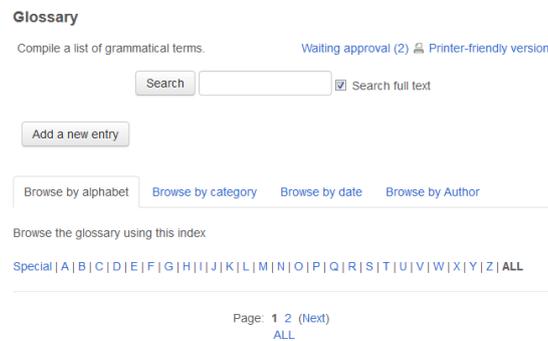


Using the glossary activity in Moodle

Click on the link to the glossary activity in your Moodle course.



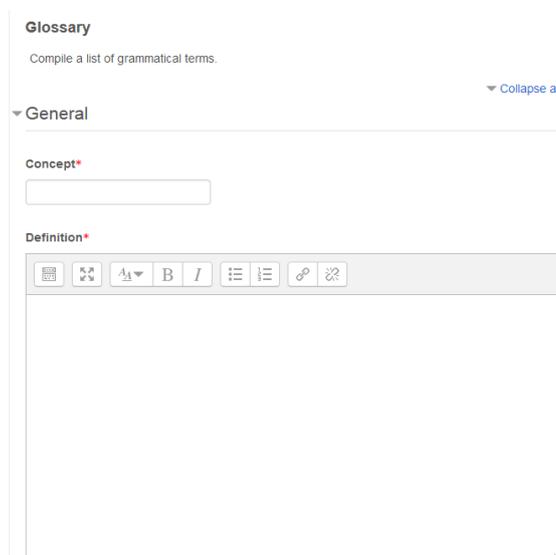
Depending on the permissions you have within the Moodle space and how the module leader has decided to display the glossary, you will see something like this:



To view the glossary entries click on the appropriate letter of the **alphabet** or browse by **category**, **date** or **Author** using the tabs. Alternatively you can just type a search item into the search text box and either press the **Search** button or hit Enter/Return on your keyboard.

From this screen you can also print the glossary using the **Printer-friendly version link** at the top right of the screen (if the module leader has chosen to enable this).

To add a new entry to the glossary, click the **Add a new entry** button. If you do not have this button your module leader has chosen not to allow students to add new entries.



Complete the **Concept** field (this is the word or phrase that you want to define).

Add your **Definition**. This can include text, images, hyperlinks and media clips. The Definition can be fully formatted using the buttons on the tool bar.

The **Keyword(s)** field will help users search more effectively. If the glossary entry is auto-linked, then any keywords will also be auto-linked. Enter each keyword on a new line.

The image shows two sections of a form. The first section is labeled "Keyword(s)" and contains an empty text input field. The second section is labeled "Attachment" and features a file upload interface. At the top right of this section, it says "Maximum size for new files: Unlimited, maximum attachments: 99". Below this is a dashed box with a blue arrow pointing down and the text "You can drag and drop files here to add them." Below the attachment section is an "Auto-linking" section with three checkboxes: "This entry should be automatically linked" (checked), "This entry is case sensitive" (unchecked), and "Match whole words only" (unchecked). At the bottom of the form are two buttons: "Save changes" and "Cancel".

You can attach files to your entry using the **Attachment** section. Click on the **Add** button at the top left of the Attachment interface (you can also drag and drop files from your desktop but this is browser dependent). Click on **Upload a file** from the left hand menu and then click on the **Browse** button.

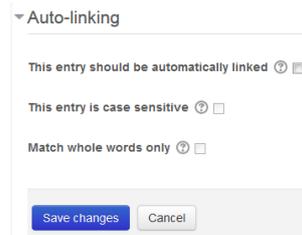
The image shows a "File picker" dialog box. On the left is a sidebar with a menu containing: "Server files", "Recent files", "RADAR", "Upload a file" (highlighted), "Private files", "Wikimedia", and "Google Drive". The main area of the dialog has an "Attachment" label, a "Browse..." button, and the text "No file selected." Below this are three input fields: "Save as" (empty), "Author" (containing "Abi Ball"), and "Choose license" (a dropdown menu showing "Creative Commons - ShareAlike"). At the bottom of the dialog is a blue button labeled "Upload this file".

Select your file and then click on **Open** to return to the **File Picker** dialogue box and click on the **Upload this file** button.

Your file will appear in the **Attachment** interface.

The image shows the "Attachment" section of the form, now displaying an uploaded file. At the top right, it says "Maximum size for new files: Unlimited, maximum attachments: 99". Below this is a file list area with a "Files" header. A single file is listed: "Desert.jpg", accompanied by a small thumbnail image of a desert landscape.

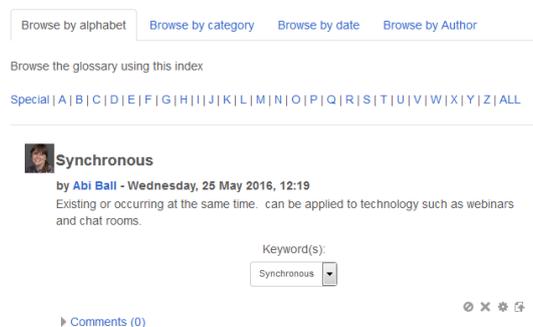
In the **Auto-Linking** section put a tick in the **This entry should be automatically linked** checkbox if you want the glossary definition to appear as a pop up box each time the term is used in your Moodle space.



The **This entry is case sensitive** checkbox allows you to specify whether matching exact upper and lower case letters is necessary when auto-linking to an entry.

The **Match whole words only** checkbox specifies whether only whole words will be auto-linked, for example, a glossary entry for the word synchronous will not create a link inside the word asynchronous. It is recommended that you **DO** select this option otherwise the glossary will not function correctly. Click on the **Save changes** button to complete the process.

Using the **Browse by alphabet** tab (which the glossary defaults to) the entries will be displayed as shown below.



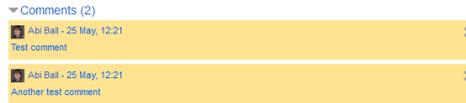
If the module leader has decided not to moderate the entries before making them available to the rest of the group, they will simply appear on the appropriate page. The students can edit or delete their own individual entries but only the module leader can edit or delete all entries. To edit an entry click on its cog icon; to delete an entry click on its cross icon. If the module leader has chosen to limit the length of time students have to edit their entries, the cog icon will only appear for 30 minutes after the student has saved their entry.

Keywords are displayed in a drop down menu under the entry.

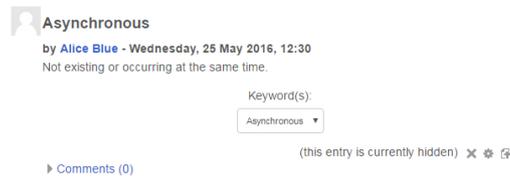
If the module leader has chosen to allow comments a **Comments (x)** link will appear under each entry. Simply click on the link to display a text box where you can add your text and then click on the **Save comment** link to complete the process.



Comments will be displayed in chronological order. Comments can be deleted but not edited. Module leaders can delete all comments. Students can only delete their own comments.



If the module leader has decided to moderate the entries before releasing them to the group, the student who created the entry will see a **(This entry is currently hidden)** notification next to their editing icons. The other students will not see the entry.



Staff will see a **Waiting approval (x)** message next to the printer icon at the top right of the screen.



Clicking on the link will take you to a **Waiting approval** screen where you click on the grey tick in the top right hand side of the screen to approve the entry.



The extra icon at the far right of the editing icons is the **Download** button that allows you to download the entry to your computer or to export it to your Mahara portfolio.