

# Moodle Glossary Activity

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## *A Guide for Staff*

Version 1.0 (September 2014)



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# MOODLE GLOSSARY ACTIVITY


The Moodle Glossary activity allows staff and students to build up a bank of definitions for any terms which are specific to the course. This bank can be configured to allow a full range of user interaction from only allowing staff to add terms to the glossary through to anyone who has access to the course being able to contribute freely.

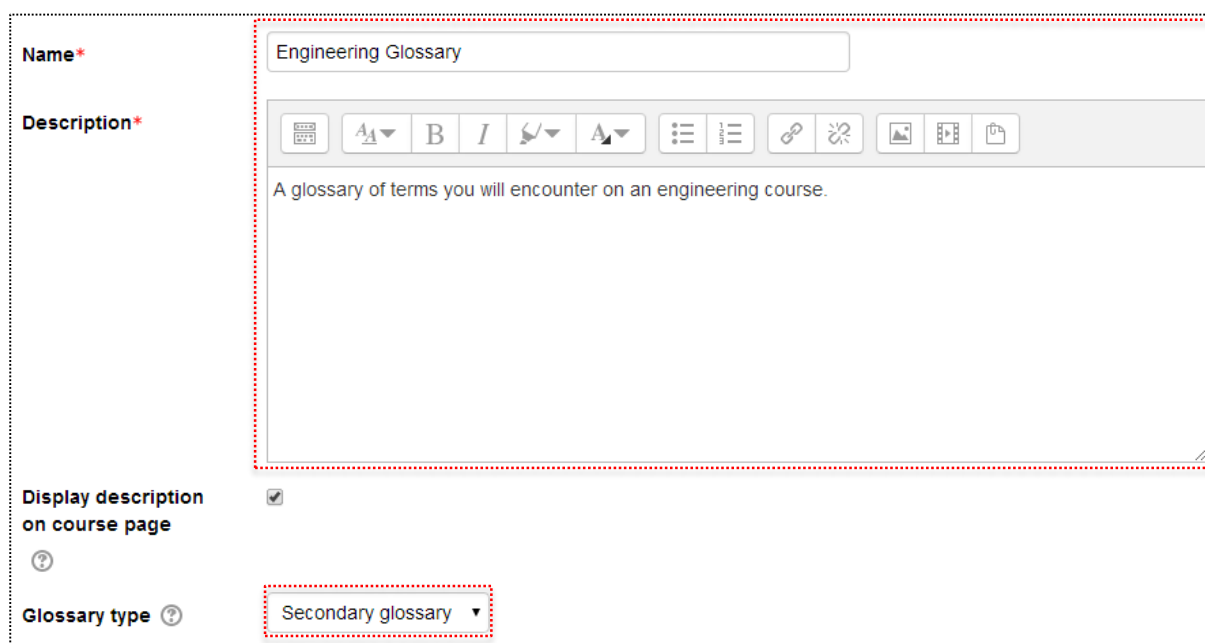
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## CONFIGURING A GLOSSARY ACTIVITY

1. Navigate to your Moodle page
2. Click the **'Add an Activity or Resource'** button in the appropriate section

3. Select the  option and click the **'Add'** button
4. Give the Glossary a **'Name'** and type a short description in the **'Description'** text box



**Name\***

**Description\***

A glossary of terms you will encounter on an engineering course.

**Display description on course page**

**Glossary type**

5. (If required) tick the **'Display description on course page'** tick box
6. Choose a **'Glossary type'** – each course can have one main glossary into which all other glossaries can be imported. If your course already has a **'Main glossary'**, or you don't want to import glossaries, choose the **'Secondary Glossary'** option

### Entries Options

7. Choose whether entries are **'Approved by default'** i.e. do teachers need to approve an entry before it becomes visible to other students in the glossary
8. Choose whether to **'Always allow editing'** i.e. can people always edit the glossary entries or must all edits be made within 30 minutes of the entry being added
9. Choose whether **'Duplicate entries [are] allowed'** i.e. choose whether to allow multiple people to define the same concept

10. Choose whether to **'Allow comments on entries'** i.e. choose whether to allow comments to be made on entries already in the glossary
11. Choose whether to **'Automatically link glossary entries'** - if this is allowed, links to the glossary description of a term will appear wherever the word appears on your Moodle site

### Appearance Options

12. Choose which **'Display format'** your glossary should use (see Appendix 1 for more details about each format)
13. Choose which **'Approval display format'** to use when you're approving entries (see Appendix 1 for more details about each format)
14. Choose how many **'Entries [are] shown per page'** i.e. how many terms are shown per page of the glossary. If each term has long definitions it may be worthwhile reducing this number to stop each page getting too long
15. Choose whether to **'Show alphabet links'** – if enabled, users will be able to search the glossary alphabetically
16. Choose whether to **'Show [the] ALL link'** – if enabled, users will be able to click 'All' to see all the terms in the glossary on one page
17. Choose whether to allow **'Show special link'** – if enabled, users will be able to search the glossary using special terms such as @ and \$
18. Choose whether to **'Allow print view'** – if enabled, users will be able to click a link to view a printer friendly version of the glossary

### (Advanced) RSS Options

An RSS Feed allows users to see a feed of new entries in the Glossary. A popular way of displaying this feed would be to use the RSS Block. See the **'Blocks in Moodle'** Guide for more information on this.

19. (If required) choose the type of **'RSS feed for this glossary'** i.e. whether the RSS feed should include authors details or not
20. (If required) choose the **'Number of RSS recent articles'** i.e. how many recent glossary entries should be included in the RSS feed

### (Advanced) Ratings Options

For details about the Moodle ratings system please see Appendix 2.

21. Click the **'Save and display'** button

## ADDING ENTRIES TO A GLOSSARY ACTIVITY

Once you have created a glossary, you will need to fill it with terms. You can either do this by importing an existing set of terms or by manually creating new terms.

### MANUALLY ADDING ENTRIES

Ensure you have created a glossary and have accessed it (or clicked the 'Save and display button from the previous step 21)

1. Click the **'Add a new entry'** button

The screenshot shows the 'Engineering Glossary' interface. At the top, the title 'Engineering Glossary' is displayed in red. Below it, a subtitle reads 'A glossary of terms you will encounter on an engineering course.' To the right, there is a link for 'Printer-friendly version'. A search bar is present with a 'Search' button and a checkbox for 'Search full text'. The 'Add a new entry' button is highlighted with a red dashed box. Below the search bar, there are four navigation buttons: 'Browse by alphabet', 'Browse by category', 'Browse by date', and 'Browse by Author'. The 'Browse by category' button is currently selected. Below these buttons, the text 'Browse the glossary using this index' is followed by a list of links: '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 of the interface, a message states 'No entries found in this section'.

2. Type the entry term in the **'Concept'** box
3. Type the entry description into the **'Definition'** box
4. If the term is known by other names, enter these into the **'Keywords'** box
5. (If required) add any attachments to the entry
6. (If required) choose how you want the term to auto-link using the **'auto-linking'** options
7. Click the **'Save changes'** button

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## IMPORTING AND EXPORTING ENTRIES

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If you have already got a set of terms from another glossary, you may import these terms into a new glossary. The following steps will show you how to do this:

### Importing Entries

1. Navigate to the glossary you wish to import the terms into
2. Click the **'Import entries'** link in the glossary administration block (bottom left hand side of the page)
3. Click the **'Choose a file...'** button
4. Use the file picker to locate the .xml file of terms you want to import into the Glossary
5. Choose whether the new terms should go into this glossary or a new one
6. Choose whether to import categories. See the **'Categorising entries'** section for more details on this
7. Click the **'Submit'** button

### Exporting Entries

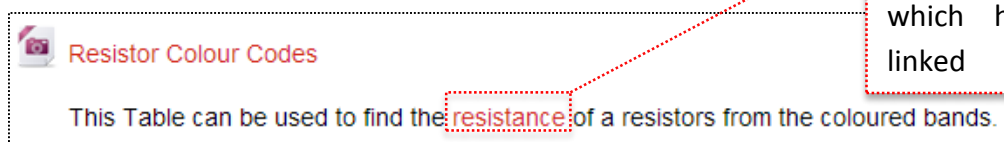
1. Navigate to the glossary you wish to export the terms from
2. Click the **'Export entries'** in the glossary administration block (bottom left hand side of the page)
3. Choose how you wish to export the glossary, this will be:
  - **Export entries to file** – the entries will be exported to a .xml file to be used elsewhere
  - **Export to portfolio** – export the glossary to your Mahara e-portfolio. Clicking this will present you with the option to either export to your portfolio as a spreadsheet or a Leap2A portfolio, you may also choose whether to wait for the export to complete or leave the page whilst it exports in the background.

## AUTO-LINKED ENTRIES

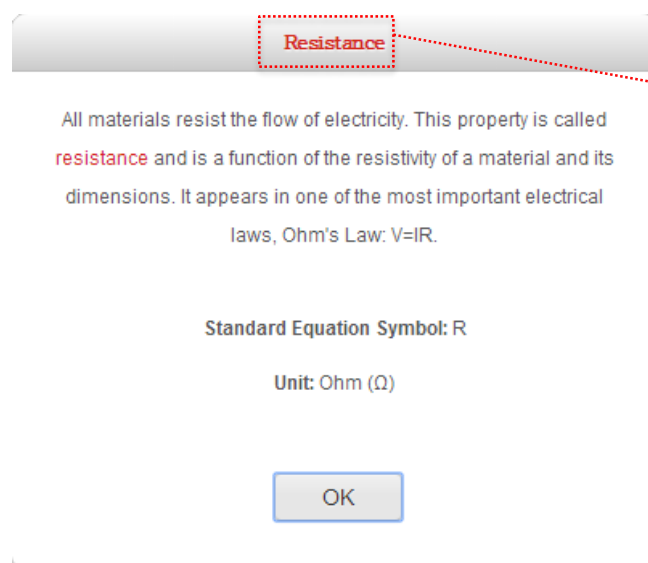
When a concept is auto-linked its definition can be displayed without having to enter the glossary. For example if you have the word RAM in the glossary and you then use the word RAM somewhere else in your Moodle course, that word will become highlighted. Clicking on it will open a small popup window with the definition from the glossary.

To auto link a term:

1. Locate the term in your glossary and click the **'Edit'** button (the small cog/gear icon to the far right of the term)
2. Scroll down to the auto-linking section
3. Tick the tick boxes as appropriate
  - **'This entry should be automatically linked'** – ticking this box will allow auto linking to take place
  - **'This entry is case sensitive'** – if this box is ticked the term will only link if it's the same case as in the glossary. This can be useful for acronyms which are also words such as, THE for Times Higher Education
  - **'Match whole words only'** – if this box is ticked then the term will only link if the word exactly matches the word in the glossary, for example act wouldn't link with acting
4. Click the **'Save Changes'** button



This dashed line will appear underneath terms which have been auto linked



When the auto linked term is clicked, this box will appear with the definition as in the glossary. As you can see, any links in the glossary definition will also be shown when auto linking

## MANAGING THE GLOSSARY

As you add more and more terms to the guide, the basic alphabetic filter may not be a suitable way of navigating through the glossary. At this point you may want to use the sorting tabs to reorder the glossary in a more useful way.

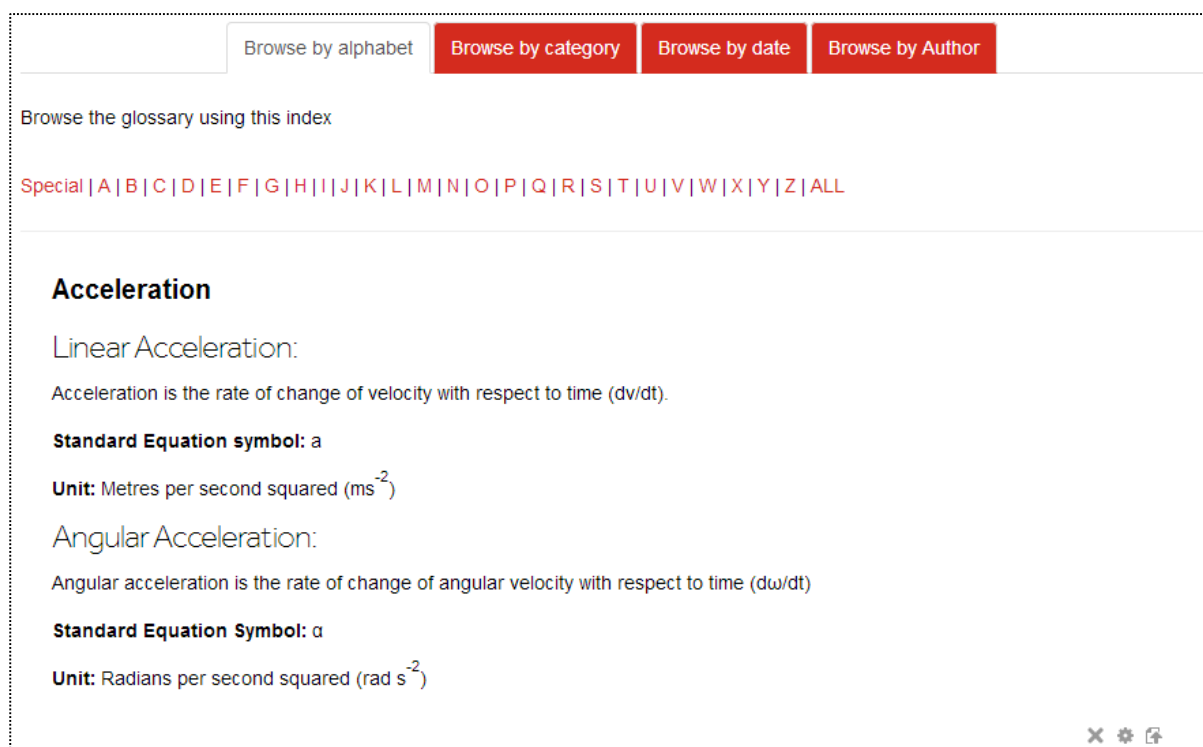
## SORTING AND FILTERING ENTRIES

There are multiple ways to browse a glossary. You can use the search bar at the top of the page. You can also use the tabs below to sort the terms.



### Browse by alphabet

This is the default way to view a glossary and will sort the entries into alphabetical order. You can browse different letters of the alphabet by using the links below 'browse the glossary using this index'.

A screenshot of a web interface for browsing a glossary. At the top, there are four tabs: 'Browse by alphabet' (selected), 'Browse by category', 'Browse by date', and 'Browse by Author'. Below the tabs, the text 'Browse the glossary using this index' is followed by a list of links: '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 shows the entry for 'Acceleration'. It is titled 'Acceleration' and has two sub-sections: 'Linear Acceleration:' and 'Angular Acceleration:'. Each sub-section includes a definition, a 'Standard Equation symbol', and a 'Unit'. The 'Linear Acceleration' section defines it as the rate of change of velocity with respect to time (dv/dt), with a standard equation symbol 'a' and a unit of 'Metres per second squared (ms<sup>-2</sup>)'. The 'Angular Acceleration' section defines it as the rate of change of angular velocity with respect to time (dw/dt), with a standard equation symbol 'α' and a unit of 'Radians per second squared (rad s<sup>-2</sup>)'. At the bottom right of the screenshot, there are three small icons: a close button (X), a settings gear, and a share icon.



## Browse by category

You can set up categories for your glossary terms. If you click browse by category you can choose to only show terms in a certain category. See the section below for more information on setting up categories.

The screenshot shows a navigation bar with four buttons: 'Browse by alphabet', 'Browse by category', 'Browse by date', and 'Browse by Author'. Below the navigation bar is an 'Edit categories' button. The main content area displays a heading 'Electrical' and a term 'Resistance'. The term 'Resistance' is defined as: 'All materials resist the flow of electricity. This property is called resistance and is a function of the resistivity of a material and its dimensions. It appears in one of the most important electrical laws, Ohm's Law:  $V=IR$ . Standard Equation Symbol: R. Unit: Ohm ( $\Omega$ )'. A dropdown menu is open, showing options: 'Electrical', 'All categories', 'Not categorised', 'Electrical', 'Mechanical', and 'Systems'. A callout box points to the 'Electrical' heading and says: 'Your category titles will appear as a heading with all the terms in that category below it. If you have chosen to show all categories, the categories will be listed alphabetically.' Another callout box points to the dropdown menu and says: 'You can choose which categories to display by using this dropdown menu.'

## Browse by date

Browsing by date will reorder all the terms relative to the date. There are 4 sort options:

- Sort by date created, earliest first
- Sort by date created, latest first
- Sort by date updated, earliest first
- Sort by date updated, latest first

The screenshot shows a navigation bar with four buttons: 'Browse by alphabet', 'Browse by category', 'Browse by date', and 'Browse by Author'. Below the navigation bar is a sorting section with the text 'Sort chronologically:' and two options: 'By last update' (selected) and 'By creation date'. The main content area displays a heading 'Acceleration' and two terms: 'Linear Acceleration' and 'Angular Acceleration'. The 'Linear Acceleration' term is defined as: 'Acceleration is the rate of change of velocity with respect to time (dv/dt). Standard Equation symbol: a. Unit: Metres per second squared ( $\text{ms}^{-2}$ )'. The 'Angular Acceleration' term is defined as: 'Angular acceleration is the rate of change of angular velocity with respect to time (d $\omega$ /dt). Standard Equation Symbol:  $\alpha$ . Unit: Radians per second squared ( $\text{rad s}^{-2}$ )'. A callout box points to the sorting options and says: 'Use these to choose how your terms are sorted. A down arrow means your terms are sorted earliest first, whereas an up arrow means your terms are sorted latest first.'


## Browse by author

You can also sort terms by author. This will be the person who created the term, even if it is later edited by others. If there are multiple authors, they will be listed alphabetically. If a single author has created multiple terms, these terms will be listed alphabetically under that author.

Browse the glossary using this index

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


Sort by: Surname | First name ▲

  
Thomas Burrell

### Acceleration

Linear Acceleration:  
Acceleration is the rate of change of velocity with respect to time (dv/dt).  
**Standard Equation symbol:** a  
**Unit:** Metres per second squared ( $\text{ms}^{-2}$ )

Angular Acceleration:  
Angular acceleration is the rate of change of angular velocity with respect to time (dw/dt)  
**Standard Equation Symbol:**  $\alpha$   
**Unit:** Radians per second squared ( $\text{rad s}^{-2}$ )



## CATEGORISING ENTRIES

1. Click the **'Browse by category'** tab
2. Click the **'Edit categories'** button
3. Click the **'Add category'** button
4. Type the name of the category into the **'Name'** box
5. Choose whether you wish to auto-link this category using the **'Automatically link this category'** menu – this will mean that whenever the category name appears in the course, it will be linked to the browse by category page
6. Repeat steps 3 – 5 for each category you'd like to add
7. Go into the settings of whichever terms you wish to appear in a category by clicking the cog/gear icon and select the category in the **'Categories'** box in the **'General'**

menu. Note, you may put a term into multiple categories by holding the ctrl key whilst selecting categories

**Note:** once a category has been created, you will be able to add any new terms created to it. It is therefore recommended where possible to create the categories first before adding any terms to the glossary.

## APPROVING STUDENT ENTRIES

If you have set up your glossary so that students can make entries but these must be approved by staff before appearing to other students (i.e. Approved by default in the glossaries setting is set to no), you will need to monitor the glossary for new entries. The most effective way to do this is to click the **'Waiting for approval'** button in the administration block (bottom left hand side of the page). This will list all the entries that students have made but are not approved as below.

**Note:** if you allow students to create entries, it is recommended that you set **'Duplicate entries allowed'** to no to avoid separate students creating entries for the same term.

Clicking this tick will approve the entry and allow all other students to see it.

**Black Spot**

A black spot refers to when a tyre has a large amount of wear on a particular area of the tyre whereas the rest of the tyre is in much better condition. This usually occurs when a driver 'locks up' in a corner.

▶ [Comments \(0\)](#)

(this entry is currently hidden) ✕ ⚙

All unapproved entries will say 'this entry is currently hidden'. This means only staff and the student who created this entry can see it.

## APPENDIX 1: DISPLAY FORMATS

**'Continuous without author'** – terms are listed one after another

**'Encyclopaedia'** – displayed in forum format with author and attachments shown inline

**'Entry list'** – each term has its own link to a separate page

**'FAQ'** – the term is displayed as a question and the definition is displayed as an answer to this question

**'Full with author'** - displayed in forum format with author data and attachments shown as links

**'Full without author'** - displayed in forum format with attachments shown as links

**'Simple, dictionary style'** – shown in list format with attachments shown as links

## APPENDIX 2: THE MOODLE RATINGS SYSTEM

The Moodle ratings system can be used to rate how good you think a glossary term is. When using ratings you should ensure the options in the ratings section of the glossary's setting are correct. The options available are;

- **'Roles with permission to rate'** – this lists all the roles which are allowed to rate a term. If you have correct permission yourself, you can go into the permissions section of your course and modify which roles appear on this list.
- **'Aggregate type'** – this option dictates how the ratings are aggregated. The options are;
  - a) **'No ratings'** – terms can't be rated
  - b) **'Average of ratings'** – the overall rating for a term is equal to the average rating given to the term
  - c) **'Count of ratings'** – the overall rating will be equal to the amount of ratings that term has been given
  - d) **'Maximum ratings'** – the overall rating will be equal to the highest rating given to that term
  - e) **'Minimum ratings'** – the overall rating will be equal to the lowest rating given to that term
  - f) **'Sum of ratings'** – the rating will add up all the ratings given to that term
- **Scale** – what range do you want to be available for rating, for example 1-10 or 1-100
- **Restrict ratings to dates in this range** – use this option if you want terms to only be rated between certain dates or times

Once you have ensured these rating are set up correctly, you can start rating terms.

You can easily rate an unapproved student created term by:

1. Navigating to the glossary and clicking **'Waiting approval'** in the administration section
2. You will see a dropdown box next to **'Average of ratings'** text (as below). **Note:** if a different aggregate type was chosen, that type will appear instead of average of ratings. Click into this dropdown menu and choose a value to rate that term.
3. Click the tick button to approve the term

**Apex**

The Apex (of a corner) refers to the part of the corner which minimises the distance travelled round the corner. Drivers therefore want to 'hit the apex' to get round the corner in the shortest time possible.

▶ [Comments \(0\)](#)

(this entry is currently hidden) ✕ ⚙ ⌂

Average of ratings: - Rate...

**Pit window**

The 'pit window' is a period of laps in which drivers will change their tyres in order to maintain their team's tyre strategy. For example if in a 60 lap race you planned to stop twice, you may have a pit window of lap 17 to 23 and then another at 37 to 43. It is generally preferable to change tyres near the end of this pit window, but drivers may come in earlier due to other factors.

▶ [Comments \(0\)](#)

(this entry is currently hidden) ✕ ⚙ ⌂

Average of ratings: - Rate...

**Team orders**

Team orders are when teams give their drivers instructions to drive in a certain way to maximise the points for the team rather than individual drivers. For example, if a team had their drivers in 5th and 6th place, but the driver in 6th is currently driving faster, the 5th place driver may be told to let the 6th place driver past, since they are more likely to catch and overtake whoever is in 4th place and therefore get the team more points overall.

▶ [Comments \(0\)](#)

(this entry is currently hidden) ✕ ⚙ ⌂

This is the dropdown menu you need to use to rate entries. If a rating has already been given to the term, you will see this rating to the left of the dropdown menu.

You can also rate terms which have already been entered into the glossary by finding the term in the glossary and using the **'Average of ratings'** dropdown menu there.

Rating terms will allow students to earn a 'Grade' in the glossary activity, which could be used to contribute to their overall score for the Module.

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## USEFUL LINKS

### Lancaster Answers

Lancaster Answers contains a large number of step-by-step guides, which explain many features of Moodle and more .....

<http://lancasteranswers.lancs.ac.uk>

### ISS Service Desk

For further help and support, please contact the ISS Service Desk on:

Phone: 01524-510987

Email: [iss-service-desk@lancaster.ac.uk](mailto:iss-service-desk@lancaster.ac.uk)

In person: Learning Zone in Alexandra Square