

ACC121-I-001-SUM07: Principles of Managerial Accounting - Janet Dengler (Instructor)

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Want to use a glossary inside your course?
Click Glossary Manager to create one or
upload a glossary.

Glossary Manager

[Add Term](#) [Upload Glossary](#) [Download Glossary](#)

The Glossary contains no terms.

You can click Add Item to enter terms in one by one, Upload Glossary to upload a bunch of terms at once or Download a glossary from a course.

OK

Add Glossary Term

1 Define Term

Enter the term and definition. Adding a term which already exists in the Glossary in upper, lower, or mixed case will overwrite the previous definition of the term.

* Term

* Definition

To add items one by one simply fill out this form and hit Submit.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

Upload Glossary

1 Specify Upload File

Upload a tab-delimited or CSV (Comma-Separated Value) file into the Glossary.

The file must be a text file that contains a term and a definition on each line. The term and the definition on each line must be separated by a comma in a CSV file or separated by a tab in a tab-delimited file. Note: The terms do not need to be any specific order.

Click **Browse** to locate the file to upload.

* File Browse...

Browse for the file you have created and stored.

2 Upload File Options

If terms are present in the uploaded file which already exist in the Glossary in upper, lower, or mixed case, the definitions in the uploaded file will replace those in the Glossary. If duplicate terms exist within in the uploaded file, the last definition in the file will be used.

Select the processing method for this uploaded file

- Add the terms in this file to the existing Glossary.
- Remove all existing Glossary terms and replace with the terms in this file.

Choose which option you want here.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

When creating the file in Excel you need to put the term in one column and the definition in the next column. Save as .csv file and then you can upload into the glossary manager. The terms do not have to be in any order since the manager will sort them automatically.

 **Download Glossary**

The Glossary contains no terms.

If there is a glossary in a course that you want to use in another course or another semester, you can download it here.

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OK