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## Digital Literacy II: Office Productivity

### Unit 1 File Management

#### LAB 2 Backup and Recover Files (Instructor)

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#### Explanation

In this lab, students will demonstrate a basic “disaster recovery” process by backing up and restoring files using Windows 10 File History tool.

#### Prompts

There are no prompts for this lab.

#### Assessment Rubric

CRITERIA	FAIL 0	POOR 1	FAIR 2	GOOD 3	Score
Backing Up with File History	Unfamiliar with the File History tool, system settings window, or backup procedures	Accesses the Backup and File History tool, but has difficulty in configuring the proper settings	Configures specific settings and runs a file backup as instructed, but is unable to recover the files	Demonstrates the ability to recover from a disaster through backing up and restoring files	





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