

File Management Training Plan

Goal

Teachers will gain productivity by being more organized on their Mac.

NETS-T Standards

Model Digital Age Work and Learning: Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.

- a. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.

Objectives: Teachers will be able to..

1. Identify the different icons for file management (Action Gear, Folder, Smart Folder, color options)
2. Identify a few common file types for file identification.
3. Walk thru how to create a folder
4. Move vs. Copy: Walk thru how to maneuver files from one area to the next
5. Briefly showcase the joy of Spotlight

Materials

Teacher	Students
Training Plan for Script and Objectives Uploaded Resource files to Tech Room Create good queries in Spotlight: http://www.macworld.com/article/1132788/spotlight2.html	Access to Tech in 20 Room
Keynote Quiz Blog Post with ideas, resources, and reflection of webinar	

Delivery Methods:

- I. Pre-Lesson Activities or Assignments
 - Identify how audience members can communicate and navigate around the room.
 - Make sure audience members have downloaded the uploaded files.
 - Plug external devices into Mac to show devices in Side Bar.

- Remind them to ask questions via the chat during the webinar. The moderator will facilitate with answering them at the end.
- Remind people on where to find files after the webinar: Melia's Blog

2. Activities:

Time	Activity	Notes/ Tips
2 min	<p>Aloha and Mahalo for joining our “Tech in 20” webinar! I’m “Melia Tauvela” of IT Education Technology Services and our topic today is “File Management.”</p> <p>During the session, please mute your mikes (show where to mute mike) when you aren’t speaking to me or our webinar audience. Feel free to use the raise hand and chat options to comment or ask a question (demo doing this).</p> <p>Our objectives for the day are for you to:</p> <ol style="list-style-type: none">1. Identify the different icons for file management (Action Gear, Folder, Smart Folder, color options)2. Identify a few common file types for file identification.3. Identify proper naming conventions4. Walk thru how to create a folder, how to save a file, and identifying file extensions5. Move vs. Copy: Walk thru how to maneuver files from one area to the next6. Briefly showcase the joy of Spotlight	

Time	Activity	Notes/ Tips
12 min	<ol style="list-style-type: none"> 1. Places: Let's prepare the place first... <ul style="list-style-type: none"> • Desktop for files you are currently working on • Documents for all stored files • External HD or Jump for all files needing to be moved 2. Files are Heirarchically filed on computers (I like the Column View) <ul style="list-style-type: none"> • Root folder-Subfolders • Melia's House-Documents-2011 Teach Apps/Skills-File Management 3. Identify the different icons for file management <ul style="list-style-type: none"> • Finder>File Menu • New Folder-this creates a new folder that is manually managed • New Smart Folder-this creates a folder in which Mac will manage as you define its parameters • New Burn Folder-this creates a folder of all of your compressed items you will burn to an external disc 4. Come up with a good naming convention for your files <ul style="list-style-type: none"> • Student Work: Period #. Last Name. First Name. Title. File Ext • Example: 7.Tauvela.Melia.Lesson Plan.pages • Heirarchical Pathway for your own work 5. Discuss Prioritizing files in the Naming Convention: <ul style="list-style-type: none"> • Include a date in the naming convention • Include a version number in the naming convention • Gdocs and other cloud docs allow the doc to be the most updated 6. Identify a few common file types for file identification. <ul style="list-style-type: none"> • File extensions usually correlate with the program in which they were created. • MS: .docx, .xlsx, .pptx • iWork: .key, .pages, .numbers • Adobe: .pdf 7. Walk thru how to create a folder while saving a file 8. Move vs. Copy: Walk thru how to maneuver files from one area to the next...notice the Green Plus sign. That indicates a Copy NOT a Move. 9. Briefly showcase the joy of Spotlight-Your best friend! <ul style="list-style-type: none"> • Search for "education", .key, or Kalena • Search for .docx NOT .doc 	

Time	Activity	Notes/ Tips
	10. Storage Space <ul style="list-style-type: none"> •kb, mb, gb, tb •kb: small text documents •mb: image rich documents, images, small multimedia files •gb: video files •Jump Drives: depends on space •CD: 700 mb •DVD: 4.4 gb •External Hard Drives: gb or tb •Students have 25gb of storage on Skydrive 	
3-4 min	Quiz: Ask teachers to answer the questions to summarize the content presented.	
2 min	Questions taken from audience.	
1 min	Closing: Mahalo for joining our “Tech in 20” webinar on “Name of Topic.” I hope you found this session helpful! Here are some resources available to you if you’d like to continue exploring this topic: (share several online resources and/or handouts). Ellen and Keali’i are also available to provide you with support and assistance. We hope to see you at our next session, which will be held on “Date” at “Time.” A Hui Hou!	

Assessment:

Formative Assessment: Keynote Quiz

Facilitator Reflection:

- What went well?
- Did you feel like the learning objectives were met?
- Was there adequate enough time to complete the lesson/project?
- What will I do differently next time?

Resource Page

1. File organization tips: 9 ideas for managing files and folders: <http://www.microsoft.com/atwork/productivity/files.aspx>
2. The Art of Filing: http://www.mindtools.com/pages/article/newHTE_85.htm
3. Create good queries in Spotlight: <http://www.macworld.com/article/1132788/spotlight2.html>
4. Managing Student Work: <http://tinyurl.com/895zgzx>