

Steps to Create Academic/Instructional Website

Please only publish academic content, such as your research and teaching!

Step 1. Prepare webpage files on your local computer

Prepare the webpage files and other files to be published, such as your CV, papers, course syllabus, etc. Avoid using file types other than html, pdf, jpg, and png. The front page file named “index.html” is a must. There are many templates and tutorials for creating personal webpages online. A basic functional template that does not require html coding experience can be downloaded here:

https://www.mathstat.gsu.edu/files/2021/01/academic_website_template.zip

You can edit the html files using any text editor (such as Notepad in Microsoft Windows and TextEdit in macOS). Example html files are provided in the template.

Step 2. Create an account on gsucreate and upload your files

- Go to <https://create.gsu.edu/> and sign up by following the instructions there. Remember the site name (usually in the form of <http://yourusername.gsucreate.org/> with “yourusername” being your email account name).
- After log in, locate the “File Manager” icon (Figure 1 left) and click in.
- Upload the webpage files created in Step 1 to “public_html” folder (Figure 1 right). You can create folders by clicking the “+Folder” button. Make sure the “index.html” file is directly under “public_html” folder.

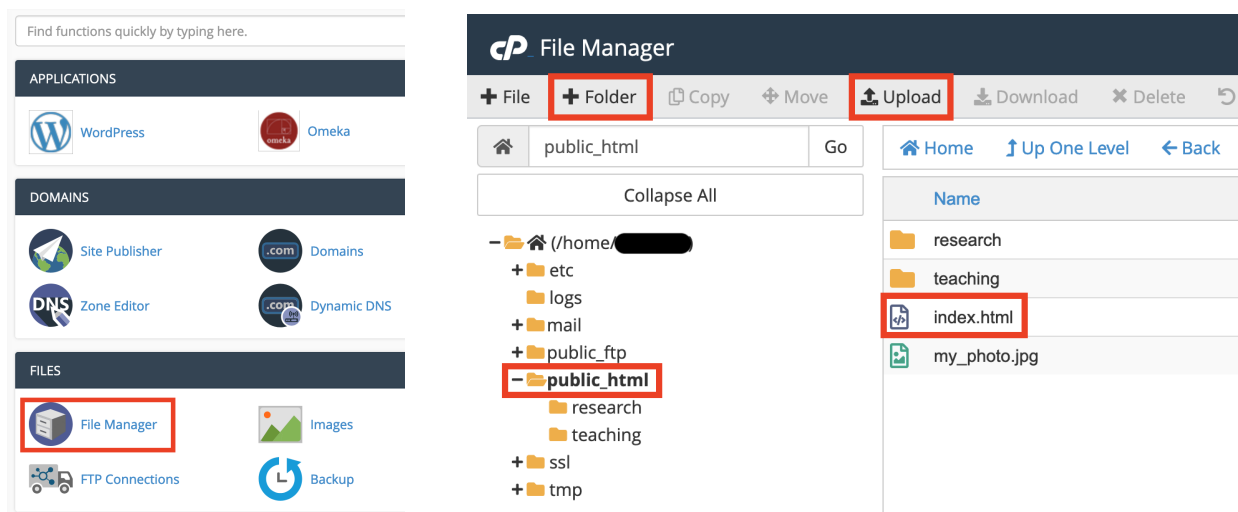


Figure 1: **Left:** “File Manager” icon on your dashboard. **Right:** Click “public_html” folder in the left panel, then upload files to show up on the right panel.

Step 3. Check the published site

Go to your gsucreate website you created in Step 2(a) and check if everything looks good. If you want to make changes, follow Step 2(c) to upload new or updated files.