

Glossary

Glossary activity allows course participants to create, show and search a list of short entries. The entries can include text, images, multimedia, links and uploaded files. Then the participants can comment these entries.

A) Create a Glossary activity

- 1) In course main page, press **[Turn editing on]** at top right corner
- 2) Press [**+ Add an activity or resource**] under a course section
- 3) Press the **“Glossary”** box
- 4) Enter the Glossary name
- 5) Press the **“Entries”** category, then select the appropriate options:
 - **Approved by default** - whether you need to approve the students’ entries before they are viewable by other students
 - **Always allow editing** - whether students can edit their entries at any time or only within a specific time period
 - **Duplicate entries allowed** - whether students can create multiple entries for the same concept
 - **Allow comments on entries** - whether you and students can comment the students’ entries
- 6) Press the **“Appearance”** category, then select the appropriate options:
 - **Display format** - how to show the entries in this Glossary activity
 - **Approval display format** - how to show the entries approved by you in this Glossary activity

Format	Shown?				Remark
	Concept, definition & image	Author	Date	Attachment	
Continuous	✓	×	×	as link	Show the entries as a long list without any separation
Encyclopaedia		✓	✓		Show attached image(s) inline
Entry list		×	×		Show concepts as links
FAQ		×	✓		Add words ‘Question’ and ‘Answer’ to concepts and definitions respectively
Full with author		✓	✓		Adopt a forum-like display format
Full without author		×	✓		
Simple dictionary		×	×		Adopt a dictionary-like display format

- **Entries shown per page** - the number of entries shown on each page of Glossary activity
 - **Show alphabet links** - If enabled, course participants can browse by alphabet letters
 - **Show 'ALL' link** - If enabled, course participants can browse all entries immediately
 - **Show 'Special' link** - If enabled, course participants can browse by special characters (e.g. @, #)
- 7) If necessary, modify its Grading, Ratings, Common module, Restrict access and Activity completion settings
 - 8) Press **[Save and return to course]**

B) Create a new entry in a Glossary activity

- 1) In course main page, press the name of the Glossary activity
- 2) In Glossary page, press **[Add a new entry]**
- 3) Enter the entry's concept (i.e. the word you want to define) and definition
- 4) If necessary, enter the concept's keyword(s)
- 5) If necessary, select, drag and drop to upload file(s) from your computer's File Explorer to the **"Attachment"** field
- 6) If necessary, press **"Auto-linking"** category, then select the appropriate options:
 - **This entry should be automatically linked** - If enabled, the entry will be auto-linked wherever the concept or keyword(s) appear in the course main page
- 7) Press **[Save changes]**

Note:

In Glossary page, at the bottom right corner of an entry, you can press  [Delete entry] and  [Edit entry] respectively to delete/edit the entry.