# **GP Lesson Structures & Conventions**

Interacting with the file structure:

GP lessons that are in development are expected to be browsed using Google Drive, either on the web interface or the highly recommended [Google Drive for Desktop App](https://support.google.com/drive/answer/7329379#zippy=%2Cdownload-install-google-drive-for-desktop). The advantage of the app is that it allows you to browse and stream just the files you need without sync'ing your whole drive. This is especially useful for sync'ing big project files to GDrive, as well.

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\_description-of-file\_part1\_G5-6.docx** (for external, i.e. client-facing, function...should have lessonShortName prefix)

**graphOfXYZ\_subset-descriptor-text\_i.jpg** (for internal use...doesn't necessarily have lessonShortName prefix)

\*subunits highlighted in different colors for clarity

Ex2: for lesson handouts with a teacher and student version, make sure to add STUDENT or TEACHER in all caps as a suffix

**Females Sing\_P3\_Table 2\_TEACHER.docx**

Lesson File Structure:

**assembled-lesson-materials/** for full learning materials assembled from smaller assets; i.e., presentations (Google Slides), worksheets, infographics, etc. (ignored by GitHub)

* **classroom/** all learning materials for classroom version
  + **classroom\_5-6/** presentations for grades 5-6; delete unnecessary folders (e.g. if you're not modifying for G9-12)
    - **handouts/** Things to be printed out
    - **presentations/** You got it...presentations
  + **classroom\_7-8/** presentations for grades 7-8; delete unnecessary folders (e.g. if you're not modifying for G9-12)
    - **handouts/** Things to be printed out
    - **presentations/** You got it...presentations
  + **classroom\_9-12/** presentations for grades 9-12; delete unnecessary folders (e.g. if you're not modifying for G5-6)
    - **handouts/** Things to be printed out
    - **presentations/** You got it...presentations

**..** Files typically not expected in the intermediate-level folders.

* **remote/** all learning materials for classroom version
  + **remote\_5-6/** presentations for grades 5-6; delete unnecessary folders (e.g. if you're not modifying for G9-12)
    - **handouts/** Things to be printed out
    - **presentations/** You got it...presentations
  + **remote\_7-8/** presentations for grades 7-8; delete unnecessary folders (e.g. if you're not modifying for G9-12)
    - **handouts/** Things to be printed out
    - **presentations/** You got it...presentations
  + **remote\_9-12/** presentations for grades 9-12; delete unnecessary folders (e.g. if you're not modifying for G5-6)
    - **handouts/** Things to be printed out
    - **presentations/** You got it...presentations

**..** Files typically not expected in the intermediate-level folders.

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

* **learning-plots/** visuals showing subject breakdowns and knowledge conveyed by the lesson; output from learningChart() and learningEpaulette()
* **orig-client-media\_NoEdit/** 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 timeChunk() R function
* **videos/** for all videos supporting the lesson. There's no "final" or "production" folder here for simplicity
  + **video\_project-files/** aggregated folders of Premiere & After Effects Files. When you've exported the final video(s), save your entire project using the Premiere [Project Manager](https://helpx.adobe.com/premiere-pro/using/copy-consolidate-transcode-archive-project.html). Important checklist:

Do [click Edit -> Remove Unused](https://www.rocketstock.com/blog/5-underused-organizational-tools-in-premiere-pro/#:~:text=To%20use%20the%20Remove%20Unused,in%20a%20timeline%20will%20disappear.) before exporting your project

Probably don't transcode (just gather and save a copy here in this folder, but make sure to check all relevant sequences)

DO NOT INCLUDE PREVIEW FILES. This will save an absolute ton of space.

**.. files at the /assets root**

* 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.

**.. files at the data/ root**

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

* **JSON/** outputs of structured data from the assemble\_lesson.R script. These will be uploaded to Strapi to generate the lesson plan.
* **acknowledgements.xlsx**  record of people, affiliations, and contributions for the acknowledgment section
* **alignment-matrix.xlsx** standard alignment codes and notes on how the lesson teaches these lessons
* **procedure.xlsx** detailed procedure details, part & section titles and blurbs; used to generate the Procedure section and also populate the Teaching Materials section of the lesson plan
* **teaching-materials.xlsx** spreadsheet for keeping track of links associated with lesson materials (esp. different presentation versions, multimedia)
* **version-info.xlsx** version notes and acknowledgments for

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

**.. root files**

* **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.

Best practices:

1. Open all files (including .xslx and .docx) with Google Workspace Apps wherever possible to allow collaboration & clean version control.

Ex: If using [Google Drive for Desktop](https://support.google.com/a/users/answer/9308757?hl=en), instead of double clicking a spreadsheet file to open in Excel, right click and choose "Open in Google Sheets."

1. If you're editing with MS Office (Excel or Word), close your file and save it when you're not using it to sync and avoid conflicts with other peoples' copies.