

## PYP File Mapping 2010-2011

### Drive T: Shared Teacher Resources (Public)

Drive T	Root Folders	Folders	Files Description	
<b>PYP Public 2010 2011</b>	Toddler-PYP 6	Class	each class files including, class planning, displays, observation result, students list, etc (no personal Folders inside)	
		UOI	6 themes Folders with planner, assessment, resources and organization files inside	
		Homeroom Subjects	English, Math, Bahasa, Visual Arts, ICT Folders with files such as planning, resources, etc	
		Organization	Events and calendar, letter, supporting document Folders with general organization documents for each team	
	PYP Specialist	Mandarin, Library, Religion, P.A., P.E.	6 themes Folders with collaboration planner and resources (Scope & sequences documents in the Curriculum Folders)	
	Curriculum and Scope and Sequences	English, ICT, Math, Science, Social Students, Mandarin, Bahasa Indonesia, Visual Arts, Library, Religion, P.A., P.E.	All Curriculum developments, Scope and Sequences, Year Overview, Sample Planner files	
	Shared Resources	English, ICT, etc	Sample activities ideas files	
		Temporary	Big-sized files which can't be sent through email- must be removed immediately after copy.	
	Student Welfare	STUCO	StuCo structures, programs and organization	
		SIG	As needed	
	Special Occasions	Bazaar, anniversary, etc	As needed	
		Reports and Outcomes	Reports	Reports template for each semester
			Outcomes	Outcomes compilation from the report card
	School Policies	Language, homework, assessment, ICT , Students Behaviour Management	Agreement files which set the rules in managing the school	
	PYP Supporting Documents	UOI		
		Conferences		
	Newsletter and Information	Websites	Information for school websites	
		School Newsletter	Newsletter info collection from each grade	
	Organization	Duty Roster	Duty roster files, procedure, roles and responsibilities, etc	
		Events and Calendar	Term Calendar, School calendar	
		Timetable	Timetable files (read-only) for each class	
		Meeting minutes	Team leader, admin meetings minutes	
	Training and Development	Articles	Various articles for professional development	
Presentation Folders		Presentation files for each PD session		
ESL	As needed	As needed		

## Drive M: Shared Multimedia

Drive M	Root Folders	Folders	Files Description
<b>PYP</b>	Toddler PYP PGA-PYP 6	Class	Class displays, students, activities photos
		Audio	audio files for teaching, observation result
		Video	Video files for teaching, documentation, etc
		Grade events photos	Photos from each activity for documentation
	PYP Specialist	Mandarin, Library, etc	Each subjects events
	Shared Resources	As needed	Shared multimedia files as teaching resources
	Special Events	School annual events	10 <sup>th</sup> year Recognition, bazaar, etc
	School Promotion	School websites	Selected photos for promotion on websites
		School Newsletter	Selected photos for newsletter
Business		Selected photos for marketing	
<b>High School</b>			

## Drive S: Students Home

Drive S	Root Folders	Folders	Files Description
<b>Students Name HOME</b>	How The World Works	UOI, Library, Math, ICT, English, Religion, Mandarin, Bahasa, Arts, PE and others	Students Projects, work evidences, selected multimedia and any other files to support learning.
	How We Express Ourselves		
	Sharing The Planet		
	Who We Are		
	Where We are in Place and Time		
	How We Organize Ourselves		
	Others	As needed	Goal Setting, and other files for school purpose

## Drive P: Student's Portfolio Folder

Root Folders	Folders	Files Description
How The World Works	UOI, Library, Math, ICT, English, Religion, Mandarin, Bahasa, Arts, PE	Work samples/Learning evidence and assessment data are put here based on the subject
How We Express Ourselves		
Sharing The Planet		
Who We Are		
Where We are in Place and Time	Reflection	Reflection files for each unit
How We Organize Ourselves		
Others	As needed	Goal Setting, and other files to support digital portfolio
The template file will be put in root Folders		

## Drive R: Teacher to Students Resources

Drive R	Root Folders	Folders	Sub Folders	Files Description
PYP 1,2,3,4,5 and 6 Folders. Each of them contains of class Folders (e.g 3A, 3B, 3C)	Portfolio (only for grade 3-6)	How The World Works	UOI, Library, Math, ICT, English, Religion, Mandarin, Bahasa, Arts, PE	Work samples/Learning evidence and assessment data are put here based on the subject
		How We Express Ourselves		
		Sharing The Planet		
		Who We Are		
		Where We are in Place and Time	Reflection	Reflection files for each unit
		How We Organize Ourselves		
		Others	As needed	Goal Setting, and other files to support digital portfolio
Home Projects	Subjects Folders (UOI, Bahasa, etc)	Teachers can share home work files in this Folders		
Information	Teacher will put any general information about school here (letter, notices, newsletter) in format of PDF			
Resources	Any resource file- website links, PDF, articles, etc- that are shared by teachers to students			

### Others

Drive	Name	Status
V	Archive	Last Year files- Public 2009-2010 and 2008-2009
W	Exhibition	Only during exhibition time
X	Teacher School Resources	To be advised
Z	Home	As needed