



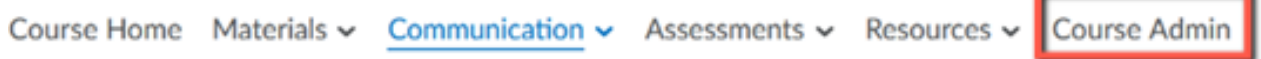
# Add an Instructor Bio Widget to your Course Homepage

Revised 8/24/23

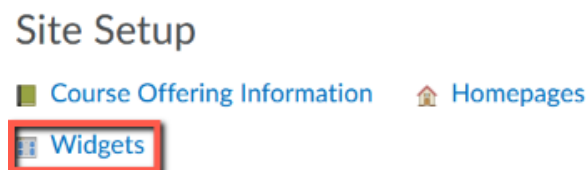
This document shows how to add an instructor bio widget on your course homepage. The instructor bio widget can include an image of you, your name, contact information, office hours, and a link to your Zoom room. This is a two-part process that involves creating the widget and changing the active course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

## Part I: Creating the Instructor Bio Widget

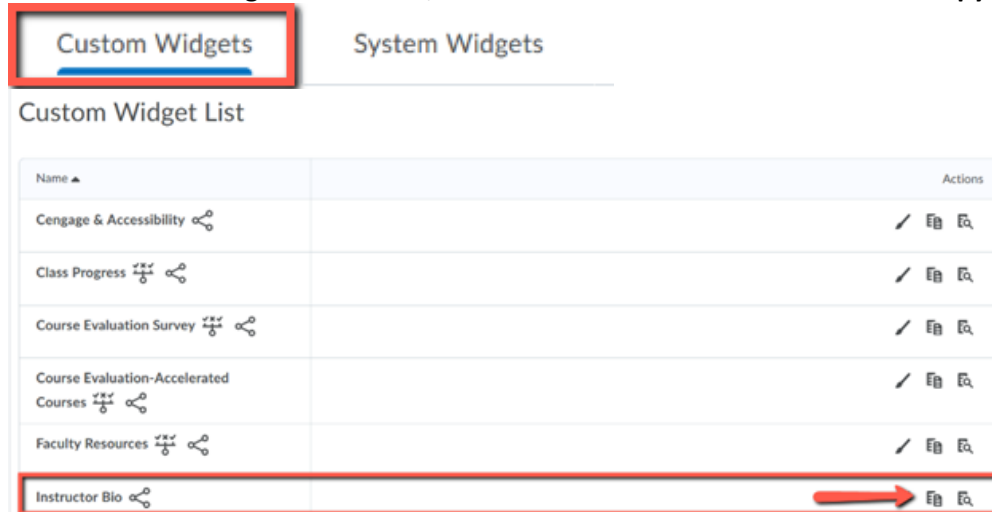
1. From your course navigation bar, select **Course Admin**:



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



3. Ensure **Custom Widgets** is selected, then locate Instructor Bio and select the **Copy icon**:





4. Select **Yes** on the confirmation message screen:

**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 select 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:

Properties **Release Conditions** Content

### Edit Widget Properties

Name \*

Instructor Bio - Copy

Description

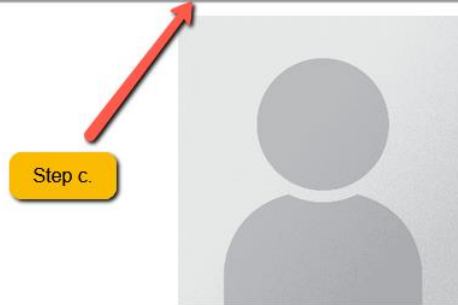
- c. Select the **Content** Tab:

Properties Release Conditions **Content**



In the **Widget Content** box:

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



**Name**

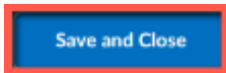
Email:

Phone:

Zoom Class Link:

Office Hours:

7. Select **Save and Close**:





## Part 2: Changing the Active Course Homepage

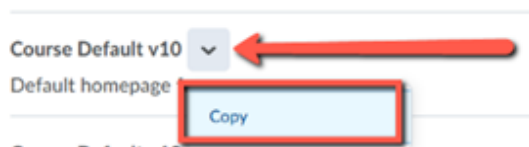
1. From your course navigation bar, select **Course Admin**:



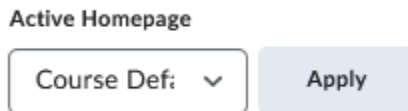
2. Under the Site Setup heading, select **Homepages**:



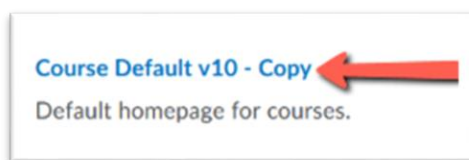
3. Locate the **Course Default v10** Homepage
  - a. Then select **Copy**:



4. Under the **Active Homepage** dropdown, select **Course Default v10 - Copy**
  - a. Then select **Apply**:



5. Scroll down the page to locate the **Course Default v10 - Copy**
  - a. Then select **Course Default v10 - Copy**:



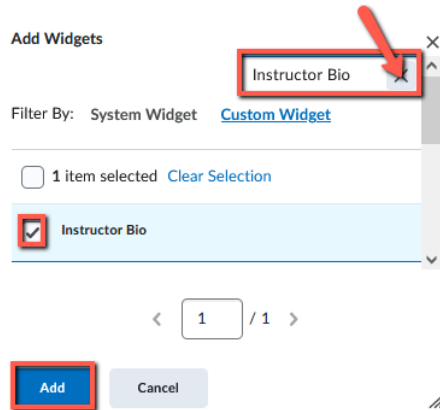
6. Scroll down to the bottom of the page
  - a. On the right side of the screen select **Add Widgets**:



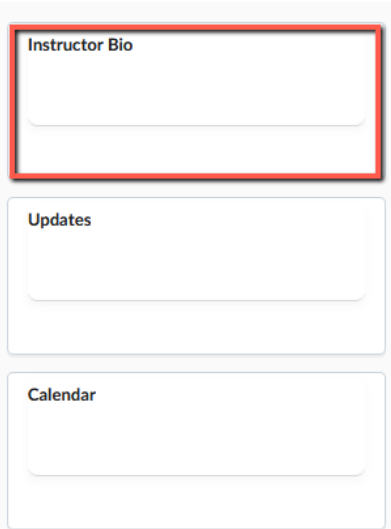


7. Select **Custom Widget**

- Type the name of your customized widget in the search box
- Click the **magnifying glass** to search
- Select the checkbox beside your widget
- Click **Add**:



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



9. Select **Save and Close**:

