Glossary in LATTE

The glossary activity module allows participants to create and maintain a list of definitions, like a dictionary.

Glossary can be used in many ways. The entries can be searched or browsed in different formats. A glossary can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put in categories. The auto-linking feature will highlight any word in the course which is located in the glossary.

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Adding a glossary

Log into Latte and select the course you wish to edit.

With the editing turned on, in the section you wish to add your glossary, click the "Add an activity or resource" link (or, if not present, the "Add an activity" drop down menu) and choose Glossary. All settings may be expanded by clicking the "Expand all" link in the top right of the page.

Name

Give your new glossary a descriptive name.

Adding a new Glossary to Topic 3

General

Name

Class Terms

Description

Define two class terms for homework.

Display description on course page

Description

Describe the purpose of the glossary and provide instructions or background information, links etc. Click the icon to the top left of the editor to expand the toolbars, and drag the bottom right of the text box out to expand it.

Display description on course page
If this box is ticked, the description will appear on the course page just below the name of the glossary.

**Approved by default**

If set to "yes" then new entries appear automatically. If not, then the teacher must approve each one first.

**Always allow editing**

If set to "yes", students can edit their entries at any time. If not, then they can only edit for a certain period.

**Duplicate entries allowed**

This allows the entry of more than one definition for a given word.

**Allow comments on entries**

Students and teachers can leave comments on glossary definitions. The comments are available through a link at the bottom of the definition.

**Automatically link glossary entries**

The Glossary auto-linking filter allows individual entries in this glossary 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.

**Display format**

That specifies the way that each entry will be shown within the glossary. The default formats are:

- Simple, dictionary style - This looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.
- Continuous without author - Like the simple style. 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.
- 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.
- Entry list - This lists the concepts as links.
- FAQ - Useful for displaying lists of frequently asked questions. It automatically appends the words QUESTION and ANSWER in the concept and definition respectively.

**Entries shown per page**

Enter the number of entries to show to the user looking at the glossary activity. For example, the teacher may want to display one definition at a time to a student. The default is 10 entries.

**Show alphabet links**

If set to "yes", users can browse the glossary by letters of the alphabet.

**Show 'ALL' link**

If set to "yes", users can browse all the entries at once.

**Show 'Special' link**

If set to "yes", users can can browse the glossary by special characters, such as @ and #.

**Allow print view**

This provides a printer-friendly version link for students. (Teachers are always provided with a printer-friendly version link.)
Grade to pass

Here you can set a passing grade for the glossary. This may be connected with Activity completion and Conditional activities such that a student will not be able to access a follow up activity until they have obtained the required rating in this glossary.

Adding a glossary entry

To add a glossary entry:

- When you first create a glossary, click "Save and display" to be taken to the "Add a new entry" screen.
- Alternatively, click on the glossary link and click the "Add a new entry" button in the centre of the screen or the Administration block.

Concept

- Enter the word you want to define in the Concept text field.

Definition

- Add the definition of the word or concept.

Keywords

Each glossary entry can have an associated list of keywords (or aliases). If the entry is auto-linked (see below), then any keywords will also be auto-linked.

Enter each keyword on a new line (not separated by commas).

- Select

Attachment

- If you want to add an attachment, such as a picture or an article, you can either drag/drop it or click the "Add" button to upload via the File picker.
This entry should be automatically linked

If the Glossary auto-linking filter is enabled, and 'This entry should be automatically linked' is set to "yes", the entry will be automatically linked wherever the concept or keyword(s) appear within the same Moodle course, such as in forum postings, labels, web pages, books and so on. Files and external websites will not be linked.

You can choose to disable this filter for a particular activity (such as a quiz) following the instructions available on the Glossary auto-linking filter page.

Turning off links to glossary terms

- In places such as forum posts and quizzes, terms will be automatically highlighted and linked if they are in the glossary. Sometimes, this may be unwanted. To avoid this on a case-by-case basis, click on the blue Filters link in the activity's Settings block. There you will be able to turn off the glossary auto-linking feature for that particular activity while keeping it enabled elsewhere on the course.

This entry is case sensitive

This setting 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".

Match whole words only

If automatic linking is enabled, then turning this setting on will force only whole words to be linked. For example, a glossary entry named "construct" will not create a link inside the word "constructivism".

Click Save changes to save your entry.

Editing the glossary

To edit a whole glossary, for example to change its name or description, turn editing on and click on the Edit icon next to its name, then choose
'edit settings'.

**Editing glossary entries**

To edit a glossary item click on the glossary name, navigate to the glossary entry you want, and then click on the Edit icon, to the bottom-right of the glossary item. You can also delete the item entirely by clicking (X).

**Adding categories**

Categories may be created to help organize your glossary entries. If you've enabled autolinking, the category names can be linked along with individual entries. Make sure your chosen display format has categories as a visible tab in Site administration>Plugins>Activity modules>Glossary.

To create a glossary category:

1. Click the "Browse by category" tab in the main page of the glossary.
2. Click the "Edit categories" button on the left side of the page.
3. Click the "Add category" button on the resulting Categories page.
4. Give the category a name.
5. Choose whether you want the category name autolinked as well.
6. Click the "Save changes" button.

If you autolink the category name, any occurrence of those words will be linked. When a student clicks on the link, they will be taken to the "Browse by category" page of the glossary.

**Browse options**

You can browse glossaries according to the following options:

- Browse by alphabet
- Browse by category (if there are any categories added)
- Browse by date (you can sort entries by last update or by creation date)
- Browse by author

**Search options**

You can also search for a given word using the Search field. Checking the 'Search full text' option (on the right side of the Search box) allows searching for a given word in any position in the text. This can take longer and return more entries than you might wish, but it is thorough. If you do not check the "Search full text" box, the search only looks for the term names. The index below lets you browse the glossary according to a given letter.

**Waiting approval**

If entries require teacher approval before being publicly posted, the number of entries will appear in a link:

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Waiting approval (1)
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To approve the teacher clicks the link and then the 'approve' tick/checkmark icon.

If an entry is approved by mistake, it can be undone by clicking the 'undo approval' circle with a line through it icon.

**Printing a glossary**

At the top right of the main glossary page, you'll see a little printer icon. If you click the icon, Moodle will open a new browser window and present all the words and definitions in a printer-friendly format.
To print the glossary:

1. Click the printer icon at the top of the main glossary page.
2. From the newly opened window, choose Print from the File menu of your browser.
3. Once the word list has printed, close the printer-friendly format window.

Note: Teachers are always provided with a printer-friendly format link. To enable students to print a glossary, set "Allow print view" to Yes on the edit glossary page.

Glossary comments

If you enabled comments on the glossary entries, users can annotate the definitions in the word list. When you look at a word in the glossary list, you'll see a blue "Comments" link in the lower left-hand corner.

When you click the link, a comments box opens up. Add your comment then click the "Save changes" button.

Once you've saved your comment, Moodle will display all of the comments for the entry. When you return to the main glossary page, you'll see a new message next to the speech balloon telling you how many comments there are for the entry.

Why use a Glossary?

While a basic glossary is important, creatively applying the glossary can really make an impact on your class.

Collaborative glossaries

Instead of creating a glossary on your own, why not have the students create them as they encounter unfamiliar terms? A collaborative glossary can serve as a focal point for collaboration in a course. Each member of the class could be assigned to contribute a term, a definition, or comments on submitted definitions. Multiple definitions can be rated by you and by the students, with the highest-rated definitions accepted for the final class glossary.

When students are responsible for creating the definitions, they are much more likely to remember the word and the correct definition. Engaging in the process of learning, debating, and refining a glossary can go a long way toward helping students begin using new terms.

You can also structure multiple glossaries over the course of a semester. Break them up by unit, chapter, week, or any other organizational structure.

If you have a large class, assign student teams to come up with definitions and answers. One strategy for managing large courses is to make each team responsible for one week’s worth of definitions, while all the other teams must rate and comment. Alternatively, each team could be responsible for one definition per chapter and then rate and comment on the other teams’ work.

Credit for word use

This is a combination strategy using the forum and the auto-linking feature of the glossary. After you and your students have defined the glossary terms, it’s important for students to begin practising using the words in realistic contexts. Students, however, are usually reluctant to experiment with new terms. With the auto-linking feature, it’s easy to spot when a glossary word has been used in a forum or in a posting on the web site. To encourage word use, assign a portion of the credit students receive for their forum postings for correct use of glossary terms. As you or other students rate posts, you can quickly scan for highlighted glossary words and award points for usage. You may even want to break the score down further. Perhaps award one point for using the word and two points for using it correctly.

"Getting to know you"

Make a glossary into which new students add their photo and personal details. Add this glossary to the Random glossary block on the side of your course page and - at intervals you choose - details about a different new student are highlighted.

Thought for the Day

In addition to adding vocabulary and key terms glossaries to the Random glossary block why not add a glossary containing pertinent "thoughts for the day", ethical, spiritual, motivational -you decide!

Simple peer assessment

Have students add pieces of work with descriptions to a glossary and allow their classmates to comment on each others’ entries to create a basic framework for peer assessment. While this can be done in a Forum or more thoroughly in a Workshop, a glossary is a fast and effective solution.
Use this link to watch a Lynda video on how to create a glossary.

Related articles

- Quickmail Block
- Adding TAs and Guests
- Latte for Instructors
- Text Editing
- Create Online Assignments