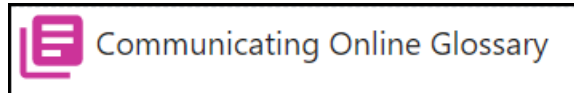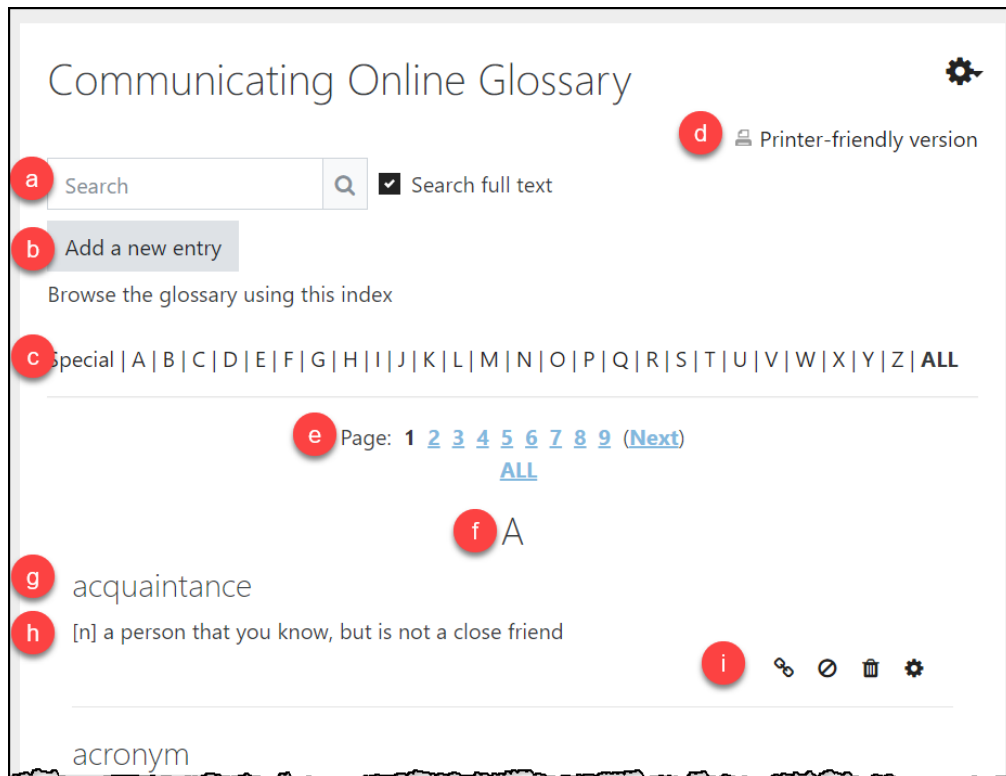# Glossary

Overview

The *Glossary* activity is a very flexible resource. Learners and instructor(s) can use it to refer to course concept terms and their definitions. Images and audio can be included in *Glossary* concept words or entries. Entries can be searched or browsed alphabetically.
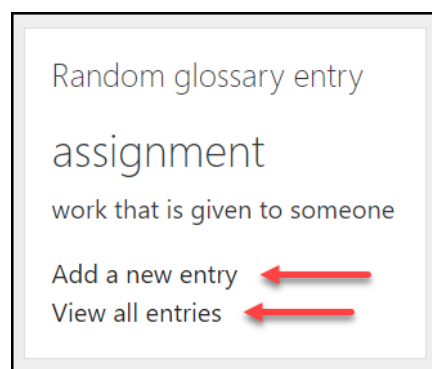
Learner Experience

1. On the course page, click on a *Glossary* link.

2. The *Glossary* page appears with several features that allow learners to

   a. search glossary by word,
   b. add a word entry,
   c. search the glossary by initial letter or special character of word,
   d. view a printer-friendly version of the glossary,
   e. view glossary page by page or as a complete list,
   f. view the words in alphabetical order,
   g. view words with part of speech in brackets,
   h. see the definition of the word,
   i. access a permalink to reference the entry.

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a Search   ☑ Search full text

d 🖨 Printer-friendly version

b Add a new entry

Browse the glossary using this index

c 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**

e Page: **1** 2 3 4 5 6 7 8 9 (**Next**)
ALL

f A

g acquaintance

h [n] a person that you know, but is not a close friend

i   🔗 ⊘ 🗑 ⚙

acronym

3. Courses may also have a *Random Glossary Entry* block. This feature randomly displays a word from the *Glossary* each time a learner reloads the page. Learners can use the *Add a new entry* link to contribute to the *Glossary* or use the *View all entries* link to quickly access the full *Glossary*.

> Random glossary entry
>
> ## assignment
> work that is given to someone
>
> Add a new entry   ⟵
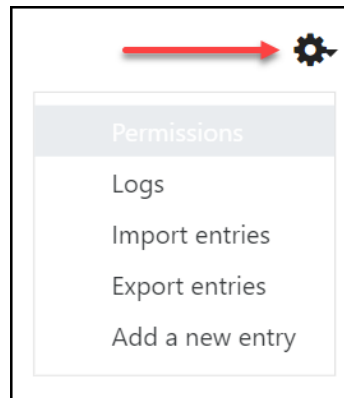> View all entries   ⟵

Instructor Experience

1. On the course page, click on a *Glossary* link.

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2. The *Glossary* appears with the same features as learners see.

3. For more options, instructors can click on the *Glossary Action menu* icon, where a drop down menu appears.


- Selecting *Permissions*, allows instructors to view a wide variety of *Glossary* permissions for instructors and learners. Teachers cannot change these permissions, though.

- Selecting *Logs*, provides the instructor with a detailed listing of by whom, when, from where and what *Glossary* entries were accessed.

- Selecting *Import entries* allows instructors to add a file with multiple content words and definitions into the current or a new *Glossary*.

- Selecting *Export entries* allows instructors to save the *Glossary*, possibly for use outside of this course.

- Selecting *Add a new entry* allows instructors to add a single entry to the existing *Glossary*. This action can be repeated to add multiple new entries.

## Adding a Glossary Word (Instructors and Learners)

1. Click *Add a new entry* from one of several areas of the course (see above), and an *Add a new entry page* appears.

2. In the *General section*, type the *Concept* or *Glossary word* with the corresponding part of speech within brackets. Type the definition in the *Definition* text area.
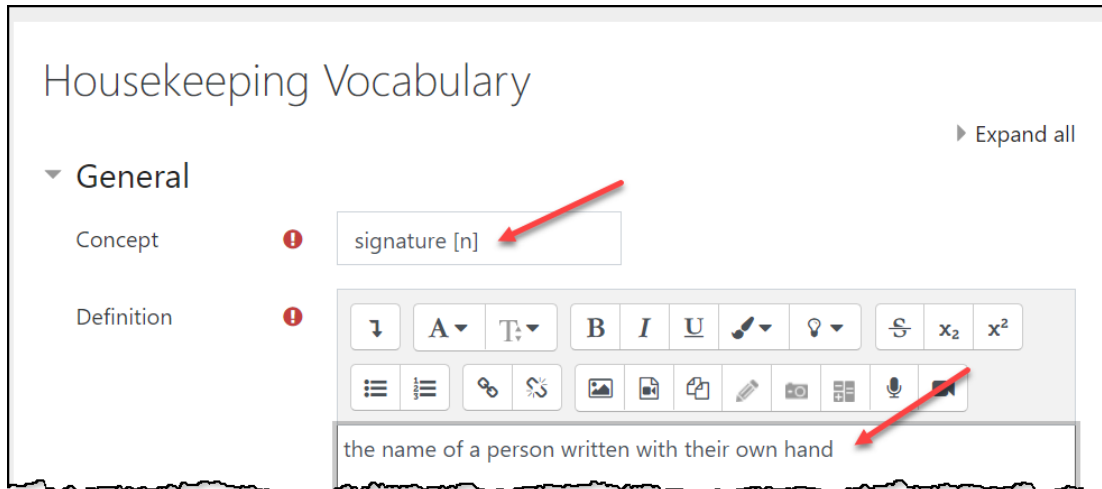
3. In the *Keyword(s)* textbox, enter any related words that may be useful for learners to understand the concept word. Use a comma to separate keyword(s).
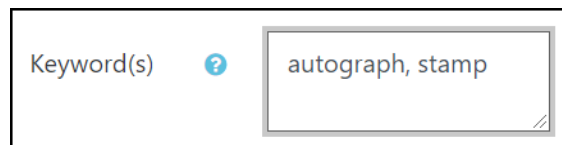
4. An *Image* may be associated with the concept word. Click on the *Add* icon or simply drag a file into the *Drag and drop* area.
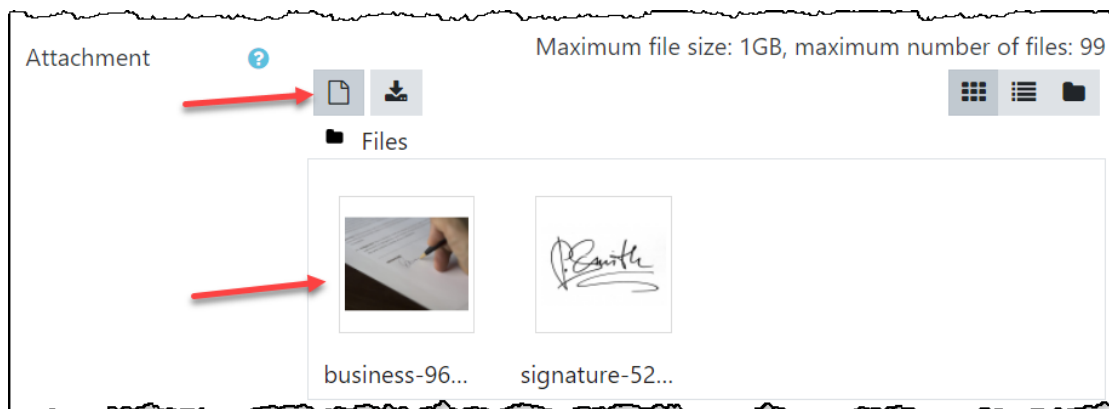
5. Click on the *Save changes* button, and the new word appears in the *Glossary*.

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6. To return to the course, select the course name in the *Breadcrumb menu*.