

LESSON 2

Project Folders That Stay Findable: Drafts, Finished, Evidence

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.1

WHAT THIS LESSON DOES

Set up a nested folder structure inside your specialism module to organise project files effectively. Create separate folders for drafts, templates, finished work, evidence and archives. Compare organised and disorganised examples then fix any misplaced files.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.1	Understand and explain key concepts relating to Information and Communication Technology and computers.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Build a clear nested folder setup inside sm1 for a year-long vocational project
- Apply numbered names that separate drafts, templates, finished work, evidence, and archive
- Compare a well-organised project folder with a poorly organised one and fix orphan files

BEFORE THE BELL

- Prepare side-by-side tidy-vs-messy folder comparison for display.
- Prepare path checklist and printed path strips: Project_Portfolio → 09_specialism → sm1, plus catch-up card for late joiners (three base folders only).
- Prepare a shared Messy_Samples folder (stuff, final2, doc(1), CV_old) as the default orphan practice path; keep per-student drops only if sharing is blocked.
- Prepare tidy-vs-messy comparison (slide or live folders). Printed path strips and on-screen checklist for Project_Portfolio → 09_specialism → sm1. Check student cloud logins. Prepare a shared Messy_Samples folder (stuff, final2, doc(1), CV_old) students can copy from; keep per-student drops only as backup if sharing is blocked.
- No prep beyond the comparison figure, shared Messy_Samples folder, and readiness to demo one screenshot plus upload click path.
- Students need browser access to OneDrive or Google Drive and their existing Project_Portfolio / 09_specialism / sm1 folders. Shared Messy_Samples folder with four placeholder files ready to copy.
- No prep needed.
- Demo the full evidence chain once on the board and leave create-document clicks visible. Be ready to help with screenshot shortcuts, finding the saved image, and renaming uploads to sm1_filing_framework.png. Confirm every student banks sm1_folder_plan with five lines. Keep the five-line template on screen.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Portfolio Build
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Run the open-sm1 gate before concepts; pair students still missing base folders; keep the oral gate under 60-90 seconds for most of the class.
- Lead Key concepts fully teacher-led; name each folder with one vocational example only.
- In Key concepts, press one screenshot shortcut and point at Upload so those words are not new in Portfolio Build.
- Model folder creation live, then have students copy from Messy_Samples so every learner sorts orphans once without mid-class multi-folder drops.
- Common issues: project one wrong-place folder and one rename live, then send students back to finish sorting.
- Before Portfolio Build, demo screenshot, find the file, upload into 04_evidence, rename, and create sm1_folder_plan end-to-end; leave create-document clicks on the board.
- Circulate during Portfolio Build to verify folder names and banked evidence files; keep the five-line plan template on screen.
- Encourage whole-class discussion during the reflection step.

WHAT TO WATCH FOR

- Opening the wrong parent folder: direct students to start at Project_Portfolio then 09_specialism then sm1.
- Using imprecise folder names: check names character by character before taking screenshot.
- Leaving files in the root directory: guide relocation into the correct working folders using the suggested mapping.
- Screenshot stuck on desktop/Downloads: walk find-the-file, then upload into 04_evidence and exact rename.

DIFFERENTIATION

- Support: provide a printed checklist of the five folder names and the five-line plan template.
- Extension: ask students to start the same five folders inside sm2, or file one real orphan from Downloads.
- Support: allow paired work for the Portfolio Build activity; accept planned vocational items if Something Real is not chosen yet.