

Naming Conventions

Video Tutorial: [Naming Conventions](#)

Naming Moodle activities logically provides clarity for students, and makes grading and course organization easier for you.

Suggested Format

Activity [week#].#: Descriptive Title

Recommendations

- **Use a different name for each activity.** Activity titles appear in the gradebook, so if every activity has the same name, e.g., Weekly Activity, it will be difficult to differentiate between gradebook items.
- **Number the activities.** Indicate the week number, then number activities in order of when they are due, e.g., 2.1, 2.2, 2.3, etc.
- **Examples.**
 - Activity 2.1: Intrusion Detection
 - Activity 2.2: Final Paper Topic
 - Activity 2.3: Reflection
- **Add key words.** While icons indicate the activity type, this might not be apparent to students. Consider adding activity type to the name, e.g., *Activity 2.1 (Forum): Intrusion Detection* or *Activity 3.4: Chapters 1-5 Quiz*.