

Credentials Naming Process

An important component of the process was the naming scheme

Breakdown of the naming scheme for the syllabi:

Allowed us to sort by semester then department

s067_ACCT203001_Cipriano_M.pdf

s = syllabus

06 = year

7 = fall semester

ACCT = Department abbreviation

203 = Class number

001 = section number

Faculty members

last name_first initial

Naming scheme for the faculty credentials:

Allowed us to sort by department then name

facct_Arsenault_Steven_J.pdf

f = faculty credential

acct = Department abbreviation

Faculty members

last name_first name, middle init.