UNIVERSITY OF HARTFORD
FACULTY CENTER FOR LEARNING DEVELOPMENT

Using Blackboard's Glossary Tool

Do you have a list of important terms for your course that you want your students to remember? You can create a customized glossary in Blackboard that students can access through the *Tools* menu. Here's how:

Go to the **Control Panel → Course Tools → Glossary**. Once you have added terms, they are automatically listed in alphabetically order, as shown below.

Alphabetized Glossary Terms in Blackboard

There are three glossary menu options: **Create Term, Upload Glossary, Download Glossary.**

Glossary Manager Options

1. **Create Term** creates glossary terms on the fly, without ever leaving Blackboard.
   o Click on **Create Term**
   o Type in the *term* and its *definition.*
   o Click **Submit.**

2. **Upload Glossary** imports a glossary created in Excel.
   o Save your Excel file as a tab-delimited (.txt) or comma-delimited (.csv) file.
   o Point to **Upload/Download** and select **Upload Glossary.**
   o **Browse** to find the file on your computer, and select an option:
      ▪ *Add the Terms in this File to the Glossary:* Adds the uploaded terms to the existing glossary. Duplicate terms are overwritten with the new definitions.
      ▪ *Delete all Glossary Terms and Replace with the Terms in this File:* Removes all previous entries and replaces them with the uploaded glossary terms.

3. **Download Glossary** saves the glossary as a tab-delimited excel file on your computer.
   o Click on the **Download** button and choose a location on your computer. You can now open the file in Excel.

To edit or remove your glossary items, click on the arrow button next to the item name.

Creating a Glossary in Excel to Upload into Blackboard

- Open up *Microsoft Excel*.
- In the first column, type the list of terms - one term per field.
- In the second column, type the definition for each term – again, one definition per field.
- **Do not** type any headers for the columns. Blackboard will recognize them automatically.
- Click on the disk icon to save the file… but don't save right away… instead, in the window that opens, scroll through the options under *Save as type* and highlight "Text (Tab-delimited) (*txt)".
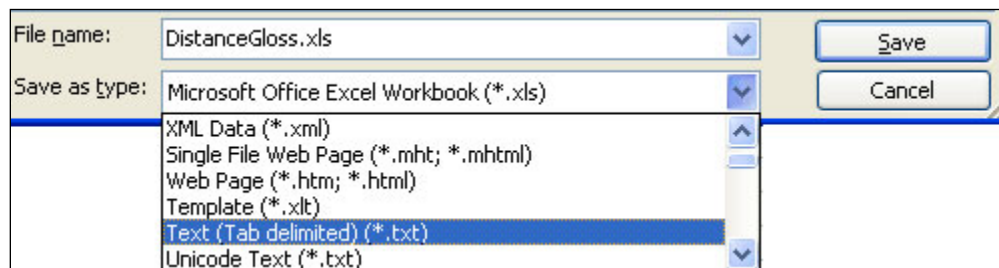
Save As Text (Tab delimited) (*.txt)

- Click **Save**. Say 'OK' and 'Yes' to the alert messages.
- Upload the file into Blackboard (see above). Terms are listed alphabetically.

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
Phone: (860) 768-4661   **Email:** fcld@hartford.edu
Website: http://www.hartford.edu/fcld

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).
Phone: (860) 768-4636   **Email:** bbsupport@hartford.edu
FAQ/Submit a Ticket: http://www.hartford.edu/studentbbsupport

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
Phone: (860) 768-4357   **Email:** helpdesk@hartford.edu
Website: http://hartford.edu/ots

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
Phone: (860) 768-4357   **Website:** http://www.hartford.edu/mts