

Glossary

Use *Glossary* to create a fully-searchable glossary for your course. It can contain images as well as text, so that illustrative glossary definitions are possible. Before you and your students can use *Glossary*, you must add it to your course. The course *Glossary* link can appear on:

- the *Course Menu*
- the *Homepage*
- an *Organizer* page

Adding Glossary Tool to Your Course

Add glossary tool to your course home page (or other organizer page) as follows:

1. In Designer Mode, click Add Page or Tool on the right side of the screen.
2. From the list of tools, choose Glossary under Course Content Tools. .
3. On the following screen fill in:
A name for the glossary.
Click the checkbox next to on an Organizer Page, and choose Homepage from the drop down box.
4. Click Add.

Actions
 (↔) indicates a selection is required from the main frame.

Use Homepage Wizard

Options: Links 1

Add page or tool

Course Content Tools

Syllabus

Content Module

Glossary 2

3 Add Glossary

1. Enter a title for this item:

2. Decide where to show the link to this item.

On the *Course Menu*, visible on all pages. Link will appear as text.

On an *Organizer Page*:

Link shows item title

Link shows icon (select below)

Use default icon

Use custom icon

Choose icon:

4 3. Add this item to your course.

The Glossary tool then appears on your designated organizer page.

Adding new entries

1. From Glossary Keywords page, select "Add a keyword" and click on "Go". The following input boxes appear:

Add Keyword

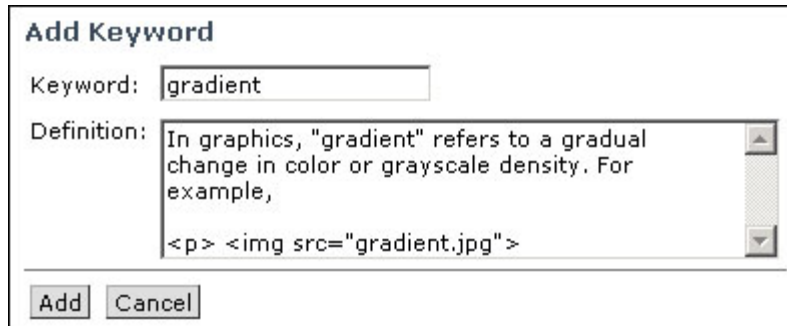
Keyword:

Definition:

2. Enter the keyword and its definition, and then click on "Add". Each time you add a keyword it will appear in the left column under "Glossary keywords".
3. Continue adding keywords and definitions as desired. You can add words to the glossary at any time.

Including Graphics in a Glossary Entry

Placing a graphic in a glossary entry involves including in the Definition box an HTML statement referencing the graphic. Following is an example illustrating the use of a graphic in a glossary definition. First shown is the input, followed by the result.

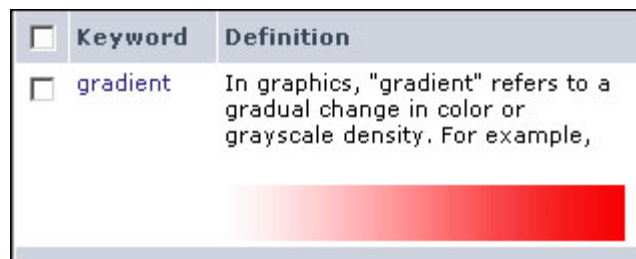



Add Keyword

Keyword:

Definition:

In this example, the image "gradient.jpg" was uploaded into the the My-Files directory. The <p> tag (paragraph tag) was necessary for the graphic to be positioned as would a new paragraph.



<input type="checkbox"/> Keyword	Definition
<input type="checkbox"/> gradient	In graphics, "gradient" refers to a gradual change in color or grayscale density. For example, 

(**Note:** if you want to include an audio or video file in glossary entry, the HTML statement should look like this. <embed src="samplevideo.mov" height="150" width="145" autostart="false">)

Deleting glossary entries

Delete the entries:

1. Select the keyword(s) that you want to delete, then click **Delete** button under **Options**. A warning message appears. Click **OK**.
2. To delete all entries, click **Delete all** button under **Options**. A warning message appears. Click **OK**. A final warning message appears. Click **OK**. The *Glossary Keywords* screen appears and the *Glossary keywords* list is empty.

Editing glossary entries


You can change keywords and descriptions which have already been entered into the glossary.


- From the *Glossary Keywords* screen, under *Glossary keywords*, select the glossary keyword that you want to edit.

Glossary Keywords

<input type="checkbox"/>	Keyword	Definition
<input checked="" type="checkbox"/>	descriptive theory	describes phenomena as they are heypothesized to exist.
<input type="checkbox"/>	prescriptive theories	prescribe actions to take that will lead to certain results.


Actions


 indicates a selection is required from the main frame.

 indicates multiple selections are allowed.

Options


Add keyword

 Edit

 Delete

Delete all

Import keywords from file

 Manage keyword links

To download a text version of the glossary, click **Download**.

Download

- Under *Options*, click **Edit**. The *Edit keyword* screen appears.
- In the *Keyword* and *Description* text boxes, enter the changes that you want to make and click **Update**. The *Glossary Keywords* screen appears with an updated list of *Glossary keywords*.

Edit Keyword

Keyword:

Definition:

Importing Glossary Entries From a File

- The file must be a text file (.txt format).
- The entries must be in a specific format:
- Each keyword must be preceded by a colon (:). **Note:** The glossary entry or description may contain a colon. Only lines beginning with a colon will be interpreted as containing a new glossary entry.
- The keyword must be in a separate line on its own.
- The lines following the keyword must contain the glossary entry description.


This example illustrates how to add a new glossary entry:

:new entry

This is the new glossary definition for the glossary entry named "new entry".

Note: Make sure that you have uploaded the glossary file from your local computer to your My-Files folder before you begin.

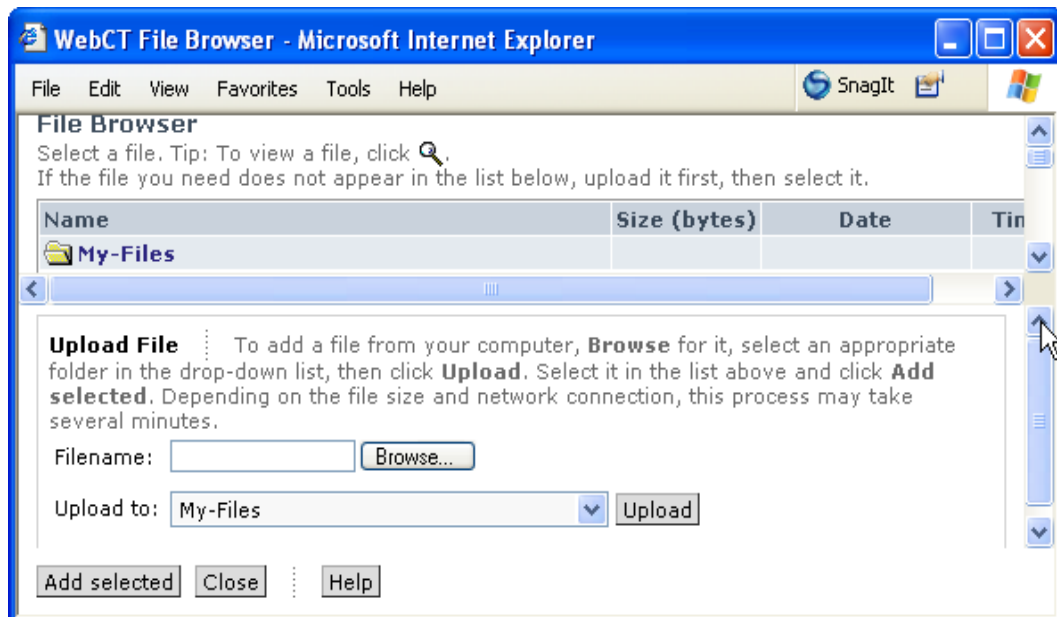
1. From the *Glossary Keywords* screen, under *Options*, click **Import keywords from file**. The *Import From File* screen appears.



Import From File
To import a file, click **Browse...** to select it and then click **Import**.
Note: If you want to import a file, you must first upload it to the WebCT server.


Filename:


2. In the *Filename* text box, enter the path and filename of the file to be imported, or to locate and select the file, click **Browse**. The WebCT File Browser appears. Then click **Add selected** button.



WebCT File Browser - Microsoft Internet Explorer

File Edit View Favorites Tools Help

File Browser
Select a file. Tip: To view a file, click .
If the file you need does not appear in the list below, upload it first, then select it.

Name	Size (bytes)	Date	Time
 My-Files			

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename:

Upload to:

3. From the *Import from File* screen, click **Import**. The *Import Confirmation* screen appears.

Import Confirmation

The following new glossary keywords were found:

Keyword	New Definition
new entry	This is the new glossary definition for the glossary entry named "new entry".

4. Click **Continue**. The *Glossary Keywords* screen appears.

Downloading glossary entries

Note: The glossary is downloaded in plain text format (.txt).

From the *Glossary Keywords* screen, under *Options*, click **Download**. Your computer's file download screen appears. Save the file on your computer. You can now edit the file, upload the revised glossary to WebCT, and import it to *Glossary*.

Actions

indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options

To download a text version of the glossary, click **Download**.

Linking Glossary Entries to Content Pages

1. Go to the "Content module", such as "Lecture Notes" where you would like to create links to keywords and definitions.
2. Making sure you are in "Designer options", click on the file you want to create links for. The following will be displayed.

Content Page Settings
 Use **Update student view** to apply changes to content pages.

[Update student view](#)

File Options
 HTML and text files can be edited using the **Edit file** control. Other file types should be edited offline, and then uploaded into the File Manager.
 Filename: [evaluation.html](#)

[Edit file](#)

Action Menu
 You can configure any of the following tools specifically for this content page. (Tools that have been configured are marked with a ✓.)
 Once configured, they will appear in the Action Menu.

Links	Self test	Quiz
Audio	Video	References
Goals	Glossary*	Index*

* Links to the Glossary and Index will not appear in the Action Menu until the tools are selected manually below.

Select the Action Menu items you would like to appear for this content page.

<input type="checkbox"/> Take Notes	<input type="checkbox"/> Bookmarks	<input type="checkbox"/> Search
<input type="checkbox"/> Chat	<input type="checkbox"/> Discussions	<input type="checkbox"/> Mail
<input type="checkbox"/> Quiz	<input type="checkbox"/> Glossary	<input type="checkbox"/> Index

[Update](#)

3. Select "Glossary" and click on "Update". This will display the glossary tool allowing you to add keywords and definitions.
4. To create the links to the content pages. From glossary Keywords page, select "Designer options" and click "Page Links" button.

Actions
 ↗ indicates a selection is required from the main frame.
 ↗ indicates multiple selections are allowed.

Options

[Add keyword](#)

[↗ Edit](#)

[↗ Delete](#)

[Delete all](#)

[Import keywords from file](#)

[↗ Manage keyword links](#)

To download a text version of the glossary, click **Download**.

[Download](#)

To view and manage links for the content page Lesson 1: WebCT Problems, click **Page links**.

[Page links](#)

5. The Manage Page Links screen appears. Any glossary keywords in the text are hyperlinked, with a radio button next to them. These words are also listed at the bottom of the page, under Unlinked Keywords in the page.

Manage Page Links

WebCT Problems?

Depending on the issue, you might need to call/email the OIT Helpdesk or your professor. Below are a few examples of possible WebCT issues and who you would contact to resolve the issue.

Contact OIT if...

Unlinked keywords OIT WebCT
in the page:

6. To activate the link, select the keyword in the text, scroll to the bottom of the page, and click **Update**. The *Glossary Keywords* screen appears and the link is added to the page.
7. To make the changes available to students, update the student view.
8. To remove a link, scroll to the bottom of the screen, and under *Unlinked keywords in the page*, select the keyword(s) that you want to remove. Click **Update**.
9. To remove all links, do not select any keywords first. Click **Remove Links**.
10. To make the changes available to students, update the student view.


Linking glossary definitions to other glossary entries

You can create hyperlinks from words within glossary definitions to corresponding glossary entries. But this function only applies to content pages, you see the Glossary tool in Content Module to add the links

Adding a glossary link to a definition

1. From the *Glossary Keywords* screen, under *Glossary keywords*, select the glossary keyword containing the glossary definition to which you want to add a link.
2. Under *Options*, click **Manage keyword links**. The *Manage keyword links* screen appears. The words in the definition that are existing glossary keywords are hyperlinked, with a radio button next to them. These words are also listed under the definition, as *Unlinked Keywords*.

Manage Keyword Links

Keyword: OIT
Definition: OIT stands for Office of Information Technology. The staff at OIT solve the  WebCT password related problems.

Unlinked keywords in the definition: WebCT

3. To activate the link, select the keyword in the definition, and click **Update**. The *Glossary Keywords* screen appears and the link is added.

Note: If you decide to edit the glossary definition in the future, all the *Keyword Links* will be removed; you must use *Manage keyword links* to recreate them.

4. To remove the keyword links:
 - To remove a link, scroll to the bottom of the screen, and under *Unlinked keywords in the page*, select the keyword(s) that you want to remove. Click **Update**. The *Glossary Keywords* screen appears and the link(s) are removed.

Manage Keyword Links

Keyword: OIT
Definition: OIT stands for Office of Information Technology. The staff at OIT solve the WebCT password related problems.

Unlinked keywords in the definition: WebCT



- To remove all links, do not select any keywords first. Click **Remove Links**. The *Glossary Keywords* screen appears and all links are removed.