

LESSON 8

Cloud Storage and School Accounts

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U1.3

Outcome M1.U1.4

WHAT THIS LESSON DOES

Learn the basics of cloud storage by signing into your school OneDrive or Google Drive on a classroom computer. Upload your Project Portfolio, check version history, and sign out securely to keep your work safe on shared machines.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.3	Explain the key concepts in relation to file storage, management and retrieval.
M1.U1.4	Demonstrate an ability to use basic computer functions effectively.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Explain what cloud storage is in practical terms
- Sign into OneDrive or Google Drive on a classroom machine and open the portfolio
- Confirm an upload has finished, open version history, and sign out fully on shared machines
- Move a copy of the Project Portfolio to cloud storage and open it from a second machine

BEFORE THE BELL

- Confirm whether the room uses OneDrive or Google Drive and state that platform once before the step-by-step.
- Prepare a small practice file or folder for students without a local Project Portfolio.
- Set up a second-device station (about 3-4 spare machines or supervised browser profiles) with a visible queue order for Portfolio Build only.
- Prepare a board roster: name / portfolio in cloud / second-device seen / checklist seen.
- Confirm school cloud platform (OneDrive or Google Drive), student logins work, a small practice folder is ready for anyone without a portfolio, and 3-4 second devices are set up as a supervised station for Portfolio Build.
- No prep needed beyond knowing which cloud platform the school uses.
- Students need browser access to onedrive.com or drive.google.com, working school credentials, and a named small practice file or folder for the rehearsal upload. Second-device station stays closed until Portfolio Build.
- Know the school process for password resets and which cloud domain students must use.
- Second-device station ready (3-4 devices), visible queue order, board roster (name / portfolio in cloud / second-device seen / checklist seen), and time to verify each student's 01_cloud_backup_check before dismissal.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
14 min	activity	Step-by-step task
3 min	content	Common issues
25 min	activity	Portfolio Build
4 min	content	Reflection
4 min	summary	Lesson summary

TEACHING MOVES

- Circulate during sign-in and use the Common issues table live.
- Model sign-in, small upload, create/rename 01_cloud_backup_check (blank body), and sign-out once for the class. Keep the second-device station closed until Portfolio Build.
- At Portfolio Build start, model full Folder upload, wait for status clear, open one real file, then open the station queue.
- Run second-device checks as a station; teacher-witnessed open on the demo laptop is valid if the queue is still moving at the bell.
- Collect or view 01_cloud_backup_check in each student's cloud Project Portfolio before dismissal. Unsigned checklists are the only catch-up list leaving the room.

WHAT TO WATCH FOR

- Using a personal account instead of the school account.
- Not signing out fully or leaving Stay signed in on.
- Claiming success before the upload finishes.
- Saving the checklist under the wrong name (for example still using 01_ numbering or a personal title), or outside the Project Portfolio folder, the evidence file must be exactly 01_cloud_backup_check.

DIFFERENTIATION

- Support: pair for first sign-in; allow practice folder instead of full portfolio until catch-up.
- Extension: tiny edit plus version-history check from the lesson summary challenge.