



Quick Reference Guide

Glossary

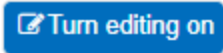
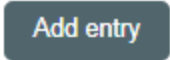
Summary:

- **What is the Glossary**
- **How can the Glossary tool be used**
- **How to set up the glossary**

 Watch a demonstration

 Text-only version

☐ What is the glossary tool	Information/How to: • A collaboration tool that allows for students to create a list of terms, a process of who to get something done, etc.
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☐ How do I create a Glossary	How to:   - Go to the course - Turn editing on - Click on Add an activity or resource - Click on the Activities tab - Click on Glossary - Put in the glossary name - Put in a glossary description - Glossary type - Main: entries from secondary glossaries can be imported - Secondary: if glossary entry import is not required, use the secondary glossary. - Entries - leave as shown LearningHub. If you are not sure, click on the ? next to each option. - Appearance - Choose Display format - Ratings - No ratings - there is no score for this discussion - Average - the mean score of all the ratings - Count - add the number of ratings - Maximum - the highest rating points it the final points - Minimum - the lowest rating points is the final points - Sum - All ratings are added together - Click Save and return to the course or save and display to go directly to the assignment to add entries
☐ How are new entries added to the glossary	How to: - Click on the Glossary assignment - Click Add entry - Type in the concept/term - Type in the definition - Click Save changes 
☐ Additional Resources	Video Instructions Back to Knowledgebase