

# How to create a glossary

This applies to Moodle 3.6 from July 2019 onward

## Moodle Help & Support

A glossary can be used in the obvious way to give a term and a definition. It can also be used as an FAQ. Example uses include:

- students create the terms and definitions, adding terms as they come across them
- as an FAQ - students ask questions and the teacher answers them - can often be started off from a series of known frequently asked questions from teacher emails or a course forum
- create a collaborative encyclopedia on any topic relevant to your module
- collect tips and tricks, recipes, book reviews

## How to create a glossary

- In your Moodle module click on the **Turn editing on** button



- Click on the **+ Add an activity or resource** hyperlink in the appropriate section

**+ Add an activity or resource**

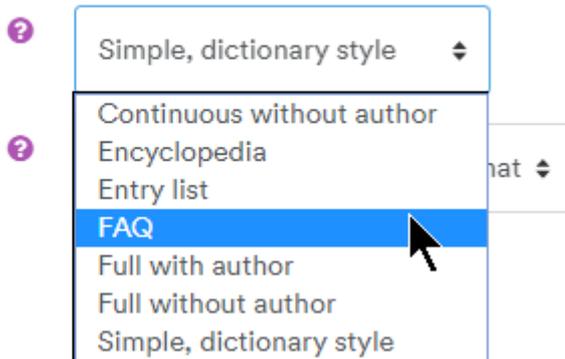
- Select **Glossary** and **Add**
- Give it a **Name** and, if you wish, a **Description**
- Under the heading **Appearance**, choose the number of **Entries shown per page** (default 10)
- Check other settings (normally defaults are fine except that we recommend NOT to **Automatically link glossary entries**) See below for format settings.
- Click on the **Save and return to module** or **Save and display** buttons.



**NOTE:** One of the settings you can choose under the **Appearance** heading is **Display format**. This is useful if you are using the tool as an FAQ or would like to show a really simple dictionary style entry or a fuller one with names of the students who contributed the items.

### Appearance

Display format



Approval display format

Entries shown per page

Show alphabet links

There are 7 display formats:

- Continuous without author - Entries are displayed one after another without any separation apart from the editing icons **RECOMMENDED**
- Encyclopedia - As for "Full with author" but attached images are shown inline
- Entry list - Concepts are listed as links
- FAQ - The words QUESTION and ANSWER are appended to the concept and definition respectively **RECOMMENDED**
- Full with author - A forum-like display format showing the author's data and with attachments shown as links

- Full without author - A forum-like display format without authors and with attachments shown as links
- Simple, dictionary style - No authors are displayed and attachments are shown as links

Once the Glossary has been created you can start adding entries.

## To add an entry

- Click into the glossary
- Click on the **Add a new entry** button

## Key terms

A glossary of key terms in our subject

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](#)

- Type Concept and Definition

### ▼ General

Concept

Definition

- Add a file or keywords if you wish
- Click Save changes

Keyword(s)

Attachment  Maximum size for new files: 100MB, maximum attachments: 99

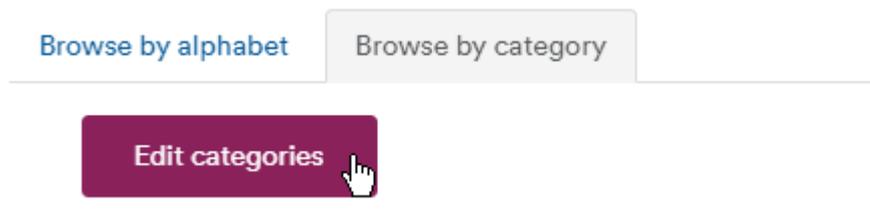
▶ [Auto-linking](#)

▶ [Tags](#)

## How to add categories

You can divide your glossary entries into categories

- Enter the glossary instance
- Click **Browse by category**
- Click **Edit categories**



- Click **Add category**

### Categories



- Type the category Name (e.g., Moodle terms)

## Importing a glossary into Moodle

You can create a glossary outside Moodle and import it to save time

This is a bit complicated as it has to be an XML file. However, there is a tool available to convert an .xls file into xml for import: [MoodleGlossary.xls](#)

Create your glossary in excel using this file: MoodleGlossary.xls. The minimum required is concept and definition: the macro tells you what to do. Note: there seems to be a bug which ignores the last entry, so put a fake entry on the last line.

1. Make sure macros are enabled
2. Run the macro, which produces an xml file, which you save.

### To import glossary entries via an XML file:

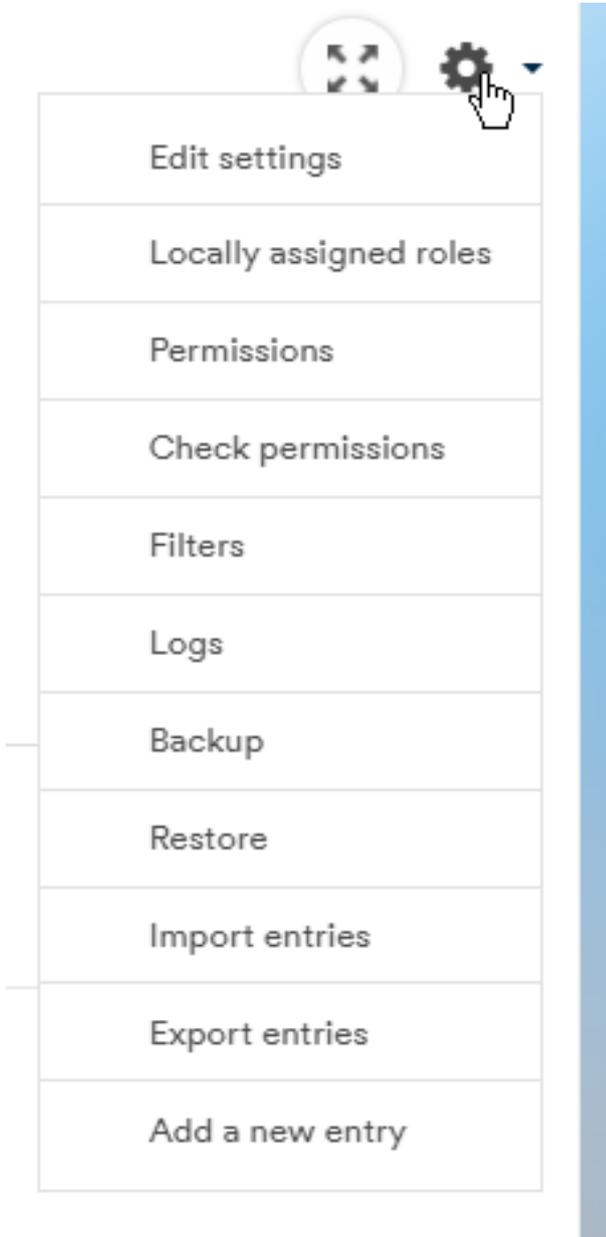
1. In your module, turn editing on, and create a glossary as described above OR Edit a glossary
2. NOT in editing mode, go to the glossary and within the glossary, drop down the Cogwheel/Actions menu: follow the "Import entries" link.
3. Click Choose a file > Upload a file
4. Browse for the XML file on your computer. Click Upload this file
5. Select the destination for the new entries, either the current glossary or a new one.
6. If you want to import category information, click the checkbox.
7. Click the "Submit" button. You'll then see a report of the entries and categories added to the glossary. If you enabled duplicate entries when you created the glossary, the import process will add all of the new definitions. Otherwise, it will not allow you to import any duplicate entries.

Note that Glossaries are Activities not Resources: i.e. it is intended that students are able to add their own definitions to the glossary, not just that the glossary is a static teacher-created resource.

## Rolling over / copying a glossary between courses

In the course with the glossary in:

- Click into the glossary
- Drop down the Settings / Actions menu via the cogwheel



- Click **Export entries**
- Click **Export entries to file**

## Export entries to XML file



- An .xml file will download. Save it to a folder and open the folder.
- Go to the second course where you want the glossary
- Use + Add an activity or resource to create a new glossary (or Copy it into the course using Import as [described here](#))
- Click into the new glossary
- Drop down the Settings / Actions menu via the cogwheel
- Select **Import entries**
- Drag and drop the .xml file from the folder you have open into the defined box on the Moodle screen (Check the box to import categories if you had them)

## Import entries from XML file



File to import



Choose a file...

Maximum size for new files: 100MB



Destination of imported entries



Current glossary ▾

Import categories

- Click **Submit** and **Continue**