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## Faculty: Import Glossary Entries

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Because glossaries are designed to be developed jointly with your learners, any glossary that you import with content from a prior term will be empty, just like forums are. The good news? You can export the entries from a prior term and import them into a glossary in your new term's course shell in just a few simple steps.

- 1. Open the glossary that contains entries and click on the admin gear in the upper right corner.
- 2. Select **Export entries** from the menu.
- 3. Click on Export entries to file.
- 4. Save the resulting .xml file to your computer.
- 5. Open the course that has the new, empty glossary in it and open the glossary that you wish to populate.
- 6. Click on the admin gear in the upper right corner and select **Import entries**.
- 7. Locate the .xml file you just saved and drag it into the file picker box.
- 8. Click on Submit.
- 9. Verify that the number of entries being imported is correct.
- 10. Click on **Continue** to complete the import process and return to the glossary which now contains all of the entries you exported from the other course.





