

Glossary

Overview

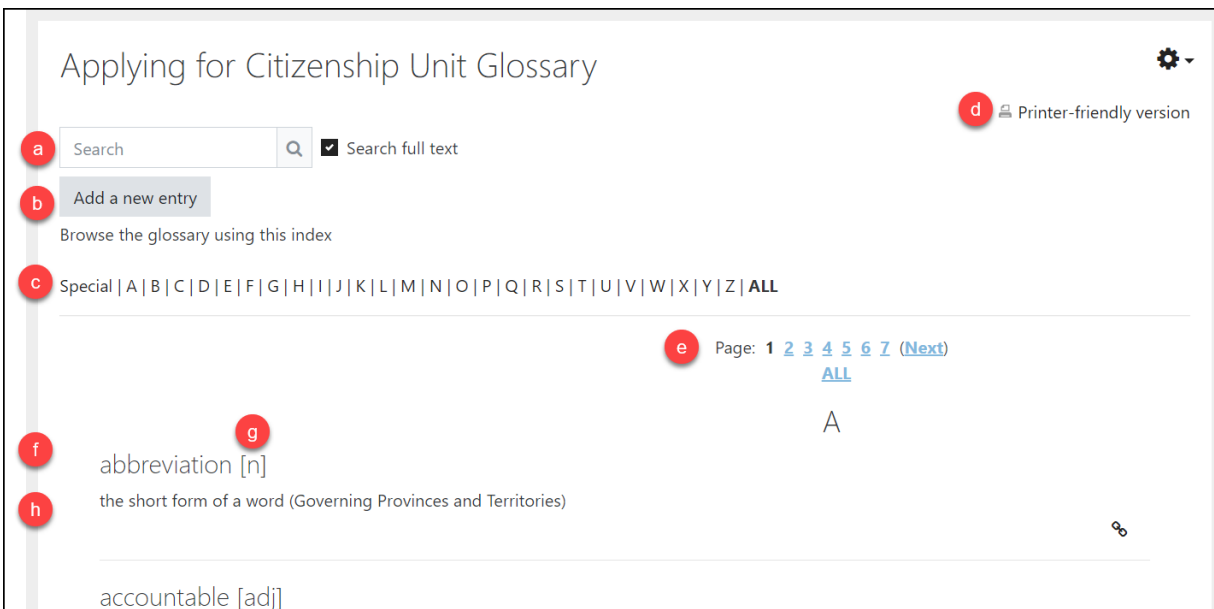
Use the course or unit *Glossary* to refer to course concept terms and their definitions. Entries can be either searched or browsed alphabetically. In some courses, your instructor may ask you to add new *Glossary* entries.

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



2. The *Glossary* appears with the following features.

- a. Search textbox, to search *Glossary* by concept word
- b. Add a new entry, to add new words
- c. Alphabets, to browse the *Glossary* words by initial letter
- d. Print button, to print a formatted version of the *Glossary* page currently visible
- e. Page numbers, to view the *Glossary* page by page or as a complete list of all words
- f. Words (entries), ordered by initial letter
- g. Part of speech of each word, provided in brackets
- h. Definition of each word

A screenshot of a web application titled "Applying for Citizenship Unit Glossary". The interface includes a search bar (a) with a magnifying glass icon and a "Search full text" checkbox. Below the search bar is a button "Add a new entry" (b). A navigation bar (c) shows "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". A pagination control (e) shows "Page: 1 2 3 4 5 6 7 (Next) ALL". The main content area displays the letter "A" followed by the word "abbreviation [n]" (f) with its part of speech in brackets (g). Below it is the definition "the short form of a word (Governing Provinces and Territories)" (h). At the bottom, the word "accountable [adj]" is visible. A printer icon and "Printer-friendly version" link (d) are in the top right corner. A gear icon is also present in the top right.

3. Courses may also have a *Random Glossary Entry* block at the side of the course home page. This feature randomly displays a word from the *Glossary* each time you reload the page. It would appear similar to this one.



4. Use the link *Add a new entry* to contribute to the *Glossary*.
5. Use the link *View all entries* to quickly access the full *Glossary*.

Adding a Glossary Concept Word

1. Click to open the *Glossary* from the course page.



2. Click on the *Add a new entry* button.



The *Glossary General* page appears.

3. Type the *Concept* word with the corresponding part of speech within brackets. Type the definition in the *Definition* text area.

Applying for Citizenship Unit Glossary ▶ Expand all

▼ General

Concept !

Definition !

Rich text editor toolbar with icons for undo, bold, italic, underline, link, unlink, list, and image.

The female ruler of an independent state, usually one who inherits the position by right of birth.


4. In the *Keywords* textbox, enter any related words that may be useful to understand the concept word. Use a comma to separate keywords.

Keyword(s) ?

5. An *Image* may be associated with the word. Click on the *Add image* icon or simply drag a file into the *Drag and drop area*.

Attachment ? Maximum file size: 2MB, maximum number of files: 99

Files


Drop files here to upload

6. Click on the *Save changes* button, and the new *concept word* appears in the glossary.

Save changes

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

Canadian Citizenship Prep (JT)

Dashboard / My courses / **Canadian Citizenship Prep (JT)** / Applying for Citizenship
/ Applying for Citizenship Unit Glossary