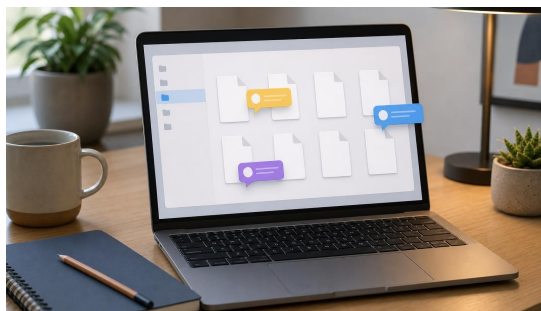




Unchecked Shared Folder

PRACTICAL SKILLS · PUT IT IN ORDER

Nora opens the group project's shared folder and sees the final slide deck already sitting beside the report draft. The folder also has a checklist, comment bubbles on two slides, and three files with nearly identical names. Her group agreed to stop adding new material today, but nobody has confirmed that the finished work matches the checklist. One teammate left a note saying the source list was copied in, while another marked the chart section complete. The submission folder is still empty, and the newest report file has not been moved there. If Nora closes the folder now, the group may submit finished work that still has simple unchecked mistakes.

Put the steps in the order Nora should follow.

- ☐ Fix clear file problems, such as a missing citation slide or a mislabeled image, without changing agreed content.
- ☐ Open the newest report and slide files, then compare them with the project checklist in the shared folder.
- ☐ Move the checked versions into the final folder and leave one short folder comment stating what was checked.
- ☐ Mark each issue as clear, unclear, or already handled so the group knows what still needs a decision.

Answer:

1. Open the newest report and slide files, then compare them with the project checklist in the shared folder.
2. Mark each issue as clear, unclear, or already handled so the group knows what still needs a decision.
3. Fix clear file problems, such as a missing citation slide or a mislabeled image, without changing

agreed content.

4. Move the checked versions into the final folder and leave one short folder comment stating what was checked.

Think about it: What would change if Nora moved the files before checking the folder checklist?

TEACHER NOTE

The best order is step 2, then 4, then 1, then 3. Nora should check the newest files against the checklist, sort issues by what needs a decision, fix only clear problems, and then move the checked versions with a brief folder comment. A strong response keeps checking before submitting and avoids changing agreed content without confirmation.

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