

SOE ALL-SHARE FOLDER AND WEB DOCUMENTS

In an effort to improve the currency of School of Ed web pages with respect to departmental documents, I am creating department folders within all-share to house all documents that need to be placed and updated on the various web pages. I will rely on the department web liaison, (in most cases the department support staff,) to ensure that the document in the all-share is the most up-to-date version. On a weekly basis, documents will be pulled from the all-share to replace old versions on the web pages. New files that do not yet have a place on the web page should be placed in this folder as well, but with instruction on where to place the file provided via-e-mail/phone/meeting. In order for this new process to go as smoothly as possible, it will require that all documents within their folders adhere to specific naming standards. The standards will be as follows:

<documentname>_<date>.<file extension>

“documentname” refers to the shortened name of the document (eg. “Special Education Undergraduate Application Form” should be “sped_ug_app”) and the “date” will refer to the date modified (01jan08, 12sept08, etc.). An underscore will take the place of any spaces in the file’s name (“sped ug app_22sept08.doc” should be “sped_ug_app_22sept08.doc”).

For example, a graduate student application document written in MS Word would appear as follows:

studentapp_grad_22sept08.doc
<documentname>_<date>.<file extension>

If a change is made to the document a week later on the 29th, the document will be uploaded to its folder with the following name:

studentapp_grad_29sept08.doc
<documentname>_<date>.<file extension>

Following this procedure will provide the department with a more organized method of storing files on our server and will provide me with an efficient method of retrieving the most recent version of a file to be posted on its respective web page.

Thanks for your cooperation, feel free to ask me any questions you may have regarding the procedure and/or file naming standards.

- Dan Marx