

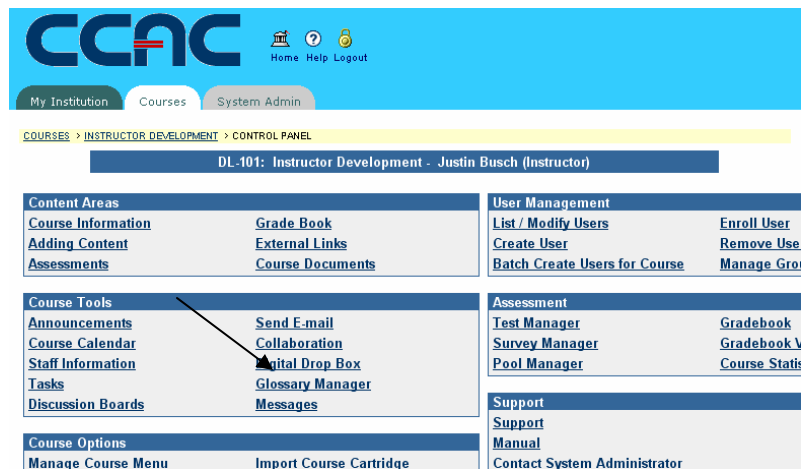
Using the Glossary Manager in Blackboard

Using the Glossary Manager in Blackboard

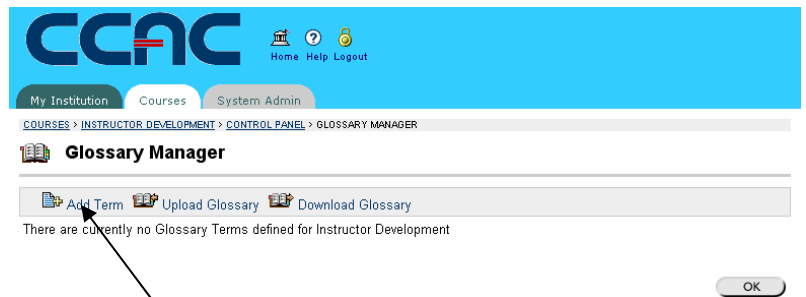
To use the glossary manager in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the *Course Tools* module of the Control Panel, click on the Test Manager link to begin.

1. Click on **Control Panel**
2. Click **Glossary Manager** in the *Course Tools* module



3. Click the **Add Term** button to create a new glossary term
(It is also possible to Modify and Remove existing terms)



- Under *Define Term* enter the glossary term in the **Term** box and the term's definition in the **Definition** box

(Both fields are required)

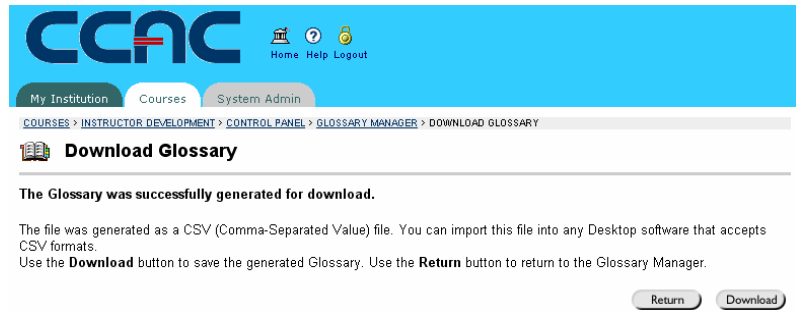
- Click **Submit** to add the term

- From Step 2, click the **Upload Glossary** button to upload a comma-separated value (CSV) glossary file

Use the **Browse** button to locate the glossary file on your computer

- The *Upload File Options* will either add all terms to the existing glossary or remove all previous glossary entries to add the new entries from the glossary file
- Click **Submit** to upload the glossary file

-
9. From Step 2, click the **Download Glossary** button to download a comma-separated value (CSV) glossary file to your local PC



The screenshot shows the CCAC (Community College of Allegheny County) web interface. At the top, there is a blue header with the CCAC logo and navigation links for Home, Help, and Logout. Below the header, there are three tabs: My Institution, Courses, and System Admin. The main content area displays a breadcrumb trail: COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GLOSSARY MANAGER > DOWNLOAD GLOSSARY. A large button labeled 'Download Glossary' is prominently displayed. Below the button, a message states: 'The Glossary was successfully generated for download.' Further down, there is explanatory text: '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.' At the bottom right of the message, there are two buttons: 'Return' and 'Download'.