# Creating an Accessible Table in Blackboard

**Note:**  It is always better to make lists in Blackboard whenever possible instead of Tables.

## Making the Table

1. In the Blackboard content edit box. Choose the Insert/Edit Table.
2. Enter the number of columns and rows. You would like for your table. If you want a border line, enter a 1.
3. Be sure to check the Table Caption to include a Title for the Table.



## Setting a Table ID & Summary

1. Click the **Advanced Tab** or Right click anywhere in the table and click **Table Properties**.
2. Enter an **ID and Summary.**



## Setting the Row Header

1. Highlight the row that will serve as the header.
2. Click the **Table Row Properties** Icon.

3. Select **Header** from the Row Type Drop Down Box and click **Update**.


## Setting a Column Header (If you want a column on the left to be a Header)

1. Click anywhere in the cell that you would like to make a column header.
2. Click the **Table Cell Properties** Icon.



1. Select **Header** from the Cell Type Drop Down Box and click **Update**.


NOTE: You must repeat these steps for each cell that will serve as a column header.