Task Title: Organize digital files into a folder

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___

Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓   Independence✓
Task Description: Learner will organise their digital files into a folder

Competency: D: Use Digital Technology	**Task Group(s):**

Level Indicators: D2: Perform well-defined, multi-step digital tasks
Performance Descriptors: see chart or click here
Skill Building Activities: see the last page or click here

Materials Required:

- Computer
- Learner's own digital files
- Learner will need to understand that documents, spreadsheets, presentations, etc. are also called digital files
- Copy of student handout

ESKARGO:

- Selects and follows appropriate steps to complete tasks
- Locates and recognizes functions and commands
- Makes low-level inferences to interpret icons and text
- Performs simple searches using keywords (e.g., Internet, software help menu)
- Saves documents to appropriate folders

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

□ Attitude is not important   □ Attitude is somewhat important   □ Attitude is very important

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Everyone who creates documents on a computer needs a way to find files easily. One way of doing this is to organize your digital files into folders. For this task, you will create a file folder and move the appropriate files into this folder.

Learner Information and Tasks:

Task 1:   Scan your files and list which files could be grouped together into one folder.

Task 2:   Create a name and file folder for one group of digital files.

Task 3:   Move the appropriate files into the folder you just created.

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Answer Key

Task 1-3:   Answers will vary. Ensure that the learner has created at least one file folder and that the file folder is appropriately named and contains appropriate files.

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D2	• selects and follows appropriate steps to complete tasks			
	• locates and recognizes functions and commands			
	• makes low-level inferences to interpret icons and text			
	• performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**

Skill Building Activities

Links to online resources:

GCF LearnFree.org- Windows Basics
http://www.gcflearnfree.org/windowsbasics
This online tutorial uses readings and short videos to teach a basic introduction to Windows, how to create folders, work with files, adjust settings, and more.

GCF LearnFree.org- Windows7
http://www.gcflearnfree.org/windows7
This online tutorial uses readings and short videos to teach the features of the Microsoft, Windows 7 operating system. Lesson 6 focuses on finding files through search and libraries. Use the 'All Topics' tab to see a list of tutorials on different versions or types of operating systems.

Virtual Riders- File Management, An Introduction
http://www.virtualriders.net/resources/briefing-papers/3-acess-to-wifi
File management tip sheet on organizing and naming files.

Chris Clementi- File Management Activity
http://www.kidsnetsoft.com/videoLessons/fileManagement
Practice Activities on creating folders, saving document, images and sounds, remaining files and creating shortcuts.

Operating Systems and File Management
http://www.google.ca/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=14&ved=0CF0QFjAN&url=http%3A%2F%2Fwww.csudh.edu%2Feyadat%2Fclasses%2FCIS270%2Fhandouts%2FIntroEd11%2FOperating%2520Systems.ppt&ei=7x5fVfqgHo6PyASR_IOQDA&usg=AFQjCNEQ9YGJ5rDHsG6LKESwFJlIJGcZrQ&sig2=Ya-JnkxwylOnNBj6b3AINw
Slideshow on windows operating system, file management and back up security.

How my Computer Works- The Easy Guide to Windows File Management (Part 1)
https://www.youtube.com/watch?v=ueoOvrGC3rg
Video (5 minutes) that explains what compute files and folders are, how to create a folders, move files into folders, open folders to view files, change windows explorer view and sort files. You can also watch part 2 of the video (5 minutes) on renaming, pinning, send to and searching for files.

LearningHUB online courses available:

- **Essential Skills, Independent Study (Assigned by practitioner after assessment):**
  - ○ Computer Use Level 1- provides an introduction to operating systems and file management

- **Live Classes (SABA)**
  - ○ How to Save/Manage Computer Files- This course will show you how to save files to various drives, how to open files, how to name files, create folders, renaming file and deleting files. This course will explain how to upload, download and attach files. This is a two part course, part 2 will be held on a separate day.

*To access LearningHUB courses, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

*To Access LearningHUB Course Catalogue:
http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf