



USDA

AgLearn Job Aid
- Naming Conventions

Version 1.0

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AgLearn Naming Conventions

This document serves as a guide to help AgLearn Administrators with naming conventions as they set up domains, domain restrictions, roles, and other elements that require an ID in their respective agencies. Please refer to the examples below as you create the names for the numerous entities within your agency's domain. To simplify the examples, FSIS will be used throughout each section to indicate how your agency's domain name should be incorporated in the naming scheme. To learn more about each entity, refer to the Administrator Reference Guide in AgLearn. This guide can be accessed by clicking the **Help** button on the top navigation bar of AgLearn.

As a general guideline, all naming conventions should start very broad (agency level) and get more specific as necessary. The naming of elements should build upon each other as you move down in the AgLearn domain hierarchy. The further you move down, the more subgroups you will have to include in the ID of the item. For example, your naming structure should follow the example below:

AGENCY - SUBGROUP – ELEMENT NAME

Sub-Domains

Domain ID: AGENCY-GROUP/DIVISION

Example 1: Two level sub-domain

- Level 4 Domain ID: FSIS-OFO
- Level 4 Description: FSIS-Office of Field Operations

Example 2: Three level sub-domain

- Level 5 Domain ID: FSIS-OFO-RMPS
- Level 5 Description: FSIS-OFO-Resource Management & Planning Staff

Example 3: Alternative Naming Convention when no acronym possible

If your agency does not have acronyms for everything you can write out the names in the Domain ID.

- Domain ID: FSIS-Training Office

Domain Restrictions

Domain Restriction ID: AGENCY-Name of Restriction

The name of a domain restriction can be the name of the domain in the restriction or a name given to a group of domains that make up the restriction.

Example 1:

- Domain Restriction ID: FSIS-OFO
- Domain Restriction Description: FSIS-Office of Field Operations Restriction

Example 2:

- Domain Restriction ID: FSIS-East Region1
- Domain Restriction Description: FSIS-East Region Restriction including VA, MD, NC

Roles

Role ID: AGENCY-Level # or Description

Examples:

- FSIS-Level 1
- FSIS-OFO-Training Lead
- FSIS-OFO-RMPS-Level 2

Components

Component ID: AGENCY-Component Name

Examples:

- FSIS-Ethics 101
- FSIS-OFO-Introduction to Business Skills

Content Objects

Content Object ID: AGENCY-Content Object Name

Examples:

- FSIS-Ethics Online Course
- FSIS-OFO-Business Skills Course
- FSIS-OFO-RMPS-Business Skills Survey

Catalogs

Catalog ID: AGENCY-Catalog Name

Examples:

- FSIS-Health and Safety
- FSIS-OFO-Management

Exams

Exam ID: AGENCY-Exam Name

Examples:

- FSIS-Ethics 101 Exam
- FSIS-OFO-RMPS-Business Writing Test

Facilities

Facility ID: AGENCY-Facility Name

Examples:

- FSIS-National Inspection Facility
- FSIS-Headquarters

Instructors

Instructor ID: AGENCY-Instructor Name

Example:

- FSIS-John Doe
- FSIS-OFO-Susan Smith

Locations

Location ID: AGENCY-Location Name

Examples:

- FSIS-Room 456
- FSIS-HQ-Conference Room B

Objectives

Objective Title: AGENCY-Objective Title

Examples:

- FSIS-IT Project Management
- FSIS-OFO-New Employee Guidelines

Qualifications

Qualification ID: AGENCY-Qualification Name

Examples:

- FSIS-Project Manager-Level 1
- FSIS-New Employee Orientation

Administrator User ID

Administrator User ID: Student ID plus the letter “a”

Examples:

- Student ID = SU123456
- Administrator User ID = SU123456a