File Naming Conventions

To avoid confusion when your assignments get sent to me on Blackboard, it’s essential that you follow a file naming convention (a standard practice in the workplace). You must name the file following this convention BEFORE you upload the file to Blackboard.  
  
Here is the convention we will be using in the course.

Last name\_first two letters of your first name\_homework number

So, if Albert Einstein were submitting homework number 7, he would have named the file

Einstein\_al\_7

Again, your files MUST be submitted as Microsoft Word files; if you do not use MS-WORD, reformat the file as an MS-Word file BEFORE submitting to me.

If you do not follow the file naming conventions, I will take 5% off the top of the assignment, since you will have turned me into your secretary. If you submit the file as any other than a MS-WORD file, I will take 10% off your assignment grade as will have turned me into your over-worked secretary.

Contact me if you have questions.