

## Teaching Script for Unit 7: Order and Structure (Online Event)

Components	Content (working method)	Duration (slides)	Step	Objective	Instructions	Breathing (voices chime)
1. Structure	1. Data Structuring (Ideas out loud)	4 min (7.1-2)	Participants provide input	Participants recognize the importance of a good structure	Task: - Call-out without notes - "When have you painfully missed order and/or structure in your data?" - Please shout out answers into the room	out (yes)
...	...	1 min (7.3)	WL speaks	Participants recognize the importance of a good structure	Talk: Impact of Structure	in (no)
2. Naming and Renaming Files	2. File Naming (Talk)	6 min (7.4-6)	WL speaks	Participants recognize the importance of good file naming	Talk: Tips for good file naming	in (no)
...	3. Evaluating File Names (Stamping)	10 min (7.7)	Participants act	Participants recognize the importance of good file naming	Task: - Activate whiteboard in video conferencing software - "Evaluate the mentioned file names using the stamp function." - Time for participants: approximately 5 min. - Then: Discussion of assessments by WL	out (no)
...	Alternative 03a. Evaluating File Names (Mini exercises)	5 min (na)	Participants work	Participants recognize the importance of good file naming	Task: - "Please design a naming convention for your files and provide a few examples." - "Please design a structure for your filing system as a directory tree."	out (yes)
...	4. Batch Rename (Talk)	1 min (7.8-9)	WL speaks	Participants learn about tools for simultaneous file renaming	Talk: Batch renaming tools presented	in (no)
3. Version control	1. Versioning (Talk)	3 min (7.10-12)	WL speaks	Participants learn about options for version control	Talk: - Explanation of the necessity of versioning - Introduction to options for versioning and version control	in (no)
3. na	2. Break (na)	0 min (na)	na	Recommendation: after approx. 3,0 h	Lunch Break	na (na)

Duration of unit: 25 minutes.