MEDICOL File Naming Convention

V. 3

Creation Date:

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Summary: This document outlines the new file naming convention as adopted as part of the CMED project in Summer 2012. It supercedes any previous filenaming conventions.

Version	Date	Author(s)	Description of Change
2.0	May 1, 2012	Bob Walker	Created
2.1	May 3, 2012	Bob Walker	Changes from CMED working group
2.2	Aug 14, 2012	Wenting Ma	Updated naming convention for handouts and non-video presentations
3	August 27, 2012	Wenting Ma	Add naming convention for longitudinal courses
3.1	Oct 27, 2012	Wenting Ma	Updated naming convention for longitudinal courses
3.2	Nov 22, 2012	Wenting Ma	Updated naming convention for Year3 rotations
3.3	Dec 19, 2012	Bob Walker	Updated longitudinal and Year 3

Reviewed by:

Version	Date	Group
2.0	May 3, 2012	CMED Working Group
2.1	May 14, 2012	AAG Filename review

Background

This document describes the file naming convention for the new MEDICOL as of Summer 2012. Previously all files associated with MEDICOL adhered to a strict format that included block, year, week, and file type (among other pieces of information) in the file name. The metadata associated with a file was embedded in the filename.

Objective and Rationale

With the movement to a Learning Object Repository with a metadata component in Blackboard 9, proper metadata tagging can now replace the metadata embedded in the filename. Filenames will now take on a more descriptive title, typically reflecting the topic of the content.

The new filename convention will apply primarily to handouts and presentations and is targeted at documents that are handled most frequently. This will allow better comprehension of documents when browsed and searched. It will not apply to certain internal documents, video web links, and general content that is handled by MedIT staff. This may be reviewed.

The new filename convention will no longer contain block and year, as they are implied by the folder structure. Removing the year from the filename allows the same filename to be re-used from year to year. Metadata remains constant on the content contained in a filename, even if the file is updated.

Scope

The new filename convention applies to the following types of content:

- objectives
- case objectives
- schedules
- group lists
- handouts
- presentations(non-video)

New filename features:

- Does not contain block name, year, and week number.
- Is associated with new folder naming convention that includes week.
- For handouts and presentations:
    - filename reflects the topic of the content and can usually be created from the Learning Activity Title that it is associated with. See the Weekly Schedule for this information.
    - Contains instructor/presenter name
    - Does not include presentation date (Presentation date can be added to Learning Module display name)

Out of Scope

The following content type filenames will not be changed. Typically these are managed by MedIT and are not publicly viewed.

- Weblinks to videos.
- Virtual patients
- Static content
- Other content

Content that does not use the new filename convention will use the previous filename convention defined at: https://portal.med.ubc.ca/medit-tel/ed-tech/team/docs/e-Learning%20Support/Admin%20Manuals/MEDICOL_File_Naming_Conventions.doc with the following addition:

> *all week numbers will be 2 digits: week01 or wk01 not week1 or wk1.*

Format/Exceptions/Limitations

- Filenames should not be longer than 64 characters
- Filenames cannot contain the following characters: ':','/' ,'&'. These can be replaced by '-' or '_'.
- Dots ('.') should not be used in the filename except to define the filetype (.pdf).
- Folder/Filename format: {block}/{year}/{week}/{topic} – {presenter} *{modifier}_bw*.{extension} *(items in italics are optional)*

Usage

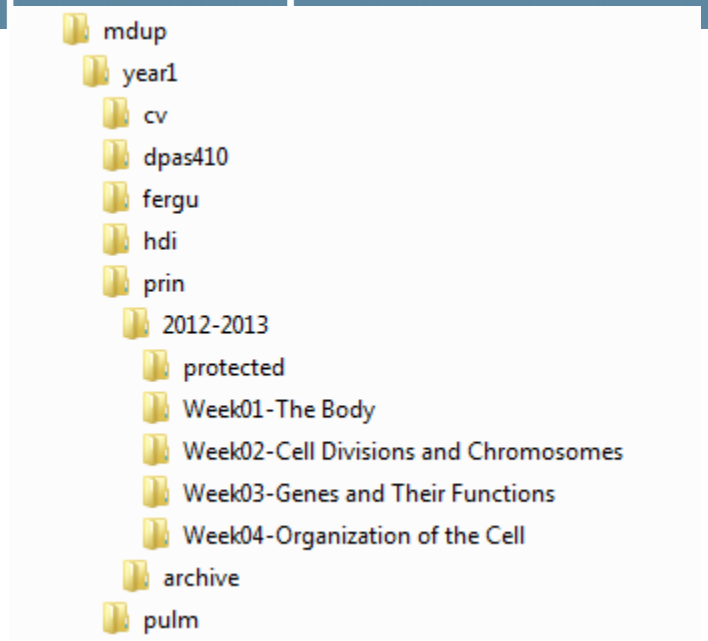
- Metadata will be entered on all documents
- Documents will be copied as part of the summer refresh from year to year with the same name. That is:
  - prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BCPHP Obstetric Guideline).pdf will be copied to
  - prin/2012-2013/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BCPHP Obstetric Guideline).pdf.
- Associated metadata will follow the copy to the new document.
- If a document is updated for the new year, the document is overwritten using Content Management Workflow procedures in the Learning Object Repository. The associated metadata will remain with the overwritten document (subject to resolution of Blackboard case ID 940916).
- If the presenter of a document changes, a new document will need to be created that incorporates the new instructor's name. Metadata will need to be re-entered for the new document.

Folder naming convention

Folders will continue to be used to organize content. The existing {year}/{block} will be maintained. Block abbreviations can be found in the appendix and in the previous filename convention document.

- Folder names cannot contain the following characters: ‘:’,’/’ ,’&’. These can be replaced by ‘-‘ or ‘_’.
- Folders pertaining to weeks will be added for course-based content and files placed within their respective week of presentation. Week folders will contain both the week number and the topic. For example: ‘Week01–The Body’. Note that the week is always 2 digits.
- Folders should be descriptive, but as brief as possible. Spaces are allowed for clarity, but not encouraged. For example BlockA is better than ‘Block A’.

Example - BB9 Learning Object Repository folder layout with week folders:



Year 1 and Year 2 Naming Convention

Folder Name/File Name syntax:
{block}/{year}/{week}/{topic} – {presenter} *{modifier}_bw*.{extension}

Example: prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BCPHP Obstetric Guideline).pdf

Content examples with old and new filename examples

	Type	Vista Filename Example	BB9 location/filename	Learning Module Display Name
1	Objectives	prin_1112_wk1_obj_body.htm	prin/2011-2012/Week01 – The Body/objectives.htm	Week One – The Body
2	Case Objectives	prin_1112_wk1_obj_case_body.htm	/prin/2011-2012/protected/Week01 – The Body/case_objectives.htm	Week One – The Body
3	Schedules	prin_1112_sched.pdf	prin/2011-2012/sched.pdf	PRIN 2011 – 12 Schedule
4	Group Lists	prin_1112_list_pbl_prinb_med.pdf	prin/2011-2012/list_pbl_prinb_med.pdf	PBL Group List - PRIN B (MED)
5	Handouts	prin_1112_wk1_hdt1_mayer_sep7.pdf	prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr	Sept 7: Monitoring Pregnancy - Dr Chantal Mayer (BCPHP Obstetric

			Chantal Mayer (BCPHP Obstetric Guideline).pdf	Guideline)
		prin_1112_wk1_hdt2_mayer_sep7.pdf	prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BC Antenatal Record Part 1).pdf	Sept 7: Monitoring Pregnancy - Dr Chantal Mayer (BC Antenatal Record Part 1)
		prin_1112_wk1_hdt3_mayer_sep7.pdf	prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BC Antenatal Record Part 2).pdf	Sept 7: Monitoring Pregnancy - Dr Chantal Mayer (BC Antenatal Record Part 2)
	Note:	If there are more than one handouts for the same doctor, use numbered suffix _1, _2, etc to separate them	prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BC Antenatal Record Part 2)_**1**.pdf prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BC Antenatal Record Part 2)_**2**.pdf prin/2011-2012/Week01 – The Body/Monitoring Pregnancy - Dr Chantal Mayer (BC Antenatal Record Part 2)_**3**.pdf	
6	Presentations (non-video)	prin_1112_wk1_pres_bardal_sep9.pdf	prin/2011-2012/Week01 – The Body/ Introduction_Pharmacodynamics 1- Dr Stan Bardal.pdf	Sept 9: Introduction/Pharmacodynamics 1 - Dr Stan Bardal
		prin_1112_wk1_hdt_bardal_sep9_bw.pdf	prin/2011-2012/Week01 – The Body/ Introduction_Pharmacodynamics 1-Dr Stan Bardal (Handout).pdf	Sept 9: Introduction/Pharmacodynamics 1 - Dr Stan Bardal (Handout)

MDUP Longitudinal Course Naming Convention

DPAS 410/420

Folder Name/File Name syntax:

{course}/{year}/{theme}/{topic} – {presenter} *{modifier}* **-** *{keyword}*.{extension}

Notes:

- Folders should be named based on themes or categories or generally follow the same naming convention as Learning Modules.
- Generally there should not be less than 5 files per folder or category (don't split up to finely into folders).
- Filenames for schedules, week readings, and schedules do not need to be descriptive.

Examples:

	Type	Vista Filename Example	BB9 location/filename	Learning Module Display Name
1	Block Schedules	dpas410_1213_sched_term1_outline.pdf	dpas410/2012-2013/Block Schedules/Block01/Block 1 Schedule.pdf	Schedule (within Block 1 Learning Module folder)
2	Group Lists	dpas410_1213_term1_grouplist.pdf	dpas410/2012-2013/Grouplist/Term1 Grouplist.pdf	Advisor Discussion Groups Master List(Term 1 – Sep 5 to Dec 5, 2012)
3	Readings	dpas410_1213_wk1_readings_and_schedules.pdf	dpas410/2012-2013/Readings/Block01/Block 1-Week 1 Readings and Schedules.pdf	DPAS410, Block 1, Wk 1
			dpas410/2012-2013/Readings/Women in Poverty – Sharma.pdf	Women in Poverty – Sharma
4	Presentation	dpas410_1213_wk3_pres_fairbrother_jan18.pdf	dpas/2012-2013/Presentations/Validity and Frequency-Dr Nichole Fairbrother.pdf	Epidemiology - Validity & Frequency - Dr Nichole Fairbrother
		dpas410_1213_wk1_pres_martin_sept_05.pdf	dpas410/2012-2013/Presentations/Week 1 Orientation – Elwood Martin.pdf	Sept 5: Orientation to DPAS410 – Dr. Ruth Elwood Martin

INDE 410/420

Folder Name/File Name syntax:

{course}/{year}/{topic} – {presenter} *{modifier} - {keyword)*.{extension}

Example: inde410/2012-2013/introduction to communication skills- Dr Shucket.pdf

	Type	Vista Filename	BB9 filename	Learning Module Display Name
1	Schedules	inde410_1213_sched_resp_vfmp_8mar13.pdf	Schedule - Respiratory - VFMP.pdf	Schedule - Respiratory - VFMP

2	Learning Materials	inde410_1112_intro_skills_vfmp.pdf	Introduction to Clinical Skills – VFMP.pdf	Introduction to Clinical Skills – VFMP
3	Presentations	inde410_1112_pres_radiolheart_nicolaou_6mar12.pdf	Introduction to Cardiac Radiology – Nicolaou.pdf	Oct 24: Introduction to Cardiac Radiology – Nicolaou
	Presentations		Cardiovascular Examination – Dr David Wood.pdf	Feb 19: Cardiovascular Examination – Dr David Wood

FMPR 410/420

Folder Name/File Name syntax:
{course}/{year}/{theme}/{topic} - {presenter} *{modifier}* **-** *{keyword}*.{extension}

Example: fmpr401/2012-2013/A/ Week01 – Introduction to FPC.pdf

	Type	Vista Filename Example	BB9 location/filename	Learning Module Display Name
1	Schedules	fmpr401_1112_groupA_tues_sched.pdf	fmpr401/2012-2013/Schedule – GroupA - Tuesday.pdf	Schedule - Group A Tuesday
		fmpr401_1112_groupB_tues_sched.pdf	fmpr401/2012-2013/ Schedule – GroupB - Tuesday.pdf	Schedule - Group B Tuesday
2	Student Manual	fmpr401b_1112_manual.pdf	fmpr401/2012-2013/Student Manual.pdf	Student Manual
3	Assignments	fmpr401_1112_informatics_assignment.pdf	fmpr401/2012-2013/Informatics Assignment.pdf	Informatics Assignment
		fmpr401_1112_student_assessment_assignment.pdf	fmpr401/2012-2013/Assessment of Student.pdf	fmpr401/2012-2013/Assessment of Student.pdf

Year 3 Naming Convention

Note that year 3 content is generally less dynamic than Year 1 and Year 2. Therefore, there may not be year folders (2012-2013), depending on the department.

- Folders are created based on general topics or categories.
- Categories that have less than 5 items do not need a separate folder.
- Overwrite files every year. The link in the course will not need to change.
- There is no need to change existing files from old to new file naming convention. Change to new file name when updated.

General Content:

	Type	Vista Filename	BB9 location/filename	Learning Module Display Name
1	Schedules	yr3info_1213_sched_clerkshiprotation_vfmp.pdf	year3/schedules/sched_clerkshiprotation_vfmp.pdf	VFMP

Department/Clerkship content:

Folder Name/File Name syntax:
{rotation}/{category}/{ subcategory}/({topic} - {presenter}) *{modifier}_{keyword}*.{extension}
Example: medi/schedules/GroupA/cmrTeaching.pdf

	Type	Vista Filename	BB9 location/filename	Learning Module Display Name
1	Schedules	medi_sched_cmr_teaching_groupA.pdf	medi/Schedules/GroupA/cmrTeaching.pdf	Chief Medical Resident Teaching
2	Objectives	medi_obj_neorology.pdf	/medi/Objectives/Neurology.pdf	Neurology Objectives
3	Academic Half-Day Resources	medi_ar_allergy_cs.pdf	/medi/AHD/ar_allergy_cs.pdf	Allergy & Immunology objectives
3	Academic Half-Day Resources	paed_ar_ahd_pres_chan_allergy.pdf	paed/AHD/chan_allergy.pdf	Allergy - Dr E Chan
4	Contacts	rural_contacts.htm	rural/contacts.htm	Contacts
5	MiniCEX	emer_minicex_form.pdf	emer/MiniCEX/form.pdf	Mini CEX Form
6	Seminar Materials			Cardiovascular

		emer_seminar_cardiovascular.pdf	emer/MiniCEX/seminar_cardiovascular.pdf	Emergencies
7	Patient Procedure	emer_log_hdt_procedures.pdf	emer/Log/ procedures.pdf	Patient Procedure
8	Orientation Schedule	ornt/yr3_ornt_1213_pres_welcome	ornt/schedule/welcome.pdf	General Welcome

Appendix – Block abbreviations

Term	Explanation
bb	Brain & Behaviour
bl	Blood & Lymphatics
cv	Cardiovascular
dpas410	Doctor Patient & Society - Yr 1
dpas420	Doctor Patient & Society - Yr 2
endo	Endocrine & Metabolism
fergu	Fluids, Electrolytes, Renal, Genital & Urinary
fmpr401a	Family Practice - Yr 1 Term 1
fmpr401b	Family Practice - Yr 1 Term 2
fmpr420a	Family Practice - Yr 2 Term 1
fmpr420b	Family Practice - Yr 2 Term 2
gd	(Nutrition,)Growth & Development
gi	Gastroenterology
hdi	Host, Defense & Infection
inde410	Clinical Skills - Yr 1
inde420	Clinical Skills - Yr 2
integ	Integument
msk	Musculoskeletal & Locomotor
ornt	Orientation
prin	Principles of Human Biology
pulm	Pulmonary
repro	Reproduction