



# The **TalentLMS** Dictionary



# Index

Pick a letter

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



## Administrator

Administrators are the people responsible for managing TalentLMS. Administrators create and manage branches and are the ones responsible for the global settings of the account. They have access to all the reports available in the platform, the importing and user management features, and the events engine.

## Announcements

TalentLMS allows you to create and customize announcements for registered and non-registered users. There are two types of announcements: **External announcements** appear to users on the homepage, before they log in to TalentLMS. **Internal announcements** appear to users at the top of the dashboard, after they've logged in to TalentLMS.

## API

APIs let two systems talk to each other. You can use our API to have your website integrate and exchange data with your TalentLMS account. Used for websites not natively supported by TalentLMS.

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## Assignment

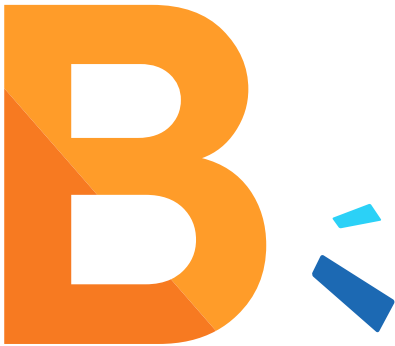
TalentLMS lets instructors give assignments to learners, who can then submit their answers in various formats (Plain text answer, File upload from the learner's local disk, Video Recording, Audio Recording or Screen Recording). Once the system receives the learner's response, an instructor must manually review and grade the assignment.

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## Automations

Automations are a series of specific actions triggered by specific events according to your specified parameters.

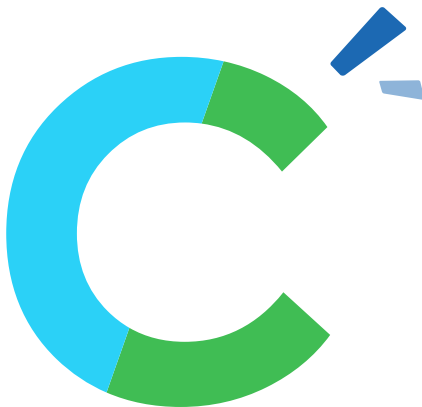
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## Branches

Branches let you organize your portal into independent sub-portals (e.g., company departments) with their own administration and branding, and their own sets of rules, users, and courses.

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## Capacity

TalentLMS lets you limit the maximum number of users that can register for a course. When creating or editing a course, you can adjust the capacity to restrict the number of users who can enroll in the course.

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## Categories

Categories are a way to organize how your courses are displayed in your course catalog. You can add courses to categories to display them together in the course catalog. [Related article here](#)

## Certifications

Certificates are awards and they are issued once a learner has successfully completed a course.

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## Clone Course / Clone Unit

Cloning is a time-saving tool that allows you to copy courses and units within your account. When you clone a unit or a course, it's automatically named after the original, followed by the indication (clone). A clone is a replica of the original that can be customized and managed as a completely separate entity.

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## Code view

Code view allows an instructor to edit content in a course using HTML and CSS code. [Related article here](#)

## Conferences

Conferences are independent online meetings that are not part of any course, and users can attend optionally without being graded.

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## Coupons

TalentLMS lets you offer different types of discount coupons to learners and customers for one or more paid courses. [Related article here](#)

## Course Catalog

A list of courses available to your learners. Learners can enroll in any courses available in the course catalog. The course catalog can be found on the learner's dashboard on the top right of the screen.

## Course Store

The Course Store houses ready-made courses by multiple creators, including courses from our own TalentLibrary, other TalentLMS customers, and individual courses by external, well-known providers. To activate TalentLibrary courses, you'll need to upgrade your subscription to include TalentLibrary. Once upgraded, you can add TalentLibrary courses to your Course Catalog. In regards to individual courses, you can license individual courses à la carte, or buy a bundle license that gives you access to select subsets of a provider's library. When you do so, they're automatically added to your Course Catalog.

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## Credits

TalentLMS lets you offer users the option to pay for their purchases off-site and use credits to get their courses from your portal. [Related article here](#)

## CSS

TalentLMS allows you to pick your theme and customize it to build your ideal portal. Themes can be customized further with CSS. [Related article here](#)

## Custom Course/User fields

Additional fields you can add to Users or Courses to create more information-rich profiles. Can be used in certificates, notifications, and custom reports.

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**More on how to work with custom course fields:**

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## Default Group

A group that new portal users are added to automatically on registration. Once a user is added to the default group, they are also automatically enrolled in all of the default group's courses.

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## Default user type

This is the user type that is assigned to new users to your portal on registration. You can find this under Account & Settings on the Users tab or, for Branches, click on a branch and navigate down to the Users section.

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## Discounts

If you have paid courses in TalentLMS, you can offer discounts to your learners. These discounts can be applied globally or to specific course bundles.

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## Discussions

TalentLMS lets you and your users communicate with each other through discussions, a forum-like tool. Discussions are created and moderated by Instructors. By default, discussions are enabled for all users.

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## E-commerce

E-commerce (short for electronic commerce) is the activity of electronically buying or selling products or online services over the Internet. TalentLMS supports Stripe and PayPal as its payment providers.

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**More on how to work with PayPal:**

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## Events Engine

This is where you manage the notifications and automations of TalentLMS.

## Export

Exporting is an easy way to get a complete snapshot of your TalentLMS setup, including users, courses, groups, branches, and your whole structure in an Excel or CSV file.

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## Favicon

A favicon is a small icon that represents your site. You can find it in the browser address bar next to a page's name.

To upload a favicon and logo in TalentLMS, go to Account & Settings on the Basic Settings tab or, for Branches, click on a branch, go to the Info tab, and scroll to the Identity section.

## Featured Courses

You can customize your homepage by highlighting a selection of courses. A section can have a maximum of 12 featured courses.

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## Gamification

Gamification is a feature to boost user engagement in TalentLMS by applying game-design elements (such as points, badges, and levels) to activities performed in TalentLMS.

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## Grid View

The course catalog can be displayed in List or Grid view based on user preference.

## Groups

Groups bring together learners who need to be assigned to a common set of courses.

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## Homepage

The homepage is the landing page for your learning portal. It features the external announcement and can be further customized to display media-rich content, or it can be a simple login page for your learners. You can set up individual homepages per branch if you so desire.

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**More on branch homepage customization:** [Related article here](#)



## iFrame

iFrame is a technology that allows you to embed content from external web resources directly into your TalentLMS courses. It lets learners view external web resources without leaving the portal.

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## ILT (Instructor-Led Training)

An ILT is a conventional training method where an instructor conducts the lesson in a classroom-type environment. ILT sessions can be held either at a physical location (i.e., a meeting room, an office, etc.) or a virtual one (e.g., as a webinar conducted through video conferencing tools).

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## Import

Importing is an easy way to add users, branches, courses, and other info by uploading lists to TalentLMS. You can import Excel and CSV files.

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## Infographic

TalentLMS provides a series of useful system stats in an infographic. Your overall system infographic displays general information about current portal usage and activity. Different sections of the infographic can be customized to suit your organization's needs.

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## Instructor

The instructors are the people responsible for creating courses in TalentLMS. Instructors create ILTs and webinars and are responsible for grading assignments. They also have access to course reports. An Admin can quickly change to Instructor view by clicking on their name at the top of the page and selecting the Instructor option from the dropdown menu.



## Javascript

TalentLMS allows you to pick a theme and customize it to build your ideal portal. Themes can be customized further using Javascript.

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## Join group

In TalentLMS you can allow your learners to self register to a group by using group keys. Once a learner is provided with a key, they can click on Join group from the left of their dashboard, enter the group key, and join the relevant group.

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## Key Points

You can customize your TalentLMS homepage by adding Key points. Each section can have a maximum of 4 key points.

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## Knowledge Base

Help is always available inside TalentLMS. You can find our Knowledge Base articles by clicking Help and selecting Knowledge base.



## Leaderboard

The leaderboard is part of TalentLMS's gamification engine. Essentially a scoreboard, the leaderboard shows the names and current points, levels, and badges of your learners. The leaderboard is unique to each branch, so learners of a branch 'compete' only with each other and not with people from other branches or the main portal.

## Learner

The learners are the people who are taking courses in TalentLMS. An Admin or instructor can change to learner view by clicking on their name at the top of the page and selecting Learner from the dropdown menu.

## Learning path

The learning path feature lets you easily build connections between courses, allowing your learners to take them in a predefined order. Courses organized into a learning path can be considered part of a subject or a bigger topic.

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## Likert Scale

A Likert scale is a rating scale that measures agreement, satisfaction, frequency, likelihood, quality, and more. Learners select the degree they agree to a question or statement.

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## Link Unit

To save time and effort, TalentLMS lets you reuse units from other courses by linking to them instead of cloning or re-uploading them. When the original unit is updated, all linked units are automatically updated as well.

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## List View

The course catalog in TalentLMS can be displayed in List or Grid view, based on user preference.

## LMS

### (Learning Management System)

An LMS is a software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

## Logo

You can customize the logo for your main portal and any branches. The logo on the top left serves as a home button as well.



## Mass actions

To save you time and effort, TalentLMS lets you perform a series of actions on multiple users or courses at once.

## Messages

TalentLMS lets you communicate with people across your portal quickly through its messaging platform.

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## Micro Statistics (Infobox)

Learners in TalentLMS have quick access to their own mini-statistics dashboard showing important information on their learning activity. By default, the micro-stats bar is visible on the learner dashboard once they log in. If not visible, the learner clicks on the (i) icon to make the bar visible.

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## Notifications

Notifications are automated emails that alert your users, instructors and admins of specific events. Notifications are triggered by these specific events (e.g., when assignments have been graded).

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## Overrides

TalentLMS overrides allows the admin to use their preferred alternatives to words or phrases across their portal.

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## Overview tab (Reports)

The overview tab is the first page of every report that you download. It shows a brief summary of the info that the report refers to.

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## Password Settings (Users)

To help you reinforce your portal security, TalentLMS lets you apply specific password policies according to your needs.

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## Portal

A portal is a TalentLMS domain and includes the main site as well as any branches that might exist under it.

## Progress bar

The TalentLMS course progress bar shows learners how far they have advanced in their course. By default, it's displayed at the top of the course unit list.

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## Question Types (Users)

You can use tests in TalentLMS to evaluate your learners' progress. Here are the question types you can choose from: Multiple choice, Fill the gap, Ordering, Drag-and-drop, Free text, Randomized, and Import.

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## Randomized Tests

Instructors indicate the questions they'd like used, and TalentLMS will automatically create a randomized test.

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## Related User

This term appears in the recipients' list of notifications. It refers to any user affected by the action that eventually triggers the notification. E.g. On course completion, the related user is any user who completed a course and will receive an automated email triggered by this action.

## Reports

Reports is a system of data collection and analysis of your TalentLMS portal, divided into User, Course, Branch, Group, SCORM, Test, Survey, Assignment, and ILT reports. Custom Reports are also available on all Plus, Premium and Enterprise plans. Reports can be exported in Excel file format or scheduled and sent to specific recipients weekly or monthly.

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## Role

TalentLMS is structured around three main user roles (Administrator, Instructor, and Learner). These roles provide the basis for the default user types (i.e., SuperAdmin, Admin-type, Trainer-type, and Learner-type) and custom user types.

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## SCORM (Shareable Content Object Reference Model)

SCORM is a set of technical standards for eLearning software products. SCORM files are created in tools outside TalentLMS and then uploaded as-is as units in a course. Some of the most common SCORM tools are: Articulate, iSpring, and Adobe Captivate.

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## Section

Sections act as dividers between units. They allow you to organize your content in a course better and give you granular control over how you share it.

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**More on how to use Sections to delay content availability:**

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## Single Sign-On (SSO)

SSO is an authentication scheme that allows users to log in with a single ID to several related yet independent software systems.

## Smart Tags

Smart Tags help TalentLMS pull personalized data from your system to use in your custom notifications and certifications.

## Survey

A survey is a list of questions that helps extract info from a particular group of people. Use surveys in TalentLMS to learn and collect info about your learners' thoughts, opinions and feelings regarding any topic you choose.

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## TalentLibrary

TalentLibrary is a collection of ready-made video courses by TalentLMS. These animated training courses cover all types of skills needed for success at work. They're available in English and Spanish.

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## Test

A test is an educational assessment that measures a test-taker's knowledge.

In TalentLMS, a test contains one or more questions of varied types that have pre-determined answers. Once an Instructor sets test rules, TalentLMS takes over and grades learner responses and calculates a final score automatically.

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## Themes

TalentLMS allows you to pick a theme and customize it in order to build your ideal portal. Themes can be customized further with CSS or Javascript.

## Timeline

The TalentLMS Timeline shows the 'history' of the portal and allows administrators to keep continual track of current and previous portal activity.

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## Training Matrix

The Training Matrix is a report for tracking the training progress within an organization at a glance. It displays the training status of learners across multiple courses on a single page and can be further filtered to provide this info on a branch or group level.

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## Unit

Units are the individual course modules that make up the bulk of a course. An Instructor can use different unit types in a TalentLMS course, such as: Content & Web Content, Videos, Audio, Presentations, Documents, SCORM files, iFrames, Tests, Surveys, Assignments, Instructor-Led Training Sessions, and Sections.

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## User Types

The TalentLMS platform is structured around three main roles: Administrator, Instructor, and Learner. Each role defines standard user behavior in the system. Based on these three roles, you can create custom User Types with varying permissions to define their behavior down to the last detail.

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## Video Transcoding Service

The video transcoding service in TalentLMS is the service responsible for the conversion of video files uploaded in a format that the system can work with. This involves translating all three elements of a digital video at the same time — the file format, the video, and the audio.





## Web Content

Web Content is content imported into a TalentLMS course from a wide range of external web sources. The embedded content types that TalentLMS officially supports are: YouTube, Vimeo, Wistia, Wikipedia, Slideshare, Scribd, Prezi, and Flickr.

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