

To add a glossary entry:

- 1. Click on the glossary link on the course home page.
- 2. From the glossary page, click the "Add a new entry" button.

This is our class glossary on medicinal plants.				
	Search Search full text			
	Add a new entry			
	Browse by alphabet Browse by category Browse by date Browse by Author			

- 3. Enter the word/name of entry you want to define in the Concept text field.
- 4. Add your entry text in the Definition field in the format specified by your Instructor. See <u>Using the Text and Page Editor Tools</u> for formatting, adding images, media and links.

		/	Click to go to full screen view. Click again to return
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- 5. If you've defined categories in the "Browse by category" tab, you can categorize your entry here.
- 6. Enter your search words or synonyms for your entry in the Keyword(s) text area. Enter one word per line.
- 7. If you want to add an attachment to your entry, such as a picture or an article, you can either drag/drop it (some browsers) or click the "Add" button to upload via the File picker.
- 8. Click the "Save changes" button to add your word to the glossary.
- 9. To edit, browser to your entry and locate the edit icon(hand with pencil) at the bottom right of entry.

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