

## Importing Items to a Glossary Activity

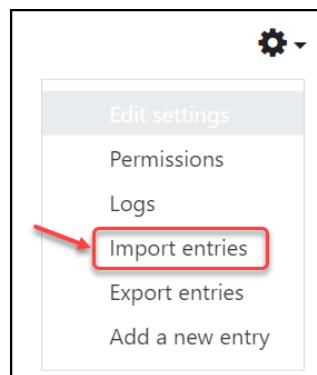
There are multiple *Supplemental files* available to use in the *Canadian Citizenship Prep* course. If needed, instructors can import new entries to the *Glossaries* of this course using these *Supplemental files*.

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.

Import entries from XML file

File to import ?

Choose a file... Maximum size for new files: 2MB

You can drag and drop files here to add them.

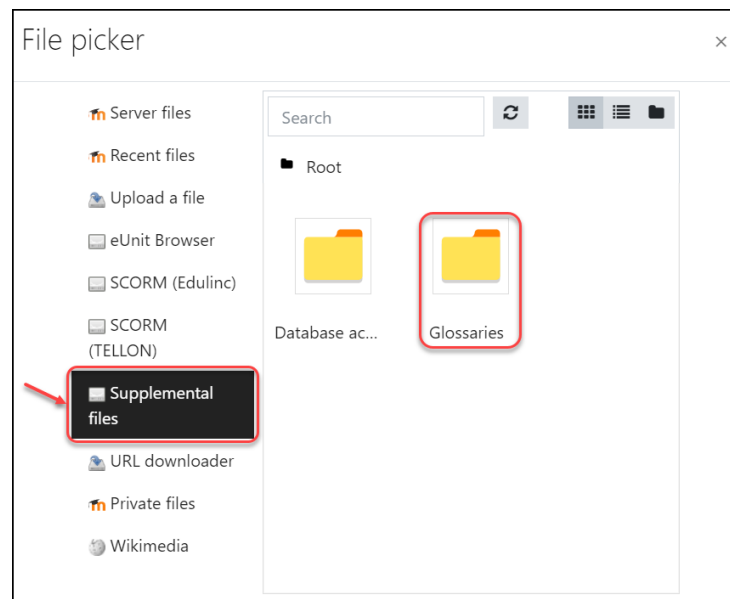
Destination of imported entries ?

Current glossary ▾

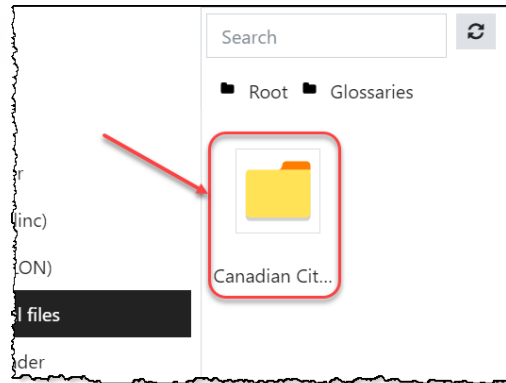
Import categories

Submit

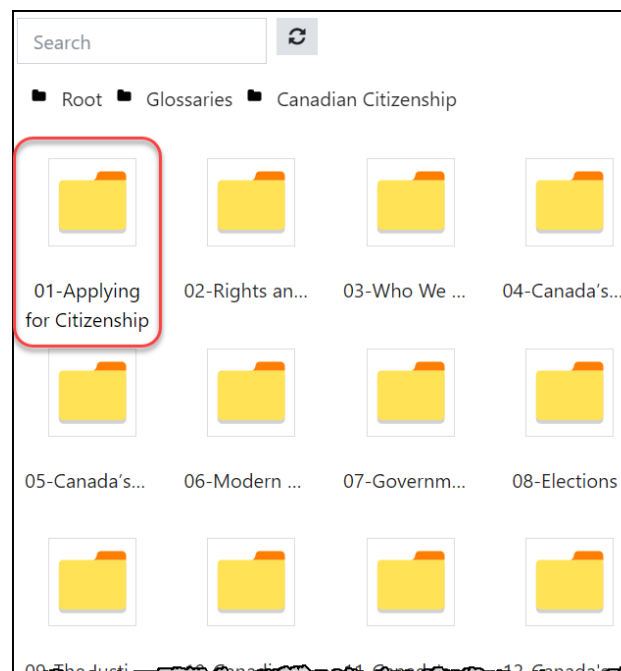
4. In the *File picker*, click on *Supplemental files*.



5. Click on the *Glossaries* folder.
6. Click on the *Canadian Citizenship* folder.

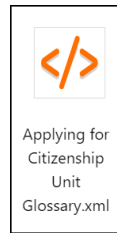


7. The available topic *Glossaries* from The *Canadian Citizenship* course appear as subfolders.
8. Click on a topic folder that corresponds to the unit. For example, *Applying for Citizenship*.



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.



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

Beverly Davis

Choose licence ?

Licence not specified ▼

**Select this file** Cancel

 Last modified 27 August 2017, 11:40 AM  
Created 6 August 2021, 8:16 PM  
Size 9.4KB  
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.

Import entries from XML file

File to import ? Choose a file... Maximum size for new files: 2MB  
Applying for Citizenship Unit Glossary.xml

Destination of imported entries ? Current glossary ▾

Import categories

**Submit**

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

Import entries from XML file

Total entries: 114  
Imported entries: 114

**Continue**

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

Applying for Citizenship Unit Glossary ⚙️

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**Add a new entry**

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A

abbreviation [n]  
the short form of a word (Governing Provinces and Territories)

accountable [adj]