

## Why Do This

Professors can have a working glossary database, in which students can actively participate by creating their own entries.

1. Log onto Cougar Courses and go My Home, then click on your course.
2. Your Professor will have created a Glossary entry, as in the below image.



Click this glossary item to go to main glossary database.

3. If the database is new, you might see a sparse page, with no entries listed, as here.

| 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

Add a new entry

Click "Add a new entry" to start making a new glossary term.

4. Under "Concept" type the word, and in "Definition" type the meaning of the word.

Concept\* Darts

Definition\*

Font family

**B** *I* U ABC X

A game in which

5. You may enter keywords, which must be each on different lines. Keywords are words which are linked to the main glossary Concept. If auto-linking is turned on, the Concept, and its keywords, will be highlighted, and link to the glossary page.

Keyword(s) ? Dart  
Game

6. Under auto-linking, you may check "This entry should be automatically linked, which unlock the other two options (case sensitive, and match whole words only). These features will only be available if your professor has turned on the auto-link feature.

### Auto-linking

This entry should be automatically linked  ?

This entry is case sensitive  ?

Match whole words only  ?

7. Make sure you click “Save changes” on the bottom of the window.
8. Note that, depending on the settings, your glossary entry may only be seen by you until your Professor approves of it. If this is the case, after clicking Save changes, you’ll see the main glossary, with your entry listed as “This entry is currently hidden”.

You may click the X button to delete the entry, or you can click the pencil-in-hand icon to edit what you’ve put.

