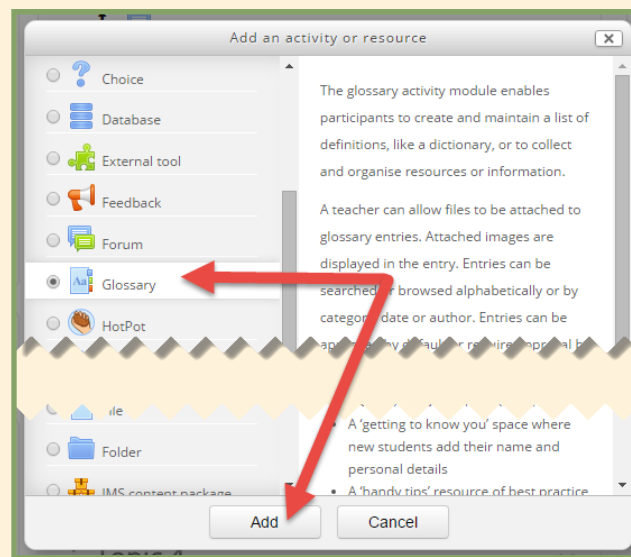


The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information. An instructor can allow files to be attached to glossary entries. Attached images are displayed in the entry. Entries can be searched or browsed alphabetically or by category, date or author. Entries can be approved by default or require approval by an instructor before they are viewable by everyone. If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course. An instructor can allow comments on entries. Entries can also be rated by instructors with a score sent to the gradebook.

Glossaries have many uses, such as

- A collaborative bank of key terms
- A 'getting to know you' space where new students add their name and personal details
- A 'handy tips' resource of best practices in a subject
- A sharing area of useful videos, images or sound files
- A revision resource of facts to remember

1. To begin, login to EduCat, enter your course, and **Turn editing on**. Scroll down to the section where you want to add the Glossary activity and click **Add an activity or resource**. Select **Glossary** and click the **Add** button.



2. Enter a **name** for the choice activity. A **description** is optional, but you may want to provide an overview of the entries or how this glossary will be used. If students will be creating glossary entries, this would be a good place to provide instructions as well.

3. Decide whether you want your glossary to be a **main** glossary or a **secondary** glossary. A main glossary is a glossary in which entries from secondary glossaries can be imported. There can only be one main glossary in a course. All glossaries can be secondary if desired.

4. Adjust **entry** settings as desired:

- Secondary glossaries allow students to make contributions. The first setting determines whether or not student entries are immediately visible or whether the instructor must approve them first.
- When **Automatically link glossary settings** is set to yes, if the glossary term is used somewhere else in the course it will automatically be linked to the definition in the glossary. Clicking on the link will pop up the glossary definition in a new window.

▼ Entries

Approved by default ?
 ▼

Always allow editing ?
 ▼

Duplicate entries allowed ?
 ▼

Allow comments on entries ?
 ▼

Automatically link glossary entries ?
 ▼

5. Adjust **appearance** settings as desired:

Remember, clicking the question mark icon ? to the right of any of the settings will pop up a description of that particular setting.

6. If you are grading student entries, set the maximum point value under the **Ratings** section.

7. Scroll to the bottom of the page, and click the **Save and return to course** button.

▼ Appearance

Display format ?
 ▼

Approval display format ?
 ▼

Entries shown per page

Show alphabet links ?
 ▼

Show 'ALL' link ?
 ▼

Show 'Special' link ?
 ▼

Allow print view ?
 ▼