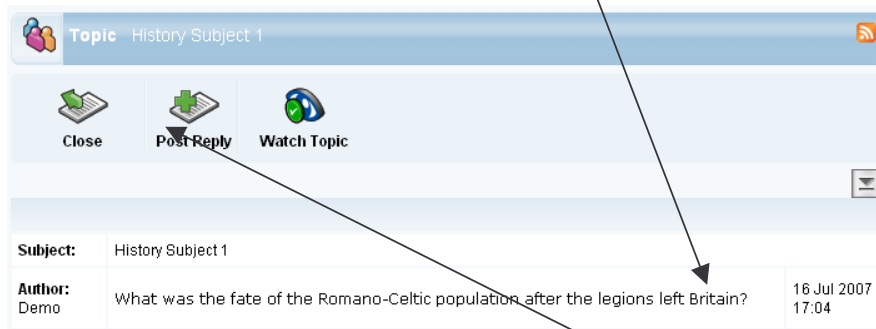
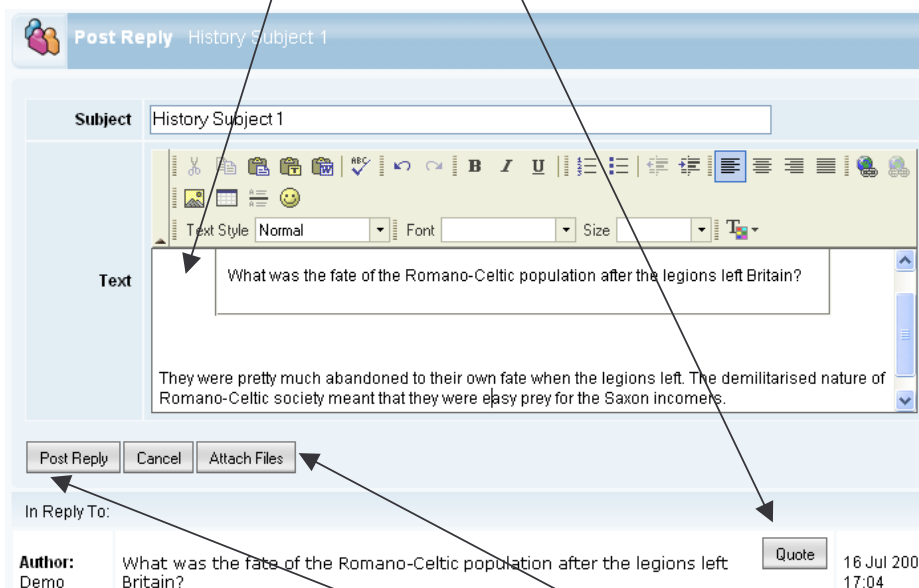


How to post a reply to a Topic.

1. If your teacher has created a Topic, you are able to post a reply and so contribute to the debate that can take place among members of the Forum.
2. To do so you should view the starting post in the Topic:



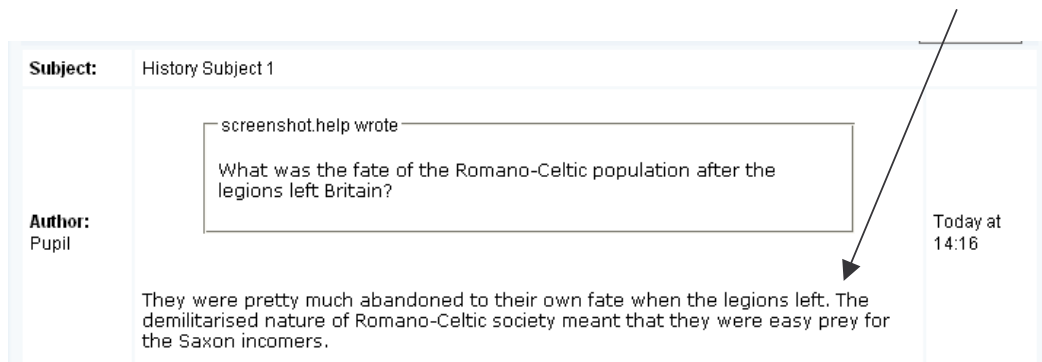
3. If you wish to post a reply to the original post, select the 'Post Reply' button.
4. Upon doing so the Post Reply form will display and you will now be able to type your reply to the editor box. If you wish to include the original post to which you are responding, you should select the 'Quote' button. Doing this makes it easier to see to which comment you are responding to.



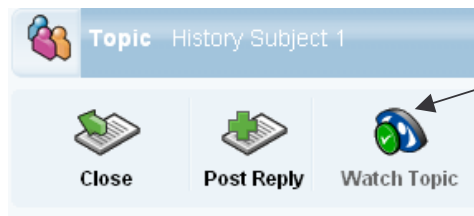
5. If you wish to attach some files you can select the 'Attach Files' button. This will provide you with a dialogue box that enables you to upload files from your PC or network into the Topic.
6. Once you are happy with your post you should select the 'Post Reply' button. What happens next depends on whether the Forum is moderated or not. If it is, then the creator of the Forum will have to approve your post before it appears in the portal.

How to post a reply to a Topic.

7. If the Forum is not moderated then your post will display straightaway, as shown below.



8. If you wish to be kept informed of posts by the moderator or other students, then you can elect to be sent email updates by selecting the 'Watch Topic' button.



If you do so, emails will be sent to your Digitalbrain webmail inbox with the same content as is displayed in the Topic itself. This means that you can monitor the debate without having to visit the Topic specifically.

If at some point in the future you wish to cease monitoring the Topic, you can do so by navigating to the Topic and selected the 'Stop Watching' button.

