

# Create a Table (Mobile)

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 on a mobile device.

**Step 1:** In your ePortfolio click the “Add Content” button or the (+) sign. In the library, click on the “Table” module to add a table to the page. (See images 1 and 2)

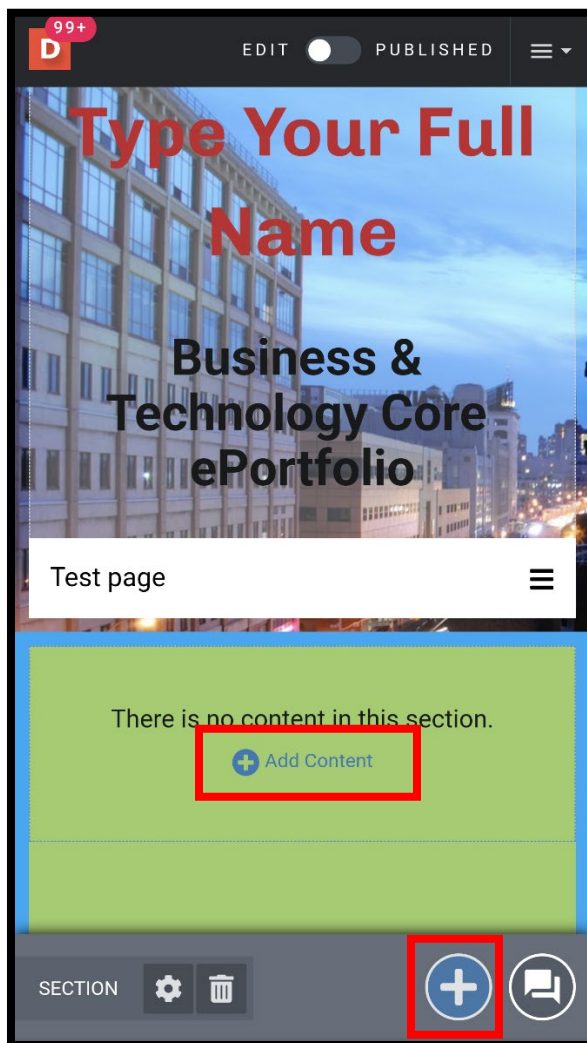


Image 1

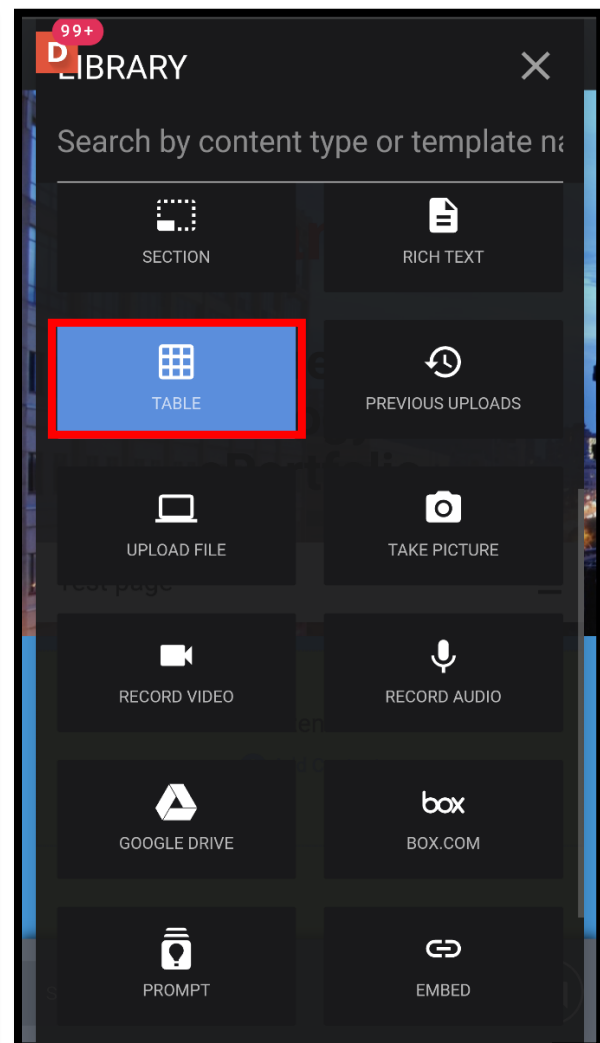


Image 2

**Step 2:** 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. Click on the gear icon to open the “Module Settings” window on the left side of your browser. (See images 3 and 4)

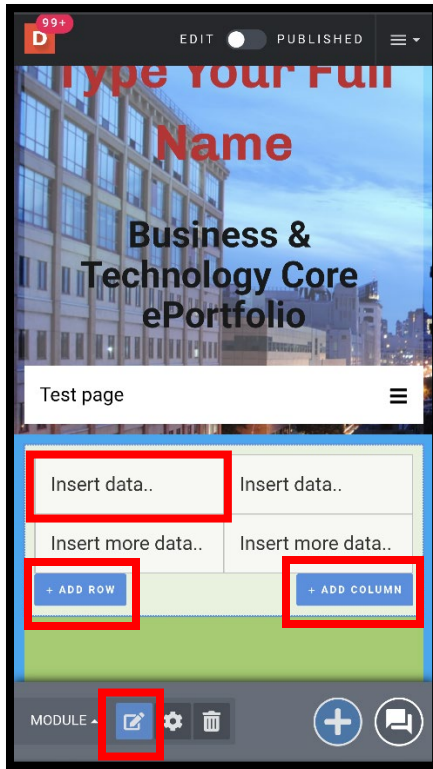


Image 3

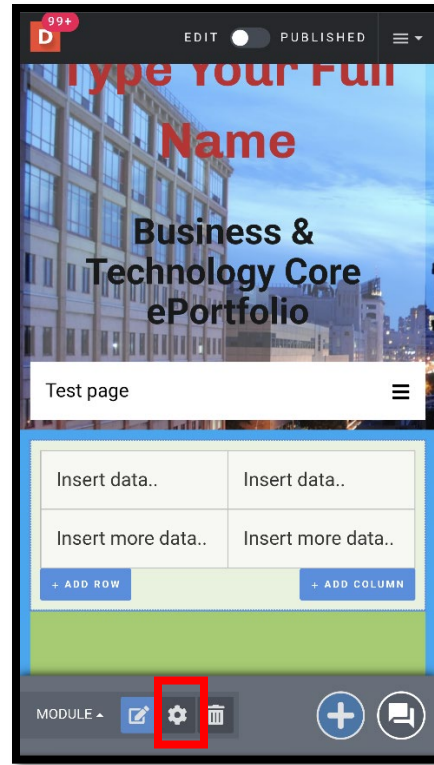


Image 4

**Step 3:** Here, you can customize the Module options, format text, choose table and background colors and access advanced options. (See Images 5 and 6)

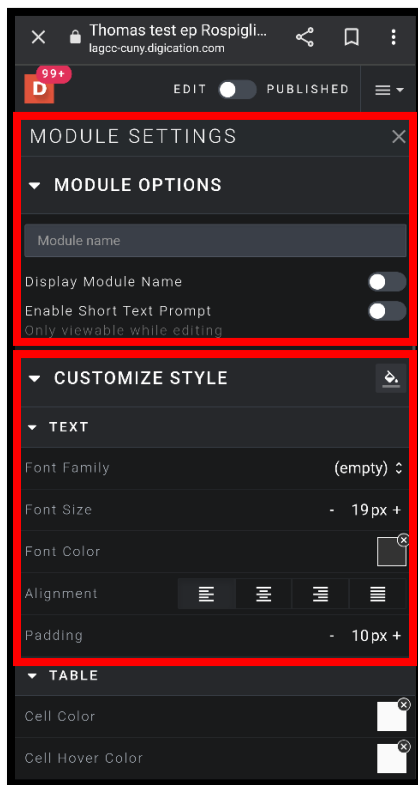


Image 5

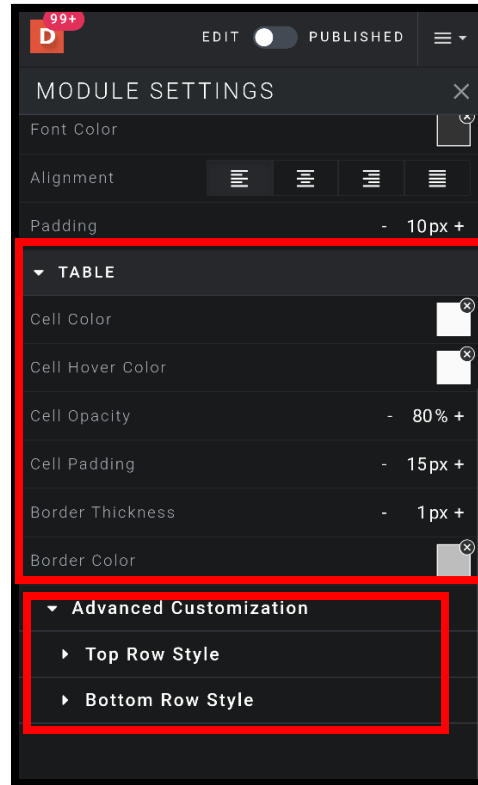


Image 6

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