Blackboard Glossary Manager

Overview

The course Glossary lists terms and definitions in an easy to view and search format. Each term is automatically sorted alphabetically and numerically even if the terms are created at random. Terms in a Glossary can be created one by one directly in the Glossary Manager, or if you already have a glossary created as a Word document, you can copy and paste the terms and definitions into a spreadsheet which can be uploaded into the Glossary Manager. A Glossary can also be created directly in a spreadsheet and uploaded into the Glossary Manager. The Glossary can be downloaded and opened in Excel for editing and then uploaded back into the course or even into a different course.

The Blackboard Test Course Glossary contains 2 terms.

A B C D E F **G** H I J K L M N O P Q R S T **U** V W X Y Z   0 1 2 3 4 5 6 7 8 9

🔺 G

Glossary Manager	Each course has its own Glossary of terms. Each entry consists of the term and an accompanying definition. Instructors must enable the Glossary for students to view it.

🔺 U

Upload Glossary	Uploading a Glossary is a quick method of adding many terms to the Glossary. Terms in the uploaded Glossary can either replace the existing Glossary or supplement it by adding the terms in the file to the existing Glossary.

To create the glossary in a spreadsheet:

1. Open an Excel spreadsheet
2. Type the term in column A and its definition in column B
3. Save the file as comma delimited file (csv)

	A	B
1	Glossary Manager	Each course has its own Glossary of terms.
2	Upload Glossary	Uploading a Glossary is a quick method of a

To upload the file to the Glossary Manager:

1. In the Course Tools area of the Control Panel, click Glossary Manager.
2. Click Upload Glossary.
3. Click the Browse button.
4. Select the file and click Open. If terms in the uploaded file are already exist in the course Glossary in upper, lower, or mixed case, the definitions in the uploaded file will replace those in the Glossary. If the uploaded file contains duplicate terms and definitions, the last definition in the file will be used.
5. Select the processing method: *Add the terms in this file to the existing Glossary* will append terms to the terms already in the Glossary or will create new terms if the Glossary is empty. *Remove all existing Glossary terms and replace with the terms in this file* will delete any existing terms in the Glossary and add the terms in the uploaded file to the course Glossary.
6. Click Submit