

Entries shown per page: This is useful to help users with slow connections. If you limit the entries to 10 or 15 per page, the load time is faster. If you do not specify a number, the system will load every definition.

Glossary Type: This can be either “Secondary glossary” or “Main glossary.” You can only have one Main Glossary for your entire classroom. You may have as many Secondary Glossaries as you like. Entries from Secondary Glossaries can be transferred to the Main Glossary. This allows you to build a Main Glossary with the definitions you want from any definition in the Secondary Glossaries. Students cannot modify a Main Glossary.

Duplicated entries allowed: This sets if students can define a term more than once (if two or more students can define “sonnet” or the like).

Allow comments on entries: This sets if others in the class can make comments on glossary entries or not.

Allow print view: Students can be allowed to use the print view of the glossary. You can choose whether this feature is enabled or disabled. Teachers always can use the print view.

Automatically link glossary entries: If this option is set to “Yes”, then every time a term is used anywhere on the site, the term will link to the definition in the glossary. For example, if I define sonnet, and someone uses the term sonnet in a forum discussion, the word sonnet will become a link to the definition I wrote.

Approved by default: If this setting is set to “No,” then all student entries must be approved by the teacher before they become available to everyone. If this is set to “Yes,” then all entries are available to everyone.

Display format: This sets how the glossary will appear to the students. There are several choices:

- Simple, dictionary style – this presents the terms like a dictionary, in alphabetical order. Any attachments are shown as links. Author information is not presented.
- Continuous without author – this presents the terms as one big page, and sorts the terms by date. The author is not indicated.
- Encyclopedia – this presents the terms like an encyclopedia. All uploaded images are seen in the article, and the author is indicated.
- Entry list – this presents the terms as a list of the terms with no definitions. Your Moodle administrator must set what happens when you click on the term – it may or may not show the definition depending on what is set by the administrator.
- FAQ – this presents the terms as a frequently asked question forum. The term’s “Name” field will be presented as a question, and the “Description” field will be given as the answer.

- Full with author – this is similar to the “Encyclopedia” setting, except attachments are seen as links instead of being in the definition. Author information is given.
- Full without author – this is the same as “Full with author,” except no author information is given. This looks very much like the “Simple, dictionary style” except time and date information is given.

Here are what the various settings look like:

Simple, dictionary style

The screenshot shows a web interface for a glossary titled "Computers 1". At the top, there is a breadcrumb trail: "CVCA » CMPTR101 » Glossaries » Computer Terms". A search bar is present with a "Search" button and a checkbox for "Search full text". Below the search bar are four buttons: "Add a new entry", "Import entries", "Export entries", and "Waiting approval". Underneath these are four more buttons: "Browse by alphabet", "Browse by category", "Browse by date", and "Browse by Author". A section titled "Browse the glossary using this index" contains 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". The main content area displays a single entry for "Technician:" with a definition: "A person who repairs computers." and a sub-definition: "Mr. Riordan is our technician." An attachment icon labeled "Matt.JPG" is visible in the top right of the entry box.

Continuous without author:

The screenshot shows the same web interface as above, but with a different view. The "Browse by alphabet" button is selected, and the page displays a list of entries under the letter "M". The entry for "Moodle:" is visible, with the definition: "A distance-learning software suite. It is available at moodle.org." Below this, the letter "T" is shown, and the entry for "Technician:" is visible, with the definition: "A person who repairs computers." and the sub-definition: "Mr. Riordan is our technician." The attachment icon "Matt.JPG" is also present.

Encyclopedia:

The screenshot shows a Moodle glossary page with three entries. Each entry includes a user profile picture, the entry title, the author's name, the last edited date and time, the definition, and a 'Rate...' button with a dropdown arrow.

- Moodle**
by Matt Riordan (Last edited: Tuesday, 21 September 2004, 11:39 AM)
A distance-learning software suite. It is available at moodle.org.
- Network**
by Matt Riordan (Last edited: Thursday, 16 December 2004, 05:48 PM)
A series of computers joined together to share resources.
- Technician**
by Matt Riordan (Last edited: Tuesday, 21 September 2004, 11:23 AM)
A person who repairs computers.
Mr. Riordan is our technician.

Entry list:

The screenshot shows a Moodle glossary entry list page titled "Computer Terms". It features a search bar, navigation buttons, and an alphabetical index.

Computer Terms

A collection of computer terms.

Search Search full text

[Add a new entry](#) [Import entries](#) [Export entries](#) [Waiting approval](#)

[Browse by alphabet](#) [Browse by category](#) [Browse by date](#) [Browse by Author](#)

Browse the glossary using this index

[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](#)

M

[Moodle](#)

N

[Network](#)

T

[Technician](#)

FAQ:

The screenshot shows a Moodle FAQ page with three entries. Each entry has a question and an answer, with a 'Rate...' dropdown menu to the right of the answer. The entries are:

- M**
Question: Moodle
(Last edited: Tuesday, 21 September 2004, 11:39 AM)
Answer: A distance-learning software suite. It is available at moodle.org.
- N**
Question: Network
(Last edited: Thursday, 16 December 2004, 05:48 PM)
Answer: A series of computers joined together to share resources.
- T**
Question: Technician
(Last edited: Tuesday, 21 September 2004, 11:23 AM)
Answer:
A person who repairs computers.
Mr. Riordan is our technician.

Full with author:

The screenshot shows a Moodle FAQ page with three entries, each including the author's name and profile picture. The entries are:

- Moodle**
by Matt Riordan (Last edited: Tuesday, 21 September 2004, 11:39 AM)
A distance-learning software suite. It is available at moodle.org.
- Network**
by Matt Riordan (Last edited: Thursday, 16 December 2004, 05:48 PM)
A series of computers joined together to share resources.
- Technician**
by Matt Riordan (Last edited: Tuesday, 21 September 2004, 11:23 AM)
A person who repairs computers.
Mr. Riordan is our technician.

Full without author:

The screenshot shows a Moodle glossary page with three entries. Each entry has a title, a last edited date, a description, and a 'Rate...' button. The entries are:

- Moodle** (Last edited: Tuesday, 21 September 2004, 11:39 AM): A distance-learning software suite. It is available at moodle.org.
- Network** (Last edited: Thursday, 16 December 2004, 05:48 PM): A series of computers joined together to share resources.
- Technician** (Last edited: Tuesday, 21 September 2004, 11:23 AM): A person who repairs computers. Mr. Riordan is our technician.

Getting back to the “Adding a new Glossary” screen:

The screenshot shows the 'Adding a new Glossary' screen in Moodle. The settings are as follows:

- Show 'Special' link: Yes
- Show alphabet: Yes
- Show 'ALL' link: Yes
- Edit always: No
- RSS: RSS feed for this activity: None; Number of RSS recent articles: 5
- Grade: Allow entries to be rated? Use ratings; Users: Only teachers and other teachers; Grade: Grade 1; Restrict ratings to entries with dates in this range: From: 2004-01-01; To: 2007-12-31
- Common Module Settings: Group mode: No groups; Visible: Show

Buttons: Save changes, Cancel

Show 'Special' link: if this setting is set to yes, it allows students to browse using special characters (like \$ % #).

Show alphabet: if this is set to yes, it allows students to browse by letter of the alphabet.

Show 'ALL' link: if this is set to yes, it allows students to list all entries in the glossary at once.

Edit always link: if this is set to yes, then students can edit their glossary entries at any time. If this is set to no, students cannot edit their entries once they are submitted.

If your administrator has enabled RSS feeds (news feeders), you will see two additional entries:

Edit always: No ?

RSS feed for this activity: None ?

Number of RSS recent articles: 0 ?

Allow entries to be rated?: Use ratings: _____

If the RSS questions do not appear on your screen, then your administrator probably has not enabled RSS feeds. See your administrator for more information. Since RSS is available in multiple modules, it is covered in its own section. For more information, see Appendix 3: RSS Feeds.

The next section of setting up a Glossary is the option to rate posts in a discussion. If you do not want to rate posts, then leave the “Use ratings” checkbox blank. If you do want to rate posts, check the box next to “Use ratings.”

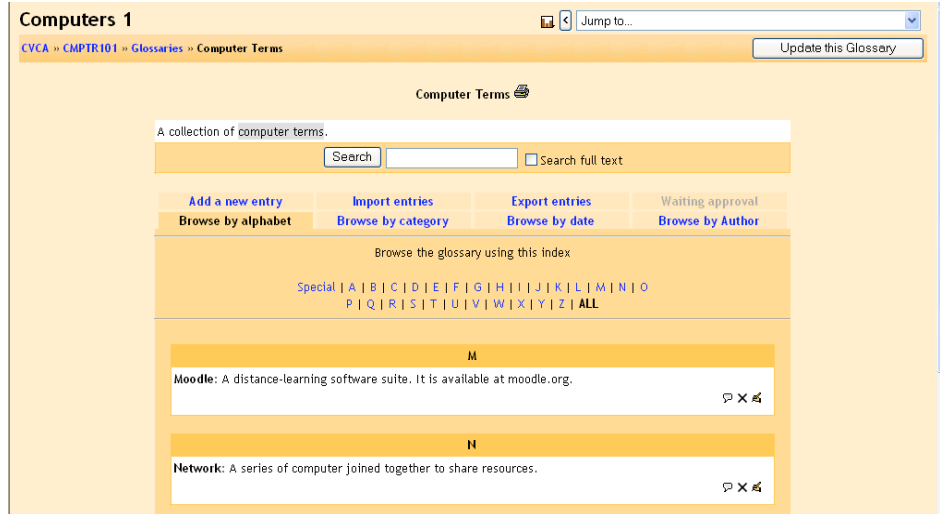
Once you check “Use ratings,” the other options become available. Under the “Users” menu, you have the option of setting who can rate posts. If you want to restrict rating posts to just yourself (as the teacher), select “Only administrators can rate entries” from the “Users” menu. If you would like the students to be able to rate entries (for peer review or the like), select “Everyone can rate entries.”

Once you have determined who can rate posts, then you can select the rating method. To set the evaluation method, select what you would like from the “Grade” menu. Under this menu, you will see any custom scales you set up under “Scales” (see above), as well as any numerical evaluation from 1 to 100. If you select a custom scale, the evaluator (you or the students) can select any of the words you set up (Excellent, Good, etc.). If you select a numerical evaluation, the evaluator can select a number from 0 to the upper limit you set (if you set a grade of 85, then the evaluator can select any number from 0 to 85).

If you wish, you can limit the rating of posts to just certain days or times. If you wish to do this, check the “Restrict ratings to posts with dates in this range” box. Set your “From” date and your “To” date, and the evaluator will only be able to assign grades during those times.

You can also choose if this glossary is or is not visible to your students. Once you have these settings the way you want them, click on “Save changes.”

After the glossary is created, if you click on its link, you will go to your glossary page:



The heading tabs are:

Browse by alphabet – sorts the terms by letter.

Browse by category – sorts the terms by categories you define (define categories by clicking on the “Edit categories” button under the “Browse by category” tab).

Browse by date – sorts the terms by date. This can sort by modification date or by creation date.

Browse by Author – sorts the terms by author of the definition. This works even when the author information is not displayed.

Add a new entry – this allows a new term and definition to be added to the system. See below for more detail.

Import entries – allows you to import glossaries that have been exported from other glossaries.

Export entries – this allows you to export your glossary to share with another glossary.

Waiting approval – if entries require teacher approval before being publicly posted, this is where those entries are approved.

Also note the search option at the top of the page. If you do not check the “Search full text” box, then the search only looks for the term names. If the “Search full text” box is checked, the system will search through every word. This can take longer and return more entries than you might wish, but it is thorough.

Adding a new entry – if you click on the “Add new entry” tab, you will see a screen like this:

The screenshot shows a web interface titled "Computers 1" with a breadcrumb trail: "CVCA » CMPTR101 » Glossaries » Computer Terms » Edit". A search box labeled "Jump to..." is in the top right. The main heading is "Computer Terms" with a description: "A collection of computer terms." Below this are navigation tabs: "Browse by alphabet", "Browse by category", "Browse by date", and "Browse by Author". A secondary row of tabs includes "Add a new entry" (which is highlighted), "Import entries", "Export entries", and "Waiting approval". A message states: "Add a new entry to the current glossary. Concept and definition are mandatory fields." The form contains several fields: "Concept:" with a text input; "Keyword(s):" with a text input and a help icon; "Categories:" with a dropdown menu showing "Not categorised"; and "Definition:" with a rich text editor. The rich text editor toolbar includes options for font face (Trebuchet), size (3 (12 pt)), style (Normal), bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert image, and undo/redo.

You must specify the “Concept” field. You may add keywords that the system will link to this definition if those words are used. For example, if I define “sonnet” with a keyword of “poem,” then the system will link to the definition of “sonnet” if someone uses “poem” in a discussion. You may also put the term into a category if you have any defined. You then can fill in the “Definition” field, and can attach any attachments you want to. When you are done, click on “Save changes.”