

User Guide for UGRTerm (v.1/18)

ACCESSING INFORMATION IN UGRTERM

UGRTerm is a bilingual database with user interfaces in Spanish and English. To select the preferred language, the user should click on ES (Spanish) or EN (English) located at the top of the screen at the far right on the navigation bar.

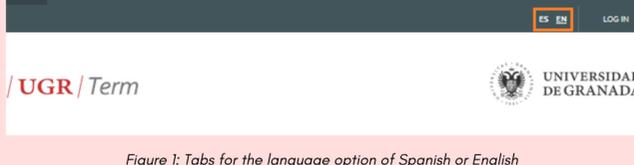


Figure 1: Tabs for the language option of Spanish or English

The terms in the database are organized both alphabetically and thematically. The user can access either one by clicking on the tab for 'alphabetic index' or 'thematic index', located at the top of the screen in the left-hand section of the navigation bar.

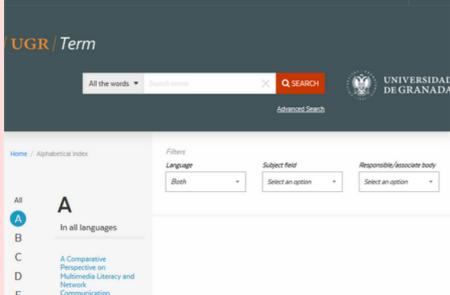


Figure 2: Alphabetical index, letter A

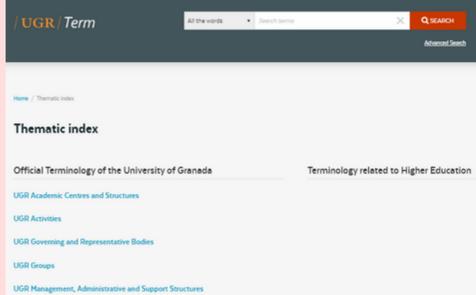


Figure 3: Thematic index

THE UGRTERM SEARCH ENGINE

Searches in the UGRTerm database are based on approximation. The search screen has a textbox, where the user can type in the term that they wish to consult. The search can be refined, thanks to filters such as 'All words', 'Any of the words', 'Starts with', 'Ends with', or 'Exact term'.

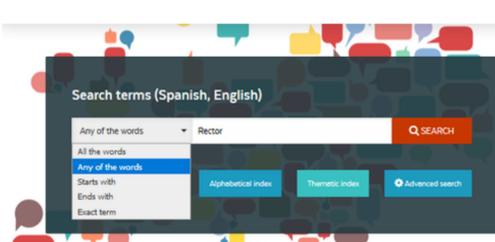


Figure 4: Search for the term 'rector' with the filter 'Any of the words'

UGRTerm also has an advanced search system. This system allows users, who are more familiar with the University of Granada, to restrict their search by using filters, such as 'Responsible/associate body' or 'Subject field'.

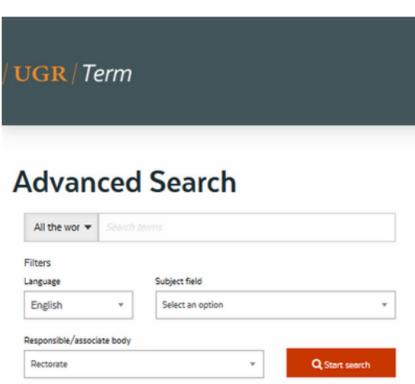
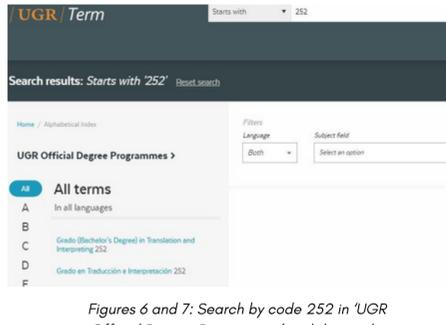
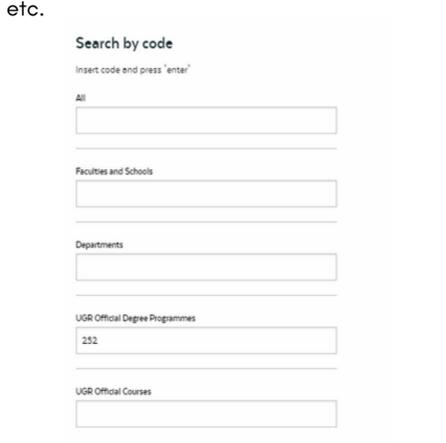


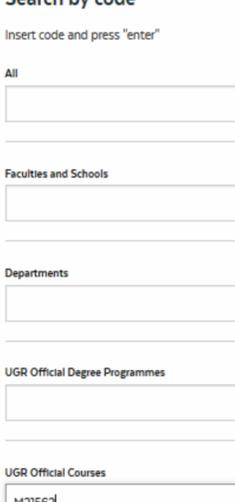
Figure 5: Advanced search for terms related to 'Responsible/associate body: Rectorate'

Furthermore, the advanced search system provides the option of 'Search by code', which gives users access to concepts that are also identified by an administrative code, such as university centres, courses, degrees, etc.

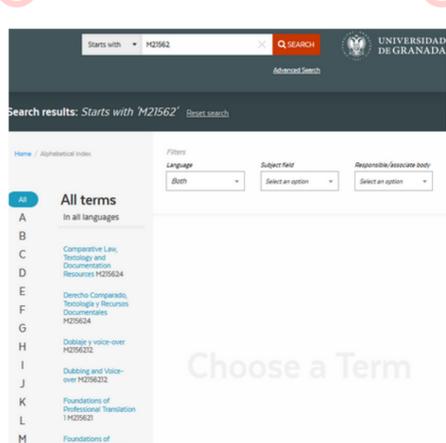


Figures 6 and 7: Search by code '252' in 'UGR Official Degree Programmes' and the results obtained

Approximate searches by code are also possible. For example, this allows users to locate all of the courses belonging to a certain degree programme, based on the characters in the degree programme code.



Figures 8 and 9: Search by code 'M21562' in 'UGR Official courses' and the results obtained



TYPES OF INFORMATION IN UGRTERM ENTRIES

At the most general level, entries in UGRTerm provide users with the subject field of the term, the organism that it is linked to, the date when the term was included in the database, and the date when it was last updated.



Figure 10: Term entry for 'Rectora de la Universidad de Granada'

Each entry gives the official/standardized term used in the UGR. However, it may also contain other terms with a different usage status, which are also admissible, depending on the context.



Figure 11: Usage status of the term 'Rector de la Universidad de Granada' and 'Rectora de la Universidad de Granada'

The usage status is 'official/standardized' in the case of a 'preferred' term. Other usage statuses are 'permitted' when the term is acceptable (though not preferred), and 'not recommended' when the term is incorrect or obsolete.



Figure 12: 'Permitted usage status of the term 'Rector Magnifico de la Universidad de Granada' and 'Rectora Magnifica de la Universidad de Granada'

Furthermore, when relevant, term entries include the masculine and feminine gender as well as a definition, usage examples, and, if necessary, notes.

Finally, each entry shows the English term equivalents as well as the usage status of each one.



Figure 13: English equivalents and their usage status

Once the term is found, users can easily copy it by clicking on the blue icon at the right of the term.

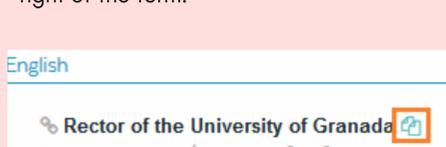


Figure 14: Icon to automatically copy terms in UGRTerm

LEAVING FEEDBACK IN UGRTERM

UGRTerm is a tool that can be consulted by the university community. Users can thus provide feedback by leaving their comments and suggestions, either in reference to a specific entry or to the database in general.

For general comments, users can make their suggestions by clicking on 'Comments and suggestions' on the navigation bar at the top of the screen. The page accessed has a form where, after identifying themselves, users can provide their feedback and send it in.



Figure 15: 'Comments and Suggestions' form in UGRTerm

To send in comments related to a specific term entry, users should click on the icon preceding each term and then on the option 'Comments and suggestions about this entry'.

They should then complete the data fields in the form.

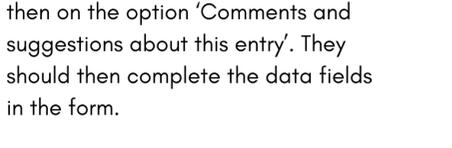


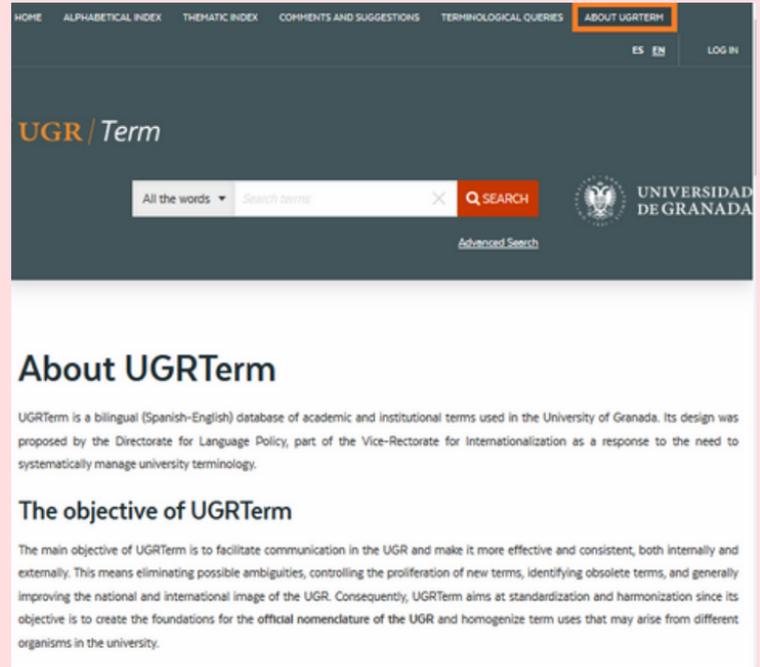
Figure 16: Term 'Rector Magnifico de la Universidad de Granada' and its feminine form. Icon with a link to the main entry



Figure 17: Section where users can leave comments and suggestions about a specific entry

TERMS AND CONDITIONS OF UGRTERM AND ITS OBJECTIVE

Users can access the Terms and Conditions of UGRTerm by clicking on 'About UGRTerm' on the right-hand side of the navigation bar. This section provides information about the objective, users, utilities, etc. of the database as well as about its copyright, terms and conditions.



The screenshot shows the 'About UGRTerm' page on the UGRTerm website. The navigation bar at the top includes links for HOME, ALPHABETICAL INDEX, THEMATIC INDEX, COMMENTS AND SUGGESTIONS, TERMINOLOGICAL QUERIES, and ABOUT UGRTERM (which is highlighted). There are also language options (ES, EN) and a LOGIN button. The main header features the UGR / Term logo and a search bar with a dropdown menu set to 'All the words', a search input field, a search button, and a link to 'Advanced Search'. The University of Granada logo is visible on the right. The main content area has the heading 'About UGRTerm' and a paragraph explaining that UGRTerm is a bilingual (Spanish-English) database of academic and institutional terms used in the University of Granada, proposed by the Directorate for Language Policy. Below this is the heading 'The objective of UGRTerm' and a paragraph stating that the main objective is to facilitate communication in the UGR and make it more effective and consistent, both internally and externally, by eliminating ambiguities, controlling the proliferation of new terms, identifying obsolete terms, and generally improving the national and international image of the UGR.

Figure 18: Section 'About UGRTerm'

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