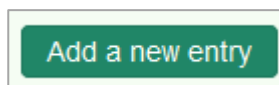


## Adding a glossary entry

This skill sheet will demonstrate how to add an entry to a glossary.

1. Click the link on the course page to enter the glossary.
2. From the glossary page, click the "**Add a new entry**" button.
3. Enter the word you want to define in the **Concept** text field.
4. Add the definition of the word or concept in the **Definition** text field.



▼ General

Concept\*

Definition\*

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[Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

A "tunnel" formed at the wrist, by the flexor retinaculum and the carpal bones.

Path: div.concept » p

5. If there are synonyms you want to include with the entry, add them to the Keyword(s) text area. Enter one word per line.

Keyword(s) ?

Tunnel, Carpel Tunnel, Flexor Retinaculum

6. If you want to add an attachment, such as a picture or an article, you can either drag and drop it into the files area or click the "**Add**" button to upload via the File picker.
7. Select the auto-linking options:
  - **This entry should be automatically linked** – If site-wide glossary auto-linking has been enabled by an administrator and this checkbox is ticked, the entry will be automatically linked wherever the concept words and phrases appear throughout the rest of the course.
  - **This entry is case sensitive** – This setting specifies whether matching exact upper and lower case is necessary when auto-linking to an entry.

- **Match whole words only** - This setting specifies whether only whole words will be linked, for example, a glossary entry named "construct" will not create a link inside the word "constructivism".

▼ Auto-linking

This entry should be automatically linked  [?](#)

This entry is case sensitive  [?](#)

Match whole words only  [?](#)

8. Click the "**Save changes**" button to add your word to the glossary.

Save changes