Multi–State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

RELEASE DATE	12/21/2015
VERSION	v 001
PAGE	1 of 3

Digital Literacy II: Office Productivity

Unit 1 File Management

LAB 1 File Explorer Fundamentals (Instructor)

Explanation

In this lab, students will demonstrate their understanding of file structures and how to access and manage files and folders using File Explorer including zipping and unzipping files and using shortcuts.

Prompts

There are no prompts for this lab.

Assessment Rubric

CRITERIA	FAIL 0	POOR 1	FAIR 2	GOOD 3	Score
Browsing Folders	Doesn't appear to be familiar with accessing the file system, launching File Explorer, or working in its window	Shows an understanding of file systems and File Explorer but has difficulty in finding or navigating to specific folders	Utilizes File Explorer well but doesn't fully grasp the idea of how drives, folders, and files relay into directory paths	Utilizes File Explorer well to navigate folders and shows an understanding of directory paths	
File Explorer Basics	Unable to complete any of the tasks outlined in the lab procedure	Completes up to four of the tasks outlined in the procedure	Completes up to nine of the tasks outlined in the procedure	Completes all fourteen tasks outlined in the procedure	
Managing Files and Folders	Has difficulty in navigating folders and/or unable to create, copy, rename, or move folders by any method	Able to create or rename folders but has difficulty in copying or moving files to specific locations	Able to create, copy, rename, or move folders using at least one technique	Able to create, copy, rename, or move folders using several techniques and multiple app windows	
Using an External	Not familiar with	Demonstrates	Able to access	Able to access	

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PAGE   2 of 3

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CRITERIA	FAIL 0	POOR 1	FAIR 2	GOOD 3	Score
Drive	storing or accessing files on an external drive or how to connect a USB drive to the PC	basic skills such as connecting an external drive and launching File Explorer, but has difficulty in accessing the files	and manage files on an external drive but doesn't disconnect the device properly (safely remove)	and manage files on an external drive and safely ejects the drive before disconnecting the device	
Deleting Files	Able to delete files but doesn't understand that the files still exist and/or unaware to use the Recycle Bin	Deletes files and is aware that the files are not permanently removed, but unable to access the Recycle Bin	Deletes files and accesses the Recycle Bin, but unable to locate the specific file	Deletes files, restores files, and permanently removes files from the Recycle Bin	
Using Shortcuts	Unable to neither pin a file in File Explorer nor create a Desktop shortcut	Able to either pin a file or create a Desktop shortcut, but not both	Pins a file and creates a Desktop shortcut but unable to find it in File Explorer	Pins a file, creates a Desktop shortcut, and deletes the shortcut	
Zipping and Unzipping Files	Not familiar with either compressing files or identifying ZIP files in File Explorer	Locates and identifies the ZIP file but unable to extract its contents	Able to extract contents from a ZIP file but not able to compress files into a zipped folder	Able to both create a zip file and extract contents from an existing zip folder	

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PAGE | 3 of 3

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