



## Glossary v8.3.0

User Guide

Second Edition, January 6, 2009

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## What Glossary does

The **Glossary** tool allows you to store terms and their definitions. Each course has its own glossary and you can populate this with explanations of concepts and terms that are relevant to the course. Users can then access this glossary and search for particular terms.

To access the **Glossary** tool, click on the **Glossary** link on the course home navigation bar. The Glossary pop-up displays.

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## Adding a New Glossary Term

- 1 On the Glossary pop-up, click the  **Add Term** link.
- 2 Type a title for the new glossary term in the **Term** field.
- 3 Type the definition of the term in the **Definition** field.
- 4 You can also use the **Spell Check** and **Preview** icons to check and preview it.
- 5 If you would like the glossary term to link to a content topic, select the topic from the **Link to Content Topic** drop-down list.

**Note** You must have the content topic already created to link the glossary term to it.

- 6 Click **Save**, or click **Save and New** to save and add another term.

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## Importing Glossary Terms

You have the option to create all of the glossary words for your course at one time on your computer and import them into the Learning Environment all at once.

To import multiple glossary terms, you must supply a CSV (comma separated values) file containing your glossary information. Each field in this file should be separated by a comma and each row by a line break. The first field in the first row must contain the text 'Term' and the second field must contain the text 'Definition'. All subsequent rows will contain the actual terms and definitions that you want to import. A sample CSV file is available on the Import Terms page.

**Note** Importing an ASCII or Unicode encoded CSV file strips accents from the terms and definitions fields. You must encode the file as UTF-8 to keep accents.

- 1 On the Glossary pop-up, click the  **Import Terms** icon. The Import Terms page displays.

- 2 To see a sample import file, click the **Download sample CSV file** link and save the file to a location of your choice, then open the file.
- 3 Once you have created a CSV import file, click the **Browse** button and locate the file, then click **Open**.
- 4 Click the **Import Terms** button. A preview page will be displayed, showing all of the terms found in the CSV file.
- 5 Select the terms that you want to import using the checkboxes beside each term. (By default, all terms will be selected.)
- 6 If you want to modify the title or definition of any term before importing, you can do so directly from this page.
- 7 Click **Import Selected Terms** to finish importing the terms.



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## Editing a Glossary Term

- 1 On the Glossary pop-up, click the **Edit Term** icon next to the term.
- 2 Make the appropriate changes.
- 3 Click **Save**.

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## Deleting a Glossary Term

- 1 On the Glossary pop-up, click the  **Delete Term** icon next to the term.
  - 2 Click **OK** in the confirmation message.
- **To delete multiple terms**
- 1 On the Glossary pop-up, select the terms that you want to delete using the checkboxes at the left. To select all terms, select the checkbox at the top of the list.
  - 2 Click the  **Delete selected Terms** icon at the top of the list of terms.
  - 3 Click **OK** in the confirmation message.

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## Appendix: Revision History

| Edition                  | Notes   |
|--------------------------|---|
| Second (January 6, 2009) | Added note to <i>Importing Glossary Terms</i> . |