

## Folder Organization

Your file space should be organized as follows:

Create a folder called ICS4U1 in your personal workspace

- Inside ICS4U1 create Folders called
  - Unit 1 Review, Arrays, Recursion
  - Unit 2 Sorting and Search
  - Unit 3 File I/O and GUI
  - Unit 4 Object Oriented and Becker Robot
  - Unit 5 Computer topics and Careers
  - Summative

Once you have organized your network space, make a screenshot and attach to the assignment.

## *File Naming Conventions*

- Follow the file naming information provided with each test, assignment and homework task.
- When nothing is specified, use a meaningful name.
  - Use **Notes from February 3.doc** not **Blah.doc** or **doc1.doc** or **doc123.doc**
- When saving files make sure to follow the following naming convention:
- Last name first Letter of you first name followed by the assignment or file name
- Example: Rozenberg**AAssignment 1**

1. Save this file as a document in the course folder
2. Take a Clear Screenshot showing that you have created the folders above
3. Save it using the naming conversion
4. Insert Image in the answer part of the assignment

5. **It is VERY important** to create back of your files every day. (many students in the past lost all their work and had to start all over again).

Self-checkList (fill the self-check list with an **X** in the corresponding box)

Task	Done	Need help
Create ICS4U Folder	x	
Create folders for each unit	x	
Naming convention		
Insert file with proper name		

**Once you have organized your network space, make a screenshot and attach to the assignment.**