

# Creating a Glossary Term

## Why Do I Need This Workflow?

The Glossary tool provides learners with terms and definitions that will be used throughout your course. Instructors and facilitators can direct learners to the glossary to help with terms that often need clarification. Instructors and facilitators can create terms before the course begins, or can add terms as they become relevant. This workflow takes you through the steps for creating a glossary term.

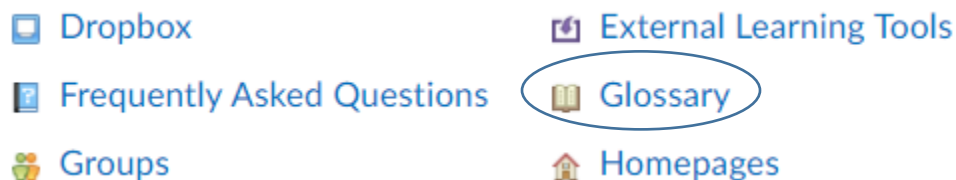
## How: Workflow Steps







1. Select **Edit Course** in the navbar.



Progress ▾ **Edit Course** Awards More ▾

2. Select **Glossary**, then select **New Term**.



 [Dropbox](#)  [External Learning Tools](#)  
 [Frequently Asked Questions](#)  **Glossary**  
 [Groups](#)  [Homepages](#)

## Glossary

[New Term](#)

[Import Terms](#)

3. Enter the **Term** name.
4. Enter the term **Definition**.

Term \*

Definition

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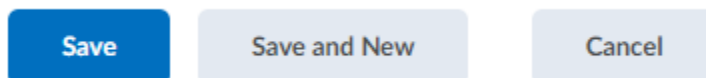
5. You can use the **Spell Check and Preview** options in the HTML Editor to check and preview your term.



6. If you want to link the glossary term to a content topic, select the topic from the **Link to Content Topic** drop-down list.

Link to  
Content Topic

7. Select **Save**.



**Check for Success:** If the terms are listed in the Glossary tool, then you have successfully completed this workflow.