



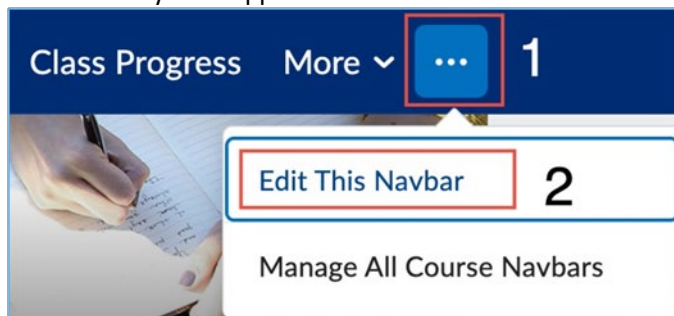
The Glossary Tool

The Glossary tool allows you to create and manage a list of key terms and definitions for students to reference throughout a course providing clear explanations of subject-specific vocabulary, and internal or external links to additional information.

Adding the Glossary Tool to Student View

The Glossary tool is available to you in Course Admin for editing and inserting without any additional configuration. For students to view the Glossary, you must add it to the Navbar. To add the Glossary to the Navbar:

- Click on the ellipses (three dots) to the right of More on the Navbar.
- Select **Edit this Navbar**. Note: you may see an intermediary message asking if you want to use a copy of this Navbar. Click yes if it appears.



- In the Edit Navbar page, click the **Add Links** button.

A screenshot of the 'Edit Navbar' page. The page has a light blue background. At the top, there is a 'Name' field with the text 'Brightspace Course Navigation - Kingsborough Community College - COLLI'. Below this is a link to 'Edit description'. Under the 'Links' section, there is a grid of buttons: 'Course Admin', 'Quick Eval', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Class Progress', 'Grades', 'Groups', 'Classlist', 'Data Hub', 'Ally Course Report', 'Blog', and 'Locker'. Below this grid is a button labeled 'CUNY Demo Student'. At the bottom left, there is a red-bordered box containing the text 'Add Links'. Below this box is a checkbox labeled 'Enable Icon-Based Navbar'.

- Scroll down the alphabetical list to **Glossary** and select it by checking the box.

- Click the **Add** button. The Glossary will appear at the end of the list.

Add Links

☐ Email
Provides access to the Email tool.

☐ FAQ
Provides access to the Frequently Asked Questions (FAQ) tool.

☒ Glossary
Provides access to the Glossary tool.

Add Cancel

- If you wish to change its position, you can drag it to any location on the Edit Navbar page before you click **Save and Close**.

Links

Course Admin Quick Eval Content Assignments Discussions Quizzes Class Progress

Grades Groups Ally Course Report CUNY Demo Student Classlist Locker Glossary

Add Links

☐ Enable Icon-Based Navbar

Theme

KINGSBOROUGH COMMUNITY COLLEGE Brightspace Theme - Kingsborough Community College

Change Theme

More Options

[Change the title in the navbar](#)

Save and Close Save Cancel

Note: The Glossary, as well as any linked content, will open in a new window. Students can leave the window open as they work through content material.

KINGSBOROUGH COMMUNITY COLLEGE

Content Assignments Discussions Quizzes Class Progress Grades Groups Classlist **Glossary** Locker

Adding Content to the Glossary

To add entries into your glossary:

- From **Course Admin**, go to the **Glossary** tool.
- Click the **New Term** button. This should be the term or short phrase you want to define.
- Write a definition in the **Definition** input box. Note: you can use the styling just as you would in other areas of Brightspace to include links to internal and external material.

Term *

Cognitive Dissonance

Definition

Paragraph **B** *I* U        Lato (Recomm... 19px (L...                           

Cognitive Dissonance

Link to Content Topic

--None--

Save Cancel

Add external links

Descriptive hyperlink to a YouTube video

Add links to content in this course (internal links)