



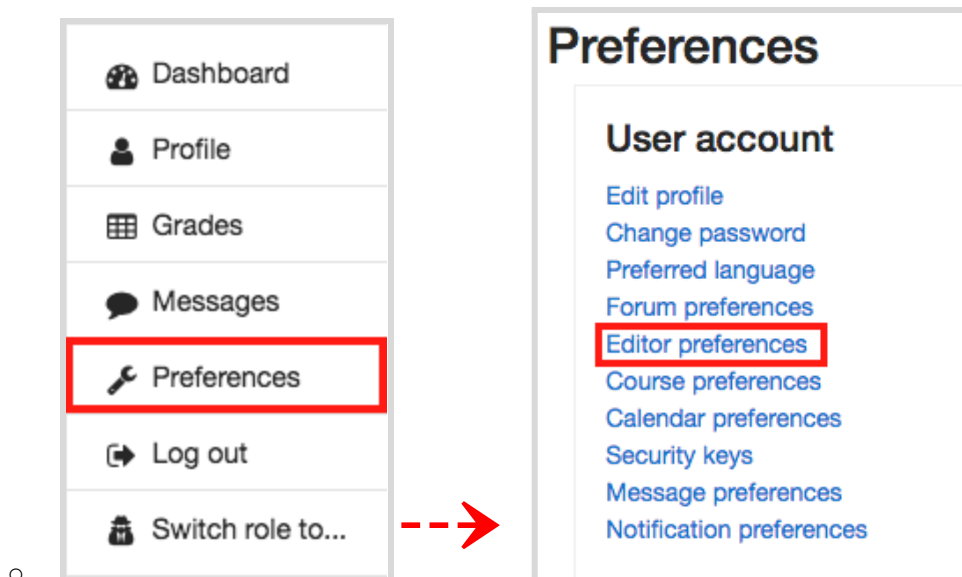
FoxTALE: Tables

You can enhance your FoxTALE course site by inserting tables to display information. Tables help to make sure that information is placed the same way for any user in any browser.

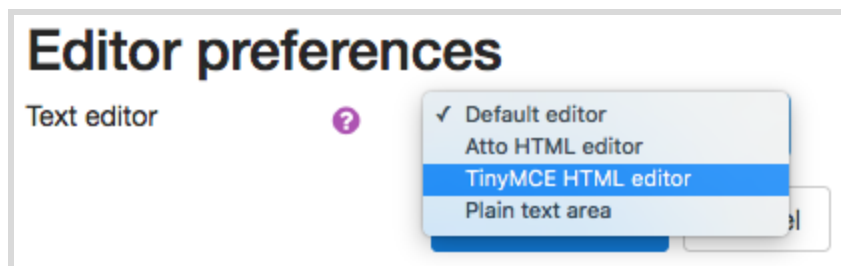
Best Practices before You Begin

You will want to use tables to keep text and graphics in place. Here are some general editing practices to help you create your tables.

- Create a storyboard of your table layout. This will save time while you are online.
- Use Firefox browser to do your work. It is the recommended browser for editing in FoxTALE.
- Change your default text editing in FoxTALE to **TinyMCE HTML editor**. You can do this by accessing the Dashboard menu and choosing Preferences. From the Preferences page choose Editor preferences.



○



- **Save.**

NOTE: Atto HTML is the default because it works across all devices and because it has autosave, but it has fewer editing options.

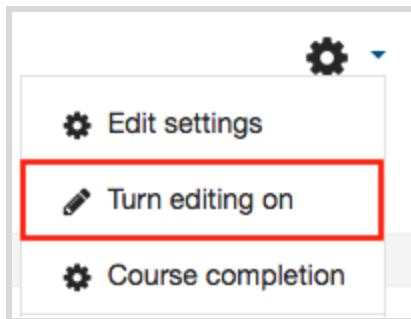


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- Use your computer's text editor (Notepad for Windows; TextEdit for Mac). You always want to keep a backup copy of code in your own editor in case there are issues in the FoxTale editor.

Instructions for Inserting a Table

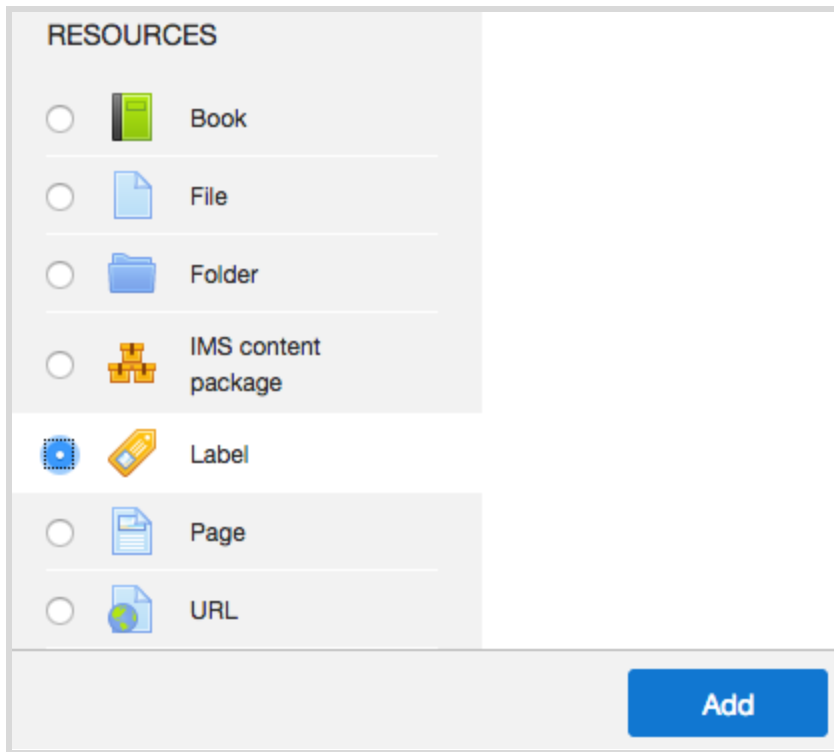
1. Log in to FoxTale, and open your course.
2. In the **actions menu** (i.e. gear icon) on the course home page select **turn editing on**.



3. To add a table to your course home page, add a label (an independent text block that can be moved around the course home page).
4. In the **Add a resource** drop down box, choose **Label**.



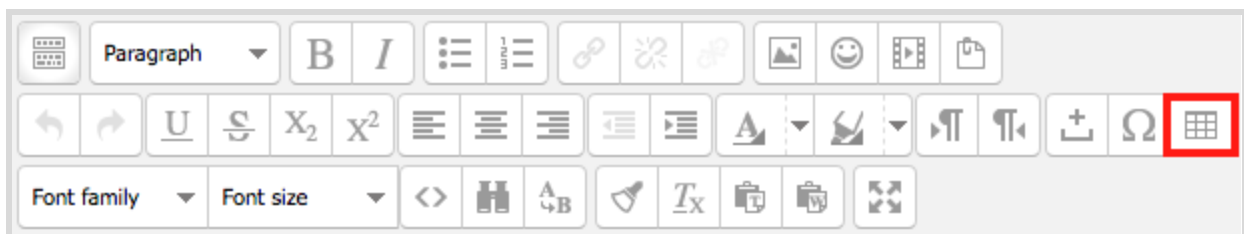
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5. Click the **Toggle fullscreen mode** button to go to full screen mode. (Or, enlarge the existing editing screen in its lower right corner.)



6. Position your cursor in the **Label text** field. Click the **Insert Table** button.



7. Enter a caption (title) and select the number of rows and columns. To make your table accessible to screen readers, we recommend that you create a table with one column.



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The single column will contain all headings, each followed by cells.

Create table ✕

Caption

Caption position

Define headers on

Number of rows

Number of columns

Read

First, see if you can successfully open a pdf file. Choose either :

- ["12 Tips for Surviving and Thriving in Grad School"](#)

- OR -

- ["How Students Develop Online Learning Skills"](#) (Recommended for Online students).

After reading one of the articles, prepare to share your thoughts with colleagues in the forum discussion.

Discuss

The [Week 1 Reading Discussion](#) offers you an example of instructions on how to participate in online discussions. Be sure to join colleagues in this discussion. It can open up some great conversation about getting prepared to be an online learner, or just a learner in general.

As a test, subscribe to the forum, which will send notifications of your colleagues' postings to your @georgefox.edu email. Subscribing is especially helpful since colleagues will be joining our group throughout the orientation and you'll want to be aware of new posts.

Projects

Project: Complete [Scheduling Life](#). This exercise will help you prepare for your first semester. When you have completed the exercise, upload your [Weekly Planner](#) file to the [Scheduling Life drop box](#).

Assignment Drop Box: Use the [Scheduling Life drop box](#) to upload and submit your [Scheduling Life Weekly Planner](#) (.xlsx file).

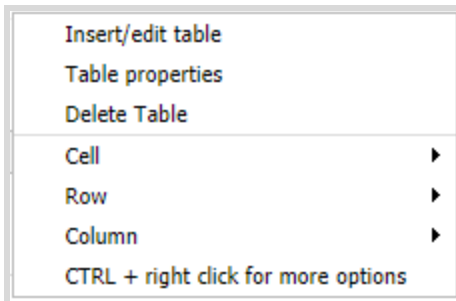
Week 1 Quiz: This brief quiz gives you an opportunity to see the different types of questions used in online quizzes and exams.

8. Enter the desired text or images in the table cells. Remember to include alternative text for images.



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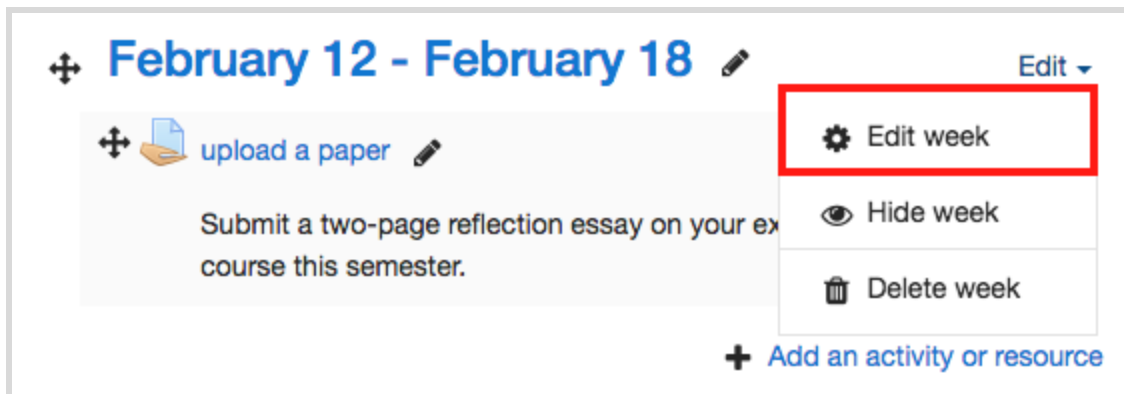
9. **Right click with your mouse (<Ctrl><Click> on Mac)** on the table to access the menus for modifying your table as needed. **Table Properties** and **Cell > Table Cell Properties** are especially useful. You must click in a cell in the table to view menus for modifying your table.



10. Click **Save and return to course** to save your label, or click **Save changes** to save your summary and return to the course home page.

Edit an Existing Table

1. Turn editing on.
2. Click the Edit menu and select Edit week (or Edit topic) (i.e. gear icon) to edit the label or summary. The Edit menu is often located in line with the upper right corner of the section summary or label.



3. Click the **Toggle fullscreen mode** button to go to full screen mode. (Or, enlarge the existing editing screen in its lower right corner if you prefer.)
4. Click within the table to select it. **Right click with your mouse (<Ctrl><Click> on Mac)** on the table to access the menus for modifying your table as needed. **Table Properties**



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and **Cell > Table Cell Properties** are especially useful.

- When you've finished editing the table, click the **Toggle full screen mode** button close the full screen window. Click **Save and return to course** or **Save changes** to save your changes.

Copy Existing Table Code into your FoxTALE course site

To set up a table more easily, use the HTML table code posted below these instructions

Instructions

- Highlight and copy the table code at the end of this document. Each table's html code should begin with **<table** and end with **</table>**.
- On your course home page in the desired week or topic, go to **Add a resource > Label**.
- Click the **Edit HTML Source** button.



- Delete any existing html code (there shouldn't be any). Paste the table html code. The html code should begin with **<table** and end with **</table>**.

```
<br>
<table style="">
<caption></caption>
<thead>
<tr>
<th scope="col">A</th>
<th scope="col">B</th>
```

Edit text within the box. It will auto save as you work. Always remember to click "save and return to course" when finished.

- Click **Update**. You'll return to the screen for editing the label, and you'll see the new table.
- Add content to the table as needed. If you'd like to use a larger screen, click the **Toggle fullscreen mode** button. (Or, enlarge the existing editing screen in its lower right corner if you prefer.)



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7. When you've finished adding content, if you used full screen mode, close the full screen editor window by clicking the **Toggle fullscreen mode** button.



8. Click **Save and return to course** to save your changes.

HTML Code for Tables

1-Section Table

```
<table style="border-color: #053907; border-width: 3px; border-style: solid; width: 100%;"
rules="rows" cellspacing="6" cellpadding="2" border="3" align="left">
<tbody>

<tr><td style="background-color: #efefef;">
<h4 style="text-align: center;">One Section Table</h4>
</td>
</tr>
<tr>
<td><span size="2"></span>
<p></p>
<h5></h5>
<h5><br></h5><ul>
</ul>
<span size="2"></span><span size="2"></span></td>
</tr>
</tbody>
```



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</table>

One Section Table

2-Section Table

```
<table style="border-color: #053907; border-width: 3px; border-style: solid; width: 100%;"
rules="rows" cellspacing="6" cellpadding="2" border="3" align="left">
<tbody>
<tr>
<td style="background-color: #efefef;">
<h4 style="text-align: center;">Two Section Table</h4>
</td>
</tr>
<tr>
<td>
<h5><br></h5><ul>
</ul>
</td>
</tr>
<tr>
<td style="background-color: #efefef;">
<h4 style="text-align: center;">Heading</h4>
</td>
</tr>
<tr>
<td><span size="2"></span><span size="2"></span>
<h5 dir="ltr"><br></h5><ul><ul>
</ul>
</ul>
</td>
</tr>
</tbody>
</table>
```



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Two Section Table
Heading

3-Section Table

```
<table style="border-color: #96A63B; border-width: 5px; border-style: solid; width: 100%;"
rules="rows" cellspacing="5" cellpadding="5" border="5" align="left">
<tbody>
<tr>
<td style="background-color: #efefef">
<h4 style="text-align: center;">Three Section Table</h4>
</td>
</tr>
<tr>
<td><br></td>
</tr>
<tr>
<td style="background-color: #efefef">
<h4 style="text-align: center;">Section Two</h4>
</td></tr>
<tr>
<td><br></td>
</tr>
<tr>
<td style="background-color: #efefef">
<h4 style="text-align: center;">Section Three</h4>
</td></tr>
<tr>
<td>
<p><br></p></td>
</tr>
</tbody>
</table>
```



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Three Section Table
Section Two
Section Three

4-Section Table

```
<table style="border-color: #580400; border-width: 4px; border-style: solid; width: 100%;"
rules="rows" cellspacing="6" cellpadding="2" border="4" align="left">
<tbody>
<tr>
<td style="background-color: #efefef;">
<h4 style="text-align: center;">Four Section Table</h4>
</td>
</tr>
<tr>
<td>
<h5><br></h5><ul>
</ul>
</td>
</tr>
<tr>
<td style="background-color: #efefef;">
<h4 style="text-align: center;"></h4>
<h4 style="text-align: center;">Section Two</h4>
</td>
</tr>
<tr>
<td>
<h5 dir="ltr"><br></h5><ul><ul>
</ul>
</ul>
</td>
</tr>
</tbody>
</table>
```



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```
<tr>
<td style="background-color: #efefef;">
<h4 style="text-align: center;">Section Three</h4>
</td>
</tr>
<tr>
<td>
<h5><br></h5><ul>
</ul>
</td>
</tr>
<tr>
<td style="background-color: #efefef;">
<h4 style="text-align: center;">Section Four</h4></td></tr>
<tr>
<td>
<h5><br></h5><ul>
</ul>
</td>
</tr>
```

Four Section Table
Section Two
Section Three
Section Four