

## 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 | Demonstrate proficiency in creating and managing a filing framework (opening, saving, folders within folders, etc.). |

### 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 the side-by-side tidy-versus-messy folder comparison for display.
- Prepare the path checklist and printed path strips: Project\_Portfolio → 09\_specialism → sm1, plus a catch-up card for late joiners covering the three base folders only.
- 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.
- 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

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

### TEACHING MOVES

- Check that everyone can open sm1 before the concepts, pair up any student still missing the base folders, and keep that check to 60 to 90 seconds for most of the class.
- Lead Key concepts from the front and 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.
- In Common issues, project one wrong-place folder and one rename live, then send students back to finish sorting.
- Before Portfolio Build, demonstrate the screenshot, finding the file, uploading into 04\_evidence, renaming, and creating sm1\_folder\_plan from end to end, and leave the create-document clicks on the board.
- Circulate during Portfolio Build to verify folder names and banked evidence files, and keep the five-line plan template on screen.
- Keep the reflection to a two-minute pair share or silent think-time so the summary still gets its five minutes.

### 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 students take the screenshot.
- Leaving files in the root directory: guide relocation into the correct working folders using the suggested mapping.
- Screenshot stuck on the desktop or in Downloads: walk the student through finding the file, then upload it into 04\_evidence and rename it exactly.

**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, and accept planned vocational items if Something Real is not chosen yet.