

Archive Corps — Practice Set Facilitator Sheet

Seven sandbox samples, each chosen to force one judgment call from the House Style Guide. Fill in the link + answer key as you assemble them.

#	Sample	Challenge it forces	Maps to	Your video link + answer-key notes
1	Clean baseline	Clear date, obvious title, single producer, English. No traps — practice the upload flow and the five required fields.	<i>Session 2 (guided)</i>	Link: _____ Answer-key notes: _____
2	Title collision (a pair)	Two items that'd get the same generic title (e.g., two council meetings). Forces unique titles with series/episode/date.	<i>Session 2 (solo task)</i>	Link: _____ Answer-key notes: _____
3	Backlog / wrong-date	Old content (e.g., 2014) uploaded late (e.g., 2019). Upload date gives wrong Year — must pull correct year from title/description.	<i>Session 3</i>	Link: _____ Answer-key notes: _____
4	Acronym minefield	Description full of local acronyms, including an ambiguous reuse (CAC = two things). Practice expanding + catching collisions.	<i>Session 3</i>	Link: _____ Answer-key notes: _____
5	Boilerplate-buried	Long generic series blurb, little specific info. Forces moving specifics into the first 180 characters.	<i>Session 2 (solo task)</i>	Link: _____ Answer-key notes: _____
6	Non-English / accented	Non-English audio or accented characters in metadata. Practice ISO 639 code + ASCII-alternate rule.	<i>Session 3</i>	Link: _____ Answer-key notes: _____
7	Judgment edge case	Ambiguous date/producer, possibly out of scope, or a maker who may not want web distribution. Lesson: know when to STOP and ask.	<i>Session 4</i>	Link: _____ Answer-key notes: _____

Build tips: keep clips short (~2 min — they're practicing description, not watching). Layer challenges on samples 3–7 (real items are rarely single-issue), but keep 1–2 clean so early lessons stay simple. Write the answer key as you go — ideal title, the Year you'd assign and why, acronyms to expand, what belongs in the first 180 characters. The answer key is reusable across cohorts and lets cohort 1 teach cohort 2.