**iQ video file naming convention**

**Introduction**

This document details the structure of the video file names to be used with the Manifest Generation Tool.

**Prerequisites**

* The videos must be in .mp4 format

**Naming convention**

* A video file name is made up of 8 attributes separated by underscores, as follows *class\_subject\_term\_theme\_topic\_lesson\_part\_title.mp4.*
* The file name should contain lowercase characters only.

*Class*

Possible values include p1, p2, p3

*Subject*

Possible values include mth, eng, bsc

*Term*

Possible values include f, s, t

*Theme*

2 digits, Possible values include 01, 02, 03, 04, 05, ..., 99

*Topic*

2 digits, Possible values include 01, 02, 03, 04, 05, ..., 99

*Lesson*

3 digits, Possible values include 001, 002, 003, ..., 999

*Part*

Possible values include a, b, c, d, e, f. This is determined by how many parts there are to a single lesson. a for part 1, b for part 2 and so on.

*Title*

The video title could be anything up to 50 characters and must not begin with a SPACE.

When put together a single filename could look like:

p1\_eng\_f\_01\_01\_001\_a\_introduction.mp4

where

p1=class

eng=subject

f=term

01=theme

01=topic

001=lesson

a=part

introduction=title

.mp4 is the file format and you won’t need to edit this.

Use the lookup table to determine the relevant code for each part of a filename.