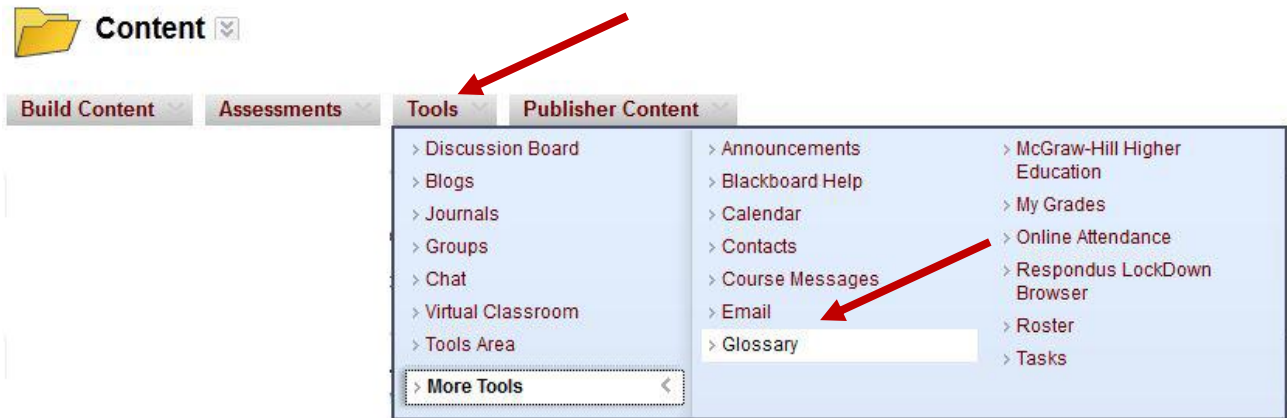
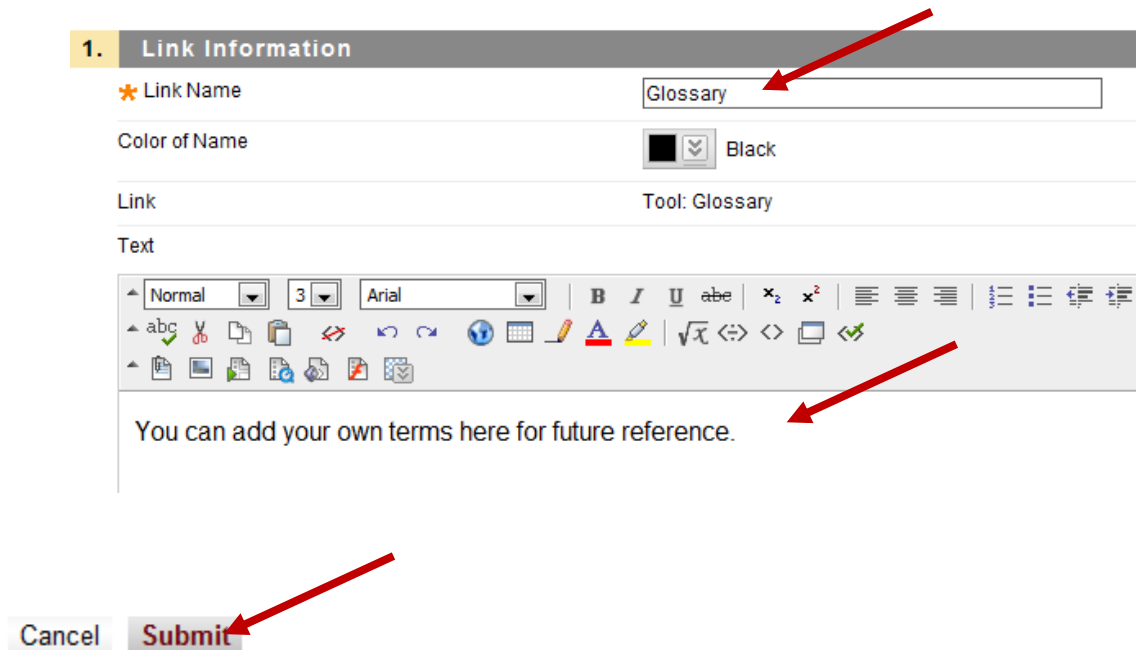


# Adding a Glossary to Content

1. Click <Tools> and <Glossary>.

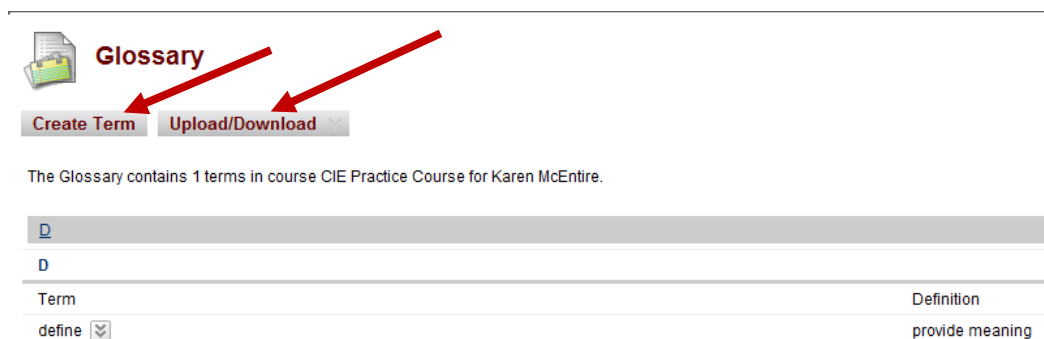


2. Key in desired text and click <Submit>.



## Adding a Glossary to Content

3. Clicking on <Glossary> in the content area brings up the ability to <Create Term> or <Upload/Download> a file with terms.



The screenshot shows a 'Glossary' section with a folder icon. Below the title are two buttons: 'Create Term' and 'Upload/Download'. Red arrows point to these buttons. Below the buttons, a message states: 'The Glossary contains 1 terms in course CIE Practice Course for Karen McEntire.' Below this is a table with a header row containing 'D' and a second row containing 'D'. Below the table is a table with two columns: 'Term' and 'Definition'. The 'Term' column contains 'define' with a dropdown arrow, and the 'Definition' column contains 'provide meaning'.

- a. <Create Term> is self-explanatory.  
b. Upload a file requires tab separated or comma separated. To upload a file, click <Browse My Computer> or <Browse Course>.

### 1. Locate Upload File

Upload a TXT (tab-delimited) or CSV (Comma-Separated Value) file.  
The file must be a text file that contains a term and a definition on each line. The term tab in a tab-delimited file. The terms do not need to be in any specific order.

Click **Browse** to locate the file to upload.

\* File

\* Attach File

Browse My Computer

Browse Course

- c. Choose which way that you would like to Save Current Terms:
- If you do not have a prior Glossary, select the radio button for <Add the Terms in this File Glossary>.
  - If you want to Delete the old Glossary Terms and Replace with the Terms in this File, select the radio button for <Delete all Glossary Terms and Replace with the Terms in this File>.

### 2. 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

- d. Click <Submit>.

Cancel

Submit

