NORTHSTAR DIGITAL LITERACY
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Basic Computer Skills, Lesson 6: Drives and File Movement

Northstar Digital Literacy Standards *This lesson aligns with the following standard/s.*	**Vocabulary** *This lesson focuses on the following digital literacy terms.*
12. Demonstrate ability to trash and retrieve items using the trash or recycle bin. 15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage). 17. Identify and locate camera and mic on laptops, tablets.	**hard drive** **flash drive** **cloud drive** **recycle bin (Windows)/trash (Mac)** **USB port**

Technology Concepts

Important lesson background and teaching tips for instructors

In this lesson, learners will practice taking pictures and recording sound using a computer. They will also learn ways to save or delete information on a computer. At the end of the lesson, learners should be able to drag and drop a file into the **recycle bin/trash**, recover it, and be able to recognize different places for storage on a computer.

Teaching Tips:

- Some learners may have flash drives or accounts with online cloud services, such as Google Drive. Consider showing learners how to move files from their computer into flash/cloud drives if they are interested.
- Be familiar with how to access Google Drive and be logged into a Google account.

Teacher Prep Guide

Follow these steps to prepare for teaching this lesson

General Prep	❑ **Prepare to use the camera application on computers in your lab.** ❑ **Prepare to record voice audio on computers in your lab.** ❑ **Prepare to project Reference A, or copy for Model & Explain 2.** ❑ **Prepare to project Reference B for Pair Explore.**
Pair Explore	❑ **Copy Handout A for each learner.**
Task 1	❑ **Copy Handout B for each learner.**
Task 2	❑ **Copy Handout C for each learner.**
Vocabulary Work	❑ **Copy Handout D for each learner.**

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Warm Up

Find out what learners know and prime them for the work ahead.

Pair/Small Group Work (Think-Pair-Share)**:**

- ➔ *Directions: Give two minutes to think about questions projected on screen, then discuss in pairs for two minutes, and finally share together as a class.*

    - ◆ Where do you put papers that you no longer need?
    - ◆ Where do you keep or save important papers?
    - ◆ The computer can take pictures and record voice. How could this be useful?

We will Learn…

Sharing learner friendly objectives helps set goals for today's learning.

List objectives on board or project. Read through them together to set goals for today's learning.

We will learn to:

take a photo and record voice with the computer.

save a photo/recording to the desktop, a **USB drive**, and the **Cloud**.

use the **recycle bin** in order to remove files.

MODEL & EXPLAIN 1

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, learners should not work on their own computers at this time.

Taking and Saving a Photo

- ➔ Project and model steps to get into the camera program to take a picture on the computer.
- ➔ Say to learners:
    - ◆ "The computer's camera can take a picture. This is helpful if you need a quick photo of yourself. You can save the photo on the computer."
- ➔ Take a photo of yourself.
- ➔ Save photo to desktop with name.
- ➔ Say to learners:
    - ◆ "I am saving the picture file to the desktop, which is part of the **hard drive**. The **hard drive** is a place on the computer to store (keep) information or files that you want to save. The desktop is one place you can save files on the **hard drive**."

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Making and Saving a Recording

- ➔ Model the first few steps to get into the audio recording program.
- ➔ Say to learners:
  - ◆ "The computer also has a voice audio recording program. It can record your voice. This can be helpful to save ideas you have or to practice learning a new language. You can save and play back the recording."
- ➔ Record voice on the program.
- ➔ Save recording to desktop with a name.
- ➔ Say to learners:
  - ◆ "I am saving this file to the desktop, too. Remember, the desktop is part of the **hard drive**. It is a place where you can save files."

DO IT TOGETHER 1

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- ➔ Project and open the camera program.
- ➔ Ask learners to give instructions on how to take a photo, follow their instructions to model taking and saving a photo again:
  - ◆ "If I want to take a photo using the computer, what do I do first?"
  - ◆ "What do I do if I don't like the photo I took?"
  - ◆ "Where can I save the photo?"
  - ◆ "How do I save a photo?"
  - ◆ "If I no longer want this photo, what can I do with it?"

MODEL & EXPLAIN 2

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, learners should not work on their own computers at this time.

Different Types of Drives

- ➔ Project Reference A images of **hard drives**.
- ➔ Say learners:
  - ◆ "The **hard drive** is the place to store information or files directly on the computer, in the computer's memory."
  - ◆ "If I choose to put a file in the **recycle bin/trash**, then change my mind, I will be able to recover the file (bring it back). Everything in the **recycle bin/trash** is still in your computer's memory. It is still on the **hard drive**."
  - ◆ "Files can be brought back from the **recycle bin/trash** once deleted because the **recycle bin/trash** is part of the **hard drive**."
- ➔ Model for learners how to recover a photo file from **recycle bin/trash** and return it to desktop.
  - ◆ Right click on the recovered file.
  - ◆ Choose "Share" and add to Photos.

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- ➔ Explain file has been saved to different area on the **hard drive**.
- ➔ Open up Photos. Show how the file was moved.
- ➔ Drag and drop photo file to **recycle bin/trash**.

Saving to a Flash Drive

- ➔ Project Reference A image of **flash drive** and show learners an actual **flash drive.**
- ➔ Say to learners:
  - ◆ "A **flash drive** is another place to store information or files on a portable (easy to move) stick."
- ➔ Plug a **flash drive** into the **USB port** of computer.
- ➔ Project and recover a file from **Recycle Bin/Trash** and return it to desktop.
- ➔ Drag file into **USB icon** on desktop.
- ➔ Open up **USB icon**.
- ➔ Say and point out to learners:
  - ◆ "Now, the file has been saved on the **flash drive**."
- ➔ Right click on **USB icon**, and safely eject **flash drive**.
- ➔ Remove the file from the **flash drive** and put it in **Recycle Bin/Trash**.

Saving to the Cloud

- ➔ Project Reference A images of **cloud drives**.
- ➔ Say to learners:
  - ◆ "A **cloud drive** is a place to store information on the internet. A **cloud drive** does not store information on your computer, instead it saves the information or files in a **cloud** that you can access from any computer."
- ➔ Recover a file from **recycle bin/trash** and return it to desktop.
- ➔ Open a browser, log into Google, and go to Google Drive.
- ➔ Upload file from the desktop to Google Drive or drag file to Google Drive.
- ➔ Say to learners:
  - ◆ "The file has been saved on the **cloud drive**."
- ➔ Go to one learner's computer and open Google Drive. Show learners the saved file is available on any computer with internet.

DO IT TOGETHER 2

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- ➔ Project and open the audio recording program.
- ➔ Ask learners to give instructions on how to make a recording, follow their instructions to model making and saving a recording:
  - ◆ "I want to record my voice. What do I do?"
  - ◆ "What do I do if I don't like the recording I made?"

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- "Where can I save my recording?"
- "How do I save my recording?"
- "If I no longer want this recording, what can I do with it?"

➔ Finally, project the drive images in Reference A.

➔ For each image, ask learners:

- "What is this drive called?"

PAIR EXPLORE

*Teacher has modeled the skills, and skills have been practiced together. Now, allow learners time to explore these skills with a partner **without step-by-step guidance from the teacher**. *Refer to the "How to Facilitate Pair Explore" for teacher support.*

➔ Project Reference B.

a. Open and close the camera program.
b. Open and close the recording program.
c. Open and close the **recycle bin/trash**.
d. Find the **USB port** on your computer.

➔ Give learners Handout A.

➔ Learners find and circle the cameras and microphones in the device images.

➔ Check answers together as a class.

Task 1

Learners practice skills by completing an authentic task/s.

➔ Give learners Handout B.

➔ Have learners follow the steps below on their computers.

- Take a photo.
- Save it to the desktop (**hard drive**) with your name.
- Make a recording.
- Save it to the desktop (**hard drive**) with your name.
- Show the teacher.
- Move both files to the **recycle bin/trash**.

➔ If learners have **flash drives**, they can practice moving the files to their **flash drive**.

➔ If learners have Google accounts, they can practice moving the files to their **cloud drive**.

Task 2

Learners practice skills by completing an authentic task/s.

➔ Give learners Handout C.

➔ Have learners circle the correct images.

➔ After learners have time to finish, check answers together as a class.

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Vocabulary Work

Learners practice vocabulary presented within the lesson.

- ➔ Give learners Handout D.
- ➔ Learners write the definitions next to the pictures they describe.
- ➔ Then, check answers together as a class.
- ➔ Project pictures from Handout D while going over definitions below.
  - ◆ "A '**drive**' is a place for storage."
    - **Hard drive**: a place to store information on a computer
    - **Flash drive**: a place to store information on a portable (easy to move) stick
    - **Cloud drive**: a place to store information on the internet
    - **Recycle Bin/Trash**: a place in which to move files no longer needed
    - **USB port**: a place to plug in an external device

Wrap-Up

A final check in with learners. An opportunity to review, reflect, or check for understanding.

- ➔ Ask learners the following questions. Have partners work together to show the answer on their own devices. Circulate to check for understanding.
  - ◆ Where do we store information? (on a **drive**)
  - ◆ What are the three types of drives? (**hard, flash, cloud**)
  - ◆ Where do we put files we no longer need? (**recycle Bin/trash**)
  - ◆ Where can we plug in an external device? (**USB port**)
  - ◆ Where can you save a file on the internet? (**cloud**)

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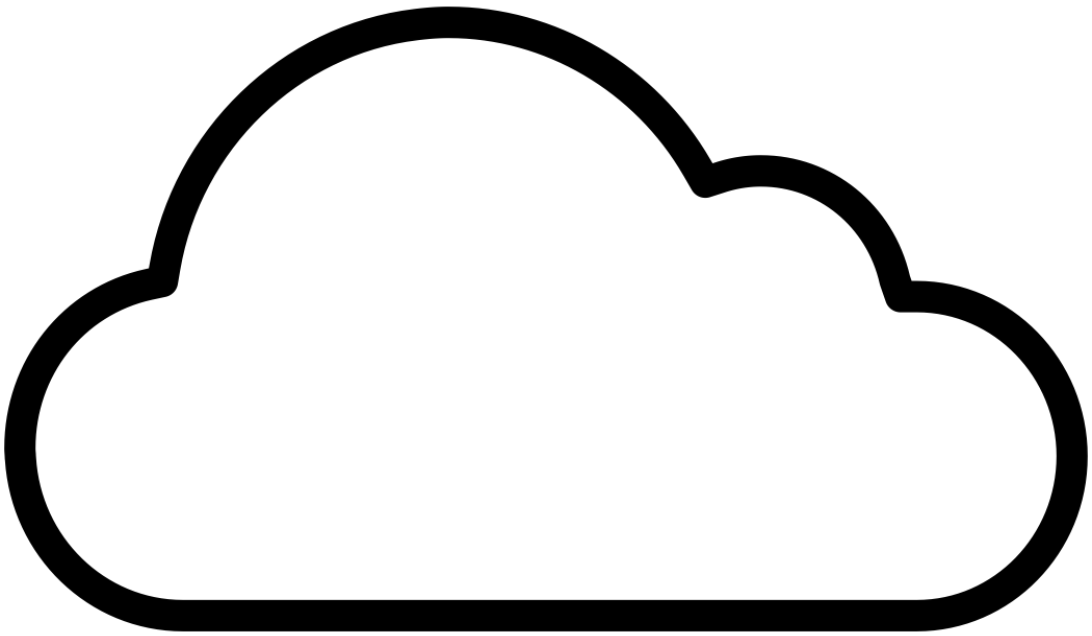
Reference A (page 1)



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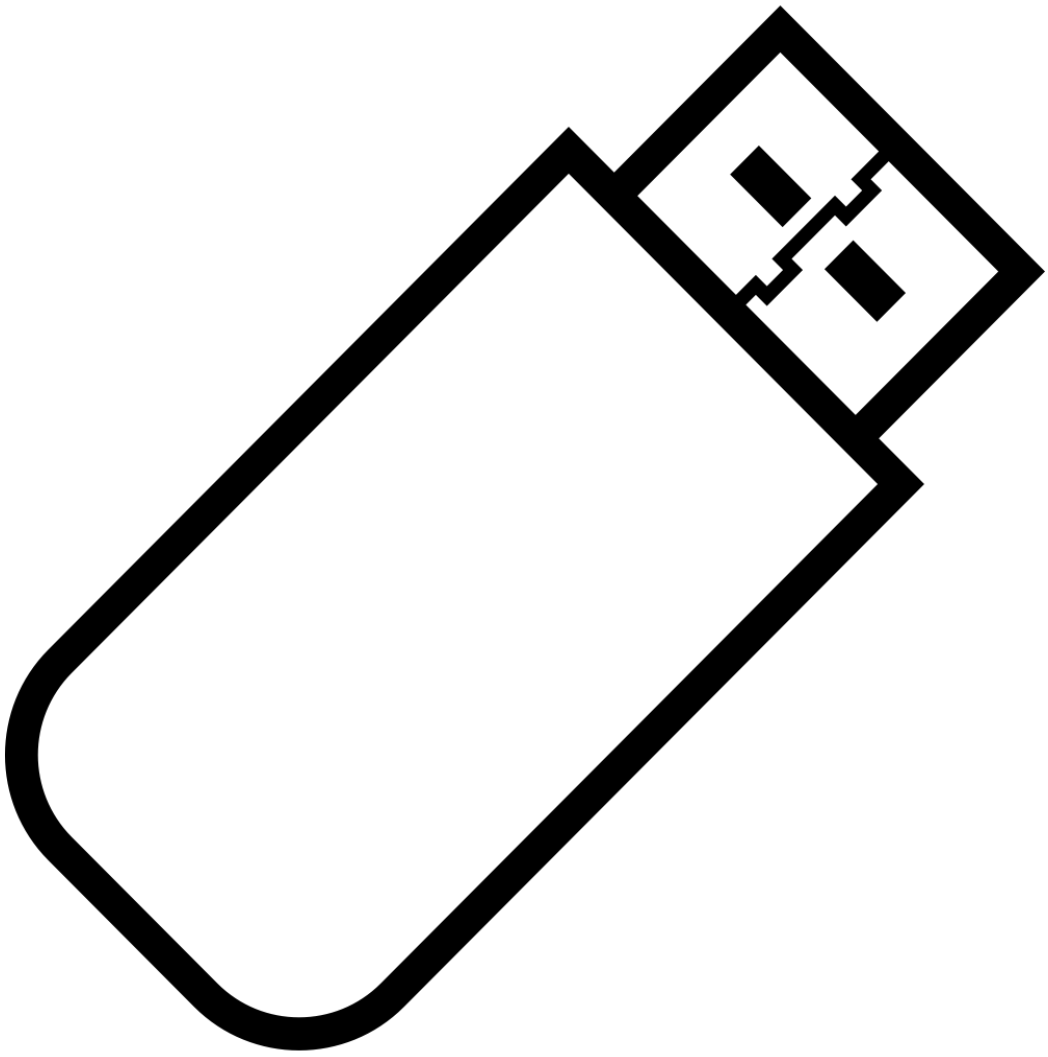
Reference A (page 2)



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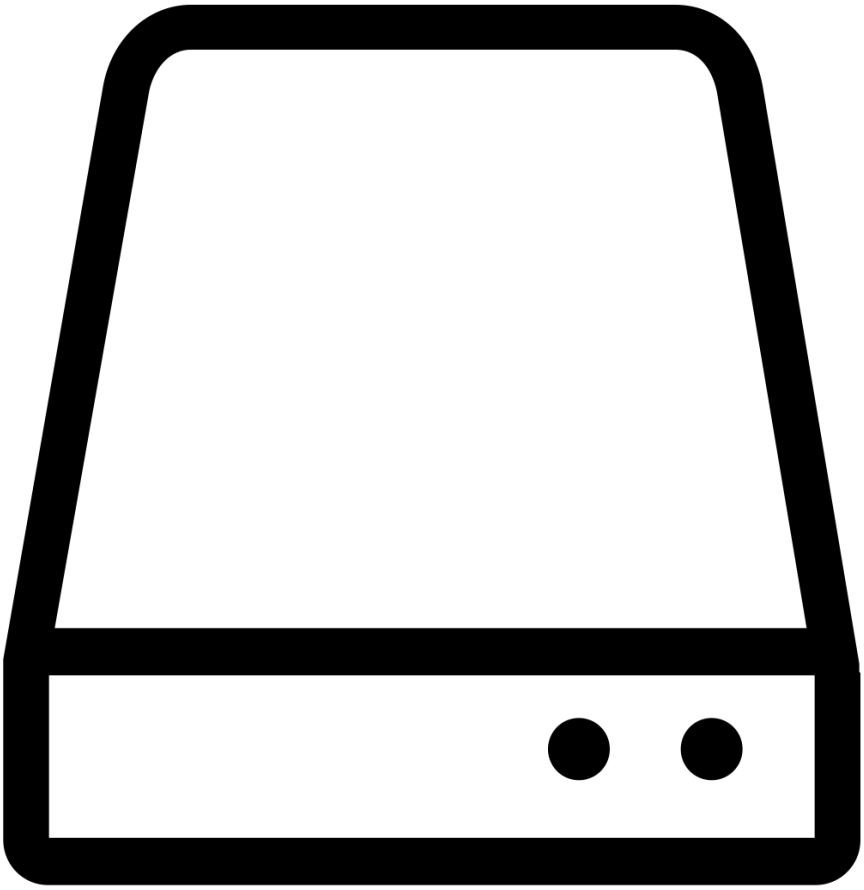
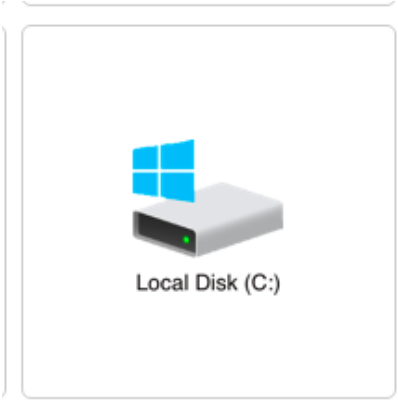
Reference A (page 3)





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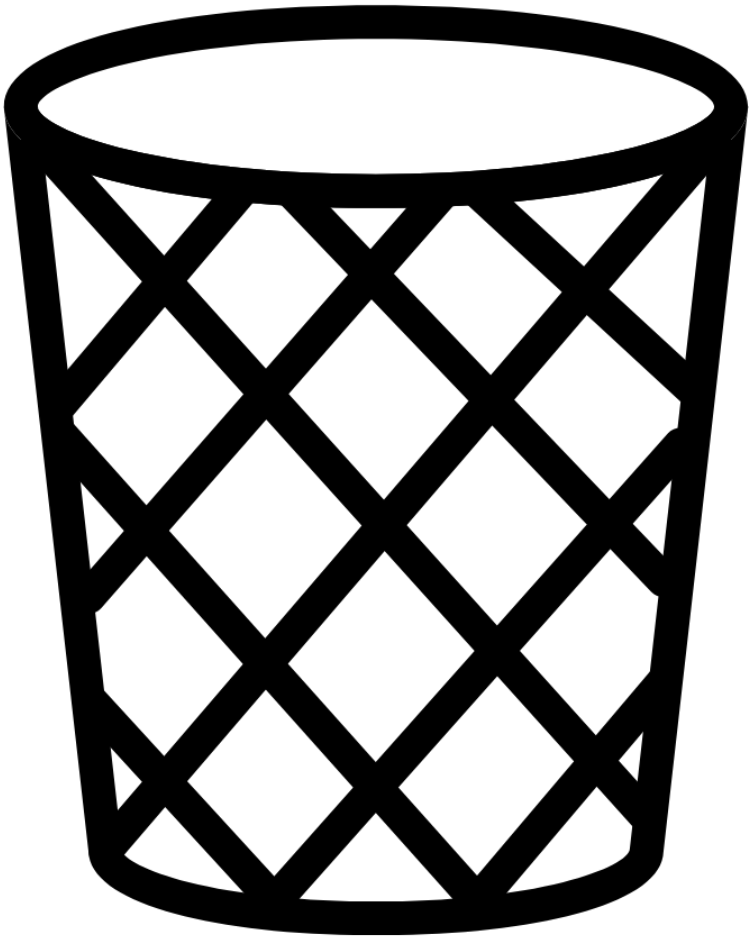
Reference A (page 4)



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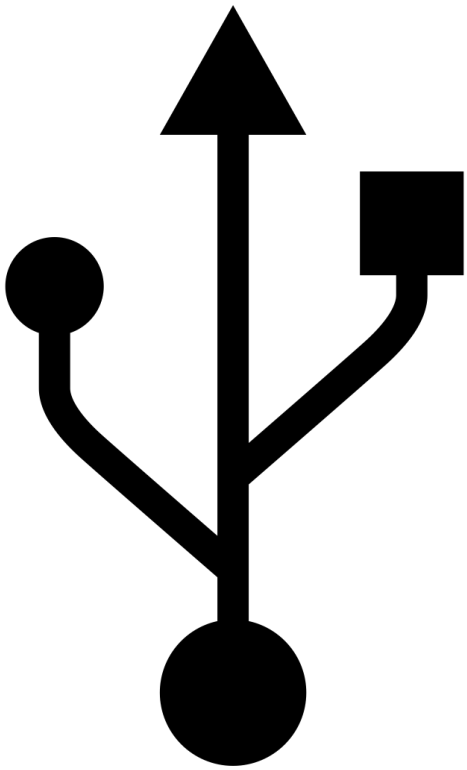
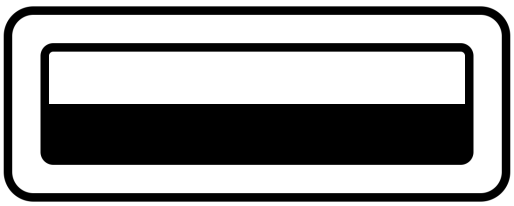
Reference A (page 5)





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Reference B

Directions: Follow these steps:

1. Open and close the camera program.

2. Open and close the recording program.

3. Open and close the recycle bin/trash.

4. Find the USB port on your computer.

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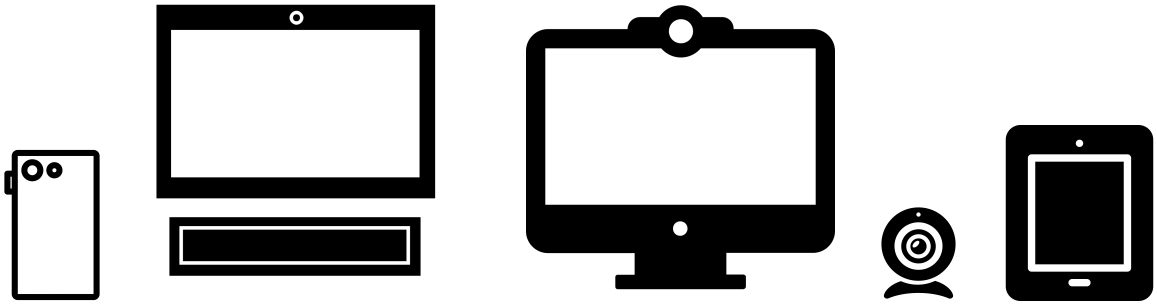
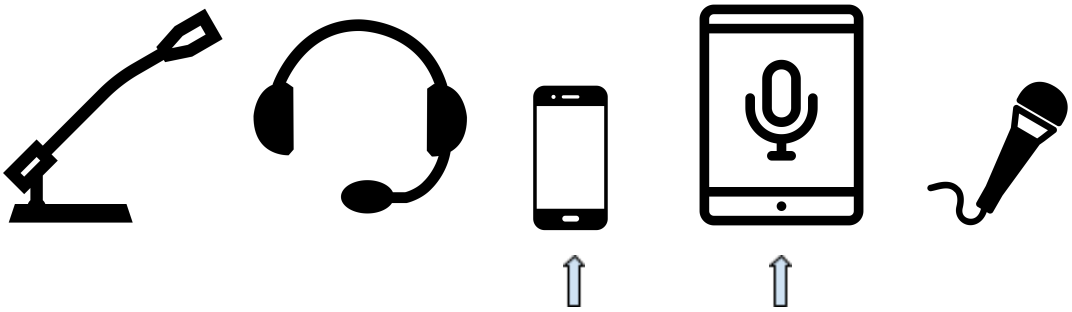
Handout A

*Directions: Find and circle the **camera** on each device picture.*



*Directions: Find and circle the **microphone** on each device picture.*



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Handout B

Directions: Follow these steps:

1. Take a photo.

2. Save it to the desktop (hard drive) with your name.

3. Make a recording.

4. Save it to the desktop (hard drive) with your name.

5. Show the teacher.

6. Move both files to the recycle bin/trash.

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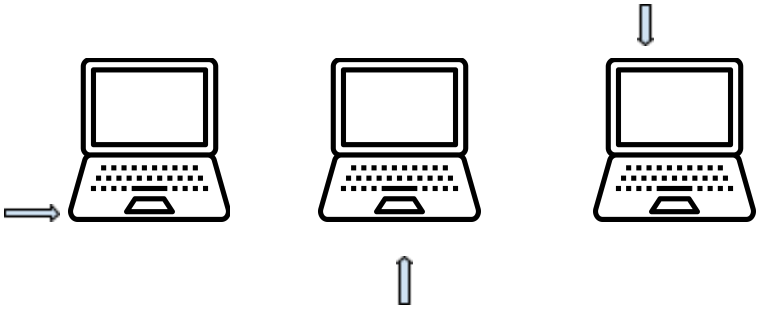
Handout C

Drives

Directions: Follow the directions for each number.

1. Circle the picture of the **hard drive**.

2. Circle the picture of the correct location to plug in the **flash drive**.



3. Circle the icons of **cloud drive(s)**.

4. Circle the icon of a **flash drive**.

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Handout D

Directions: Copy the definitions below into the chart next to the word they describe.

- **a place to plug in an external device**
- **a place to store information on the internet**
- **a place in which to move files no longer needed**
- **a place to store information on a computer**
- **a place to store information on a portable stick**

Vocabulary		Definition
	Hard drive:	
	Flash drive:	
	Cloud drive:	
	Recycle bin/ Trash:	
	USB port:	

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