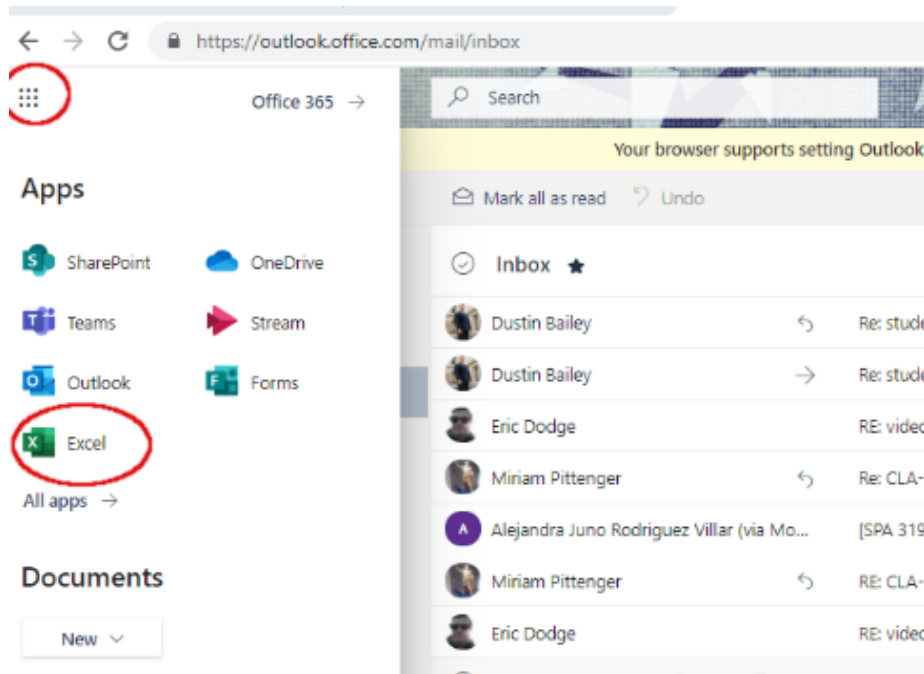


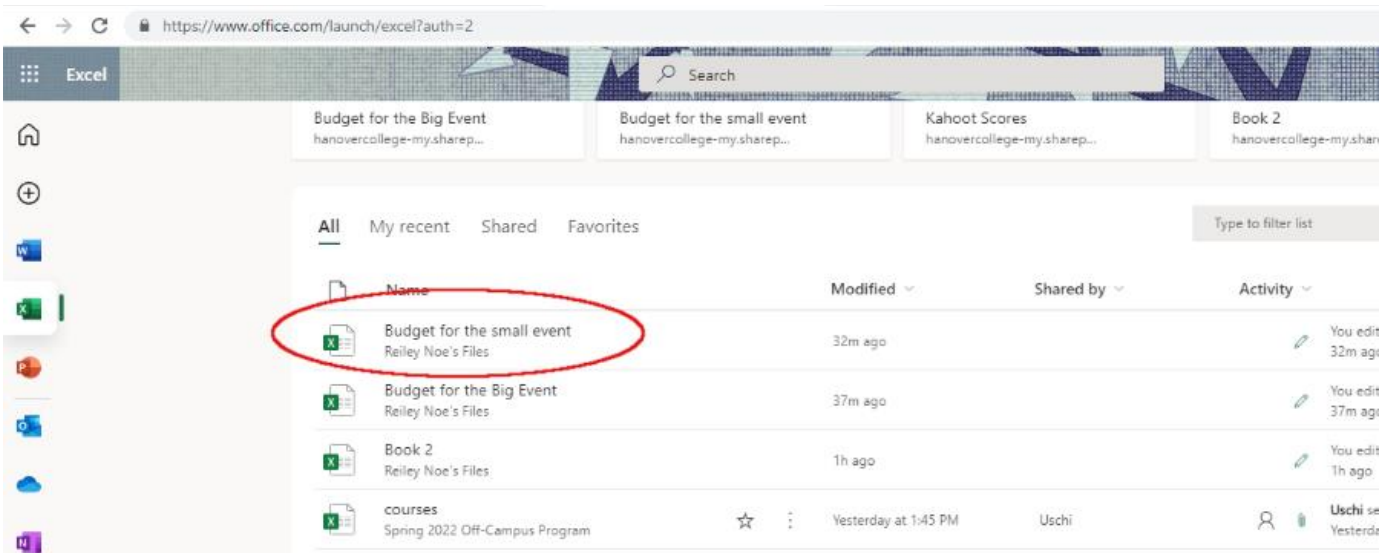
## Sharing a locked Excel sheet on a Moodle page

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.

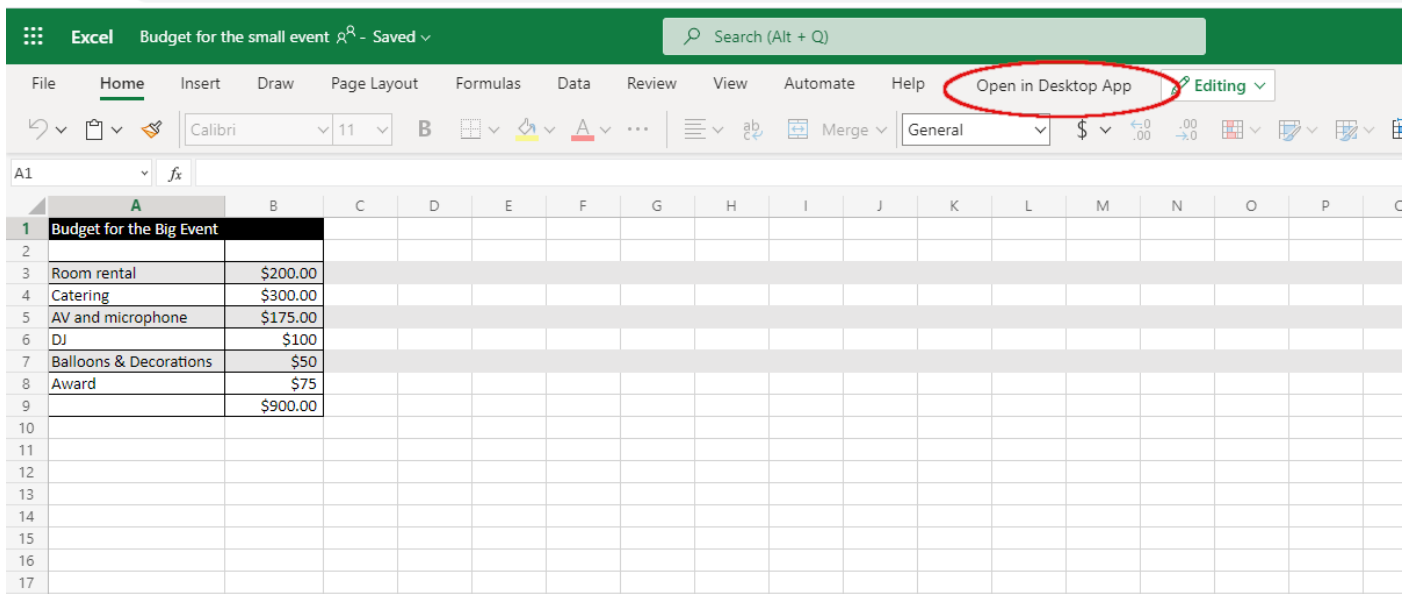
1. Let's start by working with the Excel sheet. If you are using Office 365 on the Web to access the Excel sheet, type in mail.hanover.edu to the URL field in a browser and hit Enter. You will be asked to authenticate with your email address and password. Then you'll see the waffle or 9 white dot icon in the upper left corner of the screen. Click on this and a menu with Office 365 software icons appears. We'll click on the icon for Excel.



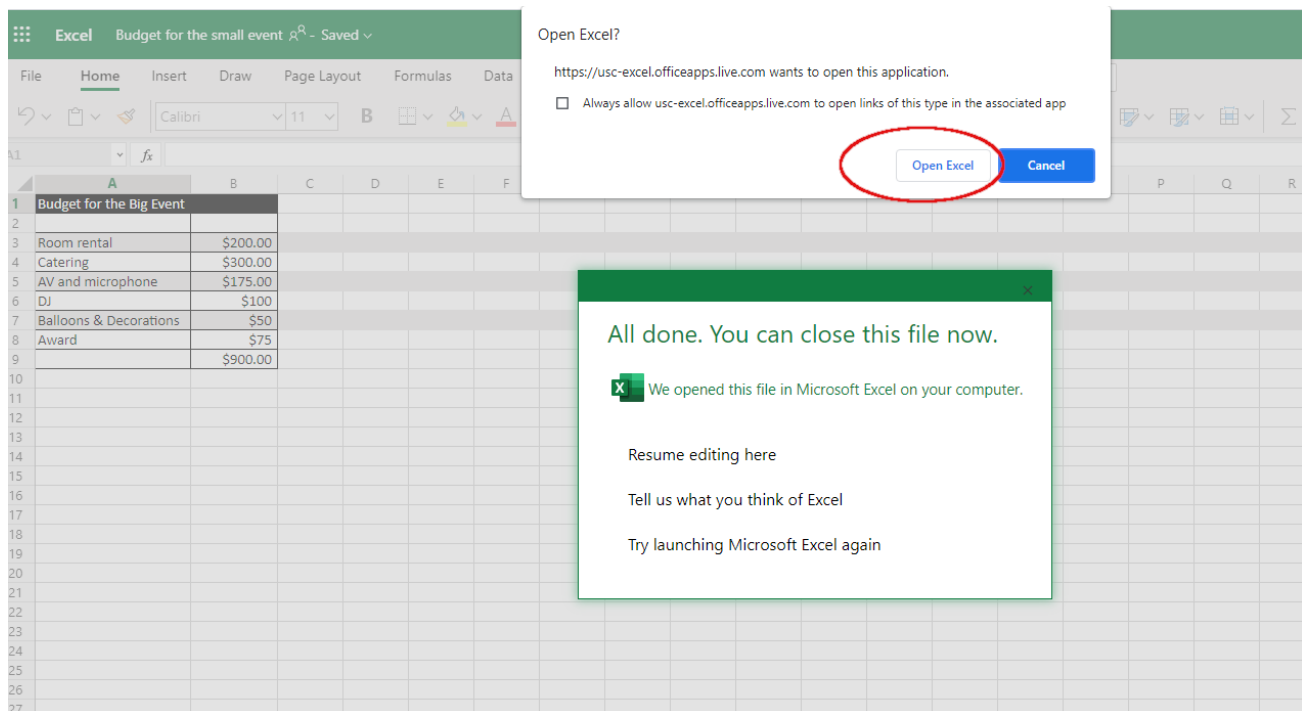
2. Click on the Excel sheet that you want to use. Here we will use the Budget for the Small Event Excel Sheet.



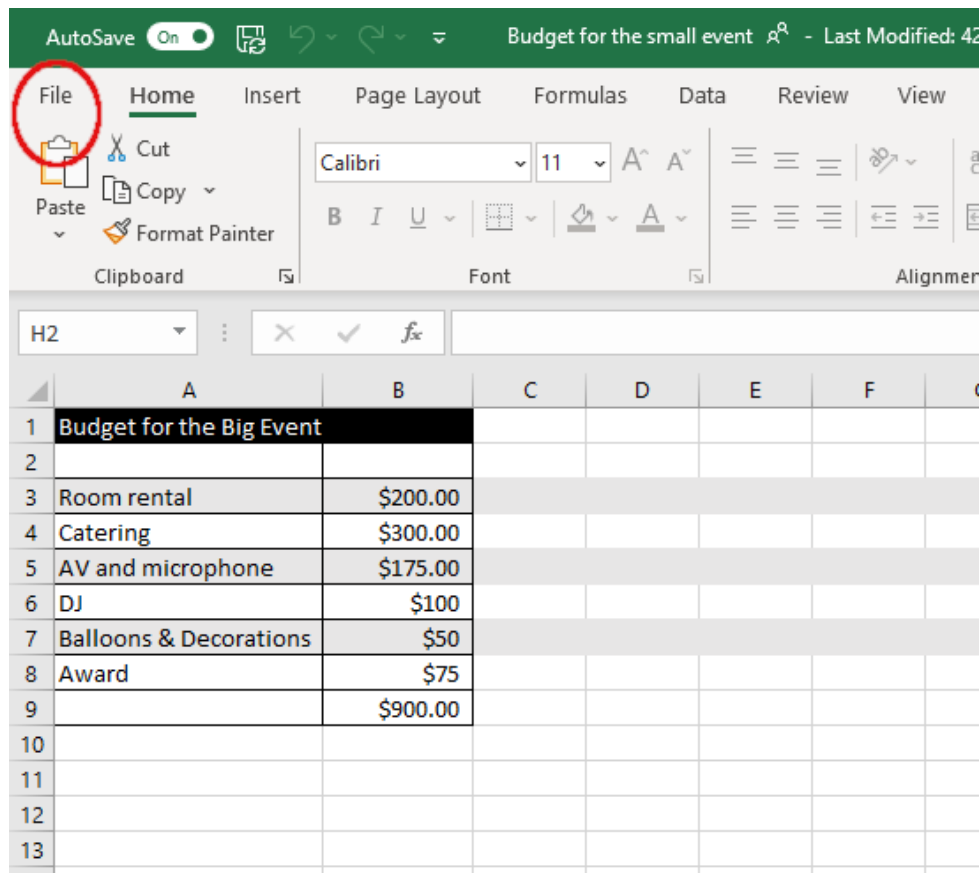
- After opening the Excel sheet, click on Open in Desktop App. This will allow you to protect the cells from editing easier.



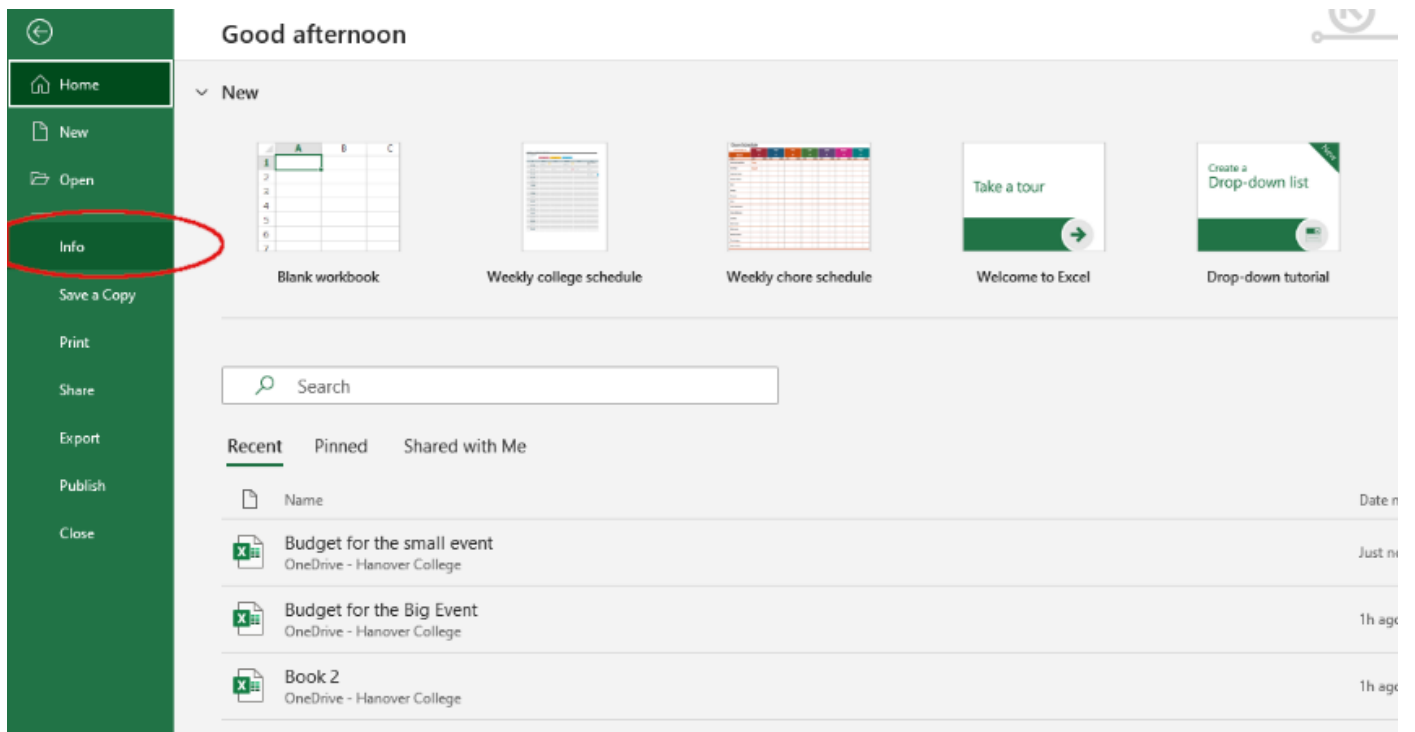
- The page grays out. In Chrome, you'll want to click on the Open Excel button which appears on the Open Excel? Menu.



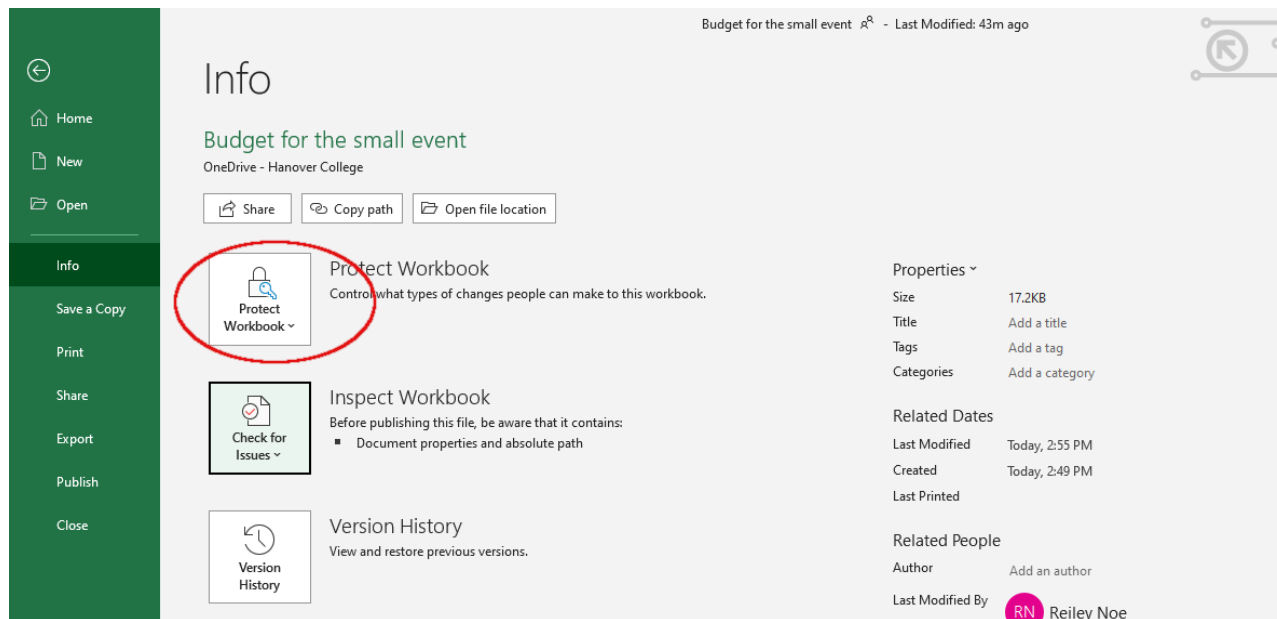
5. Click on the File link in the upper left corner of the screen.



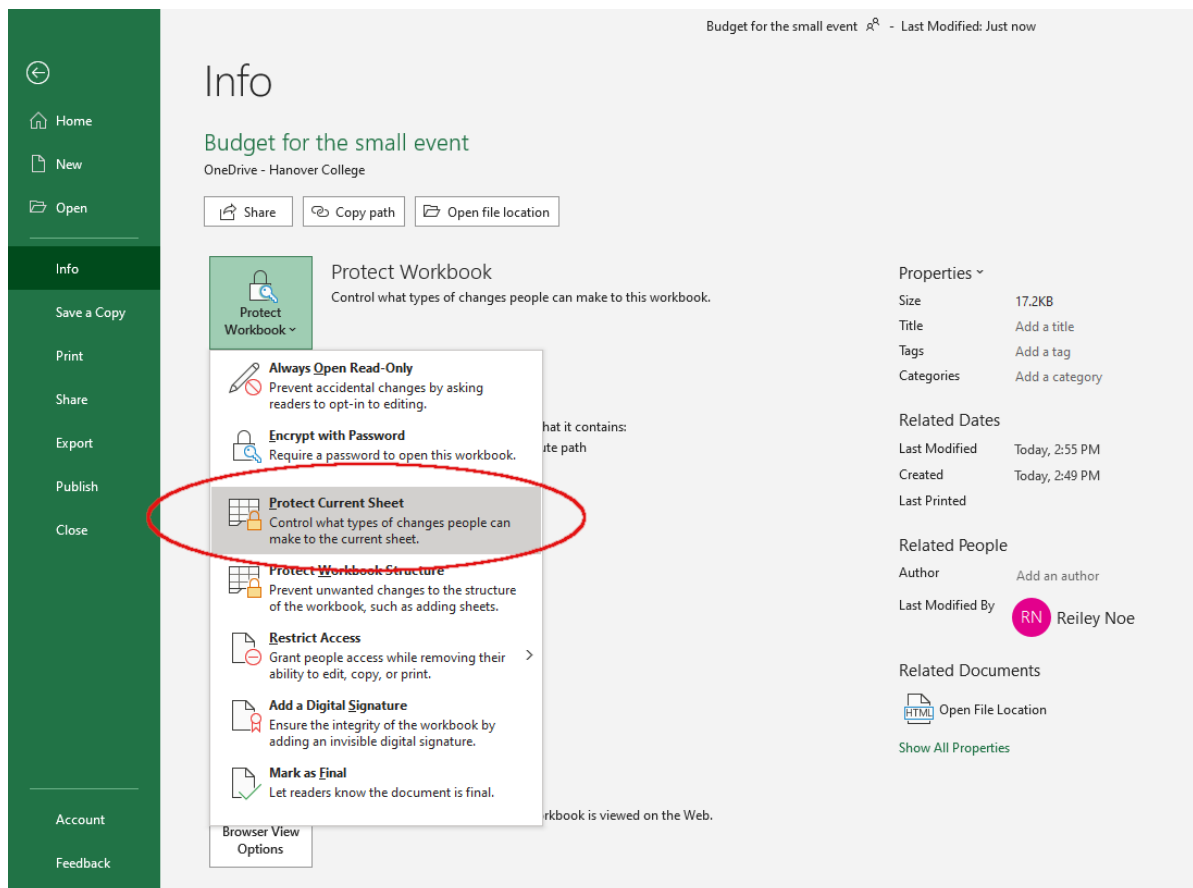
6. Click on the Info link that appears in the green ribbon on the left side of the screen.



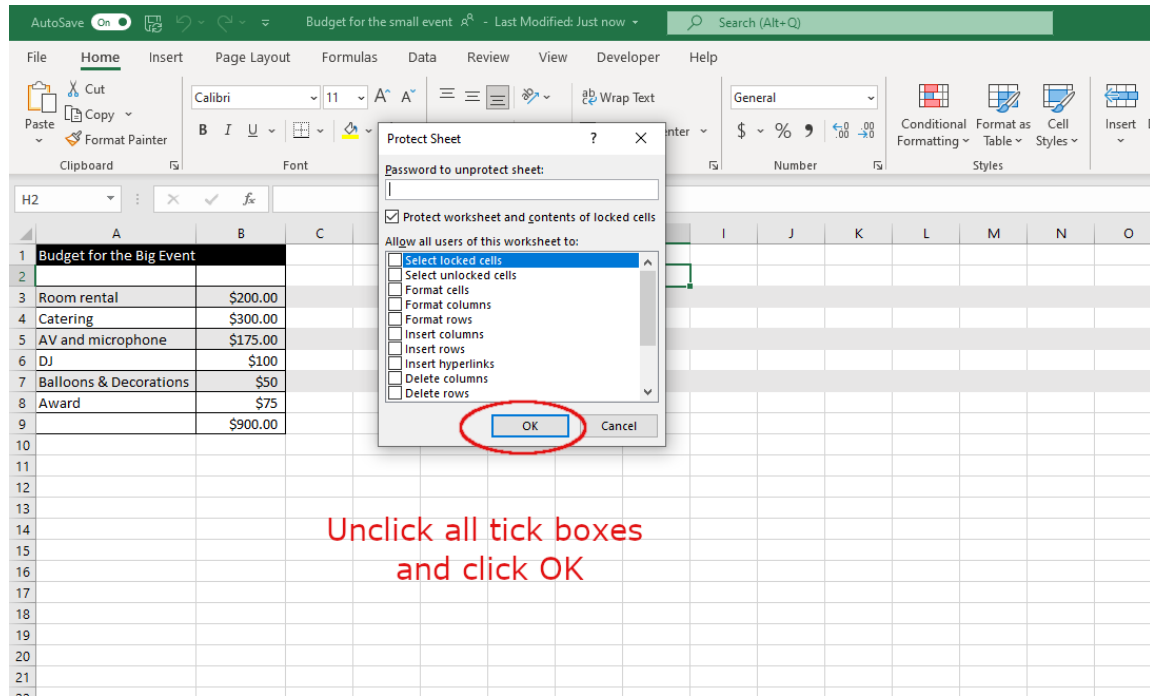
7. On the Info screen, click on the Protect Workbook icon.



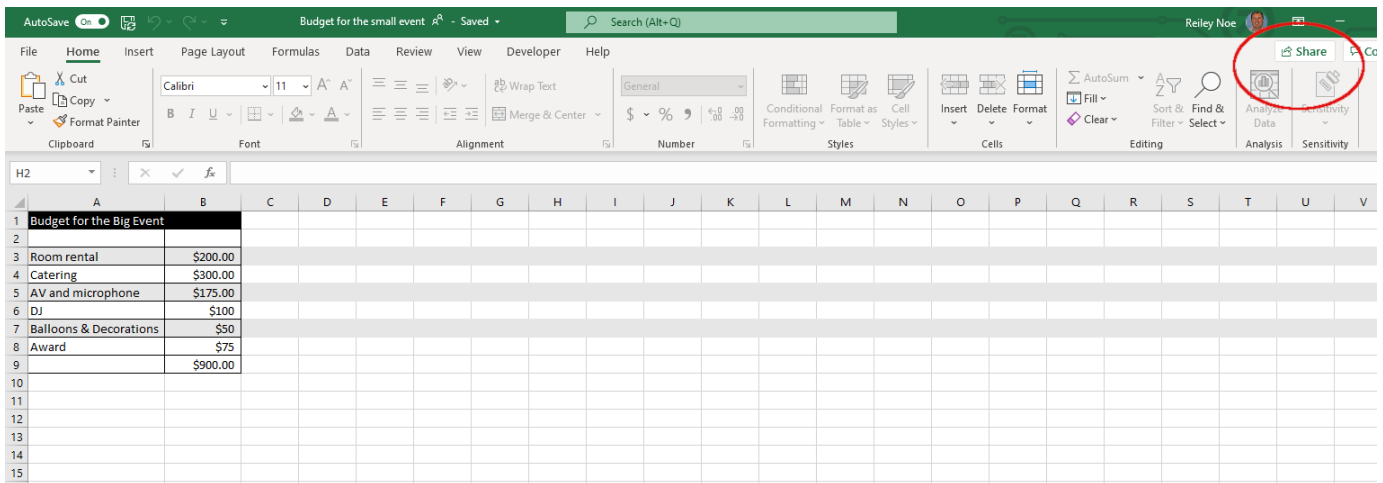
8. In the drop-down menu that appears, click on Protect Current Sheet.



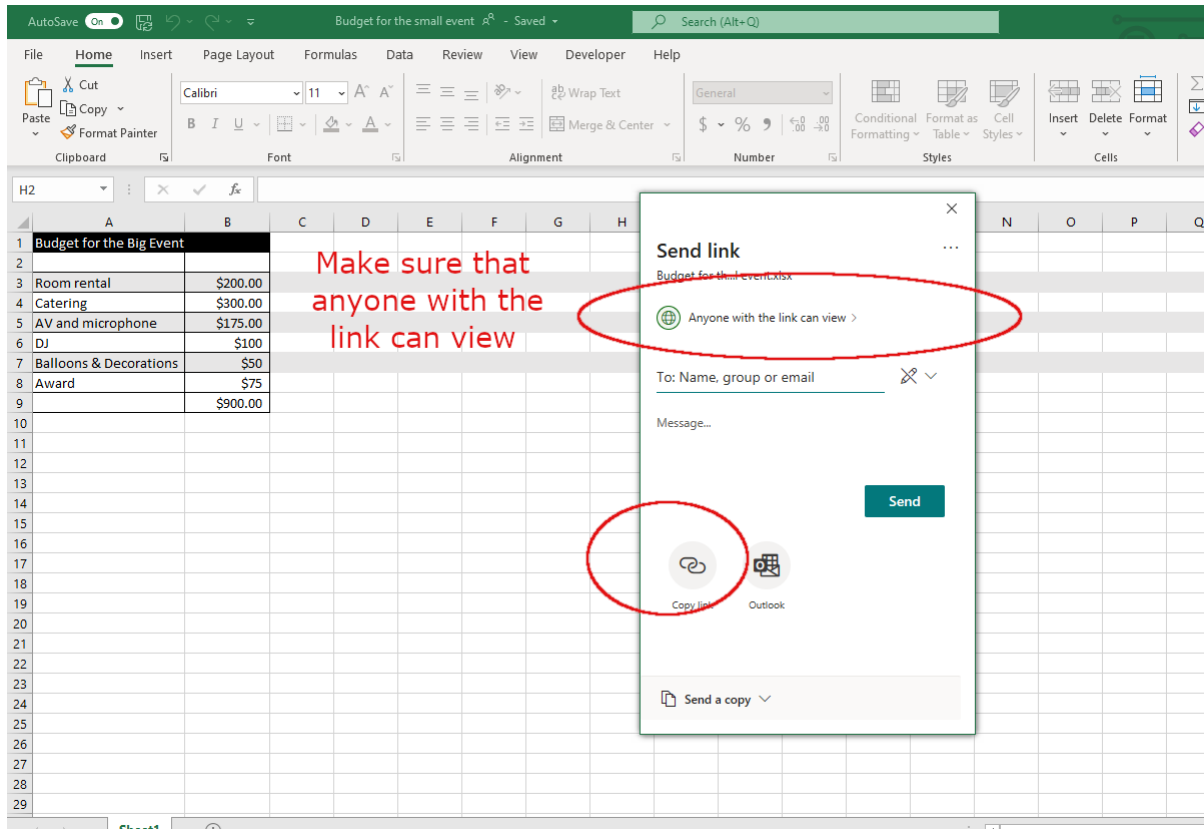
- On the dialog box that appears, make sure that the 'Protect Worksheet and contents....' tick box is ticked but uncheck all of the others. Don't worry about adding a password.



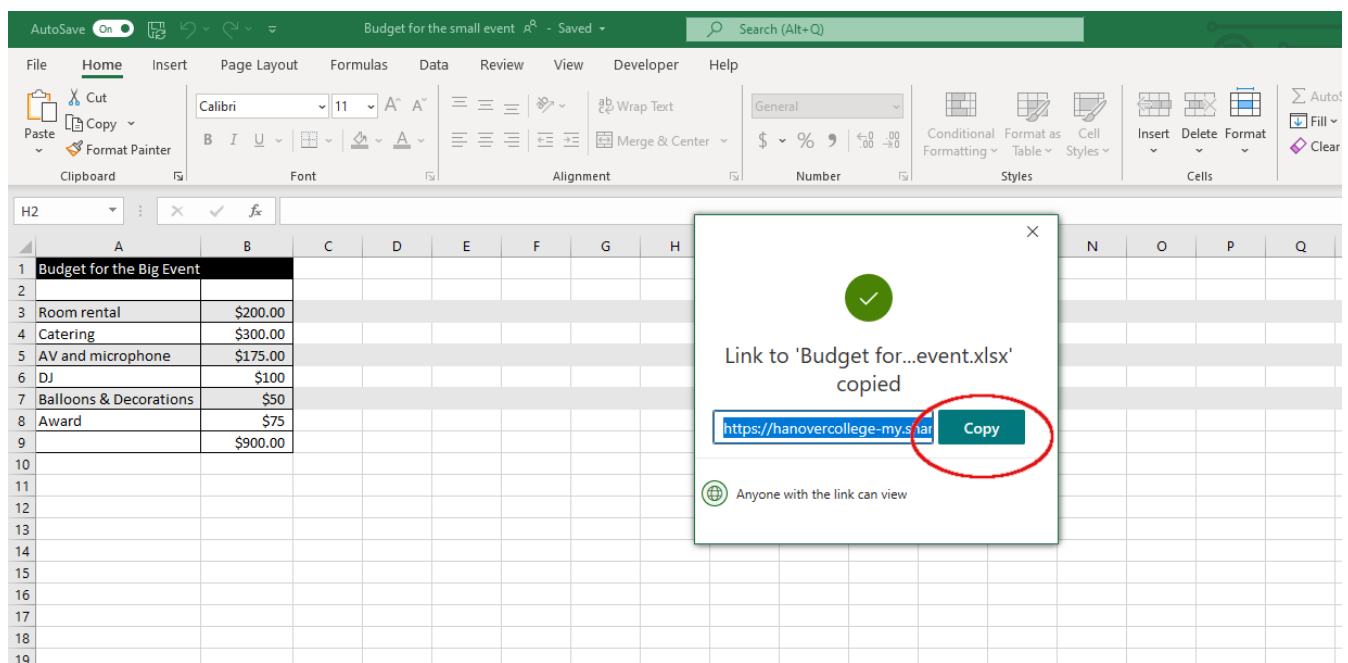
10. Click the Share button in the upper right hand corner of the screen.



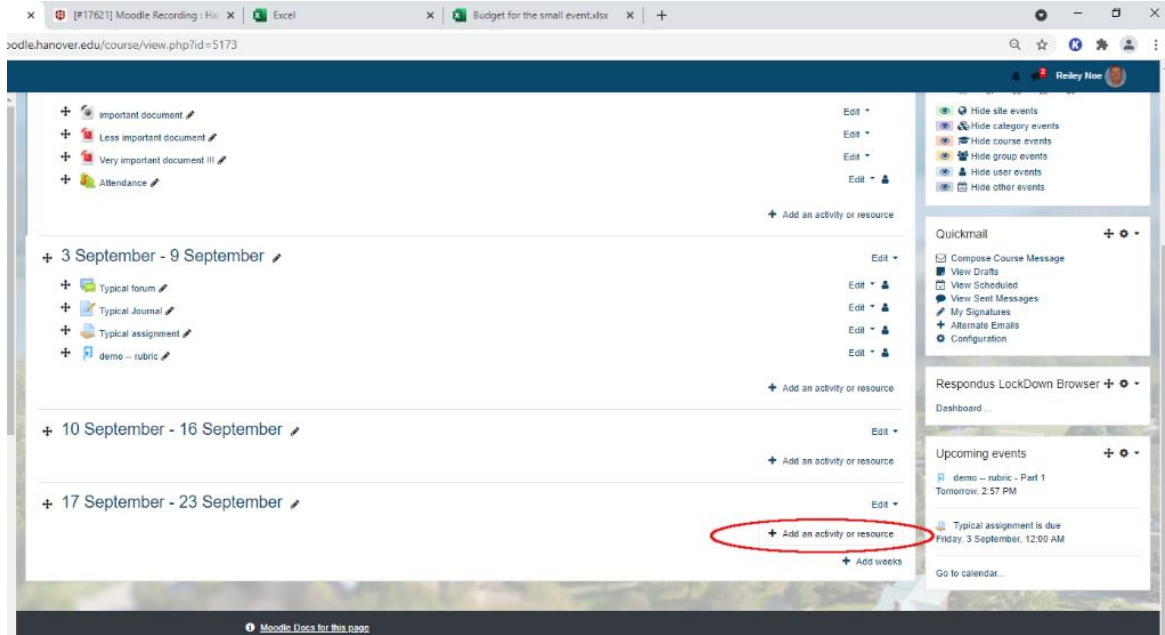
11. A Send Link popup appears. Make sure that 'Anyone with the link can view' selection is visible. Next, click on the copy link icon below it.



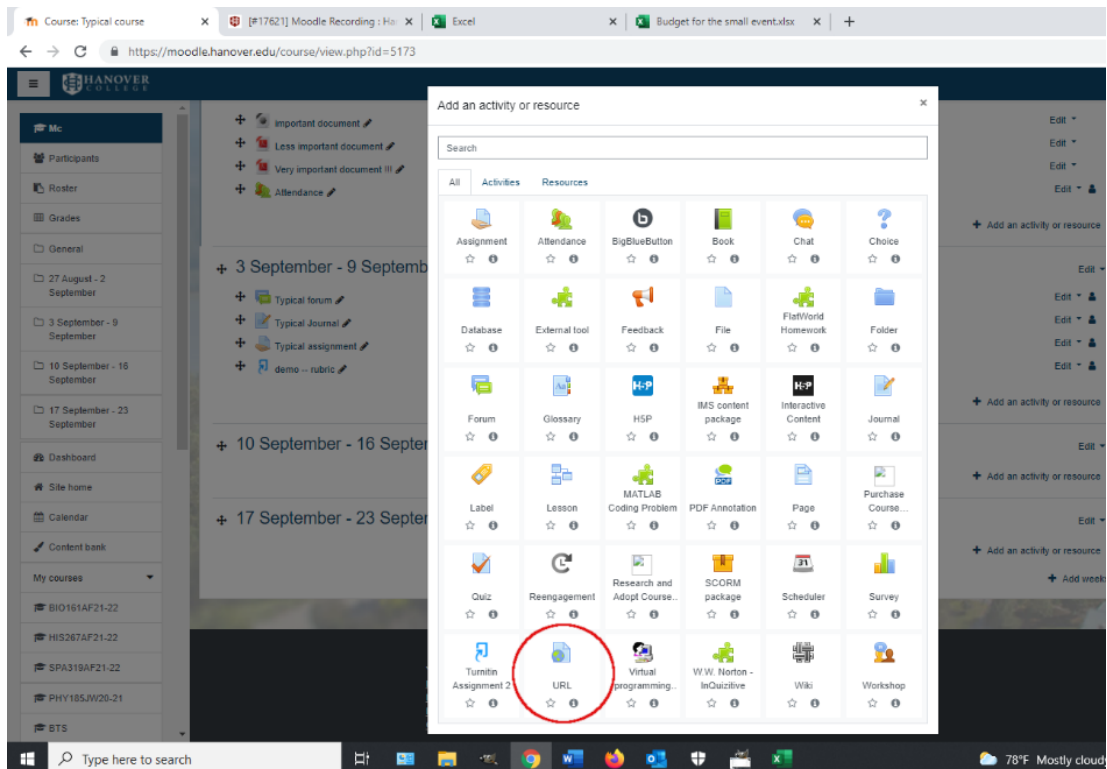
12. Another popup appears that says Link to 'Budget for ...Event.xlsx': Click Copy and it will automatically copy the long URL to a clipboard.



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



14. In the dialog box of activities and resources that appears, click on the URL resource to add the link.



15. Add a title or name for the link to the Name Section. Paste in the sheet's URL from the clipboard to the External URL field. You can add a description if you'd like and tick the box if you want it to appear on the course page, or you can skip this.

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'. 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 the Description field contains 'Add description'. There is a 'Choose a link...' button next to the External URL field. Below the Description field is a checkbox labeled 'Display description on course page'. At the bottom of the form is a large red 'Save' button. Other sections like Appearance, URL variables, Common module settings, Restrict access, Activity completion, Tags, and Competencies are collapsed.

16. We'll use "Budget for the Small Event" as the name of the Excel sheet. Next, scroll down and click one of the Save buttons at the bottom of the screen.

The screenshot shows the Moodle 'Typical course' page with the 'Adding a new URL' form. The Name field contains 'Budget for Small Event', the External URL field contains 'https://hanovercollege-my.sharepoint.com/x/jg/personal/noe\_hanover\_edu', and the Description field contains '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 'Display description on course page' checkbox is checked. At the bottom of the form, the 'Save and display' button is circled in red. Other buttons are 'Save and return to course' and 'Cancel'. A message at the bottom says 'There are required fields in this form marked with a red dot'. The browser tabs show 'Moodle Recording: Hanover College', 'Excel', and 'Budget for the small event.xlsx'.



Canvas LMS interface showing a calendar view for September. The calendar displays three weeks of activities and resources.

**Week 1: 3 September - 9 September**

- Very important document !!!
- Attendance
- Typical forum
- Typical Journal
- Typical assignment
- demo -- rubric

**Week 2: 10 September - 16 September**

**Week 3: 17 September - 23 September**

- Budget for Small Event

**Right Sidebars:**

- Quickmail:** Compose Course Message, View Drafts, View Scheduled, View Sent Messages, My Signatures, Alternate Emails, Configuration.
- Respondus LockDown Browser:** Dashboard ...
- Upcoming events:** demo -- rubric - Part 1 (Tomorrow, 2:57 PM), Typical assignment is due (Friday, 3 September, 12:00 AM).

Excel Budget for the small event 🔍 Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Open in Desktop App

Calibri 11 B [Grid] [Format Painter] [Text Color] [Font Color] [Merge] General \$ 0.00

A4 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Budget for the Big Event													
2														
3	Room rental	\$200.00												
4	Catering	\$300.00												
5	AV and microphone	\$175.00												
6	DJ	\$100												
7	Balloons & Decorations	\$50												
8	Award	\$75												
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This sheet is protected. Some parts may be view-only and can't be changed.