Introduction

As its name indicates, the Glossary is a collection of terms with their definitions related to a topic. The teacher can set up the Glossary activity, and the students can contribute entries to it. It is possible to attach files and display images with glossary terms. The Glossary can be searched or browsed alphabetically or by Category, date, or Author. There is provision for making comments on entries and rating them.

Setting Up of Glossary Activity

The following are the steps to set up a choice activity in a course.

1. Select the Turn Editing On button from the gear icon at the top right corner

2. Click the Add an activity or resource linkandselect Glossary fromthe Activity Chooser

3. Add a name and description for the Choice and decide whether the description should be displayed on the course page

4. Glossary Type: There are two types of glossary entries Main and Secondary. There can be only one main Glossary and multiple secondary glossaries for a course. By default, the *Secondary Glossary will be selected*.

5. Under Entries:

   a. If Approved by default is set as NO, an entry made by a student to the Glossary will need the teacher's approval to be viewed by others.

   b. If Always allow editing option is set as YES, the student can edit his entry at any time. Otherwise, it will be permitted only within 30 minutes of entering the entry.

c. If the Duplicate entries allowed option is set as YES, the same concept can be entered by the students multiple times

d. The Allow comments on entries is for permitting the glossary users to make comments on entries

e. Automatically link glossary entries option facilitates linking the glossary terms appearing at other parts of the course.

6. Under Appearance decide:

a. Display format and Approval display format of the Glossary entries from among the seven options: (1) *Simple, dictionary style*, (2) *Continuous without Author*, (3) *Full with Author*, (4) *Full without Author*, (5) *Encyclopedia*, (6) *Entry list* and (7) *FAQ*

b. Entries shown per page

c. Whether to Show alphabet links or not

d. Whether to Show 'ALL' link or not (*ALL link permits the users to browse all the entries at once)*

e. Whether to Show 'Special' link or not (*Special link permits Glossary browsing by special characters such as @ and #*)

f. Whether to Allow print view or not

7. Maintain the default settings for Ratings, Common module, Restrict access, Activity completion, Tags, and Competencies.

8. Click the Save and Display button.

9. In the resulting window (Figure), click Browse by category button→Add Category

10. Here, add as many numbers of categories required for the Glossary. E.g., Topics discussed in each unit can have a glossary. Thus, Add *Unit1, Unit2,*

Unit3, and *Unit4* as categories. Also, click Automatically link this Category while adding each Category.

Note: *Categories cannot be created for Simple, dictionary style display format*

11.   Click the BACK button after creating the categories (Figure)
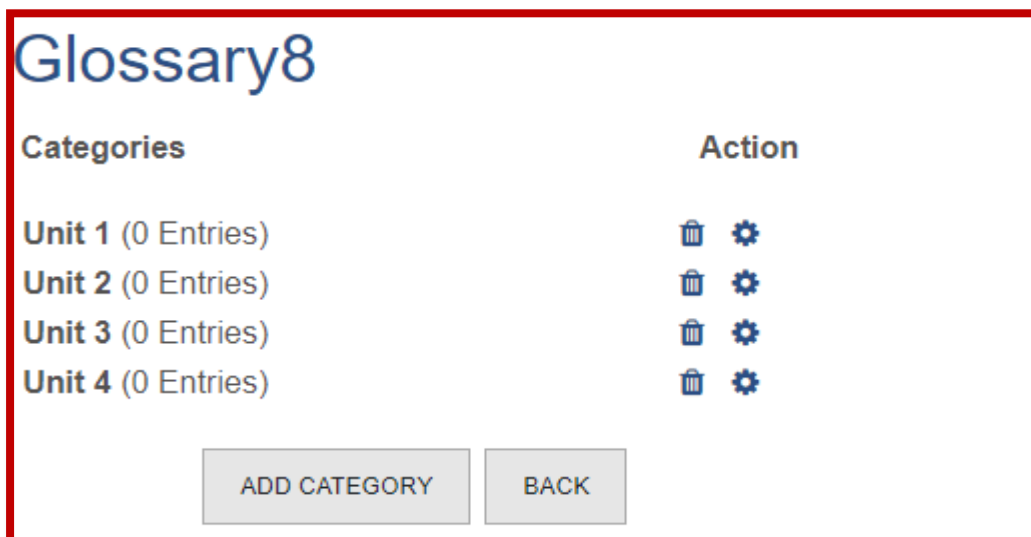

12.   Now, click the ADD A NEW ENTRY button (*appeared in grey*). (Figure
)

13.   In the Concept box, enter the glossary term and describe it in the Definition text editor.

14.   Then select the Category, followed by Keywords (synonyms), if any

15.   Attach file, if any.

16.   Under Auto-linking, make necessary changes, if required ('*This entry should be automatically linked*', '*This entry is case sensitive*', '*Match whole words only*')

17.   Enter Tags, if any

18.   Clickthe SAVE CHANGES button

19.   Repeat steps 12 to 18 for entering all the glossary terms

20.   Now, the Glossary can be browsed by Alphabet, Category,Date of Creation and Author (*full with author*)