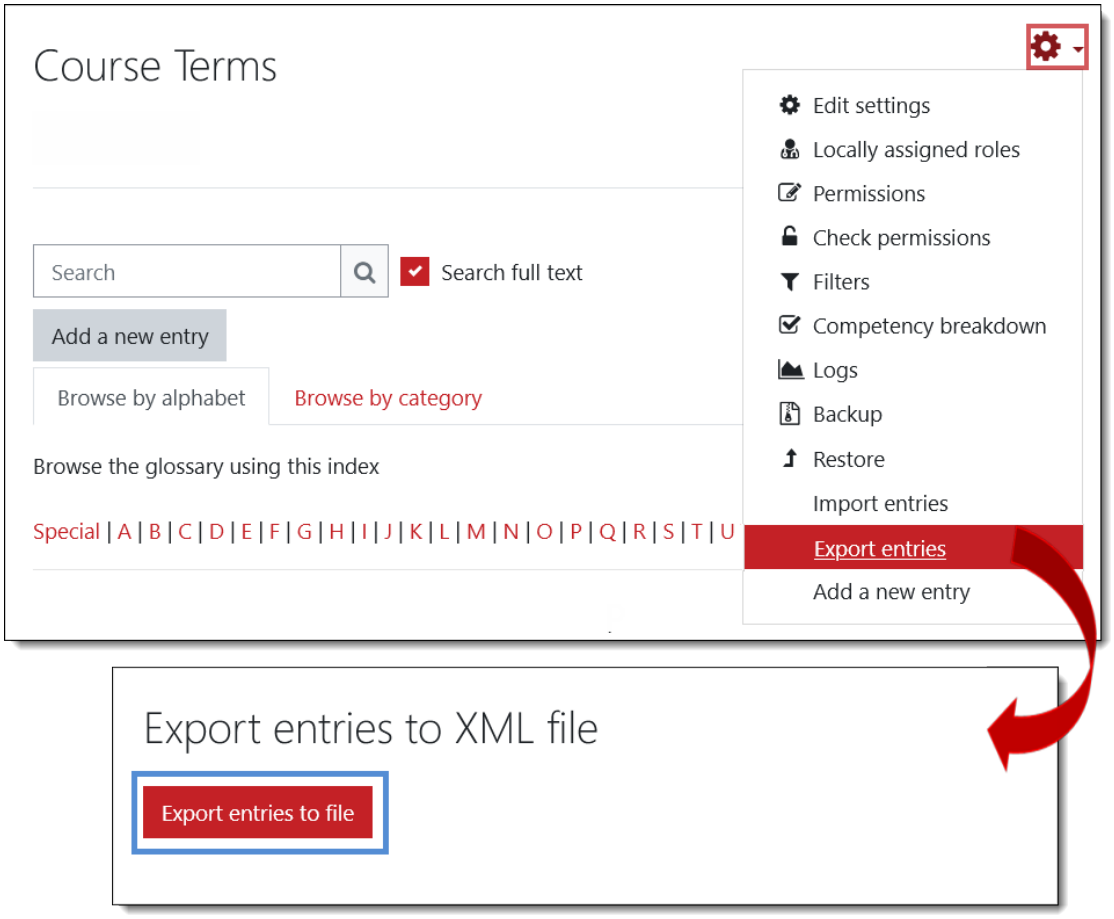
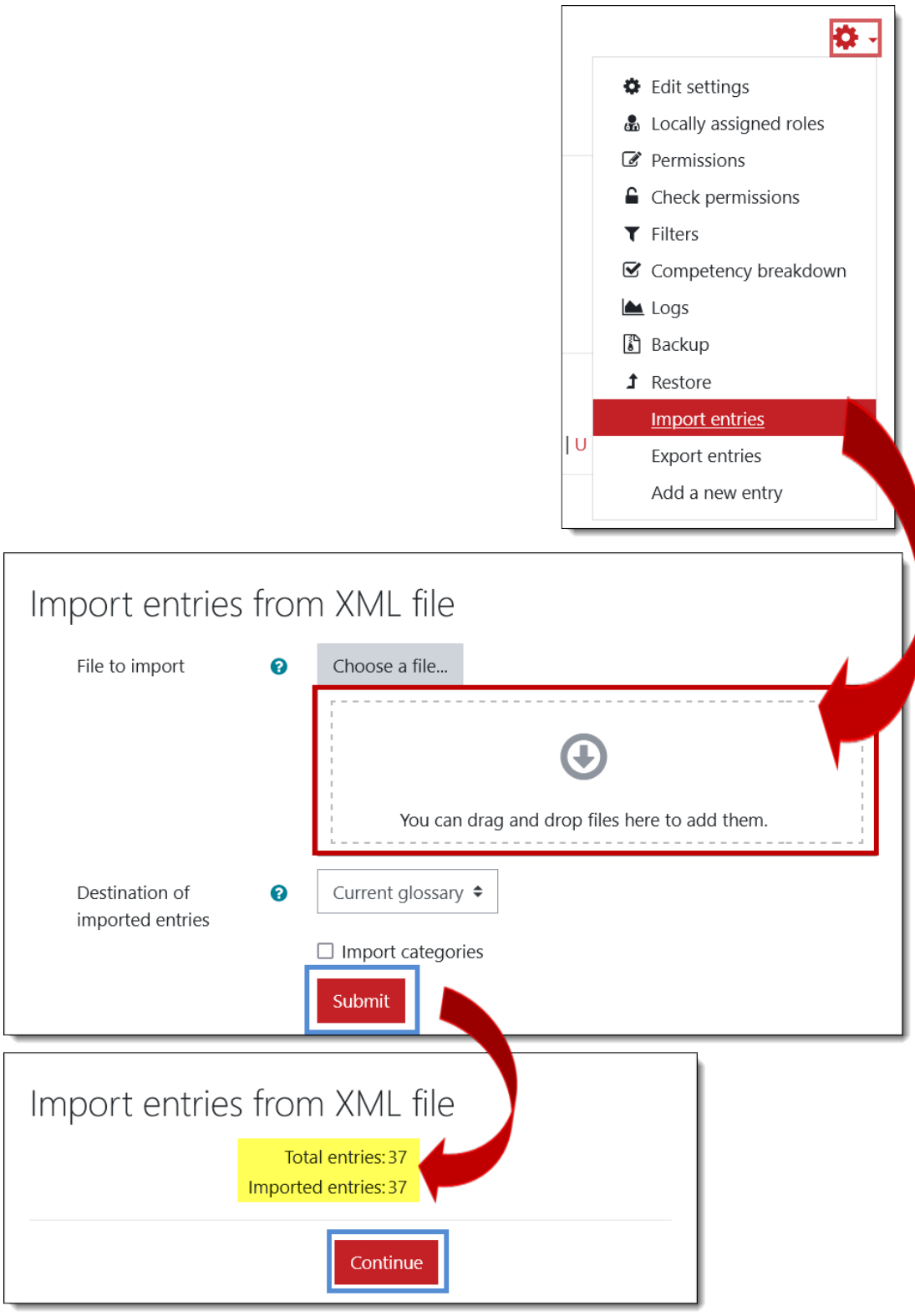
Faculty: Import Glossary Entries

Hart Wilson - 2023-01-12 - Comments (0) - Faculty

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.




Edit settings
Locally assigned roles
Permissions
Check permissions
Filters
Competency breakdown
Logs
Backup
Restore
Import entries
Export entries
Add a new entry
Import entries from XML file
File to import
Choose a file...
You can drag and drop files here to add them.
Destination of imported entries
Current glossary
Import categories
Submit
Import entries from XML file
Total entries: 37
Imported entries: 37
Continue