

## Glossary

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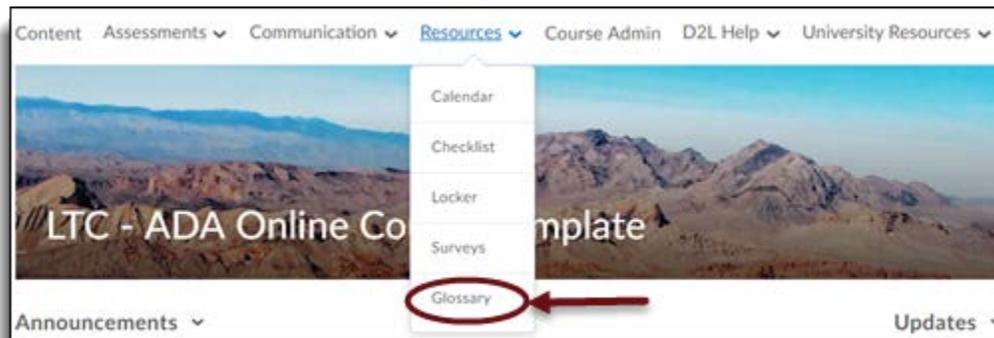
The **Glossary** tool allows you to store terms and their definitions. Each course has its own glossary and you can populate this with explanations of concepts and terms that are relevant to the course. Users can then access this glossary and search for particular terms.

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## Accessing Glossary

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1. Click Resources and select Glossary



## Creating Glossary Terms

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1. On the Glossary page, click **New Term**.
2. Enter the **Term** name.
3. Enter the term **Definition**.
4. You can use the **Spell Check** and **Preview** options in the HTML Editor to check and preview your term.
5. If you want to link the glossary term to a content topic, select the topic from the **Link to Content Topic** drop-down list.
6. Click **Save**.

## Importing Glossary Terms

To import multiple glossary terms, you must supply a CSV (comma separated values) file containing your glossary information. Each field in this file should be separated by a comma and each row by a line break. The first field in the first row must contain the text 'Term' and the second field must contain the text 'Definition'. All subsequent rows will contain the actual terms and definitions that you want to import. A sample CSV file is available on the Import Terms page.

1. On the Glossary page, click **Import Terms**.
2. To see a sample import file, click **Download sample CSV file**.
3. Once you have created a CSV import file, click **Browse** to search for your file, then click **Open**.
4. Click **Import Terms**.
5. A preview page displays, showing all the terms found in the CSV file. Select the check boxes beside the terms you want to import. By default, all terms are selected.
6. If you want to modify the title or definition of any term before importing, you can do so directly from this page.
7. Click **Import Selected Terms** to finish importing the terms.

