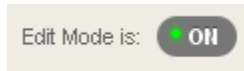


Glossary

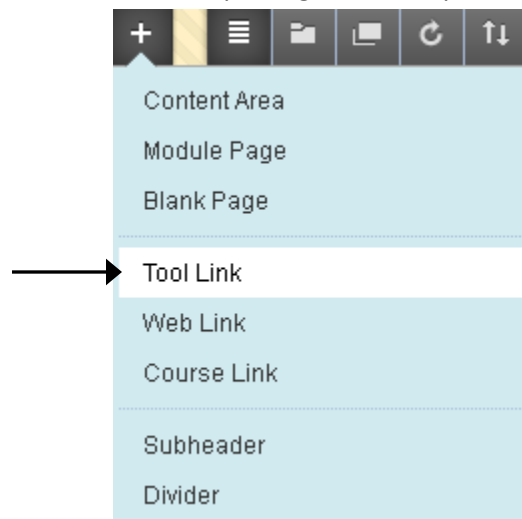
The glossary tool allows instructors to build a glossary of terms for students. Terms can be added one at a time, or uploaded in bulk from a spreadsheet file.

Adding the Glossary tool to a course:

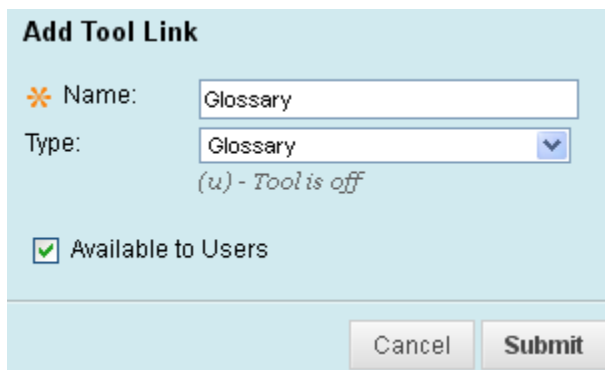
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Create Tool Link.'



3. Give the glossary a name and choose 'Glossary' for the tool type. Check the box to make it available to users and click Submit.



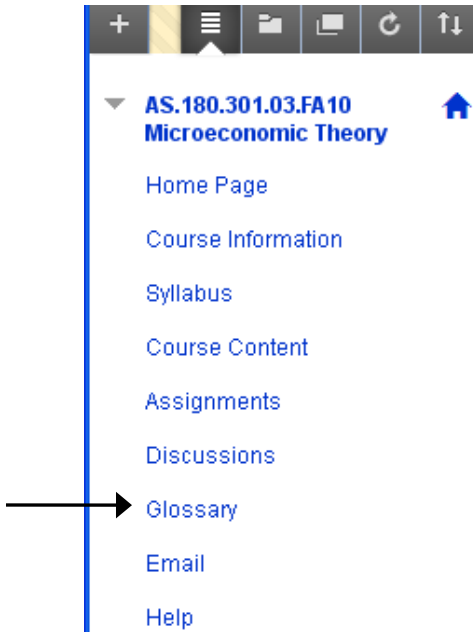
Add Tool Link

* Name:

Type: (u) - Tool is off

Available to Users

4. Once added to the course menu, click on the link to access the glossary.



Adding a single term to the glossary:

1. Select the glossary tool and click the 'Create Term' button at the top.

Create Term

2. Fill in the term and definition. Click Submit.

1. Define Term

Enter the term and definition. Adding a term which already exists in the Glossary in upper, lower, or mixed case will overwrite the existing definition of the term.

* Term

* Definition

Text Editor is: ON

the study of or a collection of techniques; a particular technological concept; the body of tools and other implements produced by a given society

Path: body

2. Submit

*Click **Submit** to finish. Click **Cancel** to quit.*

Cancel

Submit

3. The term will appear in the list. Use the option menu to edit or delete the entry.

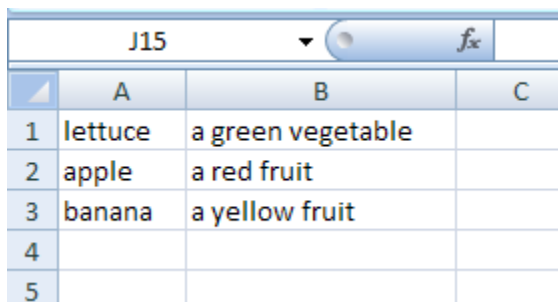
Edit or delete entry

T	
Term	Definition
technology	the study of or a collection of techniques; a particular technological concept; the body of tools and other implements produced by a given society

Uploading multiple terms to the glossary:

Multiple terms can be uploaded to the glossary in a comma or tab delimited file format (.csv or .txt).

- If working in a spreadsheet program such as Excel, the first column displays the term, and the second column displays the definition:



	A	B	C
1	lettuce	a green vegetable	
2	apple	a red fruit	
3	banana	a yellow fruit	
4			
5			

Save the Excel file as a .csv file.

- If working in a text editor, such as Notepad, the term and definition are separated by a comma and each entry is separated by a hard return. It's also a good idea to put each item in quotes:

```
"apple", "a red fruit"  
"banana", "a yellow fruit"
```

Save the Notepad file as a .txt file.

1. Once the .csv or .txt glossary file has been created and saved, click the Upload/Download button at the top of the screen and select 'Upload Glossary.'



2. Click Browse and navigate to your .csv or .txt glossary file.

1. Locate Upload File

Upload a TXT (tab-delimited) or CSV (Comma-Separated Value) file.
The file must be a text file that contains a term and a definition on each line. The term and the definition separated by a comma in a comma-delimited file or separated by a tab in a tab-delimited file. The terms in any specific order.

Click **Browse** to locate the file to upload.

✖ File

✖ Attach File

Browse My Computer

Browse Content Collection

Selected File

File Name

gloss.csv

Do not attach

3. Choose whether to add the new items to the existing glossary, or replace the existing glossary with the new items. Click Submit.

2. Save Current Terms

If terms are present in the uploaded file which already exist in the Glossary in upper, lower, or mixed case, the definitions in the uploaded file will replace those in the Glossary. If duplicate terms exist within in the uploaded file, the last definition in the file will be used.

Select the processing method for this uploaded file

- Add the Terms in this File to the Glossary
 Delete all Glossary Terms and Replace with the Terms in this File

3. Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

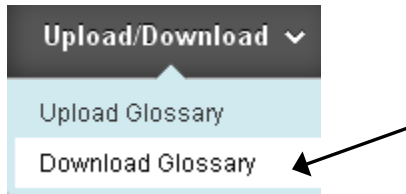
Submit

4. The new items should appear in the glossary.

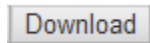
A B L T	
A	
Term	Definition
apple ▼	a red fruit
B	
Term	Definition
banana ▼	a yellow fruit
L	
Term	Definition
lettuce ▼	a green vegetable

To download the glossary:

1. From inside the glossary, click the Upload/Download button and select 'Download Glossary.'



2. Click the 'Download' button.



3. Open or save the file on your computer.

