

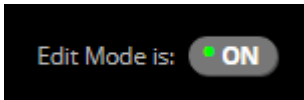
Blackboard "How To's"

Glossary

Each course has its own glossary of terms. Each entry consists of the term and an accompanying definition.

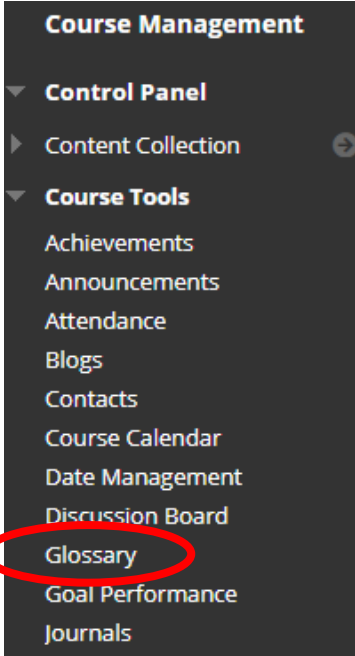
To access the glossary:

Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.



Edit Mode is: ON

Under **Course Management**, click on **Course Tools** and select **Glossary**.



Course Management

▼ **Control Panel**

▶ Content Collection

▼ **Course Tools**

Achievements

Announcements

Attendance

Blogs

Contacts

Course Calendar

Date Management

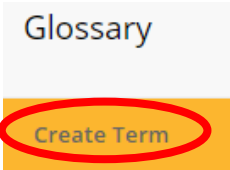
Discussion Board

Glossary

Goal Performance

Journals

To enter a term and definition, click **Create Term**.



Glossary

Create Term

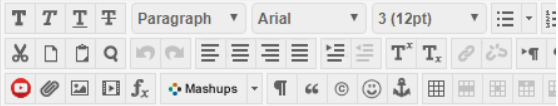
Under **Define Term**, enter a **term** and a **definition**.

DEFINE TERM

Enter the term and definition. Adding a term which already exists in the Glo

* Term

* Definition



Click **Submit**.

Cancel **Submit**

A **success message** will display at the top of the screen once the term and definition have been added. Your term will show up in the glossary list.

The Glossary contains 6 terms in course Hennir

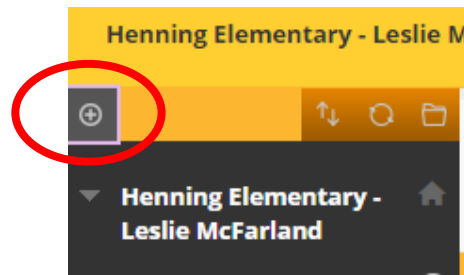
ACKLW

A

Term	Definition
adobe	This shelter was

To add the glossary to the course menu:

Above the course menu, click the + sign to add a menu item and select **Create Tool Link**.



Type **Glossary** in the **Name** box and use the drop-down arrow to select **Glossary**. Be sure to check off **Available for users**. Click **Submit**.

Add Tool Link

* Name:

Type:

Available to Users

Cancel Submit

The Glossary will appear in your menu list. Hover over it and select **Permit Guest** and **Show Link**.

Click **Submit**.

Cancel **Submit**