

## Example of Naming Conventions – CSULA

CSULA has provided the following examples for file naming conventions for files uploaded into Interfolio. These are the conventions that they will be using:

1. All files uploaded into Interfolio must use basic naming conventions designed to assist reviewers with identifying the file.
2. Student Opinion Surveys and Peer Observations provided by the college/library will use the following naming conventions (see examples). Please do not alter.

SOS\_LASTNAME\_2014-2017

PEEROBS\_LASTNAME\_2014-2017

1. Files that you upload will begin with your initials. These will remain in your file only, so please be consistent. You will follow with the semester of the initial inclusion. For items in Categories A, B, and C, please follow with CATA, CATB or CATC. The final item will describe the file.

INITIALS\_SEMYEAR\_CV

### Examples:

MDC\_FA18\_CV

MDC\_FA18\_CATA\_NarrativeStatment

MDC\_FA18\_CATA\_Syllabus1

MDC\_FA18\_CATA\_Exam1

MDC\_FA18\_CATB\_Publication1

MDC\_FA18\_CATC\_ThankYouLetter3