

Asynchronous Learning

learning where people are not online at the same time and interaction does not occur without a time delay, allowing people to participate on their schedules. Examples are email, discussion groups, and self-paced courses delivered via Internet or CD-ROM.

Audio Conferencing

voice-only connection between three or more locations.

Bandwidth

the capacity of a communication channel to carry information. The greater the bandwidth, the faster the data transfer. The amount of data sent or received over any given time is limited by bandwidth.

BBS (bulletin board system)

a system maintained by a host computer for posting information, carrying on discussions, uploading and downloading files, chatting, and other online services. BBSs are generally created for a specific group of users and are usually topic-specific.

Blended Learning

an increasingly popular combination of online and in-person learning activities, also known as hybrid education.

Blog (Weblog)

a public web site where users post informal journals of their thoughts, comments, and philosophies, updated frequently and normally reflecting the views of the blog's creator.

Browser

software for interacting with , accessing, and viewing information on the Internet or created in HTML. Internet Explorer and Netscape Navigator are the two most widely used browsers.

CBT (Computer-Based Training)

training conducted using a computer, often used when referring to education or training presented while a computer is not connected to a network.

Chat

An online, real-time interactive communication method using text to send and receive instant messages.

Cookie

a small text file placed on your hard by a web site to record information about you. When you return, your computer serves up the "cookie" to the web site and previously recorded information such as your name, site login/password, preferences, shopping cart info, and more are passed along. The web page is then customized based on that information.

Courseware

educational software that delivers course material and instruction via computer.

Discussion Forums

a place where people can exchange messages of common interest.

Distributed Learning

often used synonymously with Distance Learning; distinct in that it is the outcome of education that combines a blend of online and traditional delivery methods.

E-Learning

learning that is accomplished over the Internet, a computer network, via CD-ROM, interactive TV, or satellite broadcast.

End User

the person or persons who will be using a particular technology and for whom it is designed

Facilitator

an instructor who assists, directs, and stimulates the learning during an online course.

File Server

a computer that stores and manages files and software on a computer network, giving users the capability of sharing information and other resources.

Firewall

specialized hardware or software designed to secure a computer or network from unauthorized access.

Flaming

Intentional inciting bad feelings, arguments or gossip within an online discussion or community.

FTP (file transfer protocol)

an Internet protocol for transferring files between

two computers. Most browsers incorporate FTP software to download and upload files.

GB (gigabyte)

a gigabyte is 1000 megabytes, or 1,073,741,824 characters and is roughly equivalent to a thousand novels.

GUI (graphical user interface)

a computer interface that presents information in a user-friendly way using pictures and icons.

Hybrid Education

a blend of online and on-campus education shown to be a more effective than either method of education alone.

Hypertext

highlighted text in a web page that links the user to additional related information.

ILT (Instructor-led Training)

delivery of a course in a traditional classroom setting wherein an instructor guides a group of learners.

Instructional Designer

the person who develops the methodology and delivery systems for presenting course content.

KB (kilobyte)

a kilobyte is 1042 characters (bytes), roughly equivalent to one page of double-spaced text.

Knowledge Management

the collection, organization, analysis, and sharing of information held by workers and groups within an organization.

LAN (local area network)

a group of networked computers in relative proximity to one another that allows users to communicate and share information and other devices such as file servers, printers, and modems.

Listserv

an automatic email service that users subscribe to in order to receive future mailings. Users must be a member of the list to receive mail, and can choose to unsubscribe at any time.

MB (megabyte)

one megabyte is 1,048,576 bytes and is roughly equivalent to one novel. A floppy disk stores

1.44MB, CDs over 600MB, and DVDs are capable of holding up to 17GBs (or 17,000MBs) of information!

Metatag

an HTML code line that identifies the contents of the web page to search engine indexes.

Multicasting

an audio, video, email, or application broadcast over the web, from one computer to many.

Netiquette

etiquette on the Internet, best used when sending email, chatting, posting messages, and using limited resources.

Newsgroup

an information exchange forum where notes about a particular topic are posted and shared.

Onground

a traditional classroom instructional setting.

Plug-in

software programs that enhance your browser and allow it to perform additional tasks such as playing audio, displaying video, and viewing documents as an integrated function of the browser.

Portal

web site that is a major starting point or gateway to additional information on the Internet, sometimes general (e.g. Yahoo!) and sometimes specific (e.g. MyWLC).

Post

used as a noun for messages "posted" to BBSs, newsgroups, blogs, etc.

Real-time communication

communication with little or no delay; synchronous interaction.

Rich content

high quality course or web page material, often presented using advanced or sophisticated design techniques employed to emphasize the message or learning

Self-paced learning

learning that is done asynchronously, such as from CD-ROM or over the Internet without an instructor, where the user controls the flow of course material.

Simulations

interactive multimedia presentations designed to model real scenarios and which allow the user to participate and experience without risk.

SME (subject matter expert)

one who has demonstrated competency and mastery in a particular subject or topic.

Spam

unsolicited email.

Streaming

a technique where media (audio, video, or both) are downloaded to the user's computer in a continuous stream and played upon arrival.

Synchronous learning

Learning where people are online at the same time and interaction occurs without a time delay (real-time) and which requires them to attend at specific times.

URL (uniform resource locator)

the address used to identify a page or file on the Internet.

User interface

the components of a computer system that the operator uses to interact with the computer - the screen display, keyboard, mouse, touch controls, etc

Video Conferencing

live video and audio communication between three or more locations.

Virtual classroom

the area where students and instructors interact online.

Virtual community

a community on the Internet where people share common interests; an online community.

W3C

the World Wide Web consortium, whose mission it is to create standards and specifications for the World Wide Web.

WBT (web-based training)

education or training delivered over the Internet and accessible using a browser. May incorporate the use of an instructor or facilitator.

WYSIWYG (what you see is what you get)

computer text and graphics that will print exactly as they appear on the screen.