

Electronic File Management for Teachers

Overview: Creating and storing electronic files is an essential skill for managing both your work as teachers and your student's work. File management strategies will assist in ensuring that student work is organized, easily accessible, and easily retrieved when needed. This module provides an overview of how to locate, organize and save files on the student laptops. To complete this module, view each video tutorial by clicking on the titles. At the end of the module, complete the Self Check and Classroom Connection activities to check your understanding before proceeding to the next topic. You may wish to download and print the Self Check document before you start and complete it as you proceed through the tutorials. The Classroom Connections document will help you align the technology skills you learned in the module to your own individual curriculum and instructional practices. The User Guide provides additional information that may not be found in the tutorials and serves as a reference guide for later use.

A. Introduction

1. File Management
2. The Desktop
3. The Finder

B. Locating Files

1. Three Views of the Finder
2. Using Spotlight
3. Using the Finder Search
4. Using the Find Command

Self Check: Locating Files and Folders - Download

Directions: Download this document to complete. This is a step-by-step activity to assist you with understanding how to locate files and folders in the Mac OS 10 management system. The User Guide is provided as a resource for this activity.

[OS_X_File_Mgmt_Activity1.pdf](#)

C. Organizing Files

- 1. Accessing Recent Items**
- 2. Organizing Files & Folders**
- 3. Creating Folders**
- 4. Moving Files into Folders**
- 5. Copying with Drag & Drop**

D. Saving Files

- 1. Creating New Documents**
- 2. Save from an Application**
- 3. Save vs Save As**
- 4. Replacing during Save As**
- 5. Using AutoSave**

Self Check: Organizing and Saving Files - Download

Directions: Download this document to complete. This is a step-by-step activity to assist you with

understanding how to organize and manage your files and folders. The User Guide is provided as a resource for this activity.

[OS_X_File_Mgmt_Activity2.pdf](#)

E. Finder Setup

- 1. Setting Preferences**
- 2. Setting Labels**
- 3. Setting Sidebar Items**

Self Check: Finder Preferences - Download

Download this document to complete. This activity will familiarize you with setting preferences for your files and folders within your file management system, labeling and customizing your sidebar items.

[OS_X_File_Mgmt_Activity3.pdf](#)

F. Best Practices for File Management

- 1. Best Practices for File Management**

Classroom Connections: Best Practices - Download

After viewing the Best Practices tutorial, download and print the Classroom Connections document. This checklist will assist you in creating a file management strategy for your classroom.

[Classroom_Connections.pdf](#)

User Guide: OS X - Download

Directions: Download the User Guide as a resource for assisting you with completing the activities.

[UserGuideOSXFileMgmt.pdf](#)

End of Module 3 - Thank you!

You have completed Module 3 of 4 Modules. You may **return to the list of Macintosh modules** or **continue on to Module 4**, entitled Using a Video Projector and Lexmark T640 in the Classroom.