Naming Convention Guidelines

The following guidelines will help provide logical and clear naming conventions for persons wanting to create and post custom courses for myLearn. Additionally, these guidelines will help provide a simple folder structure that both end users and content creators can easily navigate.

The guidelines were generated using SkillSoft’s requirements and taking into account the needs of each campus.

Content Name Length
- No character limit
- Keep under 10 words (for readability purposes)
- Represent the general topic of the course (e.g. University of Missouri – Preventing Sexual Harassment)

Content Codes (for saving, creating, and posting content) – by course owner not audience
- _scorm12_<Business Unit>_<department>###
  - <Business Unit>
    - UMSYS – UM System Content
    - COLUM – Columbia Content
    - STLOU – Saint Louis Content
    - KCITY – Kansas City Content
    - ROLLA – Rolla Content
    - HOSPT – Hospital Content
    - UOEXT – Extension
  - <Department>
    - Use generic department names (maximum of 10 alpha characters)
      - Examples:
        - FINAN – Finance
        - HR – Human Resource
        - ACCT - Accounting
      - For campus-wide custom content use business unit abbreviation
  - ###
    - 001 – First course. All other courses follow sequentially (so the next course created would be 002, then 003, etc...)

An example would be the Preventing Sexual Harassment training. The Content Code would be: _scorm12_UMSYS_UMSYS001

Folder Structure (myLearn folder structure)
- All courses listed under “UM Custom Course”
  - Broken down by <Business Unit>
    - Broken down by <Topic>
      - Course title