

Importing Entries into a Course Glossary from the Repository

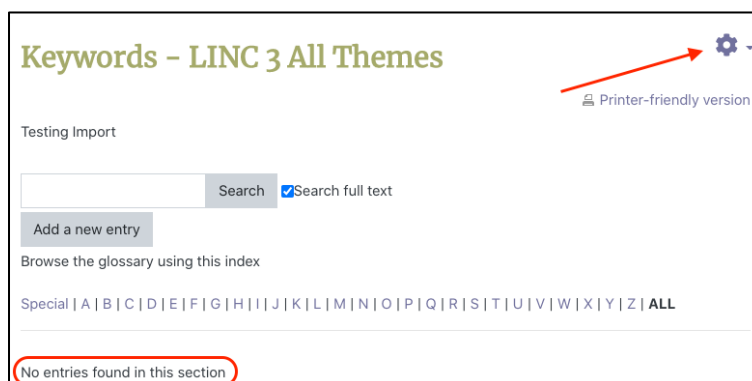
There are multiple glossaries available in your course. Sometimes an instructor may need to import glossary entries into an empty glossary in his or her own course from the **Glossary Repository** found in the Avenue **File picker** panel.

Importing Items into a Course Glossary (XML file)

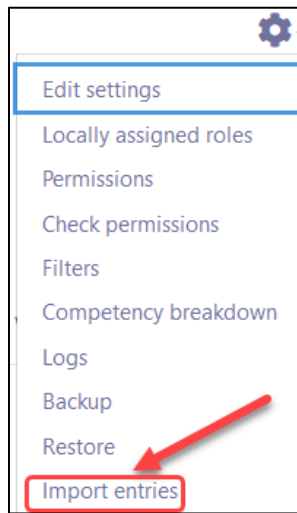
1. On your course, locate and click on a **glossary** link.



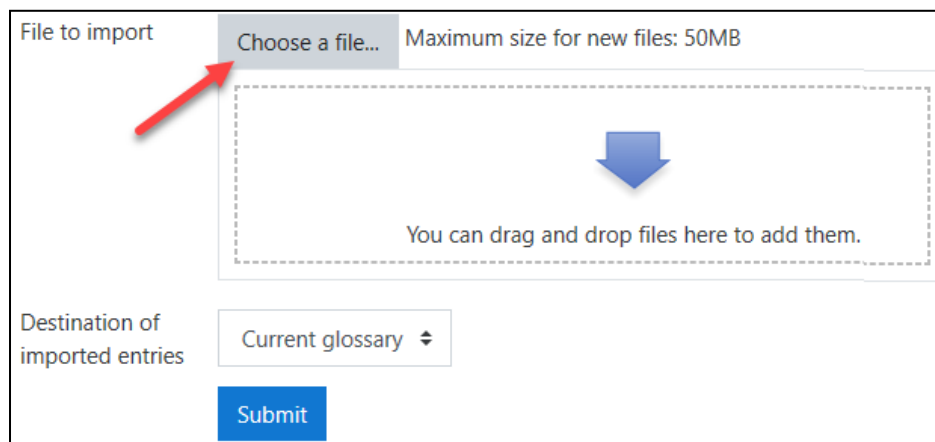
2. The new **glossary** page appears. Note: There are no entries (terms).



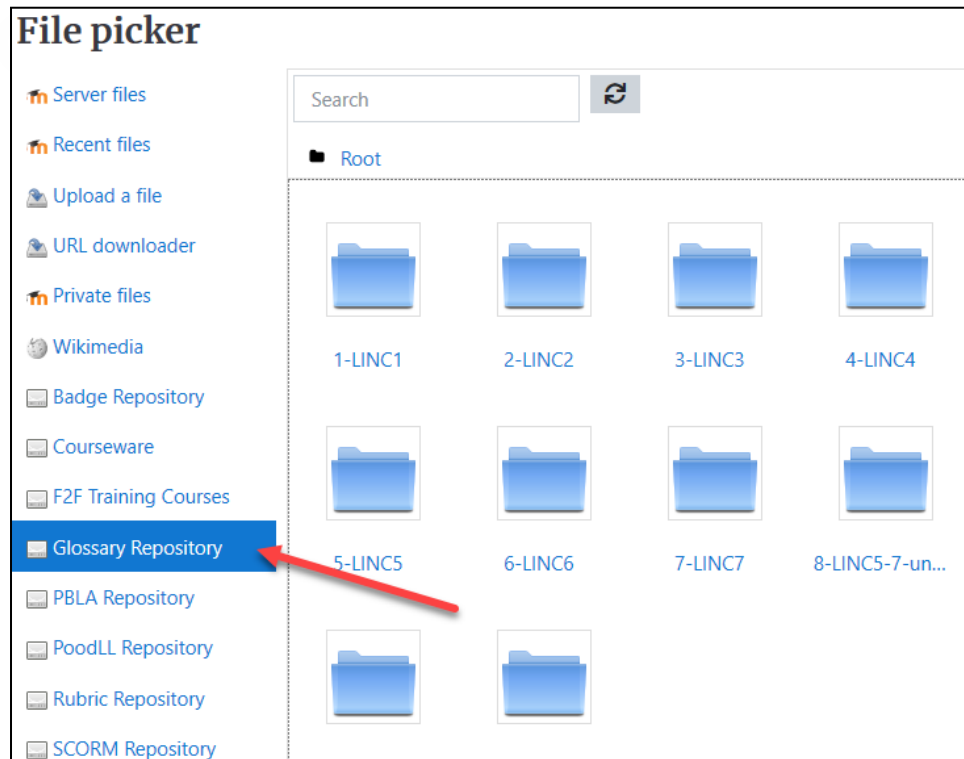
3. Click on the glossary's **Action menu**.
4. Choose the **Import entries** option.



5. On the **Import entries** page, click on the **Choose a file...** button.



6. In the **File picker**, choose the **Glossary Repository**.



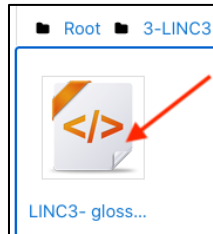
7. Select a **LINC level** folder.



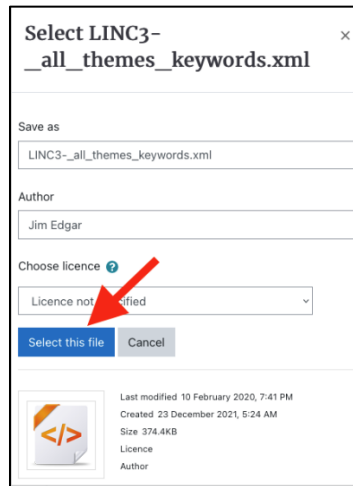
8. The topic glossaries available at this LINC level appear as **folders**.



9. Click on a topic **folder**. (in this example, the 00-all-themes folder)
10. Click on the XML file that appears.



11. Click on the **Select this file** button on the pop-up.



12. On the **Import entries from XML file** page, click on the **Import Categories** check box.

Import entries from XML file

File to import ?
LINC3-_all_themes_keywords.xml

Destination of imported entries ?

☒ Import categories

13. Click on the **Submit** button.

Destination of imported entries ?

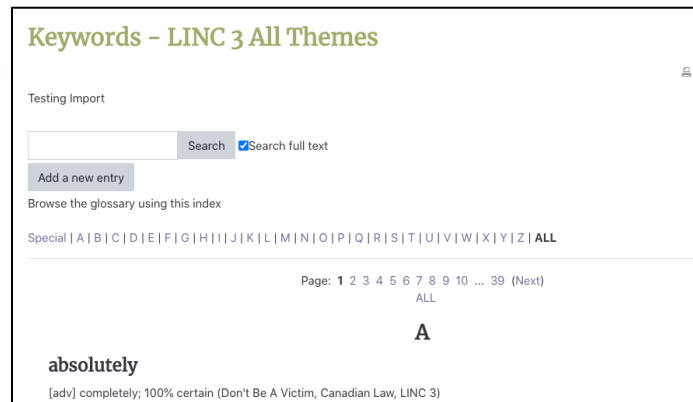
☒ Import categories

14. A confirmation screen appears. Click on the **Continue** button.

Import entries from XML file

Total entries: 28
Imported entries: 28

15. The new glossary appears with the **imported entries**.



16. Open the **glossary** to ensure that all of the entries are present. This includes images if applicable.

Glossary Import Help Links

[Moodle Documents: Import Glossary Entries](https://docs.moodle.org/39/en/Import_glossary_entries)

<https://docs.moodle.org/39/en/Import_glossary_entries>

[Moodle Documents: Glossary FAQs](https://docs.moodle.org/39/en/Glossary_FAQs)

<https://docs.moodle.org/39/en/Glossary_FAQs>