Glossary

The glossary activity module enables participants to create and maintain a list of definitions, or to collect and organise resources. A teacher can allow files to be glossary entries. Attached images are displayed in the entry. Entries can be searched or browsed in different formats. It can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put into categories. If the glossary auto-linking filter is enabled, entries will automatically be linked where the concept words and/or phrases appear within the course.

To create a book:

➢ **Step 1:** Turn editing on

➢ **Step 2:** + Add an activity or resource

➢ **Step 3:** Add Glossary

➢ **Step 4:** Add Name of introductory chapter

➢ **Step 5:** Add Description

➢ **Step 6:** Select Entries

o **Approved by default:**

If set to yes, then new entries appear automatically. If not, then the teacher must approve each one first.

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- o **Always allow editing**

  If set to yes, students can edit their entries at any time. If not, then they can only edit for a certain period.

- o **Duplicate entries allowed**

  This allows the entry of more than one definition for a given word.

- o **Allow comments on entries**

  Students and teachers can leave comments on glossary definitions. The comments are available through a link at the bottom of the definition.

- o **Automatically link glossary entries**

  If the glossary auto-linking filter is enabled by an administrator, then turning this on allows individual entries in this glossary to be automatically linked whenever the concept words and phrases appear throughout the rest of the same course.

➢ **Step 7:** Select Appearance

- o **Display format:**

  - ▪ **Simple, dictionary style –** This looks like a conventional dictionary with separate entries. No authors are shown as links.

  - ▪ **Continuous without author –** Like the simple style. Shows the entries one after the other without any kind of separation but the editing icons, but only if your theme support it, you usually have to modify the theme if you want an alternative appearance to the simple setting.

  - ▪ **Full with author –** A forum-like display format showing author's data. Attachments are shown as links.

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- **Full without author –** A forum-like display format that does not show author's data. Attachments are shown as links.
- **Encyclopaedia –** Like full with author but attached images are shown inline.
- **Entry List –** This lists the concepts as links.
- **FAQ –** Useful for displaying lists of frequently asked questions. It automatically appends the words QUESTION and ANSWER in the concept and definition respectively.

> **Step 8:** Save and return to course   Save and display   Cancel

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