

#### Accessibility

In Web pages, it refers to the ability of a Web page to be viewed by everyone, especially people with disabilities who use various assistive technologies. Accessible Web pages take into account the special needs of visitors with auditory, visual, mobility, and cognitive impairments and give those users an equivalent browsing experience to that of non-disabled visitors.

#### Aggregator

A client software that uses web feed to retrieve syndicated web content such as blogs, podcasts, vlogs, and mainstream mass media websites. The aggregator provides a consolidated view of the content in a single browser display or desktop application. Such applications are also referred to as RSS readers, feed readers, feed aggregators, news readers or search aggregators.

#### Alternate Text (ALT Text)

Descriptive text included in code for HTML images that appears when the mouse is held over the image. The text should provide a concise alternative description of the image or image map that will make sense when heard through a screen reader by a visually impaired student.

#### Anti-Virus Software

A program that is written specifically to locate and remove harmful viruses from your computer. These programs constantly have to be updated to cater to new viruses, as they become known.

#### Assistive Technology

As defined by the Assistive Technology Act of 1998, the term refers to "any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities." Assistive technologies include: screen readers and magnifiers, closed captioning, alternative keyboards, and other special software and equipment that makes information devices more accessible. Also referred to as "Adaptive Technology."

#### Asynchronous

Communication in which interaction between parties does not take place simultaneously.

#### Avatar

A graphical representation of a user in online communities, such as bulletin boards, 3D chatrooms, virtual worlds, games, etc.

#### Bandwidth

The amount of spectrum a communication channel (analog or digital) uses, measured in hertz (Hz).

#### Blackboard

A course management system, or virtual classroom, that serves as the venue for online courses at LPC.

#### Blog (weblog)

A user-generated website where entries are made in journal style and displayed in a reverse chronological order. A typical blog combines text, images, and links to other blogs, web pages,

and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs.

#### Broadband

A term used to refer to high-speed communication networks that are designed to handle bandwidth-intensive applications.

#### Browser

An application program that interprets HTML and presents the final Web page. Used to "Surf the WWW". Examples include Internet Explorer, Netscape, Mozilla, and Safari.

#### Cache

A place to store something temporarily. Web pages you request are stored in your browser's cache directory on your hard disk. When you return to a page you've recently viewed, the browser gets it from the cache rather than the original server, saving you time and the network additional traffic. You can usually vary the size of your cache, depending on your practical browser.

#### Caption

A text transcript of the audio portion of a video file that synchronizes the text to the action contained in the video.

#### Client/Server

Client/Server distributes the processing of a Computer Application between two computers the Client & the Server - the principal being to exploit the power of each. The Client is normally a PC. The Application Program will access data and perform processing on the Server and using the data obtained via the server, more processing tasks will be performed on the Client. More than one user can use the application.

#### Compression

A technique used to considerably reduce the size of a file without losing any of the original information. The compression process alters the content of the file but this can and is completely recovered by reversing the process.

#### Cookie

A file that is written to your computer's hard disk when you access certain Web pages. The file contains certain information, often information that you entered when you displayed the page. The next time you access this page, a check is done to see if the Cookie exists. The information within the cookie may well influence what happens next.

#### Copyright

The exclusive right of ownership to a piece of work.

#### CPU

Central Processing Unit.

## CTRL

A term that represents the control key on the keyboard.

## Cut/Copy and Paste

This allows you to remove (cut) or copy sections from one document and place them in another document (paste).

## Discussion Board

A forum in Blackboard for the discussion of a specific topic or set of related topics.

## Distance Education

Instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

## Domain Name

The Domain Name is a unique name that represents each computer on the Internet.

"www.yahoo.com" is an example of a Domain Name. The "com" indicates that Yahoo is a commercial organization. Other codes include:

edu - Educational institution

gov - Non-military government organizations

mil - Military government organizations

net - Networks

org - non-profit organization

## Download

To copy files from another computer to your own computer via a network or using a modem.

## DSL

A telecommunications line that provides a fast, permanent connection to the Internet. DSL uses the copper wiring found in almost every home and office. Special hardware attached at both ends of the line allows data to transmit at a far greater speed than standard telephone wiring can.

## Electronic Book (E-book)

The digital media equivalent of a printed book. Such documents are either read on personal computers or on dedicated hardware devices known as e-book readers.

## Electronic Text (E-text)

Any text-based information that is available in a digitally encoded human-readable format and read by electronic means.

## Email

Electronic Mail is a way of sending other people messages from your computer. Widely used facility on the Internet that basically sends addressed messages over a network. The message normally gets there in a couple of minutes.

## Emoticon

Characters that express human emotions. Examples include:

Happy - :-)

Sad - :-(

Indifferent - :-|

A big smile - :D

Boredom - :-o

A smile & a wink ;-)

#### FAQ

Frequently Asked Questions - a term used to provide users with answers to those questions that we all have to ask.

#### Firewall

A combination of specialized hardware and software designed to keep unauthorized users from accessing information within a networked computer system.

#### Flash

Animation file format created by Macromedia. To view files in this format, you need to download the free Flash player.

#### GIF Files

A common type of image file used on the Internet. These files are compressed so they take up the minimum amount of space and can therefore be downloaded a lot quicker than other graphics file. GIF files are typically used for backgrounds, banners, advertisements, and buttons. These files, unlike other graphical file types, are limited to 256 colors.

#### HTML

HyperText Markup Language - the text based language used to construct many web pages and interpreted by Web browsers.

#### HTTP

HyperText Transmission Protocol is a protocol that computers on the Internet use to communicate with each other.

#### Hybrid Course

A hybrid course is a course that has any combination of on-campus meetings (excluding orientations) and online meetings. For example, a class meeting once online and the rest of the time face-to-face would be considered a hybrid. So would a class that meets once face-to-face (excluding orientations) and the rest of the time online.

#### Hyperlink

A highlighted, underlined phrase or word on a web page that can be clicked to go to another part of the page or even to another web page.

#### Instant Messaging

A service that alerts users when friends or classmates are online and allows them to communicate with each other in real time through private chat areas.

### Internet

The Internet is a worldwide computer network through which you can send a letter, chat to people electronically or search for information on almost any subject you care to think of. Quite simply it is a "network of computer networks".

### IP Address

The Internet Protocol address is a unique number that is used to represent every single computer in a network. All the computers on the Internet have a unique IP address. The format of the IP Address is 4 numbers separated by dots; e.g. 198.123.124.7.

### ISP

Internet Service Provider is a company that handles the link from your computer to the rest of the Internet. The ISP's central computer is linked to the rest of the Internet so the person using this service only pays the charges to connect from her home computer to the ISP's central computer.

### JPEG

JPEG is a type of image file used on the Internet. Like GIF files, JPEG files are compressed. Unlike GIF files, they are typically used for photographs.

### Listserv

An email program that allows multiple computer users to connect onto a single system, creating an online discussion.

### Login

These are the terms for the process of actually gaining access to the resources on a particular computer. Normally this is done by entering a username and a password.

### Logout

The process of actually ending your access to a particular computer.

### LOL

Laughing Out Loud - an abbreviation used in emails and chat rooms.

### Mailbox

The file or directory where your incoming email messages are stored on the computer of your Internet Service Provider.

### Modem

Modem comes from the two words Modulation and Demodulation. A modem converts information from analog to digital and vice versa. Digital information is represented in a series of 1's and 0's. Analog information varies continuously, such as a sound wave. Typically, when you send email, your modem converts the digital email message to analog.

### MPEG

Moving Picture Experts Group - a standard used on the World Wide Web for video and audio files. Compression techniques are used which enable the files to be transmitted across the internet significantly quicker than other audio and video files. The web browser you are using must be capable of running MPEG files.

#### Multimedia

Multimedia is the presentation of video, sound, graphics, text and animation by appropriate software.

#### Netiquette

Netiquette is a combination of Internet and etiquette. Basically, it describes things you should and shouldn't do while communicating online.

#### Network

A network is basically a series of wires and cables that connect a number of computers. Data is exchanged between computers via these cables. The maximum speed at which the data can be transmitted is called the bandwidth.

#### Online Course

An online course is a course conducted over the Internet. You log into your course to, among other things, access class documents, read announcements, communicate with your instructor and classmates, complete assignments, participate in discussions and groupwork, and take quizzes and tests.

#### Operating System

The software that runs your computer. Examples are Windows XP and Mac OS X.

#### OS

Operating System

#### Password

The password is a code known only by a user to ensure that the individual who is trying to log in is the actual person that the username belongs to.

#### PC

The Personal Computer - Quite simply, a computer designed to be used by one person at a time. It is often used to refer to computers with the Windows operating system.

#### PDF

Portable Document File - a file format created by Adobe that keeps all formatting in place when viewed on the Web. Users need the free Adobe Acrobat Reader to view PDF files.

#### Plugins

Computer programs that interact with a main (or host) application (a web browser or an email program, for example) to provide a certain, usually very specific, function "on demand".

Examples include Portable Document Format (PDF), and media players such as Flash and Quicktime.

#### QuickTime

A media file format created by Apple. To view files in this format, you need to download the free QuickTime player.

#### Radio Button

Radio buttons are often used when you have to make a choice. For example, an online multiple choice quiz would contain radio buttons so the student could choose "a" "b" "c" or "d".

#### RealMedia

RealAudio and RealVideo formats are known collectively as RealMedia. These formats were created by the company RealNetworks. To view files in this format, you need to download the free Real player.

#### Real Time

An electronic operation that is performed in the same timeframe as its real-world counterpart. For example, real time video transmission.

#### RSS (Really Simple Syndication)

A family of web feed formats used to publish frequently updated content such as blog entries, news headlines or podcasts. RSS makes it possible for people to keep up with their favorite web sites in an automated manner that's easier than checking them manually.

#### RTF

A file format - stands for Rich Text Format. Developed by Microsoft. Most word processors can process RTF files - the format was developed to enable documents to be transferred between application programs. Rich Text Format Files have the file extension RTF.

#### Screen Reader

Software that reads the content of a computer screen aloud. Screen readers can only interpret text content, so all graphic and multimedia must have alternative text descriptions using ALT text, captions, transcripts, or other methods.

#### Search Engine

One of the most essential tools on the Internet, they help you find web sites relating to a particular subject. Most of the information provided by search engines is categorized so the search can be considerably refined before you even begin. Search engines are basically huge databases containing millions of records, which include the URL of a particular web page along with information relating to the content of the web page. The search engine obtains this information via a submission from the author or by the search engines performing a "crawl" using "robot crawlers" over the Internet for information.

#### Server

A computer with a special service function on a network, generally receiving and connecting incoming information traffic.

### Shockwave

Animation file format created by Macromedia. To view files in this format, you need to download the free Shockwave player.

### Signature

The three or four lines at the end of an E-mail message that provides additional information about the sender.

### Snail Mail

A term that email clients use to describe the traditional mail or post office service. A note will take seconds to go from London to Sydney via email but a number of days via snail mail.

### Social Networking

Web-based communities of people who share interests and activities, or who are interested in exploring the interests and activities of others. Examples include MySpace and Facebook.

### Spam

Sending emails to people whom in no way asked to have those emails sent. It's normally done in huge numbers to promote a product.

### Streaming Media

A process that allows media files to be transmitted from the Internet back to the user's computer in streams. The file starts playing (i.e. you hear audio or see video) before all of the data has been received, giving the effect of playing the sound instantaneously.

### Surf

Surfing the net – the most popular activity on the World Wide Web. Looking around the Internet, jumping from Web page to Web page just going to wherever strikes your fancy at the moment.

### Synchronous

Communication in which interaction between participants is simultaneous.

### Thumbnail

A small version of an image (about the size of your thumbnail).

### Thread

A series of messages or postings all related to the same topic.

### Timed-Out

Timed out that some predefined amount of time has been exceeded. If you connect to the Internet and do not use the system for a predefined amount of time, you might get timed out, or logged off. This generally happens to free up a connection for someone else to use.

#### Toolbar

The Toolbar sits across the top or down the side of a particular window. The toolbar allows the user to perform certain tasks, such as opening a file or printing a document. The toolbar can usually be customized so that the user can add those tasks that are most regularly performed.

#### Turnitin

An anti-plagiarism service that compares submitted papers against billions of pages on the Internet, including most paper mills and cheat sites. In addition, it also compares papers against commercial databases, electronic books, and millions of student papers already submitted to Turnitin.

#### Upload

To copy files from your own computer to another via a network or using a modem. Opposite of download.

#### URL

Uniform Resource Locator. It is the address of web sites.

#### Username

The name that identifies you to the computer or network or web site. Normally, the username is followed by the password when logging in.

#### Virtual World

A computer-based, three-dimensional simulated environment intended for its users to inhabit and interact via avatars. Many of these are online and used for student learning. An example is Second Life, which was developed by Ohio University.

#### Virus

This is a program that can damage the files on your computer. It is often created intentionally by hackers.

#### Virus Scan

A program that a user will invoke in order to check that their computer contains no known viruses.

#### Vlog (video blog)

A blog that comprises video. Regular entries are typically presented in reverse chronological order and often combine embedded video or a video link with supporting text, images, and other metadata.

#### Webconferencing

A conference held between a number of people in different geographic locations. Each has a computer with a webcam attached. Each person is recorded on the camera and the image is played back on the other participants' computer by a special application program.

#### Web page

A document that contains information that can be seen on the Internet.

#### Web site

A group of Web pages that have been developed together to present information on a specific subject.

#### Wiki

A collaborative website which can be directly edited by anyone with access to it. Wikipedia is one of the best-known wikis.

#### Wireless Technology

Technology used for mobile IT equipment. It encompasses cellular telephones, personal digital assistants (PDAs), and wireless networking.

#### WWW

The World Wide Web - The Internet facility that allows you to browse linked web pages.

#### WYSIWYG

Stands for What You See Is What You Get. Basically, it means that what you can see on the screen is what you will see on paper when you print the screen contents.

#### Zip

Zip files contain vast amounts of information that have undergone compression to reduce the amount of space that the data take up. This file type is very popular on the Internet. An application that, for example, requires five megabytes of disk space can be compressed into a two megabyte zip file that is obviously quicker to download. Two popular Zip programs are PKZIP and WinZip. Both can compress data into a zip file and extract the contents from a zip file. Zip files have a file extension of ".zip".