



EQUELLA®

GLOSSARY OF TERMS

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Glossary of Terms

An alphabetical list of frequently used terms within EQUELLA.

ACL

Access Control List—list of actions which associate users, groups or roles with privileges for particular items, collections or institutions.

Action

Used generically to describe a single line of an ACL that associates an action with a user and privilege.

Action term

The effect of an action—typically this term will be either *Grant* or *Revoke*.

Activation

Used to describe enabling copyright compliance recording. Once activated the associated copyright content can be viewed and used.

Active cache

Regularly updated, localised copy of the EQUELLA Digital Repository for users who either have slower connection speeds or are geographically separated from the repository. See also *Remote Caching plug-in*.

Activity Assembler

EQUELLA application that allows users to create, customise, assemble and reuse a variety of different learning objects and documents into learning sequences or training modules (**Activities** or **Activity Plans**), using resources from the Digital Repository, the local computer or network, and the internet. (*Note: The EQUELLA Activity Assembler will be deprecated in EQUELLA v5.0.*)

Administration console

EQUELLA application that enables the administrator to configure and manage the EQUELLA suite of tools.

Advanced Image Viewer

See *Large Image Viewer*.

Advanced management

Item Management page that provides an item metadata filter allowing the administrator to target metadata related to a specific item, further refining searches within the EQUELLA Digital Repository. Typically accessed through the **Adv. Item Management** link in the **Administer** group in the EQUELLA Home page navigation pane.

Advanced scripting

Contribution wizard control that uses JavaScript™, FreeMarker and HTML mark-up languages to build customised wizard controls. The control is shareable using import and export options.

Angel™

Third-party system that can be integrated with EQUELLA to deliver online content. Often referred to as an *LMS*, *CMS* or *VLE*.

Archive

Item administration operation that removes selected items from the *live* status, so that they are no longer available to repository users other than the item owner and the system administrator. The item cannot be discovered but remains accessible via its URL.

Archived

Item status for items that have been *live* but are no longer required (e.g. items that have been superseded by a newer version).

Assembler DRM References plug-in

Administration Console System Settings plug-in that enables the configuration of a custom XSLT for displaying DRM references in the Activity Assembler. (*Note: This plug-in will be deprecated in EQUELLA v5.0.*)

Assembler File Types plug-in

Administration Console System Settings plug-in used to associate file types with extensions for use in the Activity Assembler. (*Note: This plug-in will be deprecated in EQUELLA v5.0.*)

Assembler Links plug-in

Administration Console System Settings plug-in used to define and manage global links available to users of the Activity Assembler. (*Note: This plug-in will be deprecated in EQUELLA v5.0.*)

Atom feed

Search results option enabling notifications to be generated when items that match a user's search criteria are contributed or updated. See also *RSS Feed*.

Attachment

Document, image, sound, video, package or URL appended to an item.

Attribute

Metadata schema element that helps to define the associated schema element node.

Auto-Complete edit box

Display type for the *Term Selector* wizard control. Displays an edit box that will automatically complete an entered term.

Authentication

Process whereby an entity (e.g. a user's identity) is established as genuine for the purposes of security.

Banned File Extensions plug-in

Administration Console System Settings plug-in that manages files banned from uploading to the repository.

Basic search

Simple keyword search containing optional Boolean logic that will return all live items from all available collections that match the query.

Basic usage

Licence condition that allows a user to display, execute, play or print the selected item.

Best practice

Most effective standard or method for achieving a desired outcome (e.g. the most efficient way to configure security permissions in the Administration Console **Security Manager**).

BIRT

Business Intelligence and Reporting Tools—custom reporting engine that allows administrators to design and execute custom reports.

Blackboard™

Third-party system that can be integrated with EQUELLA to deliver online content. Often referred to as an *LMS*, *CMS* or *VLE*.

Bookmark

Favourite item or location that has been stored for quick access at a later date.

Boolean operators

Allows search terms to be combined through logic operators. Operators supported within EQUELLA are AND, '+', OR, NOT and '-'. Parentheses can be used to group conditions together.

Breadcrumb or breadcrumb trail

Method of navigation through levels of a page, allowing users to keep track of their location. Typically appearing horizontally across the top of a page and providing links back to each previous page that the user navigated through (e.g. Home > Section > Subsection).

Browse

An alternative to searching, Browse is effective when the exact details, such as an author's name or an item's title, are not known or when the user wants to view other related information such as the records that come before and after the search results.

Bulk operations

Item management operations (*Delete*, *Re-Assign Ownership*, *Archive*, *Reset Workflow*, *Review*, *Clone* and *Move*) that can be performed by the administrator on more than one item in the repository, through the item administration pages.

Button

Contribution wizard control that enables the creation of a command button whose function is determined by an associated script.

Cache

See *Active cache*.

CAL

Copyright Agency Limited—organisation that manages licence fees for Australian copyright holders. EQUELLA provides a convenient method to track content usage and the number of enrolled users against activated items and report in the CAL format.

Calendar

Contribution and power search wizard control that allows the selection of a date or date range (e.g. to select a publication, creation or modification date, or to control resource use or availability).

CAS plug-in

Administration Console User Management plug-in used to authenticate users with the Central Authentication Service.

Category

Digital Repository grouping created for the storage of collections.

Checkbox

Used to select or enable an option. A checkmark in the checkbox graphic indicates that the option or item is selected.

Check Box Group

Contribution and power search wizard control that creates a checkbox group where one or more elements can be selected.

Child

Sub node, control or topic added to a parent (main) node, control or topic (e.g. sub-element node added to an element in a metadata schema).

Citations

Style used when citing (quoting) licensed material. Appearance can be controlled by an XSLT.

CLA

Copyright Licensing Agency Limited—organisation that manages licenses for United Kingdom copyright holders. EQUELLA provides a convenient method to track content usage and the number of enrolled users against activated items and report in the CLA format.

Clone

Item administration operation that creates a copy of an item.

CMS

Content Management System—third-party training software that can be integrated with EQUELLA to deliver online content (e.g. Blackboard™, Moodle™). Also called Learning Management System (*LMS*) or Virtual Learning Environment (*VLE*).

Collaborators

Selected users who have permission to edit or update an item, collection or other resource.

Collection

Unique container to store items and associated information (metadata) within the EQUELLA Digital Repository.

Collection Definition editor

Administration Console tool used to create and modify collections.

Command button

On-screen appearance is typically a rectangular shape with the name of the command displayed within the button. The user clicks the button to initiate an action.

Confirmation template

Controls how data is displayed in the contribution wizard **Review** page when an item is submitted.

Container

Location in the repository for the storage of items.

Content package

A file comprising resources and related metadata.

Contribute

To add an item to the EQUELLA Digital Repository, via a contribution wizard. The contributor must enter information (metadata) describing the item during contribution.

Contribution wizard

Sequence of pages used to gather information (metadata) about, and manage the rights associated with, contributed items.

Contributor

User who adds (contributes) an item to the EQUELLA Digital Repository.

Control editor

Pane located on the right-hand side of the **Collection Definition Editor—Wizard** page and the **Power Search Editor—Wizard** page that displays the details of the control currently selected in the hierarchy pane.

Copyright compliance

Applying activation rules, tracking content usage and reporting in CAL and CLA formats.

Course Defaults plug-in

Administration Console System Settings plug-in that configures the start and end dates for copyright activation.

Courses

Used for copyright licence activation and for third-party integrations such as Blackboard™ or Moodle™.

Creator

Originator, author, photographer or designer of an electronic resource.

Curriculum plug-in

Administration Console System Settings plug-in that configures the curriculum server properties when a curriculum is being used.

Custom permissions

Licence condition that allows custom licence conditions to be specified.

Data Duplication tab

Notifies the contributor if duplicate values have been entered in a contribution wizard.

Decision node

See *Decision point*.

Decision point

Workflow step type that allows a workflow to be branched. Decision points require a predicate script for differentiating between the branches.

Deep link

URL that points to a specific location in another website, rather than to the homepage of that website.

Default

Initial value that is displayed.

Delete

Item administration operation that removes an item from the repository and marks it for purging with the next purge scheduled task.

Deleted

Item status for items that have been removed from the repository and are marked for purging with the next purge scheduled-task.

Dialog/Dialog box

Secondary window displayed to gather or display information from or to users.

Digital object

Electronic resource for use and re-use within an educational context.

Digital repository

Flexible digital library capable of storing a variety of custom item types and associated document formats.

Draft

Item status for items that are under construction and have not yet been published or submitted for moderation.

Drag and Drop

To select an item, file or folder and copy it by moving it to another pane using the mouse.

Drop-down list box

Text box that shows the currently selected option of a list. The other list options are displayed when the drop-down (arrow) button is clicked. When a new option is selected it becomes the current option shown in the text box.

DRM

Digital Rights Management—contribution wizard control used to manage digital rights for items uploaded to the repository.

Dublin Core® (DC)

Dublin Core® Metadata Initiative—provides a forum for developing a common standard for the finding, sharing and management of information.

Dynamic collections

Administration Console tool enabling the definition of a collection spanning multiple collections and individual items for use in OAI harvesting.

Edit

Item administration operation that displays the contribution wizard for the item, allowing the user to modify item metadata or files. Any changes made are saved to the current version. This operation is typically available for items in a *draft* state.

Edit box

Contribution and power search wizard control that allows the entry of basic text such as names, descriptions and keywords. Also used to provide a space for users to enter comments or other details such as email addresses.

Edna™

Education Network Australia—organisation working towards developing a common standard for the finding, sharing and management of information.

Electronic resource

Digital object for use and re-use within an educational context.

Embed

To display a copy of an attachment in the HTML Editor (as opposed to displaying the item as a link).

Embedded template

Used for customising collection content that is embedded in content created with EQUELLA authoring tools. (*Note: This template will be deprecated in EQUELLA v5.0.*)

EQUELLA

Highly configurable and scalable advanced Digital Repository. Allows users to create, store, search, manage and deliver educational material electronically.

EQUELLA Agents Framework

Suite of services that enables third parties to integrate and build applications utilising EQUELLA functionality.

EQUELLA Cluster Testing tool

Troubleshooting tool for diagnosing cluster network configuration.

EQUELLA HTML editor

Allows users to create, load and edit a series of HTML web pages. It provides numerous operations including the selection of repository content.

EQUELLA Manager

EQUELLA application for upgrading EQUELLA.

eReserve

Electronic library holdings of material copied under educational use provisions of the Copyright Act.

Escalation

To move an item to the next workflow node.

Export

To send a file to another application.

Export engine

Tool used to export item XML, item attachments or both in a single bulk operation. It can be done on a per-collection basis or institution-wide.

External Authentication plug-in

Administration Console User Management plug-in that manages identity and access permissions allowing users to exchange information. The information exchanged determines which users can access EQUELLA.

Extension

Defines the format of a file (e.g. *.txt*, *.jpg*, *.doc* etc).

Federated search

Search method that allows users to search multiple external sources, including other EQUELLA repositories, for content using a single search query. Sources can include university library databases, Internet search engines and online course management systems.

Field

Text box providing a space for entering or editing information.

File

See *Attachment*.

File Manager

Contribution wizard control—a Java™ applet that allows for advanced management of resources being contributed.

Force Unlock

Item administration operation that is available when the process of editing an item has not been completed. An item is locked when a user is editing the item. When an item is locked only limited administration operations are available. Selecting this operation unlocks the item and displays all permitted operations.

FreeText Engine plug-in

Administration Console System Settings plug-in that provides manual index controls for repository items and configures how web content linked to repository items is indexed.

Fuzzy search

Uses the tilde '~' symbol at the end of a single word search term to search for words similar in spelling to the entered term.

Generate reports

Page where a variety of pre-configured reports can be run, typically accessed through the **Administer** group in the navigation pane on the EQUELLA Home page. Reports are configured with the Administration Console *Reporting* tool.

Googlebook search

Contribution wizard control that allows users to search for Google™ Books content to be added to a contributed item.

Group

Collection of users provided by the UMS or UMP. Also a contribution wizard control configured with child **Group Item** controls.

Group Item

Contribution wizard control added as a child of the **Group** control. This control must have one or more associated child controls, and can be presented with either checkbox or radio button selection methods.

Guided search

Search method that allows users to restrict returns to a specified set of collections.

Harvard

Citation style used when referencing licensed material.

Harvester

Custom upload application used to collect learning objects and resources from third party institutions and upload them automatically to the EQUELLA repository.

Hierarchy editor

Administration Console tool used to create and edit content in the hierarchy pane on the EQUELLA Home page.

Hierarchy pane

Central feature on the EQUELLA Home page. Linked tree-like structure displaying content and materials available to the user in a hierarchical list so that they can be easily browsed. Also an element of the **Collection Definition Editor—Wizard** page where controls can be added to provide the structure for the pages and controls that make up the wizard.

HTML Edit box

Contribution wizard control that provides an inline HTML Editor allowing users to create web page content during contribution.

HTML editor

See *EQUELLA HTML editor*.

HTML fragment

Pre-determined HTML that can be added to a taxonomy term in the Taxonomy Editor.

Hyperlink

Reference link to another location in the same or another document or report.

Import engine

Uploads external data sources consisting of metadata or a combination of metadata and file attachments to the EQUELLA Digital Repository. Allows users to supply an XSLT for custom mapping of the import item's metadata.

IMS

Instructional Management Systems—content packaging standard.

Initial value

Default value that is automatically applied to a wizard control, but that may also be altered at the time of contribution or during editing. Can be used for storing commonly entered information for a given collection, such as course names or codes.

Institution Manager

EQUELLA application that allows for convenient hosting of EQUELLA. One physical installation of EQUELLA can host as many virtual installations of EQUELLA as required.

Internal Groups plug-in

Administration Console User Management plug-in that enables EQUELLA users to be managed as groups when no groups are provided by the *UMS*.

Internal Roles plug-in

Administration Console User Management plug-in. Internal roles are labels that offer a greater variety of user groupings or sets than EQUELLA Groups and can be used in conjunction with any configured UMP.

Internal Users plug-in

Administration Console User Management plug-in that can provide user management options that can be applied concurrently with an external plug-in. This plug-in allows the creation of EQUELLA users.

Item

Content that is stored in the EQUELLA Digital Repository. Items are contributed to a customised Collection using a contribution wizard. An EQUELLA Item typically comprises information (metadata) and one or more files uploaded during contribution.

Item Administration

Page providing administrator access to all items in the repository, regardless of ownership. Typically accessed through the **Item Management** link in the **Administer** group in the EQUELLA Home page navigation pane.

Item Finder

Contribution wizard control—deprecated in favour of the *Resource Selector* control.

Item status

Every item in the EQUELLA repository has a status that can determine filtering and viewing options, and which operations are allowable on the item.

Item Summary Display template

Controls what metadata is displayed on the **Item Summary** page.

iTunes U™ browser

Contribution wizard control that allows users to search for and add iTunesU™ resources to a contributed item.

Janison

Third-party system that can be integrated with EQUELLA to deliver online content. Often referred to as an *LMS*, *CMS* or *VLE*.

JavaScript™

Scripting language used to enhance the functionality of EQUELLA processes.

Kerberos™

Protocol and mechanism for securely authenticating users of a public network.

Key resources

Important resources relating to a hierarchy topic.

Language pack

Allows the default controls in EQUELLA to display institution specific text and users to select a preferred language for the user interface display.

Languages plug-in

Administration Console System Settings plug-in that enables the use of multiple languages within EQUELLA and provides customisation of EQUELLA labels and text (e.g. display titles and error messages) to specific locales.

Large Image Viewer

Allows users to easily view very large, detailed images stored in the EQUELLA repository.

LDAP

Lightweight Directory Access Protocol—a popular protocol for user authentication.

LDAP plug-in

Administration Console User Management plug-in that supports a variety of different LDAP schemas.

Learning object

See *Digital object*.

LEX Harvester

See *Harvester*.

Library search

Search method that allows the user to search multiple Z39.50 repositories or search engines for content using a single search query.

Licence

Collection definitions with configured digital rights present a licence for acceptance whenever a user attempts to view or use the item (depending on the configured rights).

List box

Contribution and power search wizard control that consists of a drop-down list where a single option can be selected.

Literal values

Values written exactly as they are to be displayed.

Live

Item status for items that have been published to the repository.

LMS

Learning Management System—third-party training software that can be integrated with EQUELLA to deliver online content (e.g. Blackboard™, Moodle™). Also called Content Management System (*CMS*) or Virtual Learning Environment (*VLE*).

LMS Export Options plug-in

Administration Console System Settings plug-in that displays or hides the **Export Activity to the Activity Centre** menu option in the Activity Assembler **Export** menu. (*Note: This plug-in will be deprecated in EQUELLA v5.0.*)

Load Attachment

Contribution wizard control that allows users to upload a single attachment to the chosen collection during item contribution.

Load Attachments

Contribution wizard control that allows users to upload one or more attachments to a contributed item.

Login plug-in

Administration Console System Settings plug-in used for configuring remote login and authentication by IP address options.

Login Notice Editor plug-in

Administration Console System Settings plug-in used to edit the notice that appears when users log in to EQUELLA.

Mail server

Computer that sends and receives email on behalf of users and holds them for later retrieval.

Mail Server plug-in

Administration Console System Settings plug-in that enables the configuration of automatically generated emails to EQUELLA users.

Make live

Item administration operation that returns items that have been *archived* to a *live* state, making them discoverable to users with the appropriate privileges.

Manage Activations

Copyright management page where, depending on the privileges granted, previously activated copyright compliant items can be deactivated, deleted, or rolled-over for further use. Typically accessed through the **Administer** group in the EQUELLA Home page navigation pane.

MERLOT

Multimedia Educational Resource for Learning and Online Teaching—searchable online collection of learning materials.

Metadata

Descriptive data usually comprising keywords, descriptions, dates and other information describing the contents of an item. Metadata is used for searching and managing items within the EQUELLA Digital Repository.

Metadata mapping

Enables the automatic mapping of metadata from a contributed item or literal value to a particular schema node of the collection schema during contribution.

Metadata schema

Storage structure used to hold an item's metadata. A metadata schema that conforms to an available standard increases the effectiveness and operability of items, enabling searching and management of items within the EQUELLA Digital Repository.

Metadata target

Schema item designated as the storage area for entered data.

METS

Metadata Encoding & Transmission Standard—content packaging standard.

MIME type

Multimedia Internet Mail Extensions—used to identify the type of information that a file contains, similar to file extensions but more universally accepted. A web server will specify the correct MIME type using a *Content-type*: when it responds to a web browser's HTTP request (e.g. for PNG image format the type is 'image/png' and the common file extension is '.png').

Moderating

Item status for items that have entered a workflow and require moderation before being made *live*.

Moderation

Approval process that items attached to a workflow must undergo before they are made available in the repository. At each step, moderators can accept, edit or reject an item in order to maintain the quality of the data in the repository.

Moderator

User responsible for accepting, editing or rejecting an item in order to progress it through a workflow.

Moodle™

Third-party system that can be integrated with EQUELLA to deliver online content. Often referred to as an *LMS*, *CMS* or *VLE*.

Move

Item administration operation allowing an item to be transferred to a different collection. A preferred schema transform can be applied to the moved item if required.

Multi-language Edit box

Contribution wizard control that allows the user to input multiple language strings that will then display the string relevant to the language the user has selected.

My Content

Personal storage area where users can create, store and manage their own resources. These resources can be added to items or included in web pages.

My Favourites

User bookmarking feature that allows users to easily add, view, search for and manage their bookmarks. These resources can be added to items during the contribution process.

My Items

Page listing all items belonging to users, providing access to view and edit these items. Typically accessed through the **Manage** group in the EQUELLA Home page navigation pane.

My Searches

Personal search bookmarking feature that allows users to add and manage their search results.

Navigation Builder

Contribution wizard control that allows users to: organise item content into a package with customised navigation; provide content viewers with a 'split view' option where attachments can be viewed in two independent panes; rename files; and specify the viewer type for individual attachments.

Navigation Group

Group of navigation links in the navigation pane on the EQUELLA Home page (e.g. the Search Navigation Group includes Basic Search, Guided Search and so on).

Navigation link

Component of a Navigation Group in the navigation pane on the left-hand side of the EQUELLA Home page, provided for user navigation and configurable within the Administration Console. Can also be configured to appear on the login page.

Navigation pane

Area displayed on the left-hand side of EQUELLA pages, containing Navigation Groups and Links. Not visible during contribution if the contribution wizard features sidebar wizard navigation.

New version

Item administration operation that displays the contribution wizard for the item so that data and files can be modified and the new version can be published or submitted for moderation. When the new version reaches the *live* state, the current item is automatically *archived*.

Node

Unit containing data, used to build linked structures such as metadata schemas, navigation trees or workflows.

Non-live items

Items not in a *live* or *review* state.

Notification

Message displayed in a user's *Task list* regarding an item or items requiring attention from that user before it can progress through a workflow.

OAI Identifier plug-in

Administration Console System Settings plug-in that enables the editing of identifier attributes.

OAI-PMH

Open Archives Initiative Protocol for Metadata Harvesting—protocol for sharing metadata.

ODRL

Open Digital Rights Language—standard for managing digital rights.

Orphaned item

Item that no longer has an owner, due to the owner being removed from the system.

Owner

Initially, the contributor of an item or creator of a collection. Ownership can be subsequently transferred or shared between other users. Also an item administration operation that displays the current item owner and allows the selection of a new item owner.

Package Uploader

Contribution wizard control that provides a tool for uploading *IMS*, *METS* and *SCORM* packages from the local computer or network.

Page

Contribution wizard control used to provide logical steps in the contribution wizard, with each wizard comprising at least one page. Pages can be displayed as tabs across the top of the wizard or vertically down the left-hand side of the wizard.

Pane

Divided section of the page (e.g. the navigation pane on the EQUELLA Home page).

Parallel node

See *Parallel steps*.

Parallel steps

Workflow step type that allows a workflow to be branched so multiple branches can be completed concurrently. All branches must be completed for the workflow to leave a parallel step.

Parameter

Value that the user is expected to enter, when it is required.

Parent node

Any node that has *Child* nodes linked to it.

Partial locking

Partial locking of a schema prevents changes to the locked nodes.

Pick list

Contribution wizard control that allows users to select terms from a taxonomy during contribution. This control is replaced with the *Term Selector* wizard control in EQUELLA v4.1.

Pop-up browser

Display type option for the *Term Selector* wizard control.

Power search

Customised search that allows the user to specify search metadata relevant to the type of item being searched for.

Pretty Photo Viewer

Image viewer that displays image/jpeg, image/png and image/gif in a gallery style allowing the user to iterate through a group of images.

Privilege

Permission to perform a particular action. All tasks are associated with a privilege, and user privileges can be granted or revoked by the system administrator.

Proximity search

Uses the tilde '~' symbol at the end of a phrase to find words that are close to each other.

Proxy Server

Server that acts as an intermediary between remote users and EQUELLA.

Publish

Contribute an item to the EQUELLA Digital Repository.

Purge

Item administration operation displayed for items that have been *deleted*. This operation causes the item to be purged immediately from the repository. Purged items are not recoverable, all files and data are removed from the filestore and database.

Quick Contribute plug-in

Administration Console System Settings plug-in that enables a **Quick Contribute** control on the selection EQUELLA **Home** page for integrated third-party systems such as Blackboard™ and Moodle™. The control provides a simple way of adding files from the local computer or network to a course as an EQUELLA item and prevents duplicate files being uploaded.

Radio button

One of a group of options whose on-screen appearance is a circle followed by an option name.

Radio Button Group

Contribution and power search wizard control that displays a group of mutually exclusive options where only one can be selected at a time.

Raw HTML

Contribution and power search wizard control that enables the entry of predefined or user defined HTML to enhance the design and useability of wizard pages.

Record

Group of related data, words, or fields with the same structure, such as a row in a database (e.g. ISBN, Book Title, Author, Date Published).

Redraft

Item administration operation for items that require redrafting prior to workflow completion. This operation allows the item to be edited and re-submitted for moderation or saved as a draft. Redraft is intended for use with items that have not been made *live*.

Rejected

Item status for items that have been rejected from a workflow. These items must be redrafted and resubmitted for moderation to re-enter the workflow.

Reject Point

Workflow node where an item is able to re-enter the workflow after it has been modified following rejection.

Remote Caching plug-in

Administration Console System Settings plug-in that allows a cache server to download repository items from the central server during low usage times so local users can have improved responsiveness when using and viewing the cached items. Also referred to as Active Cache.

Remote Support plug-in

Administration Console User Management plug-in that when enabled grants Client Support access to the user's institution to help diagnose problems.

Repeater

Contribution wizard control that creates a field that can be duplicated on the wizard page.

Reporting

Administration Console tool used to upload reports.

Replicated Datastore plug-in

Administration Console User Management plug-in that provides a flexible method for automatically creating EQUELLA users from any datastore that can be queried using SQL.

Resource

Personal content stored in the *My Content* area of the EQUELLA Digital Repository. Resources are not shared with other users unless they have been added to items or included in a webpage.

Resource Selector

Contribution wizard control that enables users to search for and link to other items or attachments within the repository or from external sources.

Resume

Item administration operation displayed for items that have been *suspended*. Selecting this operation un-suspends the item and returns it to the state it was suspended from.

Restore

Item administration operation displayed for items that have been *deleted* but have not yet been purged. Selecting this operation returns the item to the repository in the state it was in prior to deletion.

Review

Item status for items that have re-entered a workflow in order to be checked for currency, while remaining discoverable by searches.

Roles

Collection of users identified by IP address, EQUELLA context or UMS.

RSS Feed

Search results option enabling notifications to be generated when items that match a user's search criteria are contributed or updated. See also *Atom feed*.

Sakai™

Third-party system that can be integrated with EQUELLA to deliver online content. Often referred to as an *LMS*, *CMS* or *VLE*.

Scheduled Tasks plug-in

Administration Console System Settings plug-in that configures the timing of scheduled tasks providing basic, advanced and execute now functionality.

Schema

See *Metadata schema*.

Schema node

Element for storing metadata associated with an item. The concatenation of a schema node's name with that of all its ancestors must be unique.

SCORM

Shareable Content Object Reference Model—content packaging standard.

Scripting

Fine-grained control over processes and workflows.

Searching plug-in

Administration Console System Settings plug-in that enables the **Include non-live items** checkbox to be shown or hidden for search results.

Security Manager

Administration Console tool that manages privileges and groups for users allowing fine grained control of user privileges for all areas of EQUELLA. Any permissions set on any access control or ACL page can be modified here.

Selection Session

Dialog that provides an overview of resources available for selection during item contribution, displayed when using the *Resource Selector* contribution wizard control, or when using one of the resource selector tool tips in the *HTML editor*. Also a prominent feature of integrated EQUELLA installations.

Sequential steps

Workflow step type that allows a sequence of workflow steps to be chained together for sequential completion.

Serial node

See *Sequential steps*.

Share Pass plug-in

Administration Console User Management plug-in that allows users to share licensed content outside EQUELLA.

Shared Secrets plug-in

Administration Console User Management plug-in used to enable authentication of communications between EQUELLA and external systems enabling one password to be used.

Shibboleth®

Web-based single sign-on authentication framework.

Shortcut URLs plug-in

Administration Console System Settings plug-in that associates a text alias with a URL to create a shortcut for entering the URL.

Shuffle Box

Contribution and power search wizard control that allows users to select one or more items by moving them from one pane to another using arrow buttons.

Shuffle Group

Contribution wizard control that allows users to add, delete or edit groups of details in a list (for example, multiple contributor or publisher details). It requires one or more children, in the form of Edit Box and List Box controls, to be added and cannot be used in isolation.

Shuffle List

Contribution and power search wizard control that allows users to add any number of elements to a list (e.g. a list of multiple authors relating to a single document).

Sibling node

New element node added at the same level as the selected element in a schema.

Sidebar wizard navigation

Contribution wizard layout option where pages are displayed vertically on the left-hand side of the contribution wizard. See also *Tabbed wizard navigation*.

Single URL Link

Contribution wizard control that allows for the entry of a URL link relating to the contributed item.

SOAP

Communication protocol developed to allow third parties to easily author custom access to EQUELLA in a supported manner.

SOAP Settings plug-in

Administration Console System Settings plug-in that configures the period of a SOAP call before termination.

SQL

Structured Query Language—computer language designed for the management of databases.

SSO Token

Single Sign-On token—means of user authentication allowing access to multiple systems using a single login.

Static Metadata

Contribution wizard control used to store metadata that is fixed for all items of a collection.

Status pane

Text box that displays information about a selected object. Metadata may be entered or displayed through a status pane.

Studywiz™

Third-party system that can be integrated with EQUELLA to deliver online content. Often referred to as an *LMS*, *CMS* or *VLE*.

Submit

See *Publish*.

Supervising Moderator

User responsible for ensuring moderation is occurring in a timely manner.

Suspend

Item management operation that hides items from searches and is intended for temporary removal of items from the repository. A *suspended* item cannot be discovered but remains accessible via its URL.

Suspended

Item status for items that have been *live* but are temporarily removed from the repository and hidden from searches.

Suspensions plug-in

Administration Console User Management plug-in that enables the management of suspended users. The only user that cannot be suspended is the TLE_ADMINISTRATOR.

System Administrator

User in an institution who is responsible for operating and managing EQUELLA.

System Settings

Tool in the Administration Console providing access to EQUELLA institution settings for editing configuration settings.

Tabbed wizard navigation

Contribution wizard display option where pages are displayed as tabs across the top of the wizard. See also *Sidebar wizard navigation*.

Task list

Area typically appearing on the EQUELLA Home page that identifies and provides links to outstanding items requiring the user's attention.

Taxonomies plug-in

Administration Console System Settings plug-in that enables easy use of large vocabularies for lists. This plug-in is replaced with the *Taxonomies* tool in EQUELLA v4.1.

Taxonomy

Classified data that a user can select during contribution, using the *Term Selector* wizard control.

Taxonomies

Administration Console tool used to create and modify taxonomies.

Term Selector

Contribution and power search wizard control used for the selection of taxonomy terms during contribution.

Text box

Field for entering or editing textual information.

The Learning Edge International

Company responsible for developing EQUELLA.

The Le@rning Federation (TLF)

Australian federal initiative to provide online K–12 curriculum materials and support for students and teachers.

Third-party integrations

Training software that can be integrated with EQUELLA to deliver online content (e.g. Blackboard™, Moodle™). Also called Learning Management System (*LMS*), Content Management System (*CMS*) or Virtual Learning Environment (*VLE*).

Thumbnail Locator

Feature of the **Large Image Viewer** that helps identify which part of an image is being viewed and enables quick navigation around the image.

Transformations

Metadata schemas can be transformed to allow the schema data to be represented using another schema. Typically used to convert custom schemas to common standard schemas such as IMS or Dublin Core.

UMP

User Management plug-in—EQUELLA Administration Console components that manage and enable configuration of internal users, groups and roles and connect to external user management systems.

UMS

User Management System—system used to maintain user data, especially authentication data.

URL

Uniform Resource Locator—address of a web page; also referred to as a web address.

URL Checking plug-in

Administration Console System Settings plug-in that enables the verification of URLs embedded in repository content by checking the response code from the URL. All URLs that are found to be bad will be disabled and the item owner emailed after a specified number of attempts.

URL Links

Contribution wizard control that allows users to enter one or more URL links relating to the contributed item.

Use and Adapt

Licence condition that confers the following rights to collection users: Display, print, play, execute, modify, quote, annotate, and aggregate.

User partitions

Allows a single repository to be used by many different organisations, while still providing complete separation between organisations.

User Selector

Contribution wizard control that enables the selection of users and stores their details with the item metadata, for example to assign workflow tasks to specific users during the workflow process.

User Quota plug-in

Administration Console System Settings plug-in that configures the amount of storage available to EQUELLA users.

UUID

Unique Universal Identifier—unique number used to identify EQUELLA items.

Version Selection plug-in

Administration Console System Settings plug-in that provides institution-wide settings for resource version selection.

VLE

Virtual Learning Environment—third-party training software that can be integrated with EQUELLA to deliver online content (e.g. Blackboard™, Moodle™). Also called Learning Management System (*LMS*) or Content Management System (*CMS*).

Vista_CE

Third-party system that can be integrated with EQUELLA to deliver online content. Often referred to as an *LMS*, *CMS* or *VLE*.

WebDAV File Management

File management protocol available with the *Load Attachments* contribution wizard control.

Web Pages Selector

Contribution wizard control that allows users to author, edit or import web pages.

Wildcard search

Single character wildcard search looks for terms that match words with a single character replaced with the '?' symbol. Multiple character wildcard search looks for 0 or more characters replaced with the '*' symbol.

Wizard

Sequence of application pages that allow input of metadata fields against an item.

Wizard control

Configurable control that facilitates customised collections. Configured in the Administration Console Collection Definition editor and Power Search editor.

Wizard layout

Configured using the **Wizard** node in the Administration Console Collection Definition editor. See also *Sidebar wizard navigation* and *Tabbed wizard navigation*.

Workflow

EQUELLA workflows are processes that automatically notify users when they must review or moderate a repository item.

Workflow node

See *Workflow task*.

Workflow step

Building block for a workflow template. See also *Decision point*, *Parallel steps*, *Sequential steps* and *Workflow task*.

Workflow task

Workflow step type where moderation is done. Moderators must be allocated to workflow tasks before it can be saved in the workflow template.

Workflow Template editor

Administration Console tool used to create workflow templates. It simplifies the creation of templates by modelling the workflow as a series of flow chart nodes that can be previewed as a diagram.

XML

Extensible Markup Language—general-purpose markup language for storing data.

XSLT

Extensible Stylesheet Transformations—commonly used to change the presentation of XML data. In EQUELLA they can be used to present information returned in reports, transformations, citations, display and confirmation templates.

YouTube™ Search

Contribution wizard control that allows users to search for YouTube™ content to be added to a contributed item.

Z39.50

Protocol for searching and retrieving information from remote library database systems.