

Glossary

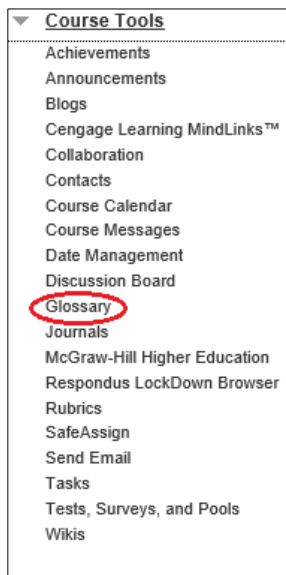
The Glossary is a tool in Blackboard that allows you to create an alphabetized, searchable list of terms (by first letter) and their definitions. You can type terms directly into Blackboard or you can upload a file of terms created outside of Blackboard following certain formatting guidelines.

How to Create a Glossary

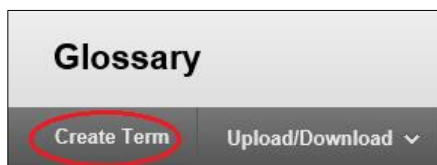
1. Begin with the Edit mode **ON**



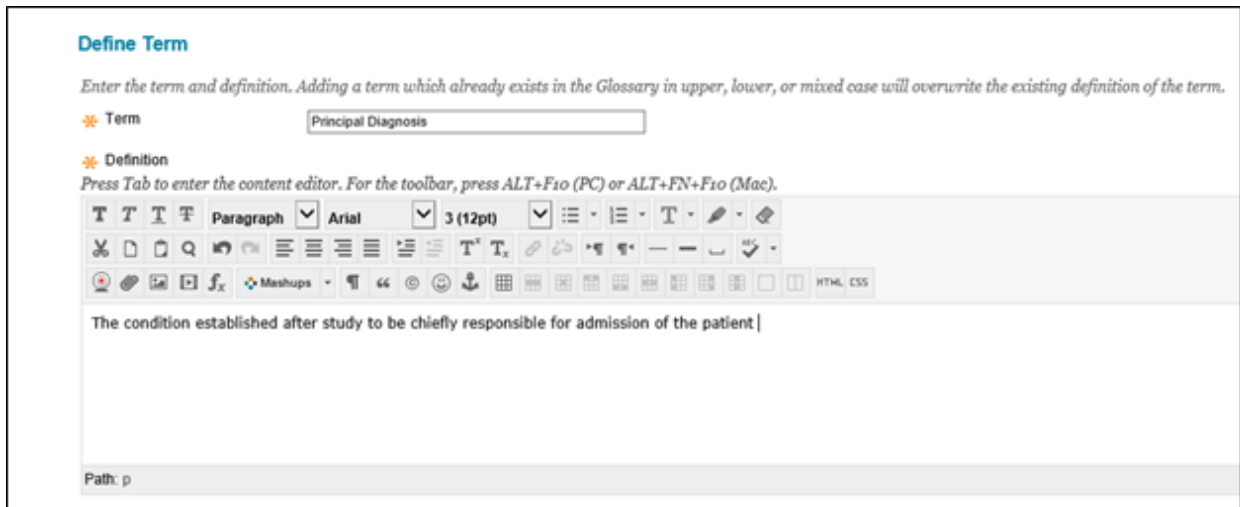
2. In the Control Panel select Course Tools then Glossary



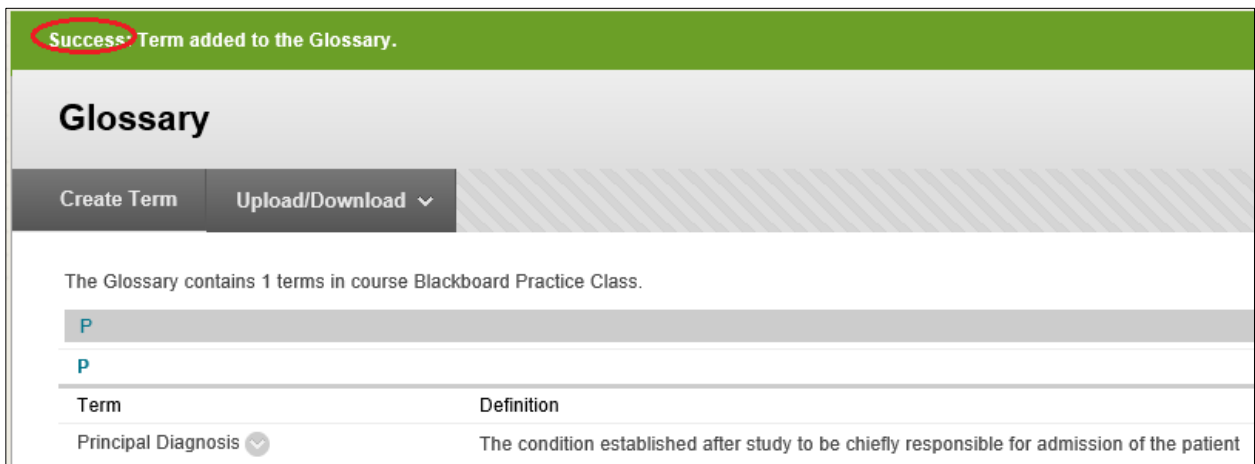
3. On the Glossary page select **Create Term**



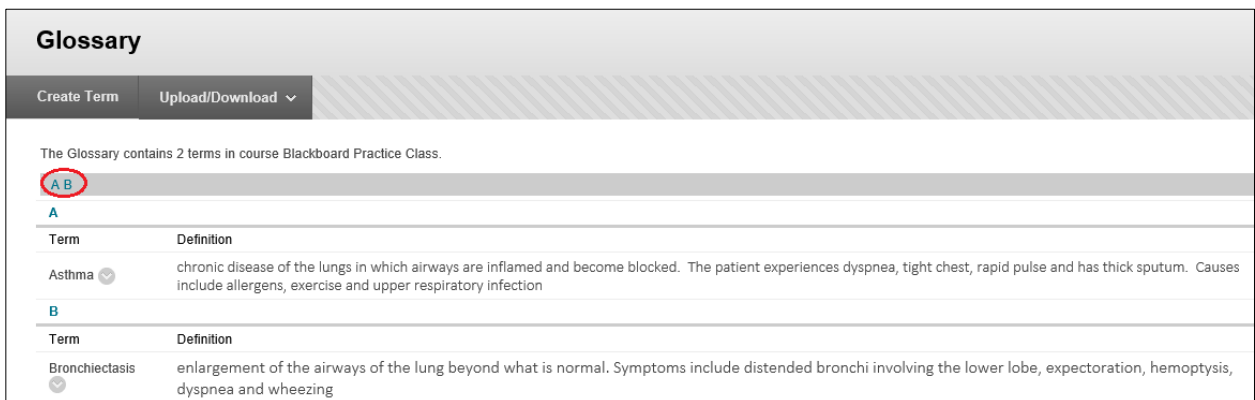
4. Type in a **Term** and **Definition**
5. Click **Submit**



6. A "Success" message will appear at the top of the page.



7. Continue adding terms and definitions. They will appear alphabetically on the page. A menu will be created at the top of the list so that you can search the terms by first letter.



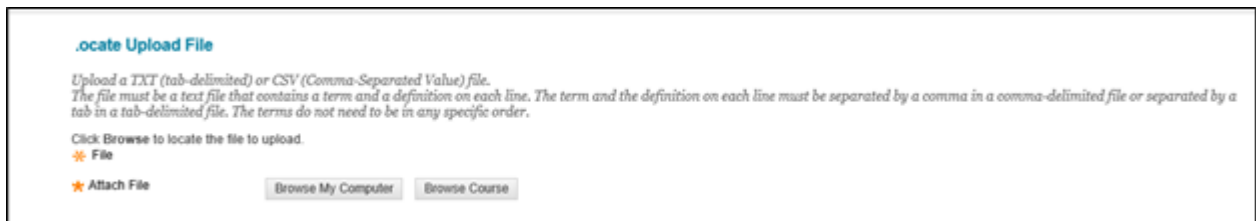
How to Upload a Glossary File

You can create a glossary file for upload in a spreadsheet or text editor which may be more desirable for large lists

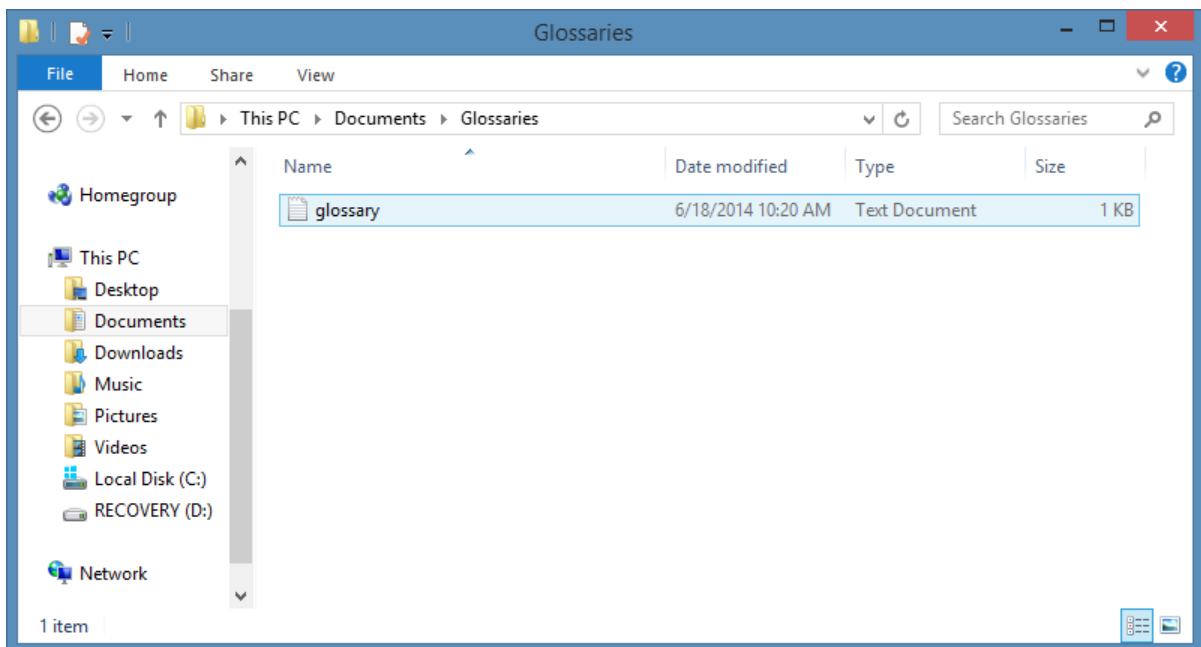
1. Type terms in your selected file type
 - a. Rules for using a spreadsheet (such as MS Excel) – type terms in one column, definitions in the next, one term per line. Save the file as CSV
 - b. Rules for using a text editor – type terms one entry per line, separating the term and definition by a comma or tab. Save the file as CSV or TXT.
2. From the Glossary page click the **Upload/Download** button and select **Upload Glossary**



3. Click the **Browse** button to find the saved glossary file on your computer.



4. Select the file and click **Open**.



- Determine if you want to add the uploaded glossary to the current one or replace it

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

- Click **Submit**
- Your terms will appear alphabetically regardless of the order they are in your original file.

How to Download a Glossary

You can download an existing Blackboard glossary for use in another course

- From the Glossary page click the **Upload/Download** button and select **Download Glossary**



- Click **Download**

Download Glossary

Downloading a Glossary creates a tab-delimited (.TXT) version of the Glossary. [More Help](#)

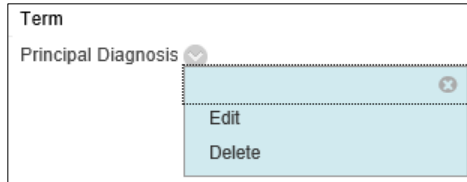
Success: The Glossary file was successfully generated for download.
The Glossary file is a tab-delimited (.XLS) file. Tab-delimited files have data items separated out by tabs. This common type of data file can be opened in most editing software, including Microsoft Excel.
Click **Download** to save or open the file. Alternate method: Click **Download** with the right mouse button and select **Save As** to save the file locally. Click **Go Back** to go back to the Glossary.

[Go Back](#) [Download](#)

- Click **Save As**. Select a name and location to save the file.
- Click **Save**. *Note: you can edit this saved file before it is uploaded to the next course.*

How to Edit a Glossary Term

- Edit** or **Delete** a glossary term by clicking the drop down menu next to the name of the term



2. If you type in a new term with the same name, the new term will replace the old one

How to Add a Glossary Link to the Course Menu

See “**Course Management >Setting Up Your Course**” for information on creating a tool link as a navigational menu item.

Additional Resources: Blackboard Help <https://help.blackboard.com>