

Learning Management System user guide: Glossary

ADDING A GLOSSARY TERM

1. In the *Control Panel* of your subject, select **Glossary Manager** from the *Subject Tools* module.
2. Click the **Add Term** button to open the *Add Glossary Term* page.
3. Enter the term and definition you wish to add to the glossary.
4. Click **Submit** then **Add Another Term** to continue editing the glossary or **OK** to view the glossary.

UPLOADING A GLOSSARY

1. In the *Control Panel* of your subject, select **Glossary Manager** from the *Subject Tools* module.
2. Click the **Upload Glossary** button to open the *Upload Glossary* page.
3. Upload a glossary as a tab-delimited or CSV (Comma-Separated Value) file.
4. Select whether the uploaded terms should be added to any existing terms in the glossary, or if the existing glossary should be deleted and replaced with the uploaded text.
5. Click **Submit** and then **OK** on the following receipt page.

DOWNLOADING A GLOSSARY

1. In the *Control Panel* of your subject, select **Glossary Manager** from the *Subject Tools* module.
2. Click the **Download Glossary** button to open the *Download Glossary* page.
3. Click **Download** and save the file to your computer.

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