Office *of the* Chief
Records Officer *for the*
U.S. Government

NATIONAL ARCHIVES

RECORDS MANAGEMENT TRAINING
INSTRUCTIONAL DESIGN AND DEVELOPMENT TERMS

List of Instructional Design and Development Terms, Accessibility, and Roles.

DEFINITIONS:

- **Asynchronous/Synchronous Learning:** learners and instructor(s) don't have to be present at the same time when taking online training.
- **Blended Learning:** consists of online training as well as traditional face-to-face classroom interactions.
- **Design Document:** a roadmap for your project.
- **Evaluation Criteria:** help assess whether or not a course is effective.
- **Learning Management System (LMS):** a software application or web-based technology that facilitates planning, implementing, and assessing a particular learning process.
- **Microlearning:** using this method can quickly and easily develop content at a fraction of the cost and time (as an example using AI for video, graphics, storyboarding, etc.).
- **Module:** a unified instruction package that provides information necessary for mastery of a particular knowledge base or skill set. One part of the course or curriculum.
- **Objective Statement:** states clearly course objectives and outcomes.
- **Performance Gap:** what learners already know and need to know.
- **Quality Assurance and Testing (QA):** a process that ensures the final e-learning solution is effective.
- **Sharable Content Object Reference Model (SCORM):** Technical specs and standards for eLearning that allow lessons developed in authoring tools to work with Learning Management Systems.
- **SCORM Package:** Output from the eLearning authoring tool that is SCORM compliant and is loaded into a Learning Management for delivery to participants.
- **SME:** stands for Subject Matter Expert.
- **Storyboard:** focuses on the visual layout and activities. It is not as detailed as a design document.
- **User Interface Design:** the process designers use to create software or computer interfaces that look or function well.

ACCESSIBILITY:

- **Section 508** – Amendment to the Rehabilitation Act of 1973.
- Requires federal agencies to make their electronic and information technology accessible to people with disabilities: https://www.section508.gov/

NARA'S RECORDS MANAGEMENT INSTRUCTION SUPPORT (ReMIS) TEAM:
- Provide consulting to Agency Records Officers (ARO) on records management training.
- Design and development and access to NARA records management training materials to use as a start in developing training for agency staff.

AGENCY RECORDS OFFICER:
- Identify content for records management training.
- Pulls from NARA training resources.
- Works with the Agency Training Team to develop records management training.

AGENCY TRAINING TEAM:
- Develop training based on content provided by the ARO.

LMS ADMINISTRATOR:
- Upload and manage the lesson on the LMS platform that delivers the training to agency staff.

INTRANET ADMINISTRATOR:
- Upload and manage lessons on the agency intranet that delivers the training to agency staff.