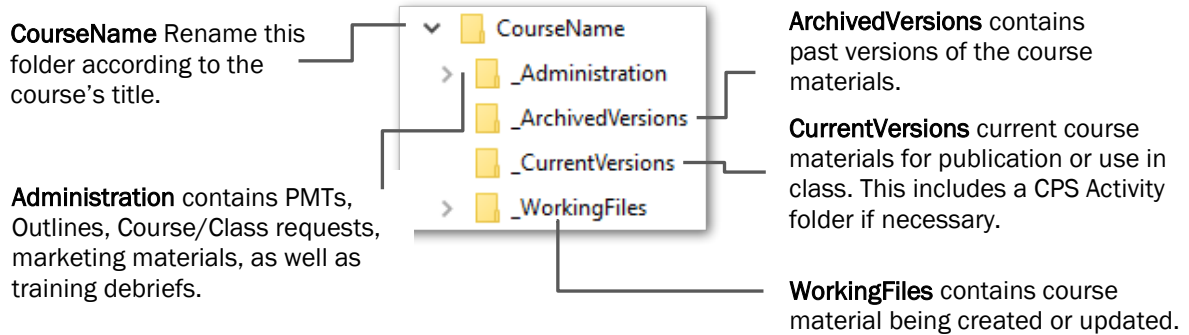
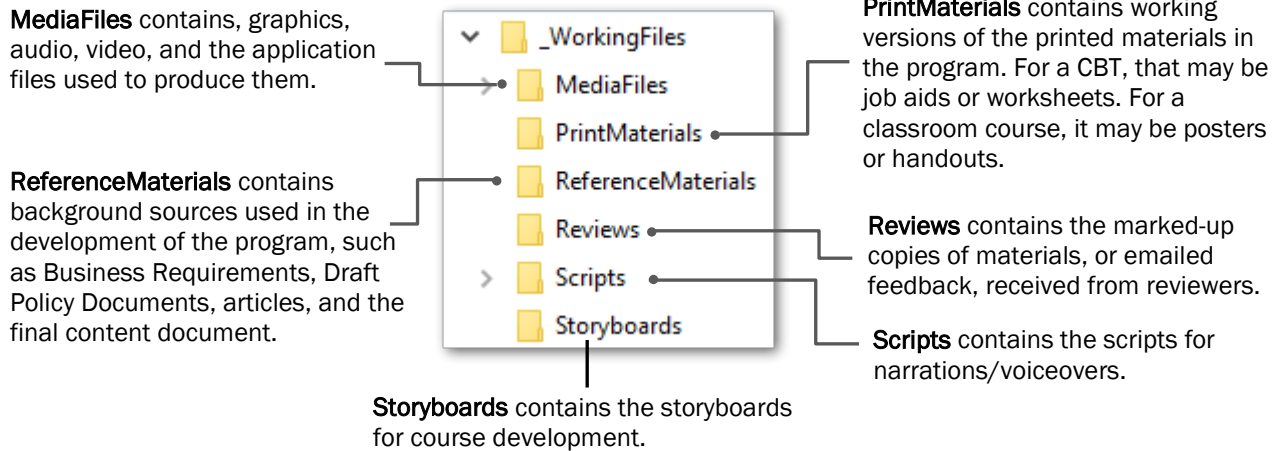


Course Folder Structure Desk Aid

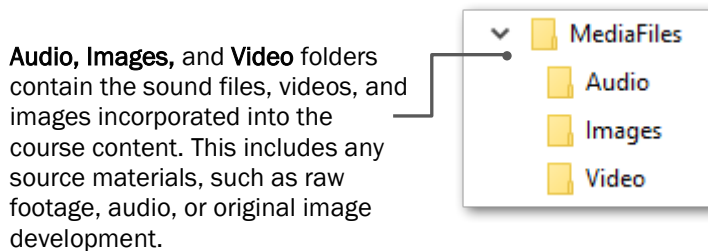
Top-Level Folders - All these folder names begin with an underscore to keep them at the top of the tree.



WorkingFiles Folder



MediaFiles Folder



File Types and Naming Conventions

File Type	Naming Convention	Example
Participant Guide	CourseName_PG_MMDDYY.fileExtension	CaseManagement_PG_040923.docx
Trainer Notes	CourseName_TN_MMDDYY.fileExtension	CaseManagement_TN_040923.docx
Handout	ItemName_HO_MMDDYY.fileExtension	Worksheet_HO_091323.docx
Desk Aid	ItemName_DA_MMDDYY.fileExtension	CaseEntry_DA_072323.docx
PowerPoint Presentation	CourseName_MMDDYY.fileExtension	Caselnitiation_052723.pptx
Storyboard	Mod#_Storyboard_MMDDYY.fileExtension	Mod3_Storyboard_111623.pptx
Audio Files	Mod#_#.fileExtension	Mod2_5.wav
Image Files	Mod#_#_Description.fileExtension	Mod3_7_Hands.jpg
Video Files	Mod#_Slide#.fileExtension Or Mod#_Title_MMDDYY.fileExtension	Mod2_4.mp4 Mod1_JobInterview.mp4
Reviewed File	FileName_MMDDYY_ReviewerInitials. fileExtension	Worksheet_HO_091323_TM.docx
Review in Email	Mod#_Title_Review_MMDDYY_ReviewerInitials	Mod3_Stalking_Aware_Review_112523_MS_pdf
Production Files	Mod#_Title_MMDDYY.fileExtension	Mod5_Publishing_041423.cptx

Notes:

- The template structure displayed in this desk aid is only a guideline. It helps maintain consistency within the project folders.
- When this folder structure template is used in a project, delete folders that are not needed or are still empty when the project goes to Production.
- The subfolder structure is also flexible. Additional folders may be created at these sub-levels to better organize material or archive development work.
- When draft materials are sent out for review, the documents returned by reviewers should be stored in the `_WorkingFiles\Reviews` folder.
- If a review is returned, and the comments/review are only in the body of the email, that email should be saved to PDF and stored in the `_WorkingFiles\Reviews` folder along with the other reviews.
- If an evaluation is used for the course, the evaluation summary received from Learning Center is stored in the `_Administration\Evaluations` folder. There is no need to store a scanned copy of the individual evaluations.