

Managing Your Course Glossaries

Glossaries are available in the LINC courseware by LINC level and theme or unit. The items found in the glossaries are based on the vocabulary activities in the SCORM and speaking activities. Teachers can modify these glossaries by adding to (or deleting from) them, or they can create new glossaries and add their own items. It is also possible for glossaries to be collaborative if teachers enable students to contribute to the glossaries. There is also an option to allow users to comment on glossary entries.

Exemplar

There is one glossary in the Stage 2/3 Exemplar Course. It is called *Keywords - Employment LINC 4*. This Glossary matches the LINC 4 theme of Employment.

Creating a New Glossary

1. Click on the Turn editing on button
2. Locate the *Topic* in which you will place the glossary
3. Click on the +Add an activity or resource link
4. Click the Glossary radio button



5. Click on the Add button
6. In the General section, input a Title for the glossary
7. Input a description of or a purpose of the glossary
8. Choose secondary glossary for Glossary type

Name* LINC 4 Employment Glossary

Description This is the LINC 4 Employment Glossary

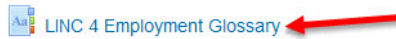
Glossary type Secondary glossary

- See the document *Creating Glossaries in Stage 3* for a detailed discussion of the remainder of these settings.

9. Click on the Save and return to course button

Adding a Glossary Entry

1. Click a glossary activity link on the course page




- The glossary activity opens
2. Click on the Add a new entry button



3. Input a Concept word (the keyword)
4. Input the definition

Concept*

Definition* 
A short written account of personal, educational, and professional qualifications, skills, and experience.

5. Click on the Save changes button
- The glossary item now appears in the glossary

LINC 4 Employment Glossary

 [Printer-friendly version](#)

This is the LINC 4 Employment Glossary

Search Search full text

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Browse the glossary using this index

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resume


A short written account of personal, educational, and professional qualifications, skills, and experience.

Deleting a Glossary Entry

1. Click a glossary link in your course



- The glossary opens
2. Locate the term that you wish to remove
3. Click on the Delete icon  to the right of the glossary entry

resume

Are you sure you want to delete this entry?

Continue


Cancel

4. Choose Continue
- The item is deleted from the glossary
- Return to the course through the Navigation bar or block

Editing a Glossary Entry

1. Click a glossary link in your course



- The glossary opens
2. Locate the term that you wish to edit
3. Click on the Edit icon  to the right of the glossary entry
4. Edit the item as required
5. Click on the Save changes button

Importing LINC 3-7 glossary entries (XML-file format)

Refer to the “Importing Glossary Items” help file in the Stage 2 Course Management section for instructions on how to import entries into a LINC 3, 4, 5, 6 and 7 glossary using the Edulinc Glossary Repository.

Restoring a LINC 1 or 2 glossary (MBZ-file format)

Refer to the “Importing Glossary Items” help file in the Stage 2 Course Management section for instructions on how to restore a LINC 1 or 2 glossary using the Edulinc Glossary Repository.

Glossary Help links

[Moodle Documents: Glossary](#)

<http://docs.moodle.org/31/en/Glossary_module>

[Moodle Documents: Using the Glossary](#)

<http://docs.moodle.org/31/en/Using_Glossary>