

## **BLM OLE.1#2: Electronic OLE Binder Maintenance Learning Centre**

### **Overview**

At this learning centre, work in a collaborative group to create a group Read-Me file detailing how the electronic files and folders of each group member will be organized. Help each other with the maintenance or organization of Electronic OLE Binders or folders, ensuring that the files and folders conform to the Read-Me file describing their content. While browsing through each folder, make changes as needed so that the folders are up-to-date, complete, and logically organized.

### **Resources**

- Master Electronic OLE Binder and Read-Me file (set up and maintained by the teacher as a model)
- Teacher's lists of due dates and expectations

### **Task**

- Use the table of contents provided by the teacher to create a Read-Me file describing the hierarchy of each folder.
- Confer with each other to update the group's Read-Me file according to the lists of due dates and expectations provided by the teacher.
- Help each other update personal electronic files and folders according to the Read-Me file.

### **Collaborative Goal**

- Divide the learning centre time into equal portions, so that all members of the group will receive some maintenance time for their Electronic OLE Binder.
- Use the expertise of each group member while organizing and enhancing personal electronic binders.

### **What to Do with the Results of This Learning Centre**

- Keep a record of questions for the teacher to address in a class discussion.
- Create and use a checklist for the Electronic OLE Binder based on BLM OLE.1#3: Personal OLE Binder Checklist. Keep it in the Personal OLE Binder for updates and teacher assessment.