

REFLECT Glossary

Asset

Any item created within REFLECT or uploaded into the system is known as an asset.

Avatar

An avatar is a virtual person that exists online. REFLECT includes an avatar that is visible on screen and is used to provide audio explanations of navigation and actions performed within the system. The REFLECT avatar is available to anyone who feels they can benefit from extra accessibility features, simply fill the tick box when signing in for the IfL website.

Blog

A blog in REFLECT is an online diary tool that is only available to the writer, and other users it has been shared with. It can be used for whatever purpose you choose, for example as a reflective journal, a project diary, a placement diary. Refer to the tip sheet **creating a blog** for further information.

Browser

Referred to as 'browser', 'internet browser' or 'web browser' this is a piece of software that allows access to websites. There are different browsers available but those which are most commonly installed on computers include Internet Explorer, Mozilla Firefox, Safari, Opera, Google Chrome and AOL Explorer.

Browser check

A browser check is a help function of the Pebble Learning website. By entering the address: <http://pebblelearning.co.uk/browsercheck.asp> into your browser, you can view a browser check report. The check includes details of your browser settings, your Flash version and if you have pop-ups blocked, along with other information. All these pieces of info can be used as diagnostics, showing whether your computer is set up correctly for REfLECT to work. For more information about these requirements, please see the glossary article **Flash**.

Desktop

Desktop refers to the visual appearance of your screen. You can change your desktop appearance in a wide variety of ways using my settings within the tools menu. This ensures that the appearance of REfLECT meets your needs and preferences.

Download

This is the process which normally occurs when you transfer a file or piece of software from e.g. a website onto your computer. You tend to receive downloads and send uploads.

ePortfolio

REfLECT is a portfolio, it is a place for the user to collect and store their work. By using the webfolio, it also enables the user to display their work for others. As these features are all online, it is an ePortfolio.

Export

REfLECT enables the user to export its contents to be viewed elsewhere. For example, a webfolio can be exported and viewed as HTML, which means that it can be seen on any internet browser. This feature can be used to show assets taken from REfLECT to anyone who does not have a REfLECT account.

Flash (full title Adobe Flash)

Flash is a piece of software used to add animation and interactivity to websites and has been used to build the REfLECT, allowing it to work in a particular way. Without Flash software installed on a computer, REfLECT cannot work. Flash software is often pre-loaded onto computers these days, but if not it can be downloaded from the internet for free. Version 9 is the recommended version for REfLECT.

Gateway

A gateway is an institutional space. It is a place assets can be published to for peers to review. By using the permissions options when sharing, the author retains control of their published assets. Different gateways can relate to different groups of people, and different levels of viewership can be set for each gateway an asset is published to.

Pad

A pad is the rectangular shaped box that opens up as a small window within REfLECT. Pads differ in their uses for example, there is a **create new CPD record** pad, the **home pad**, a **my records pad**, an **overview pad** and can contain one or multiple pages. REfLECT may also have more than one pad on screen at once, depending on what the user is doing in REfLECT.

Permissions

When the user shares a record with someone else they can choose what the other users can do with the record by using permissions. There are 4 levels of share permission:

- **View** – allows someone to view the record only. This means they may not alter or share the asset with further users.
View also features a secondary option to allow sharees to view any **grade/feedback** the asset has received. Ticking this box will also enable grade and feedback viewing in all permission settings
- **Comment** - allows someone to add a comment to an asset which can be viewed by the asset creator
- **Copy** - allows someone to take a copy of the record for their own REfLECT. The original record and the copied record become separate items and can be independently edited
- **Collaborate** – allows users to work on a record at the same time and any changes made by either collaborator to the asset will be made to the original record in REfLECT
- **Cascade** - allows the sharees to share the asset with other users. This may be useful if for example, the user is creating a blog for a project that has involved a number of active participants who can further add to it

You can find more information on the tip sheet **sharing an asset**.

Pop up

A pop-up is a new window that automatically opens inside an existing website window. Pop-ups are often automatically blocked from opening by your computer as many of them are advertisements. REfLECT contains no advertising and pop up windows contain useful information needed for REfLECT to work correctly.

Tab

When tabs are available, they appear along the top of a pad, and contain extra options on a page. Clicking through tabs to view the extra options will not alter the selections previously made during the **creating an asset** process.

Tag

A tag is a key word based labelling system in REfLECT that enables the user to organise assets together under related labels or **tags**. The user can add a single or multiple tags to a record to show the records relevance to a project. You can create your own tags. Please refer to the **tagging an asset** tip sheet for more information.

Upload

This is the process which normally occurs when transferring a file from one computer to a web based system such as REfLECT. This is the opposite of download where a file is taken from another system and saved on a local computer.

Webfolio

A webfolio is an evidence-based website that is used to present stories about the user or stories about learning. They can contain any number of pages which can be added to, edited or deleted at any time. Pages may also contain links to websites and other assets within REfLECT. Refer to the tip sheets **creating a webfolio** and **editing a webfolio** for further information.

Zip

Zip or zipped file format is a popular file compression format. A folder of files can be compressed and kept as one file in windows. REfLECT can take a zip file, filled with pictures and upload all the files individually to create gallery.