

How to Create a Shared Learning Folder

Creating a shared learning folder is an easy and useful endeavor. As a department you may find it very helpful to share your resources this way. Below is the step by step procedure that we used in the Social Studies department at Dunsmuir School.

Step #1

As a department decide what kind of resources that you want to share. They can range from PowerPoint presentations to word document assignments, projects and tests and PDF files etc.

Step #2

Find a way to systematically arrange these resources. Certainly arranging them sequentially in chapters or units would make sense. Once that is done, you might want to come up with some alpha-numeric system that keeps things in order. Below is an example of how we arranged Chapter 1.

- 1.1 Intro to the Modern Age (pg. 3)
- 1.2 Kings Gain Power (pg. 4-5)
- 1.3 A Prosperous Age (pg. 6-7)
- 1.4 A New View of Humanity (pg. 8-11)

Inside each of these folders there will be a variety of resources ranging from PowerPoint Presentations, to Word Document Assignments, PDF, etc. Inside each folder it is wise to continue to use your sequencing system. For example, here is a look at what is inside the 1.1 folder and how it is arranged.

- 1.1 Intro to the Modern Age (pg. 3)
 - 1.1 PowerPoint Introduction (NC)
 - 1.1.1. Assignment – Scavenger Hunt (NC)
 - 1.1.2. Assignment – Question Sheet A (NC)
 - 1.1.3. Project – Early Modern Age Report (NC)
 - The initials in the brackets indicate the teacher who created the assignment.

Step #3

Once you have decided how and what you want to include in the shared folder then you simply create a folder e.g. Social Studies Shared Folder and start dragging assignments into the Staff Shared Data Folder (Q)

Step #4

This involves just maintaining the folder. With many users you may find that from time to time the folder may need to be tidied up a bit. You might want to appoint someone from the department to look after this task to make sure everything is consistent.

Below is a snapshot of part of our shared folder

