



## FROM THE DIRECTOR OF ICT

**Now that we are eight weeks into the new school year, making sure your child is organised digitally is important. Recently all of Year 7 attended a workshop to help equip them with the skills needed to be digitally organised and ready for the year ahead.**

Some of the strategies that were shared with Year 7 which are applicable to all Senior School students include:

Setting up folders for each subject using their platform of choice (for example, Google Drive, Microsoft OneDrive or the Documents folder in either Windows or Apple operating systems)

Organising subject folders by creating folders for each topic or term

Naming each file appropriately (naming files Document1, 2, 3.. will not be helpful when it comes time to revise or complete Assessment Tasks)

Making sure files are saved in the correct folders

Making sure laptops are fully charged each night, ready for the next school day

Regularly backing up important documents such as Assessment Tasks is essential to prevent any loss as a result of technical issues. This is particularly critical if important files are saved to the device. Cloud storage such as Google Drive and Microsoft OneDrive provide good options for backing up important files.

Setting up digital checklists and reminders are a helpful way of staying organised. Tools such as Google Keep can be used to keep track of important tasks, for example, the different components that need to be completed as part of an Assessment Task, as well as to set reminders so that upcoming tasks that need to be completed by a certain time aren't forgotten.

Developing good organisational habits early in the senior years will help to set your child up for success in the later years at school and beyond.

If you or your child have questions or would like assistance with getting organised digitally, please contact Megan Bennett via [mbennett@thac.nsw.edu.au](mailto:mbennett@thac.nsw.edu.au)

**Mrs Megan Bennett**

Director of ICT

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