

GLOSSARY

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.

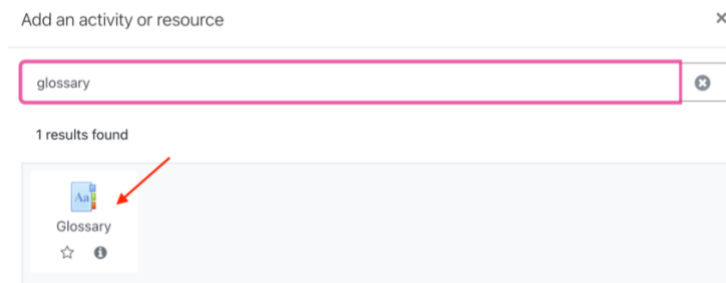
GLOSSARY DISPLAY FORMATS

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 “Entries” and select or unselect the entry settings. Next, 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 (?).

Entries		Appearance	
Approved by default	<input type="checkbox"/> Yes	Display format	Simple, dictionary style
Always allow editing	<input type="checkbox"/> No	Approval display format	Default to same as display format
Duplicate entries allowed	<input type="checkbox"/> No	Entries shown per page	10
Allow comments on entries	<input type="checkbox"/> No	Show alphabet links	<input type="checkbox"/> Yes
Automatically link glossary entries	<input type="checkbox"/> Yes	Show 'ALL' link	<input type="checkbox"/> Yes
		Show 'Special' link	<input type="checkbox"/> Yes
		Allow print view	<input type="checkbox"/> 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.”

Sample Glossary

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

Sample Glossary

Expand

General

Concept

Definition

Paragraph **B** *I* [List] [Link] [Image] [Table] [Code] [Undo] [Redo] [Font color] [Background color] [Indent] [Outdent] [Text color] [Text background color] [Omega]

Font family Font size [Decrease] [Increase] [Table] [Grid]

Path: p