

The Glossary, found under Tools on the Blackboard navigation buttons, is very useful in courses which include terms or vocabulary which may not be familiar to students.

Glossary management tools display items in alphabetical order. Additional terms may be added and these will be automatically inserted in correct alphabetical order.

Creating the Glossary

Follow this sequence to add terms to the Glossary:

- o Control Panel
- o Course Tools – Glossary Manager

Choose one option from the tool bar:



Add Term brings up a template where the term and the definition are entered. The definition can be typed in directly or pasted in using the Windows Clipboard. As always, there is a Submit button.

Upload Glossary allows you to import terms saved as a CSV file (Comma-separated value). If you create your glossary in Excel and save it as a CSV file, Blackboard will put it into alphabetical order when uploaded. Create one column with the terms, and the second column with the definition.

Blackboard also provides the choice of integrating the uploaded terms into an existing glossary or replacing the existing glossary with the new file.

Download Glossary allows the export of the glossary to any software which accepts CSV files. There are dialogue boxes which allow you to specify where the file is to be saved.

A useful program for helping students learn vocabulary

The Crossword Compiler, a program available through the Online Learning Centre, works with Glossary definitions to create interactive crossword puzzles (exercises). These can be incorporated in Blackboard to help student's master new terminology. Contact the Online Learning Centre for details: come to C102f at Woodroffe or call extension 6552.