

# Enterprise Survey Naming Conventions

---

When creating surveys or response periods it is important to stick to a naming convention. Proper naming conventions ensure the following benefits:

- Participants are able to clearly determine what they are evaluating (course, instructor, etc.)
- Deployers are able to search and filter for survey results

There are two areas where a naming convention must be used: The **Survey Name** and the **Response Period Name**.

## Survey Name

The survey name is important because this is how participants determine whom or what they are evaluating.

Survey names should include the following:

College Code, Subject Code, Type of Evaluation, Instructor Name (If this is an instructor evaluation)

Example Course Survey Name: **CHP DHYG Course Evaluation**

Example Instructor Survey Name: **CHP DHYG Instructor Evaluation (Jacob Martar)**

## Response Period Name

The response period name is important because it allows the deployer to easily retrieve survey results by searching.

Response Period name should include the following:

Term Identifier, College Code, Subject Code, Catalog Number, Section Number, Instructor Name

### Course Evaluations

Example Response Period Name: **SP18 CHP DHYG 1234 001**

Example Response Period Name: SU18 GRAD NUTR 5122 001

Example Response Period Name: FA19 COP PHSC 3225 001

### Instructor Evaluations

Example Response Period Name: **SP18 CHP DHYG 1234 001 (Rachel Bullock)**

Example Response Period Name: SU18 GRAD NUTR 5122 001 **(Martha Carle)**

Example Response Period Name: FA19 COP PHSC 3225 001 **(Cristina Gamalie)**