Glossary

Attendance record

An attendance record is used to track whether a learner attended a scheduled learning session, class, workshop, or training event. Learning administrators use attendance records to monitor participation, update attendance statuses, and maintain historical records for reporting and compliance purposes.

Assessment

An assessment is an activity used to evaluate a learner’s knowledge, understanding, or competency. Assessments may include multiple-choice questions, written responses, practical evaluations, quizzes, or assignments.

Certification

A certification is an achievement awarded to a learner after successfully completing specific learning requirements. Certifications may represent course completion, compliance training, skills development, or academic achievements.

Class period

A class period is a scheduled teaching block within an academic timetable. Each period has a defined start and end time and helps structure attendance tracking, timetable management, and academic scheduling.

Comment category

A comment category is a grouping used to organise academic report comments. Examples may include behaviour, academic performance, participation, or effort.

Cycle

A cycle refers to an academic or reporting period, such as a term, semester, or quarter. Cycles help structure learner reporting, marksheets, and academic progress tracking.

Facilitator

A facilitator is the person responsible for guiding learners through a learning activity, workshop, or course. Facilitators may teach lessons, lead discussions, assess learners, and provide feedback.

Grade

A grade is a level within an academic structure that groups learners by year of study or academic progression, such as Grade 8 or Grade 10.

Learning content

Learning content refers to all materials used within the Learning Management module, including videos, documents, SCORM packages, presentations, assessments, and assignments.

Learning pathway

A learning pathway is a structured sequence of learning activities designed to guide learners through content in a logical order. Pathways may include eLearning modules, documents, assessments, workshops, and certification steps.

Learning Portal

The Learning Portal is the central access point for all learning activities. It allows users to search for courses, complete pathways, view certifications, track progress, and participate in academic activities.

Marksheet

A marksheet is a record of learner marks or assessment scores within the academic environment. It helps educators and administrators track learner performance over time.

Master data

Master data is the core reference information used throughout the module. Examples include grades, cycles, years, class periods, categories, and report comments. Master data ensures consistency and standardisation.

People group

A people group is a defined collection of users used to manage access to learning and assignments. Groups may be created based on departments, classes, grades, organisational nodes, or custom conditions.

Prerequisite

A prerequisite is a requirement that must be completed before a learner can access another activity or pathway step. Prerequisites help enforce a structured learning progression.

Progress tracking

Progress tracking is the monitoring of a learner’s advancement through assigned learning activities. It includes completed steps, outstanding activities, assessment results, and certifications.

Report card

A report card is a formal academic report showing learner performance, marks, attendance, and educator comments over a reporting cycle.

Rollback

Rollback is a feature that allows administrators to move a learner back to a previous step in a pathway. This is useful when a learner needs to repeat training or retake an assessment.

SCORM

SCORM (Sharable Content Object Reference Model) is a standard format for interactive eLearning content. SCORM packages allow the system to automatically track learner progress, scores, attempts, and completion status.

Session

A session is a scheduled occurrence of a learning activity, class, or workshop with a specific date and time. Courses may include multiple sessions.

Target audience

A target audience defines which learners can access specific pathways, programmes, courses, or academic content. Target audiences may be based on departments, grades, classes, or people groups.

Training intervention

A training intervention is the learning item or course linked to a pathway or event. It allows the system to generate learner records and track formal learning history.

xAPI

xAPI (Experience API) is a learning technology standard used to track a wide range of learning experiences, including online, offline, mobile, and practical learning activities.

Year

A year is an academic period defined by a start date and an end date. Academic years help organise reporting structures, learner progression, and timetable planning.



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