

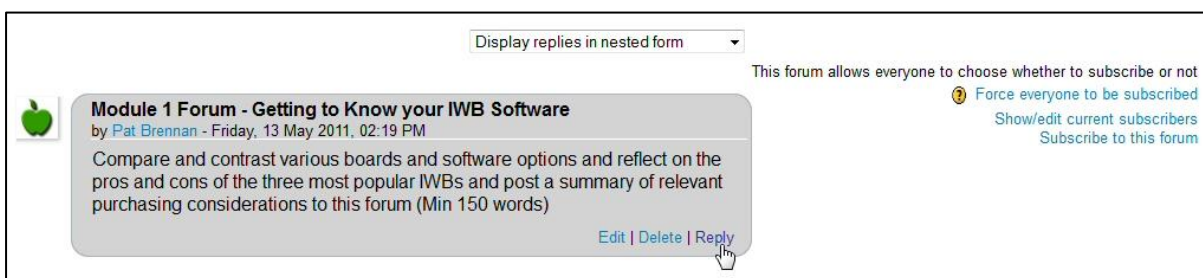
Each TeachNet online module requires a posting to the module forum. This is a DES requirement and demonstrates that you have actively participated in the course. In some cases, the assignment will require you to upload a file that you have created. This is a step by step guide to using TeachNet forums.

To use the module presentations, follow the following steps:

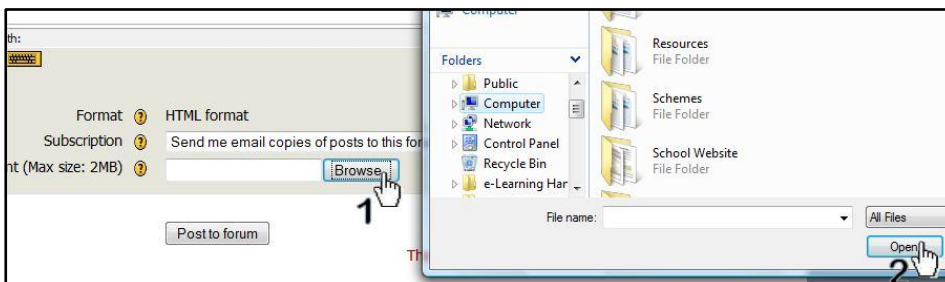
1. Click on the forum link for assignment details.



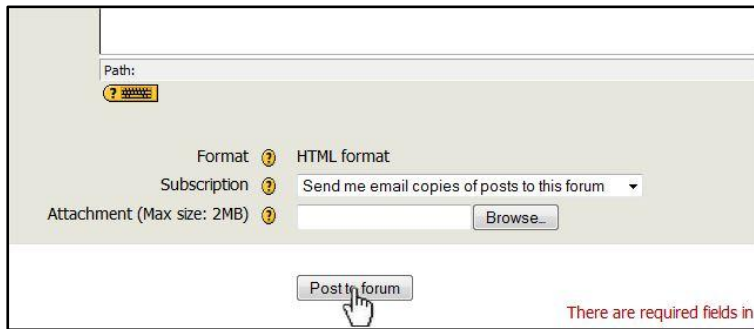
2. When ready select 'Reply' to the right of the post and this will open a new message screen.



3. Complete your response (as per assignment instructions) in the text box and attach the requested files (if required).



4. Click the 'Post to forum' button at the bottom of the page.



A screenshot of a forum post creation form. At the top, there is a 'Path:' field with a help icon and a 'wysiwyg' button. Below this, the 'Format' is set to 'HTML format'. The 'Subscription' is set to 'Send me email copies of posts to this forum'. There is an 'Attachment (Max size: 2MB)' field with a 'Browse...' button. At the bottom, there is a 'Post to forum' button with a hand cursor over it. A red error message at the bottom right reads 'There are required fields in'.

5. You will have 30 minutes to edit your posting before it goes live. To change a post select 'Edit' just below the content.



A screenshot of a forum post. On the left is a green apple profile picture. The post title is 'Re: Module 1 Forum - Getting to Know your IWB Software' by 'Pat Brennan' on 'Tuesday, 17 May 2011, 04:45 PM'. The content of the post is 'My test post...'. At the bottom right of the post, there are four links: 'Show parent', 'Edit', 'Delete', and 'Reply'. A hand cursor is pointing at the 'Edit' link.