

knowledge. empowerment. results.



BAI Learning Manager 3.0

Glossary

Index

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#)
[O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Glossary of Terms



Term	Description
Assessment	Monitors Evaluation and Survey information (See Content Administration)
Audience Type	Restricts user access to certain Instructor-Led Training (ILT) or Custom Courses
Audience Subtype	If applicable, a group of students of like employment from the same business

[BACK TO THE INDEX](#)

B

Term	Description
BAI LMS	<p>BAI Learning Manager System</p> <p>The BAI LMS creates lessons based on a three-tier object-based hierarchy</p> <ul style="list-style-type: none"> • Courses • Delivery Types • Offerings <p>The BAI LMS groups the functions and defines the responsibilities of the Training Administrator through the following operations</p> <ul style="list-style-type: none"> • Catalog Administration • Collaboration Administration • Content Administration • People Administration • Organization Administration <p>(See Training Administrator, Catalog Administration, Collaboration Administration, Content Administration, People Administration, Organization Administration, Course, Offering, Delivery Type)</p>
Batch Enrollment/Un-enrollment	<p>Adds Offerings to a group of Students treated as a single entity</p> <p>(See Prescriptive Rules, My Learning)</p>
Batch Update Profile	<p>Updates a group of Students by</p> <ul style="list-style-type: none"> • Manager • Termination Date • Job • Organization <p>(See Manager, Termination Date , Job, Organization)</p>

[BACK TO THE INDEX](#)



Term	Description
Calendar	Calendar displaying Instructor-Led Training Courses Note: Web-based Courses can be added to the Calendar manually
Canceled	Student withdrew from an ILT Offering (See Enrollment)
Categories	The same as catalog sections (See I-Design , I-Modify)
Catalog	A list of Courses in the BAI LMS systematically arranged and often including compliance training and tests
Catalog Administration	The Training Administrator manages the Students' training through the Catalog Administration features For Instructor-led Courses, the Training Administrator uses the Catalog Administration function to create a lesson, set time for an Offering, attach additional electronic content to the Offering, and then make the Course Offering available to Students and Instructors (See Manage Activities , Resources , Catalog Configuration , Training Administrator)

Term	Description
Catalog Configuration	<p>The Training Administrator must configure different kinds of elements for use in the catalog</p> <p>Some elements are classifications of physical things or people, equipment types, inventory types, or audience types</p> <p>Other elements are system settings that control how items appear in the system (catalog categories), determine how learning Offerings are delivered (delivery types), specify when they are delivered (session templates), or define a certain type of Offering (quick Offering definitions)</p> <p>(See Categories, Audience Type, Session Template, Catalog, Categories, Offering)</p>
Certificate of Completion	<p>Prints a Certificate of Completion, one per registered Student</p> <p>(See Transcript, Successful)</p>
Code	Code for the Course
Collaboration Administration	<p>The Collaboration Administration selection opens the Community Management window</p> <p>The Training Administrator creates and defines the communities for the Students to join and share common experiences, such as discussing work-related problems and solutions, as well as frequently asked questions about common subjects and tasks</p> <p>The Training Administrator can also add learning recommendations for the community members to follow</p> <p>(See Community, Training Administrator)</p>

Term	Description
Community	<p>An occupational group sharing common characteristics or interests that is distinct in some respect from the larger organization</p> <p>For example: Tellers</p> <p>(See My Communities, My Network)</p>
Confirmed	<p>Student verified for an ILT Offering</p> <p>(See Enrollment)</p>
Content Administration	<p>The Content Administration window is where the Training Administrator creates, edits, and maintains the optional on-line end-of-Course tests and questionnaires</p> <p>(See Repositories, Assessment, Training Administrator)</p>
Course	<p>A Course is the highest level in the training hierarchy</p> <p>It represents a subject that is deliverable in one of three forms</p> <ul style="list-style-type: none"> • Web-based • Instructor-led • Virtual Class <p>Courses define the availability of the Offering with respect to the available Resources</p> <p>(See ILT, Resources, WBT, Virtual Class)</p>
Course ID	<p>Unique letters and numbers identifying the Course</p>
Custom Content	<p>A unique, individualized pop-up window that opens and displays information before an on-line Course or Offering</p>
CSV	<p>Comma Separated Values</p> <p>Opens as an Excel document</p> <p>(See Export File)</p>

[BACK TO THE INDEX](#)

D

Term	Description
Delivery Type	Type of the Course <ul style="list-style-type: none">• Web-Based• Instructor-Led• Virtual Classroom
Delivery Type Drop-down List (Instructor)	Selects the type of ILT Course <ul style="list-style-type: none">• Instructor-led• Virtual Class
Domain	The global (highest-level) organization Most institutions have only one Domain

[BACK TO THE INDEX](#)

E

Term	Description
E-mail	Electronic mail
E-mail Address	Student's unique electronic mail address
Employee ID	Unique number identifying the Student
Employee Summary Report	Graphically displays Students' progress towards completion in their planned Courses

Term	Description
Enrollment	<p>Educational recommendations added to learning items</p> <p>Enrollment Statuses for an ILT Course</p> <ul style="list-style-type: none"> • Confirmed • Waitlisted • Offered • Pending Approval • Canceled <p>(See Confirmed, Waitlisted, Offered, Pending Approval, Canceled)</p>
Enrollment Status	<p>The Select Individual Status of the Student in the Training Data Report</p> <ul style="list-style-type: none"> • Planned • Registered • Successful • Unsuccessful <p>(See Planned, Registered, Successful, Unsuccessful, Prescriptive Rule)</p>
Equipment	<p>Material provided for a Course, such as Computers, slide projectors, etc.</p> <p>(See Resources)</p>
Evaluation	<p>An assessment or a confirmation of Course attendance, if no assessment is involved</p> <p>Once recorded, the information becomes available in the Student's profile</p>
Evaluation Results Summary Report	<p>Monitors the results for a specific evaluation</p>

Term	Description
Export File	Type of exported file format for data for a Report <ul style="list-style-type: none">• CSV• PDF• RTF• XLS (See CSV , PDF , RTF , XLS)

[BACK TO THE INDEX](#)

F

Term	Description
Facility	Location of the classroom for an ILT Course (See Resources)

[BACK TO THE INDEX](#)

G

Term	Description
Group Learning Plan	Now known as a Prescriptive Rule in BAI LMS 3.0 (See Prescriptive Rule)

[BACK TO THE INDEX](#)

H

Term	Description
Home Page	Entry window into the BAI LMS From this window, Students, Training Administrators, Instructors, and Managers can access their windows, portlets, and information (Note: Also known as Home) (See BAI LMS , Student , Training Administrator , Instructor , Manager)

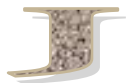
[BACK TO THE INDEX](#)

I

Term	Description
I-Design	Tool to create a custom Web-Based Training Course and make it available through the BAI LMS
I-Modify	Feature allowing customization of a select group of existing BAI Courses
ID	Unique number identifying the Course
ILT	Instructor-Led Training
Instant Message	Electronic form of sharing small bits of information instantly
Instructor	Person teaching the Course Offering

Term	Description
Internal Organization	The immediate internal business group (See Organization)
Inventory	The catalog of material used during an ILT Course (See Resources)

[BACK TO THE INDEX](#)



Term	Description
Job	The Student's occupation Use as restrictive qualifier when running Reports or Prescriptive Rules

[BACK TO THE INDEX](#)



Term	Description
Knowledge Base	Catalog repository of hierarchical folders containing various content objects imported into the BAI LMS The Knowledge Base makes it easier to search and find the content (See Repositories)

Term	Description
Knowledge Center	<p>Central repository of the of the BAI LMS</p> <p>The content includes</p> <ul style="list-style-type: none">• Learning Catalog• Certifications• Curricula• Packages• Files• Websites• Centra Recordings• Experts• Communities• Wikis• Discussions• Q&A <p>You can search for a Course and Offering through the Learning Catalog</p> <p>You can narrow your search by specifying the resource type and by applying appropriate filters</p> <p>The BAI LMS organizes the search results by object category, which you can sort</p> <p>(Note: The default search result is by relevance)</p> <p>(See Catalog, Learning Catalog, Community, Wiki)</p>

[BACK TO THE INDEX](#)

L

Term	Description
Language	List of languages in which Courses will be provided
Learning Catalog	The directory of Courses and Offering (See Catalog)
Learning Plan	Student's prescribed Offerings for continued educational improvement (See Prescriptive Rule)
Location	Place of the business unit (See Resources)
Login ID	The Student's log-in identification

[BACK TO THE INDEX](#)

M

Term	Description
Manage Activities	Window that helps you manage the Courses and Offerings (See Course , Offering , Custom Content , Knowledge Center , My Contributions)
Manager	Student's supervisor
MINUS SIGN (-)	Collapse the trees to hide additional information

Term	Description
My Communities	Social networking site for like-minded coworkers (See Community)
My Contributions	BAI LMS window for <ul style="list-style-type: none"> • Sharing a Website or Link • Sharing a file • Sharing a Central Recording • Volunteering as an Expert • Managing your contributions
My Learning	Displays the focal point of the learning activities with Enrollments, Transcripts, the Knowledge Center, Catalog, Evaluations, and Surveys (See Enrollment , Transcript , Knowledge Center , Catalog , Evaluation , Survey)
My Learning Plan	Assigned learning activities through Prescriptive Rules (See Prescriptive Rule)
My Network	BAI LMS window for joining, interacting, and managing Communities (See Community)
My Profile	BAI LMS window for managing and displaying the Student's professional information

[BACK TO THE INDEX](#)



Term	Description
Number of	Number of open Course Offerings for a Student

Term	Description
Enrollments	

[BACK TO THE INDEX](#)



Term	Description
Offering	Specific day, date, time, and location for an ILT Course
Offering Details	Course information
Offering Type	Type of Course <ul style="list-style-type: none">• Public• Private
Offered	An open seat for a Student who is available for enrollment for an ILT Offering (See Enrollment)
On Conflict	Option selection for resource allocation <ul style="list-style-type: none">• Ignore (ignore a scheduling conflict)• Fail (do not create conflicting appointments)
Order Number	The Course categorization number for the student

Term	Description
Organization	<p>A subset of the Domain and contains the jobs and positions of the immediate business group of the Student</p> <p>The organization level is where the Training Administrator assigns Prescriptive Rules, draws Reports, and promotes announcements to the Students' Home Page window</p> <p>(See Internal Organization, Domain, Job, Training Administrator, Prescriptive Rule, Report, Home Page)</p>
Organization Administration	<p>The Organization Administration window allows the Training Administrator to manage the job and position descriptions</p> <p>This function is very useful when setting forth Prescriptive Rules</p> <p>(See Organization, Job, Training Administrator)</p>

[BACK TO THE INDEX](#)

P

Term	Description
Password	<p>Unique E-Signature secret word for access to the BAI LMS</p>
PDF	<p>Portable Document Format</p> <p>Opens as an Acrobat document</p> <p>(See Export File)</p>

Term	Description
Pending Approval	<p>Manager must give his or her electronic approval before the Student can take the Offering</p> <p>(See Enrollment)</p>
People Administration	<p>The People Administration window is the function that defines Students in the BAI LMS and sets the Student's position and parameters of responsibilities</p> <p>The Training Administrator can stipulate Courses through Prescriptive Rules for a specific group of Students, as well as batch enroll Students into Courses</p> <p>Training Administrators can also use this function to view and add to Student's Learning Plans and enrollments through the Prescriptive Rules</p> <p>Finally, the People Administration window is where the Training Administrator has the option to create and manage surveys</p> <p>(See Prescriptive Rule, Learning Plan, Survey, Course, Offering, Training Administrator)</p>
Person Type	<p>Student category</p> <ul style="list-style-type: none"> • Regular • Part-time • Independent Contractor • Intern • Outsourced • Seasonal • Temporary • Unknown
Person ID	<p>Unique number identifying the person</p>
Plan Type	<p>Type of Learning Plan</p> <p>(See Learning Plan, Prescriptive Rule)</p>

Term	Description
Planned	Prescriptive Rule prescribed Course
PLUS SIGN (+)	Opens the trees to display additional information
Portlet	Quick reference tables and graphics, notices about upcoming events that require the Student's attention, and quick access to common tasks
Prescriptive Rule	<p>Training Administrators dynamically assign Learning Plans to Students using Prescriptive Rules</p> <p>The member selection criteria for a Prescriptive Rule define and assign the Students</p> <p>Various characteristics, such as business location, business unit, jobs, and roles group the Students</p> <p>The Training Administrator advances the central requirements, such as Learning Plans, goals, certifications, and learning Offerings to the Students who meet the member selection criteria</p> <p>Previously know as a Group Learning Plan</p>
Prescriptive Rule Compliance Report	Displays the number of Courses planned, and the number of Students enrolled, completed, and incomplete in Prescriptive Rules
Prescriptive Rule Summary Report	Displays an overview of the number of Courses planned, completed, and not yet completed narrowed down by recommended and required Courses
Primary Domain	The main organization (See Domain)

[BACK TO THE INDEX](#)



Term	Description
Question Pools	Series of questions for either a Questionnaire or Test Questionnaire questions are informational responses Test questions have right or wrong answers (See Content Administration , Questionnaire , Test)
Questionnaire	A list of questions submitted for replies that can be analyzed for usable information as a way of gathering information for a survey (See Survey , Question Pools)

[BACK TO THE INDEX](#)



Term	Description
Recommended Planned	The number of Recommended Courses in the Prescriptive Rule Plan (See Training Data Report)
Recommended Successful	Successfully completed Recommended Perspective Rule Courses (See Training Data Report)
Registered	The Student's subscription for an Offering

Term	Description
Registration Status	Current standing of the student's registration
Rejected	Rejected Course Offerings
Report	<p>One of ten electronically generated statements of Students' grades and level of educational achievement during a prescribed timeframe</p> <p>(See Evaluation Results Summary Report, Survey Results Summary Report, Certificate of Completion, Roster, Employee Summary Report, Prescriptive Rule Compliance Report, Prescriptive Rule Summary Report, Training Data Report, User Data Report, User Audit Report)</p>
Repositories	<p>The storehouse for Knowledge Based files</p> <p>(See Knowledge Base, Content Administration)</p>
Resources	<p>The Instructors, Location, Facility, Room, Equipment, and Inventory for an ILT Course</p> <p>(See Instructor, Location, Facility, Room, Equipment, Inventory)</p>
Required Not Successful	<p>Unsuccessfully completed Required Perspective Rule Courses</p> <p>(See Training Data Report)</p>
Required Planned	<p>The number of Required Courses in the Prescriptive Rule Plan</p> <p>(See Prescriptive Rule, Training Data Report)</p>
Required Successful	<p>Successfully completed Required Perspective Rule Courses</p> <p>(See Prescriptive Rule, Training Data Report)</p>

Term	Description
Requirement	Indicates whether the Learning Assignment is <ul style="list-style-type: none">• Required• Recommended
Room	Space or extent of space available for an ILT Course (See Resources)
Roster	Course student enrollment information that identifies all Students in a Offering by registration status (See Enrollment)
RTF	Rich Text Format Opens as a Word document (See Export File)
Rule Name	Specific name of a Prescriptive Rule

[BACK TO THE INDEX](#)



Term	Description
Session	Time of the ILT Offering
Session Template	Day and time of an ILT Course Offering, such as Monday, 8:00 to 5:00
Score	Score of the Student's test, if applicable

Term	Description
Skills and Competencies	An examination for the possession of required <ul style="list-style-type: none"> • Skill • Knowledge • Qualification • Capacity (See Survey)
Source	Person assigning the Course
Status (Enrollment)	Current standing of the Student’s enrollment <ul style="list-style-type: none"> • Planned • Registered • Successful • Unsuccessful (See Planned , Registered , Successful , Unsuccessful)
Status (Prescriptive Rule)	Current standing of the Prescriptive Rule <ul style="list-style-type: none"> • Active • Draft • Closed (See Prescriptive Rule)
Status (Student)	Current standing of the Student <ul style="list-style-type: none"> • Active • Leave • Paid Leave of Absence • Suspended • Retired • Unknown
Status Drop-down List	Drop-down list with current standing of the Course
Status (Report)	Drop-down list with current standing of the Student <ul style="list-style-type: none"> • Show Active Learners Only • Show Inactive Learners Only

Term	Description
Status: Planned	Number of Students in the Prescriptive Rule
Status: Registered	Number of Students who registered for the Course
Status: Successful	Successfully completed Recommended Prescriptive Rule Courses
Status: Unknown	Not completed Recommended Prescriptive Rule Courses
Student	An employee who is enrolled in Courses and Offerings
Successful	A completed Course that the Student passes The Training Administrator can now print a Certificate of Completion for the Student (See Training Administrator , Certificate of Completion , Student , Course)
Survey	An area of study, inspection, examination, or evaluation within the organization
Survey Results Summary Report	Monitors the results for a specific survey

[BACK TO THE INDEX](#)



Term	Description
Team	<p>Refers to anything related to the manager role</p> <p>Allows the Manager to view team members' enrollments and educational progress</p> <p>(Note: Instead of a Group Member, there is a Home Team window in BAI LMS 3.0)</p>
Termination Date	<p>Last day on the job</p> <p>(See Batch Update Profile)</p>
Test	<p>End of Course or Offering assessment</p> <p>(See Question Pools)</p>
Total Offerings	<p>Number of Offerings in the Student's Learning Plan</p>
Total Planned	<p>Number of Students in the Prescriptive Rule</p>
Training Administrator	<p>Person responsible for the oversight of the BAI LMS</p> <p>The responsibilities include</p> <ul style="list-style-type: none"> • Catalog Administration • Collaboration Administration • Content Administration • People Administration • Organization Administration <p>The Training Administrator also selects training for individuals and groups through Prescriptive Rules</p> <p>(See BAI LMS, Catalog Administration, Collaboration Administration, Content Administration, People Administration, Organization Administration, Prescriptive Rule))</p>

Term	Description
Training Data Report	Displays Students' completion results, pending enrollments, and planned learning
Training Progress Reports	Monitors the Students' training progress
Transcript	The official report of the Student, listing <ul style="list-style-type: none"> • Subjects studied • Grades received • Status • Certificate of Completion (See Certificate of Completion)
Type	Type of Assigned Learning <ul style="list-style-type: none"> • Course • Offering • Other

[BACK TO THE INDEX](#)



Term	Description
Unsuccessful	A completed Course where the Student does not achieve a passing score or grade
User Audit Report	Displays Students added during a specified date range, and lists active and inactive Students
User Data Report	Displays all Student-related information
User Information Reports	Displays the Student's information
Username	The person's unique log-in identification

[BACK TO THE INDEX](#)



Term	Description
Version	The revision number of the Course, if greater than one
Virtual Class	A WBT Offering with an Instructor

[BACK TO THE INDEX](#)



Term	Description
Waitlisted	Student waiting list for an ILT Course (See Enrollment)
Warning	Description of the registration problem
WBT	Web-Based Training An on-line Offering or Course with no Instructor
Wiki	A collaborative Website whose content can be added, edited, or deleted by members of the community

[BACK TO THE INDEX](#)

X

Term	Description
XLS	Excel Spreadsheet Opens as an Excel document (See Export File)

[BACK TO THE INDEX](#)

Y

Term	Description
No Entry	

[BACK TO THE INDEX](#)

Z

Term	Description
No Entry	

[BACK TO THE INDEX](#)