

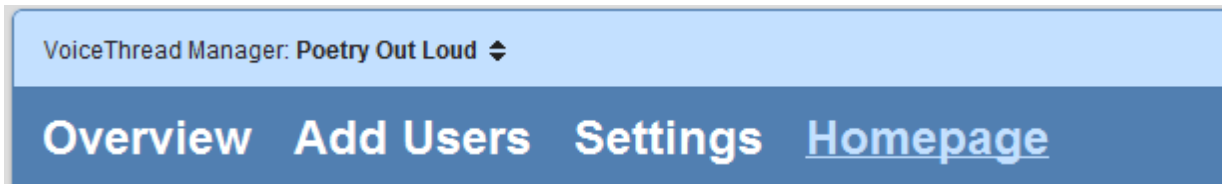
Customizing Your Homepage

Introduction

With your premium VoiceThread license, you now have the opportunity to customize your Organization's homepage. Showcase your best presentations and lectures, debates and discussions, portfolios and projects, all in one central and public location.

Getting Started

Your homepage editor is located in your Manager tool. To customize or manage your homepage, click the "Homepage" heading at the top of your Manager.



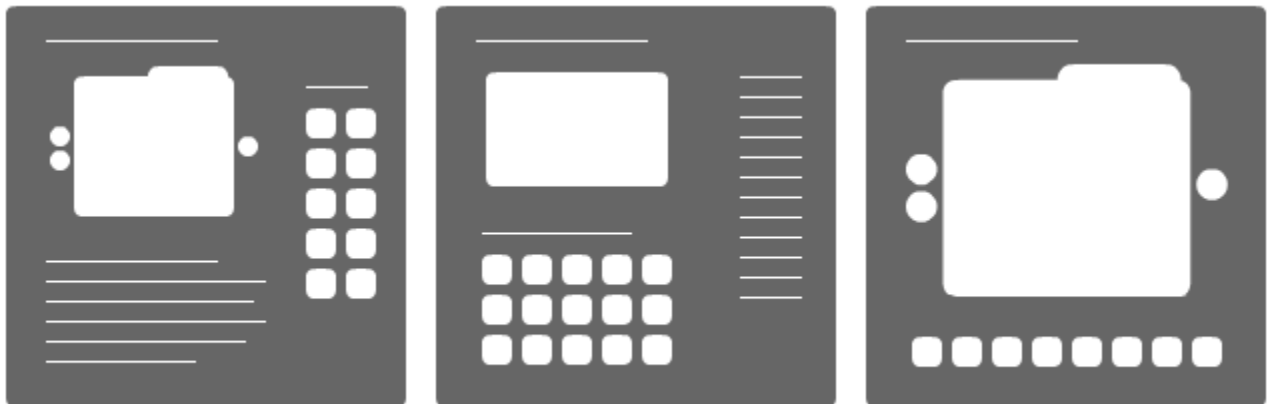
Only an Administrator for your Organization is able to edit the homepage. If you are not an Administrator, you will not see the "Homepage" option in your Manager view.



Customizing Your Homepage

The first time you click the “Homepage” section in your Manager, you are automatically walked through the steps to customize your homepage.

1. Choosing a Layout



A

Layout A - Includes:

- Title for your page
- Main featured VoiceThread
- Public message
- Homepage Group

B

Layout B - Includes:

- Title for your page
- Main image/logo
- Public message
- Homepage Group

C

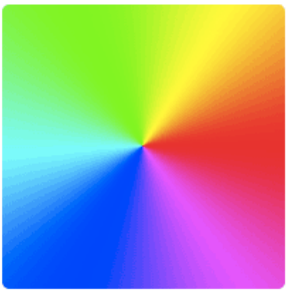
Layout C - Includes:

- Title for your page
- Main featured VoiceThread
- Homepage Group
(No message included)



2. Choosing a Style

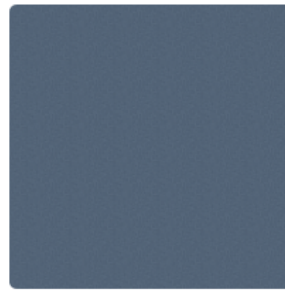
There are three pre-designed style choices: Grass Green, Blue Lagoon, or VT Style. In addition, you can select the Custom Color Scheme, which allows you to choose your own background and font colors for each element of your homepage. For example, you might choose colors to mirror those of your school, institution, or organization website.



Custom Color Scheme



Grass Green



Blue Lagoon



VT Style

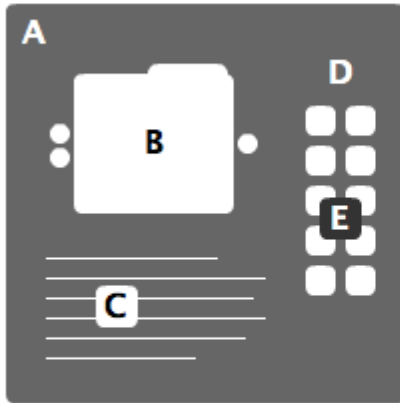
3. Entering Content

At the top of the **Content** page, you can see a description of each element of the homepage and where it is placed on the layout you've chosen. You can also see whether or not your homepage is active, which layout and style you've selected, and what your homepage link is.



3. Content

Review the **Key** and note the placement of each homepage element. Scroll down to enter messages and select media.



Key

A - Title: Homepage title

B - VoiceThread: Main embedded VoiceThread

C - Text: Your public message

D - Group Label: Label for your Homepage Group of VoiceThreads

E - Group: All showcased VoiceThreads in your Homepage Group

Settings

Status: Custom homepage is **enabled**. If you disable, your text and images will be saved.

Layout: A ([Change](#))

Style: Blue Lagoon ([Change](#))

Homepage Link: <http://poetryoutloudsonora.ed.voicethread.com/> ([Open](#))

The area below the **Key** and **Settings** information is where you will enter your **Content:** title, images, logos, featured VoiceThreads, and messages.

After you've added all of your content, scroll to the bottom of the page to see buttons that allow you to [Save the changes](#) or [Preview before saving](#). Clicking the Preview button allows you to see how the changes you've made look before saving them. Click the Save button once you're happy with the way your page looks. Changes will be visible immediately after you have clicked the "Save" button. You can always come back and make more changes or updates whenever you'd like.



Managing Your Homepage

Enabling your customizable website

You can see whether or not your homepage is enabled in the **Settings** area of the **Content** page.

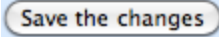
Settings

Status: Custom homepage is **not active**. Press 'Save the changes' at the bottom of the page to enable.

Layout: A ([Change](#))

Style: Blue Lagoon ([Change](#))

Homepage Link: <http://poetryoutloudsonora.ed.voicethread.com/> ([Open](#))

To enable your homepage, fill out all fields with your customizations and click the  button at the bottom of the page.

Disabling your customizable website

To disable your homepage, go to the **Content** page and click “Disable” in the **Settings** area.

Settings

Status: Custom homepage is **enabled**. If you disable, your text and images will be saved. ([Disable](#))

Layout: A ([Change](#))

Style: Blue Lagoon ([Change](#))

Homepage Link: <http://poetryoutloudsonora.ed.voicethread.com/> ([Open](#))

When you disable, all of your images, text, and VoiceThread selections are saved in case you want to display them again. You will just need to select your layout and theme again before re-enabling. When you disable, the main VoiceThread homepage is displayed as your homepage.

Where to find your homepage link

To locate your homepage link, look on the **Content** page in the **Settings** area. Your homepage link appears at the bottom of this information.



Settings

Status: Custom homepage is **enabled**. If you disable, your text and images will be saved. ([Disable](#))

Layout: A ([Change](#))

Style: Blue Lagoon ([Change](#))

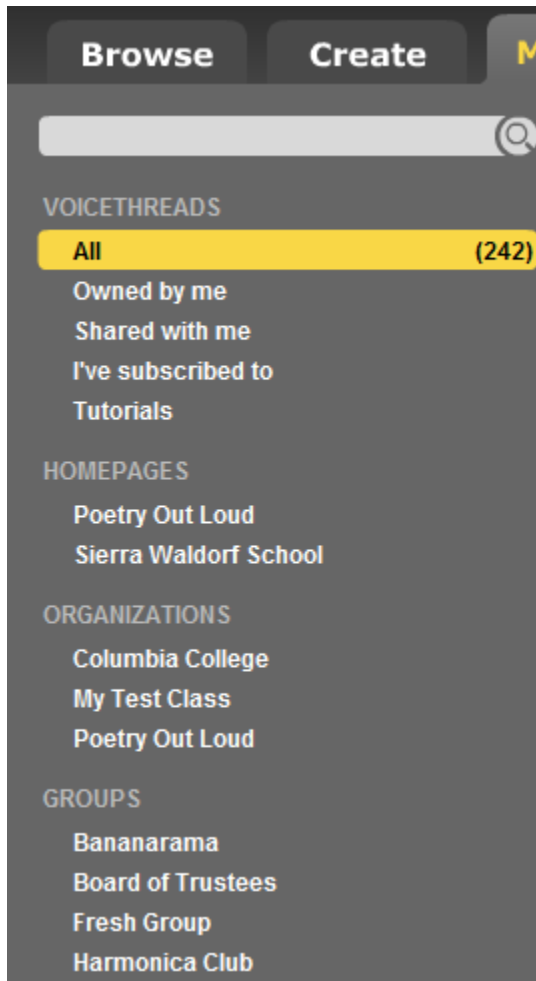
Homepage Link: <http://poetryoutloudsonora.ed.voicethread.com/> ([Open](#))

Adding VoiceThreads to your Homepage Group

Add a VoiceThread to your homepage by Sharing it with the Homepage Group on your MyVoice page.

As soon as you enable your homepage, a Group appears on the left side of your MyVoice page under the “Homepage(s).” The Homepage Group reflects the same title as your Organization.





Follow these steps from your Manager to instantly add VoiceThreads to your homepage:

- 1) Click on your MyVoice tab
- 2) Find the VoiceThread you would like to showcase
- 3) Drag the selected VoiceThread into your Group under "Homepage(s)"

Please note that any VoiceThreads put into this Group are automatically set to allow anyone to view them and comment on them. For this reason, you can only put a VoiceThread into this Group if you are the owner or an editor of that VoiceThread.

Take a look at this tutorial for more details about adding VoiceThreads to your Homepage Group: <http://voicethread.com/share/2172710/>.



Changing Layout and Style if you don't like your choices

On the **Content** page under **Settings**, you can see your current layout and style choices. If you would like to change either of them, click the “change” link next to the item you wish to change.

Settings

Status: Custom homepage is **enabled**. If you disable, your text and images will be saved. ([Disable](#))

Layout: A ([Change](#))

Style: Blue Lagoon ([Change](#))

Homepage Link: <http://poetryoutloudsonora.ed.voicethread.com/> ([Open](#))

If you don't have a custom domain

If you have a premium account and do not yet have a custom domain, please contact us at support@voicethread.com.

