



VA LMS Naming Conventions

July 2010

Toolkit Reference N

What This Is:

This document describes the VA LMS naming conventions for all VA LMS items, scheduled offerings, curricula, requirements, and more.

Why This Is Useful:

Employing naming conventions for all the things we build in our VA LMS database is a best practice that helps us standardize how we identify items and associated data elements. This makes it much easier to support and manage such a large amount of data across so many domains.

How To Use It:

Use this document to help determine the best ways to consistently identify and name data elements you are adding to the VA LMS database. There are times when you must allow the system to generate the next ID—such as items and scheduled offerings. For data elements like curricula and classes, you may need to determine the next number in a series before you create anything new. And in other instances, you will follow a convention that requires you to add a brief description (assignment profiles) or associate an item number (content object).

Each data element includes a description of the proper convention and an example or two to help illustrate what is required.

The business rules and guidance contained in this document will also be reflected in other job aids such as the Domain and Learning Manager training manual and the Item Manager Reference Guide.

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Item	ALWAYS let the system assign the number. “Auto Generate” check box is already checked by VA business policy.
Scheduled Offering	ALWAYS let the system “auto generate” this number.
Document	Domain ID (Hyphen) Number of the document (3 digits) Example: DVA-001
Content Object	Domain ID (Hyphen) Item Type Item ID (Hyphen) Sequential number of the content object (2 digits) Examples: DVA-VA54321-01 DVA-VA54321-02 301-VA3456-01
Curriculum	Domain (Hyphen) Next available number (3 digits) Must perform a search to find next number. Example: NCA-020
Requirement	Domain (Hyphen) Next available number (3 digits) Must perform a search to find next number. Example: DVA-001
Assignment Profile	Domain (Hyphen) CURR (4-letter abbreviation) (Hyphen) A short description of attributes being used to define the AP Example: IND-CURR-HazMat for Police
Class	Domain (Hyphen) Next available number (3 digits) Must perform a search to find next number. Example: EES-103
<u>Resources</u>	
Instructor	ALWAYS let the system “auto generate” this number.
Equipment	ALWAYS let the system “auto generate” this number.

Materials	Domain	(Hyphen)
	Description	
	Example:	TUC-Books for CREW
Facilities	Domain	(Hyphen)
	Description	
	Example:	STL-John Cochran
Locations	Domain	(Hyphen)
	Description	
	Example:	STL-Auditorium

Note: descriptions may contain letters, numbers, or both. Use whatever makes sense for your domain.