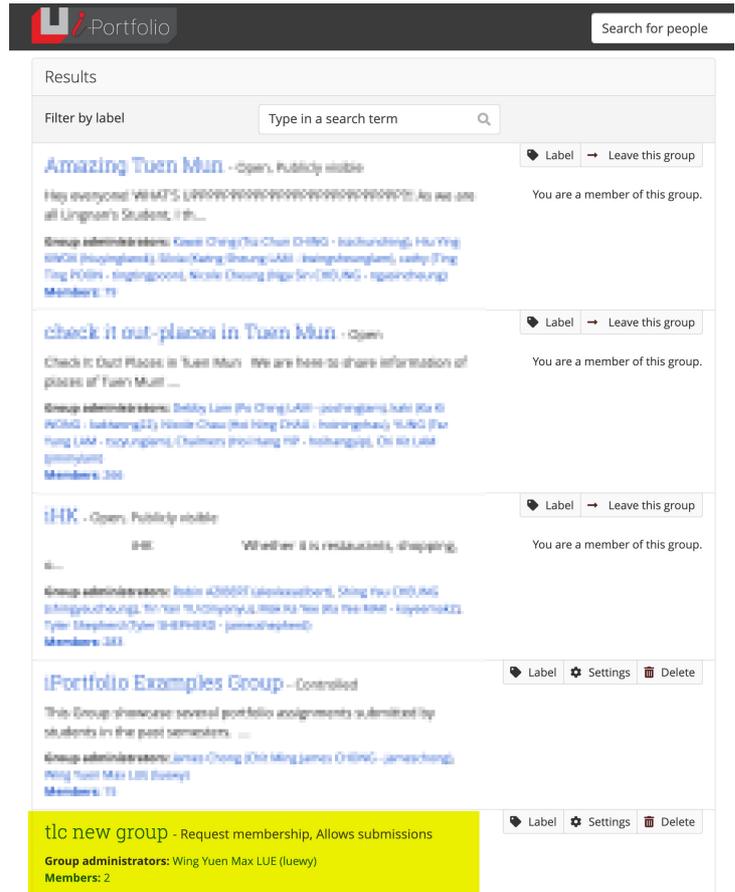


How to post a topic in a group forum

Make sure that you have already joined a course group in Mahara.

- 1. Login to Mahara and click the  button and then **'Groups'** sub-tab.
- 2. Select the course group in which you would like to post a forum topic.

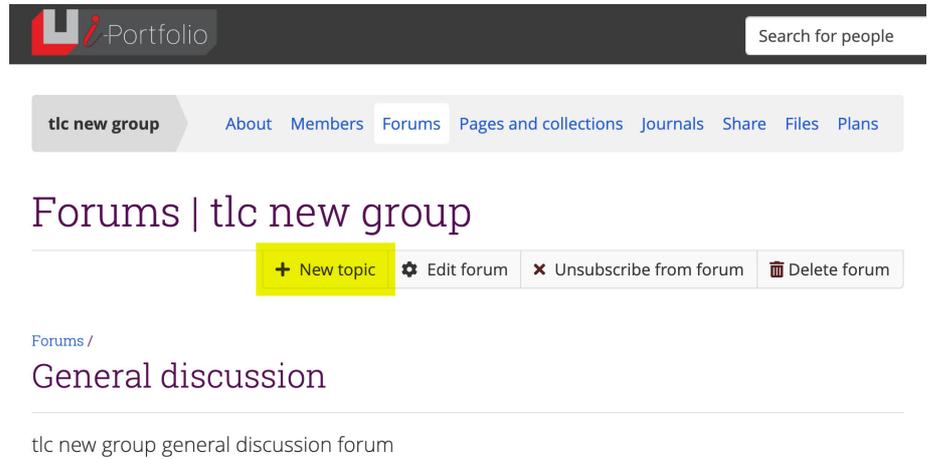


The screenshot shows the Mahara iPortfolio interface. At the top, there is a search bar labeled 'Search for people'. Below it, a 'Results' section displays a list of groups. Each group entry includes a title, a brief description, group administrators, and the number of members. The group 't1c new group' is highlighted in yellow. The groups listed are:

- Amazing Tuem Mun** - Open, Publicly visible. You are a member of this group.
- check it out-places in Tuem Mun** - Open. You are a member of this group.
- iHK** - Open, Publicly visible. You are a member of this group.
- iPortfolio Examples Group** - Controlled.
- t1c new group** - Request membership, Allows submissions. Group administrators: Wing Yuen Max LUE (luewy). Members: 2.

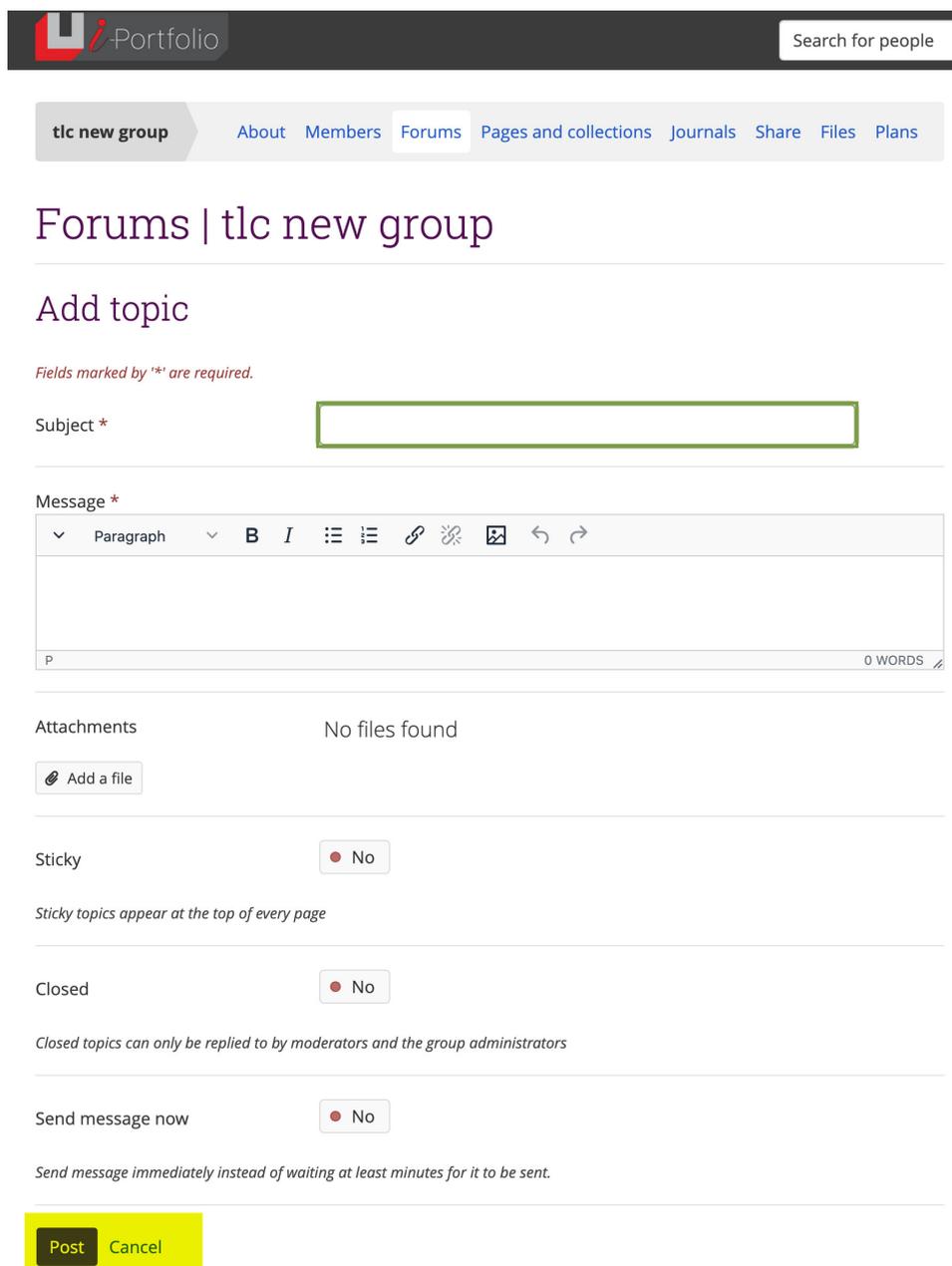
- 4. Click the title of the discussion forum.

5. Click the **'New topic'** button to post a new topic.



The screenshot shows the forum interface for 'tlc new group'. At the top, there is a search bar and navigation tabs: 'tlc new group', 'About', 'Members', 'Forums', 'Pages and collections', 'Journals', 'Share', 'Files', and 'Plans'. The 'Forums' tab is active. Below the navigation, the title 'Forums | tlc new group' is displayed. A toolbar contains buttons for '+ New topic' (highlighted in yellow), 'Edit forum', 'Unsubscribe from forum', and 'Delete forum'. Below the toolbar, the breadcrumb 'Forums / General discussion' is shown, followed by the forum name 'tlc new group general discussion forum'.

6. Fill in all information and then post the topic.



The screenshot shows the 'Add topic' form in the forum interface. The title 'Add topic' is displayed. Below it, a note states 'Fields marked by * are required.' The form includes a 'Subject *' field with a green border, a 'Message *' field with a rich text editor (Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Image, Video, Undo, Redo), and an 'Attachments' section with 'No files found' and an 'Add a file' button. There are three toggle switches: 'Sticky' (set to No), 'Closed' (set to No), and 'Send message now' (set to No). Below the 'Send message now' toggle, a note states 'Send message immediately instead of waiting at least minutes for it to be sent.' At the bottom, there are 'Post' and 'Cancel' buttons.