

GLOSSARY OF E-LEARNING TERMS

Asynchronous E-Learning	Teaching-learning interaction that does not take place in real-time or in-person, allowing users to participate at their own pace, according to their own schedule. Asynchronous E-Learning can take place by enrolling in an e-learning course, visiting an e-learning portal, using an Instant Messenger, such as Google Talk or AIM, or having e-mail conversations. This allows the learner to access the information at their own pace and at their own convenience. ¹
Audiocasts	The transmission of an audio signal using IP protocols to many simultaneous listeners. ²
Audiographics	Computer-based technology that enables simultaneous transmission of voice, data, and graphic images for instructor-learner interaction. ³
Authoring	The process of developing e-learning materials. ¹
Authoring tool	A software program that can be used by non-programmers to develop e-learning materials. For interactive e-learning materials, Macromedia Director or Authorware are generally used. Web-based content is generally developed and deployed using Flash or Shockwave players. ¹
Avatar	In online environments, a virtual digital image that represents an individual. In e-learning, avatars usually represent the learners. The term comes from a Sanskrit word meaning an incarnation in human form. ³ See definition for Metaverse.
Benchmark	A standard used for comparative purposes. E-learning materials will benchmark a user against a specified mastery level. Generally the user will be rated against a benchmarked expert who has certain skill level. ¹
Blackboard	A web-based learning management system (LMS) that is widely used at colleges, universities, and K-12 schools. ² See definition for Learning Management System.

GLOSSARY OF E-LEARNING TERMS

Blended learning	An increasingly popular combination of online and in-person, classroom learning activities. This combines the elements of self-paced learning with face-to-face classroom interaction. ¹
CAI (Computer-Assisted Instruction)	Also referred to as Web-Based Training (WBT). A computer is used as a medium of self-paced instruction. Content is presented linearly and users are able to go at their own pace. Assessment through CAI often involves computer graded multiple choice questions. ³
CBT (Computer-Based Training)	Training conducted using a computer, often used when referring to education or training presented while at a computer that is not connected to a network. ⁴
Chunking	The process of separating learning materials into brief sections in order to improve learner comprehension and retention. ⁵
Classroom Response Systems (CRS)	Commonly known as clickers, CRS systems record students' responses to questions in real-time. The quick display of response allows instructors to immediately assess students' understanding of lecture material and even modify instruction on the spot, if necessary. ²
Clickers	See definition for Classroom Response System.
CoD (Content on Demand)	Delivery of media anywhere, anytime via a network. Variants include audio on demand (<u>AoD</u>) and video on demand (VoD). ³
Collaborative Learning	Learning that takes place in a peer-oriented environment. The development and use of collaborative tools such as web conferencing, instant messaging, e-mail, blogs, etc., allow collaborative learning to take place between individuals/groups that are geographically dispersed. ¹
Collaborative Tools	Tools that allow geographically dispersed groups and individuals to work in real-time on learning assignments. Examples of tools include: web conferencing, online discussion forums, and instant messaging. ¹

GLOSSARY OF E-LEARNING TERMS

Computer Based Learning (CBL) or Computer Based Training (CBT)	An umbrella term for the use of computers in both instruction and management of the teaching and learning process. CMI (computer-managed instruction) is included under this heading. ³ See definition for Computer Managed Instruction (CMI).
Computer Managed Instruction (CMI)	A feature built-in to computer training that will feed data to a learning management system about a learner's progress and results. ²
Computer Supported Learning Resources (CSLR)	The parts of an e-learning product other than those that instruct, test, or track progress. These include glossaries, bulletin boards and chats, bibliographies, databases, etc. ⁵
Content Management System (CMS)	A centralized software application or set of applications that facilitates and streamlines the process of designing, testing, approving, and posting e-learning content, usually on webpages. ¹
Content provider	An entity that owns or has the right to copy or distribute content. ²
Course cartridges	Term used by Blackboard to describe pre-packaged content and course materials in the Blackboard format. These materials are provided by textbook publishers. ²
Course Management Systems	Technology designed primarily to support academic classroom courses. It is an efficient tool for posting materials such as syllabi and course readings, and for facilitating discussion between students. ²
Coursepack	Bound copies of materials that instructors assemble for student use, in addition to or instead of a textbook. Coursepack materials are often protected by copyright. ⁶
Course reader	A customized set of resources compiled for reading in a specific course. ²
Courseware	Educational software that delivers course material and instruction via a computer. ⁴
Digital Learning Object (DLO)	Small reusable components of digitized materials. ² See definition for Learning Objects.

GLOSSARY OF E-LEARNING TERMS

Distance education	A planned teaching/learning experience that uses a wide spectrum of technologies to reach learners at a distance. The instructor is separated by time, location, or both. Systems are designed to encourage learner interaction and certification of learning. ⁷
Distance learning	The desired outcome of distance education, where instruction is provided by a human separated by place. ¹
Distributed learning	Often used synonymously with Distance Learning; distinct in that it is the desired outcome of education that combines a blend of online and traditional delivery methods. ⁴
E-Learning	Broadly defined as using an electronic medium for the use of sharing information and creating knowledge. E-learning enables you to use advances in technology such as the Internet, learning management systems (LMS), and other mediums to create interactive materials that increase knowledge retention, among other benefits. It often involves greater user interactivity through the use of audio, video, interactive text, animations, and graphics. ¹
Electronic Portfolios (E-Portfolios)	An electronic portfolio is a selective and purposeful collection of digital samples of student work. This work may be created in digital form, scanned from original handwork or photographs, or captured from a digital camera or video camera. Electronic portfolios can be used to profile multiple dimensions to form an authentic assessment of students' academic progress. They may be kept on a server, a CD, or displayed on a webpage on the Internet. ²
Electronic Reserves (E-Reserves)	Printed materials, usually journals and articles that have been requested for course use by a faculty member, are scanned and converted into PDF files by the library. These materials are distributed via the campus library e-reserve system and can be viewed, printed and/or downloaded using Adobe Acrobat Reader. ²
Face-to-Face (F2F)	Term used to describe the traditional classroom environment. ³

GLOSSARY OF E-LEARNING TERMS

Fully Interactive Video (Two-way Interactive Video)	Two sites interacting with audio and video as if they were collocated. ³
Hybrid education	A blend of online and on-campus education. Recent data shows that it could be more effective than either method of education alone. ⁴
Instructional designer	The person who develops the methodology and delivery systems for presenting course content. ⁴
Knowledge asset	Intellectual content possessed by an organization. Any piece of information that an employee knows can be considered a knowledge asset. ³
Knowledge management	The discipline of capturing, organizing, analyzing, and storing knowledge and experiences of individual workers and groups within an organization and making it available to others in the organization in the most effective manner. ¹
Learning Content Management System (LCMS)	Software that can be used to track and input learning content and course material. Some of these systems allow for multiple uses of the content including online courses, printable PDF manuals, or help files. ²
Learning Management System (LMS)	A program that manages the administration of training. It provides an electronic shell for learning resources and modules for individual learners and groups of learners. This web-based system allows for the addition, deployment, and tracking of learning content. It can be used for interaction (discussion boards and chat), monitoring individual and group performance, and collecting assessment data and transferring it for reporting and recording purposes. ³ Blackboard is an example of a LMS system. See definition for Blackboard.
Learning objects	Self-contained chunks of training content that can be assembled with other learning objects to create courses and curricula. Learning objects are designed to be used in multiple training contexts, aim to increase the flexibility of training, and make updating courses much easier to manage. If part of a learning object is updated, the change should appear in any course using that learning object. ²

GLOSSARY OF E-LEARNING TERMS

Learning platform	Internal or external sites often organized around tightly focused topics, which contain technologies that enable users to submit and retrieve information. ³
Media	Text, graphic, audio, video, or human element used to teach. Also the physical material, such as paper or CD used for storing computer-based information. ²
Mobile learning	Refers to the usage of training programs on mobile devices such as handheld computers, MP3 players, notebooks, and mobile phones. ⁵
Model	A representation of an object, process, behavior, or attitude used by a learner for comparison/contrast and duplication/avoidance. ⁵
Multicasting	An audio, video, e-mail, or application broadcast over the web, from one computer to many. ⁴
Multimedia	Encompasses interactive text, images, sound, and color. Multimedia can be anything from a simple PowerPoint slideshow to a complex interactive simulation. ³
Navigation	Moving from webpage to webpage on the Internet, intranet, or online course. ³
On-demand webcasting	Captures and records audio, video, and data in one streamed media presentation for viewing live or later in an archive. ⁷
Onground	A traditional classroom instructional setting. ⁴
Online Learning	An umbrella term used to describe any education or training that occurs online. ⁴
Perpetual license	The continuing right to access digital information after the termination of a license agreement. Also, a license with no termination. ⁶ Having a perpetual license on a specific e-book would allow a school to 'buy once and distribute forever' to all of their students. This has been done primarily with classic books thus far.

GLOSSARY OF E-LEARNING TERMS

Repurpose	To reuse content by revising or restructuring it in a different way or for a different purpose than it was originally intended. ³
Reusable	E-learning content that can be transferred to various infrastructures or delivery mechanisms, usually without changes. ³
Reusable Information Object (RIO)	A collection of content, practice, and assessment items assembled around a single learning objective. RIOs are built from templates based on whether the goal is to communicate a concept, fact, process, principle, or procedure. ³
Reusable Learning Object (RLO)	A collection of RIOs, overview, summary, and assessments that supports a specific learning objective. ³
Rich content	High quality course or webpage material, often presented using advanced or sophisticated design techniques employed to emphasize the message or learning. ⁴
SCORM (Sharable Content Object Reference Model)	A collection of standards and specifications for web-based e-learning. When applied to course content, it produces small, reusable learning objects. A result of the Department of Defense's Advance Distributed Learning (ADL) initiative. Commonly supported by a learning management system. ³
Screen reader	Computer software that speaks text on the screen. Often used by individuals with visual impairments. ³
Self-Paced Learning	An offering in which the learner determines the pace and timing of content delivery. ³
Serious games	A software application developed with game technology and game design principles for a primary purpose of learning. ⁸
Simulations	Interactive multimedia presentations designed to model real scenarios and allow the user to participate without risk. ⁴
Synchronous Learning	An online communication tool, instructor-to-student or student-to-student that occurs at the same time but not necessarily in the same place. ⁹

GLOSSARY OF E-LEARNING TERMS

Technology-Based Training (TBT)	The delivery of content via Internet, LAN or WAN (intranet or extranet), satellite broadcast, audio- or videotape, interactive TV, or CD-ROM. TBT encompasses both Computer-Based Training and Web-Based Training. ³
Transparent Technology	Technology that is easy to use, intuitive in nature, and not the focus of the learning experience. Also called seamless technology. ⁸
Twenty First Century Learning	The idea that there is too much focus on teaching content in the classroom when there are new and necessary skills that students must acquire to be successful in today's economy including: communication, collaboration, critical thinking, problem solving, media literacy, and global awareness. The Twenty First Century Learning Initiative was formed with the essential purpose is to facilitate the emergence of new approaches to learning that draw upon a range of insights into the human brain, the functioning of human societies, and learning as a community-wide activity. ¹⁰
Virtual classroom	An area where students and instructors interact online. ⁴
Virtual Learning Environment (VLE)	A software tool that brings together resources or the components of a Managed Learning Environment (MLE). ²
Web-Based Training	Delivery of educational content via a web browser over the Internet, a private intranet, or an extranet. Web-based training often provides links to other learning resources such as references, e-mail, bulletin boards, and discussion groups. Web-based training may include a facilitator who can provide course guidelines, manage discussion boards, deliver lectures, and so forth. ³
Webcasts	Use of streaming media technology to take a single content source and distribute it to many simultaneous listeners/viewers. ²
Web conference	A meeting of participants from disparate geographic locations that is held in a virtual environment on the Internet with communication taking place via text, audio, video, or a combination of those methods. ⁸

GLOSSARY OF E-LEARNING TERMS

Webinar

A small synchronous online learning event in which a presenter and audience members communicate via text chat or audio about concepts often illustrated via online slides and/or an electronic whiteboard. Webinars are often archived as well for asynchronous, on-demand access.⁸

¹ <http://www.cybermediacreations.com/elearning/glossary.html>

² NACS Education Team

³ <http://esut.edu.ng/Glossary.html>

⁴ <http://www.worldwidelearn.com/elearning-essentials/elearning-glossary.htm>

⁵ <http://www.e-learningguru.com/gloss.htm>

⁶ <http://www.library.yale.edu/~llicense/definiti.shtml>

⁷ <http://www.uwex.edu/ics/design/glossary.htm#a>

⁸ <http://www.astd.org/LC/glossary.htm>

⁹ <http://www.utexas.edu/academic/diia/assessment/iar/glossary.php>

¹⁰ <http://www.21learn.org/>