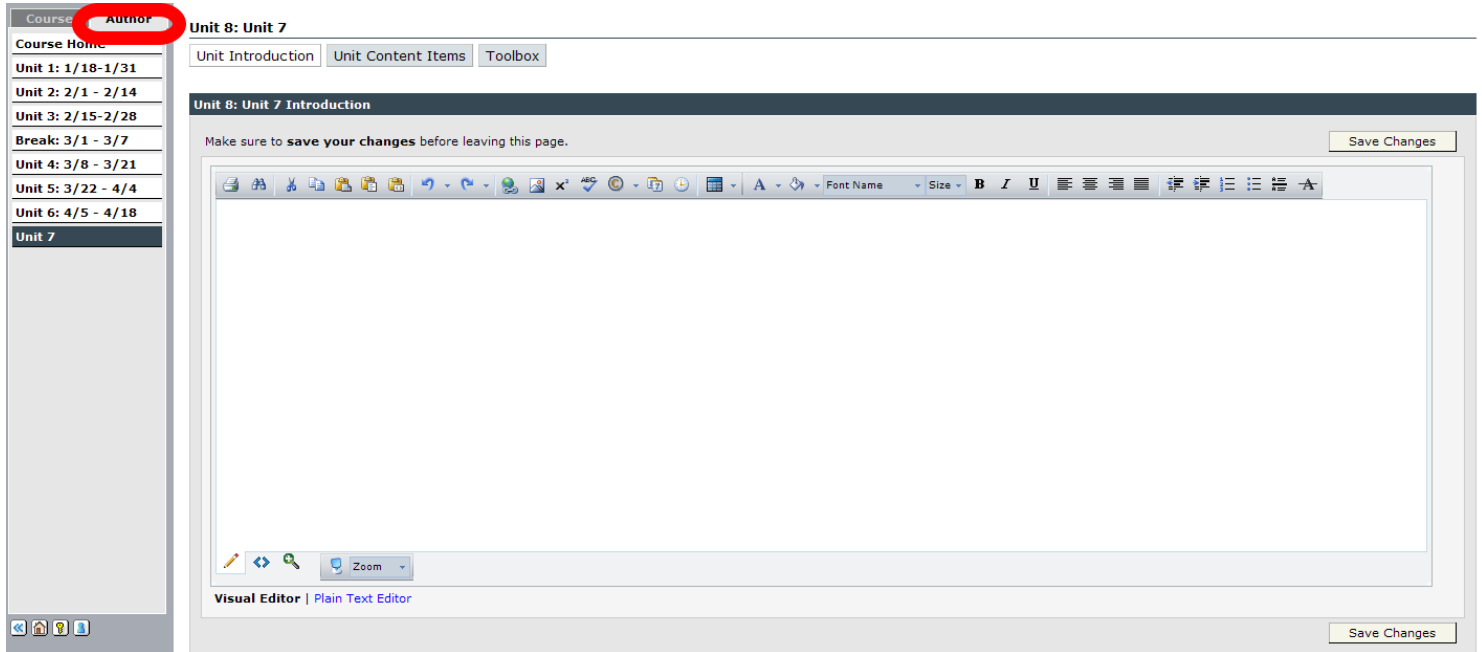
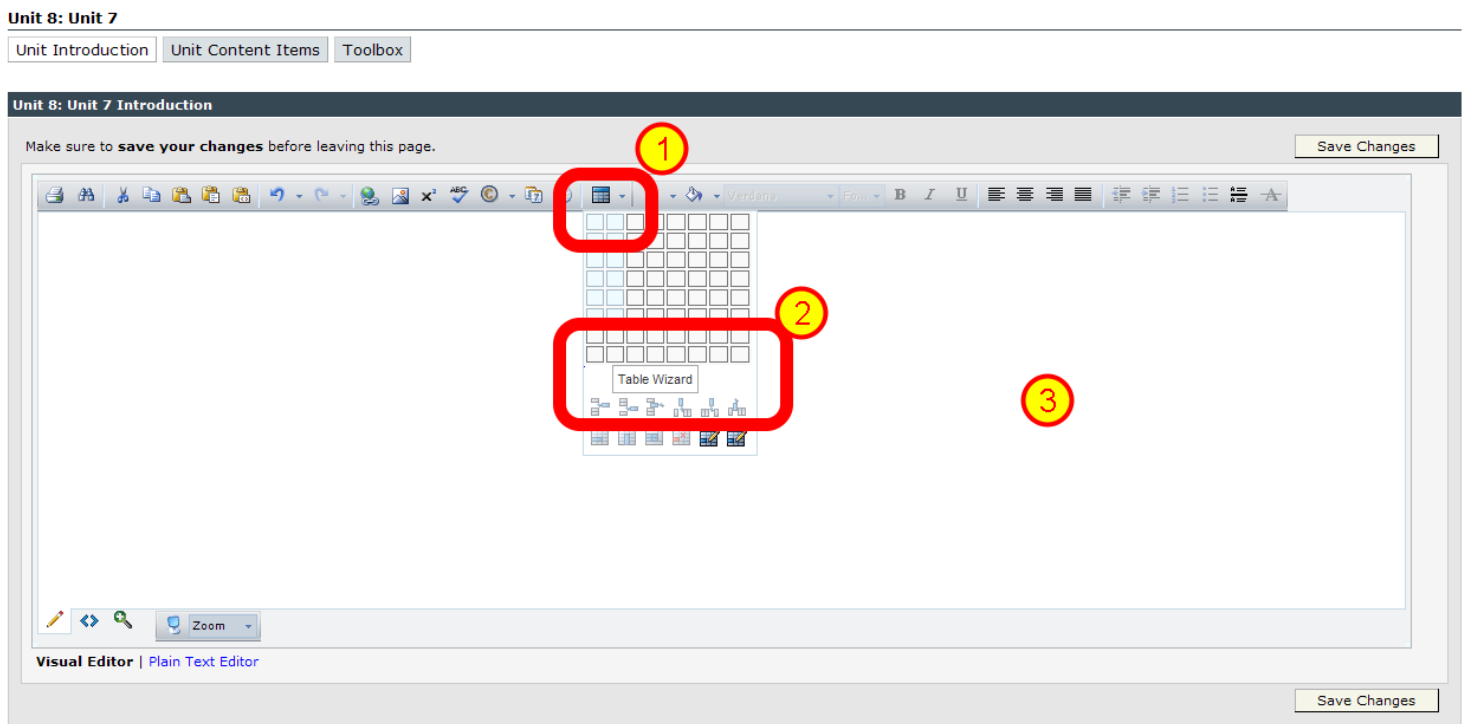


eCollege Creating Headings (using a Table) in eCollege

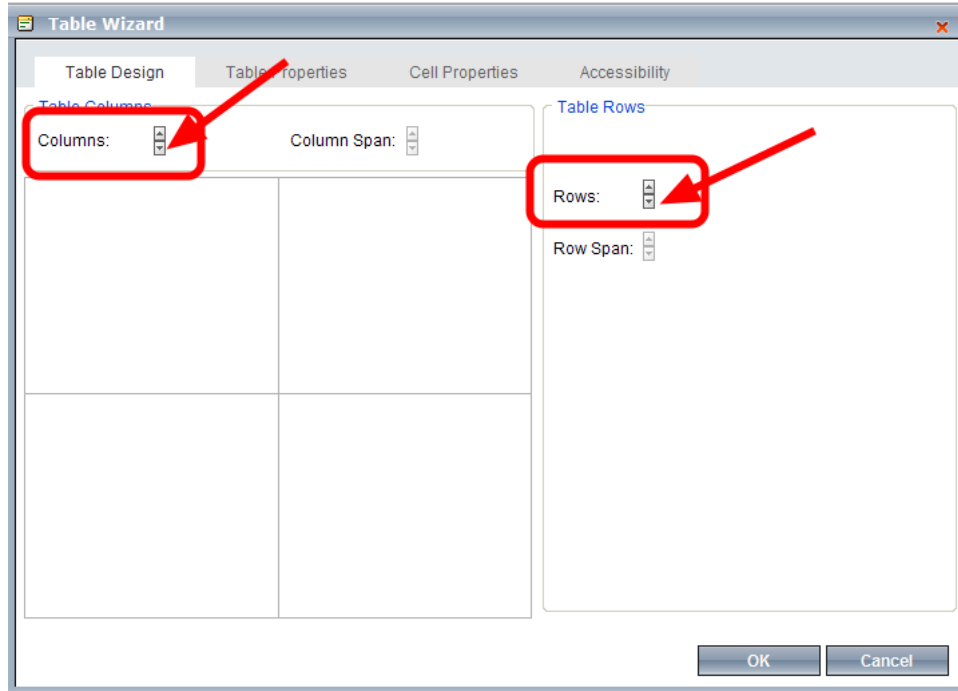
Go to the week or unit where you want to add the heading and click on the author tab



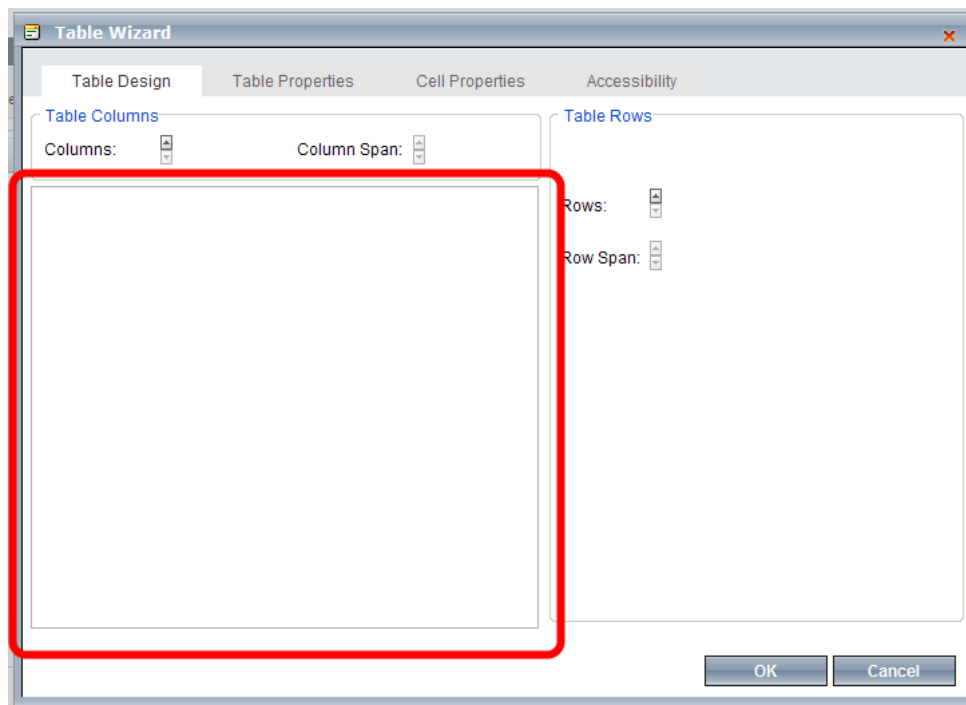
Click on the Table icon and then the table wizard



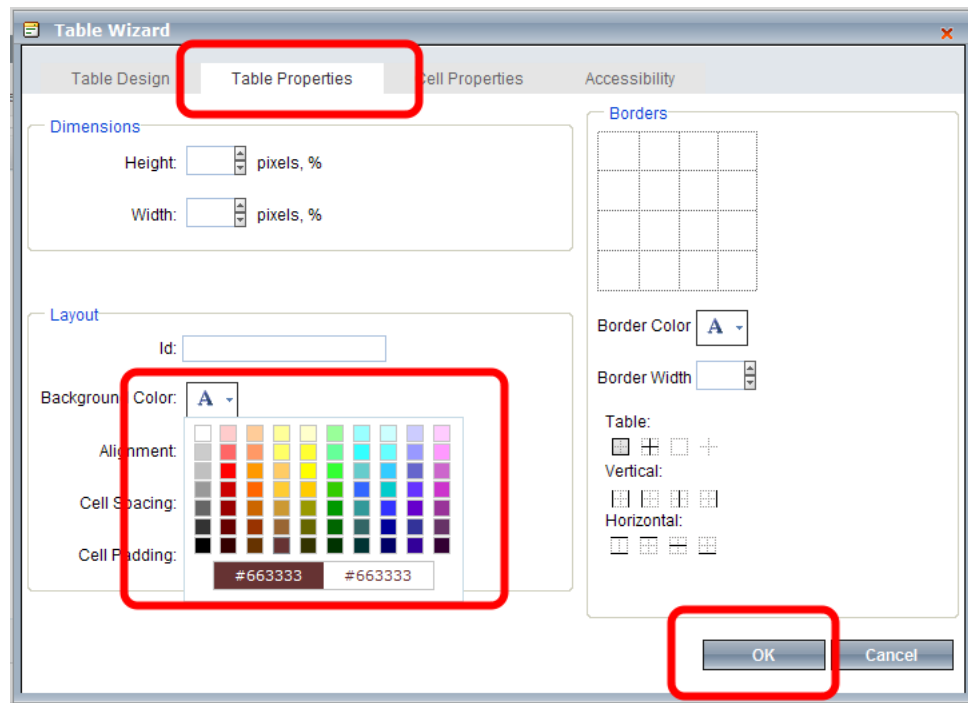
Change the number of rows and columns so that there is only one cell in the table. Do this by clicking the down arrow



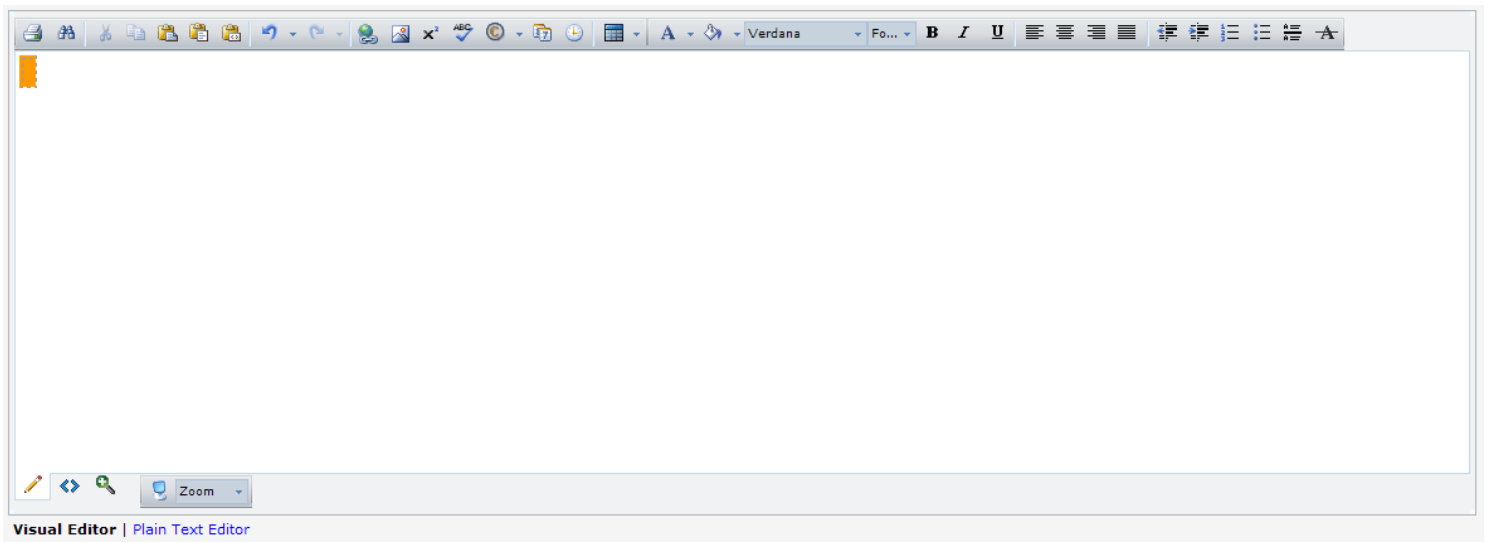
You can tell you have done this correctly when you see only one cell in the box below



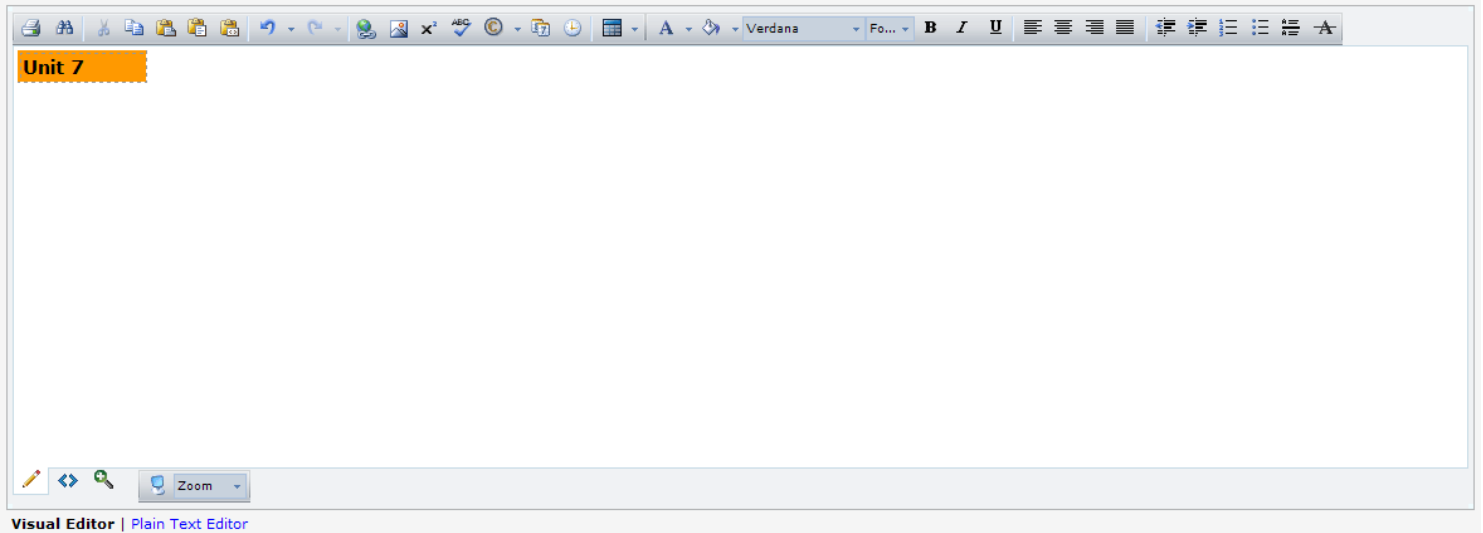
Click on the Table Properties Tab and then change the Background Color and then click OK. Note: click on Border Width and color to add a border



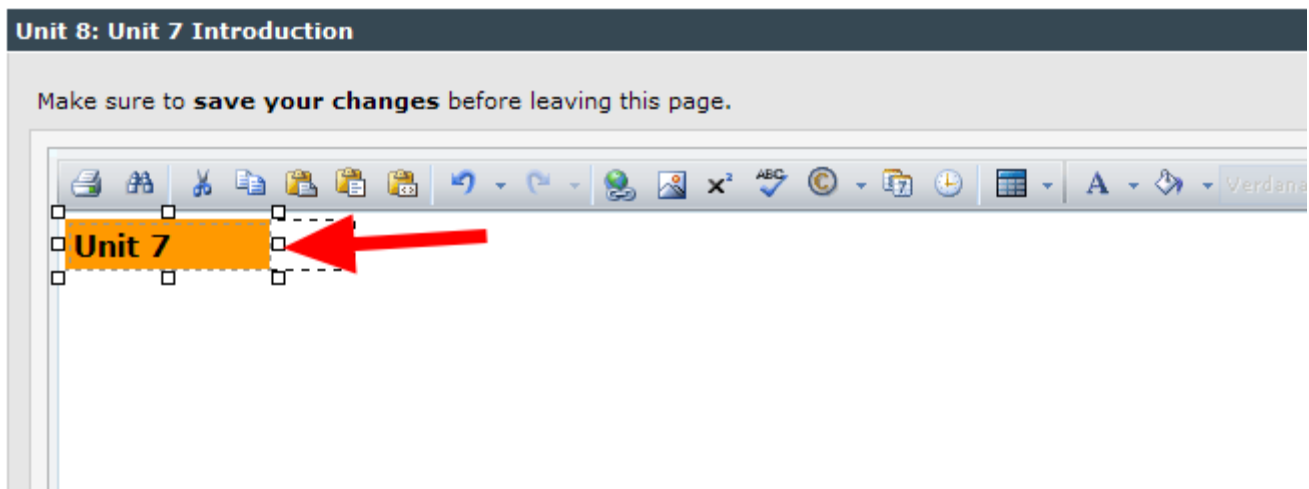
You should then see the table you added. Note: While empty--the table will appear as a small single cell.



Put your cursor in the table and type the name of the heading. Change font type and size as needed



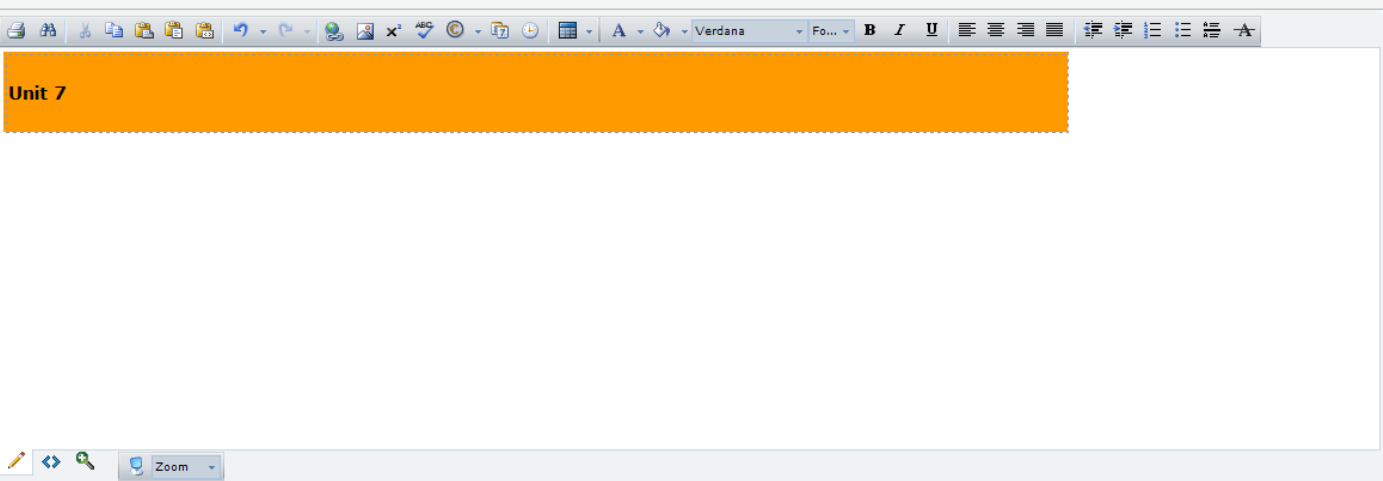
Click on the edge of the table. When you see the white boxes, click on one, hold down your mouse and click and drag the edge of the table.



Your table heading should now look like this.

Unit 8: Unit 7 Introduction

Make sure to **save your changes** before leaving this page. Save Changes



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting and editing. Below the toolbar, a large orange rectangular box is visible, containing the text "Unit 7". The editor is titled "Unit 8: Unit 7 Introduction" and includes a "Save Changes" button in the top right corner. At the bottom of the editor, there are additional icons for zooming and switching between "Visual Editor" and "Plain Text Editor".

Visual Editor | [Plain Text Editor](#) Save Changes

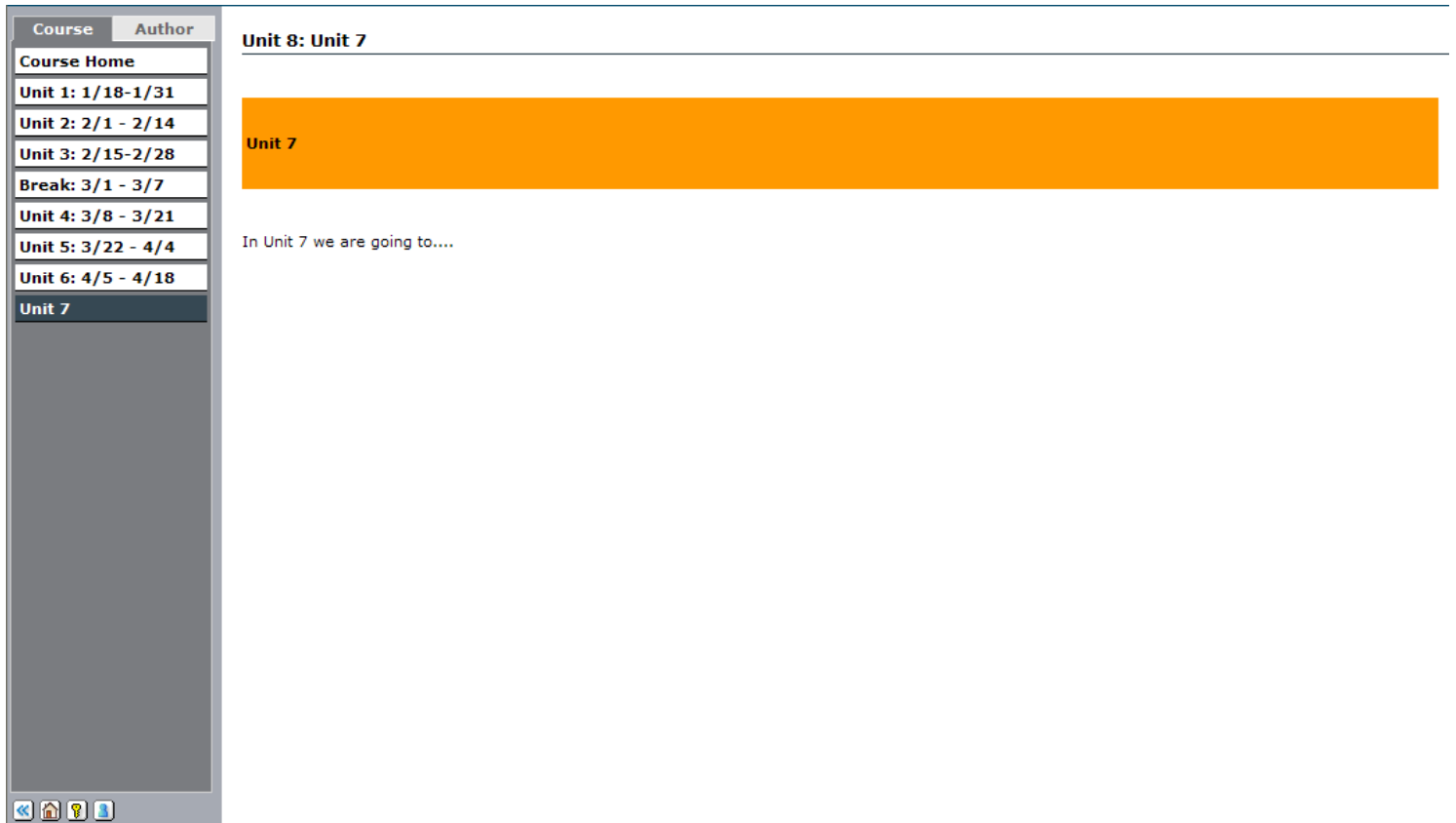
Click on the course tab to now see the final heading looks from a student's point of view.

Course	Author
Course Home	
Unit 1: 1/18-1/31	
Unit 2: 2/1 - 2/14	
Unit 3: 2/15-2/28	
Break: 3/1 - 3/7	
Unit 4: 3/8 - 3/21	
Unit 5: 3/22 - 4/4	
Unit 6: 4/5 - 4/18	
Unit 7	

Unit 8: Unit 7

Unit 7

In Unit 7 we are going to....



The screenshot displays a course navigation menu on the left side, listing various units and a break period. The 'Unit 7' tab is highlighted. To the right, the student view of the unit is shown, featuring a large orange rectangular box with the text 'Unit 7' and a sub-heading 'Unit 8: Unit 7'. Below the orange box, the text 'In Unit 7 we are going to....' is visible. The interface includes a 'Course Home' link and a 'Save Changes' button at the bottom right.