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Importing Items to a Glossary Activity

There are multiple *Supplemental files* available to use in the *Canadian Citizenship Prep* course. If needed, instructors can import new entries to the *Glossaries* of this course using these *Supplemental files*.

To add additional entries to a *Glossary* activity, complete the following steps.

1. On your course, select the *Glossary* activity to which you want to add items**.**

2. Click on its *Actions menu* and click on *Import entries*.
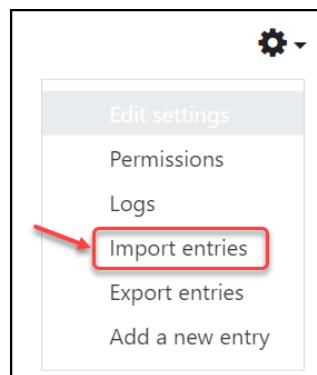
3. On the *Import entries from XML file* page, click on the *Choose a file…* button.
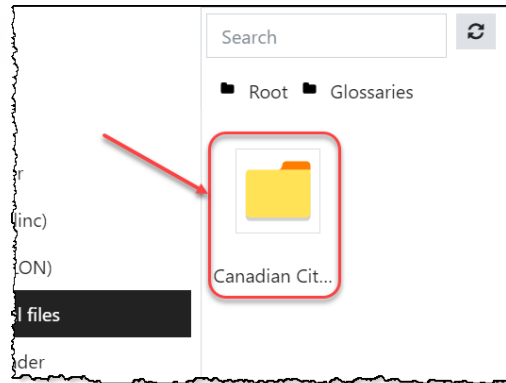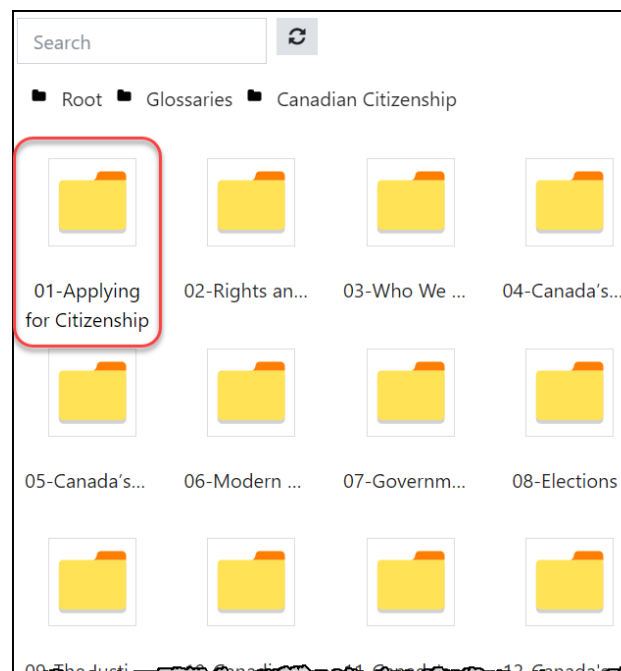
4. In the *File picker*, click on *Supplemental files.*
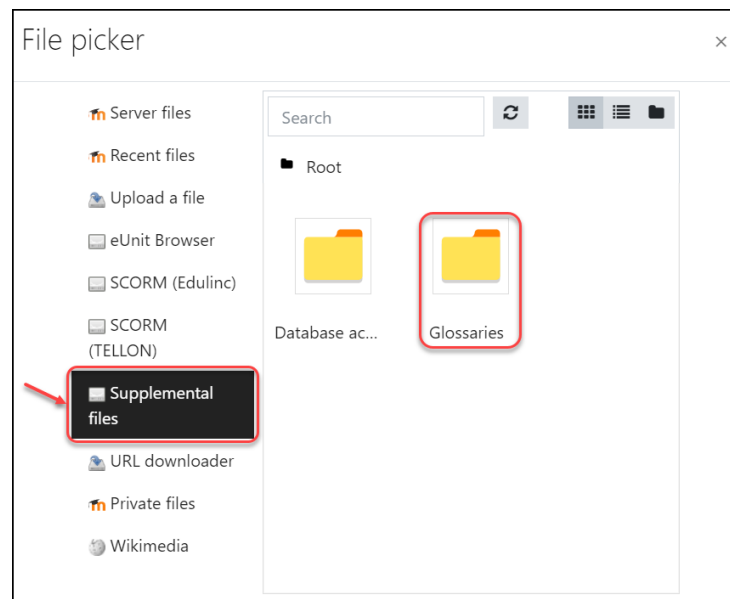
5. Click on the *Glossaries* folder.

6. Click on the *Canadian Citizenship* folder.

7. The available topic *Glossaries* from The *Canadian Citizenship* course appear as subfolders**.**

8. Click on a topic folder that corresponds to the unit. For example, *Applying for Citizenship*.

Two files are available for you to choose in each folder.

9. Click on the XML file that includes the words *Unit Glossary* in its name.

Applying for
Citizenship
Unit
Glossary.xml
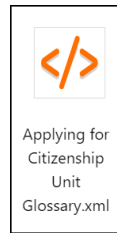
10. Click on the *Select this file* button on the pop-up.

Select Applying for Citizenship Unit...   ×

Save as

Applying for Citizenship Unit Glossary.xml

Author

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Choose licence ❓

Licence not specified   ⌄

Select this file   Cancel

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Licence
Author

11. The *Import entries from XML file* page appears with the name of the selected file in the *File to import* section. Click on the *Submit* button.

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

13. The *Glossary* appears which now includes the *imported entries***.**