

Managing Your Course Glossaries

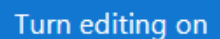
Glossaries are available in the Avenue courseware by LINC level and theme or unit. The items found in the glossaries are based on the vocabulary activities in the SCORM and speaking activities. Teachers can modify these glossaries by adding to or deleting from them, or they can create new glossaries and add their own items. It is also possible for glossaries to be collaborative if teachers enable students to contribute to the glossaries. There is also an option to allow users to comment on glossary entries.

Exemplar

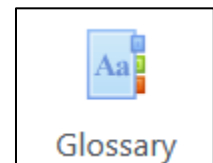
There is one glossary in the **Stage 2/3 Exemplar** Course. It is called *Keywords - Employment LINC 4*. This Glossary matches the LINC 4 theme of Employment.

Creating a New Glossary

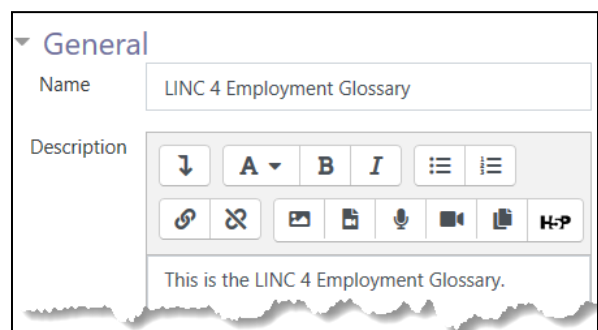
1. On your course, click the **Turn editing on** button.
2. Click the **Add an activity or resource** link in the appropriate topic.



3. The **Add an activity or resource** pop up appears.
4. Select **Glossary** in the **Activities** tab.



4. In the **General** section, input a **Title** for the glossary.
5. Input a glossary **Description**.

A screenshot of the 'General' section of a form. The 'Name' field contains 'LINC 4 Employment Glossary'. The 'Description' field has a rich text editor toolbar with icons for bold, italic, list, link, unlink, insert link, insert image, insert video, insert audio, and insert page. Below the toolbar, the text 'This is the LINC 4 Employment Glossary.' is entered. The form has a white background with a blue border and a shadow effect.

6. Choose **Secondary glossary** for **Glossary type**.

A screenshot of a dropdown menu for 'Glossary type'. The menu is open, showing two options: 'Main glossary' and 'Secondary glossary'. The 'Secondary glossary' option is highlighted with a blue background. The text 'Glossary type' is visible to the left of the dropdown.

Note: See the document **Creating Glossaries** in Stage 3 for a detailed discussion of the remainder of these settings.

7. Click on the **Save and return to course** button.

Adding a Glossary Entry

1. Click a **glossary activity** link on the course page.



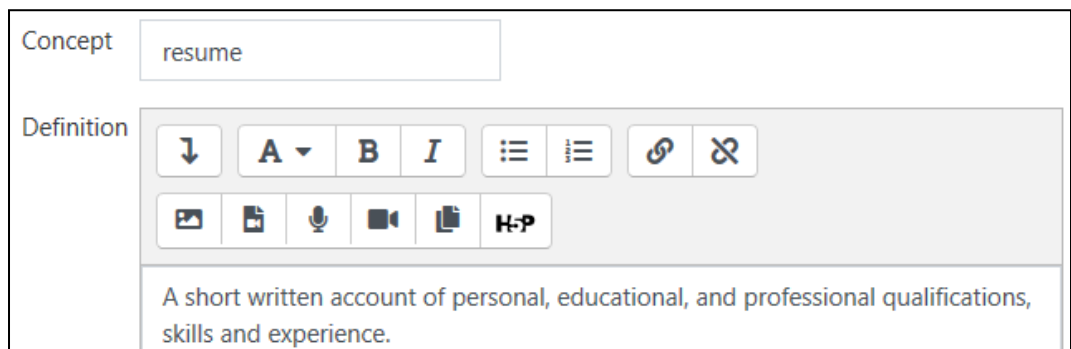
- The glossary activity opens.

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

Add a new entry

3. Input a **Concept word**. (the keyword)

4. Input the **Definition**.

A screenshot of a form for adding a new glossary entry. The 'Concept' field contains the word 'resume'. The 'Definition' field has a rich text editor toolbar with options for bold, italic, list, link, unlink, insert image, insert video, insert audio, insert document, and insert HTML. Below the toolbar, the definition text reads: 'A short written account of personal, educational, and professional qualifications, skills and experience.'

5. Click on the **Save changes** button.

The **glossary item** now appears in the glossary.


A screenshot of the 'LINC 4 Employment Glossary' page. The title is in green. Below the title, it says 'This is the LINC 4 Employment Glossary.' There is a search bar with a 'Search' button and a checked 'Search full text' checkbox. Below the search bar is an 'Add a new entry' button. Underneath, it says 'Browse the glossary using this index' followed by a list of letters: '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'. At the bottom, the entry for 'resume' is displayed, with the definition 'A short written account of personal, educational, and professional qualifications, skills and experience.' highlighted by a red border.

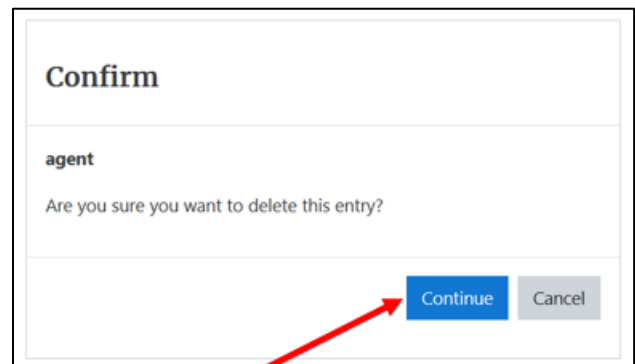
Deleting a Glossary Entry

1. Click a **glossary** link in your course.



The **glossary** opens.

2. Locate the **term** that you wish to remove.
3. Click on the **Delete** icon  to the right of the glossary entry.
4. Choose **Continue**.



The item is deleted from the glossary.


Return to the course homepage through the **Breadcrumbs** menu.

Editing a Glossary Entry

1. Click a **glossary link** in your course.



The **glossary** opens.

2. Locate the **term** that you wish to edit.
3. Click on the **Edit entry** icon  to the right of the glossary entry.
4. Edit the item as required.
5. Click on the **Save changes** button.

Importing LINC 3-7 glossary entries (XML-file format)

Refer to the **Importing Glossary Items** help file in the Stage 2 Course Management section for instructions on how to import entries into a LINC 3, 4, 5, 6 and 7 glossaries using the Avenue Glossary Repository.

Glossary Help links

[Moodle Documents: Glossary](http://docs.moodle.org/39/en/Glossary_module)

<http://docs.moodle.org/39/en/Glossary_module>

[Moodle Documents: Using the Glossary](http://docs.moodle.org/39/en/Using_the_Glossary)

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