

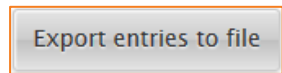
Glossary Import / Export

Glossaries are user-input activities, meaning when you run the normal backup / restore or import process, the glossary entries will not come over.

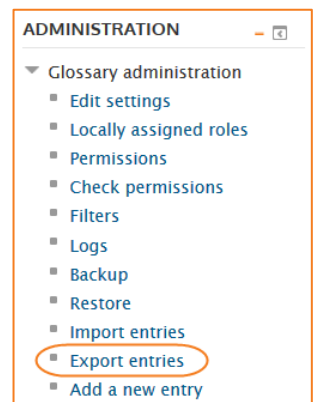
Export Glossary

To export your glossary entries, first go into the glossary you want to export.

1. In the **Glossary administration** under the **Settings** block on the right, click on **Export entries**.
2. Now click on the **Export entries to file** button. This will bring up a dialogue box asking you where you want to save the file.
3. Save this to somewhere you can find easily as you can use this file as often as you like.



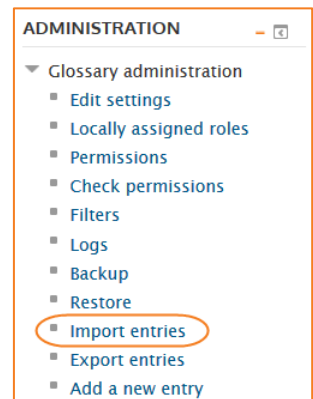
You have now created an export of your glossary entries.



Import Glossary

To get your entries into your new course, you will need to now import the file you just exported.

1. In the course you want the new glossary entries added to, go into the glossary.
2. In **Glossary administration** under the **Settings** block on the right, click on **Import entries**.
3. Click on **Choose a file**, browse and find your exported file, then click on **Upload this file**. Choose **Submit** then Continue, and your glossary entries will be in your course.



NOTE: You can change the Destination if you would like to create a New Glossary, or you can leave this as your Current glossary. If you have created categories in your glossary and want to move them over, tick the Import categories box.

