

# LEARNING MANAGEMENT SYSTEM USER GUIDE: GLOSSARY


The Glossary tool allows you to create an alphabetical list of terms and definitions to be viewed by students. You can add terms individually, en masse using **Upload Glossary** (to import glossaries created in other subjects), or from a CSV file. You can also download your own glossary for use in other subjects.

Glossary	
The Glossary contains 3 terms in subject Written History of The Sahara.	
D E P	
D <span style="float: right;">↕</span>	
Term	Definition
Desert	A place with very little annual rainfall.
E <span style="float: right;">↕</span>	
Term	Definition
Erosion	Movement of soil and rock from one location to another e.g. by wind or water.
P <span style="float: right;">↕</span>	
Term	Definition
Precipitation	Water vapour that falls due to gravity.

A glossary may be navigated by scrolling, clicking a letter in the menu at the top, or clicking an arrow on the right of the screen (returns you to the top of the list).

A glossary may be linked via the subject menu or any content page. Only one glossary is possible per subject, but it may be linked to from multiple spaces within the subject.


## Add a glossary term

1. From *Control Panel* select **Subject Tools >> Glossary**.
2. Click **Create Term**. 
3. Enter the **Term** and **Definition** you wish to add to the glossary.  
Note: The definition text box has the full set of formatting tools including the option for hyperlinks and images. An image may be displayed here, but must already be located in the Content Collection.
4. Click **Submit**.
5. Repeat for each glossary item.

Note: You can also open the glossary link (created in the steps below) and then add terms as required.

## Remove / edit a glossary term

1. From *Control Panel* select **Subject Tools >> Glossary**.
2. Ensure Edit Mode is **ON**.
3. Each glossary term will have a down pointing arrow.

D	
Term	Definition
Desert 	A place with very little annual rainfall.

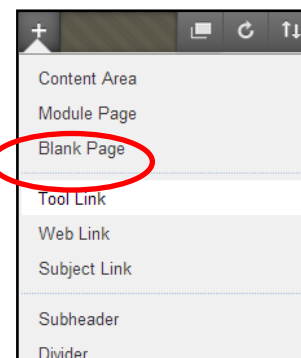
4. Click the down pointing arrow next to the desired term and select **Delete** / **Edit** as desired.  
Note: You will have to confirm your deletion / submit your edits.

## Make the glossary available to your students

Link to the glossary tool on the Subject Menu or any Content Page to allow students to see it.

### Subject menu

1. Ensure *Edit Mode* is **ON**.
2. Put your mouse on the + button at the top of the subject menu.
3. Select **Tool Link**.
4. Enter a name for the glossary.
5. From the **Type** drop down menu select **Glossary**.
6. Ensure the **Available to Users** checkbox is checked.
7. Click **Submit**.
8. The glossary link appears at the bottom of the subject menu and may be move as desired.



### Content page

1. Ensure *Edit Mode* is **ON**.
2. Navigate to the content page where you want the glossary to appear.
3. Select **Tools >> More Tools >> Glossary**.
4. Enter a *Link Name* for the glossary and description (optional).
5. Set options including date/time restrictions as desired.
6. **Submit**.
7. The glossary link appears at the bottom of the content page and may be moved as desired.

## Upload a glossary

If you have a list of terms and definitions, either from a glossary someone else created in the LMS or in a file, this can be uploaded to your subject glossary. Please note that the file containing the glossary information must be either tab-delimited text or CSV (Comma-Separated Value) format. Microsoft Word can create tab delimited text; Excel is able to create tab delimited and CSV files.

A very simple file of just two columns is all that is needed.

	A	B	C	D	E
1	Smile	A way of improving your face value			
2	Frown	An upsidedown smile			

1. From *Control Panel* select **Subject Tools >> Glossary**.
2. From **Upload/Download** select **Upload Glossary**.
3. Browse to locate the tab-delimited or CSV (Comma-Separated Value) file from your computer or the content collection.
4. Select whether you wish to **Add the terms in this file to the glossary**; or **Delete all glossary terms and replace with the terms in this file**.
5. Click **Submit**.  
Note: Extensive help is available within the **Upload Glossary** page.

## Download a glossary

Make a backup, copy your glossary to another subject or share your glossary with others.

1. From *Control Panel* select **Subject Tools >> Glossary**.
2. From **Upload/Download** select **Download Glossary**.
3. Click **Download** to save the file.

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[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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