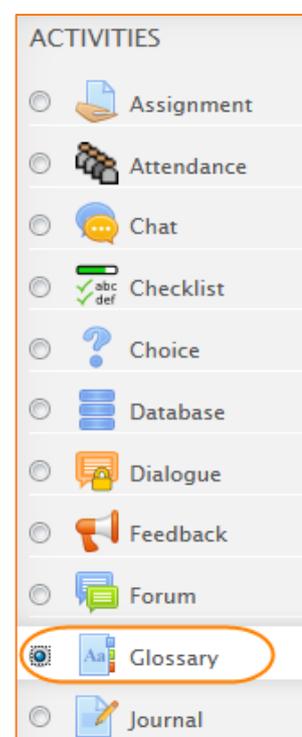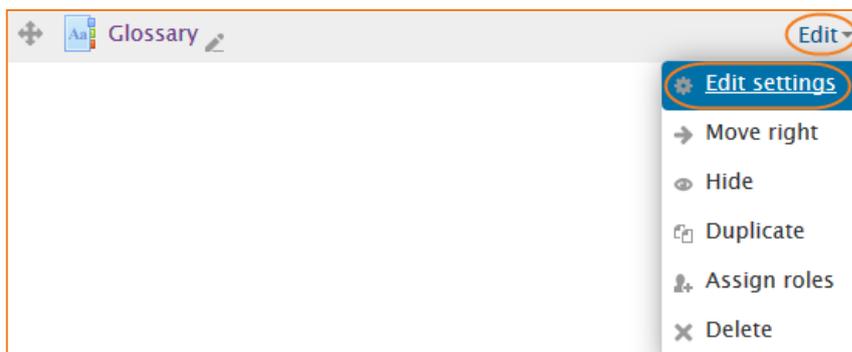# Glossary
Complete Guide

Contents

Overview

The glossary activity module allows participants to create and maintain a list of definitions, like a dictionary.

Glossary can be used in many ways. The entries can be searched or browsed in different formats. A glossary can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put in categories. The auto-linking feature will highlight any word in the course which is located in the glossary.

Adding or Editing a Glossary activity in your course

1. Login to eLearn and open up the appropriate course. Once in this course, *Turn editing on* using the orange icon at the top right.
2. If creating a new glossary, click on *Add an activity or resources* and choose *Glossary*.
3. If editing an existing glossary, locate the specific activity, select the *Edit* menu to the right and choose *Edit settings*. This will open up the settings page for the glossary.

Settings

General

Name

Give your new glossary a descriptive name.

Description

Describe the purpose of the glossary and provide instructions or background information, links etc. Click the icon top left to expand the toolbars, and drag the bottom right of the text box out to expand it.

Display description on course page

If this box is ticked, the description will appear on the course page just below the name of the glossary.

Glossary type

Here you can decide whether the glossary will be main or secondary. The glossary system allows you to export entries from any secondary glossary to the main one of the course. In order to do this, you should specify which glossary is the main one. You can only have one main glossary per course.

Entries

Approved by default

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

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.

Duplicate entries allowed

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

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.

Automatically link glossary entries

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. This includes forum postings, internal resources, section summaries and so on.

Appearance

Display format

This specifies the way that each entry will be shown within the glossary. The options are:

- *Simple, dictionary style* - This looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.
- *Continuous without author* - Like the simple style. Shows the entries one after other without any kind of separation but the editing icons.
- *Full with author* - A forum-like display format showing author's data. Attachments are shown as links.
- *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.

Approval display format

It is possible to set an alternative display format for when entries are approved that can differ from the display format on the course page. This could be useful for instance if a tutor wants to see who made a particular glossary entry before approving it but doesn't want the students' name to be displayed for others on the course page.

Entries shown per page

Decide here how many entries to show per page.

Show alphabet links

If set to "yes", users can browse the glossary by letters of the alphabet.

Show 'ALL' link

If set to "yes", users can browse all the entries at once

Show 'Special' link

If set to "yes", users can browse the glossary by special characters, such as @ and #.

Allow print view

This provides a printer-friendly version link for students. (Teachers are always provided with a printer-friendly version link.)

RSS

RSS feed for this activity

This turns RSS on or off. When set to "None," the RSS feed is disabled. When set to "Concepts with authors," the RSS feed will send out the glossary entries with the name of the author. When set to "Concepts without authors," the RSS feed sends out glossary entries without the name of the author.

Number of RSS recent articles

This number sets the number of entries that go out via RSS. If this number is set to 5, then the 5 most recent articles will be sent to subscribers. As new entries are added, the oldest entry is replaced on the RSS feed. If your glossary has many posts every day, you will want to set this number high.

When RSS is enabled for your glossary, an orange RSS button appears on the main page (in the upper right-hand side). When a user clicks on the RSS button, they see the XML code displayed, needed by the news-reader. Once a user has the RSS news-feed link, adding it to a reader is simple and will then display Glossary aggregated information, along with other information they subscribe to.

Ratings

Glossary entries can be rated using a scale. Any ratings given are recorded in the gradebook. The roles that can rate this feature cannot be changed.

Aggregate type

You can set an aggregate type, in other words, decide how all the ratings given to posts in a forum are combined to form the final grade (for each post and for the whole forum activity).

- *Average of ratings (default)* - This is the mean of all the ratings given.
- *Count of ratings* - The counts the number of rated entries which becomes the final grade. This is useful when the number of posts is important. Note that the total cannot exceed the maximum grade allowed for the forum. A count may be used if the teacher simply wants to acknowledge that a reply was given in the case students being required to make a certain number of posts in a discussion. Note: Count of ratings does not work for the CIT eLearn scales due to the limitation imposed by the max grade.
- *Maximum rating* - The highest rating is returned as the final grade. This method is useful for emphasising the best work from participants, allowing them to post one high-quality post as well as a number of more casual responses to others.
- *Minimum rating* - The smallest rating is returned as the final grade. This method promotes a culture of high quality for all entries.
- *Sum of ratings* - All the ratings for a particular user are added together. Note that the total is not allowed to exceed the maximum grade for the forum. Note: Count of ratings does not work for the CIT eLearn scales due to the limitation imposed by the max grade.

Scale

Select the 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.

Restrict ratings to items with dates in this range

The teacher can allow only entries within a certain date range to be rated. This is useful if the teacher wants to keep students focused on the most recent content.

Common module settings

See eLearn guide – Groups and Groupings.

Restrict access

See eLearn guide – Conditional Release.

Activity completion

See eLearn guide – Completion Tracking.

Once you have filled in all the require settings, click on *Save and display* to bring up the next page where you can enter the glossary items, or *Save and return to course* to go back to the course.
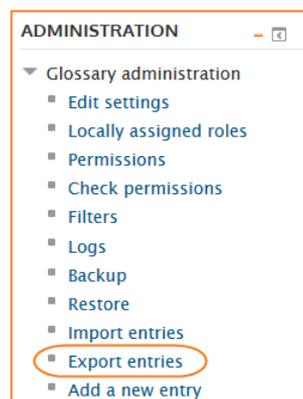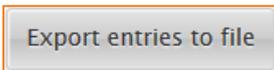
Import / Export

Glossaries are user-input activities, meaning when you run the normal backup / restore or import process, the glossary entries will not come over.

Export Glossary

To export your glossary entries, first go into the glossary you want to export.

4. In the *Glossary administration* under the *Settings* block on the right, click on *Export entries*.

5. Now click on the *Export entries to file* button. This will bring up a dialogue box asking you where you want to save the file.

6. Save this to somewhere you can find easily as you can use this file as often as you like.

You have now created an export of your glossary entries.

Import Glossary

To get your entries into your new course, you will need to now import the file you just exported.

1. In the course you want the new glossary entries added to, go into the glossary.

2. In *Glossary administration* under the *Settings* block on the right, click on *Import entries*.

3. Click on *Choose a file*, browse and find your exported file, then click on *Upload this file*. Choose *Submit* then Continue, and your glossary entries will be in your course.

NOTE: You can change the Destination if you would like to create a New Glossary, or you can leave this as your Current glossary. If you have created categories in your glossary and want to move them over, tick the Import categories box.