

Lesson Title: **File Types & Organization**

Grade Level: **6-9**

Tools: **File Explorer**

Objective

Students will learn about types of data that can be stored in files and learn how to efficiently organize them in directories (folders) for ease of use. Skills trained include **identification of file types, directory organization, and practicing naming conventions.**

Warm-up

Students respond with at least 5 examples to the following question: “What are at least 5 types of data that files can store?” Teacher calls on students for examples and connects them to the day’s assignment.

I Do

Teacher present PowerPoint explaining different file types and the data they store (.PNG for images, .WAV for audio, .DOC for Word documents, etc.). Teacher engages class in identifying file types to prepare for assignment, covers expected naming conventions, then shares assignment files to let students begin working.

You Do

Students are given a file containing ~30 unnamed files with different extensions (e.g. “FILE_01.jpg”, “FILE_08.wav”). Students will be required to **rename files based on their content and according to convention** (e.g. “image_01_balloon.jpg”, “audio_08_splash.wav”) and **sort each file into provided empty directories** titled based on data type (“Images”, “Audio”, etc.). The data type directories will be contained within one folder titled by convention based on the student’s name (e.g. “firstname-lastname_file-organization”) and turned in when all files have been sorted and renamed.

Exit Ticket

Students respond with examples to the following question: “Think about what types of files or data you would need to create a YouTube video. List as many examples as you can.”

Next Lesson: **File Management From Scratch**

Rubric

Category	4 - Advanced	3 - Proficient	2 - Developing	1 - Beginning
Included Files	30 pts <i>All</i> files are included in the submitted folder.	20 pts <i>Most</i> files are included in the submitted folder.	10 pts <i>Some</i> files are included in the submitted folder.	0 pts <i>No</i> files are included in the submitted folder.
File Organization	40 pts <i>All</i> files are organized in their accurate category.	30 pts <i>Most</i> files are organized in their accurate category.	15 pts <i>Some</i> files are organized in their accurate category.	0 pts <i>No</i> files are organized in their accurate category.
Naming Convention	30 pts <i>All</i> files are named exactly to convention.	20 pts <i>Most</i> files are named exactly to convention.	10 pts <i>Some</i> files are named exactly to convention.	0 pts <i>No</i> files are named exactly to convention.