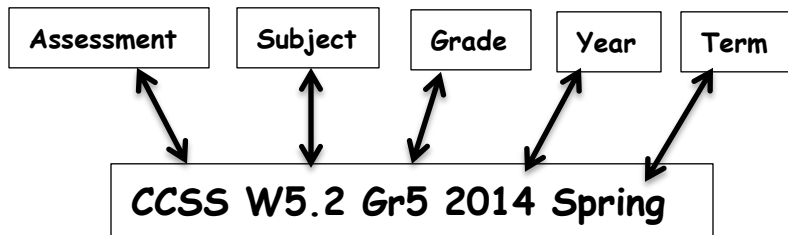
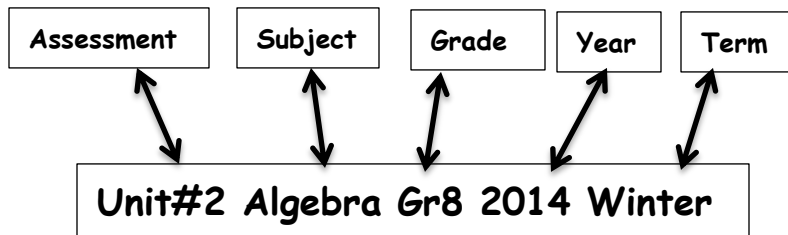
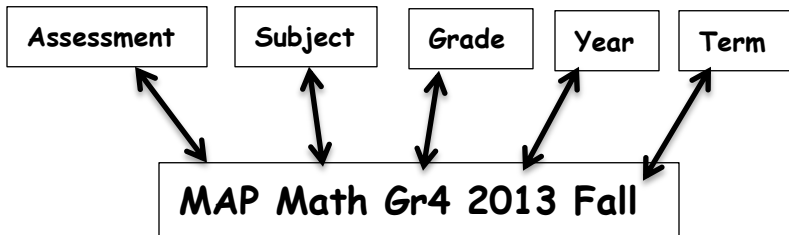


Naming Conventions for Uploading Tests into Homeroom

All staff must use this naming convention for all tests uploaded into Homeroom

{Assessment}_{Subject}_ {Grade}_ {Year}_{Term}

Examples:



Please note:

- There is a space between each part of the naming convention
- Grade levels must be typed in this format: GrPK, GrK, Gr1, Gr2, Gr3, Gr4, Gr5, Gr6, Gr7, Gr8, Gr9, Gr10, Gr11, and Gr12.
- Subject is the same as Content Area
- If the Assessment Title includes the Subject, then disregard the Subject (No need to list twice)
- Make sure all Assessments have the same name throughout the grade level / building level (Do not have one assessment titled CCSS W5.2 and another Common Core State Standards Writing 5.2) Please do not deviate from this - **BE CONSISTENT**