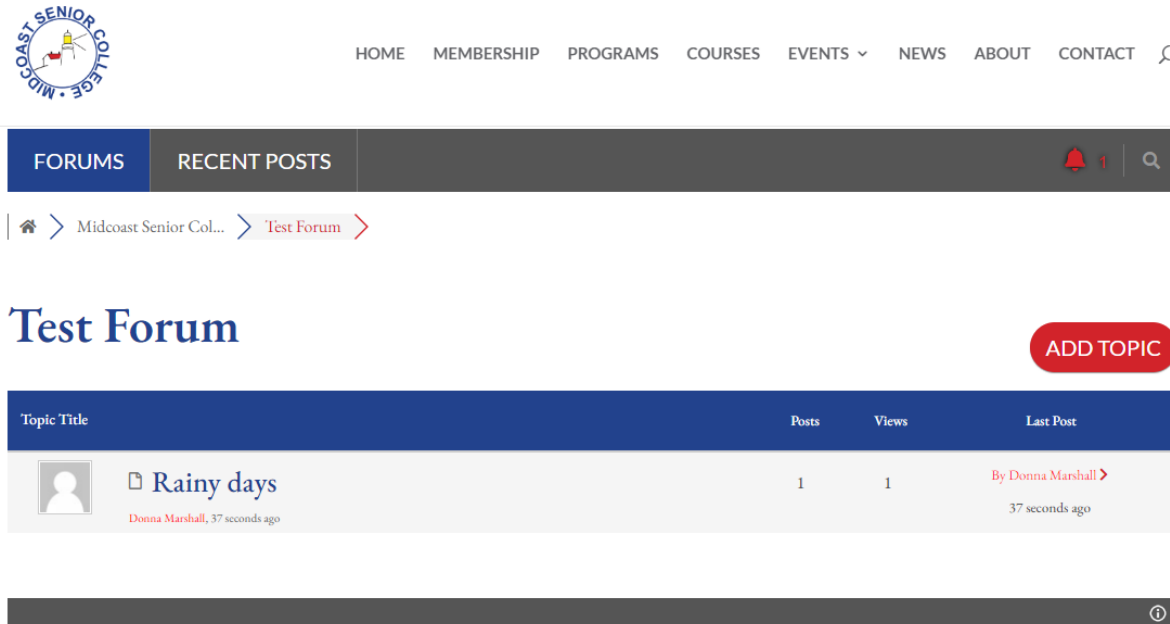



## How to use the Forum

When you open the forum, you may already see topics. A “topic” is an entry you make that could be a question, photo, comment, or anything you want to share. In the example below, there is one topic and it is “Rainy days.” At this point, if you wish to add a comment to the topic Rainy days, simply click on the topic title and continue with the steps below. If you wish to add a new topic, for example, Sunny days, then you would click the red button “Add Topic” to the right and follow steps below.



The screenshot shows the Midcoast Senior College website's forum section. At the top is the college's logo and a navigation menu with links: HOME, MEMBERSHIP, PROGRAMS, COURSES, EVENTS, NEWS, ABOUT, and CONTACT. Below this is a forum header with tabs for FORUMS and RECENT POSTS, a notification bell icon with a red '1', and a search icon. A breadcrumb trail shows the path: Home > Midcoast Senior Col... > Test Forum. The main heading is 'Test Forum' with a red 'ADD TOPIC' button to its right. Below the heading is a table of forum topics.

Topic Title	Posts	Views	Last Post
 <b>Rainy days</b> <small>Donna Marshall, 37 seconds ago</small>	1	1	By Donna Marshall > 37 seconds ago

At the bottom of the forum section is a dark grey bar with a small circular icon containing an 'i'.

### To add a new topic:

1. Click the red button “Add Topic”
2. Enter a Topic Title
3. Enter a message in the large white box. You may format it, include a link to a url or add a picture by using “choose file” and selecting a picture from your computer.
4. Do not check “Set Topic Sticky” Or “Private Topic” unless you are the class teacher and wish for that topic to always be at the top.
5. When you are ready to submit your post, click the red button “Add Topic” at bottom right.



# Test Forum



Topic Title \*

Rainy days

11pt **B** *I* U <sup>ABC</sup> A ▾

In my opinion rainy days are good. I like to look at this picture on rainy days.

P

Attach file:  Greek urn.JPG

Maximum allowed file size is 10MB

☐ Set Topic Sticky | ☐ Private Topic

Topic Tags *(Separate tags using a comma)*

Start typing tags here (maximum 5 tags are allowed)...

ADD TOPIC

Preview 1 Revisions Saved

## To add a comment to a current topic:

1. You do not type in a title, it is already there because you are adding to a current topic
2. Under “Leave a reply” type the title of your message, then in the box below, type your message.
3. When you are ready to submit, click “Add Reply”



FORUMS

RECENT POSTS



> Midcoast Senior Col... > Test Forum >

# Test Forum

ADD TOPIC

Topic Title

Posts

Views

Last Post



Rainy days

Donna Marshall, 37 seconds ago

1

1

By Donna Marshall >  
37 seconds ago

