

Email to send to all participants of the *Managing Files Workshop*

Dear Participant in the *Managing Files Workshop*:

This is a reminder that you must reply to this email within 7 days in order to receive your certificate for this workshop.

In your reply all you need to give is the name of the folder you posted in a public folder so that I can evaluate it.

Please also specify whether you would like me to email your certificate or send it by district mail.

Thank You,

## Workshop Title: Managing Files:

Objective: Organize your own files and folders and organize and backup student work on the public server)

Intro Activity: Medieval Helpdesk Youtube clip

## Presentation: Managing Files: 60 minutes

### A. Laptop Files-

1. Files you work on at home under your roaming profile will be synced (copied) to your roaming profile at the district.
2. Files you work on at home under cbeteacher/teach login at any time will not be synced to your roaming profile.
3. Note: The Internet will only work at school when the icon labeled "Internet Explorer" is selected.
4. Note: The Internet will work at home when the icon labeled "Internet Explorer – HOME USE ONLY"

### B. My documents-

1. Creating folders-
  - a. Making a plan of folders you will need.
  - b. Using the sidebar menu (Make a new folder)
  - c. Creating a new folder as you save a document.
2. Cleaning up your files-
  - a. Drag and drop- files into the appropriate folders.
  - b. Use the "Folders" icon in the toolbar at the top (explorer toolbar)
3. Cleaning up your desktop- use the "Folders" view to drag and drop
4. Backing up your files (or a particular file)
  - a. Usb memory stick
  - b. Emailing them
5. Deleting your files- right-click on the file and choose delete or use "delete" in the sidebar menu.

### C. Setting up Folders on your school's Public Server-

1. Why do you need it? Ease of use. You can evaluate progress and grade work easily.
  - a. Pros: Spend less time getting started- make sure everyone has work to do. Works in the computerlab environment.
  - b. Cons: Not private or secure.
  - c. Add a folder to your school's public folder.
  - d. Put your name/grade on a new folder on the public folder or within the Student Work folder.
  - e. Inside that folder add folders for each assignment or groups working on an assignment.
  - f. Saving Work.
  - g. Give students directions on how to navigate to the public folder when they are to save their assignments.
    - i. Tip= to make it easy to save the work have the students open up a blank document or template in this location when they start the project. Then students will only have to choose <save> to save their work in the proper location.
    - ii. On some systems you may have to place a public folder alias inside a folder on their desktop (like programs) in order to find the public folder in the <save as>
    - iii. Tip= they can always save their work to mydocuments or desktop and then drag it into the public folder.
    - iv. Teach the students to backup their work by always saving their work in mydocuments in case it gets deleted!
  - h. Every time your class finished working on a project in which they are saving their work in the public folder, you should back up the work.
    - i. Drag the entire folder onto your desktop or My Documents so that you have a copy on your computer
  - i. Related Items- Fixing a missing icon on a computer or student profile by dragging icons off of the public folder to the student's computer/roaming profile.

**Practice Activity:** 60 minutes : Create a folder on your school's public folder with your name and grade. In the folder include something you want your students to access. For example: subfolders with student pictures, subfolder with name of a class assignment, a word document that contains a story-starter, a document template, or a word document that contains a question to answer.

**Assessment:** Email the trainer when you have posted your folder so it can be evaluated.