

## Glossary Manager

### Overview

Each course has its own Glossary of terms. Each entry consists of the term and an accompanying definition. The Glossary must be enabled by the Instructor before Students can view it. To turn on the Glossary, simply enable it as a Course Tool and then add it to the Course Menu.

The Glossary Manager controls all of the entries in the Course Glossary.

### Find this page

Click **Glossary Manager** from the Course Control Panel.

### Fields

The table below details the functions on the Glossary Manager page.

To . . .	click . . .
Add a term	<b>Add Term</b> in the action bar. A page will appear with entry fields to create a term.
Delete a term	<b>Remove</b> . Each term in the Glossary has its own remove link.
Change a term	<b>Modify</b> . Each term in the Glossary has its own modify link.
Upload a file of terms	<b>Upload Glossary</b> in the action bar.
Download the Glossary	<b>Download Glossary</b> in the action bar.

## Add Glossary Term

### Overview

Glossary terms may be added one-by-one using the Add Glossary Term page. On this page, an Instructor may add a single term and its associated definition. To load a number of terms at once into the Glossary, use the Upload Glossary feature.

### Find this page

Follow these steps to find the Add Glossary Term page:

- Step 1** Click **Glossary Manager** from the Course Control Panel.
- Step 2** Click **Add Term** from the action bar on the Glossary Manager page.

### Fields

The table below details the entry fields on the Add Glossary Term page.

Field	Description
<b>Term:</b>	Enter a term to add to the Glossary.
<b>Definition:</b>	Enter a definition for the term. Definitions may include simple HTML to modify text, but more sophisticated HTML formatting should be avoided. Also, carriage returns are not recognized when entered in a definition, but HTML code to denote breaks in text will work.

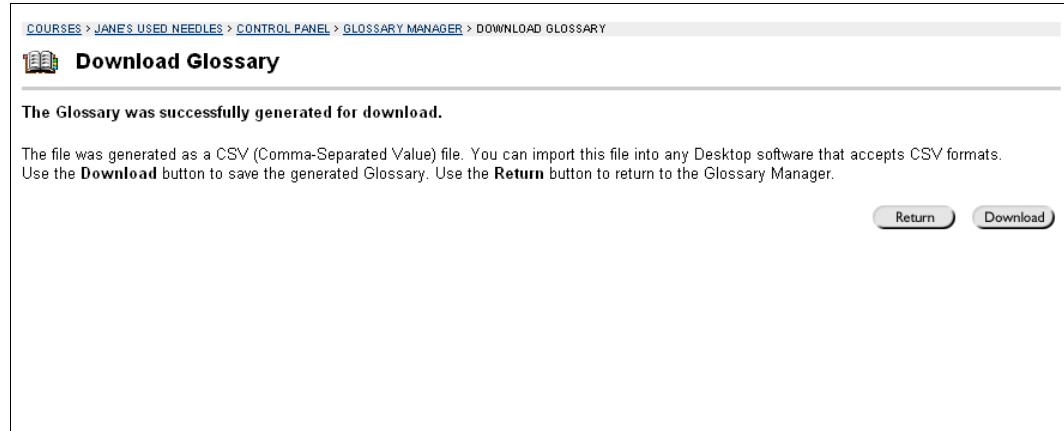
## Download Glossary

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### Overview

Downloading a Glossary creates a comma delimited data file (.CSV) of the Glossary. Each entry is separated by a hard return and within each entry the term and the definition are separated by a comma.

Downloading a Glossary is useful for adding terms to another course. The Glossary can be modified offline and then uploaded to another course.



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### Download Glossary

The Glossary was successfully generated for download.

The file was generated as a CSV (Comma-Separated Value) file. You can import this file into any Desktop software that accepts CSV formats. Use the **Download** button to save the generated Glossary. Use the **Return** button to return to the Glossary Manager.

[Return](#) [Download](#)

### Find this page

Follow these steps to find the Download Glossary page:

- Step 1** Click **Glossary Manager** from the Course Control Panel.
- Step 2** Click **Download Glossary** from the action bar on the Glossary Manager page.

### Download a Glossary

To download a Glossary, simply click **Download**. The Glossary may be edited in a spreadsheet program such as Excel or in a text editor like Notepad. Please see the next topic, [Upload a Glossary](#) for details on the formatting of a Glossary file.

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## Upload Glossary

### Overview

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

**1 Specify Upload File**

You can upload a comma-separated value (CSV) delimited file into the Glossary.

For example:

```
Term 1, This is the definition for Term 1
Term 2, "This is the definition for Term 2"
Term 3, This is the definition for Term 3
```

Note: the terms do not need to be any specific order. The Glossary will sort the terms automatically.

Click the *Browse* button, and locate the file that you would like to upload.

\* CSV File:

**2 Upload File Options**

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

**Please select the processing method for this uploaded list:**

- Add the terms in this list to the existing Glossary
- Delete all existing Glossary terms and replace with the terms in this list

**3 Submit**

Click **Submit** to upload this file to the Glossary. Click **Cancel** to return to the Glossary Manager.

### Find this page

Follow these steps to find the Upload Glossary page:

- Step 1** Click **Glossary Manager** from the Course Control Panel.
- Step 2** Click **Download Glossary** from the action bar on the Glossary Manager page.

### Fields

The table below details the entry fields on the Upload Glossary page.

Field	Description
<b>Specify Upload File</b>	
<b>CSV File:</b>	Enter the full path to the Glossary file. The Glossary file must be a comma delimited data file (.CSV). Alternatively, click <b>Browse</b> to search your computer's files for a Glossary file.
<b>Upload File Options</b>	
<b>Add the items in the list to the existing Glossary</b>	Select this option to supplement the existing Glossary with a list of new terms. If a term appears in both the existing Glossary and the file, the definition in the file will replace the definition in the existing Glossary. If the same term appears two or more times in the file, the last definition for the term will appear in the Glossary.

<b>Delete all existing Glossary terms and replace with the terms in this list</b>	Select this option to remove the existing Glossary and replace it with the terms in the upload file.
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### Glossary file format

Within the CSV file, each entry is separated by a hard return and the term and the definition are separated by a comma. For example:

```
"Apple","A red fruit."
"Onion", "A vegetable."
```

Although it is not always necessary to enclose the term and the definition in quotes, Blackboard strongly recommends this practice to avoid processing errors.

#### Example:

```
"Apple","A delicious fruit, usually <b>red</b> in color. Apples are grown
all over the world and are an important religious and mythical symbol to
several cultures. The Pacific Northwest region of the United States,
particularly Washington state, is famous for its apples.<br><br> However,
most refined apple lovers agree that the best apples come from the Hudson
River valley area of New York. Perhaps this is why New York City is
nicknamed, ""The Big Apple."""
"Onion", "Onions are a tasty vegetable with green stalks and a white,
yellow, or red bulb. For the best-tasting Onions, visit the \\"Onion
Capital of the World\\" Pine Island, New York."
```

Quotation marks that appear in a definition or a term must be escaped. This means that the quotation mark must be identified as part of the definition or the mark will be read as the end of the definition. Quotation marks may be escaped using a backslash (\) or another set of quotation marks (").