



## Issue

How do I add an entry from *Oxford References Online* to a glossary in FoxTale?

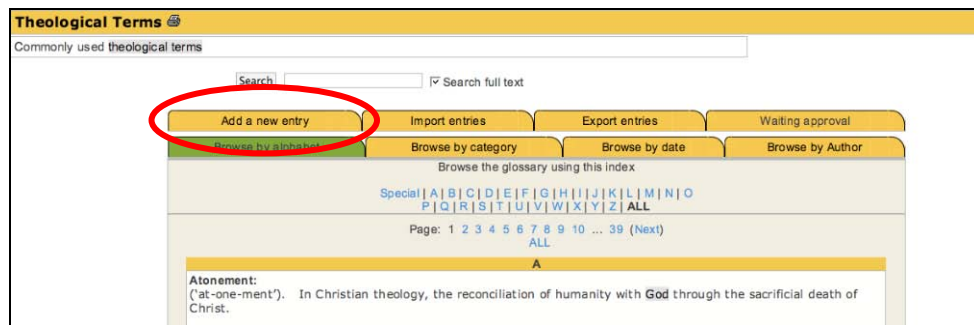
## Solution

1. Go to <http://library.georgefox.edu>.
2. Select **Resources by Subject**.
3. Select **Religion**.
4. Select **Oxford Reference Online: Premium Collection, Religion & Philosophy**.
5. Select a reference from the menu (**Religion & Philosophy** under **Subject Reference**).
6. Run a search on a word (see **Advanced Search** tab for more information on how to do searches).
7. Highlight and copy the definition and the citation for the entry as it appears at the end of the definition.
8. Log into FoxTale and enter the course that posts the glossary.
9. Click on the hyperlink that takes you into the glossary:

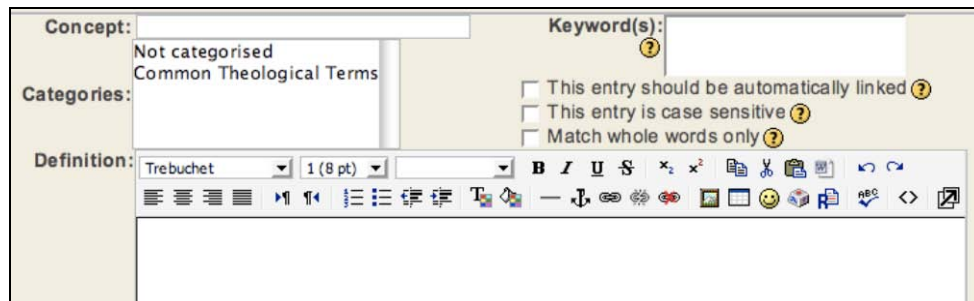




10. Select the **Add a new entry** tab:



- 11.
- Type the term in the **Concept** box.
  - Select the **Category** in which you want to file the term (the default setting is “Not categorised”). This enables you to create collections of terms from which you can select when building a glossary.
  - Assign keywords to the term by adding them in the **Keywords** text box. This creates a social bookmarking scheme.
  - Use the check boxes to control the degree to which the term will be automatically linked whenever it appears in forums, summaries and any other place where you type text into the FoxTALE system.



12. Paste the definition into the **Definition** text box.
13. Select the **Save changes** button at the bottom of the page to save your entry:

