

# Online Instruction Glossary

**Accessibility** – “Web accessibility means that people with disabilities can use the Web. More specifically, Web accessibility means that people with disabilities can perceive, understand, navigate, and interact with the Web, and that they can contribute to the Web.” Federal websites must meet the requirements of Section 508 of the Rehabilitation Act that provides standards for Internet accessibility.  
<http://www.w3.org/WAI/>

**Active learning** – refers to a learner’s involvement in the process of one’s own learning, made possible by frequent opportunities for interaction and feedback with the instructor, materials and other learners.

**ADA** – the Americans with Disabilities Act of 1990 requires schools, universities, businesses, and agencies to supply reasonable accommodations to individuals with disabilities to ensure equal access to services and programs.

**Application sharing** – in LiveOnline@UT, a function that allows moderators or participants to share any application or the entire desktop with other attendees.

**Archived recording** – the default recording file storage location of a LiveOnline@UT (Zoom) meeting is a Zoom folder on the local device. This location may be changed in the Zoom Desktop application under the Settings menu.

**Asynchronous** – type of communication that occurs when participants are not in the same time and place, it is delayed-time communication.

**Blended courses/learning** – courses that offer learning materials and resources online in a synchronous and/ or asynchronous format as well as learning that occurs in a traditional face-to-face format.

**Blog** – contracted of “web log” – an online chronological collection of personal commentary and links (EDUCAUSE). Blogs can be used for individual and group writing assignments, for example, student and instructor journals.

**Breakout sessions** – in LiveOnline@UT (Zoom), a function that allows the meeting leader to send attendees into small groups for real-time, two-way audio and video (webcam) conversations.

**Chat** – in LiveOnline@UT, a function in which meeting participants send real-time text messages within the meeting environment.

**Commons** – a student learning and collaborative space in the Hodges library (2nd floor) that provides OIT and library services driven by student needs.  
<http://commons.utk.edu/>

**Discussion board** – an asynchronous online communication tool in which participants post items (video, text, photos) and can respond to other posts.

**Distance education** – a method of offering learning resources and materials to students at a distance, which may or may not include online learning methods, conferencing, satellite centers, etc., without a required face-to-face format.

**Engagement** – the extent to which a learner is involved in the learning at hand, promoted through problem-based learning, project-based learning, opportunities for reflection, feedback and interaction with other learners.

**Facebook** – a social networking website where users can create personal profiles; add friends; create groups; share messages, photos and other media with others; and use various web applications.

**Formative evaluation** – evaluation of the effectiveness and efficiency of a course, so that information gained can be used to make changes and improvements to the course.

**Formatting** – the visual design and layout of a document (text size, font type, spacing, etc.)

**Hybrid/blended courses** – courses that offer online learning materials and resources in a synchronous and/ or asynchronous format as well as learning that occurs in a traditional face-to-face format.

**Hyperlinks** – reference points for website users to follow in order to access other documents and web pages.

**Instant messenger/IM** – also known as chat, is an online conversation tool in which participants send real-time text messages to one another via a computer.

**Learning Consortium** – a working group of UTK faculty, students and administrators who meet regularly to discuss issues related to teaching and learning at UTK.

**LiveOnline@UT** – the UT-branded name for Zoom software. The Zoom software is used to deliver live, synchronous, interactive classes and includes features such as high-definition voice over IP audio and video (webcam) as well as online chat and screen sharing.

**Mac** – Macintosh computers.

**Student Disability Services (SDS)** – a UT department that provides accommodations, services, and awareness to the University of Tennessee

students, the overall campus community, and the general public.

<https://sds.utk.edu/>

**OIT**– UTK Office of Information Technology

**Online course/learning** – a course that is delivered via the internet and is comprised of instructional materials designed and developed to be student-centered and uses a variety of tools and techniques to facilitate communication and convey the subject matter.

**Online@UT** – the UT-branded name for Canvas, a course management system.

**PC** – a personal computer, usually referring to a computer using the Windows software.

**Persistent link** – a permanent link to an article in a library database – as opposed to a link that is generated for a single session.

**Podcast** – a series of recorded audio or audiovisual files that are released episodically and can be downloaded to a computer or mobile device.

**Reflection** – the act of thoughtfully considering new information and making connections between what is already known and what is being learned.

**Role promotion** – in LiveOnline@UT, a function that allows the meeting leader to designate any participant as a co-host during the session.

**Rubric** – a scoring scale used to assess student performance along a task-specific set of criteria. <http://jonathan.mueller.faculty.noctrl.edu/toolbox/rubrics.htm>

**Share Screen** – in LiveOnline@UT, a meeting feature that allows users to share or display content from their local devices. Content items may include web pages, slide sets, documents, and more.

**Skype** – an Internet and videophone service that enables two-way audio and video between the users. Can be useful for holding office hours or making connections with students in a distance environment.

**Slide animation** – visual and sound effects applied to objects on a slide.

**Social networking** – social networking sites (SNS) are characterized by individual profiles, befriending features, and the ability to post messages and information easily between people in your network. Facebook (<http://facebook.com>) is the most popular social networking site.

**Sound check** – in LiveOnline@UT, a practice session in order to test the functioning of students’ microphone headsets before class begins.

**Streamed media content** – content that is transmitted from the Internet in a continuous and even flow, allowing the listener to listen as it downloads.

**Studio** – a UT Libraries multimedia production lab. Open to UT students, staff and faculty, the Studio provides media equipment, computers, software, and consultation services to assist users in the creation of multimedia-enhanced educational products. <http://www.lib.utk.edu/studio/>

**Synchronous** – type of communication that occurs when participants located in different places are able to communicate in real time, for example, through text-based chat or two-way audio/video tools.

**Teaching and Learning Innovation (TLI)** – The TLI advances the Volunteer Experience through programs, services, and partnerships that support faculty and enrich student learning at the University of Tennessee. With a focus on evidence-based teaching and learning practices, TLI engages faculty in the creation and implementation of educational experiences and environments that are transformative, innovative, inclusive, and outcomes-focused.

**Test flight** – in LiveOnline@UT, an online meeting scheduled before a semester that allows users an opportunity to experience the online meeting environment. Meeting participants may test their audio and video (webcam) devices during a Test flight.

**Two-way audio-video** – two-way real-time communication via computer using audio and/or video.

**URL** – web address; Uniform Resource Locator (e.g., <http://www.utk.edu> is the URL for the University of Tennessee, Knoxville’s website.)

**Videoconferencing** – a tool used for virtual meetings in which all participants are connected by real-time audio and video.

**Virtual** – referring to computer-mediated representation of an individual and her/his activities.

**Virus** – malicious computer program that can damage other computers, usually downloaded without the user’s awareness.

**Web 2.0** – Web sites that allow participants to modify the content of the site, provide application software for participants to use, allow users to share information, such as blogs, wikis, and social networking sites.

**Webcam** – a built-in (or attached) camera that allows the user to transmit video to other users.

**Whiteboard** – in LiveOnline@UT, a feature that allows meeting participants to annotate an electronic board during the meeting.

**Wiki** – a collaborative website in which participants create and modify the content.  
(<http://wikipedia.org>)