

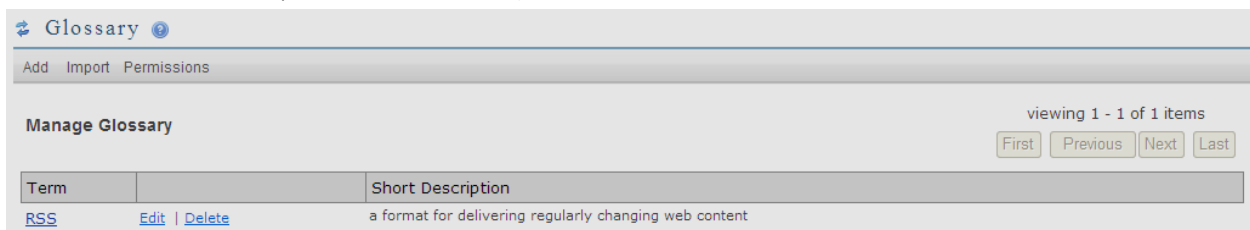
Overview

The Glossary tool allows users to maintain a glossary of terms relevant to their site. When participants click on the name, it hyperlinks to more extensive information of the site organizer's choosing. This tool also allows you to

- Change glossary terms.
- Delete glossary terms.
- Change Glossary tool permissions for all users in any given role

Accessing the Glossary Tool

To access the Glossary tool click **Glossary** in the tools menu on the left side of the screen.



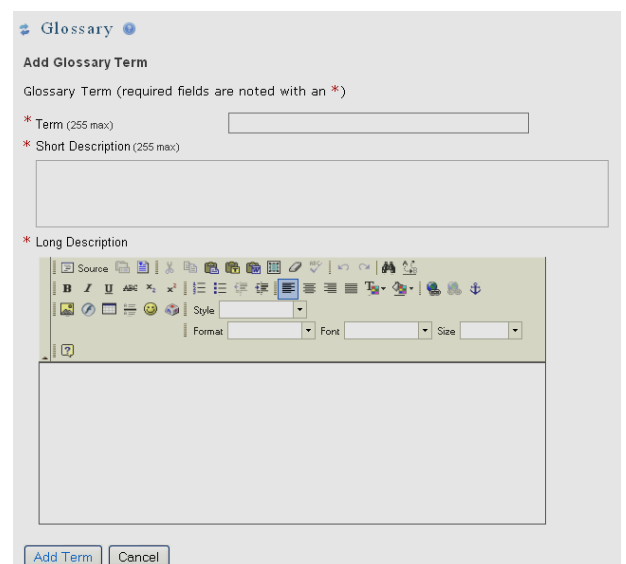
The home page contains a list of glossary terms in alphabetical order, along with their short definitions. You have several options for viewing the glossary:

- To see the long definition or description of a term, click the term itself. The CLE displays the longer hyperlinked definition in a separate window. To close the window, click Close.
- To display the first page of terms, click First.
- To display the previous page of terms, click Previous.
- To display the next page of terms, click Next.
- To display the last page of terms, click Last.

Adding a Glossary Term

To add a term to the glossary access the Glossary tool and follow these steps:

1. Click the **Add** link on the menu bar. The CLE displays the Add Glossary Term screen.
2. In the **Term** box, enter the term you need to define.
3. In the **Short Description** box, enter a brief definition of the term.
4. In the **Long Description** box, enter a longer definition or description or add more extensive information to help participants fully understand the term. Use the icons and pulldown lists to format the text as appropriate.



Glossary Tool: A Guide for Teachers

- Click the **Add Term** button. The CLE adds the term to the glossary and displays it in the list on the home page. The new term and the short definition you entered for it are displayed in the list. Or, to return to the home page without adding the term, click **Cancel**.

Changing a Glossary Term

- Click the **Edit** link for the term you want to change. The CLE displays the Edit Glossary Term screen.
- Change entries in the **Term**, **Short Description**, and **Long Description** boxes, as needed. Use the icons and pulldown lists to format text for the long description, as appropriate.
- Click the **Save Changes** button. The CLE makes the changes and displays the list on the home page. The revised term and its short definition are displayed there.
- Or, to return to the home page without changing the glossary entry, click **Cancel**.

Term		Short Description
RSS	Edit Delete	a format for delivering r
transcendentalism	Edit Delete	Transcendentalism is an

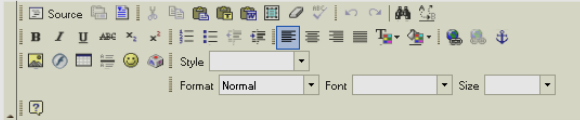
Edit Glossary Term

Glossary Term (required fields are noted with an *)

* Term (255 max)

* Short Description (255 max)

* Long Description



Read the information on the following web site.
<http://www.whatisrss.com/>

Deleting a Glossary Term

To delete a term from the glossary, access the Glossary tool and follow these steps:

- If you do not see the Glossary home page, click the **Reset** button.
- Click the **Delete** link for the term you want to remove. The CLE deletes the term from the list.

Warning! The CLE does not display a warning message before deleting the term. Instead, the CLE immediately removes the term from the list.

Note: Glossaries can be shared using the **Import from Site** function in the **Site Editor/Info** tool.