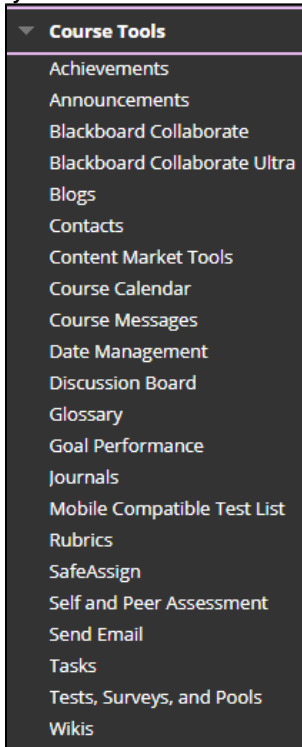


How to Create a Course Glossary

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

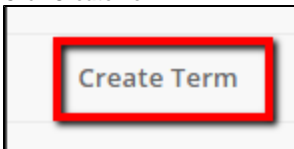
1. In the **Control Panel**, click the left arrow to expand the **Course Tools** list, and then click **Glossary**.



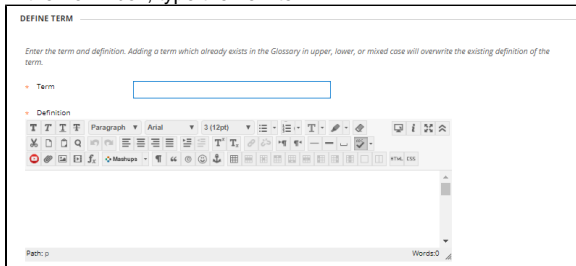
Related articles:

- [How to Upload an Adobe Connect ZIP File Presentation](#)
- [How to Create a Banner for Your Course in Powerpoint](#)
- [How to Add a User to Your Course](#)
- [How to Grade with a Rubric](#)
- [Course Roles](#)

2. Click **Create Term**.



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

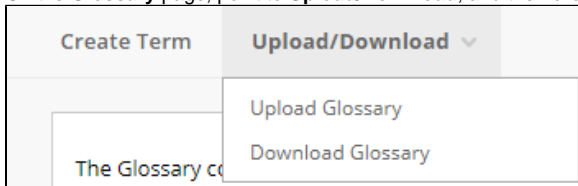


4. In the **Definition** box, type a definition for the term.
5. When you are finished, click **Submit**.

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**.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891