



Organizing Files and Folders for Project Work

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in Your Classroom

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Now that your students are creating and saving work in digital forms, you probably want to find a way of managing everyone's files and folders. One way can be by subject, another by student, and even another idea could be by project. .

Create a simple but clear file management system for keeping student work.

When students are sharing computers in the classroom, they need to know where to find their old files and save their new work. They need a folder system for work-in-progress as well as completed work where both student and teacher can find it the next time!.So before you start any technology project, you will need to set up a series of titled folders on each computer or your server so students will have easy access to their work. Students will need some instruction on how to find their work,and open their files as well as how to direct their saved work to the proper folder when they're done.



Tip!

To make a new folder using keyboard commands, press Command-N (Mac) or Control -N(PC) at the same time. A new untitled folder will appear on your desktop.



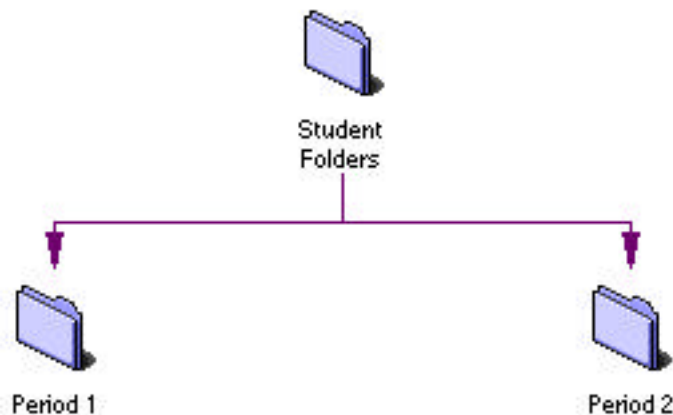
Check it out!

Refer to Desktop Management, for a review of how to rename folders.

Create a New File Management System on Desktop or Server

To create a series of folders based on student names in a self contained classroom with one to seven computers you can either create the folders below on each computer or make a folder that is password protected on the server for your students. Before you start creating folders, do some planning on how you want the students and you to be able to access their work.

1. Go to the **File** menu and select **New Folder**. A new folder will appear on your desktop or inside the hard drive. Determine
2. Name this new untitled folder "**Student Folders**" and open it.
3. Inside this folder make new folders for each class period.



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