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.
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.
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, lside, rside, vside, 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.