

Creating a Personal Website and Online Presence

(Because everybody gets Googled.)

Whether you're doing coursework or going on the job market for the first time, an online presence can help you start establishing a professional presence, make important connections with others in your field, and showcase your research and teaching. This guide introduces you to some of the most common online platforms and gives you tools for setting up your own personal website.

BUILD A WEBSITE USING UCHICAGO VOICES

UChicago Voices gives faculty, students, and staff free access to a domain name and customized WordPress site builder.

First, create your site.

- Go to voices.uchicago.edu and click "Create Your Site"
- Log in with your CnetID
- Click "Create a New Site"
- Choose "Site Name" and "Site Title" (your web address will be "voices.uchicago.edu/your site name")
- Privacy: Public (Recommended)
- Select a "Template": UChicago Unit Website Template (Recommended)
- Click "Create Site" (It may take 3-5 minutes for your site to load.)

Then, make it your own.

- From the left sidebar, click the "Pages" icon, then "All Pages."
- Click on a page to edit that page. Add a new page or clone an existing page.
- To design and upload materials, use the "Divi Builder" or "Visual Builder."
- Create pages: Home, Teaching, Research, Publications, CV, Blog, Contact
- Upload materials: CV, teaching video, publications, etc.
- Consider using UChicago stock images or Google Images (mind copyright)
- Remember to SAVE your work and PUBLISH to make your site live!

COMMON ONLINE PLATFORMS

- Personal Website: WordPress via UChicago Voices (*You don't need to know coding to build a website!*)
- Social Media: Facebook, Twitter, Instagram
- Professional Sites: LinkedIn, Academia.edu (*Join these if you haven't already!*)
- File Sharing: Box, Dropbox, Mega.nz

PREP FOR THE JOB MARKET

- When an interviewer asks, "Have you worked in the realm of digital technology," you'll be able to say, "Yes, I built a website, and here is the URL."
- Consider incorporating digital literacy into your teaching: student blogging, course websites, etc.

NEED HELP?

- This handout is adapted from information and materials presented by Dr. Jeffrey Tharsen (Research Computing Center) as part of the UChicagoGRAD Workshop Series "Digital Literacy for Humanists." Dr. Tharsen welcomes questions related to these and other computing topics. Reach him at tharsen@uchicago.edu.
- IT Services: John Lotus, Anna Cooper
- IT Services Voices Tutorial: voices.uchicago.edu/sandbox/tutorial

