

Explor-eBook Naming Convention Considerations

As the designated coordinator or system administrator for *Explor-eBook*, you have an important role to play in the initial set up of *Explor-eBook* for you school or district use. You'll need to create the user base.

To do this, you will need to create three organizational groups:

1. Classes
2. Teachers
3. Students

By creating these three groups during the initial set-up, you can insure a smooth implementation for your teachers and students. To create these groups, we have listed a few things you should know and some recommendations to make your task easier.

Naming Classes

One of the first steps in creating your *Explor-eBook* environment is creating classes. When considering a convention for creating class names, Teacher Created Materials recommends the following best practices:

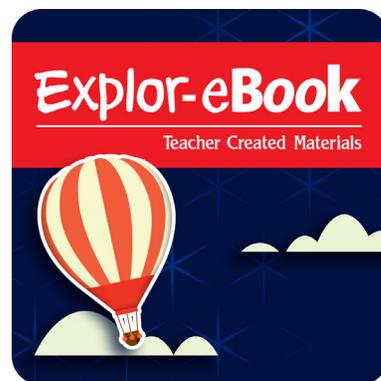
1. Include the grade level or subject.
2. Include the teacher name or identifier.
3. If applicable, include the class period.

Examples

- Ramos-Grade 3 (teacher last name, grade level)
- Chang.English.p3 (teacher last name, subject, period)
- A.M. Kindergarten Ms. Smith (grade, teacher name)

Usernames for Teachers

Teachers require an email address as their identifier. This inherently creates each user as unique, so there is no need for a naming convention format.



Username for Students

Every username in the *Explor-eBook* digital space needs to be unique. When considering a convention for creating student identifiers, Teacher Created Materials recommends the following best practices:

1. If a student has an email address, we recommend the use of this as his/her username as that assures a unique value that the system will easily accept.
2. If a student does not have an email address, or the school/district prefers not to use email addresses, there are several other conventions that can be used. We recommend student usernames contain several of the following:
 - a. **Student Identifier**—This can be the student ID #, student's first name, or some combination of these items.
 - b. **School Identifier**—School initials or an abbreviation can be used.
 - c. **Teacher Identifier**—Teacher name or an abbreviation can be used.

Examples

- emilyg22piney (student first name + last initial, class number, name of school)
- wickman.233451 (school name, student id)
- harris-cpes-pablo (teacher name, school initials, student first name)

When creating naming conventions please be aware that the system will only accept letters, numerals, apostrophes ('), hyphens (-), and periods (.).

