] Explain that, today's lesson is going to focus on strategies and best practices for keeping files organized in the digital world.
3. ***Provide the student resource sheet entitled Electronic File Organization Tips, by the National Institute of Standards and Technology (NIST).*** Ask students to take time to read the resource, highlighting new and/or interesting information.
4. ***Pair students.*** Ask them to discuss the strategies they already use to organize and manage files and what tips they learned from Electronic File Organization Tips.
5. ***Ask students to use Handout #1, Information Technology Skills: Managing Files and Folders, to record notes about what they learned through their research.***

Formative Assessment:

- Ask students to apply at least three tips from their research to their school-based files and folders. After they've had time to do so, ask students to share which tips they found most helpful and incorporated into the organization of their school files.
- Assign the following as a journal reflection: *Imagine that you got a job with a building contractor. Part of that job included tracking employee time sheets, managing estimates for clients, and coordinating time schedules and material deliveries to job sites. Why is good file management important to this position? What are possible consequences of failing to keep digital files organized?*

Options for Adaptation/Differentiation:

- To offer scaffolding to students, a whole-group walk-through of Handout #1 will offer greater guidance.
- To offer an enrichment opportunity, ask students to create a PowerPoint slide show demonstrating how to apply the file management tips and best practices they've learned.

Suggestions for Follow-up:

- Ask students to design a bulletin board with *File Management Tips for Productivity* to extend and communicate their learning.
- Tie an upcoming project to this lesson and ask students to apply the best practices in file management to that project.
- Ask students to interview a professional about the relationship between file organization and productivity in the workplace. Share/discuss interviews as a class.

Teacher Resources:

- Soft Skills: The Competitive Edge, U.S. Department of Labor, Office of Disability Employment Policy.
- Workplace Readiness Skills (WRS) Assessment: Virginia Overview, Career and Technical Education Consortium of States (CTECS).
- Workplace Readiness Skills (WRS) for the Commonwealth: Instructional Resources, Career and Technical Education (CTE) Resource Center

Handout #1

Information Technology Skills:

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Use the student-research resource, Electronic File Organization Tips. Feel free to highlight important points as you read them.

Electronic File Organization: Strategies to Remember

File Naming: Things to Doo

File Naming: Things to Avoid

Electronic Folder Structure: Strategies

Terms and Definitions to Know