

BlackBag Asset Titling

This list is not exhaustive, and there will inevitably be assets that do not clearly fall into these categories. When possible, one of the existing prefixes is used, unless there is no logical match. Course Managers then use their discretion to make sure assets are clearly labeled.

Type of File	Title Prefix	Common Examples
Audio File	AUDIO -	.mp3
PDF File	ASSIGNMENT -	
	CASES -	
	CREDENTIALING -	
	EXERCISE -	
	FLASHCARDS -	
	FULL PG -	printed PowerPoint slides, using Full Page Slides option
	HANDOUT -	Session-specific material only. Outline, notes, objectives
	HISTOGRAM -	
	KEY -	Answer key, answers, case answers
	LINK -	url link to outside webpage
	NOTESVIEW -	printed PowerPoint slides, using Notes View option. Use only if Course Director submits file in this format.
	PHOTO TOUR -	
	POCC PLACEMENTS -	
	READING -	Articles, reading assignments, chapter.
	RESOURCE -	
	ROSTER -	Covers small groups, lab groups, body buddies
	SCHEDULE -	
	STATS -	
	SLIDES – 1 slide/page	Histo files in HSF; printed PowerPoint slides, using Full Page Slides option
	SLIDES – 4 slide/page	Histo files in HSF; printed PowerPoint slides, using 4 Slides Horizontal option
	TABLE -	
	TEST BANK -	
	WHITEBOARD PHOTOS -	
PowerPoint Slides	SLIDES -	All .PPT presentations
Video File	VIDEO -	.avi, .mp4, .wav

Clinic Abbreviations	
Abbreviation	Clinic Name
Abbot NW	Abbot Northwest Hospital
HCMC	Hennepin County Medical Center (Minneapolis)
Mercy	Mercy Hospital (St Paul)
Methodist	Methodist Hospital (St Louis Park)
Regions	Regions Hospital (St Paul)
UMMC	University of Minnesota Medical Center (Minneapolis)
UMMC-F	University of Minnesota Medical Center-Fairview (Minneapolis)
UMMC-R	University of Minnesota Medical Center-Riverside (Minneapolis)
UMP	University of Minnesota Physicians
VAMC	Veterans Administration Medical Center (Minneapolis)

University of Minnesota Buildings/Locations	
Abbreviation	Building/Location Name
717	717 Delaware St SE
BruH	Bruinicks Hall
ChRC	Children's Rehabilitation Center
CMU	Coffman Memorial Union
Diehl	Diehl Hall
DVRC/MCRB	Dwan Variety Club Cardiovascular Resrch Ctr/Masonic Cancer Resrch Bldg
IERC	Interprofessional Education and Resource Center – PWB Area 2C
JacH	Jackson Hall
MMB	Masonic Memorial Building (clinic)
Mayo	Mayo Memorial Bldg
MCB	Molecular & Cellular Biology
McNamara	McNamara Alumni Ctr
Moos	Malcolm Moos Health Sciences Tower
NHH	Nils Hasselmo Hall
NMA	Northrop Memorial Auditorium
PWB	Phillips-Wangensteen Bldg
VCRC	Variety Club Research Ctr
VFWCRC	VFW Cancer Research Ctr
WDH	Weaver-Densford Hall