GLOSSARY
Moodle Workshops 2020

The glossary activity module enables participants to create and maintain a list of definitions or resources. Glossaries are collaborative tool that can be used by both students and instructors.
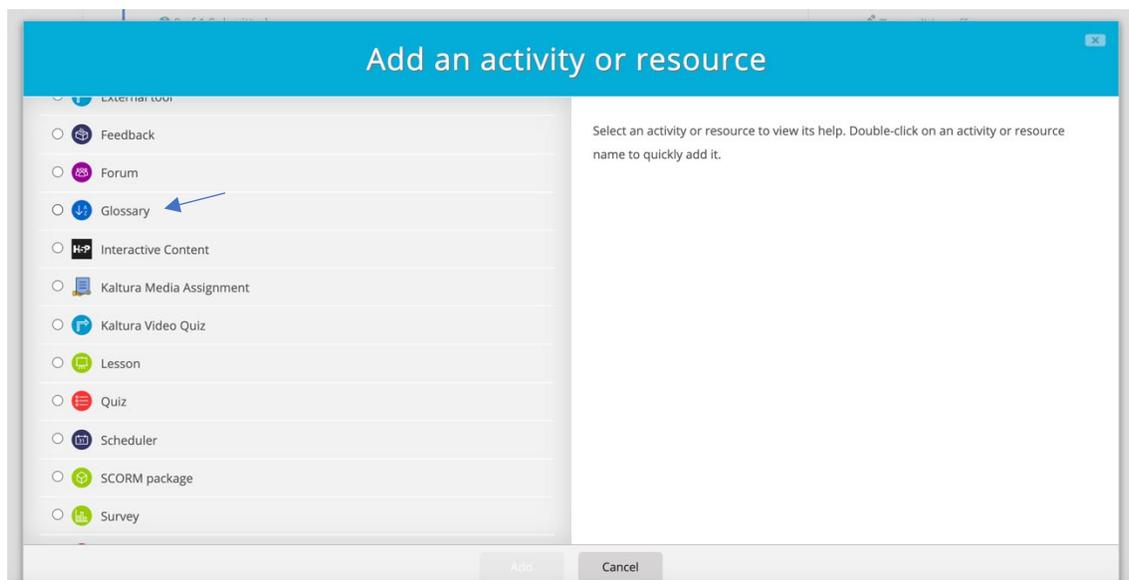
GLOSSARY DISPLAY FORMATS

The glossary has seven different display formats listed below. The most common one is Simple, dictionary style or Encyclopedia, and both work well for most uses.

- **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 in line
- **Entry list -** Concepts are listed as links
- **FAQ -** The words QUESTION and ANSWER are appended to the concept and definition respectively

CREATING A GLOSSARY

Go to "add an activity or resource" and select "Glossary."

Enter the name of your Glossary and a description. Go down to "Appearance" and select the display format you would like to use for the glossary. You can see the display format descriptions by clicking on the question mark (?).

▾ Appearance

Display format ⑦	Simple, dictionary style ▾
Approval display format ⑦	Default to same as display format ▾
Entries shown per page	10
Show alphabet links ⑦	Yes ▾
Show 'ALL' link ⑦	Yes ▾
Show 'Special' link ⑦	Yes ▾
Allow print view ⑦	Yes ▾

If you would like to change the entry settings go down to "Entries." Here you can determine whether or not glossary posts are approved automatically and decided whether or not duplicate terms are allowed.

▾ Entries

Approved by default ⑦	Yes ▾
Always allow editing ⑦	No ▾
Duplicate entries allowed ⑦	No ▾
Allow comments on entries ⑦	No ▾
Automatically link glossary entries ⑦	Yes ▾

Click on save. Now your Glossary is set-up and ready to use. You can add the first entry by clicking on "Add a new entry."

Glossary

🖶 Printer-friendly version

[   ] Search ☑ Search full text

Add a new entry

Browse by alphabet | Browse by category

Browse the glossary using this index

Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

Here you can add the Concept (this is the term) and the definition or explanation. You can also include a file or photo with it. When you are finished click save to add it to the Glossary

Concept *

Definition *

| Paragraph | B | I | | | | | | |

Font family   Font size

Path: p

Keyword(s) ⑦

Attachment ⑦

Maximum size for new files: Unlimited, maximum attachments: 99

▶ 📁 Files

SAMPLE ENTRIES

Sample "Simple, Dictionary" style entry

Browse by alphabet   Browse by category

Browse the glossary using this index

Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

D

Dog

a domesticated carnivorous mammal that typically has a long snout, an acute sense of smell, nonretractable claws, and a barking, howling, or whining voice.

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Sample "Encyclopedia" entry.

Browse the glossary using this index

Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

D

Dog
by Micaela Kwiatkowski - Wednesday, 16 September 2020, 10:07 AM
a domesticated carnivorous mammal that typically has a long snout, an acute sense of smell, nonretractable claws, and a barking, howling, or whining voice.

Sample "FAQ" entry.

| Browse by alphabet | Browse by category | Browse by date | Browse by Author |

Browse the glossary using this index

Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

W

Question:
What animal is it?

(Last edited: Wednesday, 16 September 2020, 10:08 AM)
Answer:
a domesticated carnivorous mammal that typically has a long snout, an acute sense of smell, nonretractable claws, and a barking, howling, or whining voice.

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