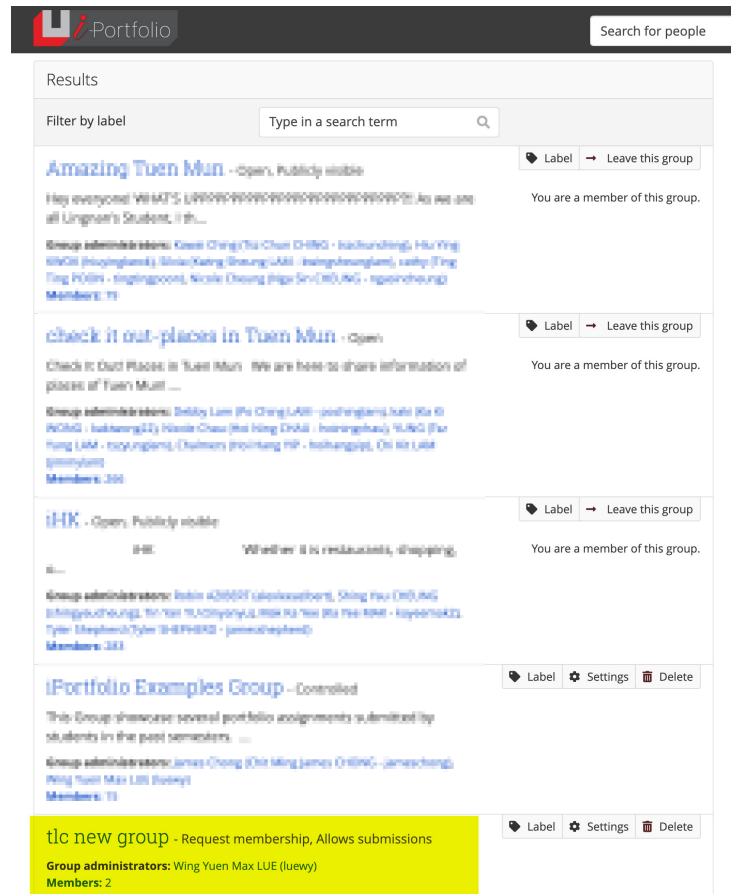


## How to post a topic in a group forum

1. Make sure that you have already joined a course group in Mahara.
2. Login to Mahara and click the '☰' button and then 'Groups' sub-tab.
3. Select the course group in which you would like to post a forum topic.



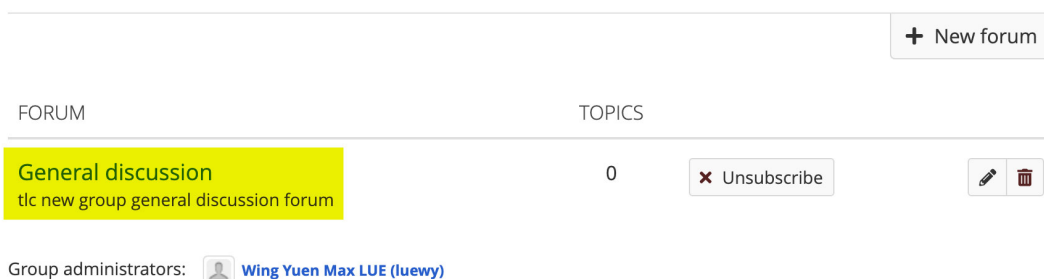
The screenshot shows the Mahara Groups search results page. At the top, there is a search bar with the text "Search for people". Below it, the "Results" section displays a list of groups. The first group is "Amazing Tuem Mun" (Open, Publicly visible) with 11 members. The second is "check it out-places in Tuem Mun" (Open) with 100 members. The third is "iHK" (Open, Publicly visible) with 133 members. The fourth is "iPortfolio Examples Group" (Controlled) with 11 members. The fifth group, "tlc new group", is highlighted in yellow and is a "Request membership" group with 2 members. Each group entry includes a "Label" icon, a "Leave this group" link, and a "Members" count.

4. Click the title of the discussion forum.



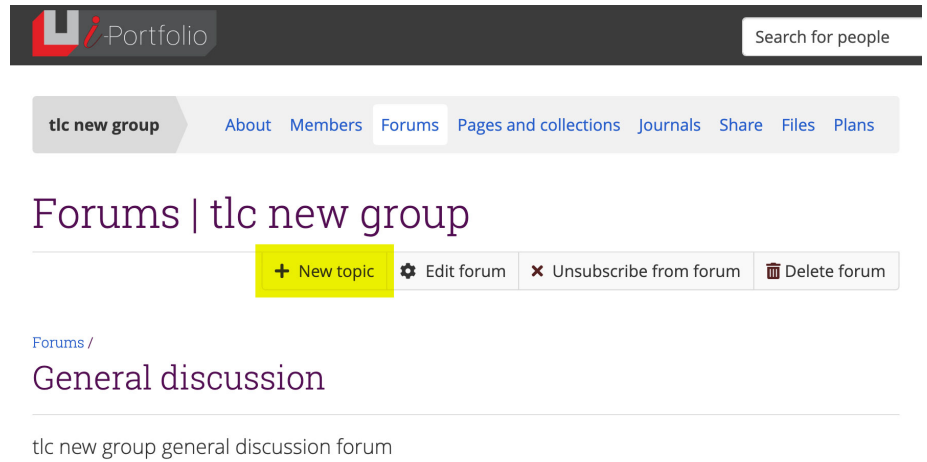
The navigation bar shows the "tlc new group" selected, with tabs for "About", "Members", "Forums", "Pages and collections", "Journals", "Share", "Files", and "Plans".

## Forums | tlc new group



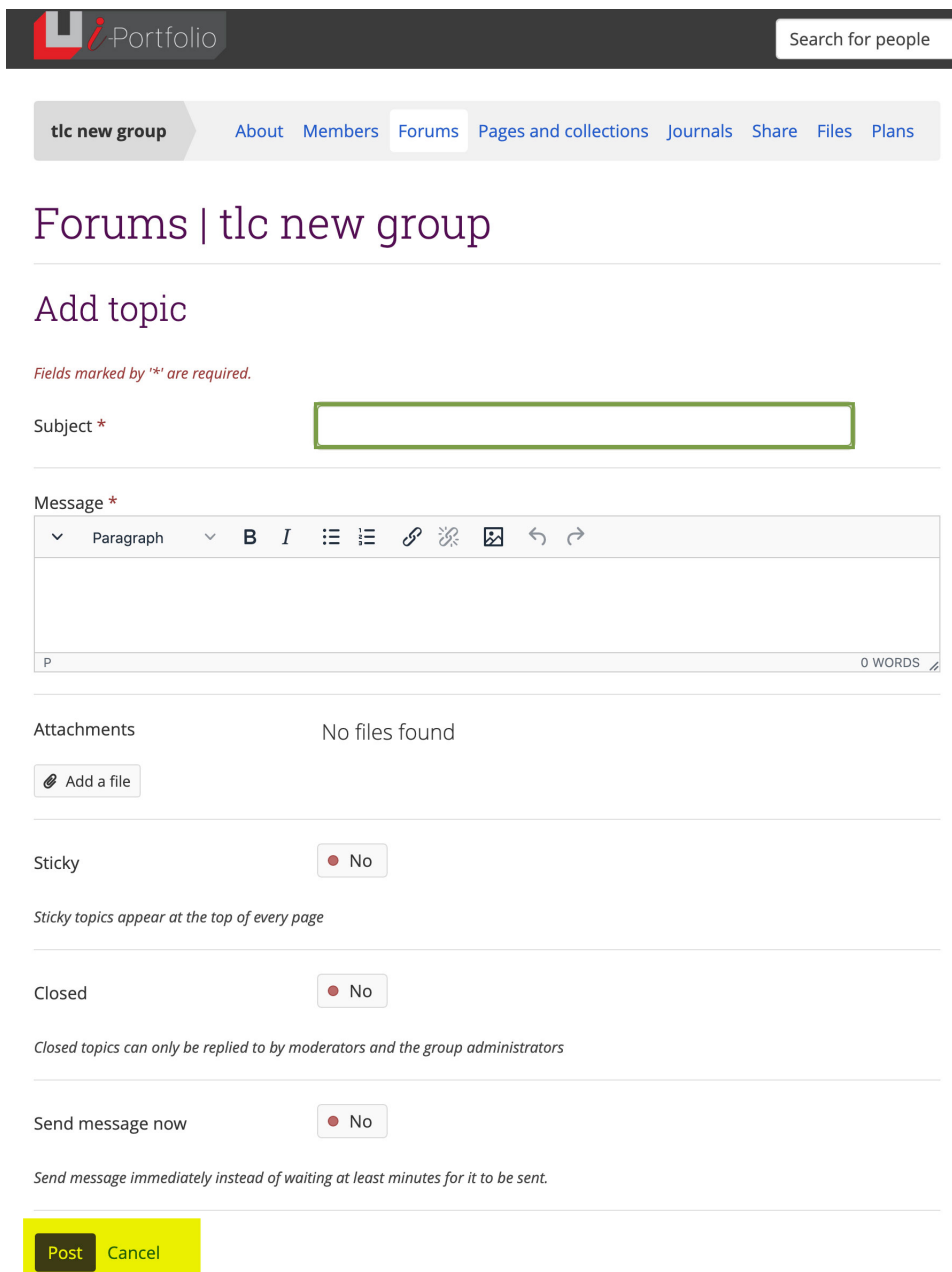
The screenshot shows the "Forums" page for the "tlc new group". At the top right, there is a "+ New forum" button. Below it, a table lists the forum topics. The first topic is "General discussion" (tlc new group general discussion forum) with 0 topics. To the right of the topic name are "Unsubscribe", "edit", and "delete" icons. At the bottom, the "Group administrators" section lists "Wing Yuen Max LUE (luewy)".

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 the title, 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.