

WORKING WITH TABLES

on the Syllabus Page


OVERVIEW

You may need to create tables for your syllabus. Here are the steps to complete this task:

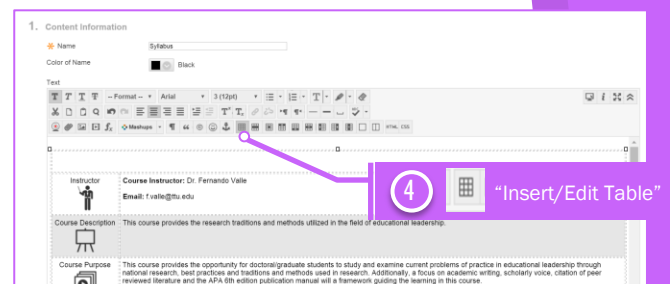
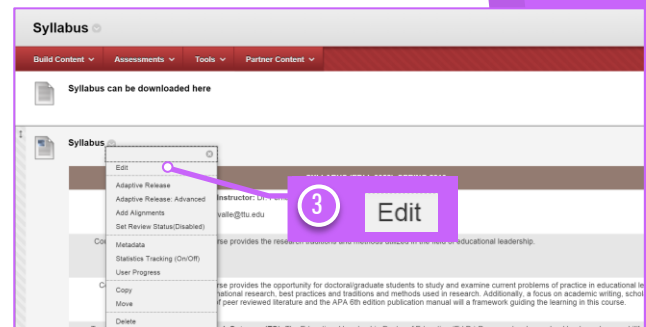
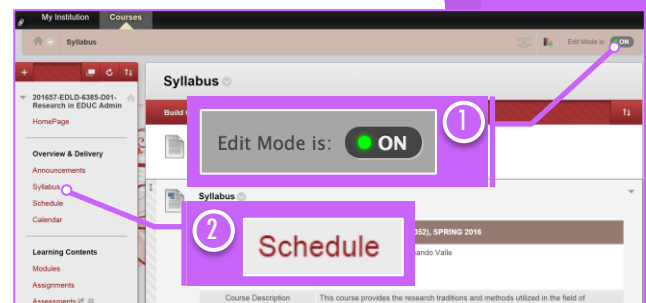
STEPS

Step 1 Set “Edit Mode” to **ON**.

Step 2 Click “Syllabus” on the left panel.

Step 3 Click the chevron shaped icon  next to *Syllabus* and select “Edit.”

Step 4 On the Syllabus page, click the “Insert/Edit Table” icon to begin adding a table in the text area.



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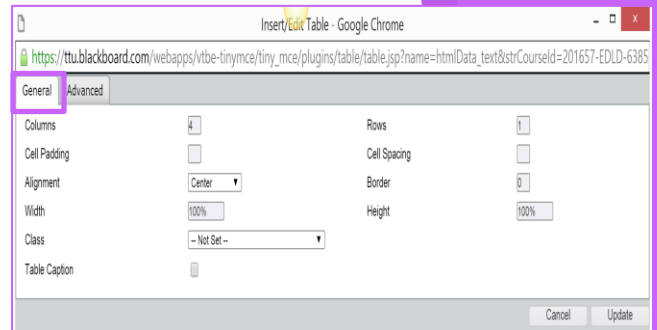
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Step 5 Enter properties for the table.

a) General Tab

You can set the basic properties for a table.

- **Columns:** Enter the number of columns for the table.
- **Rows:** Enter the number of rows for the table.
- **Cell Padding** (The space between the cell border and its content): Enter a number in pixels for the individual table cells' padding.
- **Cell Spacing** (The space between individual cells as well as cells and table borders): Type a number in pixels to separate the table cells.
- **Alignment:** Select the table alignment: center, left, or right.
- **Border:** Enter a number in pixels for the width of the table border.
- **Width:** Set the width of the table in either pixels or percentage.
- **Height:** Set the height of the table in either pixels or a percentage
- **Class:** Set the HTML class for the table. If your setup does not use classes, ignore this setting
- **Table Caption:** Select the check box so the table is created with a caption cell at the top. If your setup does not use the table caption, ignore this setting.



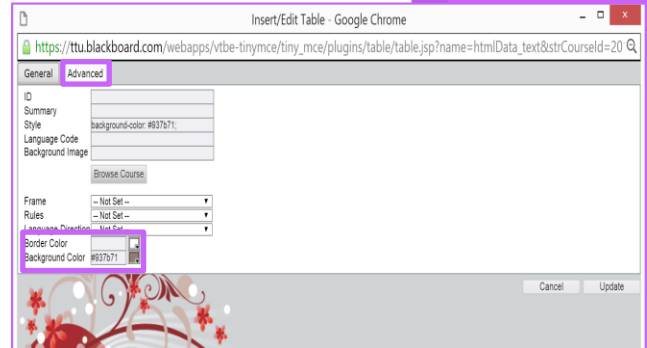
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b) Advanced Tab

You can set additional properties for a table.

- *ID*: Enter an identifier for the table.
- *Summary*: Enter a summary or a description for a table.
- *Style*: Override the size, appearance, and border for the table.
- *Language Code*: Assign a language code to a table.
- *Background Image*: You can use an image as a background for a table. You can use the image from your computer or from the course.
- *Frame*: Set the table frame parameter: void, above, below, hside, lhs, rhs, vsides, box, or border.
- *Rules*: Set rules for the table content: none, groups, rows, cols, or all.
- *Language Direction*: Set whether text entered in the table goes left to right or right to left from the mouse pointer position.
- *Border Color*: Set the color for the table border.
- *Background Color*: Set the background color for the table.



Step 6 Click “Update.”

Step 7 Click “Submit.”

Complete Looking The table will appear on the Syllabus page as highlighted.

