

Using the Google Spreadsheet Module

If you use “Google Spreadsheets” instead of “MS EXCEL” to create spreadsheets, you’ll be happy to know that you can add your Google Spreadsheets to your ePortfolio using the “Google Spreadsheet” module.

1. To add the “Google Spreadsheet” module to your ePortfolio, click the “Add A Module” button if the list of modules is not showing. (See image 1.1)

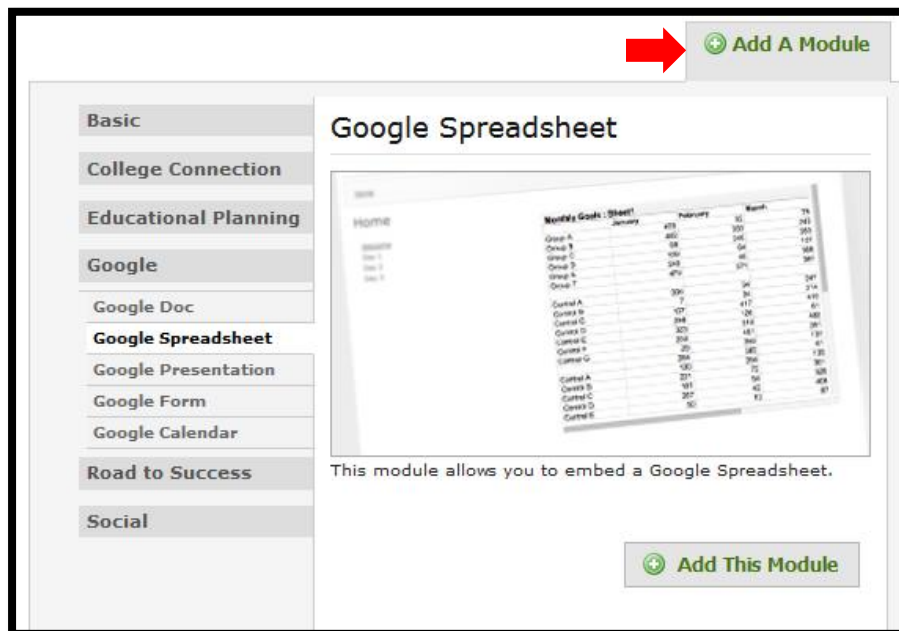


Image 1.1

2. From the list of modules, select the “Google” section. In the “Google” section, click “Google Spreadsheet” and then the “Add This Module” button. (See image 1.2)

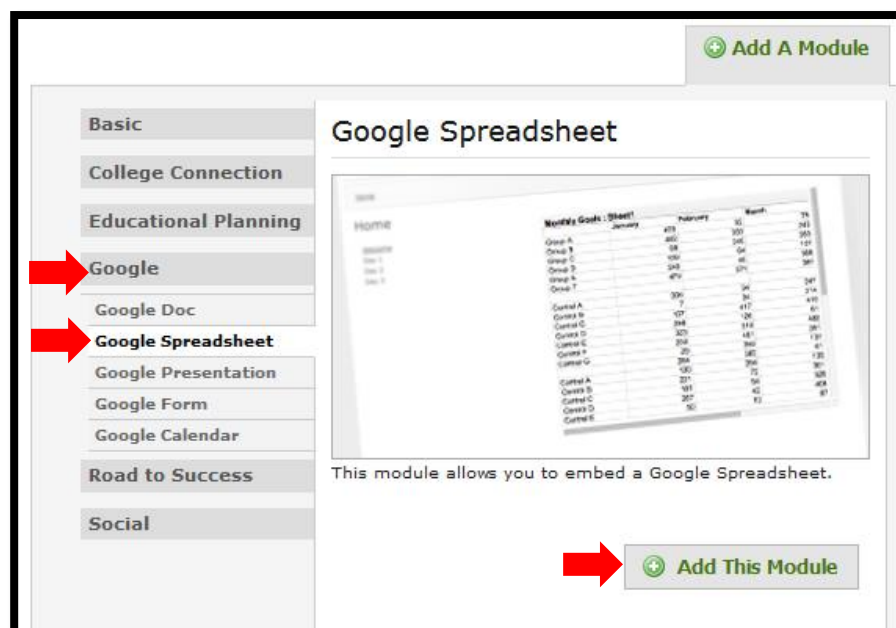


Image 1.2

- The **“Google Spreadsheet”** module will be added to your page. In the **“Edit”** mode of the module you will see the steps you need to follow to add the Google Spreadsheet to your ePortfolio. Follow the steps and click **“Save”** and then **“Publish.”** (See image 1.3)

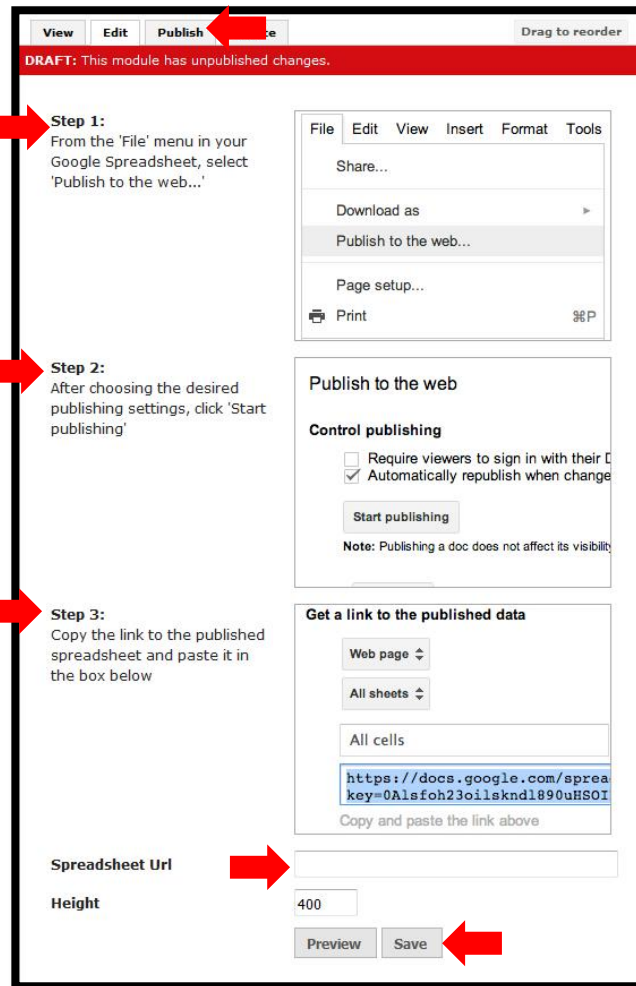


Image 1.3

- Your **“Google Spreadsheet”** will now be added to your ePortfolio. (See image 1.4)

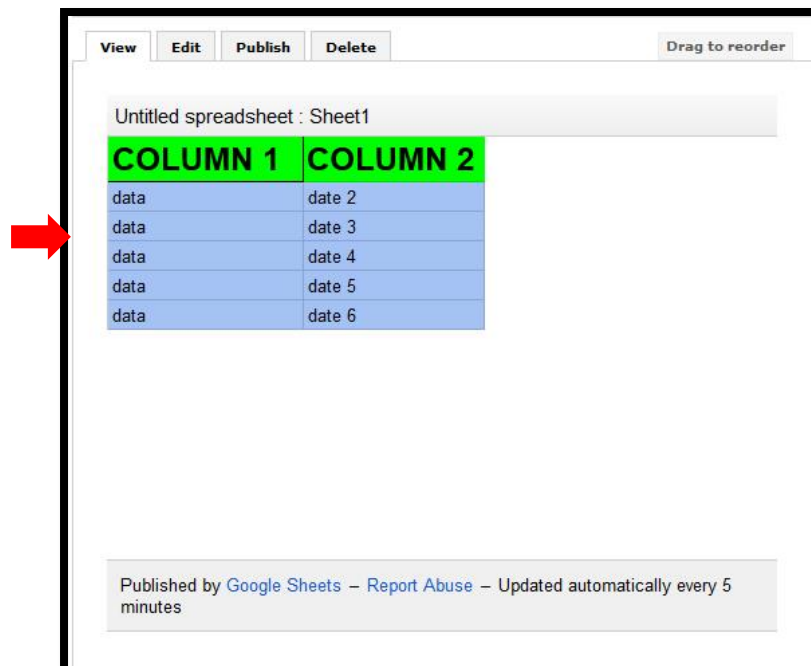


Image 1.4