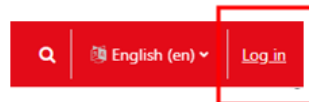


ADDING A GLOSSARY ACTIVITY IN LEARN 2024

1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



2. Enter your UKZN LAN credentials and click log in.



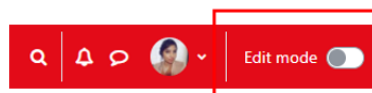
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Log in

3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



- Select the topic, enter the name, and press enter.

Escape to cancel, Enter when finished

▼ Glossary

+ Add an activity or resource

- Click on Add an Activity or Resource. You will see the following screen. Click on Glossary

Add an activity or resource ×

Search

All Activities Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ
 Custom certificate ☆ ⓘ	 Database ☆ ⓘ	 External tool ☆ ⓘ	 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ
 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 H5P ☆ ⓘ	 IMS content package ☆ ⓘ	 Kaltura Video Resource ☆ ⓘ
 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ	 Survey ☆ ⓘ
 Text and media area ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ	 Zoom meeting ☆ ⓘ	

6. Click on Add an Activity or Resource. You will see the following screen. Enter the Name and Description

Course Settings Participants Grades Reports More ▾

□ Adding a new Glossary to Glossary ⓘ

Expand all

▼ General

Name

Description

ⓘ Glossary

↓ A B I

☺ 🖼️ 📄 🎤 🎥 📎 H-P ✨ G 🌐 ⚙️

☐ Display description on course page ⓘ

Glossary type ⓘ Secondary glossary ▾

7. Complete the settings for the entries and appearance.

▼ Entries

Approved by default	 Yes ▾
Always allow editing	 No ▾
Duplicate entries allowed	 No ▾
Allow comments on entries	 No ▾
Automatically link glossary entries	 Yes ▾

▼ Appearance

Display format	 Simple, dictionary style ▾
Approval display format	 Default to same as display format ▾
Entries shown per page	10
Show alphabet links	 Yes ▾
Show 'ALL' link	 Yes ▾
Show 'Special' link	 Yes ▾
Allow print view	 Yes ▾

✓ **Ratings**

Roles with permission to rate ⓘ Capability check not available until activity is saved

Aggregate type ⓘ No ratings ⇅

✓ **Common module settings**

Availability ⓘ Show on course page ⇅

ID number ⓘ

Force language Do not force ⇅

Include in course content
download ⓘ Yes ⇅

✓ **Restrict access**

Access restrictions

None

Add restriction...

8. Click on Save and display.

Save and return to course

Save and display

Cancel

9. You will need to add to the Glossary. Click on add entry.

GLOSSARY

Glossary

[Glossary](#) [Settings](#) [More ▾](#)

Mark as done

Glossary

Add entry

Import entries ▾

Search

Q

✓ 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](#)

No entries found in this section

10. Update your Glossary settings. Click on save changes.

Add entry

Expand all

▼ General

Concept

Definition

Keyword(s)

Attachment

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo, Help, and icons for text color, background color, and font face.

Large text area for definition.

Maximum file size: 500 MB, maximum number of files: 99

Files

You can drag and drop files here to add them.

11. Click on save changes or cancel changes.

Save changes

Cancel