

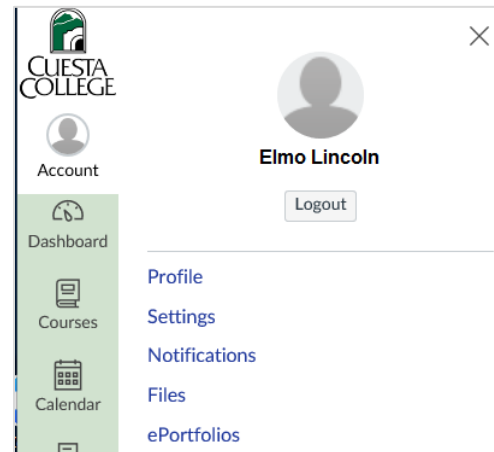
Create Faculty Bio Page

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.

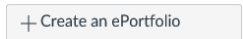
1. Compose and format the content of your bio using a word processor like MS-Word.
2. Log into Canvas:
 - a. Go to <https://cuesta.instructure.com>
 - b. Enter your username and password.
3. Click **Account** in the Global Navigation bar.

A pop-out menu will appear.

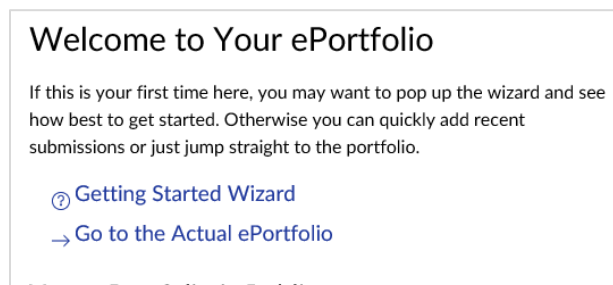
4. Select **ePortfolios**.



5. Click the **Create an ePortfolio** button (upper-right).
The “My ePortfolios” screen will display.

A screenshot of the 'Make an ePortfolio' dialog box. The title is 'Make an ePortfolio'. There is a text input field for 'ePortfolio Name' with the value 'Elmo Lincoln Bio'. Below the input field is a checkbox labeled 'Make it Public' which is checked. At the bottom of the dialog box are two buttons: 'Make ePortfolio' and 'Cancel'.

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.



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

A “blank” Welcome page will display.

The screenshot shows the Cuesta College website interface. On the left is a navigation menu with icons for Account, Admin, and Dashboard. The main content area is titled "Elmo Lincoln Bio" and "Welcome". Below the title, it says "Nothing Entered Yet". There are links for "Organize Sections" and "ePortfolio Settings". On the right, there is a sidebar with a "How Do I...?" link, "Home" (with a sub-link "Organize/Manage Pages"), "Pages for this section" (with a sub-link "Welcome"), and an "Edit This Page" button. At the bottom of the sidebar, there is a "Back to Portfolio Dashboard" link.

9. Click the **Edit This Page** button.
10. If desired, change the Page Name.

The screenshot shows the same page in edit mode. The "Page Name" field is set to "Elmo Lincoln Bio". The main text area contains a rich text editor with the following text: "Elmo Lincoln, Director of Theatre Studies", "elmo_lincoln@cuesta.edu", "Office Hours: Thursday 5:00-6:45 pm", "Contact Number: 805.543.9876", and a paragraph about Dr. Lincoln's early career. Below the text area is an "Image/File Upload" section with a small image of Elmo Lincoln. On the right sidebar, there is an "Add Content" section with options for "Rich Text Content", "HTML/Embedded Content", "Course Submission", and "Image/File Upload". At the bottom of the sidebar, there are "Cancel", "Preview", and "Save Page" buttons.

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:
 - a. Click **Image/File Upload** under “Add Content” in the Sidebar.
 - b. Click **Browse...**
 - c. Locate and double-click on the desired image file.
 - d. Click **Select/Upload File**.
13. Click the **Save Page** button.

The formatted bio page will display.

The screenshot shows a web browser window with the address bar displaying <https://cuesta.instructure.com/epor>. The page title is "Elmo Lincoln Bio: Home: El...". The sidebar on the left contains the Cuesta College logo and navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled "Elmo Lincoln Bio" and includes the following text:

Elmo Lincoln, Director of Theatre Studies
elmo_lincoln@cuesta.edu
Office Hours: Thursday 5:00-6:45 pm
Contact Number: 805.543.9876

Dr. Lincoln (born Otto Elmo Linkenhelt, February 6, 1889, in Rochester, Indiana) is best known in his silent movie role as the first Tarzan in 1918's Tarzan of the Apes as an adult (Gordon Griffith played him as a child in the same movie). He portrayed the character twice more—in The Romance of Tarzan (also 1918) and in the 1921 serial The Adventures of Tarzan.

Following the end of the silent movie era, Elmo left Hollywood and tried his hand at mining. In the late 1930s, he returned to the film industry, most often employed as an extra. He appeared, uncredited, in two Tarzan films in the 1940s—as a circus roustabout in Tarzan's New York Adventure (1942), and as a fisherman repairing his net in Tarzan's Magic Fountain (1949).

His final work saw him also playing a brief, uncredited role in the 1952 film Carrie, starring Laurence Olivier. According to Tarzan of the Movies, by Gabe Essoe, Lincoln was quite proud of his work in this film, as he was an admirer of Olivier.

Below the text is a black and white portrait of Elmo Lincoln.

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.