

Digital File Management in the Classroom

File Structure Suggestions

Student files and folders can get out of control very easily unless students have a solid, versatile file structure to store their files. You will probably want to create a folder for each student in your classroom. In addition to helping you simplify the process of organizing and finding files, creating individual folders for students gives a special place on the server just for them.

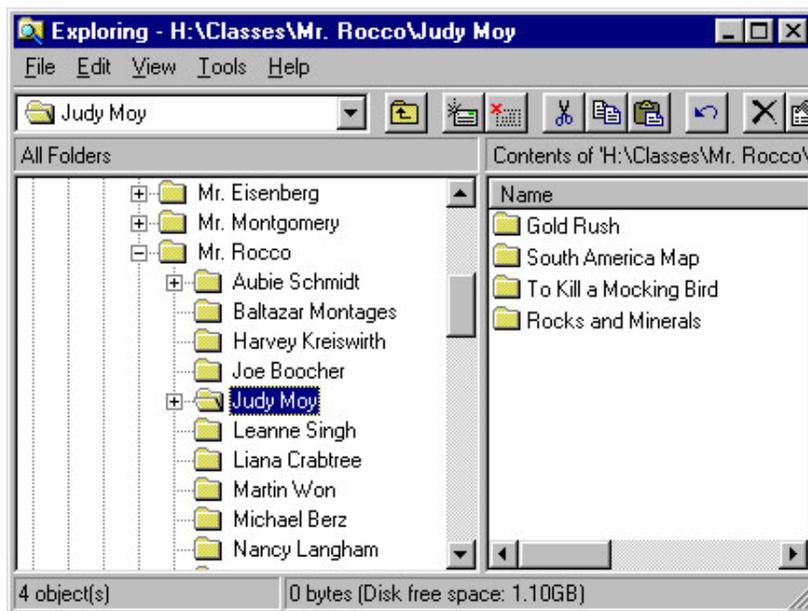
*Note: Even though the images below are from a PC demonstration, the file structure suggestions are applicable to all computer platforms.

When you are creating your file structure:

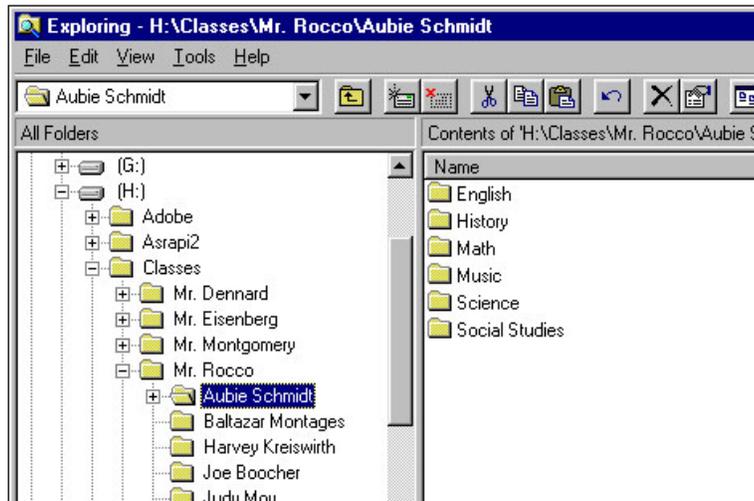
1. Be consistent.
2. Always keep in mind the type of computer work your students will be doing. You will want to create a file structure that will work well for the entire school year, so it is important to consider the entire year's work as you organize your folders.

Organizing your folders

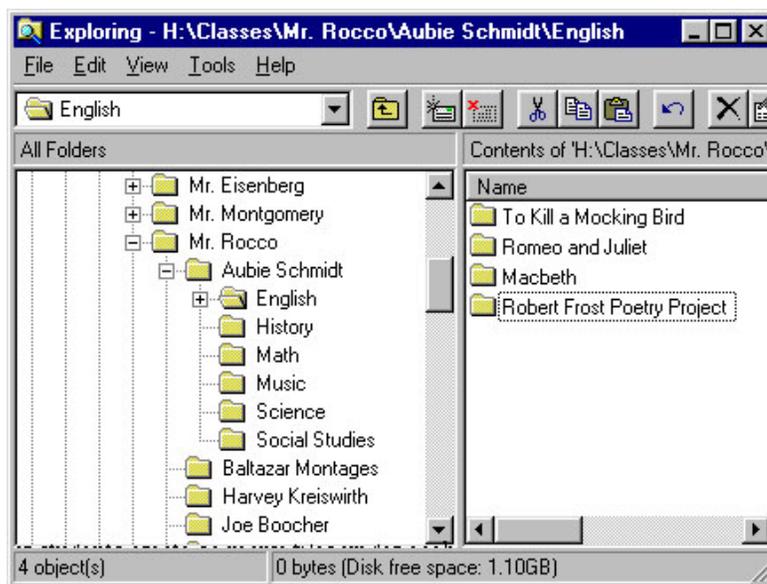
The best way to organize your folders is to think about the type of computer work your students will be doing. If your students will only be using the computer to do a few special projects, you will probably want to organize your folders by project:



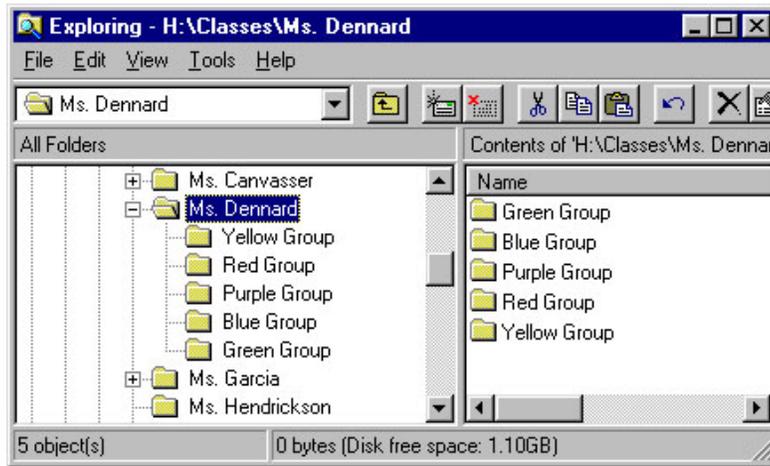
If your students will be doing a lot of computer work for every class subject, try creating a folder for each subject.



Your students may create so many files under each subject, making it difficult to find the files you want. In this case, create subfolders within each subject so that the files are easy to find. In the example below, we have created subfolders for each English project within the "English" folder:



If your students generally do collaborative computer work, create a folder for each group instead of creating separate folders for each student:



The above examples are ways that you can organize your file structure -- the options are limitless. Unfortunately, once you have put a file structure into place, it can be exasperating and laborious to change it around if you find it is not working. Always try to anticipate your file organization needs before creating a file structure so that you develop a structure that works well for you in the future.