

Glossary of Terms

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A

Activity

A learning item within a course such as a [Quiz](#), [SCORM](#), or [Forum](#) which involves active participation from learners.

Audience

A group of users which may be created manually (a Set Audience) or added and updated automatically by users meeting predefined criteria (a Dynamic Audience). An Audience can be assigned access or visibility to specific Courses, Programs, and/or Certifications as well as assigned to specific Learning Plans, Appraisals, Goals and/or Roles.

Authenticated User

A user who logged into the learning management system who does not have a Role within the current Context.

Authentication

The mechanism by which a user is logged into the system.

Appraisal

A multi-stage, multi-page performance, learning and development evaluation online form featuring a range of custom and/or predefined questions.

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B

Badge

A digital, verifiable recognition of learning and achievement that may be issued automatically based on predefined criteria.

Block

A Plugin type within Totara LMS that provides functionality in a widget type format. Blocks are usually located on the left or right side columns and can be moved, removed, or edited as required.

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C

Capability

An action within the LMS that a specific user Role may or may not be allowed to undertake depending on their Permissions.

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Certificate

An electronic award of achievement based on a traditional paper-based Certificate layout. Certificates can be branded, personalised, and set to be automatically issued to individuals based on predefined criteria.

Certification

A recurring training requirement where an initial certification and a re-certification learning path is defined, tracked, and managed to ensure completion and compliance.

Category

A grouping or folder of similar or associated Courses. A Category may have any number of sub-Categories.

Competency

An achievement, skill, or knowledge a learner may, might or must obtain and/or demonstrate.

Components

Types of learning that form a Learning Plan and may include Courses, Competencies, Programs, and/or Objectives.

Conditional Access

Also known as Restricted Access. Restricts access to specific activities based on the user meeting predefined criteria.

Course

A single learning environment for enrolled learners, containing content in the form of one or many Activities and Resources.

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D

Dashboard

A customised and configurable variant of a My Learning page that can be assigned to specific Audiences.

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E

Enrolment Plugin

The mechanism by which a learner is enrolled in a Course.

Evidence

A description, URL, and/or file demonstrating or verifying the achievement or partial achievement of a Competency.

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G

Goal

A Personal or Company-wide objective assigned to an individual or group of individuals.

Group

A collection of learners within a course which allows restriction of access to specified Activities and Resources.

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H

Hierarchy

A representation of a structure or framework which contains top level, or parent, items and child items. Totara LMS supports Positional, Organisational, Competency and Goal Hierarchies.

HR Import

Functionality that allows the manual or automated import, update, and deletion of User, Position and/or Organisation information within the system either via csv file upload or direct external database connection. Previously known as Totara Sync and HR Sync.

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L

Language Pack

A collection of translated words and strings which may be installed on Totara LMS, to allow navigation, functionality, and contextual help to be displayed in non-UK English.

Learning Plan

A personal and/or professional development plan composed of selected learning items within one or many Components with a set workflow for creation, update, and completion.

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M

My Learning

A bespoke and personalised landing page for all users that can be customised to their individual requirements.

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O

Objective

A unique learning or development goal that may be set via an individual's Learning Plan.

Objective Scale

A customisable rating system against the achievement or partial achievement of a Competency.

Organisation

A team, section, or location that sits within an Organisational Hierarchy. Organisations may be linked to Competencies and/or Goals.

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P

Permission

The Allow, Prevent, or Prohibit settings against the various Capabilities that make up the access rights within the LMS within a specific Role Context.

Plugin

A core or custom module or add-on within Totara LMS which provides specific features and functionality. Examples include Activity, Authentication, and Enrolment plugins.

Position

A job position or performed role that sits within a Positional Hierarchy. Positions may be linked to Competencies and/or Goals.

Program

A prescribed learning path made up of one or many Courses with 'and/then/or' conditions between sets of courses.

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R

RPL

A system to accredit a learner's previous training and experience towards the completion of Activities, Resources, and/or Courses. Stands for Recognition of Prior Learning.

Resource

A learning item within a course such as a Page, Label, or File which involves a read or view level of participation from learners.

Restrict Access

Also known as Conditional Access. Restricts access to specific activities based on the user meeting predefined criteria such as user profile, grade, date and completion of other activities.

Role

The access rights and associated Capabilities an individual holds within the LMS.

Role Context

The area of the LMS where a Role may be assigned or overridden and includes System, User, Category, Program, Course, Activity, and Block.

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S

SCORM

A standard for saving/packaging and launching e-learning content within Learning Management Systems and an Activity type within Totara LMS. Stands for Shareable Content Object Reference Model.

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T

Theme

The design, look, and feel of your site. A theme is usually based on HTML, CSS, and Javascript. It can be either custom made or configured via the administrative interface.