

AAESA MOODLE Naming Conventions

For most general files:

District number – Section number/letter – count date

Example: 03000-1C-10.3.18

If there has to be a resubmission of a form, then add “Update” at the end:

Example: 03000-1C-10.3.18-Update

There will be some exceptions. One example is since there are three different types of Early Childhood (1754, 1755, 1862), I ask to have that denoted in the file name:

Example: 03000-5K-1755-10.3.18

I personally don't need the name of the section added in, so please save yourself the effort and time. I know some of the forms are named and you likely save them that way, but I learned last year in Moodle that the shorter the file name the better I'm able to determine and sort and audit.

Also, since I'm sure I've missed something, this will be a “living” document, which may change. However, if it does I will shoot it out to everyone as well as have it changed in Moodle.

Thank you for your dedication and time with this!

Jody

