Naming Files for Assessment Evidences:

Characters 1-6: course name/number (if only 5 characters, put a space between prefix and number – e.g., CS 111)

Character 7:  Underscore

Character 8: F/S/U (F=fall, S=spring, U=summer)

Characters 9-10: last 2 digits of year

Character 11: Underscore

Character 12:  P/G/B (P=program, G=gen ed, B=both program & gen ed)

Character 13:  T/A/G (T=tradit undergrad, A=AGS undergrad, G=grad)

Character 14:  single letter (assign a letter of the alphabet unique to each section of the course offering in a given semester, use A-Z)

Characters 15-16:  two-digit number (assign a number 1-99 for an individual student in a particular course section; use a leading zero before a single digit)

Character 17: A/R (A=artifact, R=rubric assessing the artifact)

FYS111\_F17\_GTA01A

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| F | Y | S | 1 | 1 | 1 | **\_** | F | 1 | 7 | **\_** | G | T | A | 0 | 1 | A |