

## Course Tools: Glossary Manager Goucher College

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| <p><b>Glossary</b></p> <p>Click on <b>Control Panel</b></p>  | <p>The glossary is a useful tool to keep terminology that may be needed during the course.</p> |
| <p>From <b>Course Tools</b></p> <p>Click on <b>Glossary Manager</b></p>  |  |
| <p>The <b>Glossary Manager</b> page opens.</p> <p>From this page instructors may:</p> <ul style="list-style-type: none"> <li>• Add Term</li> <li>• Upload Glossary</li> <li>• Download Glossary</li> </ul> |  |
| <p><b>Add Term</b></p>   |  |
| <p>Select <b>Add Term</b></p> <p>With this function instructors can add one term at a time.</p>  |  |

Add Glossary Term page opens.

Type Term and Definition

Use the spell check (ABC)

Note: If the term already exists in the glossary, the new entry will override the previous definition.

Click Submit

### Add Glossary Term

#### 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 previous definition of the term.

\* Term

\* Definition

spell check (ABC)

#### 2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Cancel Submit

A Receipt is given.

From this page instructors may add a new term or exit.

### Term Receipt

The term was added to the Glossary.

Term: ZPD

Definition: Zone of proximal development is the difference between the problem-solving ability of an individual independently and the individual's potential ability when working with an adult or more advanced peer.

Add Another Term OK

Click Add Another Term

Add Another Term OK

As before, complete the Term and Definition boxes. Click Submit to finish.

### Add Glossary Term

#### 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 previous definition of the term.

\* Term

\* Definition

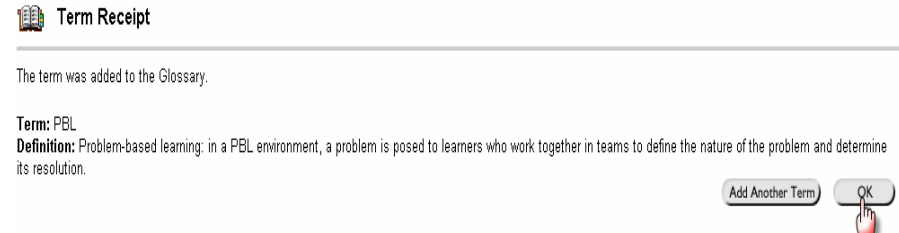
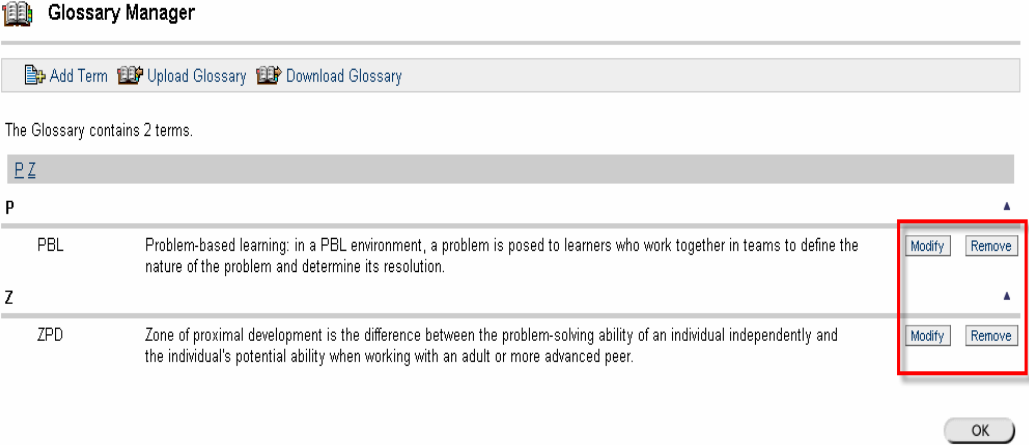

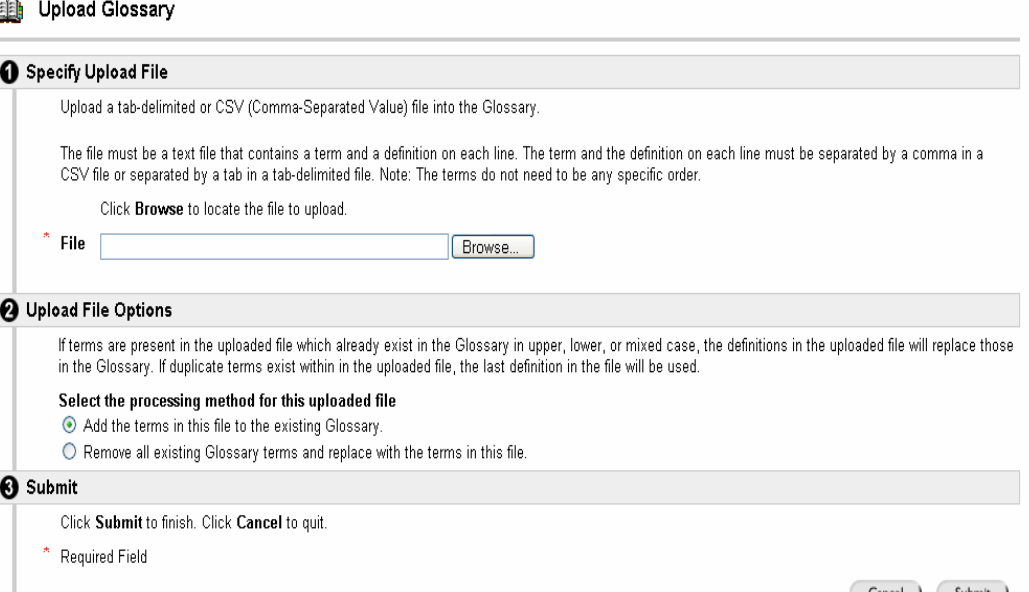
spell check (ABC)

#### 2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Cancel Submit

|   |   |                  |   |                  |     |  |                  |
|---|---|------------------|---|------------------|-----|--|------------------|
| <p>A <b>Receipt</b> is given.</p> <p>Click <b>OK</b></p>  |  <p><b>Term Receipt</b></p> <p>The term was added to the Glossary.</p> <p><b>Term:</b> PBL<br/> <b>Definition:</b> Problem-based learning: in a PBL environment, a problem is posed to learners who work together in teams to define the nature of the problem and determine its resolution.</p> <p>Add Another Term    OK</p>  |                  |   |                  |     |  |                  |
| <p>This <b>Glossary</b> contains two terms.</p> <p>Terms can be <b>Modified</b> or <b>Removed</b> using the buttons to the right of the screen.</p> <p><i>Note: Removing a term is final, and cannot be undone.</i></p> |  <p><b>Glossary Manager</b></p> <p>Add Term    Upload Glossary    Download Glossary</p> <p>The Glossary contains 2 terms.</p> <p>P Z</p> <p><b>P</b></p> <table border="1"> <tr> <td>PBL</td> <td>Problem-based learning: in a PBL environment, a problem is posed to learners who work together in teams to define the nature of the problem and determine its resolution.</td> <td>Modify    Remove</td> </tr> </table> <p><b>Z</b></p> <table border="1"> <tr> <td>ZPD</td> <td>Zone of proximal development is the difference between the problem-solving ability of an individual independently and the individual's potential ability when working with an adult or more advanced peer.</td> <td>Modify    Remove</td> </tr> </table> <p>OK</p>   | PBL              | Problem-based learning: in a PBL environment, a problem is posed to learners who work together in teams to define the nature of the problem and determine its resolution. | Modify    Remove | ZPD | Zone of proximal development is the difference between the problem-solving ability of an individual independently and the individual's potential ability when working with an adult or more advanced peer. | Modify    Remove |
| PBL   | Problem-based learning: in a PBL environment, a problem is posed to learners who work together in teams to define the nature of the problem and determine its resolution.   | Modify    Remove |   |                  |     |  |                  |
| ZPD   | Zone of proximal development is the difference between the problem-solving ability of an individual independently and the individual's potential ability when working with an adult or more advanced peer.  | Modify    Remove |   |                  |     |  |                  |
| <p><b>Upload Glossary</b></p>   |   |                  |   |                  |     |  |                  |
| <p>Select <b>Upload Glossary</b>.</p> <p>This method is used to upload several terms at the same time.</p>  |  <p><b>Glossary Manager</b></p> <p>Add Term    Upload Glossary    Download Glossary</p> <p>The Glossary contains 2 terms.</p>  |                  |   |                  |     |  |                  |
| <p>The <b>Upload Glossary</b> page opens.</p> <p>The file should be a <b>tab-delimited or CSV</b> file. Other formats are not compatible with the Bb system.</p>  |  <p><b>Upload Glossary</b></p> <p><b>1 Specify Upload File</b></p> <p>Upload a tab-delimited or CSV (Comma-Separated Value) file into the Glossary.</p> <p>The file must be a text file that contains a term and a definition on each line. The term and the definition on each line must be separated by a comma in a CSV file or separated by a tab in a tab-delimited file. Note: The terms do not need to be any specific order.</p> <p>Click <b>Browse</b> to locate the file to upload.</p> <p>* File <input type="text"/> <input type="button" value="Browse..."/></p> <p><b>2 Upload File Options</b></p> <p>If terms are present in the uploaded file which already exist in the Glossary in upper, lower, or mixed case, the definitions in the uploaded file will replace those in the Glossary. If duplicate terms exist within in the uploaded file, the last definition in the file will be used.</p> <p><b>Select the processing method for this uploaded file</b></p> <p><input checked="" type="radio"/> Add the terms in this file to the existing Glossary.<br/> <input type="radio"/> Remove all existing Glossary terms and replace with the terms in this file.</p> <p><b>3 Submit</b></p> <p>Click <b>Submit</b> to finish. Click <b>Cancel</b> to quit.</p> <p>* Required Field</p> <p>Cancel    Submit</p> |                  |   |                  |     |  |                  |

Click on **Browse** to find the file in your local computer files.

**Upload Glossary**

**1 Specify Upload File**

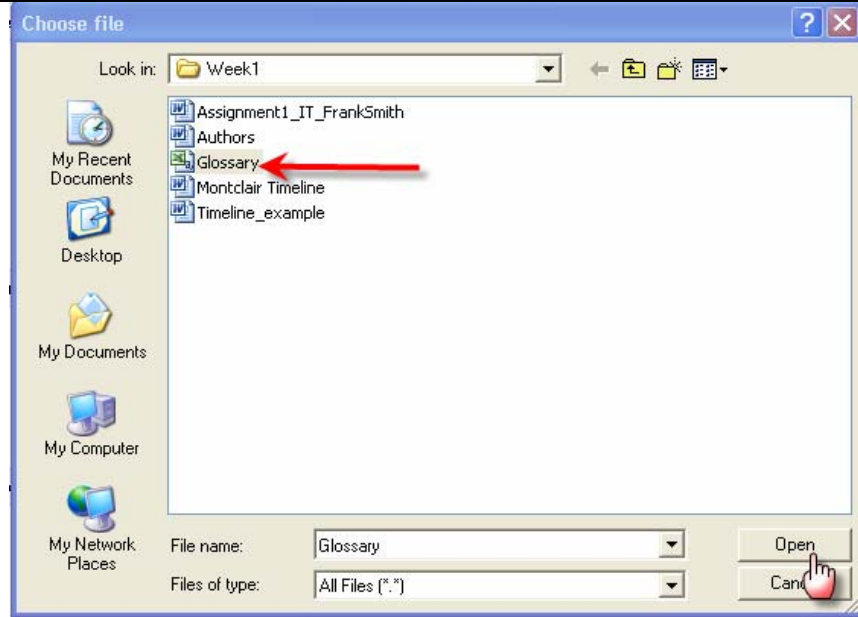
Upload a tab-delimited or CSV (Comma-Separated Value) file into the Glossary.

The file must be a text file that contains a term and a definition on each line. The term and the definition on each line must be separated by a comma in a CSV file or separated by a tab in a tab-delimited file. Note: The terms do not need to be any specific order.

Click **Browse** to locate the file to upload.

\* File

Select the file  
Click **Open**



**Upload File options**

By default the file will **add the terms to the existing Glossary**.

The other option is to **Remove the existing Glossary** and replace it with a new one.

*Note: Duplicate terms will be replaced by the newest definition.*

Click **Submit**

**Upload Glossary**

**1 Specify Upload File**

Upload a tab-delimited or CSV (Comma-Separated Value) file into the Glossary.

The file must be a text file that contains a term and a definition on each line. The term and the definition on each line must be separated by a comma in a CSV file or separated by a tab in a tab-delimited file. Note: The terms do not need to be any specific order.

Click **Browse** to locate the file to upload.

\* File C:\Documents and Settings\adva1001\My Documents\We

**2 Upload File Options**

If terms are present in the uploaded file which already exist in the Glossary in upper, lower, or mixed case, the definitions in the uploaded file will replace those in the Glossary. If duplicate terms exist within in the uploaded file, the last definition in the file will be used.

**Select the processing method for this uploaded file**

Add the terms in this file to the existing Glossary.

Remove all existing Glossary terms and replace with the terms in this file.

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

A successful message is shown if the file was uploaded.

Click **OK**

**Glossary file uploaded successfully**

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The file was uploaded successfully.  
 Total number of terms added to the Glossary: 2

Monday, October 16, 2006 4:33:10 PM EDT

The new terms have been added to the list.

*Note: Do not use commas in the definition when you are preparing the CSV file. Commas prevent the file from uploading. You may add them later by using **Modify**.*

**Glossary Manager**

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Add Term Upload Glossary Download Glossary

The Glossary contains 4 terms.

I P Z

**I**

**IT** Information technology a broad subject concerned with aspects of managing and processing information

**P**

**PBL** Problem-based learning: in a PBL environment, a problem is posed to learners who work together in teams to define the nature of the problem and determine its resolution.

**Piaget, Jean** August 9 1896 to September 16 1980. He was a Swiss philosopher natural scientist and developmental psychologist well known for his work studying children and his theory of cognitive development.

**Z**

**ZPD** Zone of proximal development is the difference between the problem-solving ability of an individual independently and the individual's potential ability when working with an adult or more advanced peer.

**Download Glossary**

Click on **Download Glossary**

**Glossary Manager**

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Add Term Upload Glossary **Download Glossary**

The Glossary contains 4 terms.

The Glossary file is tab-delimited (**XLS**). You may open it using a spreadsheet application like Excel.

Click on **Download**

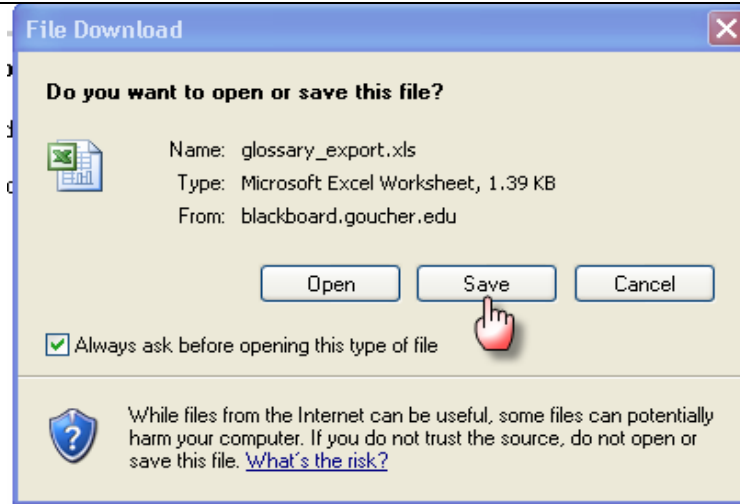
**Download Glossary**

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The Glossary file was successfully generated for download.

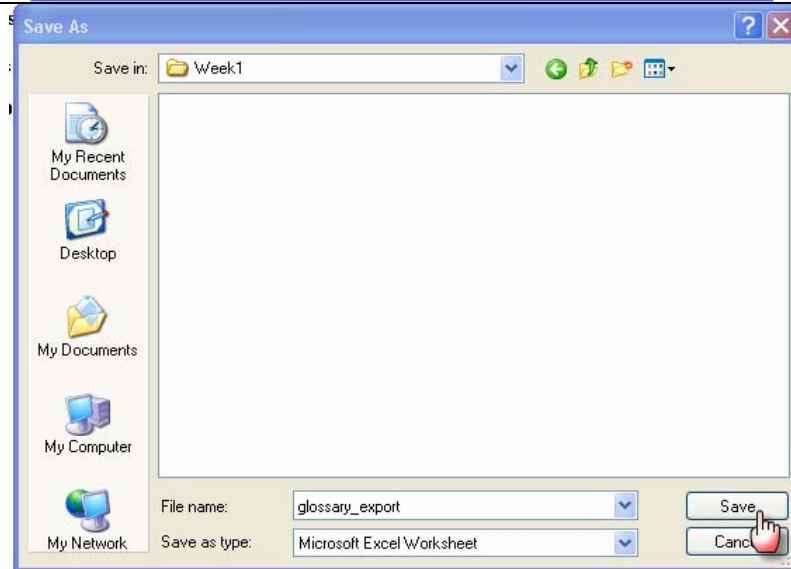
The Glossary file is a tab-delimited (.XLS) file. Tab-delimited files have data items separated out by tabs. This common type of data file can be opened in most editing software.  
 Click on **Download** with the right mouse button and select **Save As** to save the file locally. Click **Return** to go back to the Glossary Manager.

Click **Save**



The name of the file is Glossary\_export.

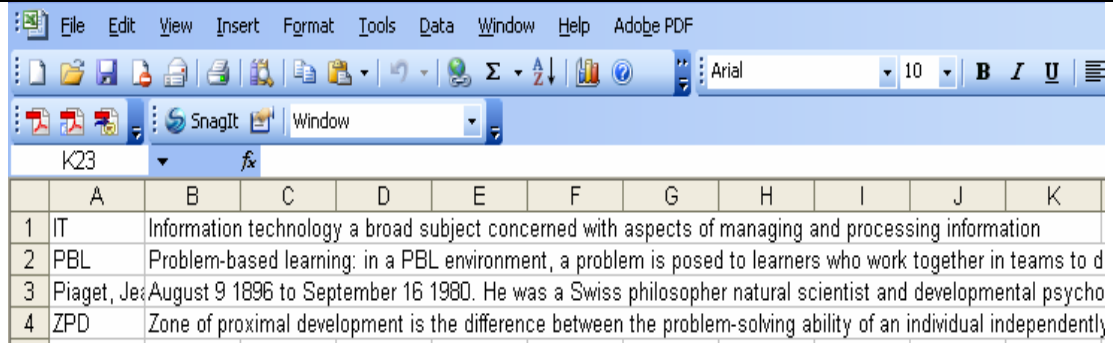
Save it to your local computer files (i.e. in My Documents). You may open it with Excel and make changes.



This is how the file will look when you open it with Excel.

After adding more terms you may upload the Glossary.

*Note: Terms do not need to be in alphabetical order.*



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