Task Title: Organize Digital Files into a Folder

OALCF Cover Sheet – Practitioner Copy

Learner Name:_____

Date Started:_____

Date Completed: _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ☐   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description: Learner will organize digital files into a folder.

Main Competency/Task Group/Level Indicator:

- Use Digital Technology/D.2

Materials Required:

- Computer
- Digital files that have already been created, named and saved on the computer

Instructions for Instructors/Practitioners

If learners have worked on their digital skills before attempting this task and have several documents or files saved on the computer they use, they should be able to use them to complete this task set.

If learners do not have documents or files saved on the computer, the Instructor/Practitioner should ensure several documents/files that can be used by learners are saved on the computer.

Task 1 requires a written response from learners on the Work Sheet. Tasks 2 and 3 are done on the computer, and the Instructor/Practitioner should check the learner's work there.

Learner Information

Everyone who creates documents on a computer needs a way to find files easily. One way of doing this is to organize your digital files into folders.

Work Sheet

Task 1: Scan your files and list which files could be grouped together in one folder.

Answer:

_____

Task 2: Create a name and file folder for one group of digital files.

Answer: No written response is required.
     This task was completed on the computer. Yes ☐   No ☐

_____

Task 3: Move the appropriate files into the folder you just created.

Answer: No written response is required.
     This task was completed on the computer. Yes ☐   No ☐

_____

Answers

Answers will vary. Ensure the learner has created at least one file folder and that the file folder is appropriately named and contains relevant files.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____

Skill Building Activities

Links to Online Resources:

GCF LearnFree:

- Working with Files:
  https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/

- Google Drive File Management:
  https://edu.gcfglobal.org/en/googledriveanddocs/managing-your-files/1/

LearningHUB courses on digital skills (including file management):
https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380779

LearningHUB Course Catalogue:
https://www.learninghub.ca/apps/pages/coursecatalogue