Glossary

The glossary is a way to collect and organise content that is searchable and browsable. A glossary can be collaborative or entries only made by the Trainer. To help with organisation, entries can be put in categories.

(The video above is taken from the Glossary and wiki course in the Totara Academy).

⚠ All activities and resources are also available in the Totara Mobile app. Please note that activities and resources may work slightly differently in the Mobile app compared to on a desktop site.

Adding a glossary

To create a glossary:

1. Click **Turn editing on**.
2. Select **Glossary** from the **Add an activity or resource** menu.
3. Configure the settings to your preferences.
4. Click **Save and display** (or **Save and return to course**).

Glossary

Search ☑ Search full text

Add a new entry

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**

No entries found in this section

Glossary settings

There are a number of configurable settings for a glossary activity.

Setting	Description	Notes
Name	The name of the glossary. This appears on the course page.	-
Description	Add a description, this might include instructions for using the glossary.	-
Display description on course page	Tick to display the description on the course page.	-
Is this glossary global?	Site Administrators can make a global glossary, with entries linking throughout the whole site. Any course may contain a global glossary, though usually they are only included on the site front page.	-
Glossary type	The glossary can be either: • **Main glossary:** Only Trainers can edit the main glossary • **Secondary glossary:** Can be configured to allow Learner entries and comments You can export entries from any secondary glossary into the main glossary. There can only be one main glossary in a course.	If glossary entry import is not required, all glossaries in the course can be secondary glossaries.

Approved by default	If trainees are allowed to add entries, you can allow entries to be automatically approved and added to the glossary, or they can require your approval before other trainees are able to see them.	-
Always allow editing	If you want entries to be always editable, set this to **Yes**.	-
Duplicated entries allowed	This allows the entry of more than one definition for a given word.	-
Allow comments on entries	Allows comments on glossary definitions. The comments are available via a link at the bottom of the definition.	-
Automatically link glossary entries	Totara has a text filter feature that automatically creates a link from a word in the course to its glossary definition. Linked words are highlighted.	The auto-linking feature only works if your Site Administrator has enabled it. Auto-linking can be very processor intensive, so if it doesn't seem to be working for you, your Site Administrator may have turned it off to speed up the system.
Display format	You can select how the glossary appears when trainees list the entries. There are a number of styles for you to explore. Other options include: • **Continuous without author:** This shows the entries one after another without any kind of separation, apart from the editing icons. • **Encyclopedia**: This is similar to the **Full with author** format apart from attached images being displayed in line. • **Entry list**: This lists the concepts as links. • **FAQ:** This is useful for displaying a list of Frequently Asked Questions. It automatically appends the words 'QUESTION' and 'ANSWER' in the concept and definition respectively. • **Full with author**: This is a forum-like display format with attachments shown as links. • **Full without author**: This is a forum-like display format that does not show author's data with attachments shown as links.	-
Approval display format	When approving glossary items you may wish to use a different display format.	-
Entries shown per page	This sets the number of words and definitions your trainees will see when they view the glossary list.	-
Show alphabet links	You can use this option to display the alphabet for easier glossary browsing.	-
Show 'ALL' link	If you want trainees to see all of the glossary entries at once, set this to **Yes**.	-
Show 'Special' link	When users browse the glossary, they can select the first character of a word from a list. The Special link displays special characters such as @, #, $, etc.	-
Allow print view	This provides a printer-friendly version link for trainees. If you've set **Allow print view** to **Yes**, then you'll see a little printer icon at the top right of the main glossary page. If you click the icon, Totara opens a new browser window and presents all the words and definitions in a printer-friendly format.	-
Grade category	This setting controls the category in which this activity's grades are placed in the gradebook.	-
Grade to pass	This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.	-
Roles with permission to rate	You can grade entries yourself or allow students to grade entries as well. Select **Only trainers** or **Everyone** from the users menu. Then select a grading scale. You can also restrict when entries can be graded to a specific date range.	-

Aggregate type	The aggregate type defines how ratings are combined to form the final grade in the gradebook. • **Average of ratings:** The mean of all ratings. • **Count of ratings:** The number of rated items becomes the final grade. The total cannot exceed the maximum grade for the activity. • **Maximum:** The highest rating becomes the final grade. • **Minimum:** The smallest rating becomes the final grade. • **Sum:** All ratings are added together. The total cannot exceed the maximum grade for the activity.	If **No ratings** is selected, then the activity will not appear in the gradebook.
Scale	Select the type of grading used for this activity. If scale is chosen, you can then choose the scale from the scale dropdown. If using point grading, you can then enter the maximum grade available for this activity.	-
Common module settings	See Common module settings to learn more.	-
Activity completion	See Activity completion to learn more.	-
Restrict access	See Restrict access to learn more.	-
Tag	See Tags to learn.	-

Adding an entry

Clicking the **Add a new entry** button gives you access to the definition entry page.

To add a glossary entry:

1. From the Glossary page, click **Add a new entry**.
2. Enter the word you want to define in the Concept text field.
3. Add the definition of the word or concept.
4. If you've defined categories in the **Browse by category** tab, you can categorise your entry here.
5. If there are synonyms you want to include with the entry, add them to the Keyword(s) text area. Enter one word per line.
6. If you want to add an attachment, such as a picture or an article, you can attach it below the Keyword(s) text area.
7. If you want this particular entry to be linked automatically within the course, check the **This entry should be automatically linked** checkbox. If you select automatic linking, the checkboxes below determine whether the links are case sensitive and whether only whole words are linked.
8. Click **Save changes** to add your word to the glossary.

Glossary categories

Categories can help organise your glossary entries. If you've enabled auto linking, the category names can be linked along with individual entries.

To create a glossary category:

1. Click the **Browse by category** tab in the main page of the glossary.
2. Click **Edit categories** on the left side of the page.
3. Click **Add category** on the resulting Categories page.
4. Give the category a name.
5. Choose whether you want the category name auto linked as well.
6. Click **Save changes**.

> ⊘ If you autolink the category name, any occurrence of those words will be linked. When a Learner clicks on the link, he will be taken to the **Browse by category** page of the glossary.

Importing and exporting glossary entries

As you build your glossaries, you may want to share them between courses or with other Trainers. Fortunately, there's a way to export and import glossary entries without needing to share your entire course structure.

Exporting glossary entries

1. Click the **Export entries** link at the top right of the main glossary page.
2. Click **Export entries to file**.
3. Save the automatically generated XML file on your computer.

Importing glossary entries (via an XML file)

1. Click the **Import entries** link at the top right of the main glossary page.
2. Browse for the exported entries XML file on your computer.
3. Select the destination for the new entries, either the current glossary or a new one.
4. If you want to import category information, click the checkbox.
5. Click **Save changes**.

You 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 adds all of the new definitions. Otherwise, it does not allow you to import any duplicate entries.

Plugin settings

As a Site Administrator from within the quick-access menu you can go to *Plugins* > *Activity modules* > *Glossary* to configure the site-wide settings for the glossary activity.

Setting	Description	Notes
Entries shown per page	Entries shown per page.	-
Duplicate entries allowed	Define if a glossary will allow duplicated entries by default.	-
Allow comments on entries	Define if a glossary will accept comments on entries by default.	-
Automatically link glossary entries	Define if a glossary should be automatically linked by default.	-
Approved by default	Define the approval status by default of an entry posted by a Learner.	-
Enable RSS feeds	This switch will enable the possibility of RSS feeds for all glossaries. You will still need to turn feeds on manually in the settings for each glossary.	-
Automatically link glossary entries	Define if an entry should be automatically linked by default.	-
This entry is case sensitive	Define if an entry, when linked, is case sensitive by default.	-
Match whole words only	Define if an entry, when linked, should match the case in the target text by default.	-
Display formats setup	You can decide which display options will be available for glossary activities by using the show/hide icon (👁 / 👁). You can also configure the settings for each display option using the edit icon (⚙).	-

Totara Academy

The Totara Academy has a whole course dedicated to using using the Glossary and wiki in Totara Learn. Here you can learn more on how to use these tools, see best practice, and give it a go yourself.