

LESSON 5

Files and Folders: Creating, Naming, Organising

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U1.3

WHAT THIS LESSON DOES

Learn to create and organise folders and files in your project portfolio using clear naming conventions. Set up a standard eight-folder structure to keep your work organised throughout the course.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.3	Explain the key concepts in relation to file storage, management and retrieval.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Create folders and name files so they still make sense a week later
- Apply sensible file naming conventions using number, topic and optional version cues
- Move files between folders and recognise what a file path shows
- Restructure the Project Portfolio into the standard 01_ to 08_ sub-folder layout

BEFORE THE BELL

- Confirm students can sign into school cloud storage, and be ready to create Project Portfolio with anyone who does not have it yet.
- Be ready to demo Project Portfolio creation, the first two sub-folders, and one full screenshot-to-cloud path on the board.
- Be ready to help with the operating system's screenshot shortcuts.
- Check the evidence file 01_portfolio_layout sits inside 01_brief.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
18 min	activity	Step-by-step task
4 min	content	Common issues
18 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Live teach from the diagram and Aoife example; leave the eight-folder purpose list as a glance reference.
- Model the first two folders, then let students finish from the board list.
- Before capture, model: shortcut → where the snip lands → upload into 01_brief → rename 01_portfolio_layout.
- Exit ticket priority: eight nested folders, then evidence file, then at least one rename-and-move.
- Spot-check that evidence is named 01_portfolio_layout inside 01_brief (image ending fine).
- Use whole-class discussion during the reflection step.

WHAT TO WATCH FOR

- Missing Project Portfolio parent folder, create it at the cloud root first.
- Creating the eight folders outside the Project Portfolio, remind students to check the breadcrumb path first.
- Recreating folders in Independent practice and ending up with duplicates, reframe IP as verify-and-complete.
- Leaving the screenshot as Untitled or Screenshot, insist on 01_portfolio_layout.
- Using unclear file names that lack topic information, point back to the worked example.
- Chromebook full-screen capture by mistake, direct students to Ctrl+Shift+Show windows or Partial screen on the capture bar.

DIFFERENTIATION

- Support: Provide visual step-by-step guides with screenshots for folder creation and the screenshot upload.
- Support: Allow students to work in pairs for the independent practice activity.
- Extension: Encourage students to add an index note in 01_brief as an additional challenge.