Using the Glossary in Blackboard

Description
The Blackboard Glossary feature allows instructors to add course related terms and definition lists to Blackboard courses.

Practical Uses
~ Create a vocabulary list of course related terms to share with your students.
~ Assign a list of course related terms for students to define.

Instructor View
Access the Glossary Manager by going to the Control Panel and look under Course Tools.

If you don't see the Glossary Manager in your Control Panel:
- Go to the Manage Tools area
- Tools Availability
- Set Glossary to Available

Student View
Students will be able to view the Glossary from the Student Tools area.

If students don't see the Glossary listed in the Student Tools area:
- Go to the Control Panel
- Manage Course Options
- Modify the Student Tools area
- Make the Glossary available

Two Options for Adding Terms to the Glossary
Instructors have two options for adding terms to the Glossary.

Go to the Control Panel and Glossary Manager to:
1. Add a Term directly into the Glossary Manager
2. Upload a tab-delimited or CSV (Comma-Separated Value) file into the Glossary
   - For detailed instructions see Create Glossary in a spreadsheet