

## Creating a Glossary

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You can either build your glossary one term at a time in Blackboard or upload a file of terms to Blackboard. Uploading a Glossary will add and edit terms to the existing Glossary or replace the entire Glossary. You can also download the existing Glossary first, open the file, make the changes, save the file, and then upload.

### Adding a New Term to a Glossary One Term at a Time

1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Glossary**.
2. Click the **Create Term** button.
3. Enter the new term and definition.
4. Click **Submit**.

### Uploading a Glossary

1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Glossary**.
2. Mouse over **Upload/Download** and select **Upload Glossary** to upload a file of terms at once.
3. Click **Browse** to locate the file to upload > click **Open**.
4. Determine how you want to deal with the existing Glossary > click **Submit**.