

How to Create a Table

A Guide for Student and Faculty

Who is this for? This guide is for students and faculty who want to create a table within their ePortfolio.

Step 1: In your ePortfolio click the “Add Content” button or the (+) sign. (See image 1)

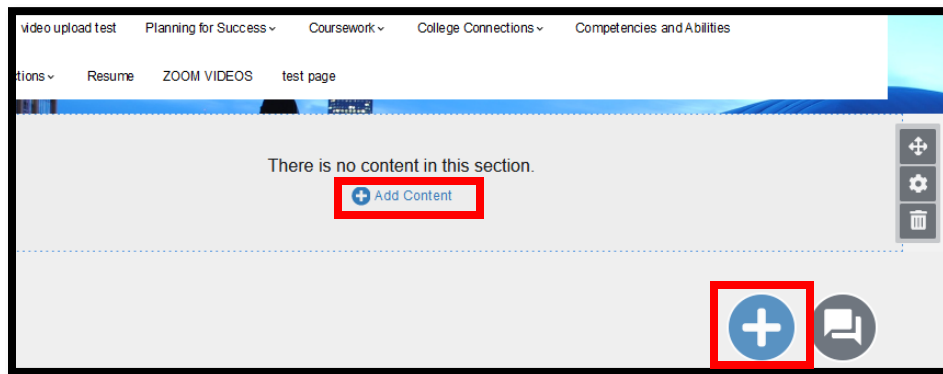


Image 1

Step 2: In the library, click on the “Table” module to add a table to the page. (See image 2)

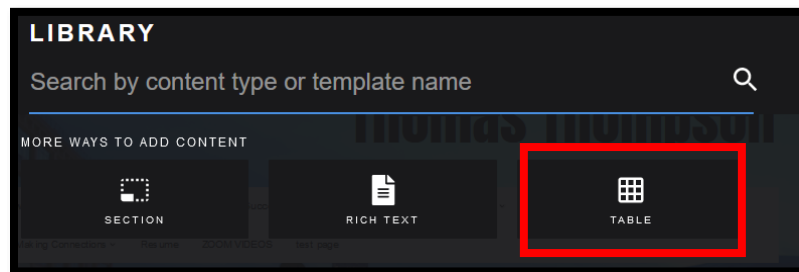


Image 2

Step 3: Next, click on the “Pencil” icon to edit the table. Click in each cell to add/edit the text. To add more rows or columns, click the “Add Row” and “Add Column” buttons. (See image 3)

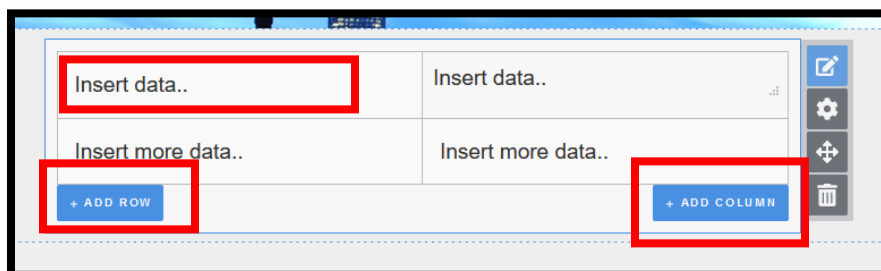


Image 3

Step 4: Click on the gear icon to open the “Module Settings” window on the left side of your browser (See image 4)

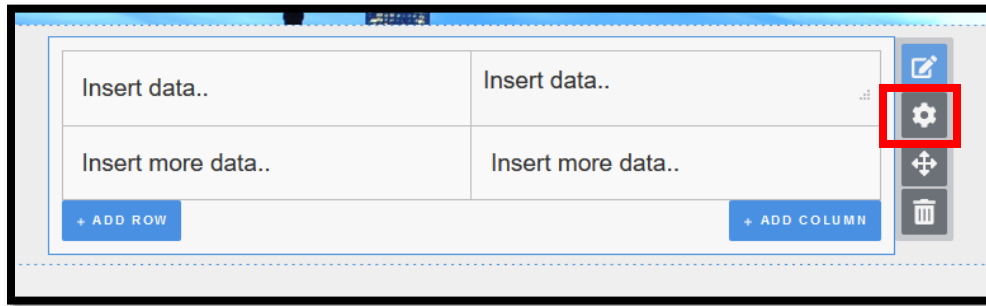


Image 4

Step 5: Here, you can customize the Module options, format text, choose table and background colors and access advanced options. (See images 5, 6, 7 and 8)

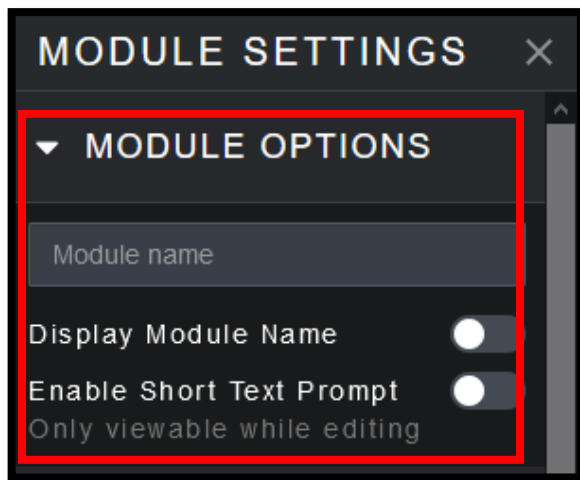


Image 5

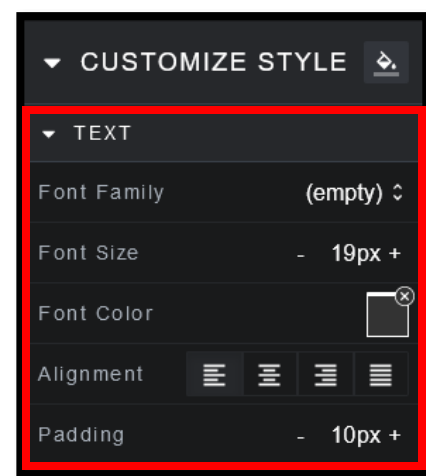


Image 6

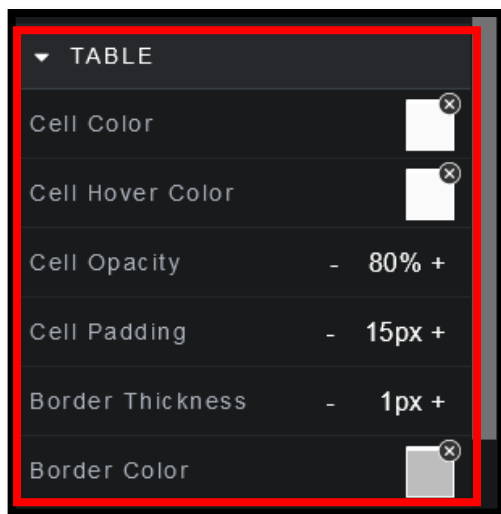


Image 7

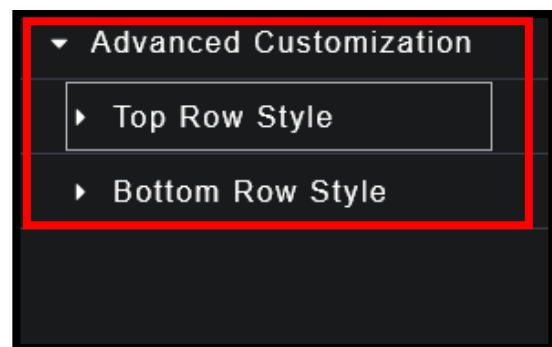


Image 8

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.