

FOCUS Help File

Glossary



This glossary will assist in learning the terminology.

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FOCUS Terms	ETMS Terms	Meaning
Roles		
Learners	Training Participants	Registers for courses, takes courses, prints/uploads certificates, prints transcript, submits external training requests.
	Training Coordinator Role	ETMS: An Employee who manages out-service, off of training schedule trainings, designated by the Manager. Manages training records and compliance for the members of their Training Group FOCUS: Role not currently being used
Information Role	Information Role	A Learner who can view reports; required for accounting, travel, and compliance roles
Instructor Role	Instructor Role	ETMS: Employee that has completed an instructor development program and has the ability to submit Training Attendance Rosters FOCUS: Learner that has rights to create, publish, and deliver online learning; will have Sections assigned that they manage. FYI: This role is a work in progress as we navigate the needs of field Instructors
Supervisor Role	Supervisor Role	A Learner in a supervisory classification ETMS: that has been selected by an Employee as a Primary or Alternate Supervisor FOCUS: Supervisors will need to go in to the system and select their Learners

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Training Group Manager Role	Manager Role	A District Superintendent / Headquarters Section / Office Manager in charge of a Training Group; or their designee (must be a Manager (preferred)/Supervisor) FOCUS: only one Manager per Training Group
Training Specialist Role	Training Specialist Role	A Learner who manages in-service, in Department training listed on the training schedule (mainly in person trainings)
Platforms		
Blackboard		Platform- where online learning content is created, displayed, published, and taken. (Classroom). Also referred to as Bb.
Genius		Platform-anyone with a role beyond Learner (e.g. Manager) has access to Admin dashboards for reporting and actions. (Administration office)
Learn		Platform-Learners can view the course catalog, register for training, view transcripts (training records), and upload certificates. (Registration office)
Definitions and Terminology		
Affiliations / Training Groups	Training Groups	Sub-groups of users set up in a hierarchy. There can be multiple levels in the hierarchical structure.
Asynchronous	Online / Web	24/7 self-paced online training.

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Bb Super System Administrators	ETMS System Administrator(s)	This role has the highest level of privileges: creates user-based reports/dashboards, sets up emails/notifications, bulk user uploads, troubleshoots, create custom queries/reports, and submits tickets to Behind the Blackboard and Genius for system-level issues.
Certificate	Certificate of Completion	This appears on a Learner's training record, and is printable. This acts as evidence that a course is completed. The certificate will have a background image with dynamic fields.
Completion		This occurs when a Learner finishes the course requirements (pass/fail, grade, attendance)
Course Developer	Course Facilitator	Individuals within the Divisions who act as subject matter experts. They primarily develop training content that would be uploaded into Blackboard Learn.
Dashboards	Homescreen	A user's page within the Bb Registration (Genius) environment that contains user-specific information about courses, enrollments, and reports. This is usually the landing page for a user after they authenticate.
Face-to-Face Training (F2F)	In-person	Learners go to a physical space the same day and time for a training event.
Hybrid/Blended Training	Mixed Offering / Presentation	Participants attend the training in multiple modalities, including online and F2F.

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Learning Paths	Classification, training program series, required programs	A set of courses that a user can be enrolled in together because it is a cohesive learning experience. May be a block of required programs based on Department or Classification requirements.
Module		A box of information that appears on a user's Learn Organization page or Bb Registration Dashboard, according to their system role and privileges.
Registration	Submit Training Request	This occurs when a Learner is enrolled in a Section of a Course.
Reports		Data compiled into a visual or spatial format; can create custom queries within the Bb Registration module. These can appear on a user's dashboard or be exported.
Sections	Training Program	One offering or event that is associated with a Course; Learners are enrolled in Sections. ETMS: Group numbers and/or Program Dates
Self-Service		Tasks that individuals can accomplish on their own within the system. These usually appear on a user's dashboard or within the course catalog workflows.
Synchronous	Live	Real-time online training via web conferencing tool; it is scheduled for a particular day and time. It may be recorded and made available after the event.
Terms	(Training) Date Range	A fixed timeframe for a training; could be ongoing.
Transcript	Training Record	Documentation of an individual's training history.