

Voices WordPress for Course Management

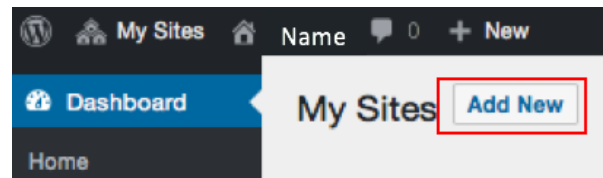
"Voices" is the College's WordPress multi-site instance. Faculty can create a site for course. Students can create their own sites. A good reference for teachers: [WordPress Codex](#).



Creating a Course Site

Choice A. To use your College username and password for your Voices account and create a blog (not recommended for students)

1. Go to <https://voices.wooster.edu/>
2. Click the "Log in" link in the upper left corner on the toolbar.
3. Login with your College username and password. Your Voices account is synced with your Wooster credentials and your password will change when your Wooster Office 365/Outlook password changes.
4. In the upper left corner, click "My Sites."
5. Click the "Add New" button.



6. Enter information for the following fields:
 - **Site Domain:** The text you type in this box will be the Blog URL followed by ".voices.wooster.edu" to act as the web address for your blog. For example, if "mycourse" were typed into this box, the address for your blog would be <https://mycourse.voices.wooster.edu>.
 - **Site Title:** This is the name of your blog and will be displayed at the top of your blog pages. It can be changed later along with a tagline.
 - **Privacy: I would like my site to appear in search engines, and in public listings around this site:** It's a good idea to have search engines index your blog. This helps protect you by archiving your work in case of a severe issue with your blog occurs. If privacy is a must, then check "No".
 - **Select a template:** If you are creating a course site, consider selecting a Course template. If you are importing a site, consider either the Blog or Website template.
7. Once you have completed these steps, click "Create Site."

Choice B. To create a Voices account and a blog (recommended for students)

1. Go to <https://voices.wooster.edu/>
2. Click the "Register" link in the upper left corner on the toolbar.
3. Fill in the following information:
 - **Username: Do not use your Wooster username.** This will be your username for the voices.wooster.edu blogging site.
 - **Email Address:** This **must** be an @wooster.edu email address
 - **Password:** This will be your password for the voices.wooster.edu blogging site. It will **not** sync with your Wooster password and will **not** change when you change your Wooster password.
 - **Name:** Your Name
 - **Dept/Major:** These are optional
 - **Yes I'd like to create a new blog:** Select this button if you would like a blog.

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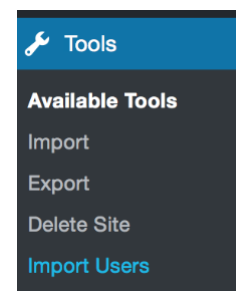
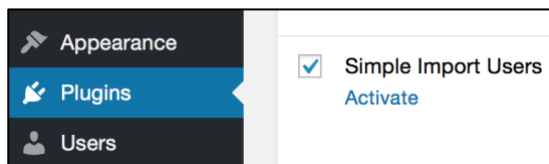
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 - **Select a template:** If you are creating a course site, consider selecting a Course template. If you are importing a site, choose either the Blog or Website template.
4. Once you have completed these steps, click "Complete Sign Up."
 5. An email will be sent to your Wooster email account with a link to activate your Voices account. Follow the link and then click **Log in** from the navigation bar at the top of the screen.

Pointers

The username and password you use for Voices does not have to match your Wooster username and password. In fact, for students it is strongly recommended that they do not use their Wooster username when signing up with Voices. If users choose to register for a separate Voices account (Choice B above), their password will not change with the Wooster password.

Creating a Class Blog (Faculty)

1. Create a Course site.
2. Ask your students to register for Voices (above).
3. Activate the Simple Import Users plugin:
 - Go Dashboard > Plugins.
 - Click to checkmark **Simple Import Users**.
 - Click the **Activate** link.
4. Now, import your students as users on your Voices site (after all of your students have signed up for Voices):
 - Go Dashboard > Tools. Below Tools, click **Import Users**.
 - Copy and paste the e-mail addresses of your students into the text box (one e-mail address per line).
 - Select the role your students should have (author, contributor).
 - Click the **Import Users** button.
5. At this point, all of your students will be able to write posts on the class blog.



Creating a Course Site with Student Blogs

1. The faculty member needs to complete the steps for Creating a Course Site and Creating a Class Blog.
2. In addition, each student will need to complete the steps for Creating a Course Site.
3. The faculty member will need to enable the FeedWordPress plugin unless they have chosen one of the course site templates which already have this plugin enabled.
4. The FeedWordPress widget will pull the posts from each student blog and post them on the class blog. We encourage faculty using the FeedWordPress plugin to contact Educational Technology for assistance with getting everything setup.