

How to add a Glossary

A Moodle Glossary allows you to create a subject based resource that can be used to create a collaborative understanding of key concepts and terms. The autolinking feature will highlight any word in the subject and point to the glossary. You can also create a Block to display random entries from the glossary on your subject homepage.

Outline:

The purpose of this guide is to show users how to add a Glossary activity inside the LMS.

What will the guide cover?

The guide will cover how to create a Glossary, add entries, enable linking and adding a random entry block.

How long will this take?

This activity should take approximately 10 minutes to complete.

What technology will it use?

LMS

Materials needed?

A device that allows updating LMS content.

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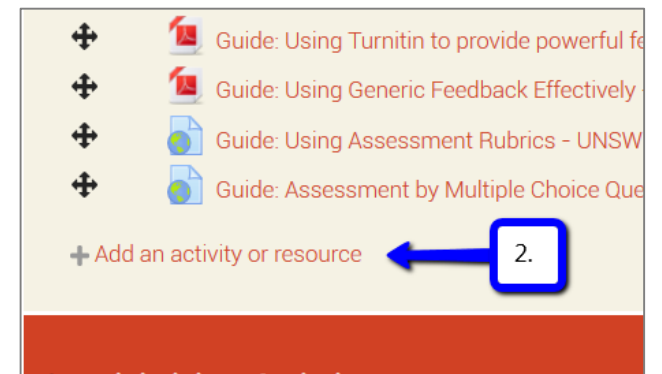
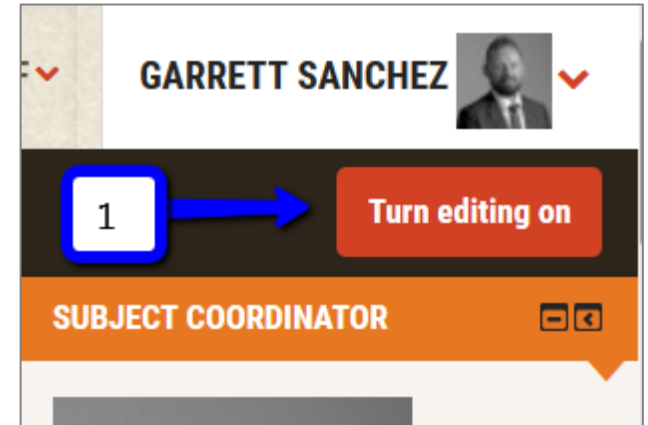
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Adding a Glossary

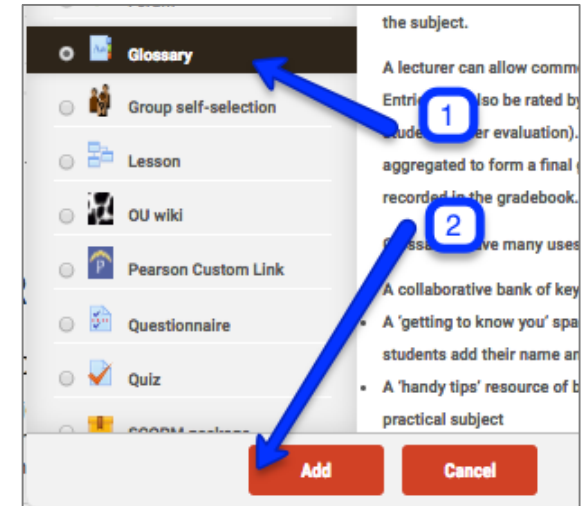
Navigate to the subject

1. On the top right of the page, select **Turn editing on**
2. Navigate to the week / section to which you would like to add a glossary and select **Add an activity or resource**.



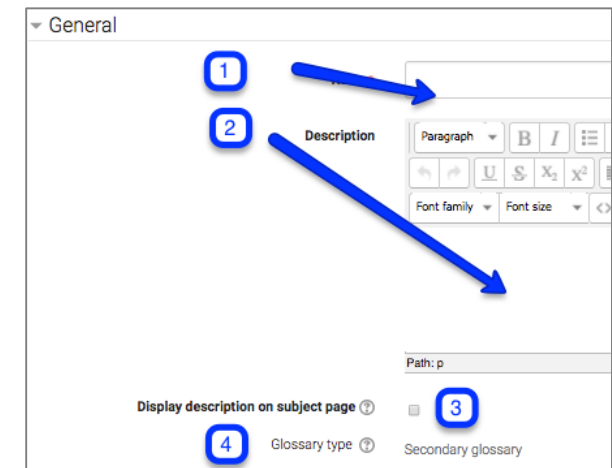
Add a Glossary

1. From the menu that appears, select **Glossary**
2. Select **Add**



Fill in Glossary details

1. Add **Name**
2. Add **Description** if required
3. Select if you want to **Display description on subject page**
4. Select **Glossary type**



Entries

1. **Approved by default** – allows you select if lecturer approval is required for the glossary entry
2. **Always allow editing** – sets whether students can edit their entries always or for a set period of time only
3. **Duplicate entries allowed** – if enabled, multiple entries can have the same concept name.
4. **Allow comment on entries** – if enabled, all participants with permission to create comments will be able to add comments to glossary entries.
5. **Automatically link glossary entries** – if this setting is enabled, the "Add a new entry" form includes the option to automatically link the entry wherever the concept words and phrases appear throughout the rest of the subject.

▼ Entries

Approved by default ?	Yes	1
2 Always allow editing ?	No	
Duplicate entries allowed ?	No	3
4 Allow comments on entries ?	No	
Automatically link glossary entries ?	Yes	5

Appearance

Set whether you want to display page description on subject homepage.

1. **Display format** – there are 7 display formats:

- **Simple, dictionary style** – no authors are displayed and attachments are shown as links
- **Continuous without author** – entries are displayed one after another without any separation apart from the editing icons
- **Full with author** – a forum-like display format showing the author's data and with attachments shown as links
- **Full without author** – a forum-like display format without authors and with attachments shown as links
- **Encyclopedia** – as for "Full with author" but attached images are shown inline
- **Entry list** – concepts are listed as links
- **FAQ** – the words QUESTION and ANSWER are appended to the concept and definition respectively.

2. **Approval display format** – when approving items you may want to select a different display format.

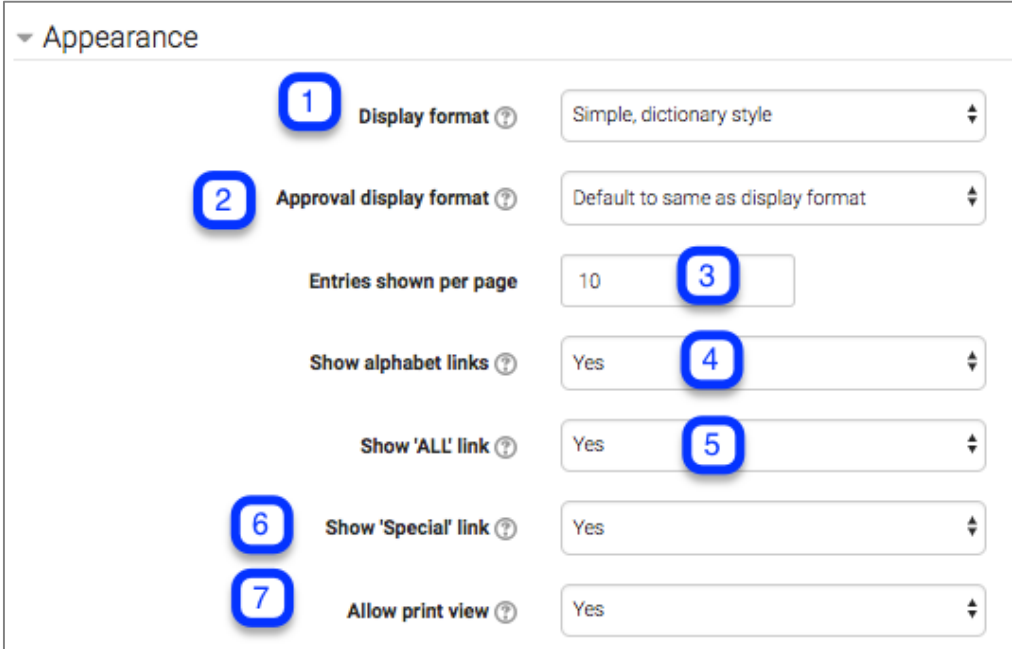
3. **Show entries per page** – allows you to set how many entries appear on the glossary page.

4. **Show alphabet links** – if enabled, participants can browse the glossary by letters of the alphabet.

5. **Show 'ALL' links** – if enabled, participants can browse all entries at once.

6. **Show 'Special' link** – if enabled, participants can browse the glossary by special characters, such as @ and #.

7. **Allow print view** – if enabled, students are provided with a link to a printer-friendly version of the glossary. The link is always available to lecturers.



The screenshot shows the 'Appearance' settings panel with the following options and callouts:

- 1. **Display format**: Simple, dictionary style
- 2. **Approval display format**: Default to same as display format
- 3. **Entries shown per page**: 10
- 4. **Show alphabet links**: Yes
- 5. **Show 'ALL' link**: Yes
- 6. **Show 'Special' link**: Yes
- 7. **Allow print view**: Yes

RSS

To enable the RSS feed for this activity, select either concepts with author or concepts without author to be included in the feed.

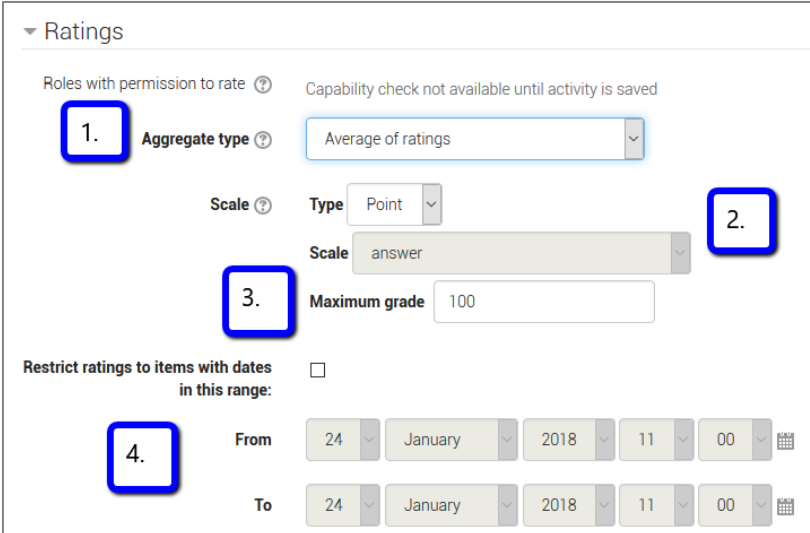
Grade

Select if the glossary is a graded item, **Graded category** and **Grade to pass**.

Ratings

If you are grading the Glossary item, you can use rating to mark individual entries to aggregate into a final grade.

- The **Aggregate type** defines how ratings are combined to form the final grade in the gradebook.
 - Average of ratings** – the mean of all ratings
 - Count of ratings** – the number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
 - Maximum** – the highest rating becomes the final grade
 - Minimum** – the smallest rating becomes the final grade
 - Sum** – all ratings are added together. Note that the total cannot exceed the maximum grade for the activity.
 - If **No ratings** is selected, then the activity will not appear in the gradebook.
- Select **Scale** type of grading used for this activity. If "scale" is chosen, you can then choose the scale from the "scale" dropdown. If using "point" grading, you can then enter the maximum grade available for this activity.
- Add **Maximum grade** for activity
- If required **Restrict ratings to items with dates in this range**



The screenshot shows the 'Ratings' configuration panel. It includes the following elements:

- 1.** A blue box highlights the 'Aggregate type' dropdown menu, which is currently set to 'Average of ratings'.
- 2.** A blue box highlights the 'Scale' dropdown menu, which is currently set to 'answer'.
- 3.** A blue box highlights the 'Maximum grade' input field, which contains the value '100'.
- 4.** A blue box highlights the 'Restrict ratings to items with dates in this range' section, which includes 'From' and 'To' date pickers. Both are currently set to '24 January 2018 11:00'.

Edit the Module Settings

Under **Common module settings** select **Show** from drop down menu for the **Visible** option.

Restrict Access

Restrict access allow you to control access based on date, grade, users and activity completion.

Activity Completion

If **Activity completion** has been activated in your subject settings, it will appear in your activity or resource settings. You can elect for a student to mark the activity as completed or for graded items automatically indicate completion to students. Activity completion is indicated by a check box to the right of the activity on the home page.

Tags

Tags not currently used.

Competencies

For more information on enabling **Competencies**, please refer to the Competences guide.

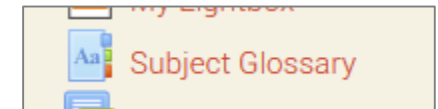
Save your Glossary

At the bottom of the page, select **Save and return to subject**.

Adding an entry to a Glossary

Navigate to glossary

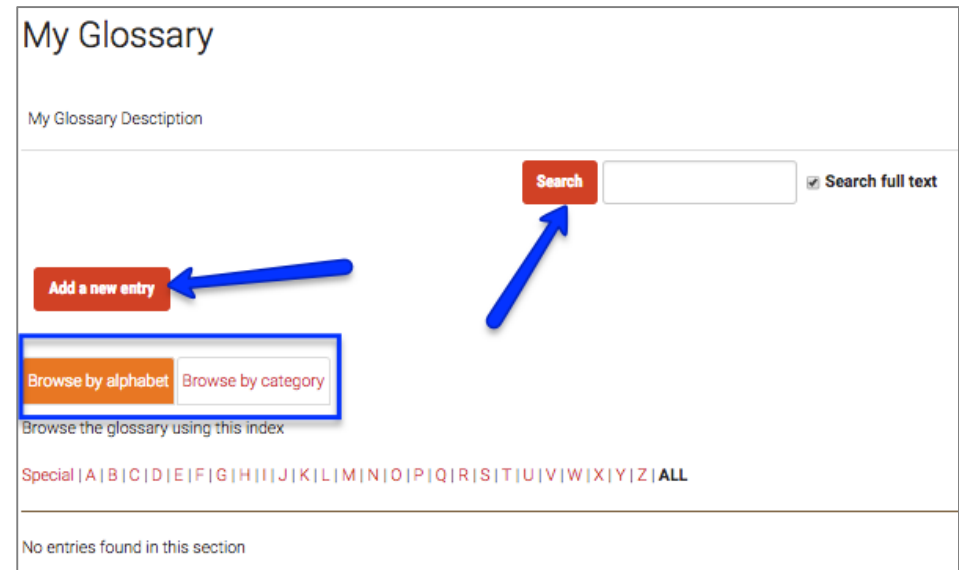
Navigate to the Glossary activity and click on the link.



Browse Glossary page

From the glossary page click on **Add a new entry**.

You can also use this page to search and browse entries.



Add new entry

1. Name the **Concept** you are adding
2. provide a **Definition**
3. Add **Keywords** for searching
4. Drag and drop associated files if required to the **Attachment** box.

My Glossary

My Glossary Description ▼ Collapse all

▼ General

1 **Concept***

2 **Definition***

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3 **Keyword(s)**

4 **Attachment** Maximum size for new files: 100MB, maximum attachments: 99

📁 Files

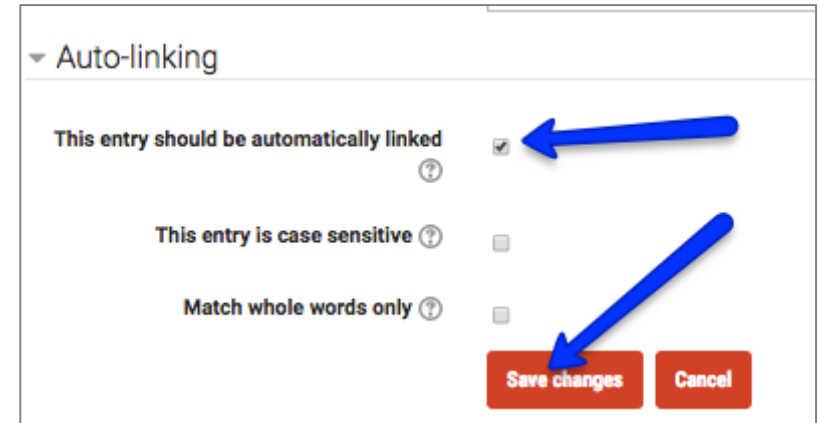
You can drag and drop files here to add them.

Auto-link

From the auto-linking section choose your auto-linking preferences.

Select whether auto-linking should occur and criteria for linking.

Save changes



▼ Auto-linking

This entry should be automatically linked ?

This entry is case sensitive ?

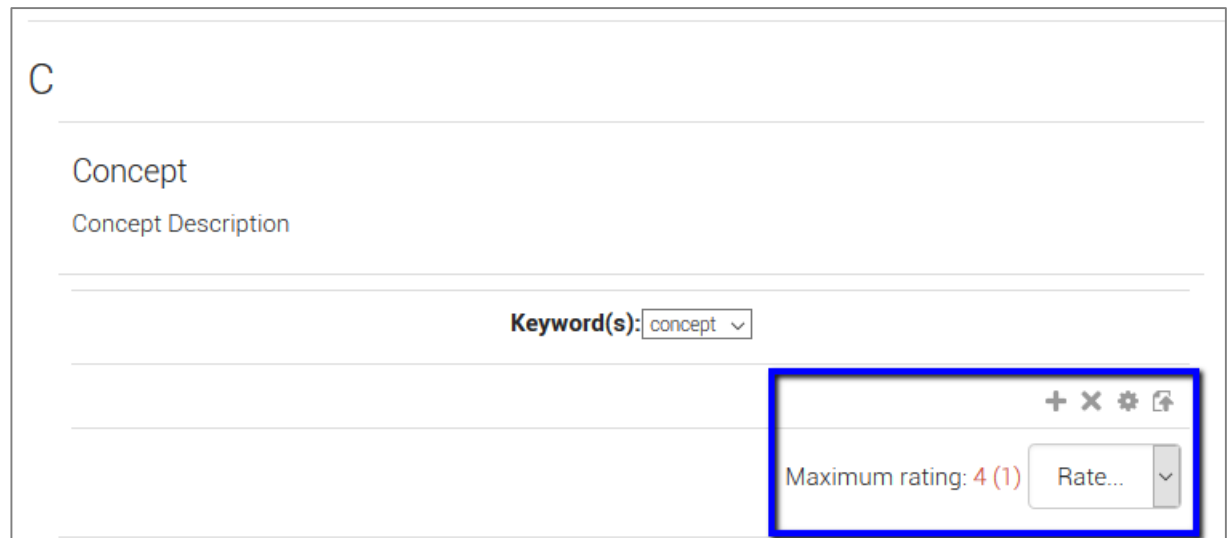
Match whole words only ?

Save changes Cancel

Rating a glossary entry

If you have enabled grade and ratings in your glossary settings then you can add ratings to individual student contributions.

On the Glossary entry page you will notice a **Rate** drop down box on the lower right of the entry. Click on this box and select the rating.



C

Concept

Concept Description

Keyword(s): concept ▼

Maximum rating: 4 (1) Rate... ▼

Add a random entry block

You can add a block to your LMS subject homepage that will display random entries from your glossary. For further instructions on adding a random entry block see the **How to add blocks guide**.

Further Support

Staff

For support in the use of the LMS, Echo360, Turnitin, PebblePad and Manage My Subjects contact [ASK EDTECH](#).

Students

Go to [Student IT Support](#)

End of guide

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