SUMMIT ☀ UNIVERSITY®

Glossaries (adding entries)
SU Tech Support
Video script text (10-6-16)

In some of your courses, you will be asked to create a glossary with your peers. To do this, you will need to be able to add entries and read entries from other students. If you haven't already done so, be sure to review the video on the basics of using a glossary to see how to browse a glossary's entries.

To add an entry of your own, **open a glossary by clicking on the Glossary title** on the course main page. This will take you to the first page of the glossary, where you will see a list of entries in alphabetical order.

Click **Add a new entry** and you will be taken to a page where you can add your entry information. At the top of this page, you will see the glossary instructions and then an area where you can fill in your entry. Give your entry a title by **typing it in the Concept box, then fill in the Definition** in the area below. Be sure to follow any specific instructions that you have been given regarding the title of your concept, the description and any formatting.

Depending on the type of glossary that you have been asked to build, your instructor may tell you to add keywords to your entry. To do this, **type the keywords in a list in the Keyword(s) box.** You should list one keyword per line.

If you have been asked to add an attachment, **you can drag and drop the attachment from your computer into the Attachment area.** If you add an image to the Attachment area, make sure that it is an appropriately small size, as this image will appear directly below your entry. Otherwise, if the image is too big, it will make it hard for you to go back and edit your entry later.

When you are ready to submit your entry, click the Save changes button. Depending on the type of glossary you are building with your class, your entry may be automatically accepted into the glossary, or you may have to wait until your instructor reviews and approves your entry. In either case, **you will typically only have 30 minutes to make any edits to your entry**. **Use the edit icon** to access your entry and make any changes.

When you are ready to exit the glossary, click on the course number at the top of the page.