Glossary of Terms

Accommodation
An indication that a facility or room can meet special needs of the learners, such as interpreters for the hearing impaired, wheelchair access, etc.

Activity
An instance of a catalog item (equivalent to a "class") that a learner can enroll in.

Administrator
A user with particular administrative duties (or roles). Administrative roles relate to such things as the learning catalog, learning resources, rosters, profiles, enrollments, and learning.

Administrator Business Processes
Processes related to administrators, such as administering the learning catalog, administering enrollment, and administering and scheduling facilities.

Advanced Distributed Learning (ADL)
An educational model in which instruction and learning interactions may take place independent of the physical locations of the individuals.

All Learning
A self-service repository for all of a learner's learning activities and programs.

Approval Path
A representation of a set of approval steps that are followed within an approval stage. When a path is defined, the definition can include the criteria the system uses to determine when to follow the path. An approval stage can have multiple paths, which are executed in parallel.

Approval Process
A definition of the approval stages, paths, and steps that must be followed for an enrollment or registration request to gain approval and be confirmed for the learner. Approval process definitions are specified for activities, programs, and supplemental learning types.

Approval Stage
A collection of one or more approval paths for a given approval process definition.

Approval Step
A representation of an approver or approval action within an approval path, including the criteria the system uses to determine if and when the step is to be followed.

Approval Type
Defines the approval process and the approval chain.

Assessment
A type of web-based content that is delivered over the Internet, to assess a learner's knowledge or mastery of a subject or learning material.

Assignment
A task that learners usually perform as part of a blended learning activity (e.g., reading, workbook exercises, lab work, meeting with manager, etc.).

Asynchronous Learning
An example of self-paced learning in which students access courseware and testing that is independent of a group or classroom.

Attachment
Electronic material external to SLMS that supplements a learning resource, such as a learner handout or the site map of a large facility.

Attendance Schema
The attendance, passing statuses, and grades to track a learner's progress through activities and activity components. SLMS provides the following labels for marking attendance: Attended, Not Attended, and Unknown.

Attendance Status
A means to indicate the learner's participation in a component of a learning activity.

Blended Learning
Also called multi-modal learning. Refers to the use of multiple delivery methods for a single learning activity, such as an instructor-led session followed by an assignment and a test.

Browse
An alternative way for learners to access the learning catalog.

Catalog
A collection of detailed information about learning activities and programs. Learners can browse and search the catalog for the activities and programs that are of interest to them.

Catalog Item
A specific topic (equivalent to a "course") that a learner can study and that SLMS can track. A catalog item contains general information about the topic, and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities (or "classes").

Category
A way to classify catalog items and programs so that users can easily browse and search entries in the learning catalog. Each category can include one or more layers of subcategories. Catalog items and programs can belong to multiple categories.

Certification Program
Also called a certificate program. A type of program that has fixed begin and end dates in which to complete all of the activities in the program. Typically, a certification program includes tests that learners must pass to become certified for a set period of time. Certification programs are particularly useful when learners must acquire a certificate or license, or they must develop or become proficient in a particular skill or competency within a given timeframe.

Collection
 A set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. It is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. A collection can only store information to a single location.

Completion Status
A combination of a passing status and attendance status for each component of an activity, or for each catalog item in a program section.

Component
Also referred to as a learning component. The foundational building block of an activity. Components are the individual pieces of a learning activity, which may take place on different days or through different delivery methods (such as an in-person instructor-led class on one day and a self-paced web course on another day). The system supports six basic types of components: web-based, session, webcast, test, survey, and assignment. Learners must pass all of the required components of an activity to pass the activity. Some activities have only a single component.

Computer-Based Training (CBT)
A type of education in which the student learns by executing special training programs on a computer.

Criteria-Based Learner Group
A group of learners based on a selected membership criteria.

Current Learning
 A self-service repository for all of a learner's in-progress learning activities and programs.

Curriculum
A type of program that guides learners through a specific learning path over an unrestricted period of time. Learners can progress through courses at their own pace.

Delivery Method
Identifies the primary way in which a particular learning activity is offered (e.g., classroom, web-based, etc.). This is generally used to help learners search the learning catalog for the method of delivery from which they learn best.

Drop Charge
The fee charged to a learner for dropping an enrollment or registration after the date specified in the configuration.

Enrollment
The process of signing up a learner for an activity.

Equipment
Resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally fixed asset items that are used and returned after the activity is complete.

Equivalent
A catalog item that is considered to be essentially equal to another catalog item, and provides equal learning credit.

External Learner
A learner for whom no record is stored in the NYS Human Resources system (such as a non-NYS employee).

Facility
A learning resource (typically a building) containing one or more rooms that are used to deliver learning. A facility can be an agency building, a hotel or conference center, a training vendor's location, or any other place learning is delivered.

Filter
A defined means by which learners can restrict the values shown on their All Learning self-service page.

Grade
An indication of the learner's mastery of a component. SLMS uses attendance, passing statuses, and grades to track a learner's progress through activities and activity components.

Instructor
A user of the system who has access to the instructor-related business processes within the system.

Instructor Business Processes
Processes specific to instructors, such as reviewing teaching schedules, looking for learners in assigned classes, marking attendance, and grading and scoring students.

Instructor-Led Training (ILT)
Also referred to as traditional classroom training. Instructor-led training is the "session" delivery method in the SLMS.

Interactive Learning
E-learning events where there is interaction between the learner and the courseware.

Internal Learner
A learner within the system, such as a NYS employee or any individual who has a record in the NYS Human Resources system.

Keyword
Provides a way to search the learning catalog for related learning activities. One or more keywords can be associated with each catalog item.

Learner
A student within the SLMS.

Learner Business Processes
Processes related to learners, such as finding learning activities, planning, enrolling, completing learning activities, launching web-based activities, and reviewing learning history.

Learner Group
A group of learners that share the same attributes, such as bargaining unit or job code. The Learner group(s) assigned determines which catalog items, activities, and programs a learner can see within the SLMS catalog.

Learner Group Query
A query that is specifically designed to return values used to populate a query-based learner group. Learner group queries are stored in a specific table under the Learner Groups menu.

Learner Business Processes
Processes related to learners, such as finding learning activities, planning, enrolling, completing learning activities, launching web based activities, reviewing his/her accomplishments.

Learner ID
A distinct key used by SLMS to identify a learner.

Learning Catalog
Repository of information about the learning activities available to both internal and external learners, including the employees, contractors, partners, and customers.

Learning Component
Also referred to as a component. The foundational building block of an activity. Learning components are the individual pieces of a learning activity, which may take place on different days or through different delivery methods (such as an in-person instructor-led class on one day and a self-paced web course on another day). The system supports six basic types of components: web-based, session, webcast, test, survey, and assignment. Learners must pass all of the required components of an activity to pass the activity. Some activities have only a single component.

Learning Environment
A separate learning domain within the learning catalog (usually associated with a NYS Agency). Learning Environments control what access the administrators have to various system objects (such as catalog items, activities, programs, etc.) A learner belongs to one and only one Learning Environment.

Learning History
All of a learner's learning activities and programs, with a status of Completed or Not Completed.

Learning Plan
All of a learner's planned learning activities.

Learning Preferences
A self-service page through which a learner can indicate choices regarding searches, search results, preferred learning methods, display choices, and more.

Learning Request
A means by which a learner, manager, or administrator indicates a desire for a learning offering. A learning request may be for an activity, an existing catalog item, or a new catalog item that is not currently in the learning catalog.

Manager
A user of the system who performs manager-related business processes within the system. Usually managers have direct reports for whom they might approve or administer learning.

Manager Business Processes
Processes specific to managers, such as viewing the progress of their team, approving learning, and planning and assigning learning for their team.

Mass Enrollment
A batch process that is designed for enrolling groups over a certain size. The Group Enroll Maximum field in the system controls the number of learners that administrators can enroll online using the group enrollment feature. To enroll more learners than the number specified here, administrators should use the Mass Enrollment process. An administrator cannot override the Group Enroll Maximum field.

Material
A resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.

Multi-modal Learning
Refers to the use of multiple delivery methods for a single learning activity, such as an instructor-led session followed by an assignment and a test.

My Learning
A self-service repository of a learner's learning activities, programs, and objectives. The results on the page can be determined by the use of a filter.

Non-compliant Content
Content that allows SLMS to launch the learning, but cannot track the learner's progress.

Notification
An email message sent to a learner, manager, administrator, or other system user regarding an event in SLMS such as an enrollment confirmation, an approval that must be completed, a change to a catalog item, or some other defined system event.

Objective
Sometimes called a "learning goal." An objective is a way to recommend learning to a person. Managers can assign objectives to team members. Learners can self-assign objectives. Administrators can assign objectives to groups of learners.

Passing Statuses

The indicator of a learner's successful completion of a component. SLMS uses attendance, passing statuses, and grades to track a learner's progress through activities and activity components.

Per Seat Cost

The cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees.

Performance Support

Learning that supplements or enhances the knowledge of an employee during the performance of a job or task. Can be network-based or via a CD-ROM.

Planned Learning

A self-service repository for all of a learner's planned learning activities and programs. Planned learning is included in All Learning.

Prerequisite

A catalog item or objective that is required to be completed prior to enrollment.

Primary Category

The highest category layer in the learning catalog within a learning environment.

Program

A high-level grouping that guides the learner along a specific learning path through sections of catalog items. There are two types of programs - curricula and certifications.

Query-Based Learner Group

A type of learner group used for catalog security, group enrollment processes, notifications, and reporting purposes. Query-based learner groups are based on queries and can use almost any combination of attributes.

Recertification

A type of certification program. It specifies the catalog items a learner must complete to be recertified after a certification expires.

Recorded Webcast

A type of non-compliant content based on a recording from a webcast session.

Registration

The process of signing up a learner to a Program.

Room

A defined space within a facility that can be assigned to a session of a learning activity.

Roster

Online pages used by administrators and instructors to manage enrollment-related tasks, including dropping learners, approving enrollments, managing waitlists, and overriding payment information.

Run Control ID
A word or code that identifies your request for an SLMS report. For example, you use the Run Control ID of "activityrosterXX" to run a specific report. Run Control IDs that you create are available only to you. SLMS uses the values you store in this run control when running a report or process, and saves those values for the next time you run the same report. It is the system's way of differentiating variables for the same report from different users.

Search
 A way for learners to access the items, objectives, and programs within the learning catalog.

Self-paced Learning
 Learning in which a learner accesses course content, assignments, and tests at their own pace and independent of a group or classroom environment.

Session
 A single meeting of an activity (i.e., the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions pertain to instructor-led, classroom-based training, or live webcasts. Multiple sessions for an activity can exist on the same day (e.g., when different topics are discussed, different instructors are assigned, or a room is changed), but a session cannot span more than 24 hours.

Session Template
 Enables you to set up common activity characteristics that may be reused while scheduling an activity - characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

Simulation
 A learning object that allows the learner to experience the task or skill being taught. The learner is engaged in interaction of a real job experience, which includes role-playing and problem solving in an eLearning mode.

Subcategory
 A category that is a child of another category (e.g., the primary category).

Supplemental Learning
 Learning that is offered outside of the catalog. For example, a person may not have to take a required activity in a program because he/she has documented supplemental learning that is equivalent to that activity. It is possible to add supplemental learning to a person's learning history, though it may require approval from a manager.

Survey
 A type of web-based content that is delivered over the Internet. Usually an evaluation.

Synchronous Learning
 Learning in which students and teachers meet at the same time, but may be in different locations. This can be done through online text chat, video conferencing, or web conferencing.

Test
An assessment of a learner's knowledge or mastery of a subject or learning material.

Threshold
The point at which an administrator is notified regarding the number of learners on a waitlist for an activity.

Track eLearning
Ability for a learning management system to get progress updates (e.g., status, score, etc.) from a compliant web-based content.

Users
Administrators, learners, instructors, and managers that use the SLMS. A User is assigned an ID and a password, but authentication to SLMS can occur through single sign-on. Keep in mind that a User of SLMS is not a Learner in SLMS until the User ID is associated to a Learner ID.

Vendors
Third parties from whom facilities, instructors, or courses might be purchased. SLMS can track vendor information, such as name, industry, taxpayer ID, address, contacts, products offered, etc.

Verity Index
Used when a catalog search is conducted. This file contains information to bring back search results in a quick fashion (similar to a directory).

Virtual Classroom
A learning place in which a course can be experienced by a variety of participants. An instructor can facilitate, a student can participate, and all participants can collaborate in the learning event. This is similar to web conferencing.

Waitlist
An enrollment queue that can hold learners when an activity no longer has open seats for enrollment.

Web-Based Learning
Enables compliant or non-compliant learning content to be delivered to a learner.

Web-Based Training (WBT)
An innovative approach to distance learning in which computer-based trainings are transformed by the technologies and methodologies of the World Wide Web, the Internet, and Intranets.

Webcast Learning
The push-based technology learning used to send web-based learning to an Internet user.

Webinar
Webinars (short for web-based seminar) are scheduled, instructor-led presentations, or workshops that are delivered in a "virtual classroom" by means of the Internet. Webinars are generally more collaborative and interactive than webcasts.