# **GP Lesson Structures & Conventions**

File Naming Conventions:

1. For top-level files (e.g. presentations, etc. that non-GP-staff might interact with), always prefix with LessonShortName\_
2. Don't use snake\_case for filenames; use camelCase or kebab-case for filename subunits, separated by "\_"; i.e, "\_" is our delimitter for filename subunits
3. Avoid spaces in filenames, except for Google Slides Presentations, for maximum readability for teachers

Ex: **LessonShortName\_descriptionOfFile\_p1\_G5-6.docx** (client-facing)

**graphOfXYZ\_sans-NA\_1.jpg** (internal, scrutable to ed+dev teams)

Lesson File Structure:

**assets/** for all graphics, videos, and multimedia (ignored by GitHub)

* **orig\_client\_media/** for original (unmanipulated) client media contributions
* **time\_chunking\_figs/** graphs showing how long each step of the lesson plan will take. These are output from the GPpub::timeChunk() R function
* All other folders and files should be named as tidily and sensibly as possible. Delete unnecessary draft files periodically.

**data/** for all data files associated with the lesson

* **orig\_client\_data(NoEdit)/** for original copies of all data files received from clients. Not to be altered.
* All other folders and files

**JSON/** outputs of structured data from the assemble\_lesson.R script. These will be uploaded to Strapi to generate the lesson plan.

**meta/** for "meta" files related to the lesson itself, such as acknowledgements, version info, lesson procedures, standards, teaching resource links, etc.

**presentations/** presentations for in-class and remote delivery

* **production/** Files that are ready to be published
* Files in the root are understood to be draft files. Move files into the production folder as they're ready for publication.

**scripts/** R and other scripts necessary to generate all lesson assets

**worksheets/** for all data files associated with the lesson

* **production/** Files that are ready to be published
* Files in the root are understood to be draft files. Move files into the production folder as they're ready for publication.
* **assemble\_lesson.R** A master R script that runs all subsidiary scripts and generates everything necessary to publish a finalized lesson plan via our Strapi CMS interface.
* **LessonShortTitle\_Roadmap.docx** The document modeled after the Strapi lesson plan publishing to work in collaboration with clients to build and publish the lesson.