



Creating a Glossary Item – D2L Tutorial

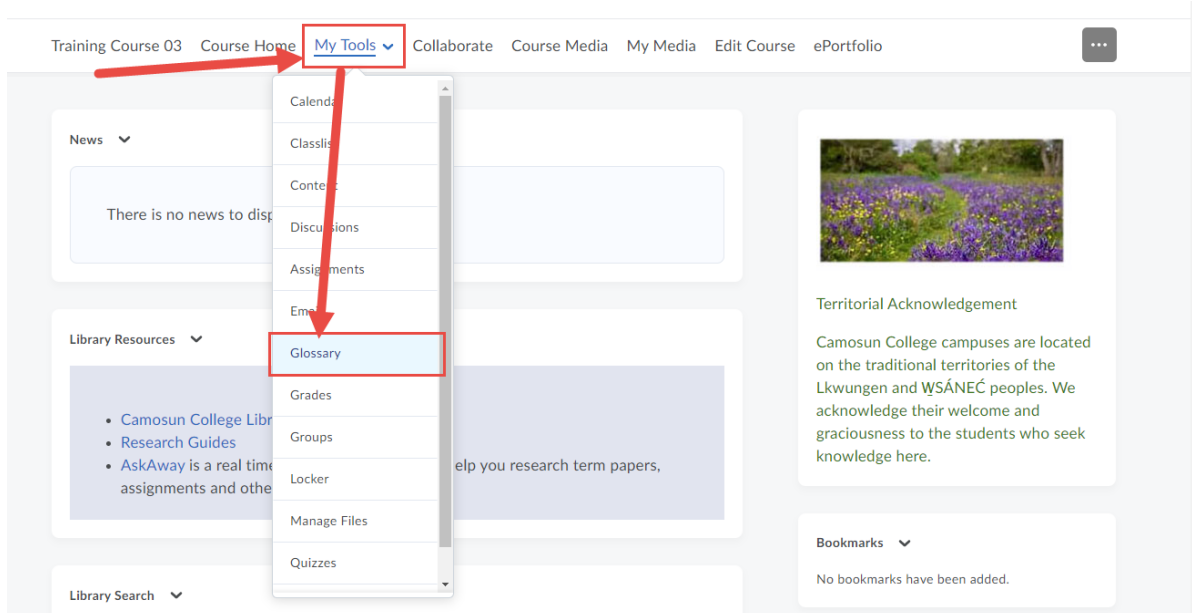
This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

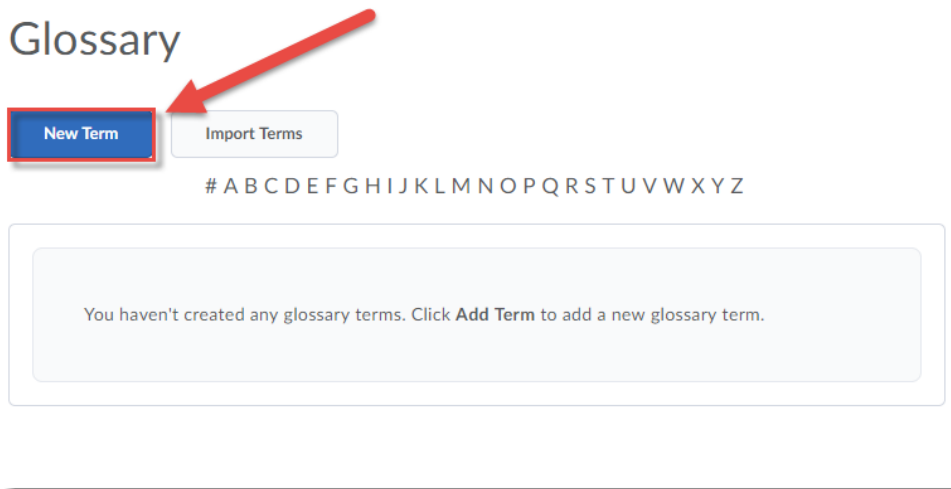
This tutorial will cover the steps involved in creating a glossary term in the Glossary tool.

Steps

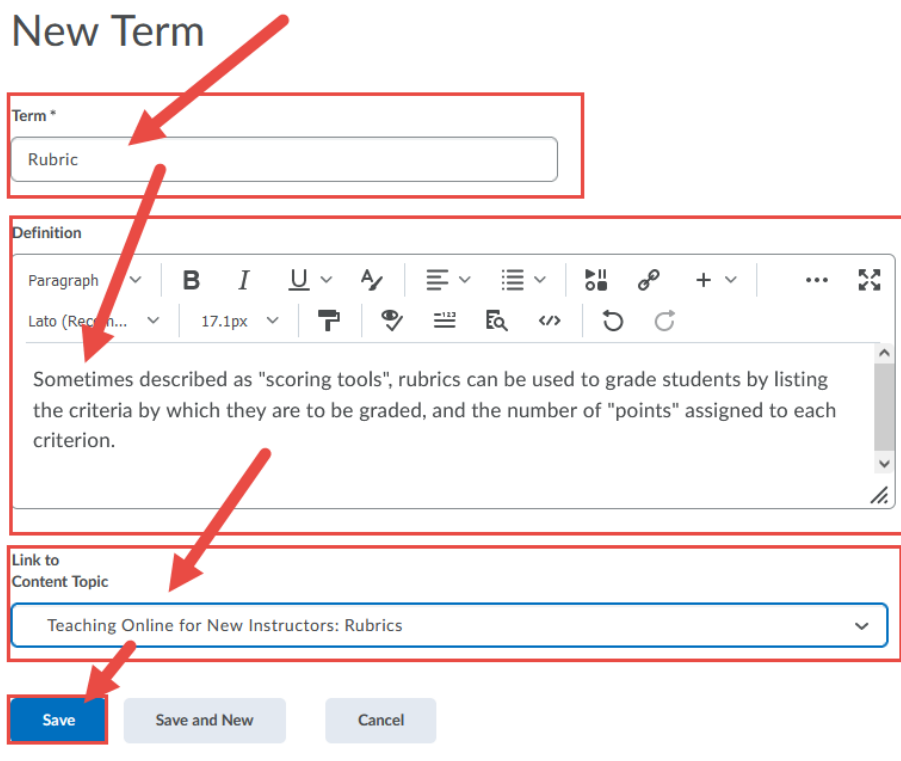
1. Go to your course homepage, and in the **My Tools** drop-down, select **Glossary**. The Glossary tool will open in a new browser tab. If the Glossary tool is not listed in the My Tools drop-down, you will be able to find a link to it in the **Edit Course** area.



2. In the Glossary pop-up box that opens, click **New Term**.



3. Give your new term name, and a Definition. If you would like to include a link to a Content page with your glossary term, select that Content page from the **Link to Content Topic** drop-down. Click **Save** to save your glossary term, or **Save and New** to save your term and immediately create another term.



4. You will now see your new term listed in the Glossary.


Glossary

New Term

Import Terms

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 Delete

<input type="checkbox"/>	R	Top ↑
<input type="checkbox"/>	Rubric ▾	
<p>Sometimes described as "scoring tools", rubrics can be used to grade students by listing the criteria by which they are to be graded, and the number of "points" assigned to each criterion.</p> <p> Teaching Online for New Instructors: Rubrics</p>		

Things to Remember

Note that you cannot link TO a glossary term from a Content page, nor can you add the Glossary as a link in the Content area as a **Quicklink** or **Existing Activity**. The Glossary is a stand-alone tool in your course which can be copied to other courses.



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