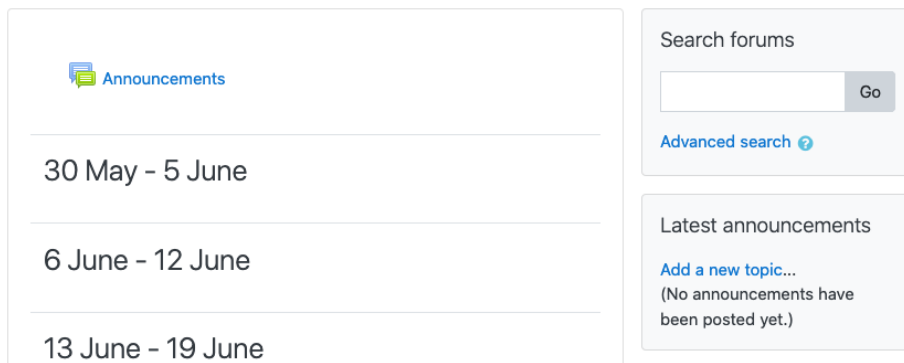


1st Term, 2017-2018 / BUS-2107-1/CCC-8012-2.201805 (CRN:3,34)

Turn editing on



Announcements

30 May - 5 June

6 June - 12 June

13 June - 19 June

Search forums

Go

Advanced search

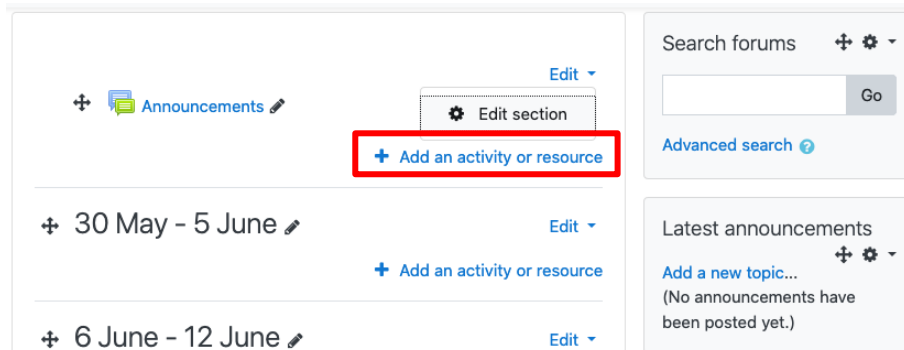
Latest announcements

Add a new topic...

(No announcements have been posted yet.)

Step 1

Click 'Turn editing on' (top right).



Announcements

Edit section

+ Add an activity or resource

30 May - 5 June

Edit

+ Add an activity or resource

6 June - 12 June

Edit

Search forums

Go

Advanced search

Latest announcements

Add a new topic...

(No announcements have been posted yet.)

Step 2

Note: You will see a number of icons –hover your mouse pointer over an icon to see what a particular icon is for. You will see '**Add an activity or resource**'.

Add an activity or resource ×

- Database
- External tool
- Face-to-Face
- Feedback
- Forum
- Glossary**
- GoChinese
- Group choice
- Group self-selection
- HotPot
- Lesson

The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organise resources or information.

A teacher can allow files to be attached to glossary entries. Attached images are displayed in the entry. Entries can be searched or browsed alphabetically or by category, date or author. Entries can be approved by default or require approval by a teacher before they are viewable by everyone.

If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course.

A teacher can allow comments on entries. Entries can also be rated by teachers or

Step 3

Select '**Glossary**' and click '**Add**'.

Adding a new Glossary Expand all

General

Name

Description

Display description on course page






Is this glossary global?

Glossary type







Step 4

Type your glossary name and give a description. There is an option to select the glossary type below the description.

▼ Entries

Approved by default		Yes ▾
Always allow editing		No ▾
Duplicate entries allowed		No ▾
Allow comments on entries		No ▾
Automatically link glossary entries		Yes ▾

▼ Appearance

Display format		Simple, dictionary style ▾
Approval display format		Default to same as display format ▾
Entries shown per page		10
Show alphabet links		Yes ▾
Show 'ALL' link		Yes ▾
Show 'Special' link		Yes ▾
Allow print view		Yes ▾

▼ Ratings

Roles with permission to rate  Capability check not available until activity is saved

Aggregate type		No ratings ▾
----------------	---	--------------

Step 5

The default setting is **'Yes'**.

You may select **'No'** in **'Approved by default'** if you are concerned about your students may not post accurate definitions.

For display format, **'Full with author'** is suggested.

Edit the ratings based on your needs.

You may restrict access to the activity.

You must set the number of entries per page.

▼ **Common module settings**

Availability ? Show on course page ▾

ID number ?

▶ **Restrict access**

▶ **Tags**

▶ **Competencies**

There are required fields in this form marked !.

Step 6

'Save and display' your setting.

Glossary

Search full text

Browse the glossary using this index

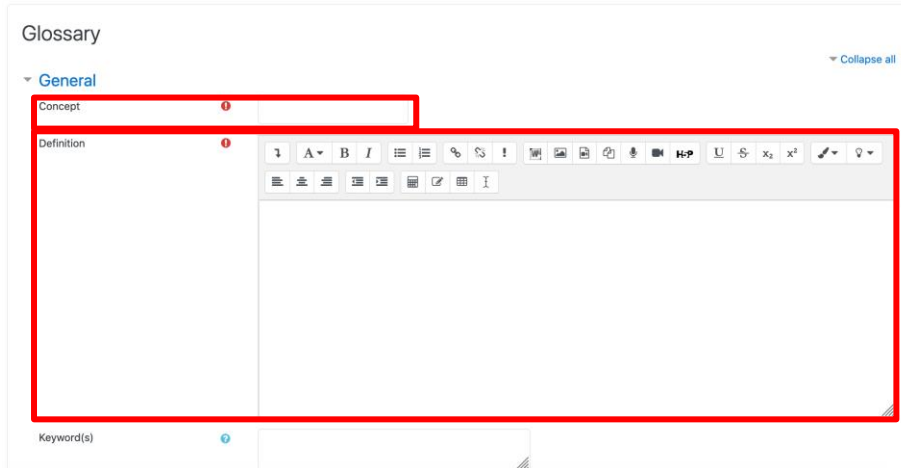
[Special](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

No entries found in this section

◀ [Announcements](#) ▾

Step 7

Now you can see the glossary instructions. Students can start searching or **'adding new entry'**.



Glossary

General ▼ Collapse all

Concept

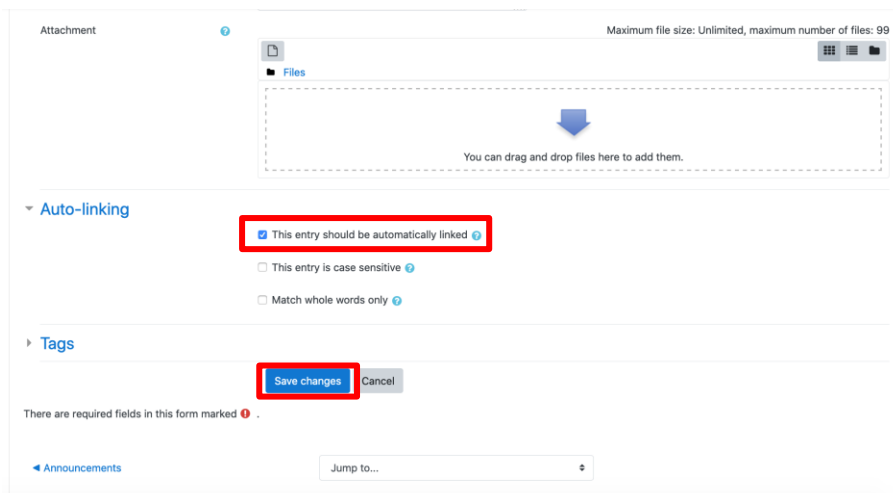
Definition

Keyword(s)

Step 8

After the glossary is created, your student can add a new entry and upload any documents in it. Be sure to tell them leaving the **'Auto-linking'** checked appropriately.

Finally, click **'Save changes'**.



Attachment Maximum file size: Unlimited, maximum number of files: 99

Files

You can drag and drop files here to add them.

Auto-linking

This entry should be automatically linked ?

This entry is case sensitive ?

Match whole words only ?

Tags

There are required fields in this form marked ?.

Announcements Jump to...