# Immigrant Harrisonburg: Creating Student Bio Post

Creating a Post

1) Go to your class website at https://sites.lib.jmu.edu/immigrantharrisonburg/
2) In the top left-hand corner you will see a **Log In** link. Log in by using your JMU eID and password (the same credentials you use for My Madison and Canvas).
3) To create a post, either
    a) Hover over the **"+ New"** link in your gray toolbar and select **Post**, or
    b) Go to the **WordPress Dashboard.** On the left sidebar, **select Posts>Add New.**
4) In the Edit Post screen, add a title to your post. ☐ The title should be your name
5) Click the purple 'Use Divi Builder' button
    a) Select the 'Load Layout' option in the menu that appears.
   b) In the next window select 'Your Saved Layouts' and then choose 'Student Bio Post Template'.
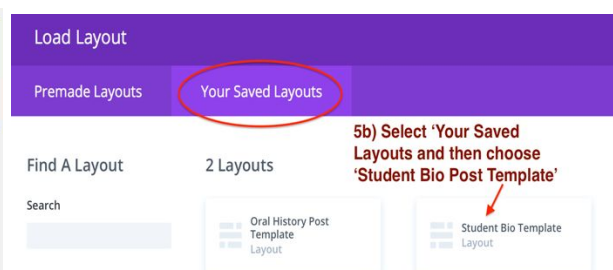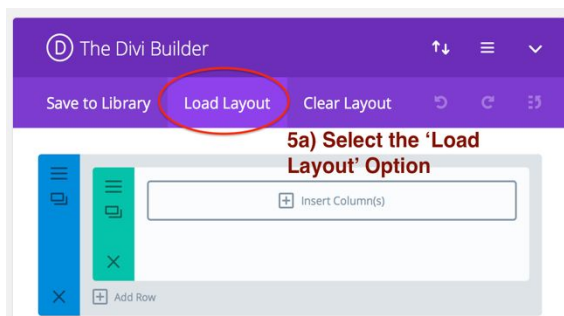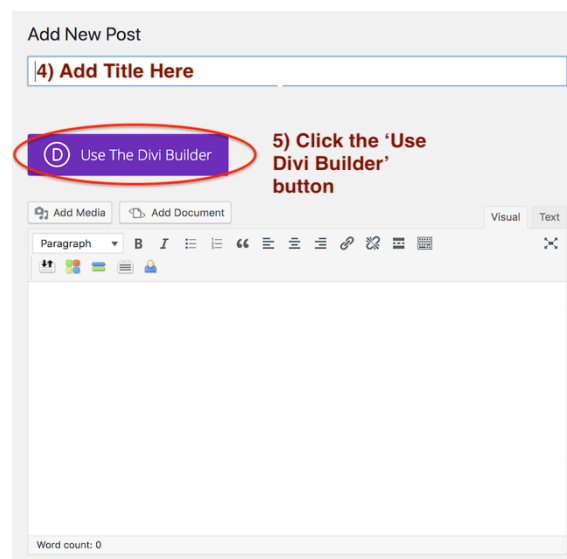
Person Module

1) Click on the icon of the 3 lines vertically stacked on the left of the Person module
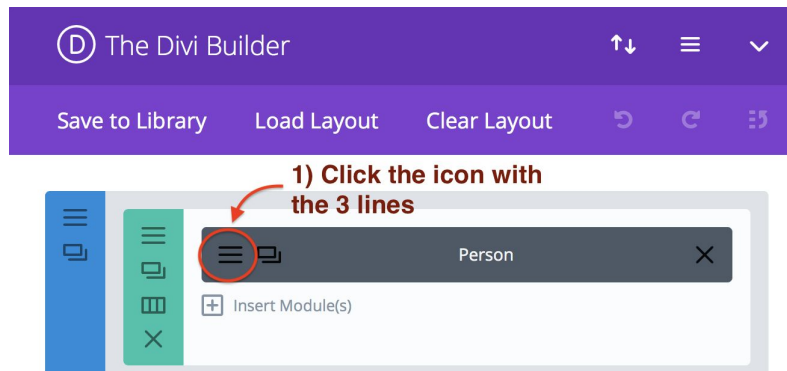
2) Fill in the 'Name' and 'Description' sections'
3) Click on the black 'Upload an Image' button (in the Image section, directly below the Description box)
   a) Add your headshot to the Media Library and then select the 'Set as Image' button at the bottom right of the page

3a) Add your image, select it, and then click 'Set as Image'
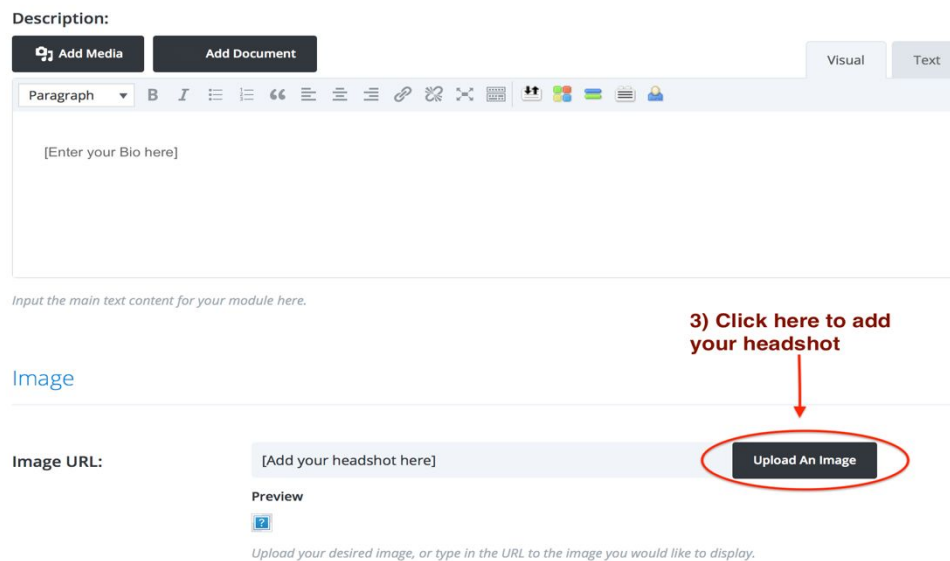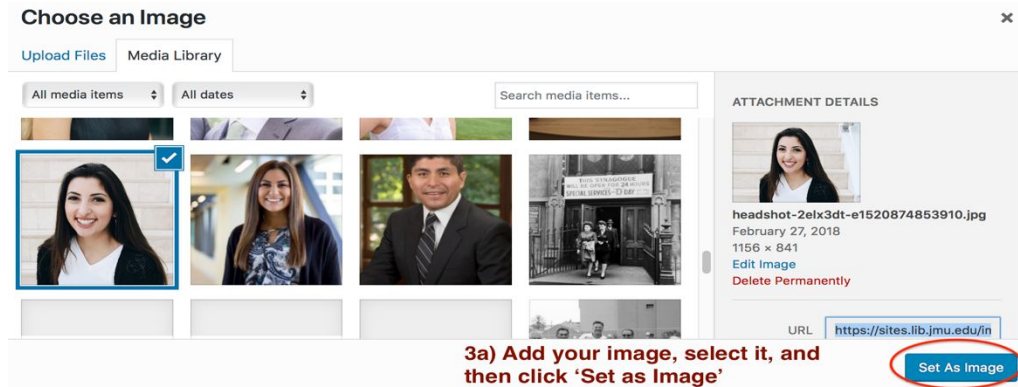
4) Click the green 'Save & Exit' button

Assigning Categories and Selecting a Featured Image

1) In the right-hand column, locate the **Categories** section. Select the following **TWO** boxes
   a) Select 'Student Bios'
   b) Under Student Bios, select the class that you are completing the project for
1) Next, locate the **Featured Image** box located in the right-hand column. Choose your headshot. This image will be a thumbnail image that will appear on the archive of the website.