

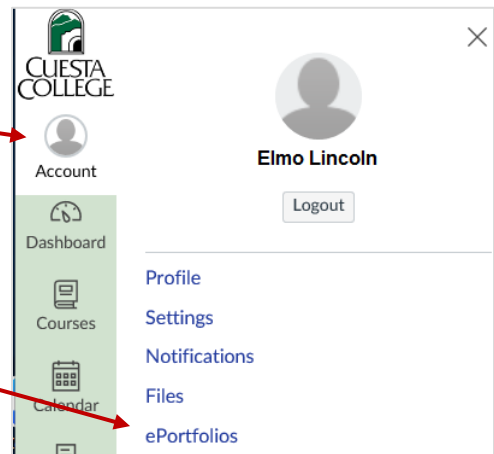
Create Faculty Bio Page

Using Canvas, you can easily create a faculty bio webpage that you can share with anyone, including current & future students, coworkers, professionals outside of Cuesta College, etc.

1. Compose and format the content of your bio using a word processor like MS-Word.
2. Log into Canvas:
 - a. Go to <https://cuesta.instructure.com>
 - b. Enter your username and password.
3. Click **Account** in the Global Navigation bar.

A pop-out menu will appear.

4. Select **ePortfolios**.



5. Click the **Create an ePortfolio** button (upper-right).

The "My ePortfolios" screen will display.

+ Create an ePortfolio

Make an ePortfolio

ePortfolio Name:

Make it Public

6. Type an ePortfolio Name.

7. Select the checkbox, "**Make it Public**", and then click the **Make ePortfolio** button.

A "Welcome to Your ePortfolio" screen will display.

Welcome to Your ePortfolio

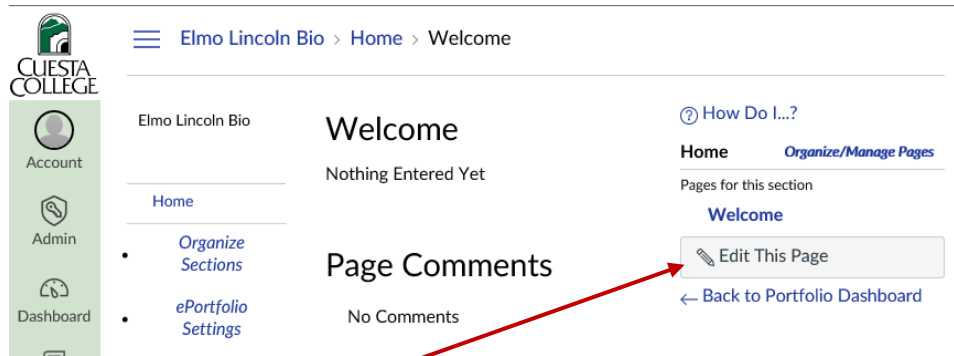
If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

[Getting Started Wizard](#)

[Go to the Actual ePortfolio](#)

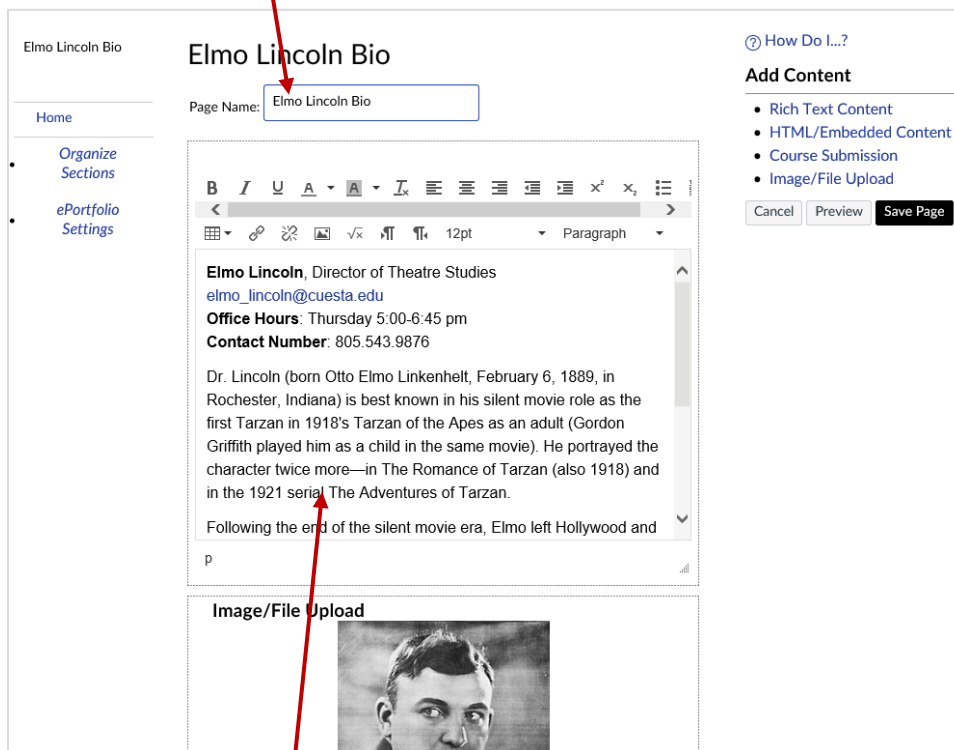
8. Click **Go to the Actual ePortfolio**.

A "blank" Welcome page will display.



9. Click the **Edit This Page** button.

10. If desired, change the Page Name.



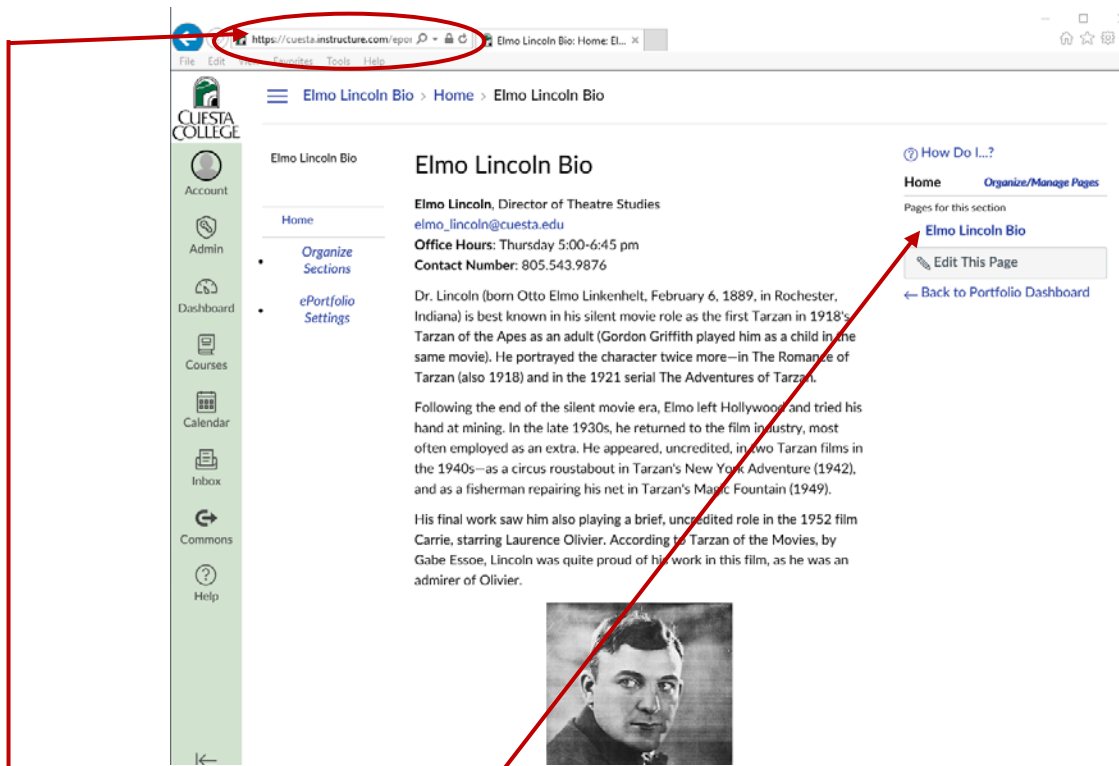
11. Copy your bio from your word processing document and paste it in the main text area, replacing the text "Nothing Entered Yet". Format the pasted text as desired.

12. Optionally add an image:

- Click **Image/File Upload** under "Add Content" in the Sidebar.
- Click **Browse...**
- Locate and double-click on the desired image file.
- Click **Select/Upload File**.

13. Click the **Save Page** button. 

The formatted bio page will display.



14. Click the page name in the Sidebar.

15. Highlight and copy the page URL in the browser's address field.

*This is the address used to view your bio page. **Only** this page is accessible without logging into Canvas. Clicking any other link will prompt for a Canvas logon.*

16. Email the copied URL to your division assistant to add to your department's directory.