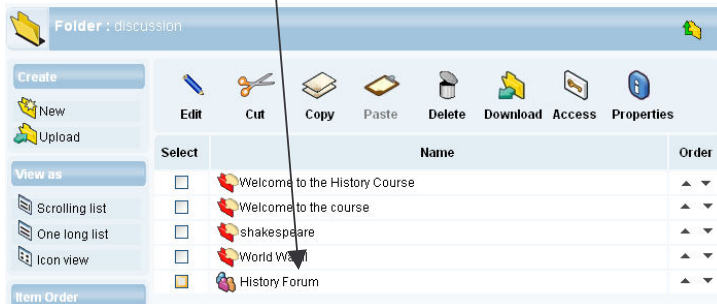


How to create a topic

1. Once a Forum has been created you can create a topic for discussion. For example you might have a 'History Forum' that contains discussions on many History topics.
2. To create a Topic within a Forum, first navigate to the Forum itself, wherever it has been created and click on the name to open the Forum.



3. To create a new Topic in the Forum, simply select the 'New Topic' button on the Forum toolbar:



4. You will now be presented with the maintenance screen for the new Topic. You can create the topic with the following details:
 - a. A name. It is probably best to keep this brief.
 - b. Explanatory text, which should contain more detail regarding the Topic.
 - c. Should the Topic always display at the top of the list? If so select the 'sticky' option.
 - d. If you are creating the Topic for immediate use, leave the status as 'Live'.

The screenshot shows the 'Create New Topic' form. The 'Subject' field contains 'History Subject 2'. The 'Text' field contains 'Explanatory text regarding the subject matter of this Topic.' Below the text field are two checkboxes: 'Always show on top (sticky)' (unchecked) and 'Current Topic Status' (set to 'Live'). At the bottom are buttons for 'Post Topic', 'Cancel', and 'Attach Files'.

How to create a topic

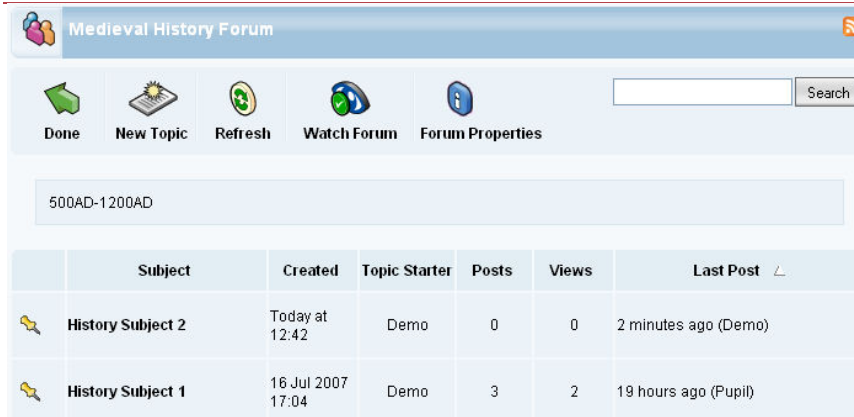
NB. If you are setting it up in advance you can select a status of 'Hidden from non-admins'. This will prevent students from being able to see it until you are ready. At that point you should edit the Topic to have a status of 'Live'.


5. If you wish to include reference documents to support the Topic, you can do so using the 'Attach Files' button. This will allow you to browse your PC or network and upload a document unto the Topic. When students read the Topic they will be able to view the attached documents

6. Once you are happy that you have created your Topic, click the 'Post Topic' button. Your new Topic will now display in the as others will see it. If you wish to edit any details select the 'Edit Topic' button on the Topic toolbar

7. To return to the parent Forum, select the 'Close button on the Topic toolbar.

How to create a topic



	Subject	Created	Topic Starter	Posts	Views	Last Post
	History Subject 2	Today at 12:42	Demo	0	0	2 minutes ago (Demo)
	History Subject 1	16 Jul 2007 17:04	Demo	3	2	19 hours ago (Pupil)

8. If you marked the new Topic as 'sticky' it will display at the top of the Topic list within the Forum.

