Adding a Glossary Voice 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. A teacher can allow comments on entries and they can be 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 Voice Activity to support blended learning

In addition to the traditional collaborative bank of key terms provided by the teachers, students can take more ownership of this and actively 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 Voice Activity

Important note: Since our upgrade to Moodle 3.1, some of the following screenshots may appear slightly different in your course, but the principles remain the same.

1. Click the *Turn editing on* button on your course home page.
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 voice activity* in the left panel under ACTIVITIES.
4. Click the *Add* button.

   The *Adding a new Glossary* page appears.

   The **General** section is used to update 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*. (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.

▾ Entries

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

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.

▾ 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 ▾

14. *There* are seven different formats available in the *Display format* setting. They include the default dictionary style, an FAQ format, etc.
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 **Grade** section is used to set the category in which this activity's grades are placed in the grade book.

▾ Grade

Grade category ⑦	Uncategorised ▾
Grade to pass ⑦	

21. The *Grade category* setting is used to select the grade book category.

The **Ratings** section is used to rate students' *Glossary* entries and calculate a grade in the grade book.

▾ Ratings

Roles with permission to rate ⑦	Capability check not available until activity is saved
Aggregate type ⑦	No ratings ▾
Scale ⑦	Type Point ▾
	Scale Default competence scale ▾
	Maximum grade 100
Restrict ratings to items with dates in this range:	☐
From	21 ▾ October ▾ 2016 ▾ 11 ▾ 00 ▾ 🗓
To	21 ▾ October ▾ 2016 ▾ 11 ▾ 00 ▾ 🗓

22. The *Roles with permission to rate* setting indicates who can rate postings. This can be changed using *Permission* link in the *Glossary administration* section of the *Administration* block.

23. The options in the *Aggregate type* setting are used to specify how the grade book score is calculated. Options include the *average*, the number of ratings (*count*), the *maximum* rating, the *minimum* rating or the *sum* of the ratings. There will not be a score in the grade book if *No ratings* is selected.

24. The *Scale* specifies the maximum score for the rating.

25. 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 Moodle activities and resources.

26. The *Visible 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 on a course home page.

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

Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the *Conditional Release* documentation in the Stage 3 *Course Management* section.)

28. Upon selecting the Add a restriction... button a restrictions pop up appears.

Settings in the **Activity completion** section are used to set completion tracking, grading options and the expected completion date. (More information is available in the *Completion Tracking* documentation in the Stage 3 *Course Management* section.)

29. 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 *Add a new entry*.
   The *Add a new entry* page appears.
   The item is entered in the **General** section.

3. Enter the item in the *Concept* text box.
4. 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.
5. Optional: If you would like to categorize the entry, choose the category. First add the category to the *Glossary*, using *Edit categories* in the *Browse by category* tab on the main page of the *Glossary*. (This option will not appear until a category is created.)
6. Optional: Enter any *Keyword(s)* (aliases) that should be linked to this entry.
7. 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.

Auto-linking

This entry should be automatically linked ☐
This entry is case sensitive ⑦ ☐

Match whole words only ⑦ ☐

8. 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: Hyperlinks will not be created in the SCORM pages.)
9. When the *This entry is case sensitive* option is enabled, only items that are match the case (upper and lower) will be automatically linked.
10. When the *Match whole words only* option is enabled, words 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".
11. 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 *File Picker* panel. 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. Click *Export entries* in the *Glossary administration* section of the *Administration block*.
2. Click the *Export entries to file* button.
   The file may download automatically or a dialogue box may appear.
3. Click *Save* or *OK* to download the glossary_name.xml 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.