Glossary

Accessibility
Most commonly refers to the full availability of online resources on websites and in virtual learning environments (VLE) to people with disabilities. Relevant accessibility guidelines for educational technology can be found at TechDis at
http://www.techdis.ac.uk

See also WebCT accessibility guidelines available at
http://www2.napier.ac.uk/webct/staff/documents/accessibility.pdf

and the Edinburgh Napier 'Accessibility Matters' website at
http://www2.napier.ac.uk/ed/accessibility-matters/

ADA
Academic Development Adviser: for contact details of the Professional Development's online learning team see
http://www2.napier.ac.uk/webct/staff/training.html

ACO
Acronym for academic conduct officer. First appointed to a UK HEI at Oxford Brookes University in 2000. Since 2004 each school at Edinburgh Napier University has a designated ACO, a member of academic staff charged with responsibility for the consistent application of guidelines on academic conduct and investigating cases identified by colleagues.

Animations
Simulations of movement of graphic images.

ASCII (American Standard Code for Information Interchange)
A standard coding system for use in digital data transfer and storage that represents English characters as numbers and can be read on any type of computer.

Asynchronous
Not happening at the same time. Asynchronous discussion boards and e-mail are a form of online communication that does not require participants to be logged on at the same time to read and/or post messages to one another. In addition to Unit 5, for quick tips on how to create and support engaging discussions see the 'Supporting the online discussion' document at
http://www2.napier.ac.uk/webct/staff/documents/online_discussion.pdf

Athens
An access management system used to control secure access to collections of electronic resources. For further information about access to e-resources at Edinburgh Napier see **http://staff.napier.ac.uk/services/library/electronicresources/Pages/Accessandpasswords.aspx**

Audio
Relating to sound. Audio on the world wide web (www) includes resources such as online music repositories, online radio, audio clip sites, audio books, sound archives, voice libraries, newsgroups and audio recording and editing software.

Augmented reality
A reality created by merging virtual images with the real view.

AVI (audio visual interleave)
Common video file format for storing video/audio files on Microsoft® Windows®.

Blended learning
The use of a combination of online, flexible, and face to face teaching methods to provide learning materials, student support and assessment.

Blog
A contraction of the term 'web log' first used in 1999. A web based communications tool which users engage with to collaborate, share knowledge, reflect or debate with the potential as learning spaces for students in the education sector. Blogging software is available at no charge (open source) from providers such as WordPress, for example (**http://wordpress.com/**).

Blogosphere
The blogging community.

Bluetooth
A wireless technology that enables the transmission of information over short distances between fixed or mobile devices.

Browser
A software application used to navigate and read world wide web (www) pages. Examples include Internet Explorer, Netscape, Firefox.

The expression, 'opens in a new browser window' indicates that a webpage will become available in a new frame on the computer desktop.

CAA (Computer aided assessment)
Formative or summative assessment supported or delivered by computer technology such as computer marked multiple choice questions exams.

Chat
Refers to a synchronous form of online communication commonly made available in virtual learning environments, but also available on the internet often at no charge.

CLA (Copyright Licensing Agency)
A UK agency (**http://www.cla.co.uk/**) that arranges for licences which allow photocopying and scanning of copyright printed material (ie, books, magazines, journals).

Class-voting system
See student response system.

Clog
A contraction of the term 'concert blog' A blog dedicated to the discussion and sharing of music concert related information.

CMC (computer-mediated communication)
More commonly used expression in the US referring to communication between users supported by computer technology

Community of practice
A term coined by Etienne Wenger (**http://www.ewenger.com/theory/**) that describes a group of people who share an interest for something they do and which they learn how to do better through regular interaction within their group. Communities of practice have become more prominent with the onset of web 2.0 technologies which enable and promote interaction and collaboration at a distance via web 2.0 communication tools. A relevant example of a community of practice is the NMC (new media consortium at **http://www.nmc.org**) which is a community of universities, museums and research institutes dedicated to the exploration of new media in the advancement of learning and creativity.

Creative commons
An alternative approach to copyright licensing. A non-profit organisation of authors who do not exercise all of the intellectual property rights the law affords them. Authors are offered free public licences to enable them to share their work with others. (**http://creativecommons.org/**).

CSS (cascading stylesheet)
A style sheet language that allows users to add style (fonts, colours, size, margination etc) to web pages.

Copyright
The legal right of an author to retain ownership of original work, eg text, photo, recordings, software. Copyright does not have to be registered, it is an automatic right. All material on the web is subject to copyright. Concessions are often made for educational purposes which is usually indicated in a site's 'terms of use' statement. Copyright in the UK is governed by the Copyright, Design and Patents Act 1988, available online at
http://www.opsi.gov.uk/acts/acts1988/Ukpga_19880048_en_1.htm

Database
A searchable electronic storage medium.

Deep linking
Bypassing a website's homepage by creating a hyperlink in written electronic material that points to a page embedded one or more pages beyond the homepage. Deep linking is typically regarded as poor practice and best avoided by linking to the site's homepage and providing navigation to the appropriate web resource.

Diagnostic evaluation
Here an evaluation of teaching and learning needs in order to determine where educational technology might usefully play a part in supporting or enhancing learning.

DSL (digital subscriber line)
A technology for moving high-bandwidth data over regular phone lines.

E-book
A piece of electronic text, except a journal publication, that is made available for reading on a desktop or handheld computer. Edinburgh Napier University subscribes to the e-book vendors, Net Library, Safari, MyiLibrary and others.

Edublog
A contraction of the terms 'education blog'. A blog dedicated to educational themes and issues. A popular edublog can be found at
http://www.downes.ca/news/OLDaily.htm by Stephen Downes or
http://cogdogblog.com by Alan Levine.

E-learning
Any learning that uses ICT. (Definition from: British Standard 8426:2003 A code of practice for e-learning and e-learning systems).

Emoticon
Contraction of the terms 'emotional icons'. A sequence of characters that make up a facial expression used in online communication to convey an emotion, eg :-) (happy), : -((sad), ;-) (winky smile).

ERA (**Educational Recording Agency**)
UK licensing agency (**http://www.era.org.uk/**) which provides and manages licences that allow recordings to be made of television, radio and Internet broadcasts for educational purposes (eg, BBC, ITV companies, and Channel 4 are covered by the license).

Face-to-face (f2f)
Refers to the traditional form of teaching in a classroom or lecture hall to an audience of students.

Fair dealing
Limitations and exceptions to copyright, most commonly for education purposes. Concessions for education are described online at
http://www.ipo.gov.uk/education.htm

Flaming
Refers to posting hostile, inflammatory online messages and demonstrates poor netiquette skills. Find flaming mail guidelines in Appendix 10.

Folksonomy
A taxonomy (classification system) that is not created by an expert but by any number of users on sites (eg the social bookmarking site del.icio.us or the photosharing site flickr) that allow information to be labelled or 'tagged' and as such organised into searchable content for retrieval by other users.

Formative assessment
Form of ongoing assessment and feedback designed to indicate student learning progress during a course for which the student does not usually receive a formal grade.

Formative evaluation
Type of evaluation carried out either during the development of a particular technology-supported approach to teaching or following initial implementation to

gauge the effectiveness of a particular approach and make adjustments as necessary.

Freeware
Software made available through the internet that is offered for free but for which the author retains the copyright. Freeware may be redistributed but not modified.

Gateway
Refers here to resource or information gateway which is a catalogue of subject-related, usually evaluated internet resources (eg OMNI at **http://www.intute.ac.uk/medicine/** BIORES at **http://www.intute.ac.uk/biologicalsciences/**)

GIF (graphics interchange format)
Common file format usually used for graphics (file extension .gif).

HTML (hypertext mark up language)
The coding language use to create web pages for the web. Compatible with all systems.

http (hyper text transfer protocol)
A set of rules used to transfer data across the internet.

Hyperlink
In an online document a way of connecting to another document or web resource. Clicking on the hyperlink quickly takes the user to the new information page. Hyperlinks are usually characterised by a differently coloured, sometimes underlined word or words such as Edinburgh Napier University.

See also deep linking.

ICT (Information and Communication Technology)
Refers here to a range of digital technologies (eg, computers, satellite, mobile phones, Internet) that supports all forms of communication online.

Instant messaging (IM)
A form of chat that usually takes place using a PC and only between users who know each other (friends, buddies) by subscription to a common software client.

Interoperability
The concept of content from multiple sources, eg institutions, working equally well in different learning platforms.

iPad
A tablet computer introduced by Apple Computers in 2010 that is described as being a cross between a smartphone and laptop.

iPod
The product, iPod, is a device marketed by Apple Computers, but the term iPod is understood to be a generic term for a class of portable digital audio players.

Internet
A system of interconnected computer networks initially created by the US military in 1962 that currently facilitates data transmission and communication around the world between over 200 million of users.

JAWS (Job access with speech)
popular screen reader software program, using a synthetic voice to read a computer screen out loud.

JISC
Joint information systems committee. Offers UK higher and further education institutions guidance and resources to use information and communications technology in teaching (website at **http://www.jisc.ac.uk**).

JISC PAS
JISC plagiarism advisory service (at **http://www.plagiarismadvice.org/**

).Supports UK higher and further education institutions in their efforts to address plagiarism by providing study-skills resources, good practice guidelines and hosting the text matching service, Turnitin®UK.

JORUM
JISC online repository for learning and teaching materials (Jorum means 'collecting bowl'). Online since January 2006. Materials free for re-use by practitioners in HE and FE until 2007. Available at **http://www.jorum.ac.uk/**

JPEG (Joint Photographic Experts Group)
Common file format best used for photographs (file extension .jpg).

LAMS
Learning activity management system (**http://www.lamsinternational.com/**). A VLE created by Macquarie University, Australia to support flexible design of sequences of collaborative learning activities rather than to upload content.

Learning Object
Any digital resource that is used to mediate learning. Learning object collections include repositories such as JORUM (at **http://www.jorum.ac.uk/**) and MERLOT (at **http://www.merlot.org/merlot/indes.htm**, for example.

Metadata
A set of words, phrases or sentences that summarises and describes a learning object and is used to classify content so as to enable efficient searching in the database.

Microblog
A service that allows its subscribers to broadcast only short text messages. These have become to be known as 'tweets' due to the popularity of the microblog, Twitter (**http://twitter.com**).

Milblog
Contraction of the term 'military blog'. A blog usually created by a soldier in military action. For a current example of a milblog about the Iraq War read **http://www.cbftw.blogspot.com/**

MLE (Managed Learning Environment)
Often confused with VLE. MLE, however, refers to the range of information systems and processes (of which the VLE, ie, WebCT at Edinburgh Napier, is a component) that contribute to learning and the management of that learning at a higher or further education institution.

m-learning (mobile learning)
Internet technologies that support online teaching and learning applications with access via mobile devices.

Mobile devices
Most commonly mobile devices include mobile phones, the hand held devices, personal digital assistants (PDAs) and personal media players (eg, Apple iPods, MP3 Players).

MP3
The acronym for MPEG (Motion pictures experts group) audio layer-3, the standard compression format for audio files which can be played using most operating systems software.

Multimedia
The use of several different media (eg, text, audio, graphics, animation, video, and interactivity) to convey information. Educational multimedia is understood to be multimedia which provides learning resources by using a variety of media in an integrated way for the purpose of instruction.

Neo-millennial learner
Coined by Prof Chris Dede of Harvard University to describe the new generation of learners growing up with emergent technologies which he believes will reshape the manner in which learning and teaching takes place.

Netiquette
Contraction of the terms 'network etiquette'. The recognised conventions of courteous behaviour for online communication as on mailing lists, e-mail, discussion boards, chats, and blogs. Edinburgh Napier's Netiquette guidelines are available in Appendix 8.

NULIS
Previous acronym for (Edinburgh) Napier university library information services.

Objective testing
Testing method that uses question types such as multiple choice, true/false, matching for which there are predetermined sets of alternative answers the student must choose from. Common form of computer aided assessment (CAA).

Online learning
The use of the Internet, particularly the world wide web, to support teaching, learning and assessment.

OKI (Open knowledge initiative)
A multi-institutional, collaborative effort led by MIT and Stanford universities to enhance learning by creating an open programming environment that supports sharing and pedagogical experimentation by developing fully public software standards. See also **http://www.okiproject.org/**

Open-source
An approach to software development that sees programme code made publicly available, but for which the conventional avenues for support are not provided. See also **http://opensource.org/**

PDA (Portable digital assistant)
Handheld personal computer (eg Palm Pilot, Blackberry).

PDF (Portable Document Format)
Commonly used file format that allows complex formatting and pagination to be retained.

Podcasting
Contraction of the term 'iPod broadcasting'. The method of distributing multimedia files over the Internet for playback on mobile devices and personal computers. Podcasting does not require an iPod.

PBL (Problem-based learning)
Method of learning where typically small groups of students engage with constructed, real life problems and situations which call for collaborative problem solving efforts and minimum input from the tutor.

Plagiarism
The unacknowledged incorporation in a student's work either in an examination or assessment of material derived from the work (published or unpublished) of another. Edinburgh Napier University has subscribed to the text matching software, Turnitin®UK to assist staff encourage better student referencing skills.

Plugin
A small computer programme integrated into a main application. The plugin provides additional functionality other wise unavailable.

Public domain
Not copyrighted. Work in the public domain is not subject to copyright, which will be clearly stated, eg 'The materials on this website are in the public domain'.

Reusability
The concept of content developed in one context, eg business toolkit, being transferable to another context, eg health toolkit.

Role play
A learning activity in which participants take on different characters in order to enact a real life scenario. Provides a creative opportunity for students to immerse themselves into real life situations in order to perform a task or solve a problem. See also **http://www2.napier.ac.uk/webct/staff/documents/role_play.pdf** for an introduction to using roleplay online.

RSS feeds (Really simple syndication)
An XML file used to distribute information from a website, providing an alternative to the user browsing the web for information.

Repository
A central location where digital information is stored, maintained and accessed.

RTF (Rich Text Format)
A file format that allows for easy transfer of data between different word processing systems. (File extension .rtf).

Rubric
A scoring guide in which the criteria for levels of performance are defined for fair and concise assessment and/or evaluation. The CHICO rubric (available at **http://www.csuchico.edu/celt/roi/** for downloading) is an example of a rubric for online instruction developed by the California State University at Chico. NULIS has a limited number of CHICO exemplary online instruction DVD's available as well.

Search engine
A programme designed to store text-based web information in an index database which can be retrieved based on the results of a query (eg Google, Yahoo, AltaVista, AskJeeves).

Simulations
Simulations here refer to safe virtual environments that provide users with real-life situations to practice skills.

Shareware
Software made freely available to users on a trial basis, after which a fee is usually charged.

Smartphone
A handheld device that integrates the personal management tools of a PDA with mobile phone communication features.

Social bookmarking
The practice of bookmarking that allows any number of users to search for, tag and save website urls to a public website such as del.icio.us (**http://delicious.com**) or diigo (**http://www.diigo.com**) where they can be searched for, organised and managed by the user community.

Social software
Software that facilitates the connection, communication and collaboration of online users to form virtual communities. Examples include mailing lists, blogs, microblogs, social networking platforms and wikis.

Streaming media
The simultaneous delivery and display of video or audio that doesn't require downloading the media file first (eg common formats include RealMedia, QuickTime and Windows$^®$ Media).

Student response systems
Also referred to as classroom performance system and student-voting system. Wireless hand held interactive classroom communications system that allows large groups of students to respond to questions posed by the tutor. The answers are typically published as a histogramme in class indicating immediately to the lecturer whether or not students have grasped meaning. Edinburgh Napier has subscribed to the student response system TurningPoint$^®$.

Summative assessment
Form of assessment typically conducted at the end of a period of instruction designed to measure students' success in reaching learning outcomes, for which a mark is assigned and counted toward a final grade.

Summative evaluation
Form of evaluation that typically comes at the end of a particular implementation, as a means of assessing the success of an initiative (eg, student evaluation).

Synchronous
Occurring at the same time. Online synchronous communication tools include, chat and video conferencing where participants must be present at the same time in order to communicate.

Tagging
The process of assigning a keyword or other descriptive term to a piece of information such as a website url for example, for categorisation in a social bookmarking site. Tags as referred to here are a form of machine readable data also known as metadata.

Third party material
Refers here to material for which the copyright belongs to someone other than yourself or your institution and for which legal restrictions may apply for its use.

Turnitin®UK
An online text-matching service hosted at **http://www.submit.ac.uk** that enables staff and students to carry out comparison of electronically submitted written text against the internet, archived internet, Proquest database, Gale InfoTrac OneFile and previously submitted work. Edinburgh Napier University has subscribed to the service since 2005.

URL (uniform resource locator)
The address of a resource on the internet. The URL of the Edinburgh Napier homepage, for example, is **http://www.napier.ac.uk**

Video conferencing (also web conferencing)
Synchronous communication to support conferencing between 2 (point to point) or more (multipoint) users at different locations via the internet using video and audio. An example of video (web) conferencing software is ElluminateLive!® which Edinburgh Napier has subscribed to. For more details see **http://staff.napier.ac.uk/services/academicdevelopment/professionaldevelopment/TEL/elluminate/Pages/welcome.aspx. for more information**

Webinar
Term commonly used to describe a web presentation by one to many using web conferencing software.

Video telephony
Related to synchronous, audio-visual communication.

Vlog
Contraction of the terms 'video blog'. A blog dedicated to the discussion and sharing of video and related technologies.

W3C
World wide web consortium. An international consortium with a stated remit 'To lead the world wide web to its full potential by developing protocols and guidelines that ensure long-term growth for the Web.' (**http://www.w3.org/**)

Web 2.0
Also known as the 'read-write web', 'the web by the people for the people' and 'the social web'. A term that refers to applications such as blogs, wikis, or social

bookmarking tools, that enable a website visitor to interact with or edit the site. Traditional (web 1.0) websites were static and designed mainly for passive acquisition of information.

Web 3.0
Also known as the semantic web. The next stage in the evolution of the web thought to be characterised by computers capable of reading and recognising information not restricted to text. Increased pervasiveness of computers would see phones, household items, clothes etc. web enabled to 'act' upon new information (eg windows closing at storm forecast).

WebCT
Edinburgh Napier University's virtual learning environment. For more information see **http://www2.napier.ac.uk/webct/staff/index.htm**

Web literacy
The skill of knowing how to locate, access, evaluate and use web resources and information.

WebQuest
An online problem-based approach that was first developed at San Diego State University which provide students with a task or problem scenario, a starter set of usually web-based resources, task support guidance and the criteria against which the students final output will be assessed. Visit **http://webquest.org/** for examples of WebQuests.

Wiki
A type of website that serves as a working space which allows multiple users to add and edit content, with the potential as a collaborative learning area for students in the education sector. wiki software is available at no charge (open source) from providers such as Wikispaces (**http://www.wikispaces.com/**). A famous wiki is the online encyclopaedia, Wikipedia at **http://www.wikipedia.org**, continually updated by the internet community.

'Wiki-wiki' means 'fast' in the Hawaiian language.

Wireless
Data transmission via high frequency radio waves rather than network cabling over a distance of a few hundred feet.

WLAN (wireless local area network)
A wireless data-transmission system in which a mobile user can connect to the LAN and communicate via high-frequency radio waves at speeds of 3-4 Mbps.

World wide web (www, w3)
A hypertext based, distributed information system within the Internet created in 1989. '*The World Wide Web is the universe of network-accessible information, an embodiment of human knowledge.*' - Tim Berners-Lee, inventor of the world wide web.