File management and tools

Competency

File management and tools

Competency description

I can name adequate media-based tools for efficient and effective file storage.

Level

Basic competency

Taxonomy level

1.know

Column/number in the document

A/30

Explanatory notes

This competence describes the ability to identify, list and display suitable tools for the efficient and effective storage of files. The aim is to select tools that enable an orderly and accessible storage of digital content.

Rationale

The effective storage of files is crucial to not lose the overview of digital resources.

Example

A teacher wants to organize digital resources efficiently (worksheets, presentations, handouts, etc.…). It can use different tools (e.g. Google Drive, Dropbox, etc.) which, for example, allows for sharing with other teachers. the faculty can also explain how e.g. folder structures can be created (by subjects or subjects).

Sources

Teaching material

Link to other competencies

All competencies that are listed under the Digital Resources section illuminate different aspects that are important for the use and creation of digital media and resources. These competencies build on each other and together form a well-founded approach for competent handling of digital resources in the field of education. These basic competencies aim to provide teachers with necessary skills to effectively use digital resources. A comprehensive understanding of the use of digital resources in education is to be obtained.

Tagging

File management, Media-based tools, Efficient file storage, Effective file management, Digital file access, File organization.

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