

Why use the Blackboard Glossary?

The Glossary Tool can help students build their understanding of vocabulary throughout a course. The glossary can be constructed throughout the course and as such is useful in both survey and advanced courses.

Steps to Create the Glossary

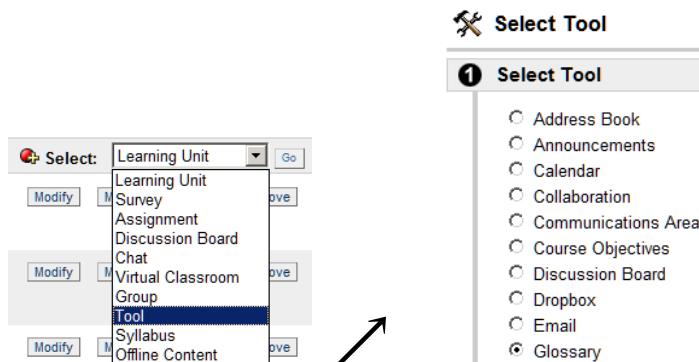
Although you can create the glossary directly in the Glossary Manager through the Control Panel, it is highly recommended that you follow these steps:

1. Create a **2-column Microsoft Excel** file with the term in column one and the definition in column two and save it as a **CSV** (comma separated value) file.
 2. **Upload** the CSV glossary file to Blackboard using the upload Glossary button in the **Glossary Manager** area of the Control Panel.
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Ways to Access the Glossary

Once you create the glossary in the **Glossary Manager via the Control Panel**, you can set up the Glossary to be accessed by students in 3 ways:

- 1) In the **Tools** area located below the Communication Tool – this is the students' default access to the Glossary
- 2) Through a **New "Glossary" button** that has to be created by you, the instructor, using the "Manage course menu" option in Control Panel. Click on "Add Tool Link" button.
- 3) In any of the **Content Areas** such as Course Documents by using the Select menu on the right-hand side, click on Tool then Go, then choose Glossary and Submit.



Ways to Add to/Modify the Glossary

You can add to/modify the glossary in two ways:

- directly in the Glossary Manager through the Control Panel
- editing the CSV file then uploading the new version into the Blackboard Glossary Manager.

Tip: You can use the same CSV File used to create an Interactive Crossword in Blackboard – Two for the Price of One!

The CSV file used to create the glossary can be used to create an interactive crossword that can be posted in Blackboard.

The **Crossword Compiler** is a site-licensed program available from Blackboard Support in C102B at the Woodroffe campus. Contact bbhelp@algonquincollege.com for more information.

Here is an example of what a crossword looks like:

