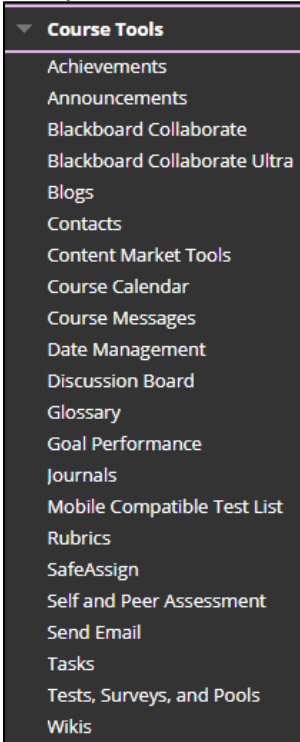


# How to Create a Course Glossary

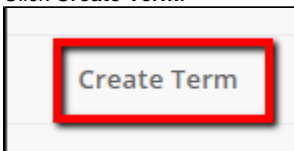
Blackboard Learn features a Glossary, where you can add terms and definitions pertinent to your course. The Glossary can be found in the **Course Tools** on your course site; you may need to make it available in the [Tool Availability](#) menu first.

## Step-by-step guide

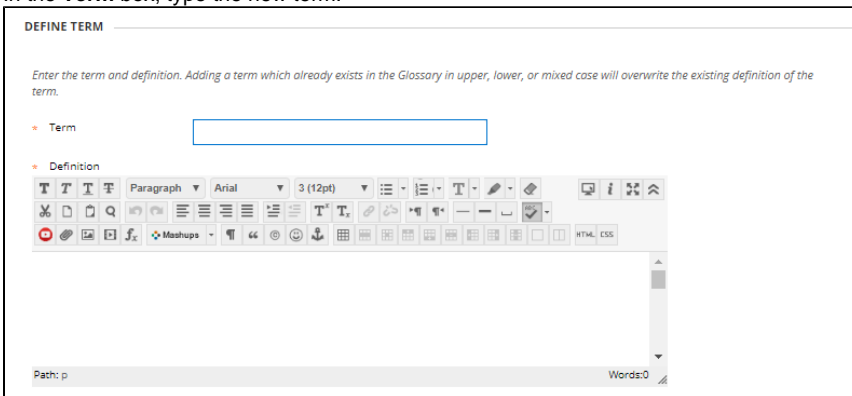
1. In the **Control Panel**, click the left arrow to expand the **Course Tools** list, and then click **Glossary**.



2. Click **Create Term**.



3. In the **Term** box, type the new term.

A screenshot of the 'DEFINE TERM' form in Blackboard. The form has a title 'DEFINE TERM' and a subtitle 'Enter the term and definition. Adding a term which already exists in the Glossary in upper, lower, or mixed case will overwrite the existing definition of the term.' Below the subtitle, there are two sections: 'Term' and 'Definition'. The 'Term' section has a text input box. The 'Definition' section has a rich text editor with a toolbar containing various formatting options like bold, italic, underline, link, and list. At the bottom of the form, there is a status bar showing 'Path: p' and 'Words:0'.

4. In the **Definition** box, type a definition for the term.
5. When you are finished, click **Submit**.

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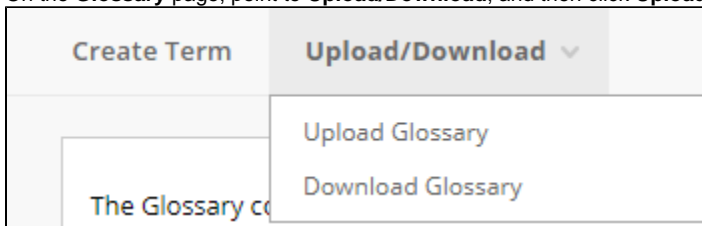
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## To upload an existing glossary

You also have the option of uploading an existing Glossary to your course site. You will need to build the glossary in Excel and save as an .xls or .csv file.

1. On the **Glossary** page, point to **Upload/Download**, and then click **Upload Glossary**.



2. Under **Locate Upload File**, click **Browse** to search for the file you wish to upload.
3. When you locate the file, click **Open** to add it to Blackboard.
4. Under **Save Current Terms**, select whether you would like to add the new glossary to an existing glossary or if you would like the new glossary to replace the older version.
5. When you are finished, click **Submit**.

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For questions or comments, contact the Computer Services Help Desk  
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417-836-5891