Adding a Glossary Activity

The **Glossary** activity is a very flexible activity. Students and the teacher(s) can use it to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information. Comments on entries can be allowed and rated by teachers or other students. In fact, the rating can be incorporated into the grade book. Images and audio can be included in the **Glossary** entries. Entries can be searched or browsed alphabetically or by category, date or author. Another setting automatically links the concept words and/or phrases to the definition.
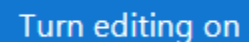
Using the Glossary Activity to Enhance Blended Learning

In addition to the traditional collaborative bank of key terms provided by the teachers, students can take more ownership of this actively and build the **Glossary** based on in-class activities. A **Glossary** could be added to a course for students to write about themselves.

Step-by-Step Instructions for Adding a Glossary Activity

Important note: Since our upgrade to Avenue, some of the following screenshots may appear slightly different in your course, but the principles remain the same.

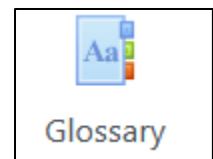1. On your course, click the **Turn editing on** button.

2. Click the **Add an activity or resource** link in the topic where you want to add this activity.

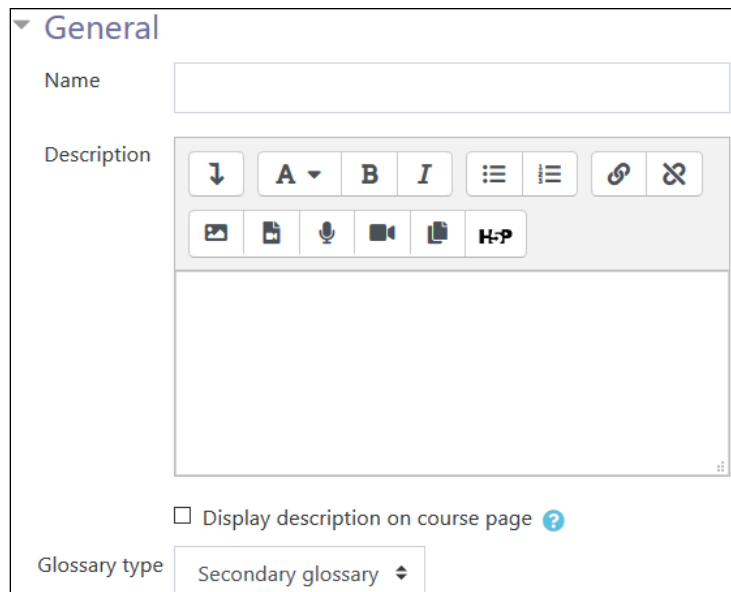   The **Add an activity or resource** window appears.

3. Select **Glossary** in the **Activities** tab**.**

4. The **Adding a new Glossary** page appears.

Settings in the **General** section are used to set the general information about the activity.

5. Type a descriptive name in the **Name** text box.

6. Type a description/summary of the **Glossary** in the **Description** text box.

7. To display the description on the course home page, select **Display description on course page**. However, to keep the page less cluttered this is not recommended.

8. The **Glossary type** setting is used to identify the main **Glossary** in a course. Only one main **Glossary** is allowed.

The **Entries** section sets the options for the **Glossary** entries.

9. Select **No** in the **Approved by default** setting if students are allowed to contribute to the **Glossary** and you want to approve an entry before it is available to other students.

10. Select **No** in the **Always allow editing** setting to restrict students from changing an entry after the editing time expires.

11. Select **Yes** in the **Duplicate entries allowed** setting to allow more than one instance of the same concept.

12. Select **Yes** in the **Allow comments on entries** setting to enable students to post comments about entries.

13. The **Automatically link glossary entries** setting enables selected concepts to be hyperlinked to their **Glossary** definitions.

Settings in the **Appearance** section can control when the activity is available to students.

14. There are seven different formats available in the **Display format** setting. They include the default **Simple, dictionary style**, as well as **Encyclopedia**, **Entry list** and other formats.

15. The **Approval display format** setting can be used if approval is required.

16. The **Entries shown per page** setting determines how many items appear on a page.

17. The **Show alphabet links** setting enables students to browse the **Glossary** alphabetically, if this is enabled.

18. The **Show 'ALL' link** setting allows users to click a link to display all entries on one page.

19. The **Show 'Special' link** setting allows users to click a link to display all entries with special characters.

20. The **Allow print view** setting allows users to click a link to display the **Glossary** in a printer-friendly format.

The **Ratings** section is used to rate students' **Glossary** entries and calculate a grade in the grade book.
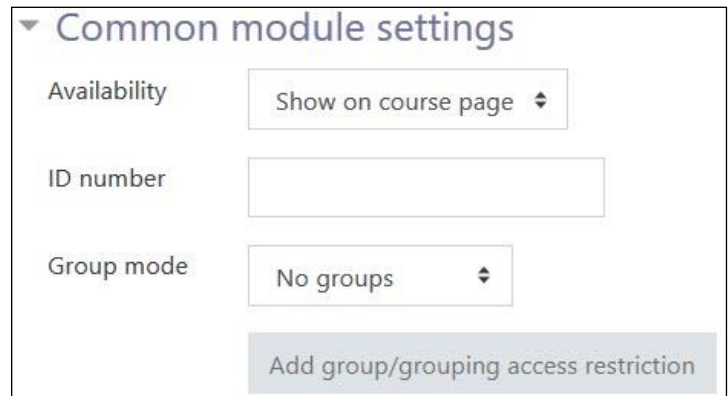
21. The **Roles with permission to rate** setting indicates who can rate postings.

22. The options in the **Aggregate type** setting are used to specify how the grade book score is calculated. Options include the **Average of ratings**, **Count of ratings**, **Maximum rating**, **Minimum rating** and **Sum of ratings**. There will not be a score in the grade book if **No ratings** is selected.

23. Once an **Aggregate type** is selected, a section to set the **Scale** appears. The **Scale** specifies the maximum score for the rating.

24. The **Restrict rating to items with dates in this range** setting indicates when the ratings for the postings start and finish using the **From** and **To** options.

Settings in the **Common module** section are common to many Avenue activities and resources.
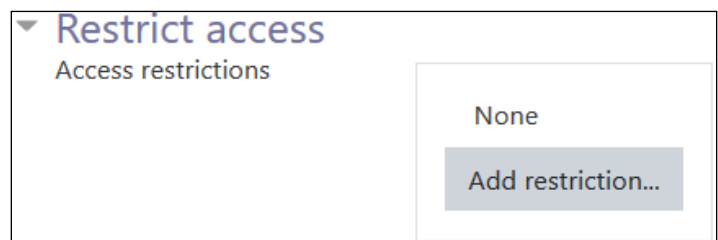

25. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the **Turn editing on** function is enabled.

26. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the Avenue courseware.)

27. The **Group** mode setting enables the use of groups. (More information is available in the **Groups** documentation in the Stage 3 **Course Management** section.)

28. If you choose **Separate groups** for **Group mode**, another option appears for **Grouping.** This option enables a collection of groups to gather together and work as a larger group.

Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the Setting up and Using Restrict Access Settings documentation in the Stage 3 **Course Management** section.)

29. Upon selecting the **Add a restriction...** button, a restriction pop-up appears.

30. Click the **Save and return to course** button to save/update the activity.

The **Glossary** activity link appears on the course main page.

Adding a Single Entry to Your Glossary

1. Click a **Glossary** link on the course home page.

2. Click on the **Actions menu** icon.
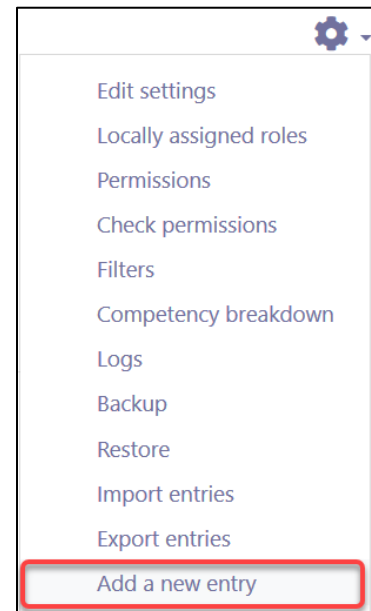
3. Click **Add a new entry**.

The **Add a new entry** page appears.

4. The new item is entered in the **General** section.

5. Enter the item in the **Concept** text box.

6. Type the meaning of the item (or information about the concept if it is not a word with a definition) in the **Definition** text box. Images and audio can be added using the Text editor tool bar.

7. Optional: Enter any **Keyword(s)** (aliases) that should be linked to this entry.

8. You can add an attachment to a glossary entry using the **Attachment** option.

    The **Auto-linking** section is used to link items in the **Glossary** to course content.

9. When the **This entry should be automatically linked** option is enabled, a hyperlink to the **Glossary** definition will be automatically created wherever that **Glossary** item appears in the course.

   Note that hyperlinks will not be created in the SCORM pages.

10. When the **This entry is case sensitive** option is enabled, only items that match the case (upper and lower) will be automatically linked.

11. When the **Match whole words only** option is enabled, word hyperlinks will be created only with whole words that match, e.g. a **Glossary** entry named "instruct" will not create a link inside the word "instructional".

12. Click the **Save changes** button.

Adding Audio to a Glossary Entry

Audio can be added to a **Glossary** entry using the **Record Audio** tool in the **Definition** toolbar. Refer to the **Label module - Creating a Label (with audio)** resource, found in the **Blending Learning by Adding Resources** section of the Stage 3 course for instructions on using the **Record Audio** tool. (See **Embedding a voice recording in a label**.)

Importing Glossary Entries

To import multiple glossary entries into your **Glossary**, refer to the Stage 2 document **Importing Glossary Items**.

Exporting Your Glossary Entries

1. On the Glossary page, click on the **Actions menu** icon.

2. Click **Export entries** in the **drop-down** list.

3. Click on the **Export entries to file** button.

   The file may download automatically, or a dialogue box may appear.

4. Click **Save** or **OK** to download the **glossary_name.xm**l file to your local computer.

Deployment Tips

The **Random glossary entry** block is a dynamic way to use a glossary and keep a course page refreshed. Instructions for this block can be found in the **Enhancing Course Interactivity and Content with Blocks** section of the Stage 3 course.

Video Resources

This video explains how to **add a glossary** to a course and the settings. It also demonstrates how to use the **Random glossary entry block**.   **Video link**

This video explains how to add a new entry and it demonstrates how the **Automatically link glossary entries** setting works.   Video link

Glossary Activity Help files

Moodle documents: Glossary module
<http://docs.moodle.org/39/en/Glossary_module>

Moodle documents: Glossary settings
<http://docs.moodle.org/39/en/Glossary_settings>

Moodle documents: Using Glossary
<http://docs.moodle.org/39/en/Using_Glossary>

Moodle documents: Glossary FAQ
<http://docs.moodle.org/39/en/Glossary_FAQ>