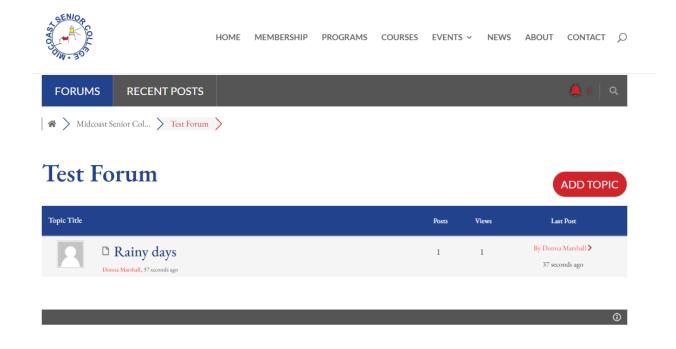
## How to use the Forum

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.



## 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**

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Topic Title *	
Rainy days	
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In my opinion rainy days are good. I like to look at this picture on rainy days.	
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Topic Tags (Separate tags using a comma)	
Start typing tags here (maximum 5 tags are allowed)	
	ADD TOPIC

## 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"

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