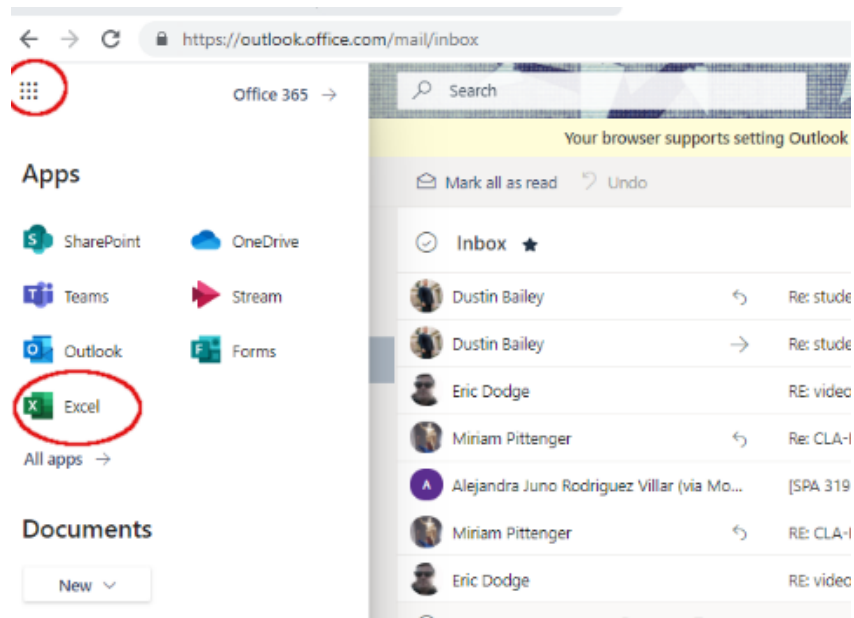


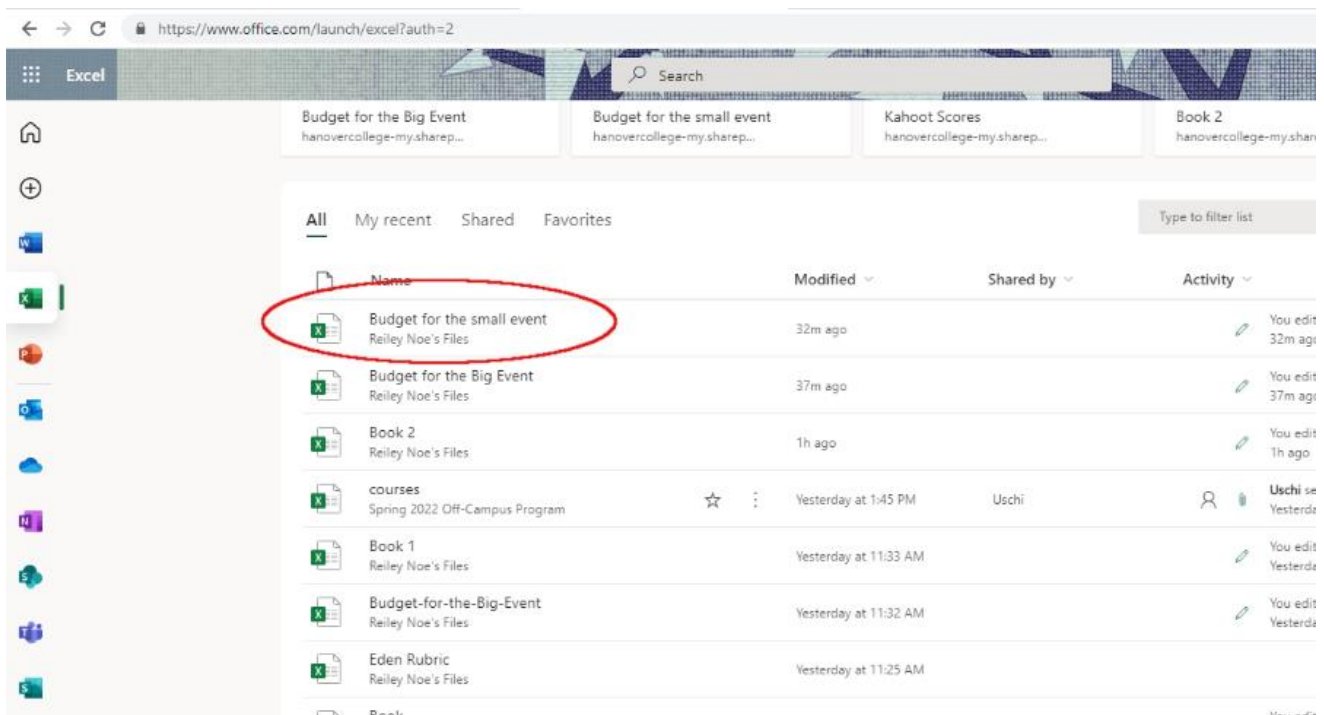
Sharing a locked Excel sheet on a Moodle page

You may find a situation where you want to share a spreadsheet with others on a Moodle page but not allow them to edit it.

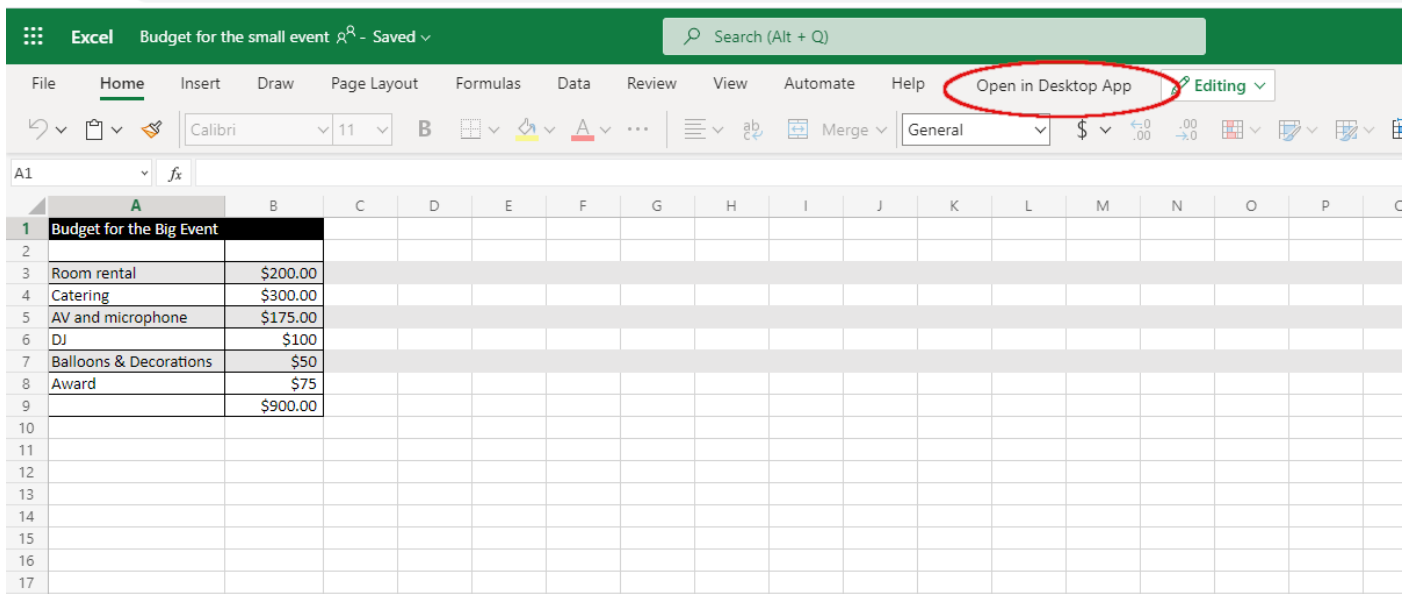
1. Let's start by working with the Excel sheet. If you are using Office 365 on the web to access the Excel sheet, add mail.hanover.edu to the URL field in a browser and hit enter. After you authenticate, you'll see a waffle or 9 white dot icon in the upper left corner of the screen. Click on this and a menu of Office 365 software appears. We'll click on Excel.



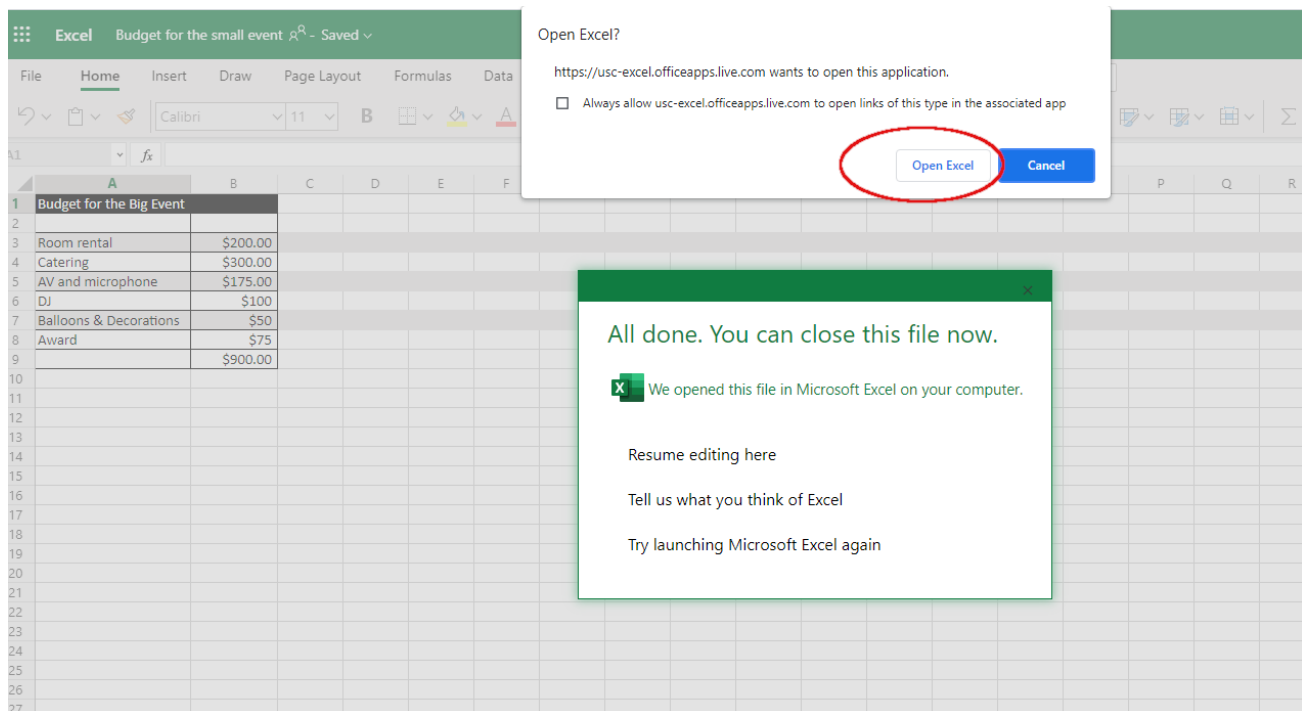
2. Click on the Excel sheet that you want to use



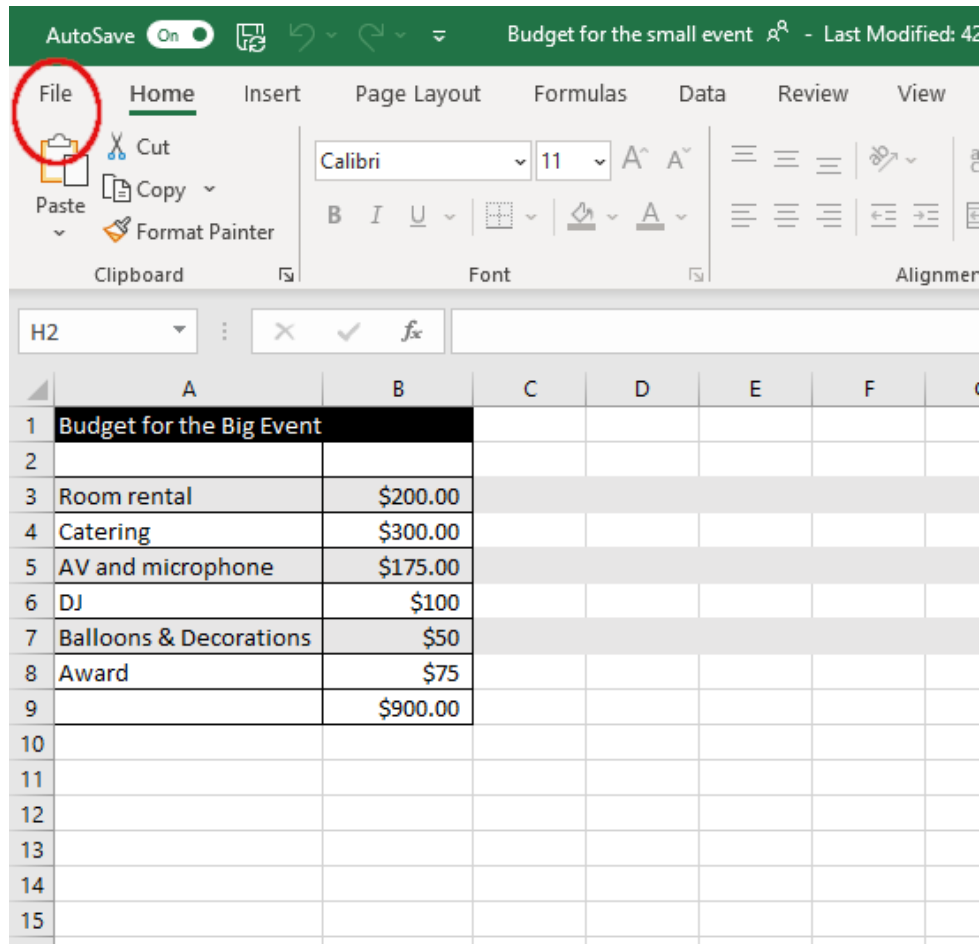
- After opening the Excel sheet, click on Open in Desktop App. This will allow you to protect the cells from editing easier.



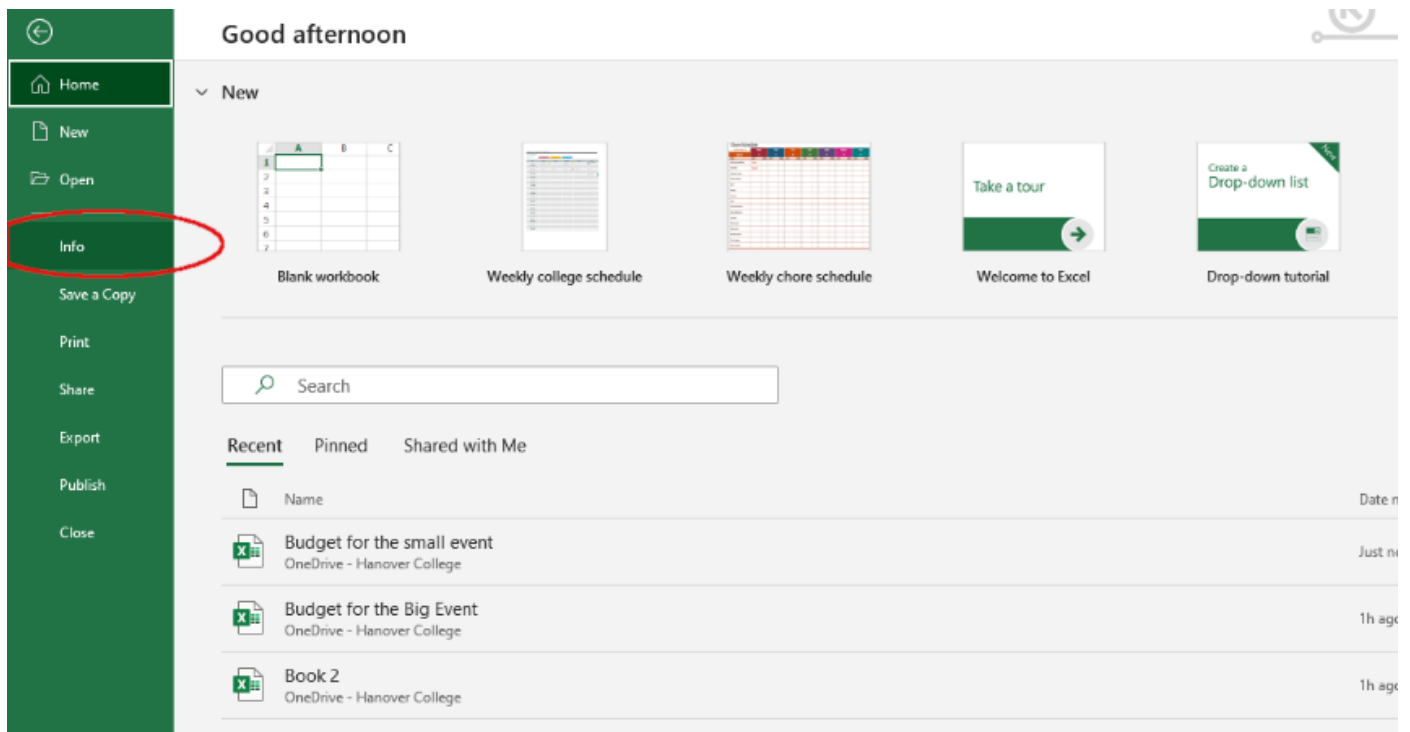
- The page grays out. In Chrome, you'll want to click on the Open Excel button.



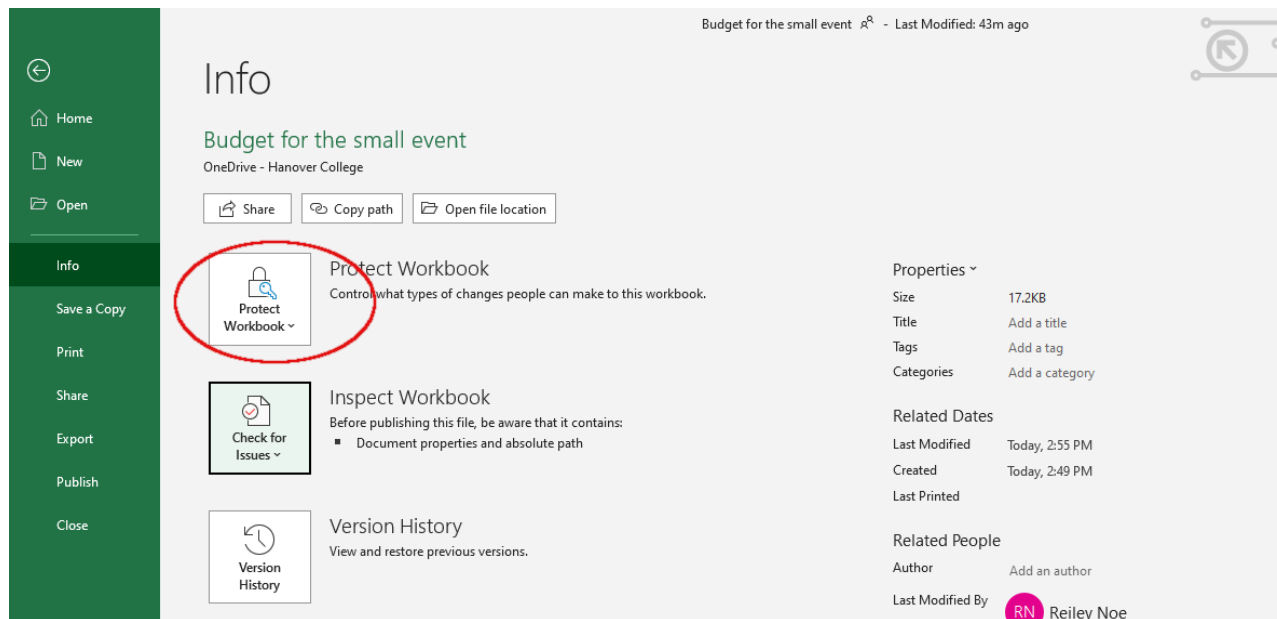
5. Click on file



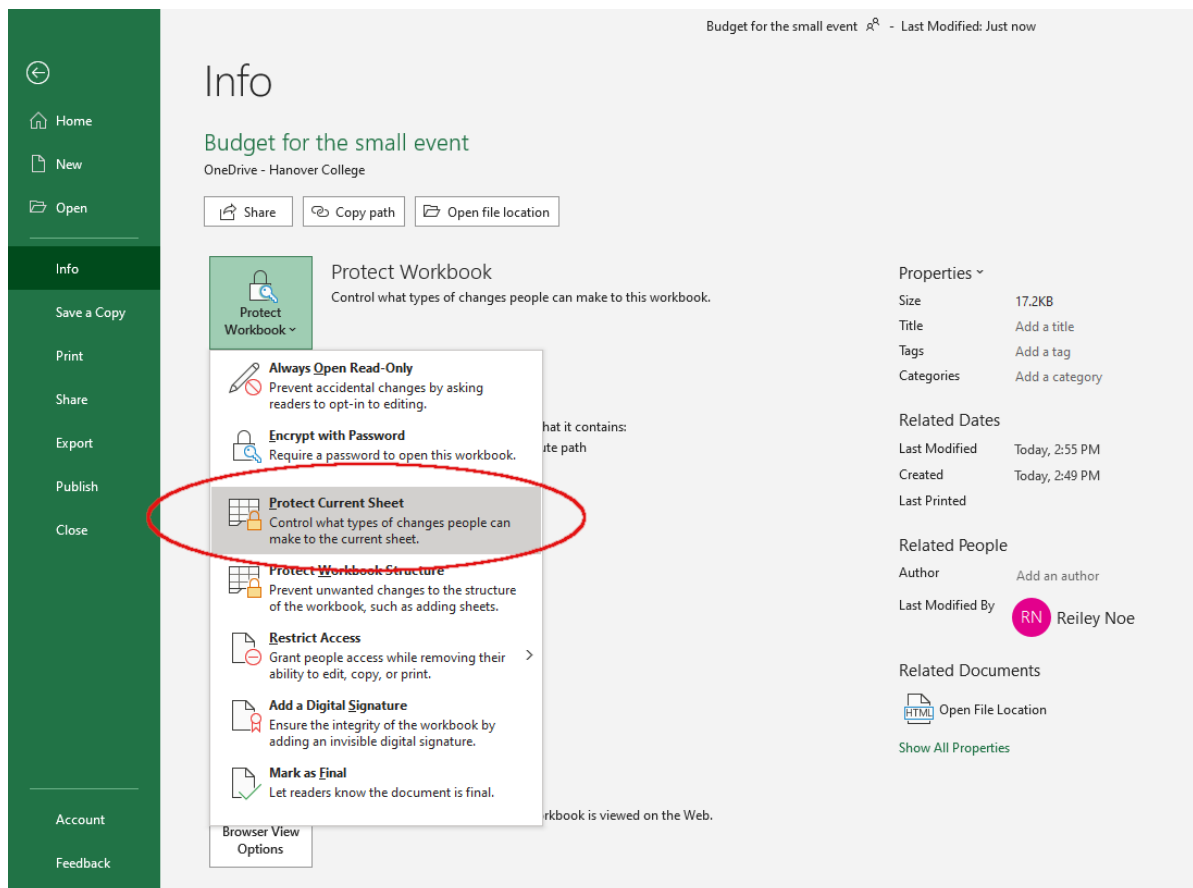
6. Click on the Info link.



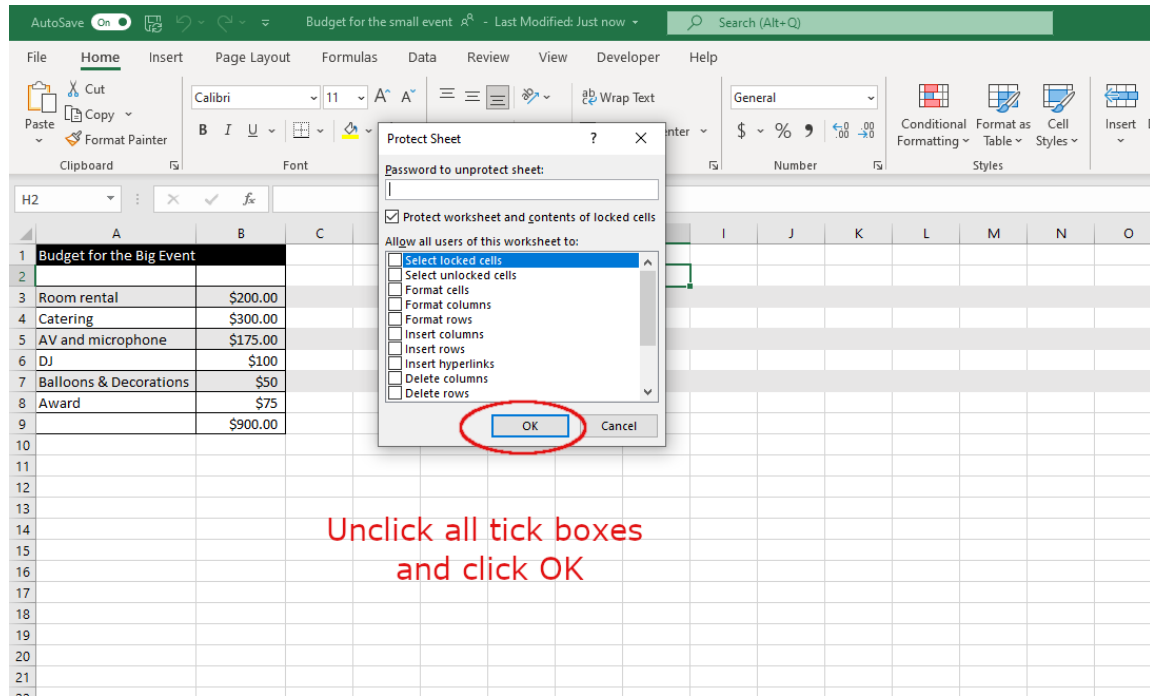
7. Click on the Protect Workbook icon.



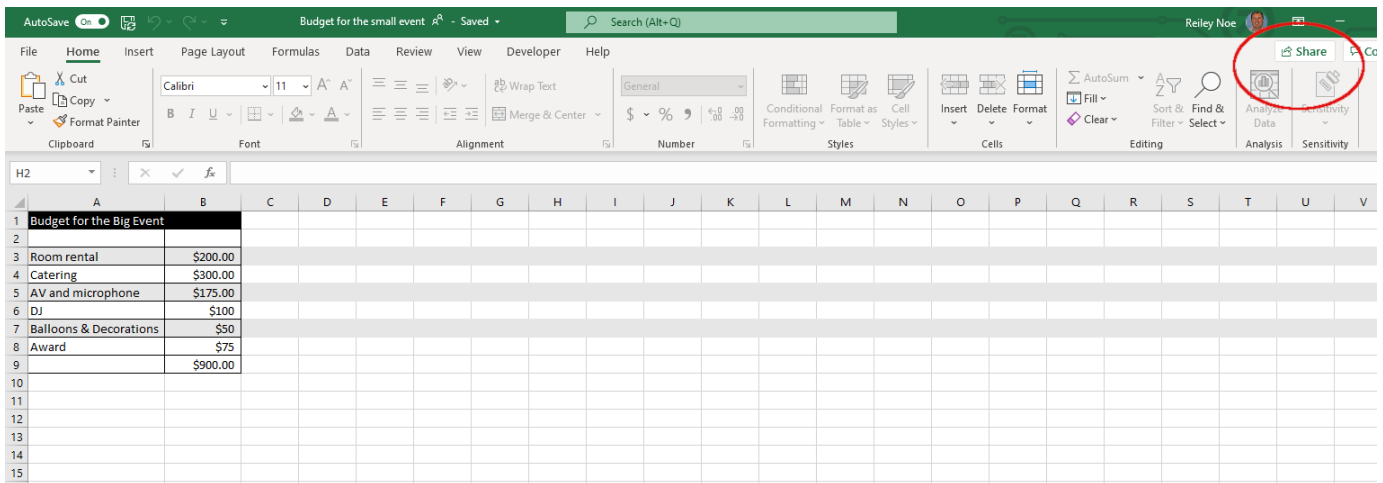
8. Click on Protect Current Sheet.



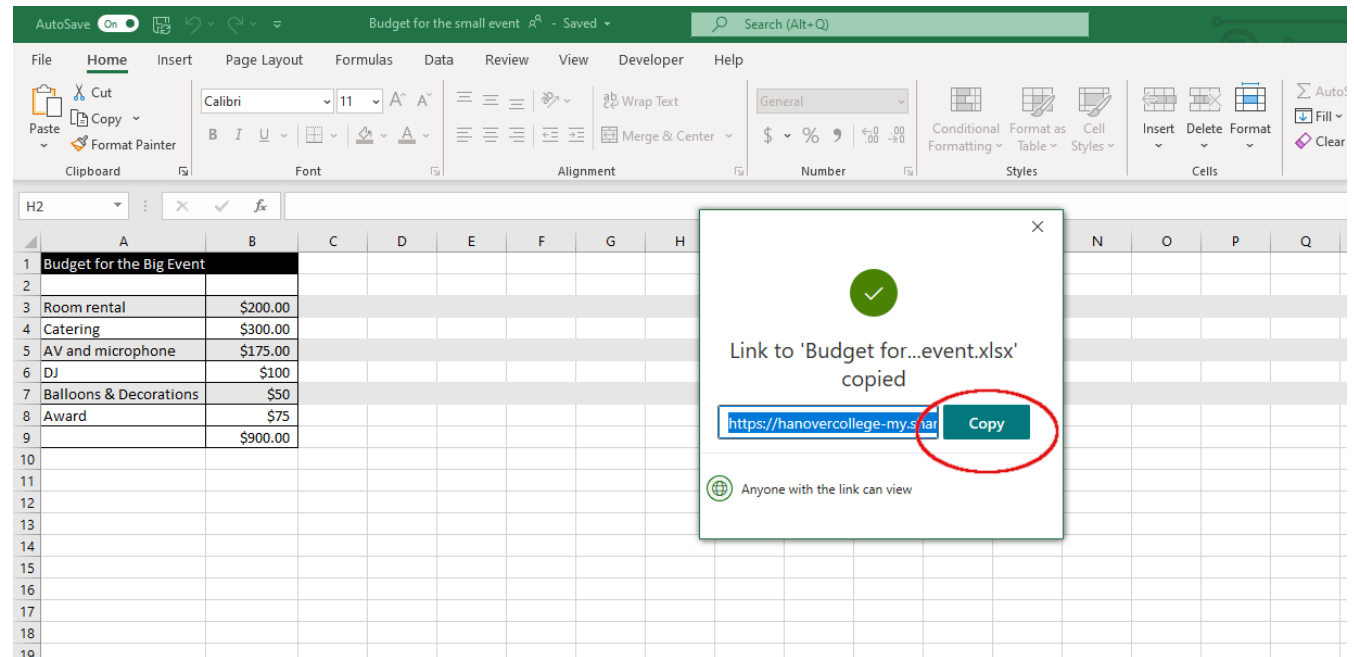
9. Keep the 'Protect Worksheet and contents....' Tick box ticked but uncheck all of the others. Don't worry about a password.



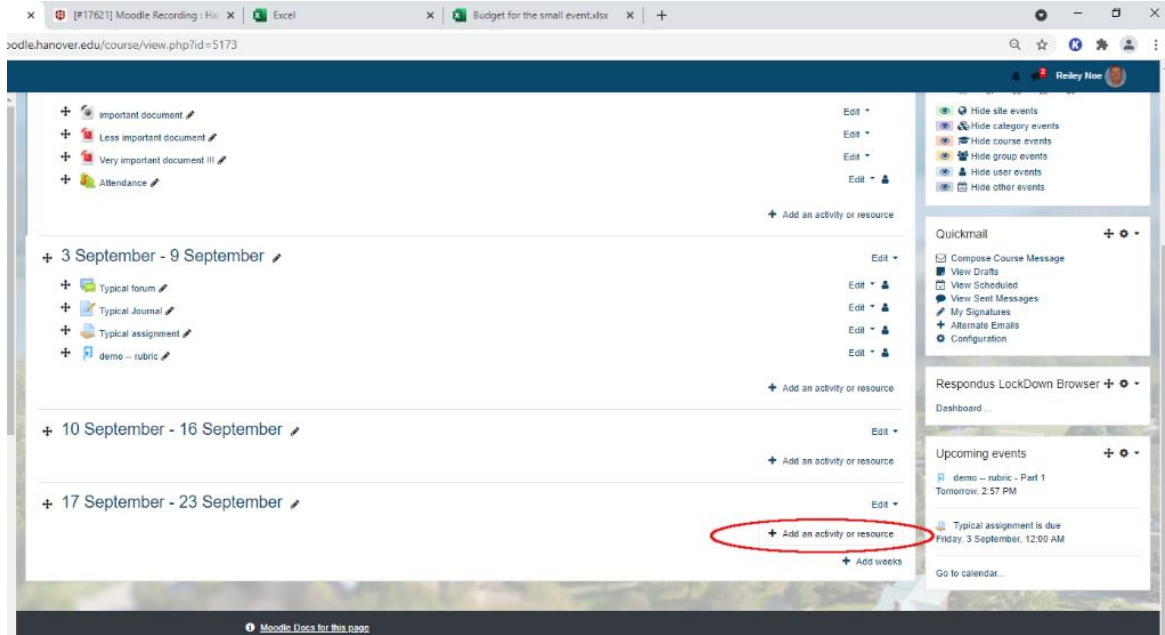
10. Click the Share button.



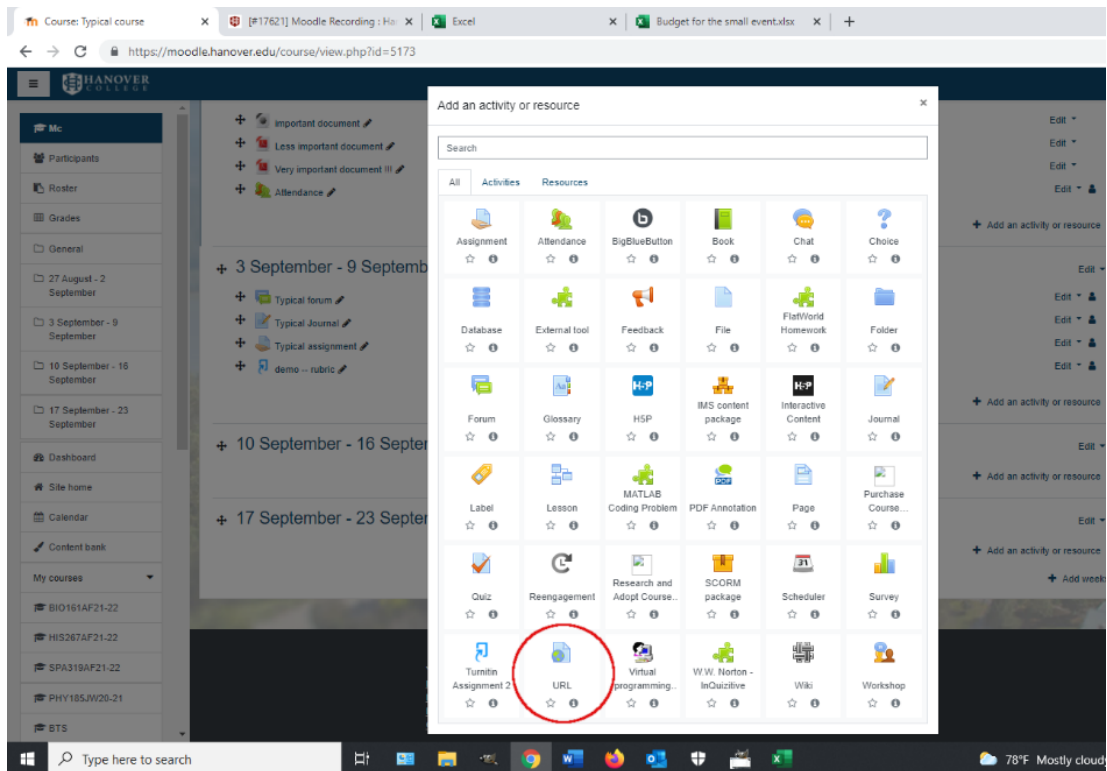
12. When the popup appears, click Copy and it copy the long URL to a clipboard.



13. Now navigate to the course page and click on the link to Add a Resource or Activity.



14. Click on URL to add the link.



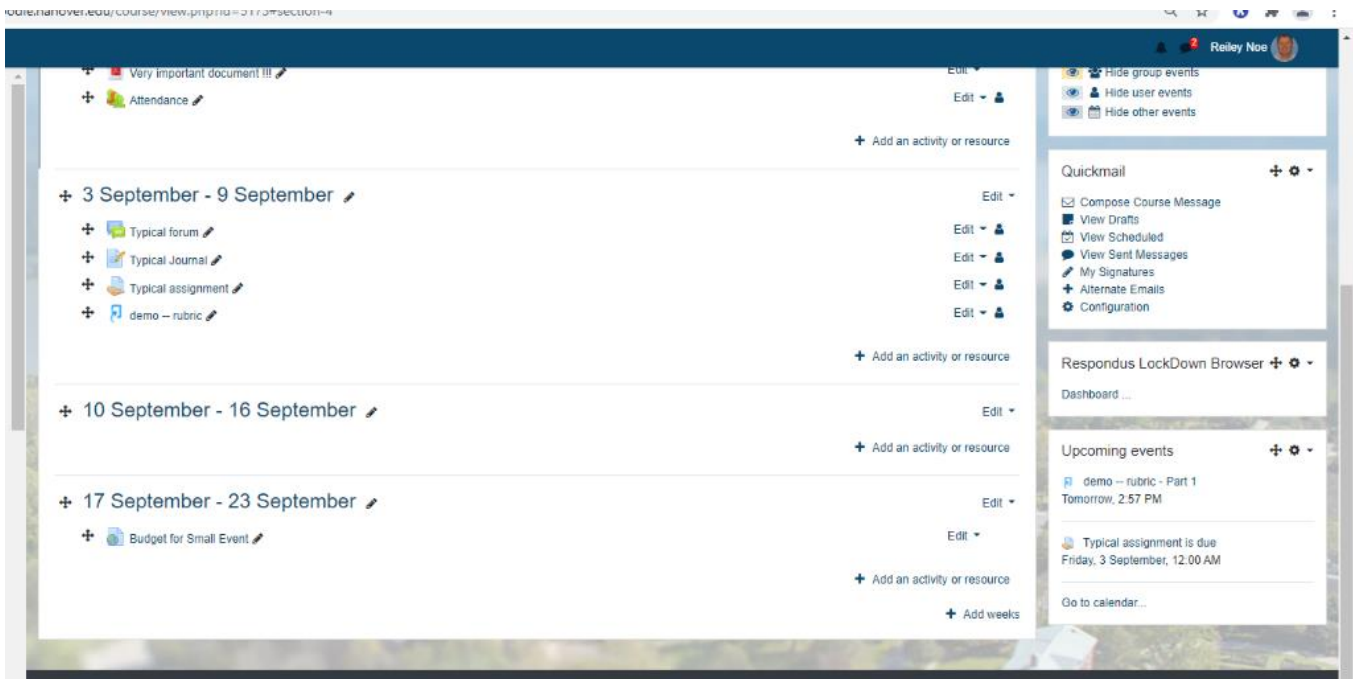
15. Add a title or name for the link. Paste in the sheet's URL from the clipboard. Add a description if you'd like and tick the box if you want it to appear on the course page.

The screenshot shows the Moodle 'Typical course' page. The breadcrumb trail is: Dashboard / Courses / Resources / Faculty Resources / Demo courses / MC / 17 September - 23 September / Adding a new URL to 17 September - 23 September. The main heading is 'Adding a new URL to 17 September - 23 September'. On the left is a sidebar with expandable sections: General, Appearance, URL variables, Common module settings, Restrict access, Activity completion, Tags, and Competencies. The 'General' section is expanded, showing fields for Name, External URL, and Description. The 'Name' field contains 'Add title'. The 'External URL' field contains 'Paste link' and has a 'Choose a link...' button. The 'Description' field contains 'Add description' and has a rich text editor toolbar. Below the description field is a checkbox labeled 'Display description on course page'. At the bottom right of the form is a large red 'Save' button.

16. Save.

This screenshot shows the same Moodle form as the previous one, but with specific data entered. The 'Name' field is 'Budget for Small Event'. The 'External URL' field is 'https://hanovercollege-my.sharepoint.com/x/jg/personal/noe_hanover_edu/'. The 'Description' field contains the text: 'Here is the budget for the small event. If you notice anything not adding up, let's talk about it in class -- you can't edit this spreadsheet.' The 'Save and display' button at the bottom is circled in red. The browser's address bar shows the URL: ie.hanover.edu/course/modedit.php?add=url&type=&course=5173§ion=4&return=0&sr=0. The user's name 'Reiley Noe' is visible in the top right corner. At the bottom, there is a message: 'There are required fields in this form marked with a red dot.'

17. Click on the link .



18. And here is the page. You won't necessarily see the popup unless you try to hit some of the cells that are protected in this worksheet. But if you try to change the values on the sheet, you cannot

