

Claro Authoring Terminology

There are a few terms related to authoring in Claro that you'll want to be familiar with:

- **Account:** There are two types of accounts in Claro, the User Account and the Organization Account. An organization account is a group that contains the administrators, authors, and reviewers in a team. An organization account may be a company for our Partners or a branch, department, campus, or location for our Enterprise customers. A user account is an individual user's account within that organization.
- **User Account menu:** A drop-down menu in the upper right corner of Claro accessed by clicking your name. From this menu you can edit your profile, invite users, request more seats, open the Support forum, and Sign Out.
- **Actions:** An interaction you can add to an element for user interactivity. You can add Actions such as a Mouse Event, Player Control, Open a Web Address (URL), and Open a Library File. Also referred to as Interaction.
- **Administrator:** A user in Claro with access to all tools within a specific Claro account. This includes all features, courses, and assets included with their subscription type.
- **Alt:** A field for alternative text (alt-text) information for elements that are not plain text, e.g., graphics, images, shapes, charts, and buttons. Alt-text should be succinct. It should explain the purpose and function of the image/element (not just a description). Alt text is useful for accessibility and Section 508 compliance as this is what is read by screen readers.
- **Application Menu:** A drop-down menu in the upper left corner of Claro accessed by clicking the blue button to the left of the Home tab. This menu accesses many other tools within Claro beyond course authoring, including the [SplashBoard](#), Browse Courses, New courses, Current Course functions, Publish options, Reporting, Users management, Support, Help, and Sign Out.
- **Assets:** Supporting files that can be used in your course pages. These include graphics, audio, video, etc.
- **Author:** A user in Claro with access to courses they make themselves as well as courses they have been assigned to. Authors have access to company assets, assets for courses they are assigned to, and access to any assets they have uploaded.
- **Authoring:** Creating elearning courses using Claro (or another software system with built-in programming features and tools).
- **Bounding Box:** The area an element takes up; delineated by a dotted line. Bounding boxes can be shown or hidden.
- **Button:** A common word used to refer to interactive elements, such as an image or other element used to link to or control something else. A button can be created in Claro using a [Hotspot](#) or [Action](#) with a Mouse Event, Player Control, Open a Web Address (URL), or Open a Library File.
- **Check In:** The action performed when an author is finished editing a [Learning Object](#) in Claro; it provides protection and version control when a team uses the same objects.

- **Check Out:** The action performed when an author wants to edit a [Learning Object](#) in Claro; it provides protection and version control when a team uses the same objects.
- **Clipboard:** Short-term storage on your computer for copy and paste operations.
- **Course:** A complete set of lessons (comprised of [Modules](#) and [Learning Objects](#)) about a topic or related topics. A course is identified by a course title, properties, and ID number. Courses are often part of a larger curriculum, which is a series of courses geared towards a specific application, job or training group.
- **Course Player:** The delivery package for the course that includes navigation bars and buttons, a menu, and other tools. The player also tracks and stores completion data for delivery to an LMS.
- **Course theme:** A package set that governs the look and feel of the course. This includes the visual design of the navigation bars, the course page background image (if there is one), and the Cascading Style Sheet that governs design elements like font styles for headers and body text, shape and chart default colors, etc.
- **Course tree structure:** The organization of a course in Claro, which contains [Modules](#), [Learning Objects](#), and [Pages](#). The tree structure can be seen in the Course left panel.
- **Element:** Any item you can place on the stage and see in the Layers panel (e.g. text, image, Flash file, movie, audio clip, shape, hotspot). An element has a [Bounding Box](#) around it. An element may be an object you add to the page directly or an asset from the [Media Library](#).
- **Embed Video:** An element you add to a page that opens a video embedded from a video provider such as YouTube.
- **Field:** A box that you type information into.
- **Flash:** A vector animation or interactivity created in Adobe Flash and saved as a SWF file. Flash files can also be saved as Flash Video (FLV) and added to Claro as video files.
- **H:** Abbreviation of Height; the height size for an element.
- **Hotspot:** A button area used to link to or control something else (a Mouse Event, Player Control, Open a Web Address (URL), or Open a Library File).
- **Icon:** A small picture or symbol used to represent a tool, function, or process in Claro.
- **Image Map:** An area you define on an image that is used to link to or control something else (a Mouse Event, Player Control, Open a Web Address (URL), or Open a Library File).
- **Interaction:** An element the user accesses with their mouse (through a click, double-click, mouse over, or mouse down) that triggers an event or opens a link. Also referred to as [Action](#).
- **Keyword:** A property of a [Learning Object](#) that allows an author or a learner to search the Learning Objects for quick reference.
- **Layers:** A panel that displays the layers of elements on a page. An element at the bottom of the Layers panel is behind every other element; the element at the top is above every other element.
- **Layout:** An arrangement of placeholders on a page. In Claro, there are a number of page and question layouts available.

- **Learning Object:** A self-standing container or folder for pages that is created to address a specific instructional objective.
- **Link:** A hyperlink or button connection to something else (a Mouse Event, Player Control, Open a Web Address (URL), or Open a Library File).
- **Link target:** An element that can be linked to from another element (the link target is the element you want to show or hide).
- **LMS:** Learning Management System; an application designed to control the administration, tracking, delivery and reporting of learning activities including courses, conferences, online, instructor-led, and other offerings.
- **Media:** An asset such as an image, audio, video, multimedia or Flash file.
- **Media Browser:** A handy tool for quickly searching, uploading, and inserting media from the **Media Library**. The Media Browser opens when you click a media placeholder or click a media button from the Insert tab. You can also open the Media Browser from the View tab in the Tools section.
- **Media Library:** The asset container where all media is stored in Claro. To open the Media Library, click the **Media Library QuickLink** button at any time.
- **Media Stream:** An element you add to a page that opens a video from a streaming media provider. Media Stream takes the URL from a streaming server and plays it in Claro's media player. Only .flv, .mpeg, and .h264 content can be streamed (keep in mind that FLVs won't play for a learner viewing a course on an iPad).
- **Module:** A group of [Learning Objects](#) placed together in a course structure.
- **Mobile:** In Claro, a course intended for delivery on a mobile device such as a SmartPhone (iPhone, Android, BlackBerry, etc.) or tablet.
- **Mouse Event:** An action that occurs when a pointing device such as a mouse is used. See Interaction.
- **Multimedia:** Media files other than images, such as audio, video, and Flash files.
- **Object:** A container for a group of items (e.g. a [Learning Object](#) groups content pages, reviews, and tests; a [Review](#) object groups review exercise pages, a [Test](#) Questions object groups test question pages).
- **Objective:** An objective is a specific, measurable, and targeted statement with a defined outcome. It typically describes the conditions, the behavior and the standard for successful completion. A **learning objective** (or performance, instructional, behavioral objective) describes what learners should be able to do when they complete a learning activity (a course or part of a course). An **enabling objective** describes something learners must do to show accomplishment towards the course or terminal objective. A **terminal objective** (or **course objective**) describes what the learner should be able to do at the end of the training course.
- **onClick:** A function called during a [Mouse Event](#) when the mouse is clicked once.
- **onDbClick:** A function called during a [Mouse Event](#) when the mouse is clicked twice.
- **onMouseOver:** A function called during a [Mouse Event](#) when the mouse is moved over the element.
- **onMouseDown:** A function called during a [Mouse Event](#) when the mouse button is pressed down.

- **Page:** A collection of elements and interactions that will appear on one screen or page in the course player for the end user.
- **Panel:** A part of the Claro interface that provides a collection of specific tools and functions. The left panel contains the Course and Layers tabs and remains open during authoring. The right panel opens only when editing an object, page, or element.
- **PENS:** A content update notification protocol standard (Package Exchange Notification Services) created by the AICC (Aviation Industry Computer-Based Training Committee). Allows for easy transfer of SCORM packages from an authoring environment to an [LMS](#).
- **Placeholder:** An item placed on a layout page that allows you to click to insert text or media. Placeholders are locked for position initially but you can unlock them if you want to move or re-size them.
- **Player Control:** An action to affect the [Course Player](#) navigation for the end user.
- **Pop-up:** A window or panel that opens through an action such as a click or mouse-over.
- **Properties:** Details, settings, metadata and other information about an element or object. The Properties right panel opens when you double-click to edit.
- **px:** Short for pixel. A pixel is a picture element, representing a single unit in a raster image. The area of a page in an online Claro course is 1010 pixels wide by 600 pixels high. This allows room for the navigation toolbars for a typical 1024 x 768 computer monitor resolution.
- **Question:** A single page that contains the question elements and any other elements. A Question page is added to a Test Questions object in a module. Test questions are scored in a Claro course.
- **QuickLinks:** Buttons along the top left of Claro that provide easy access to commonly used features and tools.
- **Record Activity:** The tool used to capture a video of a sequence of actions within an application running on your computer monitor screen.
- **Review:** An object added to a module that contains pages used for review, summary, knowledge check, or assessment exercises. A number of pages may be added to a Review. Reviews are not scored in a Claro course.
- **Reviewer:** A user in Claro with access to view and add feedback (Reviewer Notes) to courses they have been assigned to.
- **Ribbon:** The strip along the top of Claro that contains a set of toolbars and tabs used during authoring. The tools are grouped by tabs and along the ribbon according to related functionality.
- **Screenshot:** A single image captured by the Still Image tool.
- **Self Element:** The element in an [Action](#) that is the selected element (the one the Action is created on).
- **SCORM:** Sharable Content Object Reference Model; a group of standards and specifications for online elearning defined by the Advanced Distributed Learning (ADL) Initiative. The standard is designed to provide a set format for publishing and launching courses so they communicate properly with [LMSs](#).
- **SplashBoard:** The window that displays after you login to Claro that offers easy access to courses, tools, and links.

- **Stage:** The content display area and surrounding area. A gray and white checkerboard pattern surrounds the content display area (the area that displays content to the learner between the top and bottom navigation bars). You can drag elements outside the content display area onto the surrounding area to help position elements as you work.
- **Still Image:** The tool used to capture a screenshot image from your computer monitor.
- **Tab:** A navigational tool that allows you to switch between different toolbar sets. The tab icon is modeled after paper file or card indexes.
- **Tag:** Metadata keyword(s) or term(s) assigned to an element to describe it and make searching and browsing easier.
- **Test:** A group of scored questions in a module or course.
- **Theme:** A course package set that governs the look and feel of the course. This includes the visual design of the navigation bars, the course page background image (if required), and the Cascading Style Sheet that governs design elements like font styles for headers and body text, shape and chart default colors, etc.
- **Toolbar:** A strip of tools grouped into related functional categories. Each toolbar is associated with a Tab category.
- **Trigger:** The element that has an Action applied to it that causes something else to happen (such as a Mouse Event, Player Control, Open a Web Address (URL), or Open a Library File).
- **URL:** Uniform Resource Locator; a path or address to a resource (e.g. a web page or document).
- **User:** A person who uses the Claro system or course (see [Administrator](#), [Author](#), [Reviewer](#)).
- **W:** Abbreviation of Width; the wide size of an element.
- **Web Address (URL):** A path or address to a resource (e.g. a web page or document on the web).
- **Web Cam:** A video camera you can connect to your computer, allowing you to directly capture audio and video.
- **Window:** A display rectangle containing a user interface.
- **Workspace:** The area around the [Stage](#) in Claro that includes rulers and other tools for positioning, re-sizing, and arranging elements.
- **X:** The horizontal axis of a two-dimensional plane. For recall, consider the broad look of an x.
- **Y:** The vertical axis of a two-dimensional place. For recall, consider the tall look of a y.