ONLINE LEARNING GLOSSARY

Although this is not a comprehensive list of online learning or instructional design terms, it should get you started by defining the most commonly used terms when researching an online learning solution, or LMS.

AICC: Standards that apply to the development, delivery and tracking of training delivered via technology. AICC stands for the Aviation Industry CBT [Computer-Based Training] Committee (AICC), which is an international association of technology-based training professionals that develops training guidelines for the aviation industry. This is an older standard than SCORM.

ASYNCHRONOUS LEARNING: When learners participate in an online learning course at different times, it is known as asynchronous learning. This might also be called eLearning, online training or web-based training (WBT). Asynchronous learning allows learners to go through a course at their own pace and on their own schedule.

AUTHORING TOOLS: Typically third party software used to create online courses, such as Articulate, Storyline, Captivate, and Camtasia Studio. Some Learning Management Systems include rudimentary built-in course editors.

BLENDED LEARNING: Blended learning is an instructional approach that includes a combination of online and instructor led learning activities. For example, students can complete online self-paced assignments by a certain date and then meet on-site or online for additional learning activities. Some LMS vendors allow scheduling of instructor led training sessions, tracking of attendance, registration and wait-listing.

COURSE CATALOG: A browsable collection of online and/or classroom offerings.

DISCUSSION FORUM: Online forum that allows trainees to communicate with each other and with the instructor.

DISTANCE EDUCATION: Distance Education/Learning occurs when students and their instructors are in different geographical locations and the instruction occurs on an electronic device, such as a computer or mobile phone. The learning can

occur in a synchronous environment, in which all participants are connected at the same time or in an asynchronous environment, when participants are engaged in learning at different times.

ELEARNING CONTENT: The collection of online materials that comprise a course.

ELEARNING: eLearning (short for electronic learning) is an umbrella term that refers to all types of training, education and instruction that occurs on a digital medium, like a computer or mobile phone.

INSTRUCTIONAL DESIGNER: An instructional designer practices the craft and science of instructional design. This person identifies the needs of a target audience and determines the best approaches for meeting the audience's needs.

INSTRUCTOR LED TRAINING: ILT typically refers to providing instruction in a classroom environment where the instructor and learners are together at the same time and in the same physical location.

INTERACTIVE MULTIMEDIA: Interactive multimedia allows learners to provide input to an online course and receive feedback as a result of the input. The input might consist of a mouse click or drag, gestures, voice commands, touching an input screen, text entry and live interactions with connected participants.

LMS: acronym for learning management system – software tools for creating, managing and delivering online training.

LEARNING PATH OR CURRICULUM: A sequence of two or more courses that enables tracking of learner progress against a set of course completions.

ONLINE LEARNING: The term online learning is often used synonymously with eLearning. It is an umbrella term that includes any type of learning accomplished on a computer and usually over the Internet.

QUESTION BANK A storage of questions that are used in one or more tests.

SCORM: A publishing standard for web courses that is cross-platform compatible. The standards dictate how and what information is communicated from the course to the LMS and includes standards that make the handshake between the two systems possible. SCORM courses are published using third party software.

SELF-PACED LEARNING: Self-paced learning refers to the type of instruction that allows a person to control the flow of the courseware. It implies the learning environment is asynchronous.

STREAMING MEDIA: Streaming media refers to video and audio that is downloaded to a computer from the Internet as a continuous stream of data and is played as it reaches the destination computer.

SYNCHRONOUS LEARNING: A webinar is a seminar or workshop in which the facilitator and participants view the same screen at the same time. Usually the webinar has an audio component that the facilitator controls and functionality that allows participants to chat by entering text, answering polls, raising their hands and asking questions.

TRAINING CERTIFICATION: A method of tracking one-time and renewable certifications. The certification is a container for a grouping of requirements, with attributes such as expiration date, renewal requirements, CEU tracking.

TRAINING HISTORY: The list of past courses a learner has completed. This can include online, instructor-led and third party training records.

WEB-BASED TRAINING: WBT refers to all types of digital instruction in which the learning material is presented via the Internet.

WEBINAR: A webinar is a seminar or workshop in which the facilitator and participants view the same screen at the same time. Usually the webinar has an audio component that the facilitator controls and functionality that allows participants to chat by entering text, answering polls, raising their hands and asking questions.