Glossary

You can create a glossary of terms for each of your courses in Blackboard 9.1. Each Glossary entry consists of a term and an accompanying definition. The Glossary is a Tool and is located on the Tools page in the Course Menu. As a Course Tool, it must be enabled in the Tool Availability area in order for student users to access it. (See the Managing Tool Availability documentation for more information.) The following document discusses how to create a course Glossary and how users can access it.

Creating a Course Glossary:

1. Login to Blackboard 9.1.
2. Select the course within which you wish to work.
3. Ensure the Glossary tool is enabled in the course.
4. In the Control Panel, click on the Course Tools item and then select Glossary.
5. On the Glossary page, click the Create Term button.
6. On the Create Term page, enter the term in the first field, then the definition in the second.
7. Click Submit.
8. Repeat steps 5-7 for each Glossary term you wish to create.

Accessing the Course Glossary:

1. Login to Blackboard 9.1.
2. Select the course within which you wish to work.
3. In the Course Menu, click the Tools selection.
4. On the Tool page, find the Glossary link and click on it.

An instructor may also create a Tool Link titled Glossary in the Course Menu. This Tool Link will be a direct link to the Glossary tool from the Course Menu. (See Adding Items to the Course Menu documentation for how to create a Tool Link in the Course Menu.)