Unit File Management & Viruses

Name:		Group:	
	Level 4	Level 5	Level 6
Planning, Developing & Evaluating	Purpose of solution Description of Target audience. Description of solution Sketch (diagram, storyboard, mind map).	Purpose of solution Description of Target audience. Description of solution Sketch (diagram, storyboard, mind map) Sources of information. Identify the various features of hardware and software to be used.	 Purpose of solution Description of Target audience. Description of solution Sketch (diagram, storyboard, mind map) Sources of information Discuss how various features of hardware and software are to be used to create one solution. How will the solution make things better e.g. improve efficiency.
Developing	Explain how such software or hardware could be used in school and in work.	Identify the advantages and disadvantages of using such software or hardware in school and in work.	Discuss the advantages and disadvantages of using such software or hardware in school, work and leisure.
Planning,	List the good and not so good features of the solution.	 Create an evaluation criteria list. Evaluate solution using the list. Identify improvements. Make some improvements. 	 Create an evaluation criteria list. Evaluate solution using the list. Get others to evaluate and give feedback. Identify improvements. Make improvements that will make it better for the target audience or user and more efficient where appropriate.

Handling Data	 Add and delete folders and files on a computer. Sort folders and files. 	 Add and delete folders ar files on a computer. Sort folders and files. Perform a search for a file 	 Add and delete folders and files on a computer. Sort folders and files. Protect files. Predict outcome of a search for a file. Perform a search for a file. Explain how your prediction compares to performed query output.
Using Information	Use ICT to communicate and share with others e.g. shared area of a network. Identify the risks of communicating and sharing information with others e.g. viruses. Discuss ways of eliminating or reducing these risks.	Discuss how you would us ICT safely and responsib when handling files.	
Mostly	4's	Mostly 5's	Mostly 6's
I could on my	not do this own	I would need some help	I could do this on my own