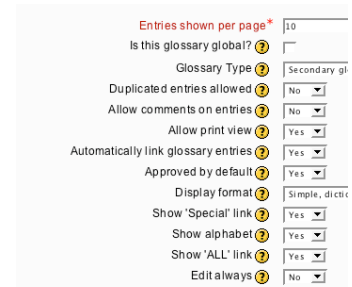


Moodle Glossary

Note: This document addresses Moodle™ version 1.8. Other versions may require modifications to some instructions mentioned herein.

Creating a Glossary

1. Turn editing on in your course.
2. Choose “Glossary” from the activity dropdown menu in the topic or course section of your choice. A preferences page will appear.
3. **Name:** Title of the glossary
4. **Description:** Describe the purpose of the glossary, provide instructions or background information, links, etc.
5. **Entries shown per page:** The glossary can be configured to restrict the number of entries shown per page. If you have a large number of automatically-linked entries you should set this number lower to prevent long loading times.
6. **Is this glossary global?:** If you choose to make the glossary global, the entries are used to create automatic links throughout the whole site (and not just in the same course the glossary belongs to).
7. **Glossary Type:** The glossary system allows you to export entries from any secondary glossary to a course’s main glossary. In order to do this, you should specify which glossary is the main one. Note: You can only have one main glossary per course and only teachers are allowed to update it.
8. **Duplicated entries allowed:** You may want duplication if you use the glossary as test review or if students are submitting examples of a term.
9. **Allow comments on entries:** A teacher can add comments any time.
10. **Allow print view:** A teacher can view print view at any time.
11. **Automatically link glossary entries:** Turning on the automatic link feature will allow the entry to be automatically linked, whenever the concept words and phrases appear throughout the rest of the same course. This includes forum postings, internal resources, week summaries and so on. If you do not want particular text to be linked (in a forum posting, say) then you should add <nolink> and </nolink> tags around the text.
12. **Approved by default:** This setting allows the teacher to define what happens to new entries added by students. They can be automatically made available to everyone; otherwise the teacher will have to approve each one.
13. **Display format:** This setting specifies the way that each entry will be shown within the glossary. The default formats are:
 - Simple Dictionary:** looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.
 - Continuous:** shows the entries one after other without any kind of separation but the editing icons
 - Full with Author:** a forum-like display format showing author's data. Attachments are shown as links.



Entries shown per page* 10

Is this glossary global? ☐

Glossary Type

Duplicated entries allowed

Allow comments on entries

Allow print view

Automatically link glossary entries

Approved by default

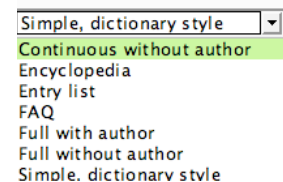
Display format

Show 'Special' link

Show alphabet

Show 'ALL' link

Edit always



Simple, dictionary style

Continuous without author

Encyclopedia

Entry list

FAQ

Full with author

Full without author

Simple, dictionary style

Full without Author: a forum-like display format that does not show author's data
Attachments are shown as links.

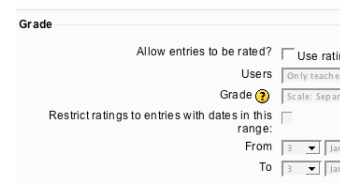
Encyclopedia: like 'Full with Author' but attached images are shown inline

FAQ: Useful for displaying lists of Frequently Asked Questions It automatically appends the words QUESTION and ANSWER in the concept and definition respectively.

14. **Show 'Special' link:** Enable or disable browsing by special characters like @, #, etc.
15. **Show alphabet:** Enable or disable browsing by alphabetic letters.
16. **Show 'ALL' link:** Enable or disable browsing by all entries at once.
17. **Edit always:** YES: students can always edit entries NO: students can edit only during the time period specified by the teacher

Grades

1. **Allow entries to be rated?** Will students' entries be given a grade? By whom? How much will each entry be worth? Checking the Use Ratings box allows you to decide who will assign grades, as well as what kind of grade can be given.
2. **Restrict ratings to entries with dates in the range:** Will there be a window for giving grades? Checking the box allows you to set dates for assigning grades to entries.
3. **Visible to students:** You may hide a glossary from students
4. **Click Save Changes**



Populating the Glossary

There are a few ways to add data to a glossary: accessing the glossary directly, accessing the glossary via a Random Glossary Entry (RGE) Block, and importing data from another source.

Accessing the glossary directly: click on your glossary

Click **Add a new entry**




* mandatory fields

1. **Concept*:** the term to be defined, or if the glossary is used for something other than a list of definitions: 1) Name of a student, artist, author... 2) Quotation 3) Title of work, site
2. **Definition*:** The definition, explanation or information defined by the concept.
3. **Categories:** You may choose to organize your concepts by chapter, subject matter, or not at all depending on the nature of the glossary, assignment and setup of your course. There are no categories specified in a new glossary. You may specify them at any time by clicking on the *Browse by category* tab in teacher mode and clicking the *Edit Categories* button.
4. **Keywords:** Enter each keyword or alias on a new line (not separated by commas). The aliased words and phrases can be used as alternative ways to refer to the entry. For

example, if you are using the glossary auto-linking filter, then the aliases will be used (as well as the main name of the entry) when deciding what words to link to this entry.

5. **Attachment:** You can choose to add an attachment file to the entry. This is useful if you are creating a photo gallery.

To delete the attachment go to the files option of the administration block and look in the directory called moddata and the sub-directory called glossary. The file for each entry will be stored in each individual sub-directory.

Note: Unless you have set up your glossary entries as encyclopedia entries, the attachments will be visible as links only. You may choose to add graphics and other data by embedding in the definition. To do this click on the insert graphic icon  at the top of the text box.

6. **Auto-linking (check boxes):** Turning on the automatic link feature will allow the entry to be automatically linked, whenever the concept words and phrases appear throughout the rest of the same course. This includes forum postings, internal resources, week summaries and so on.

Checking ***This entry is case sensitive*** specifies whether matching exact upper and lower case is necessary when performing automatic linking to these entries. For example, if this is turned on, then a word like "html" in a forum posting will NOT be linked to a glossary entry called "HTML".

"Case sensitive matching." Moodle Teacher Documentation. Moodle.org retrieved June 20, 2007 from http://docs.moodle.org/en/Adding/editing_a_glossary_entry

Checking ***Whole words matching*** will force only whole words to be linked, if automatic linking is enabled. For example, a glossary entry named "construct" will not create a link inside the word "constructivism".

"Whole words matching." Moodle Teacher Documentation. Moodle.org retrieved June 20, 2007 from http://docs.moodle.org/en/Adding/editing_a_glossary_entry

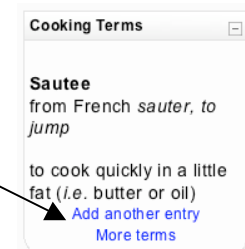
7. Click Save changes at the bottom of the page to add the entry.

Accessing the glossary via a Random Glossary Entry (RGE) Block

Students may add data to a glossary through a RGE block if it has been set up to accept student entries.

8. To do so, they must click on the link at the bottom of the block. (This link is formatted by the teacher and will be different for every RGE block.)

9. The procedure for adding new entries is the same as above.



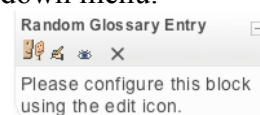
Importing data from another source

Teachers may import data from other glossaries and sources, including Word files.

If the data is already in someone's Moodle, refer to **Importing & Exporting a Glossary** later in this handout. If the data is in a different form (*i.e.* a Word document or Excel file), you will need to create an xml file in order to import them.

Creating a Random Glossary Entry Block

1. Turn editing mode on.
2. Select Random Glossary Entry (RGE) from the Blocks dropdown menu.
3. Click on the editing icon to customize the block
4. Configure the block



Configuring a Random Glossary Entry block

Title:

Take entries from this glossary:

Days before a new entry is chosen:

How a new entry is chosen: ⓘ

Show concept (heading) for each entry: ☒

You can display links to actions of the glossary this block is associated with. The block will only display links to actions which are enabled for that glossary.

When users can add entries to the glossary, show a link with this text:

When users can view the glossary but not add entries, show a link with this text:

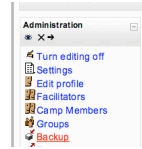
When users cannot edit or view the glossary, show this text (without link):

5. **Title:** This is the name of your glossary (i.e. Important Terms, FAQ, Chapter 10 Vocabulary, Mrs. Does' Book Club...)
6. **Take entries from this glossary:** Because you may have more than one glossary, you must specify where the terms will be taken from. Select the glossary that you want to be accessed.
7. **Days before a new entry is chosen:** Specify if a new entry is displayed daily (enter 1), weekly (enter 7), annually (enter 365), or each time the student accesses the course page (enter 0).
8. **How a new entry is chosen:** *Random entry* will shuffle through entries randomly. *Last modified entry* will display the entry that was most recently created / changed. *Next entry* will display entries in order – this works well for 'Quote of the Day' glossaries.
9. **Show concept heading for each entry:** Decide if the heading for each entry should be shown. This may not be necessary for entries that have headings like Day 1 or John Brown, especially if the definition repeats the heading or is sufficient.
10. **When users can add entries to the glossary, show a link with this text:** This phrase should be descriptive and direct students to add new entries. The default reads: Add your own quote!
11. **When users can view the glossary but not add entries, show a link with this text:** This phrase should indicate that more information is available for browsing. The default reads: *More quotes...*
12. **When users cannot edit or view the glossary, show this text (without a link):** This phrase should indicate that students do not have access to the block. The default reads *To be continued*
13. Once the block is configured, click **save changes**. You will be redirected to your course's main page. The RGE block will be visible and can be moved (click on the move icon) or further changed (click on the edit icon).

Backing up a Glossary

This method shares glossaries and course structure.

1. Select backup from the administration block.



2. If you are only backing up a glossary, make sure that you un-select all of the other boxes before you begin. (click None)
3. Select the glossaries that you want to backup. If you click on Glossaries, all of your available glossaries will be selected. You may specify particular glossaries, if you choose. If your students created the data, you must decide if you will transfer their entries. Select user data for all glossaries or select user data for individual glossaries.

Include: [All/None](#)

☐ Glossaries ☐ User Data
☐ FAQ ☐ User Data
☐ Who's Who ☐ User Data

When doing backups as a preventative measure, always select all user data. However, when you are resetting your course at the start of a new semester / year, you may not want to keep student data depending on how you have used the glossary.

4. Click Continue
5. You will be directed to a page that summarizes the backup details. (Note the name of the zipped backup file for later.)

Name: backup-jhs07-08-20070619-1035.zip

Backup Details:

Include Glossaries with user data	
Important Terms	
Concepts	67
Who's Who	
Concepts	6

Include Course Users	
Users	2

Include User Files	
Files	2

Include Course Files	
Files	7

[Continue](#) [Cancel](#)

6. Click Continue

7. You will be directed to a page that details the backup data. At the bottom of the page, you should see a message that reads "Backup completed successfully."
8. Click Continue
9. Your file should be listed on the next page. Each time you backup your course (or a portion of the course, a zipped file will be added to this list.

Name	Size	Modified	Action
Parent folder			
course_files	402.4KB	19 Jun 2007, 10:26 AM	Rename
moddata	148.6KB	19 Jun 2007, 10:26 AM	Rename
user_files	5.5KB	19 Jun 2007, 10:26 AM	Rename
backup-jhs07-08-20070619-1035.zip	498.4KB	19 Jun 2007, 10:44 AM	Unzip List Restore Rename
moodle.xml	114KB	19 Jun 2007, 10:26 AM	Rename

With chosen files... [Make a folder](#) [Select all](#) [Deselect all](#) [Upload a file](#)

10. To save this file to another location, click on the name of the file. Should anything happen to your course; you may use these files to restore it to previous version.

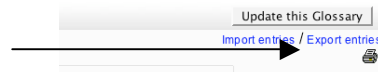
Restoring a Glossary

Follow the same procedures that you would normally follow to restore a Moodle course that you have backed up. If you chose to backup the glossary only, then restore it to your course, which will be the only data that is carried over.

Exporting a Glossary

Use this feature if you want to move a glossary from one course to another.

1. In the teacher mode, click the Export entries link.



2. Click on the export entries to file button.



A file will automatically be generated. Save it to your computer/desktop.

Importing a Glossary

1. Click the Import entries link on the main page of your glossary.
2. Search for the exported glossary file you have saved on your computer's desktop.
3. Select the destination for the new entries (either the current glossary or a new one.)
Choosing the current glossary will overwrite a glossary.
4. If you want to import category information, select the checkbox.
5. Click 'Save Changes.' A report of the entries and categories added to the glossary will be displayed.
6. The import process will not allow duplicate entries to be imported unless the duplicate entry setting is enabled when the glossary was created.

