

Glossary

In this tutorial we will learn how to use the glossary section of D2L. This can be used to enter terms that are used in your course.

Step 1. Adding Glossary Terms



1A. To get to the glossary, click on the link in the navigation bar, if you don't have one you will need to add it.

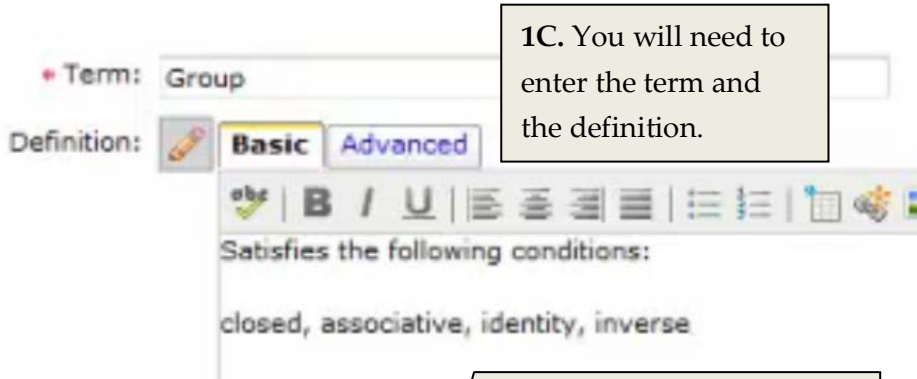
Once you click on it a new window will pop up.



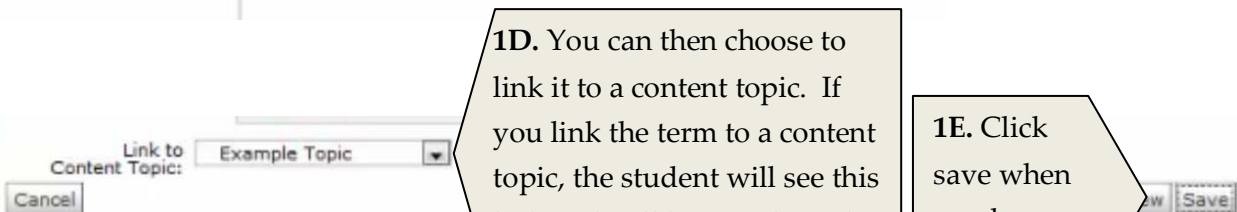
There are two ways to enter terms into the glossary, you can add them or import them.



1B. If you add them click on add term.




1C. You will need to enter the term and the definition.



1D. You can then choose to link it to a content topic. If you link the term to a content topic, the student will see this link and will know where the term is used.

1E. Click save when you have finished.

Step 2. Importing Glossary Terms




2A. You have the option to import terms into the glossary by clicking on the corresponding button.

The format used is in an Excel file with one column titled term and the other definition.

File:
Import File:
C:\Users\michelle.barman

2B. Click browse and find the file

2C. and then click import terms.



In this tutorial we learned how to use the glossary section of D2L.