Adding a Glossary Term

Last updated: 6/13/2012


-OR-

On the Control Panel, expand the Course Tools section, and select Glossary.
2. On the **Glossary** page, click **Create Term**.

3. On the **Create Term** page, type the Term.
4. Type the Definition in the text box.
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1. **Define Term**

   Enter the term and definition. Adding a term which already exists in the Glossary in upper, lower, or mixed case will overwrite the existing definition of the term.

   - **Term**: Software

   - **Definition**: the programs used to direct the operation of a computer, as well as documentation giving instructions on how to use them.

5. Click **Submit**.

*Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.*