

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.

Administrator

A user with particular administrative duties or roles. Administrative roles include scheduling training, learning resources, rosters, enrollments, and running reports.

Administrator Business Processes

Processes related to administrators such as administering training scheduling and delivery, 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.

Advanced Search

A search function that allows users to add criteria to refine and narrow their search.

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 courses, 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 class (e.g., reading, workbook exercises, lab work, meeting with manager, etc.).

Asynchronous Learning

An example of self-paced learning where 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 courses and class 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 class.

Blended Learning

Also called Multi-Modal Learning. Refers to the use of multiple delivery methods for a single class, such as an instructor-led session followed by an assignment and a test.

Catalog

A collection of detailed information about courses and programs. Learners can search the catalog for the courses and programs that are of interest to them on the Find Learning page.

Category

A way to classify courses and programs so that users can find them in the catalog. Each category can include one or more layers of subcategories. Courses and programs can belong to multiple categories.

Certification Program

Also called a Certificate Program. A type of program where all of the courses in the program must be completed between begin and end dates. 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.

Class

An instance of a course that a learner can enroll in.

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 class component, or for each course in a program section.

Component

Also referred to as a Learning Component, this is the foundational building block of a class. Components are the individual pieces of a class, 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 a class. Some classes have only a single component.

Course

A specific topic that a learner can study and that SLMS can track. A course contains general information about the topic, and includes a course code, description, categorization, keywords, and delivery methods. A course can have one or more classes.

Completed Learning

A self-service repository for all of a learner's completed courses and programs.

Computer-Based Training (CBT)

A type of education where a 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 courses 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 course is offered (e.g., classroom, web-based, etc.). This is generally used as a filter to help learners search for the method of delivery from which they learn best.

Enrollment

The process of signing up a learner for a course.

Equipment

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

Equivalent

A course that is considered to be essentially equal to another course, 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.

Favorites

A feature that enables users to record the URLs for pages within SLMS on a special menu. Once the URL is on the list, it is easy to return to that web page simply by clicking on the link in the list rather than searching SLMS for the page.

Filter

A defined means by which learners can restrict the values shown on their My Learning or Find Learning self-service pages.

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 classes and 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

elearning 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 for related courses or programs. One or more keywords can be associated with each course.

Learner

A student within the SLMS.

Learner Business Processes

Processes related to learners, such as finding classes, planning, enrolling, completing classes or programs, launching web-based classes, 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 courses, classes, and programs a learner can see and enroll in.

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 courses, planning, enrolling, completing classes, launching web based courses, reviewing his/her accomplishments.

Learner ID

A distinct key used by SLMS to identify a learner.

Learning Catalog

Repository of information about the courses and programs available to both internal and external learners including employees, contractors, partners, and customers.

Learning Component

Also referred to as a component. The foundational building block of a class. Learning components are the individual pieces of a class, 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 to pass the class. Some classes have only a single component.

Learning Environment

A separate learning domain within SLMS usually associated with a NYS Agency. Learning Environments control what access the administrators have to various system objects such as courses, classes and programs. A learner belongs to one and only one Learning Environment.

Learning History

All of a learner's classes and programs with a status of Completed or Not Completed.

Learning Plan

A self-service repository for all of a learner's planned classes and programs. Learners can enroll in courses they have included on their learning plans from both the Learning Plan page and the My Learning page.

Learning Request

A means by which a learner, manager, or administrator indicates a desire for a learning offering. A learning request may be for a class, an existing course, or a new course that is not currently scheduled.

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 creating learning plans, 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 a class. Material items are generally consumed during the duration of a class and not returned. Material items may have an associated cost.

Multi-modal Learning

Refers to the use of multiple delivery methods for a single class such as an instructor-led session followed by an assignment and a test.

My Learning

A self-service repository of a learner's classes, and programs. 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 course, or 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 classes and class components.

Per Seat Cost

The cost per learner, based on the total class 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.

Prerequisite

A course 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 courses. 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 courses 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 class.

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 *classrosterXX* 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 courses, classes, and programs available to them within SLMS.

Self-paced Learning

Learning where 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 a class (e.g., 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 a class 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 class characteristics that may be reused while scheduling a class 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 a class that is being scheduled. Attaching a template to a class causes all of the default template information to populate the class 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 SLMS. For example, a person may not have to take a required class in a program because he/she has documented supplemental learning that is equivalent to that class. 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 where 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 when an administrator is notified about the number of learners on a waitlist for a class.

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 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 through NYS Directory Services.

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, or products offered.

Verity Index

Used when a 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 where 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 a class 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.