



Adding an Instructor Bio Widget to your Course Homepage

This document shows how to add an instructor bio widget on your course homepage. The instructor bio widget can include an image of you, your name, contact information, office hours, and a link to your Zoom room. This is a two-part process that involves creating a widget and changing the active course homepage.

Part I: Creating the Instructor Bio Widget

1. From your course navigation bar, select **Course Admin**



2. Under the **Site Setup** heading, select **Widgets**

Site Setup

Course Offering Information Homepages



3. Locate **Instructor Bio** in the Custom Widget list
 - a. Then select the **Copy icon**

Custom Widget List

Name ▲	Actions
Cengage & Accessibility	
Class Progress	
Course Evaluation Survey	
Course Evaluation-Accelerated Courses	
Faculty Resources	
Instructor Bio	



4. Click **Yes** when the confirmation message appears

Confirmation

Confirm you want to create a copy of
Instructor Bio

A copy of Instructor Bio will be created in this
org unit

5. Locate **Instructor Bio- Copy** in the Custom Widget list
 - a. Then click on the **pencil icon** to edit your widget



6. Optional: From the Edit Widget **Properties** tab:
 - a. In the **Name** field, rename your widget
 - b. In the **Description** field, include a description about the widget, specific to your course
 - c. Click **Save**

Properties ← Release Conditions Content

Edit Widget Properties

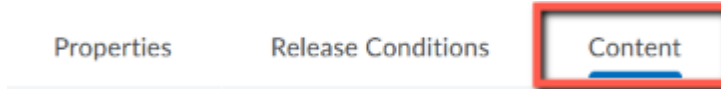
Name *

Instructor Bio - Copy

Description

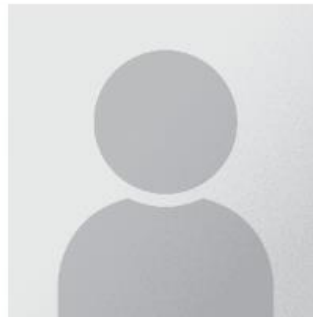
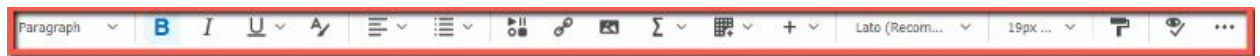


7. Select the **Content** Tab



8. In the **Widget Content** box:

- a. Type directly in the box to provide information about your availability
- b. Use the toolbar to format text
- c. Select the **Insert Stuff** button to upload a photo of yourself:



Name

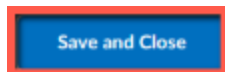
Email:

Phone:

Zoom Class Link:

Office Hours:

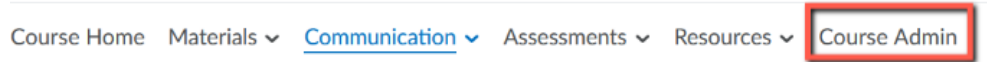
9. Click **Save and Close**



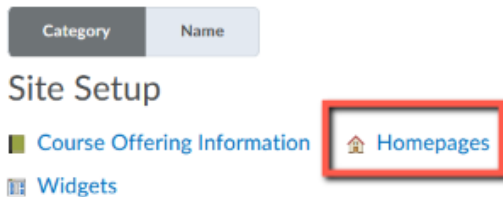


Part II: Changing the Active Course Homepage

1. From your course navigation bar, select **Course Admin**



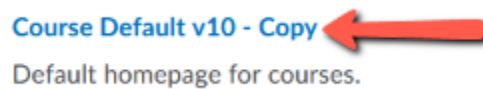
2. Under the **Site Setup** heading, select **Homepages**



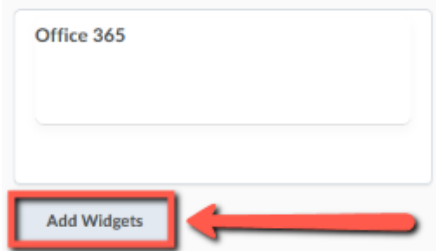
3. Locate the **Course Default Homepage**
 - a. Then select **Copy**



4. Scroll down the page to locate the **Course Default Copy**
 - a. Then click on the **Copy**



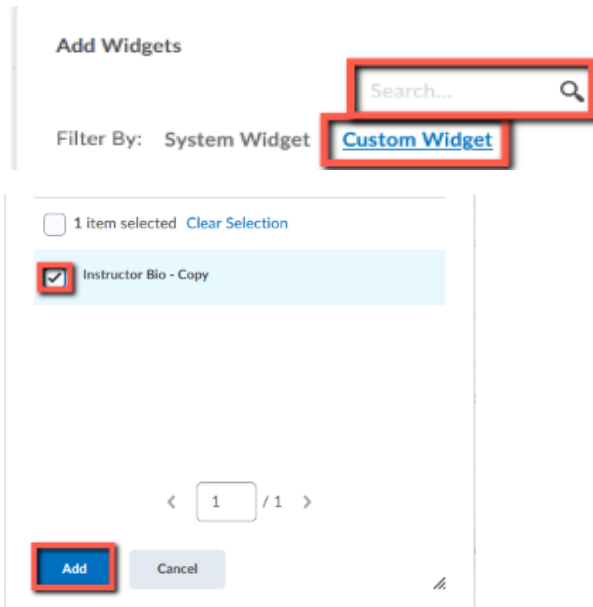
5. Scroll down to the bottom of the page.
 - a. On the right side of the screen select **Add Widgets**



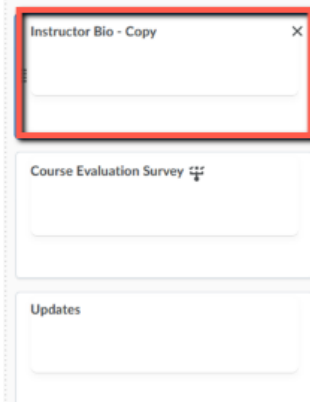


6. Select **Custom Widget**

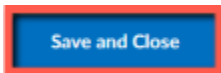
- a. In the Search box, type the name of your customized widget
- b. Click the **magnifying glass** to search
- c. Select the checkbox beside your widget
- d. Click **Add**



7. Drag and drop the widget at the top of the widget list:

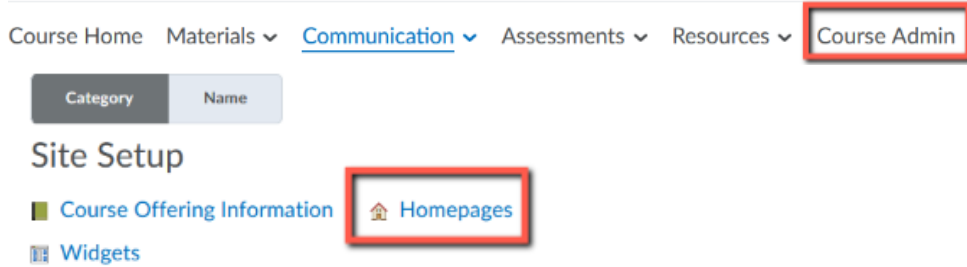


8. Click **Save and Close**





9. Click on **Course Admin > Homepages**



10. From the **Active Homepage** dropdown, select **Course Default v10 Copy**

a. Then click **Apply**

