

Import Entries from One Glossary to Another

1. Go to the course where the original Glossary is located and open the Glossary.

a. Click “Export Entries” in the Admin block:



b. Click the button “Export Entries to File” to save the .xml file on your desktop:

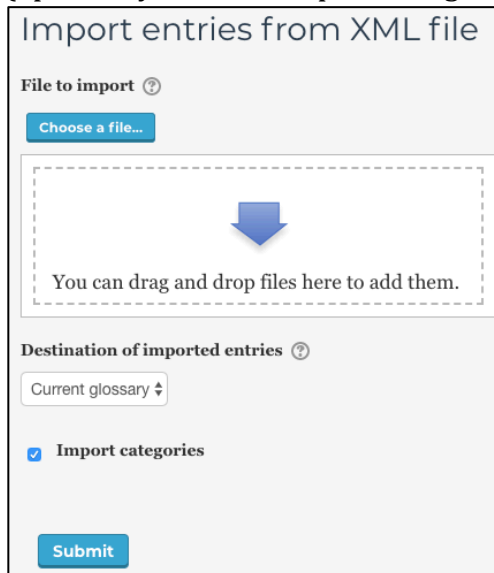


2. Go to the course where the new/blank Glossary is located and open the Glossary.

a. Click “Import Entries” in the Admin block:



b. Drag the .xml file into the drop box and click Submit (optionally check of Import Categories if your glossary had categories set up)

A screenshot of a web form titled "Import entries from XML file". The form has a section "File to import" with a "Choose a file..." button. Below this is a dashed box containing a blue downward arrow and the text "You can drag and drop files here to add them." The next section is "Destination of imported entries" with a dropdown menu set to "Current glossary" and a checked checkbox for "Import categories". At the bottom is a "Submit" button.

c. An Import report will run. Click Continue to see the entries in your new glossary.

