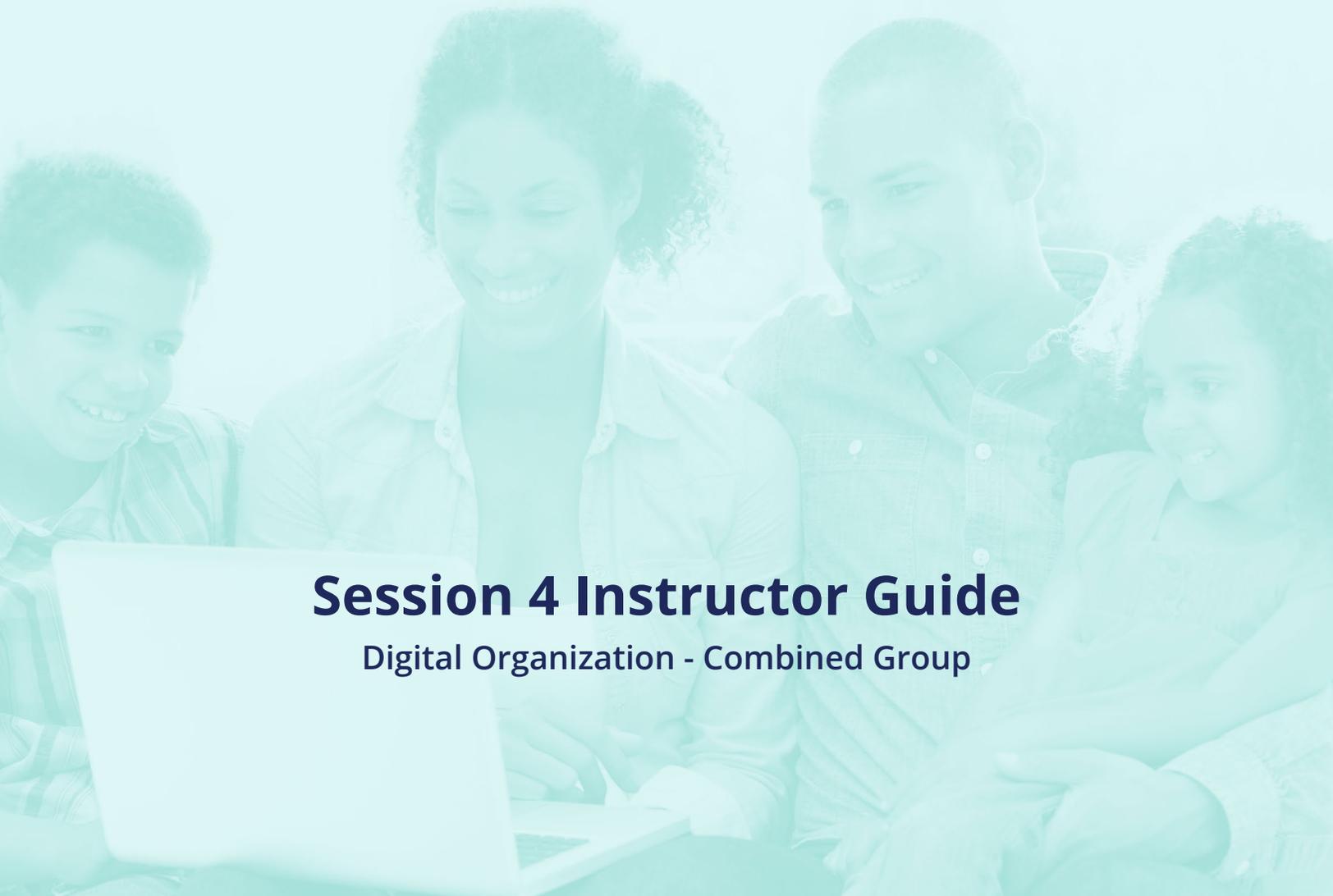


NC TOOLKIT for  
**Digital Readiness**

A photograph of four diverse people—two adults and two children—gathered around a laptop. They are all smiling and looking at the screen, suggesting a collaborative learning or work environment. The image is overlaid with a semi-transparent teal filter.

## Session 4 Instructor Guide

Digital Organization - Combined Group

## OVERVIEW

# Session 4 - Digital Organization

## Session Time

(2 hours)

## Description

The more you use a device, the more important it is to stay organized. Organizing your device and the files on it will make it easier and faster to keep using it. In this session we'll learn about device accounts, file management, browser bookmarks, saving passwords, and online calendars.

## Objectives

Participants will be able to: (ISTE Standards 1a, 1d, 2a and 7b)

- Manage device and browser accounts
- Save browser bookmarks
- Find, rename, and move folders and files saved on device
- Identify uses of an online calendar
- Determine if files are saved in the cloud or on the device

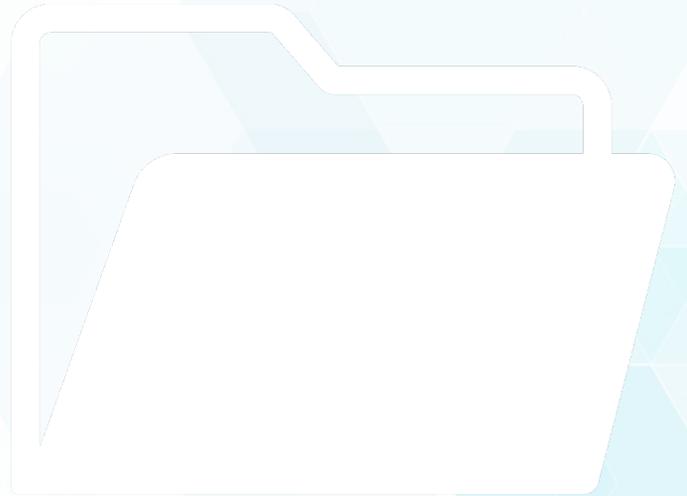
## Preparation

- Print
  - Adult handout
  - Sign-in sheet
- Customize instructions if all attendees use the same kind of device.
- Customize slides with any relevant announcements.



## Just Before Session

- Open slideshow on presentation computer.
- Place sign-in sheet near entrance.
- Talk with assisting facilitators about how you would like them to roam among participants and field individual questions and bring your attention to questions relevant to the group.



## OUTLINE

# Session 4 - Digital Organization

## Arrival | 10 Minutes

All participants sign in. Each family should sit together and share a computer. Use this time to make sure each family brought their device, they can sign into their device, it is charged or connected to an outlet, and connected to Wi-Fi.

## Introduction and Agenda | 5 minutes

Introduce facilitators present. Set expectation for communication during session. Explain how families will share device. Outline session schedule and goals. .

## Icebreaker | 10 minutes

*Have each participant introduce themselves and answer the discussion question as they do.*

- Discussion Question: What's one thing you do to try to stay organized?

## Introduction to Device and Browser Accounts | 20 minutes

(Slideshow Overview & Self-Paced Activity)

- Discussion Questions:
  - » Do you and other people who use your device have your own accounts on the device? For example, when the device first turns on, do you choose your own name and enter your own password?
  - » If you do have your own accounts, what is different when each account is logged in?
  - » If you share an account on the device, do you have different ideas about how things should be organized on the device?
- Device Accounts Discussion with your Partner Questions:
  - » Why might it be useful to use different accounts when you share a device?
  - » Can you think of any reason it might be handy to share an account with each other? (*Ex. help each other, access shared files, etc.*)
  - » Are there any devices you use that you can't sign in to your own account on? How does that change the way you use the device?



- Browser Accounts Discussion with your Partner Questions:
  - » Do you usually use a browser account? Does your device automatically log you in to the browser?
  - » Do you use the same account to login to the browser on a different device?
  - » How does the browser account customize your experience on the browser? (*Ex. background colors, save passwords, bookmarks or favorites, browser history, etc.*)
  - » What do you like about using a browser you've signed in to?
  - » Are there reasons you might not sign in to your browser?
  - » Do you sign out of the browser when you're finished using it? If you share a device, do you check if you're using your own browser account each time?
  - » Why might you make sure to sign out of your browser when you're done? (*Ex. saved passwords and information*)
  - » Do you use your browser account to sign into anything else? (*Ex. device, email, cloud storage, etc.*)
- Activity: Identify and explore the device account and browser account.

## **Bookmarks and Password Saving in Browsers | 15 minutes**

(Slideshow Overview & Group Activity)

- Discussion Questions:
  - » Do you usually save passwords in your browser? Why or why not?
  - » Do ever bookmark or mark websites as favorites in your browser?
  - » How do you decide which websites to bookmark?
  - » How do you keep your bookmarks organized?
- Activity: Save a bookmark in a browser, rename the bookmark, create a bookmarks folder, and delete the bookmarks folder.

## **Break | 10 minutes**

## **Online Calendars | 10 minutes**

(Group Discussion)

- Discussion Questions:
  - » Are there calendars where you keep track of events or assignments



anywhere online? Students: maybe in your school apps or with your email account?

- » What could be some of the perks of using an online calendar?
- » What kinds of events might you keep track of with an online calendar?
- » What might prevent online calendars from being as useful as they could be?
- » How could sharing an online calendar with other people be helpful?
- » Is there anything causing you to hesitate about using an online calendar?

## **File Management** | 20 minutes (Slideshow Overview & Group Tutorial)

- Activity: Review how files are organized on your device.
- Discussion Questions:
  - » Is it easy to find things in this folder? Or is it messy?
  - » How could you make it easier to find things?
  - » Why would it be good if your files and folders were well organized?
- Demo: Find the file manager on your device. Create, rename, and open a parent folder. Navigate back to the parent folder.
- Discussion Question: Why might you create folders and even create folders inside of folders?
- Discussion Questions:
  - » Are the files you're looking at saved locally on the device or online in the cloud? Or some of both?
  - » How can you tell whether they're saved in the cloud or on your device?
  - » What's the benefit of saving them in the cloud?
  - » What's the benefit of having them saved on the device locally?
  - » When you can't remember where you saved a file, how do you find it?
- Activity: Make a plan to organize your files.

## **Wrap-Up** | 5 minutes

- Activity: View resources for continued learning and take exit survey.



## SCRIPT

# Session 4 - Digital Organization

*Italicized words* are instructions and notes to you, not to be read aloud.

Highlighted text indicates that participants should complete those instructions on their devices along with your demonstration.

## Arrival | 10 minutes

- *Allow some time for participants to arrive and get settled so everyone can start together.*
- *Each participant who arrives needs to sign in (both the adult and the student).*
- *Families should sit together so they can share their computer and work together on activities.*
- *Before beginning make sure each participant family has a charged device (or access to an outlet), logs in to their device, and is connected to the WiFi.*

## Introduction and Agenda | 5 minutes

- *Introduce facilitators present.*
- Today, we are going to look more closely at the accounts we use to login to devices and browsers. Then we'll learn about using online calendars and organizing files on the computer. We'll also discuss how each of you has your own preferences for how use organize your accounts and files and how that works when you're sharing a device.

## Introductions and Icebreaker | 10 minutes

- Before we get started, let's all introduce ourselves and as you do, answer this question:

 Discussion Question: What's one thing you do to try to stay organized?

- *Give an example by saying your first name and one way you try to stay organized.*
- Just like staying organized in other aspects of our lives, keeping things organized on our devices can help make our lives easier. We can also use our devices to help us stay organized in some of the ways you mentioned, like keeping a calendar of events.



## Introduction to Device and Browser Accounts | 20 minutes

(Slideshow Overview & Self-Paced Activity)

### Discussion Questions:

- Do you and other people who use your device have your own accounts on the device? For example, when the device first turns on, do you choose your own name and enter your own password?
  - If you do have your own accounts, what is different when each account is logged in? (Ex. *Different background colors, you may not be able to access each other's files, different apps, different accounts on the apps, website passwords might be saved*)
  - If you share an account on the device, do you have different ideas about how things should be organized on the device?
- On most devices today, there are two overarching ways you might login to your own account that might help you keep things organized in your own way.

### *Device Accounts*

- The first way you login is what we just discussed. When you first turn on or unlock a device, you might have an opportunity to login to your own account. It might look something like the examples on the screen.
- If you login to a device with your own account, it will probably give you control over certain things without affecting other users of the device.
- You've already listed some of those things, but here are a few more examples:
  - Colors, background picture, font and font size, downloaded apps
- If you are sharing a device borrowed from school or the library, you may not have the option to login to your own account.
- You might have the option to login as "Guest" which may mean that nothing you do will be saved on the device after you log out, which you might like if you're just borrowing the device.
- Some people like having their own device accounts so they can set everything up like they want.
- Some people like sharing accounts with their child so they can stay involved.
- Discuss these questions with your partner first, then we will discuss them as a group:

### Discussion Questions:



- Why might it be useful to use different accounts when you share a device?
- Can you think of any reason it might be handy to share an account with each other? (*Ex. help each other, access shared files, etc.*)
- Are there any devices you use that you can't sign in to your own account on? How does that change the way you use the device?

### Browser Accounts

- A second account you might login to is a browser account.
- You don't need to login to a browser to use it, but if you do, it might give you access to cloud storage for your files, a password manager to keep track of your passwords for individual site accounts, as well as other services like email.
- If you share a device account or if you're using a guest account on a device, like at the library, you can login to the browser temporarily to access some of your personal settings, files, and saved passwords.
- Multiple people can login to browser accounts on the same device account. For example, if you and your partner use the same account to login to your laptop, you can still switch between individual browser accounts. We looked at how to do that with Gmail last week, and doing that with the browser is very similar.
- Depending on what browser you use, you might login with the same account you use to login to your device or to your email. You can see on the screen which operating systems match which browser.
- You might be able to use your browser account to login to some other apps and services as well. You can see some examples on the screen.
- With the questions on the screen, discuss how you use browser accounts with your partner or why it might be useful to use a browser account.

### Discussion Questions:

- Do you usually use a browser account? Does your device automatically log you in to the browser?
- Do you use the same account to login to the browser on a different device?
- How does the browser account customize your experience on the browser? (*Ex. background colors, save passwords, bookmarks or favorites, browser history, etc.*)
- What do you like about using a browser you've signed in to?
- Are there reasons you might not sign in to your browser?
- Do you sign out of the browser when you're finished using it? If you share a



- device, do you check if you're using your own browser account each time?
- Why might you make sure to sign out of your browser when you're done? (Ex. *saved passwords and information*)
- Do you use your browser account to sign into anything else? (Ex. *device, email, cloud storage, etc.*)
- Would anyone like to share anything about what you discussed?

### *Explore Your Accounts*

- We've talked about quite a few options about how you might be logging in to your device. Take a few moments to explore how you're logging in to your device and browser now. You might want to test out some of the options we mentioned to decide if you'd like to start using your accounts differently.
- 🕒 First, determine what account you're each using to login to your device. If you're already logged in and you're not sure how to log out, raise your hand for some help.
- 🕒 Then, figure out if the browser you typically use is logged in to one of your accounts.
- 🕒 Identify how to sign out of the device or browser account and how to switch between logged in accounts.
- 🕒 After you have that information, discuss how you might want to login to the device or browser differently. Explore some of the features of the accounts you're using, like reorganizing apps or customized font size.

## **Bookmarks and Password Saving in Browsers | 15 minutes**

(Slideshow Overview & Group Activity)

- Let's spend a few minutes looking at what you can save in your browser.
- If you don't login to your browser, these things might be saved on your device. If you do sign in to the browser, these things should be accessible on any device where you sign in to the browser and switch between browser accounts for each user.

### *Saving Passwords*

- We already mentioned that your passwords might be saved on your device. If you log in to Google Chrome, you can see the passwords saved to your Google account at [passwords.google.com](https://passwords.google.com) for example.
- Using the option to save passwords to your browser might help you create



strong, longer passwords since you won't have to remember them.

- We'll talk more about saving passwords to your browser account or another password manager during our *Online Safety and Privacy Workshop*, but it's important to realize any passwords saved to a shared account might be accessible to anyone using the same account.
- For example, if you save your bank password to a browser you share with your child, they might be able to login to your bank account.

 Discussion Question: Do you usually save passwords in your browser? Why or why not?

### *Saving Bookmarks*

- Another helpful option is saving websites as bookmarks or favorites. This makes it easy to visit the websites quickly without remembering the URL.
- In most browsers, you can save a bookmark by first visiting the website and then clicking on the star in the address bar or omnibar.

 Discussion Questions:

- Do ever bookmark or mark websites as favorites in your browser?
- How do you decide which websites to bookmark?
- How do you keep your bookmarks organized? (Ex. *delete old bookmarks you don't use anymore, organize bookmarks into folders, rename the bookmark so it's easy to recognize*)

 Try it now! First, open the browser and visit the school or library's website.

 Now click the star in the address bar. You might have to click "Save Bookmark" or "Save Favorite." You might have the option to rename the bookmark, so you will recognize it later.

 Open a new tab. Depending on your browser, you might be able to see the bookmark under the address bar. If you don't see it there, you might need to click on the favorites list. If you don't see those options, raise your hand and we'll help you find it.

 Once you find it, click on the name you gave the bookmark to revisit the website you saved.

 Now go back to the list of bookmarks. Right click and create a folder. Name the folder "Practice."

 Click and drag the new bookmark you created into the "Practice" folder.

- This is how you can organize your bookmarks.



- 🔍 Now go return to the list of bookmarks one more time.
- 🔍 Right click on the “Practice” folder and delete it.
- You can always rearrange, delete, and re-add bookmarks to keep things organized.

## Break | 10 minutes

## Online Calendars | 10 minutes

(Group Discussion)

- One of the extra things you can do with some accounts, like a Google account or a Microsoft account, is an online calendar.

### 🔍 Discussion Questions:

- Are there calendars where you keep track of events or assignments anywhere online? Students: maybe in your school apps or with your email account?
  - What could be some of the perks of using an online calendar? *(After some discussion, share slide of examples and review any that were not mentioned. Examples: sync between your computer and phone, your devices can remind you of events with notifications, you can keep links to online meetings in the calendar, you can share the calendar with others to keep track of school or childcare schedules)*
  - What kinds of events might you keep track of with an online calendar?
  - What might prevent online calendars from being as useful as they could be? *(Ex. having too many different calendars, not remembering to check them or update them, etc.)*
  - How could sharing an online calendar with other people be helpful? *(Ex. everyone on the same page, keep track of school schedule and assignments together, etc.)*
  - Is there anything causing you to hesitate about using an online calendar?
- If you're interested in trying an online calendar, there are tutorials listed on your handout today where you can learn about how to use them.



## File Management | 20 minutes (Slideshow Overview & Group Tutorial)

### Folders and File Structure

*This activity is written to be generic, but if all participants are using the same kind of device, adapt this activity to reflect the exact file management app on that device type.*

- The last thing we're going to look at today is how files are stored on your device.
- ✔ Look at the device you're using and see if you can identify where the files are stored.
- Usually, there is an image of a folder, because it's where you keep documents and files.
- Inside that file management app, you will see multiple folders or sections. These folders are supposed to help you stay organized.
- 🔍 Discussion Questions:
  - Is it easy to find things in this folder? Or is it messy?
  - How could you make it easier to find things?
  - Why would it be good if your files and folders were well organized?
- Most files are typically saved in "My Files." Things that are downloaded from the internet automatically go into the "Downloads" folder.
- Everything inside the folder is either a file or another folder, which can include files and folders.
- ✔ Try creating a new folder inside your "My Files" folder. Imagine what kind of files you'll put inside this folder and give it a name that will help you remember what's in it.
- ✔ Click or double-click to open that folder.
  - You'll see that it is empty.
  - You should be able to see the file structure somewhere on your screen, meaning you can see what folder you have open and what folder it's inside of. Often, it is a left-hand navigation panel. Sometimes you'll see a trail of breadcrumbs across the top.
- ✔ See if you can find that file structure on your screen. Raise your hand if you need some help.
  - You can create as many folders within folder as you want.



 Discussion Question: Why might you create folders and even create folders inside of folders?

 Use the left-hand navigation or bread crumbs to return to the “My Files” folder.

- You should see the folder you created there. If you wanted to move files there, you can usually drag them into the folder, or use cut-and-paste to move them. If you want to save new files in the folder, you’ll need to remember where you created the folder. In this case, it’s inside “My Files”.

### *Cloud Storage*

- Some devices have cloud storage built into their file management app.
- If you logged in to this device using an account that you can also use online for email or different apps, then you probably have the option of having cloud storage in your file management, whether or not it’s turned on.

 Look at your left-hand navigation and see if you can identify cloud storage folders.

- There might be a folder called the name of a cloud storage account, like OneDrive, iCloud or Google Drive. Things in that folder are saved on the cloud when the device connects to the internet. Sometimes, you won’t be able to access files in that cloud folder when you don’t have internet.
- There might be a folder called “On My Device.” Those files are saved on the device, not in the cloud, so you can only access them on this device and you will never need the internet to access them.

 Discussion Questions:

- Are the files you’re looking at saved locally on the device or online in the cloud? Or some of both?
- How can you tell whether they’re saved in the cloud or on your device?
- What’s the benefit of saving them in the cloud?
- What’s the benefit of having them saved on the device locally?
- When you can’t remember where you saved a file, how do you find it?

 Spend a few minutes working with your partner. Explore how files are saved on your device. Identify which files are in the cloud and which are on the device. Discuss how you’d like to organize files and folders in the future.



## Wrap-Up | 5 minutes

(Further Resources & Exit Survey)

- You might have already known some of the things we covered today and some of the things we learned might not have seemed very exciting, but putting a little energy into learning about how your accounts work and how your files are organized can empower you to be more in control of your device usage.
- A strong understanding of today's concepts can help you access your files on any device when you need to, prevent some of your data from going to the cloud if you want, and make your device work better for you personally.
- If you share this device with your child or other family members, it might help to discuss how you'd like to manage accounts and files so that you agree on a plan.
- On today's handout you will also find websites with more information about these accounts, file management, and online calendars.
- Please take this exit survey.

