

In order to continue providing faculty with the expeditious recovery of assessment materials, a standardized file naming system has been implemented for the Canvas learning management system. We appreciate your cooperation and understanding in this endeavor.

When you are creating your question banks and saving them please use the following guidelines:

1) Always begin with the two letter term signifier (*capitalized*):

SP = Spring
SU = Summer
FA = Fall

2) Follow immediately with the last two digits of the year and an underscore “_”

3) Next use the two- four letter course title (i.e. CRM, NA, NAH, NCA, NCC, NDP, NHSA, NUR, NWH, etc.) and again, follow with an underscore “_” (*capitalized*)

4) Follow this with the course number and an underscore “_”.

If your materials are unique to a single section of a course please add the section identifier. (i.e. QL, QM, QN1, etc.) and another underscore “_”. (*capitalized*)

5) Select your Assessment type from the list below (*capitalized*):

EX = Exam
QZ = Quiz
TST = Test
CS = Case Study
CP = Comprehensive
SV = Survey

6) Finally, add an underscore “_” and the assessment number. (Precede numbers 1-9 with “0”)

If your assessment is not numbered, you should add the assessment title (*all lowercase with hyphens in place of spaces*)

Examples of properly formatted assessment file titles:

FA15_NUR_001_EX_03

SU16_NPN_613_QZ_01

SP16_NUR_690_QZ_infectious-disease

SU16_NUR_612_QL1_CS_05

Thank you