# How to add a glossary activity to a Moodle course

The glossary activity enables staff and students (if they have been given the appropriate permissions) to add and update a list of definitions or to collect and organise resources about a particular topic.

Firstly turn editing on and then scroll down to the section you want to add your glossary activity to. Click on the **Add an activity or resource** link and then choose **Glossary** from the activity or resource picker menu. Click on the **Add** button to complete the process.
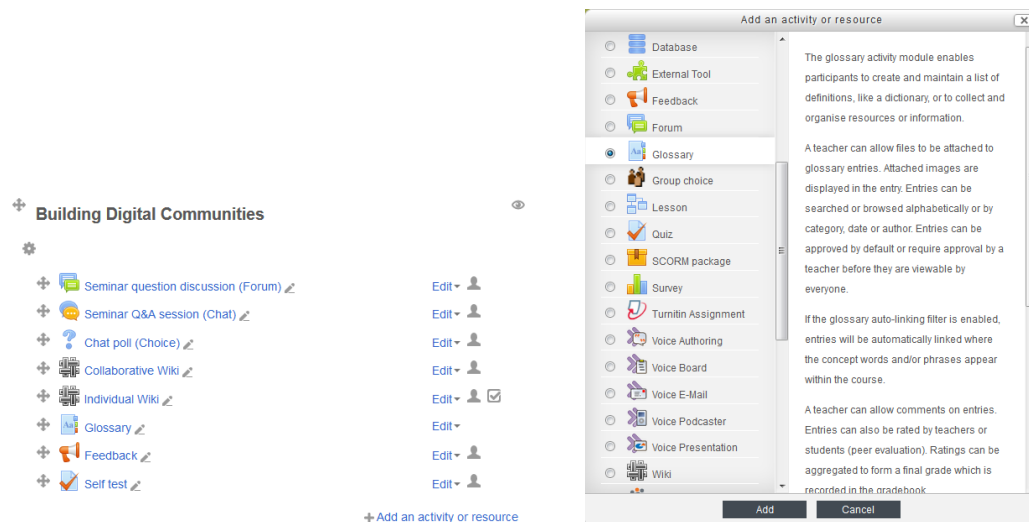
Give your glossary a **Name** and add a **Description** (such as the purpose of the glossary or guidance on the type of resource that can be added to it). Choose whether you want to display the description on the course page under the link to the glossary by ticking the **Display description on course page** check box.

Global glossaries are those that contain entries which are linked to from the whole Moodle site rather than from a particular Moodle space. Please ignore this field as only Moodle administrators can set up a global glossary.

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Choose the **Glossary Type** (either **Main** or **Secondary**) from the drop down menu. Main glossaries are those in which entries from secondary glossaries can be imported. There can be only one main glossary in a course. If glossary entry import is not required, all glossaries in the course should be secondary glossaries.

The **Approved by default** field means that student generated definitions and resources will be added to the glossary and available immediately for other students to see and use without your intervention. If you would prefer to check what the students have done before making the entries available, set this field to **No**.

The **Always allow editing** field specifies whether entries are always editable or whether students can only edit their entries during a configured editing time (usually 30 minutes). If you are using the glossary activity summatively you should turn off this option.

Set the **Duplicate entries allowed** field to **No** unless you particularly want students to be able to add different definitions for the same word or phrase.

Choose whether you want to **Allow Comments on entries**. If you decide that you do want students to add comments, it is good practice to give them some guidance about comment etiquette.

The **Automatically link glossary entries** field allows you to hyperlink to the glossary definition whenever the word or phrase is used in your Moodle space.

Choose the **Display format** from the drop down menu. There are seven formats to choose from:

1) Simple, dictionary style - no authors are displayed and attachments are shown as links.
2) Continuous without author - entries are displayed one after another without any separation apart from the editing icons.
3) Full with author - a forum-like display format showing the author's data and with attachments shown as links.
4) Full without author - a forum-like display format without authors and with attachments shown as links.
5) Encyclopaedia - as for *Full with author* but attached images are shown inline.
6) Entry list - concepts are listed as links.
7) FAQ - the words QUESTION and ANSWER are appended to the concept and definition respectively.

Your choice will depend upon the kind of entries you are asking the students to add and can be changed later if you find that the current format is not suitable.

If you have chosen to not approve glossary entries by default, you may want to have a more visual way of distinguishing between those entries you have approved and those you have yet to approve. The **Approval display format** field allows you to do this. You have the same options as the **Display format** to choose from.

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Set the number of entries you want to display on each page using the **Entries shown per page** field. This is a mandatory field that, as your glossary grows, may become necessary to change using the **Edit** icon (the cog) to better display the resources.

The **Show alphabet links** field enables students to browse the glossary by letters of the alphabet. At the very least it is recommended that you enable this option.

The **Show 'ALL' link** field enables students to browse all entries at once. If your glossary is very large (or has very large entries) it may be better to switch this option off as it will make the glossary a bit more manageable.

The **Show 'Special' link** field enables students to browse the glossary using special characters (e.g. @ and #).

Choose whether you want the students to be able to print the glossary (the **Allow print view** field). Staff will always have the option to print the glossary.

The **Ratings** section is concerned with how you want students to rate the glossary entries. If you decide to use this you will need to change the role permissions in your Moodle course to enable this feature.

To add students to the list of **Roles with permission to rate** click on **Administration>Glossary administration>Permissions** (this should be visible if you are still editing the glossary settings) on the left hand menu.
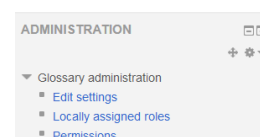
You will be presented with a list of actions that are possible with the glossary activity and a list of roles that can undertake each action.

Capability	Risks	Roles with permission	Prohibited
Course			
Delete comments moodle/comment:delete	⚠	Equella Push to LMS ✕ , Student partnership manager ✕ , Subject Librarian ✕ , Subject Coordinator ✕ , Programme Lead ✕ , Programme Administrator ✕ , Co-teacher ✕ , Module Leader ✕ , DMeLD ✕ , Manager ✕ +	Read Only Role, service desk test +
Post comments moodle/comment:post	⚠⚠	Applications Manager ✕ , Applications Administrator ✕ , Forms Manager (UMP Students) ✕ , Forms Manager (PG) ✕ , Equella Push to LMS ✕ , Student Complaints Officer ✕ , ACO ✕ , Student partnership manager ✕ , External Examiner ✕ , Subject Librarian old ✕ , Subject Librarian ✕ , Subject Coordinator ✕ , Programme Lead ✕ , Programme Administrator ✕ , Authenticated user ✕ , Student ✕ , Teaching Assistant ✕ , Co-teacher ✕ , Module Leader ✕ , DMeLD ✕ , Manager ✕ +	Read Only Role +
Read comments moodle/comment:view		Applications Manager ✕ , Applications Administrator ✕ , Forms Manager (UMP Students) ✕ , Forms Manager (PG) ✕ , Equella Push to LMS ✕ , Student Complaints Officer ✕ , ACO ✕ , Disability Support Tutor ✕ , Student partnership manager ✕ , service desk test ✕ , External Examiner ✕ , Subject Librarian old ✕ , Subject Librarian ✕ , Subject Coordinator ✕ , Programme Lead ✕ , Programme Administrator ✕ , OBIS Service Desk ✕ , Authenticated user ✕ , Student ✕ , Teaching Assistant ✕ , Co-teacher ✕ , Module Leader ✕ , DMeLD ✕ , Manager ✕ +	Read Only Role +

To add a role to a particular action click on the **+** sign under the list of roles in the **Roles with permission** column. To remove a role, click on the cross next to it in the same list. Once you have completed this process you will need to scroll to the bottom of the page and click on the **Back to Glossary** link.

You will be taken back to your glossary but you will need to click on **Edit settings** in the left hand **Glossary administration** menu to continue setting up the glossary.

The **Aggregate type** field defines how ratings are combined to form the final grade in the Moodle gradebook. There are five options:

1) Average of ratings - the mean of all ratings.
2) Count of ratings - the number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
3) Maximum - the highest rating becomes the final grade.
4) Minimum - the lowest rating becomes the final grade.
5) Sum - all ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

If **No ratings** is selected, then the activity will not appear in the Moodle gradebook.

If you choose an Aggregate type the **Scale** menu will become active where you can choose how you want the students (and staff) to grade the glossary (e.g. pass, merit or distinction or a particular figure).

You can limit the ratings process to a particular set of entries using the **Restrict ratings to items with dates in this range** checkbox. The date and time fields will then become active.

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The **Common Module Settings**, **Restrict Access** and **Activity Completion** (if you have chosen to enable this) sections can be completed in the usual way or you can ignore them and just click on either of the **Save** buttons.

To access the glossary activity, staff and students just click on the link from their Moodle course page.

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