

# Creating a Glossary in LearnJCU



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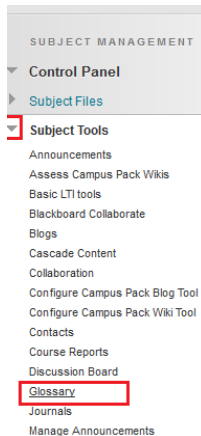
## Overview

The Glossary allows teaching staff to create a subject- or discipline-specific list of terms and definitions.

Glossary terms may be created individually using the Glossary tool, or uploaded in bulk using a tab-delimited Excel spreadsheet or .csv file. The glossary may also be downloaded or modified or re-used in another subject site.

## Creating a Glossary Item

- 1 Turn **Edit Mode ON**
- 2 From the **Subject Tools** section of the **Control Panel** choose **Glossary**



- 3 Click the **Create Term** button
- 4 Type in the **term** and it's **definition** then click **Submit**

To **Edit** a term or it's definition once created, use the action menu next to the term and choose **Edit**, make any necessary changes, then click **Submit**.

## Uploading a Glossary File

A faster way to create a Glossary is to create a **csv** file in Excel then upload your terms and definitions in bulk. The Excel file should contain the terms in the first column, the definitions in the second column.

- 1 To upload a Glossary file, click the **Upload/Download** pulldown
- 2 Click the **Browse** button, locate your csv file, then upload
- 3 Click the Submit button to complete the upload

A glossary file can also be downloaded by clicking the same **Upload/Download** pulldown and choosing **Download** to create a local csv file that can be transferred to another site if needed.

## Adding a Glossary Link to Your Subject Site Menu

To upload a Glossary file, click the **Upload/Download** pulldown

- 1 With **Edit mode ON**, click the **+** icon on the top left of the subject site menu
- 2 Type in a name for your link (e.g. Glossary), choose **Glossary** from the **Type** pulldown then click the **Available to Users** checkbox.
- 3 Click **Submit** to complete the addition of your Glossary link.