

# WSD3 File and Playlist Naming Protocol

Widefield, like many other districts, has a naming protocol for files and playlists so that we will have a level of consistency in the naming process.

## Elements:

### *Grade levels*

Use numbers/abbreviations for grade levels:

Elementary School		Middle School	High School
PK	3	6	9
K	4	7	10
1	5	8	11
2			12

### *Subject Area Abbreviations*

Use subject area abbreviations:

Subject	Abbreviation	Subject	Abbreviation	Subject	Abbreviation
AVID	AVID	Counseling	COU	Math	MA
Art	ART	Theatre	TH	Music	MU
Band	BAND	English Language Arts	ELA	PE	PE
Choir	CH	Health	HE	Science	SC
ESL	ESL	World Language	WL	Social Studies	SS
Career/ Tech	CTE	Library	LLCC	Special Educ.	SPED

Advanced Placement – Place AP after Course

### *Playlist Author*

To identify the creator of the playlist, use the creator's first initial and last name.

### *Model to name Files:*

Grade\_LLCC\_NewTechnology\_tbrungardt  
8\_LLCC\_News8-14-2014\_tbrungardt

***Model to name Playlists:***

Grade\_Subject Area Abbreviation\_concept/content\_PlaylistAuthor

***Examples:***

3\_ELA\_Reading\_Themes\_rdition

4\_CTE\_Research\_CitingSources\_glong

7\_SS\_TXHistory\_IndianTribes\_bjames

8\_SC\_Astronomy\_PhasesoftheMoon\_bdearmore