

How to add a Glossary entry in Moodle 2.

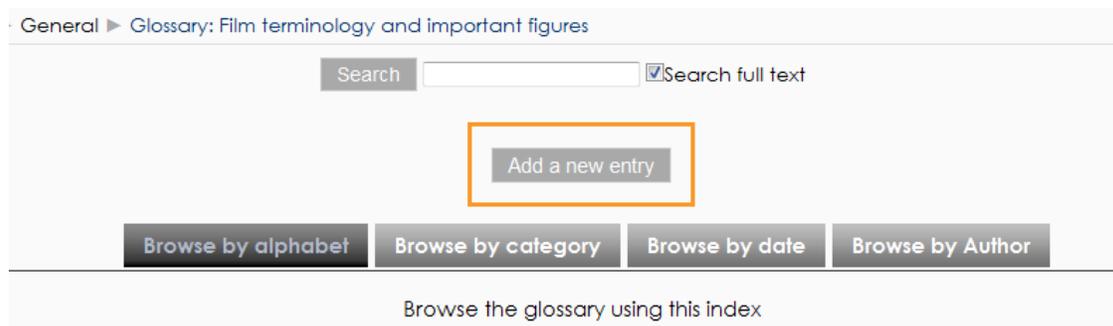
A Glossary allows participants to create and maintain a list of definitions, similar to a dictionary. In Moodle, glossaries can be a collaborative activity, where instructors can allow students to add their own entries, rate others' entries and more. Adding a Glossary entry is very simple, follow the steps below.

Click the name of the Glossary in the course.

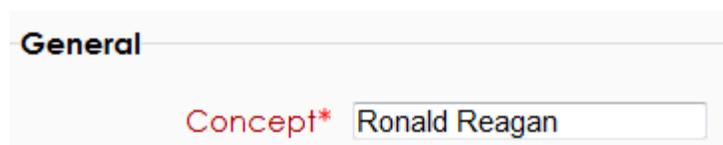


The Glossary will display.

Click the "Add a new entry" button.



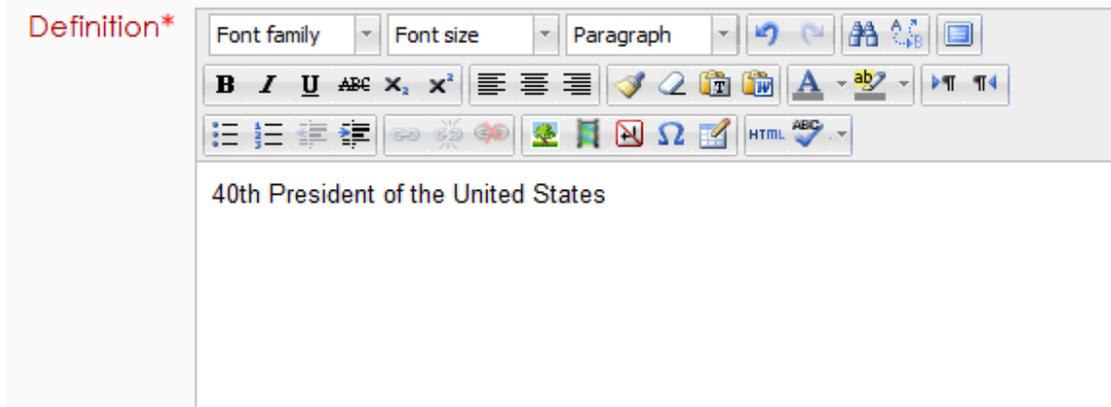
Enter a word, phrase, or sentence into the "Concept" field.



This text will be listed in the glossary as the term.

Fill in the "Definition."

Definition*



40th President of the United States

Enter a Definition for the Glossary entry.

Select a category to classify the entry.

Categories

- Not categorised
- Early Film
- Silent Film Era
- Talkies

To select more than one category, depress the "Ctrl" key while clicking on each category.

If there is not multiple categories, then this feature was not enabled by the instructor.

Add one or more Keywords related to the concept (optional).

Keyword(s) ⓘ Actor

These are essentially synonyms for the "concept" itself. If the entry is auto-linked, then any Keywords will also be auto-linked.

Choose a file to upload as an attachment (optional).



Click "Add..." and use the [File Picker](#) to select an attachment.

Define Auto-linking settings.

A screenshot of the Moodle "Auto-linking" settings form. The form has a title "Auto-linking" and three settings, each with a checkbox and a numbered circular icon to its right. The first setting is "This entry should be automatically linked" with a checkbox and icon "1". The second setting is "This entry is case sensitive" with a checkbox and icon "2". The third setting is "Match whole words only" with a checkbox and icon "3". Each setting also has a small blue information icon below the text.

Auto-linking is a useful feature of Moodle that will automatically turn this Concept (and Keywords) into a link to this Glossary entry, wherever this word appears in the course.

1. Check this box to have each instance of the Concept or Keywords within the course become a link to this entry. (A great way to add context to discussion forums.)
2. Check this box to keep case sensitivity when auto-linking this entry, i.e. so that 'Bill' is not treated the same as 'bill' when auto-linking.
3. Check this box to Match only whole words, i.e. a Glossary entry for 'dent' will not create a partial link when the word 'President' is a Glossary Concept.

Click on "Save changes."

Save changes

Note: If the instructor has enabled editing, by clicking on the appropriate icon in the lower right-hand corner of the entry will be possible by the entry creator.

Sign up for one of our training offerings to learn more about how to participate in Moodle courses.

[Click here to enroll in an online course.](#)

[Click here to register for a webinar.](#)