Teaching Portfolio Bug Fix – Uploading Images

The following instruction will resolve the issue of uploading images to the “About” page of your Teaching Portfolio.

1. Login to your Teaching Portfolio.
2. From the Dashboard select “Pages” (see below).
3. A list of all the pages on your Teaching Portfolio will appear. Hover your cursor over the “About” page in the list and a menu will appear underneath. Select “Edit” (see below).

4. You are now in the “Edit Page” editor for the “About” page. In the top right corner of the editor you will see two tabs “Visual” and “Text”. Select the “Text” tab. Highlight and copy the following text to be pasted later (see below).
5. In the top right corner of the page select “Move to Trash” (see below)

6. The “About” page has been moved to the trash. Select the “Trash” link to permanently remove the “About” page from your Teaching Portfolio (see below).
7. You will see a list of all the pages in the “Trash” on your Teaching Portfolio. Hover your cursor over the “About” page in the list and a menu will appear underneath. Select “Delete Permanently” (see below).

8. The old “About” page has been permanently deleted. In the top left corner of the page select “Add New” to create a new “About” page (see below).
9. You are now in the “Add New Page” editor. Enter “About” as the title of the new page. Then paste in the copied text from earlier into the editor.

![Screenshot of the Add New Page editor with the title set to “About” and some sample text added.]

10. Then switch out of the “Text” mode in the editor. In the top right corner of the editor select “Visual” (see below). You may now change the “About” page content and upload and your image. Once you are finished select “Publish” to save the new “About” page.

![Screenshot of the Add New Page editor with the “Visual” tab selected and some text added for a sample page.]

11. Then return to the front page of your Teaching Portfolio and you should see the contents of the “About” page displayed (see below).