

The Brightspace Glossary tool



Brightspace offers a Glossary tool which you can use to provide students with definitions. These definitions could either be generated by your or by the students. Collaborative glossary activities are a great way of engaging students in co-creating some learning materials and can help keep students engaged in online and blended teaching.

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How and when to use the Glossary tool

- Use the glossary tool to provide students with definitions of key terms in the module/unit/course you are teaching.
- Use the glossary tool as a supplement for online lectures. Ask individual students or student groups to collect notes during the lecture so they can come up with a definition for a key term used in the lecture later. Ask them to put their finished definition into the glossary.
- Use the glossary tool in conjunction with any other activities or self-directed learning students are doing. Ask individual students or student groups to come up with a definition for a key term used in the lecture later. Ask them to put their finished definitions into the glossary.

Where to find the Glossary tool

To access the glossary, locate the Communication and Collaboration drop-down menu and select Glossary from the bottom of the list (Figure 1).

This will open a pop-up window to the Glossary tool.

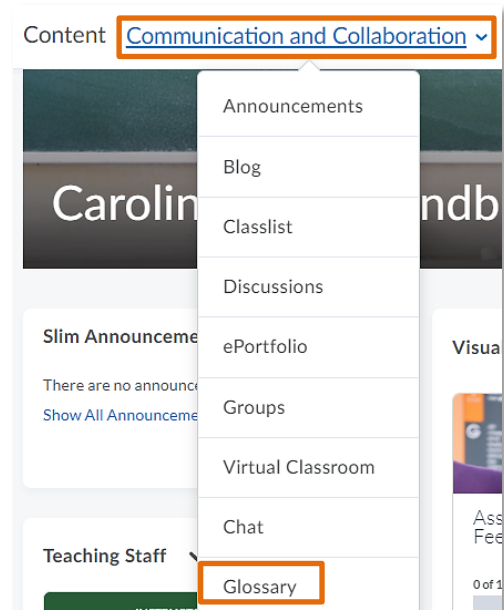


Figure 1: Module/unit/course homepage with the Communication and Collaboration drop-down menu in the Navbar

You will now be able to see the homepage of the Glossary tool. If you are entering this page for the first time, there will be no entries yet. To add new terms, you can either create them from scratch by clicking on the blue New Term button (1) or you can Import Terms in a CSV file (2). For more information on both options, refer to [How to create a new Glossary entry](#). Below the two buttons you will see the alphabet. Creating new terms for any of the letters will turn them blue and clickable so you can quickly navigate to specific definitions (3) (Figure 2).

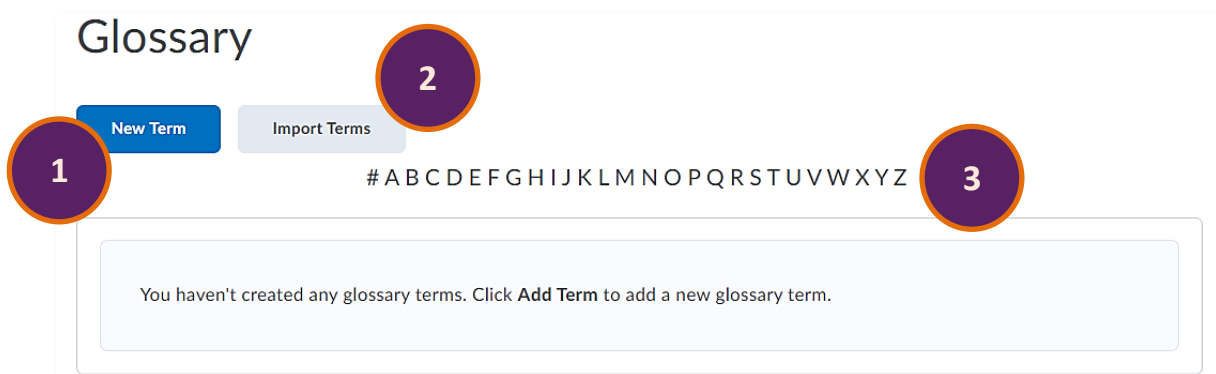


Figure 2: Glossary tool homepage

How to create a new Glossary entry

As mentioned above, you can create new Glossary entries by writing them from scratch or by importing them. If you would like to import a Glossary term, click on the grey Import Terms button (Figure 3).

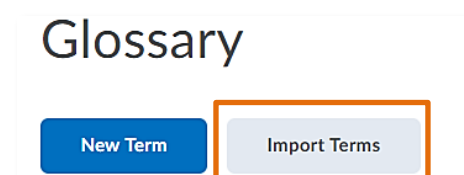


Figure 3: New Term and Import Terms buttons on the Glossary tool homepage

Import Terms

Import Terms

The import format for glossary is CSV (comma separated values). Each field should be separated by a comma, and each row by a line break.

The first cell in the first row must be called 'Term' and the second cell in the first row must be called 'Definition'.

All subsequent rows will contain the actual terms and definitions you wish to import.

Sample Import File

[Download sample CSV file](#)

File:

No file chosen

Import Terms

You will now be able to upload a CSV file with terms. Click on the Download sample CSV file link if you are unsure how to create a CSV file. (1) Once you have created your file, upload it to the Glossary tool (2), and click the blue Import Terms button (3) (Figure 4).

You will now see that your terms were added to the Glossary.

Figure 4: Import Terms window

If you would like to create your own Glossary terms from scratch, click on the blue New Term button (Figure 5).

Figure 5: New Term and Import Terms buttons on the Glossary tool homepage

Glossary

New Term

Import Terms

This will open the New Term editor for you. Enter the term (1) and the definition of the term (2) (Figure 6).

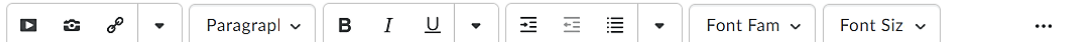
Note: The first letter of the term will determine the letter under which the term will be listed in the Glossary, i.e. Virtual Learning Environment will be listed under the letter V.

New Term

Term *

Virtual Learning Environment

Definition



A Virtual Learning Environment (VLE) is an online platform that can be used to provide students with readings, lecture notes and/or recordings, PowerPoint presentations and other types of content. It can also be used to set up activities and assessments for students. Activities and assessments include discussion boards, quizzes with different types of questions (Multiple Choice, True/False, Short Answer, Written Answer, etc.) and assignments where students can submit documents, etc.

Figure 6: New Term editor

Next, you will be able to determine if you would like to associate this Glossary term with any of your content topics.

Figure 7: Option to link Glossary term to a content topic

To do so, click on the drop-down menu under Content Topic. You will now see a list of all your existing content topics. Select the topic you would like to be associated with this Glossary term. (1) When you are done, click the blue Save button to exit (2) or the grey Save and New button to create further Glossary terms (3) (Figure 7).

You will now be able to see your newly created Glossary term on the Glossary tool homepage (Figure 8).

Figure 8: Newly created Glossary term on the Glossary homepage



Note:

Students will be able to create new Glossary terms in the same way as outlined above.

Editing and deleting Glossary terms

To edit Glossary terms, locate the term and click on the drop-down menu next to it. Select Edit Term (1). You will now be able to make changes to the term or add further information to it. To delete a term, select Delete from the drop-down menu (2) (Figure 9).

Figure 9: Glossary term with the option to edit or delete



Note:

Students will be able to edit terms just like lecturers, but they will not be able to delete terms. (Figure 10)

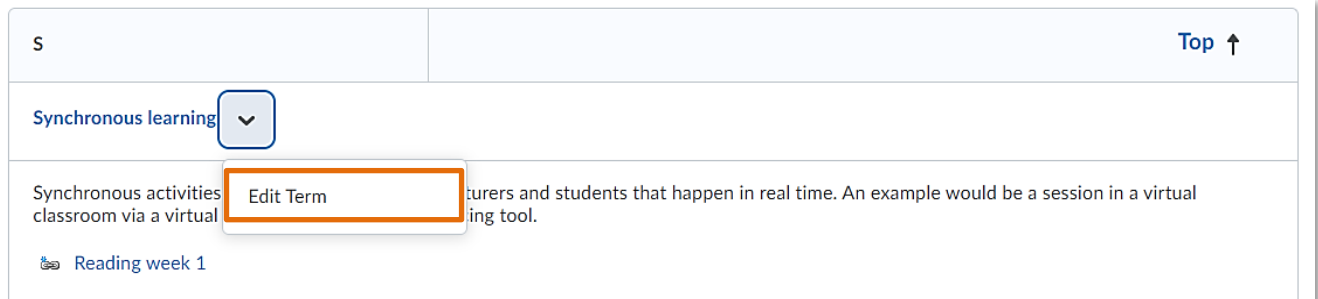


Figure 10: Glossary term with option to edit

Providing students with a link to the Glossary tool

Just like lecturers, students can access the Glossary tool via the Communication and Collaboration drop-down menu in the Navbar. However, you might want to sign-post the glossary within the content area to make it easier for students to access as part of their learning materials, or to give them specific tasks.



Figure 11: Glossary pop-up window with URL

To link the Glossary into the content area, copy the URL of your glossary (Figure 11).

Next, navigate to the content folder where you would like to link the Glossary. Locate the blue Upload/Create button and select Create a Link from the drop-down menu (Figure 12).

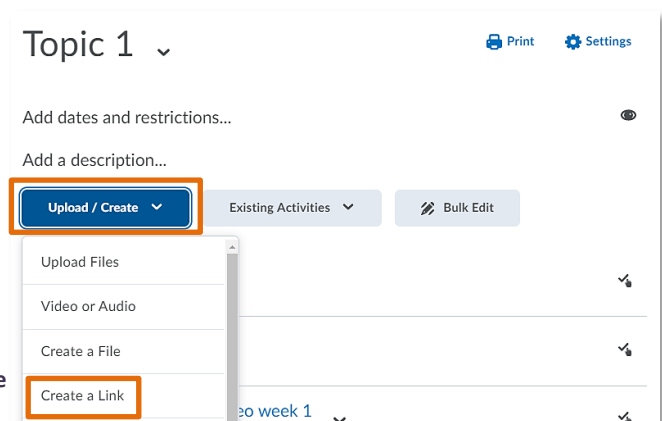


Figure 12: Content folder with the Upload/Create button and the option to create a link

The 'New Link' pop-up window contains the following elements:

- 1**: Title input field containing 'Glossary'.
- 2**: URL input field containing 'https://brightspace.uhi.ac.uk/d'.
- 3**: 'Open as External Resource' checkbox, which is checked. Below it, text reads 'User progress is not tracked for external resources'.
- 4**: 'Create' button.

This will open a pop-up window. Enter the title of the link (1) and paste the URL (2). Choose Open as External Resource (3) if you would like the link to open in a new tab. Click on the blue Create button at the bottom of the pop-up window to add the link to the content folder (4) (Figure 13).

Figure 13: Create New Link pop-up window



Tip:

We would recommend customising the link to the Glossary with further details to let students know what they are looking for. Further details and explanations will follow below.

To edit the details of your Glossary link and add some instructions, locate the Glossary link. Open the drop-down menu next to the link and select Edit Properties In-place (Figure 14).

The 'Topic 1' interface shows a list of items. The 'Glossary' link is highlighted with a red box. A dropdown menu is open next to it, with 'Edit Properties In-place' selected and highlighted with a red box. Other options in the menu include 'View Topic', 'Hide from Users', 'Edit Link', 'Move Up', 'Move To', 'Edit Metadata', and 'Delete Topic'.

Figure 14: Glossary link with the drop-down menu and the option to Edit Properties In-place

The 'Edit Properties In-place' window for the 'Glossary' link shows the following elements:

- Title: 'Glossary' with a dropdown arrow.
- Type: 'Link' with a link icon.
- Buttons: 'Add dates and restrictions...', 'Add a description...' (highlighted with a red box), and 'Open as External Resource' (checked).

You will now be able to add a description to the Glossary link. To start, simply click on Add a description (Figure 15).

Figure 15: Edit Properties In-place with option to Add a description

This will open a text box. Enter your description in the text box and click the blue Update button at the bottom when you are done (Figure 16).

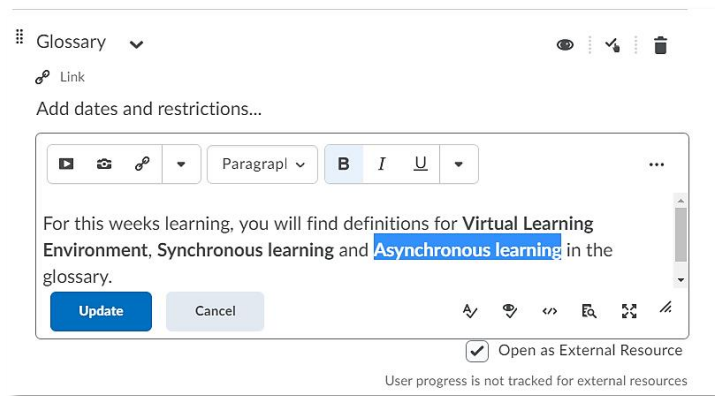


Figure 16: Text box for adding a description

You will now see that the description has been added to the link (Figure 17).

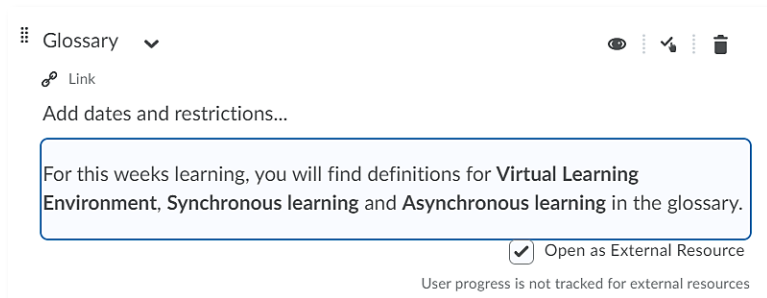


Figure 17: Newly added description for the Glossary link

Inviting students to co-create Glossary definitions



You can of course use the Glossary tool for providing students with definitions you have created.

However, you can also use the Glossary tool together with the students. You could for instance ask individual students or groups of students to provide definitions for particular terms. This can be used in conjunction with the learning materials of any given week as well as a supplement to an (online) lecture to keep students engaged and give them more responsibility for the (co-) creation of their learning materials.

If you decide to have students work together in groups to work on Glossary definitions, you might want to consider setting up a group discussion topic for them where they can discuss and finalise their definition before they put it into the Glossary.

Below you will find information on how to set up a group discussion as well as how to sign-post the discussion groups together with the Glossary task.

How to create a group discussion for students to discuss and finalise their Glossary definition

To start setting up a group discussion, locate the Communication and Collaboration drop-down menu and select Groups (Figure 18).

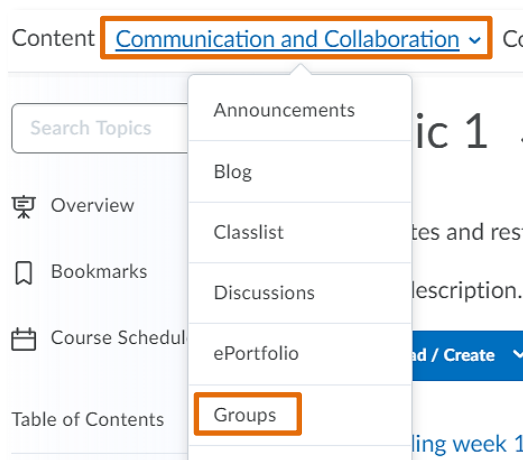


Figure 18: Communication and Collaboration drop-down menu with the link to the Groups tool

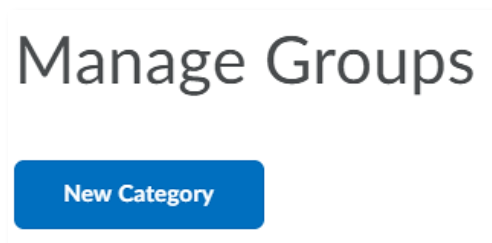


Figure 19: Groups tool homepage with the blue New Category option

Once you are in the Groups tool, click on the blue New Category button to set up your groups (Figure 19).

Note: To set up Brightspace groups, you will first set up a category. While doing so, you will be able to determine how many groups you want to create for this category.

Once you have clicked on the blue New Category button, you will be able to set up your category and groups. Start by giving your Category a name (1) and a description (2).

Next, select the Enrolment Type (3) and Number of Groups (4). For this example, we have selected 'No Auto Enrolments' as the Enrolment Type and 3 groups for Number of Groups.

For more information on Enrolment Types, check out the [Brightspace guidance on Enrolment Types](#). If you would like your students to choose who they want to work with, you could choose any of the self-enrolment option.

(Figure 20)

A screenshot of the 'New Category' form. It has a title 'New Category' and a section 'Category Information'. The form contains four numbered callouts: 1 points to the 'Category Name' field with the value 'Glossary discussion'; 2 points to the 'Description' text area with the value 'For discussions about glossary definitions.'; 3 points to the 'Enrolment Type' dropdown menu with the value '# of Groups - No Auto Enrolments'; and 4 points to the 'Number of Groups' input field with the value '3'. There is also a 'Restrict Enrolment' dropdown menu with the value 'No restrictions'.

Figure 20: New Category set-up

Group Prefix

Advanced Properties

▼ Hide Advanced Properties

Groups Options

☐ Make category and group descriptions visible to group members

Additional Options

▼ Collapse additional options

Create Workspace

☒ Set up discussion areas ?

☐ Set up lockers ?

☐ Set up assignments ?

File submission ▼

Scroll down to Additional Options and select Set up discussion areas to create the group discussion topics (Figure 21).

Figure 21: Additional Options with Set up discussion areas checkbox

You will now be able to choose an existing Discussion forum as well as create a new topic or attach an existing topic to that forum. You can also opt to create a new Discussion forum which we will do for this guidance. To start creating your new Discussion forum, click on the blue New Forum link (Figure 22).

Additional Options

▼ Collapse additional options

Create Workspace

☒ Set up discussion areas ?

Forum *

Sample discussion forum ▼ [New Forum] ?

☒ Create new topic
Create a new topic to restrict with this group category.

☐ Attach to existing topic
Create a group-restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.

Figure 22: Option to use existing Discussion forum or to create new Discussion forum

New Forum - Brave

brightspace.uhi.ac.uk/d2l/common/dialogs/nonModal/blank.d2l?d2l_body_type=1&d2l_nonM...

Title *

Glossary Discussion

Description

Use this forum to discuss and finalise your glossary definitions.

Save Cancel

Figure 23: New Discussion forum pop-up window

Once you have clicked on New Forum, a pop-up window will open. Give your new Discussion forum a name and provide a description. Click on the blue Save button at the bottom of the pop-up window to save your new Discussion forum (Figure 23).

You will now see that the new Discussion forum has been added on the group set-up page. Since this is a new forum, you will need to select Create a new topic underneath the forum name to make sure each group has a discussion topic they can post in.

Click on the blue Save button at the bottom of the screen to continue setting up your discussion topics (Figure 24).

Figure 24: Newly added Discussion forum in the group set-up area

Additional Options

▼ Collapse additional options

Create Workspace

☒ Set up discussion areas ?

Forum *

Glossary Discussion [New Forum] ?

☒ Create new topic
Create a new topic to restrict with this group category.

☐ Attach to existing topic
Create a group-restricted thread in an existing topic. This option restricts or posts.

☐ Set up lockers ?

☐ Set up assignments ?

File submission

Save Cancel

On the next page, you will be able to determine the number of topics you would like to create. We would recommend creating one topic per group to make it easier for yourself to review any of the Discussion topics if needed.

Click the blue Create and Next button to continue (Figure 25).

Figure 25: Create Discussion topics page

Create Restricted Topics

Category Name

Glossary discussion

☒ Create one topic per group (3 topics total)
Each group has a separate, restricted topic.

☐ Create one topic with threads separated by group
Groups share one group-restricted thread in a single topic.

Create and Next Add Another Skip

You will now get a confirmation that the forum has been created. Don't be confused by the statement 'Forum topics were not created'. This only comes up because we selected option 1 – 'Create one topic per group'. The group topics will be in the discussion forum when you go into the Discussion tool. Click on the blue Done button (Figure 26).

Workspace Summary

✓ 1 Discussion forums created
Forum topics were not created

Done

Figure 26: Confirmation of Discussion forum creation

You will now be taken to an overview where you can once more review the specifics of your newly created discussion category and the associated groups.

Click the blue Save button at the bottom of the screen to return to the Groups tool and finalise the set-up of the Group category (Figure 27).

Edit Category - Glossary discussion

Add Group

Category Information

Category Name *

Glossary discussion

Description

Paragraph

B *I* U

Font FamFont Siz

For discussions about glossary definitions.

Category Setup

Enrolment Type

of Groups - No Auto Enrolments

Number of Groups

3

Save

Cancel

Figure 27: New Category overview

Manage Groups

SettingsHelp

New Category

Categories

View Categories

Glossary discussion

EmailDelete

<input type="checkbox"/>	Groups	Assignment	Discussions	Locker
<input type="checkbox"/>	Glossary discussion (3) <div>For discussions about glossary definitions.</div>			
<input type="checkbox"/>	Group 1		Glossary discu...	
<input type="checkbox"/>	Group 2		Glossary discu...	
<input type="checkbox"/>	Group 3		Glossary discu...	

You will now see your newly created Group category (1) and the associated groups (2). You will also see that a Discussion forum is associated with the groups (3). (Figure 28)

Figure 28: Newly created Group category and associated groups on the Groups tool homepage

To enrol users on each group, select the drop-down menu next to the Group category name and click on Enrol Users (Figure 29).

EmailDelete

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Glossary discussion (3) <div>For discussions about g...</div>	<div><div></div><div>Edit Category</div><div>Add Group</div><div>Enrol Users</div></div>			
<input type="checkbox"/>	Group 1			Glossary discu...	
<input type="checkbox"/>	Group 2			Glossary discu...	
<input type="checkbox"/>	Group 3	0		Glossary discu...	

Figure 29: Group category and associated drop-down menu with the option to Enrol Users

Web: [Educational Development Unit website](#) Email: [Educational Development Unit Email Address](#)

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Last Name ▼, First Name, Username, Org Defined ID	Group 1 Users: 1	Group 2 Users: 1	Group 3 Users: 0
Test, Edu, EDUbrighttest, EDUbrighttest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brightspace Test 2, ED, EDUbrighttest2, EDUbrighttest2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Figure 30: Enrol User page

You will now be able to enrol users on each group. To do so, locate a user in the classlist and put a checkmark in the box underneath the group you would like to enrol them on. When you are done, click on the blue Save button underneath your classlist (Figure 30).

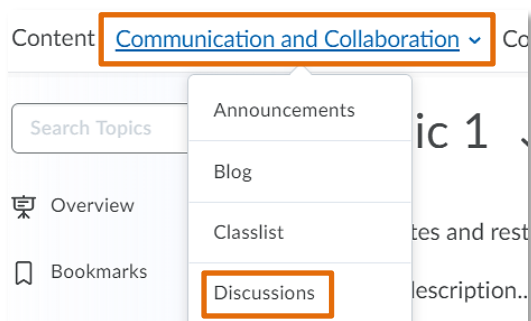
You will now be able to see the number of users enrolled in each group (Figure 31).

Note: I only have two tests students enrolled on my module/unit which is why I can only enrol two students. You will of course enrol more than one student in each group.

Figure 31: Newly enrolled user indication on the Groups tool homepage

Email Delete	
Groups	Members
<input type="checkbox"/> Glossary discussion (3) ▼ For discussions about glossary definitions.	
<input type="checkbox"/> Group 1	1
<input type="checkbox"/> Group 2	1
<input type="checkbox"/> Group 3	0

Newly created Discussion forum and topics in the Discussion tool



If you would like to look at your newly created Discussion forum and topics, navigate to the Discussion tool. Locate the Communication and Collaboration drop-down menu and select Discussions (Figure 32).

Figure 32: Communication and Collaboration drop-down menu with the link to the Discussions tool

Once you are in the discussion tool, you will be able to see the new Discussion forum and its topics (Figure 33).

Glossary Discussion ▼
Use this forum to discuss and finalise your glossary definitions.
Topic
Glossary discussion - Group 1 ▼
Group/section restrictions.
Glossary discussion - Group 2 ▼
Group/section restrictions.
Glossary discussion - Group 3 ▼
Group/section restrictions.

Figure 33: New Discussion forum and topics in the Discussions tool

Glossary Discussion ▾

Use this forum to discuss and finalise your glossary definitions.

Topic

Glossary discussion - Group 1 ▾

Group/section restrictions.

Students will of course only see the discussion topics for the group they are enrolled on (Figure 34) .

Figure 34: Student view of newly created Discussion forum and topic



Tip:

For more general information and guidance about the discussion tool, check out our [Discussion tool guidance](#).

Sign-posting Glossary tasks and Discussion topics



Just as described in the section on [Providing students with a link to the Glossary tool](#), we would recommend sign-posting Glossary tasks and potential Discussion topics for students.

Follow the steps outlined in [Providing students with a link to the Glossary tool](#).

When the text box for entering your description appears, enter your instructions for students. You can provide students with direct links to their group by doing the following.

Highlight some text you would like to make a link, in this case 'Group 3' (1). Next, click on the Insert Quicklink symbol (2) and select Discussions from the pop-up menu (3) (Figure 35).

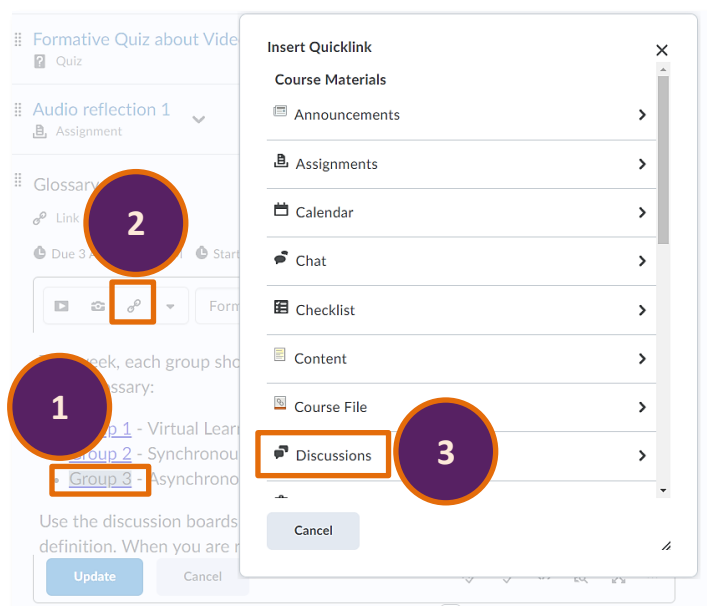
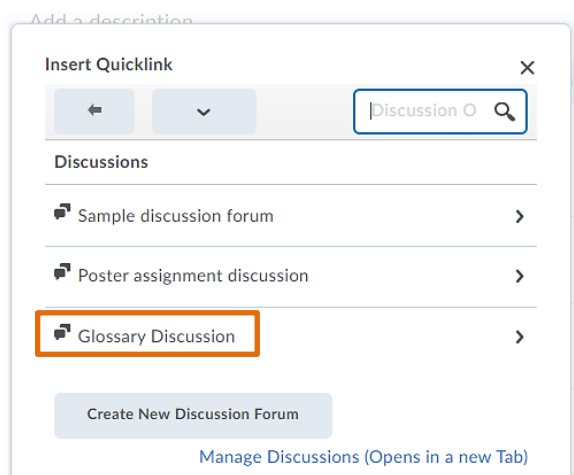


Figure 35: Adding a link to the discussion topic to the description



Select the Discussion forum you would like to select a topic from (Figure 36).

Figure 36: Select Discussion forum

Finally, select the Discussion topic (Figure 37).
A link to this topic has now been created in the description.

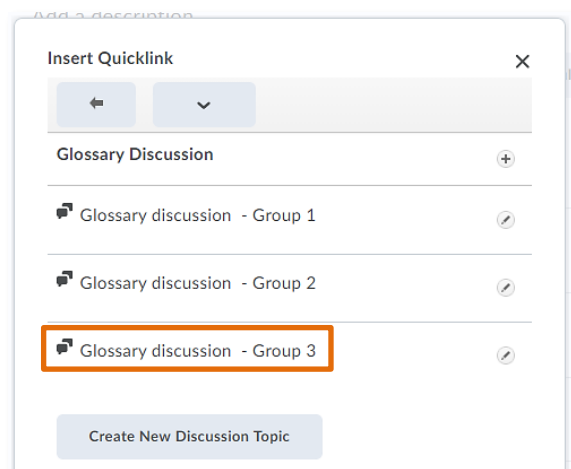
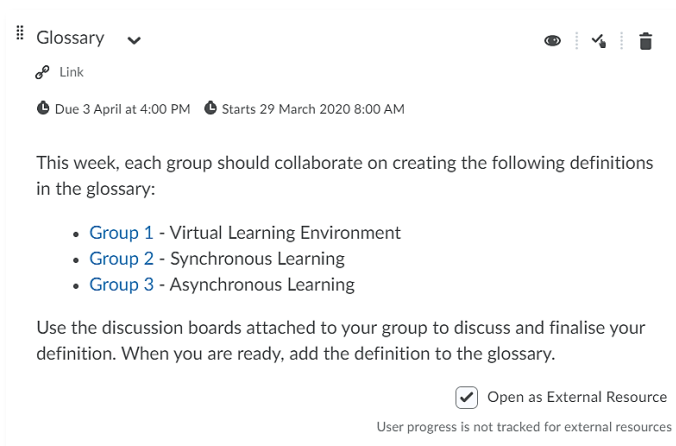


Figure 37: Select Discussion topic

Click on the blue Update button and you will see your newly created description (Figure 38).



Make sure students know which group they belong to as they will only be able to access the group discussion for the group they are enrolled on.

Figure 38: Newly created description with links to the group Discussion topics