



Hwb⁺

**How to
Create a
Discussion**

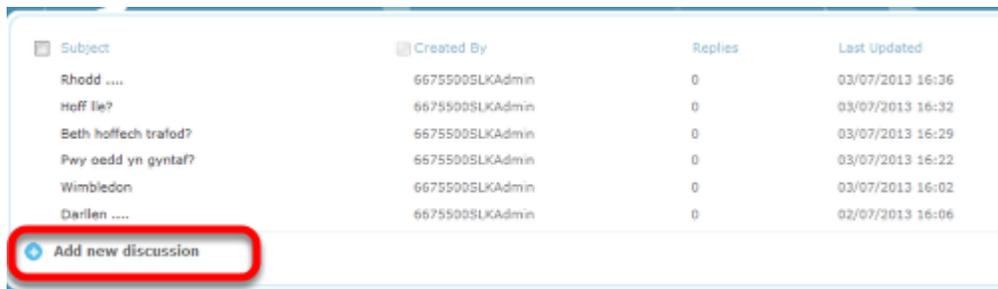


Hwb+ - How to create a discussion

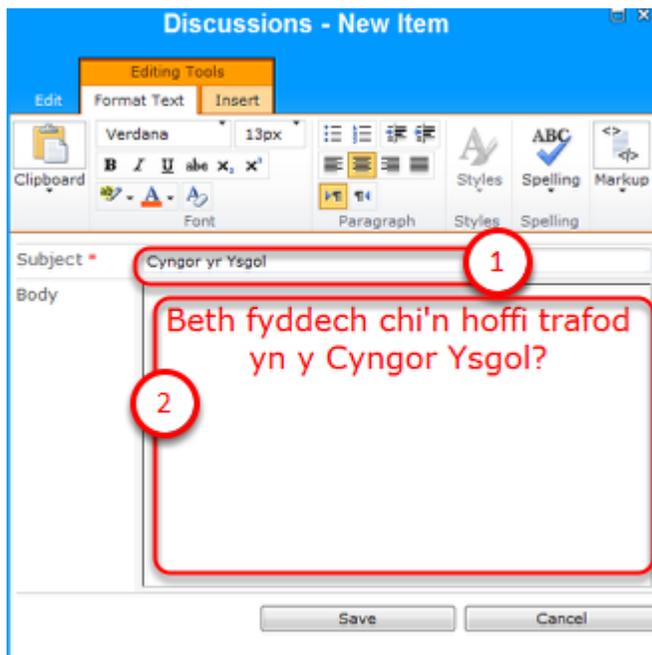
Click on the **Discussion** button in a subject site to get to the subject sites discussion page



Click **Add new discussion** to start a new discussion.



1. Type a title as a subject for your discussion
2. Here, we have typed a question and formatted the text using the tools



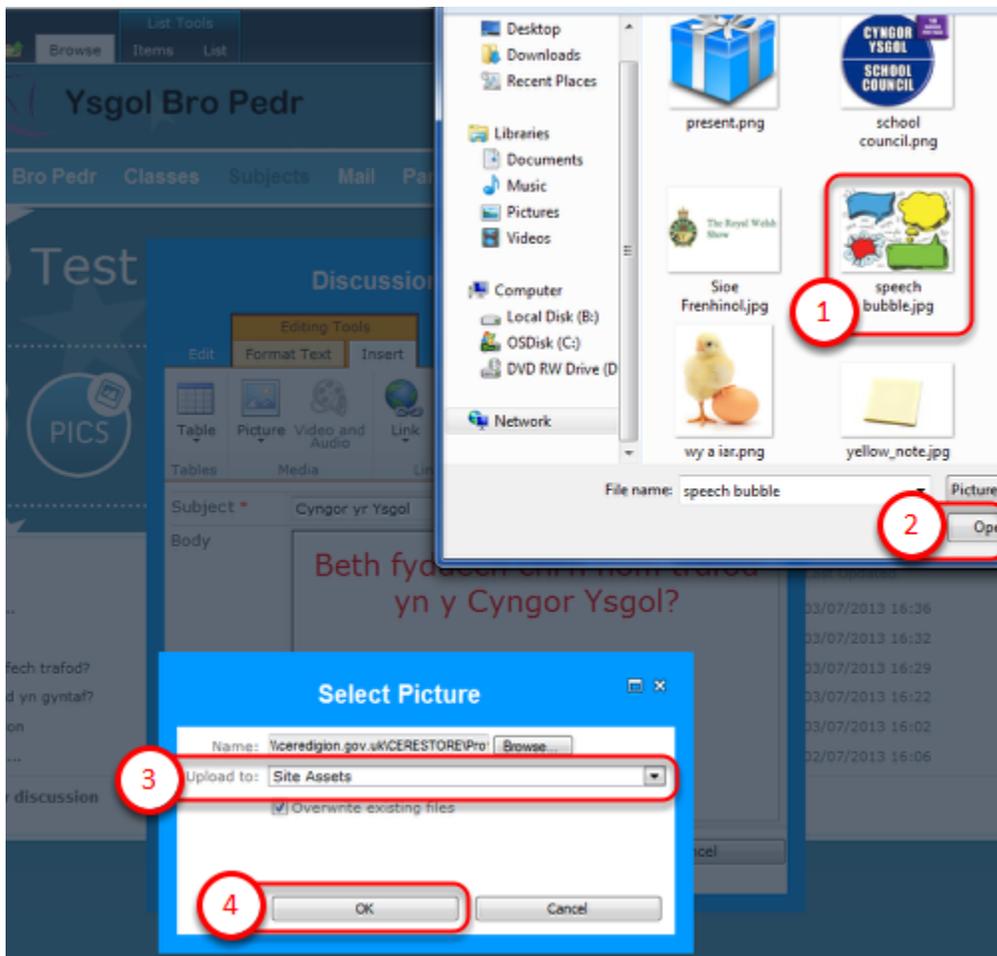


To insert tables, pictures and links, go to the **Insert** tab



Inserting a picture

1. Browse for the picture you wish to add
2. Click **Open**
3. Choose where you'd like to upload the picture to. *The default is set to **Site Assets** but you can also select a picture library.*
4. Click **Ok**

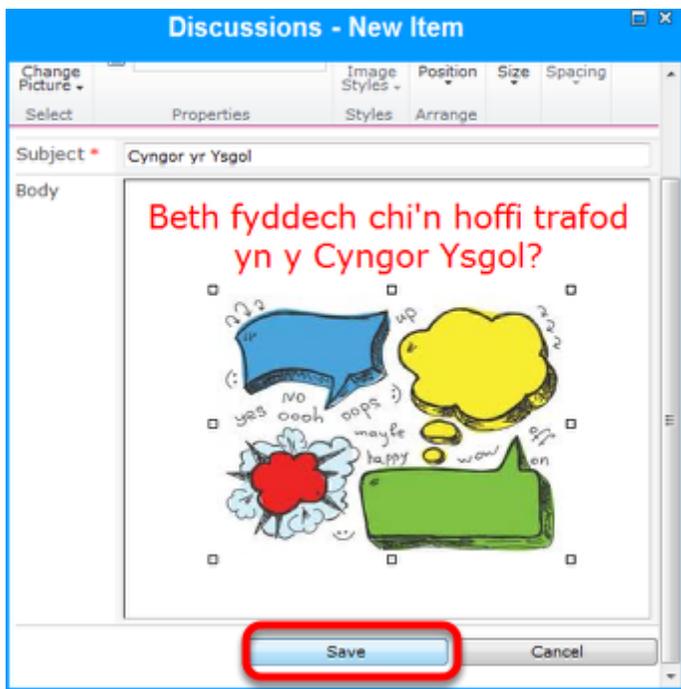




1. Here, you can rename the picture
2. Click **Save**



We have added the picture to the discussion. Click **Save** once you are happy with the layout of the discussion.





The discussion has been added to the list of discussions.
Click on the discussion subject to open it



Subject	Created By	Replies
Cyngor yr Ysgol	6675500SLKAdmin	0
Rhodd	6675500SLKAdmin	0
Hoff lle?	6675500SLKAdmin	0
Beth hoffech trafod?	6675500SLKAdmin	0
Pwy oedd yn gyntaf?	6675500SLKAdmin	0
Wimbledon	6675500SLKAdmin	0
Darlflen	6675500SLKAdmin	0

[Add new discussion](#)

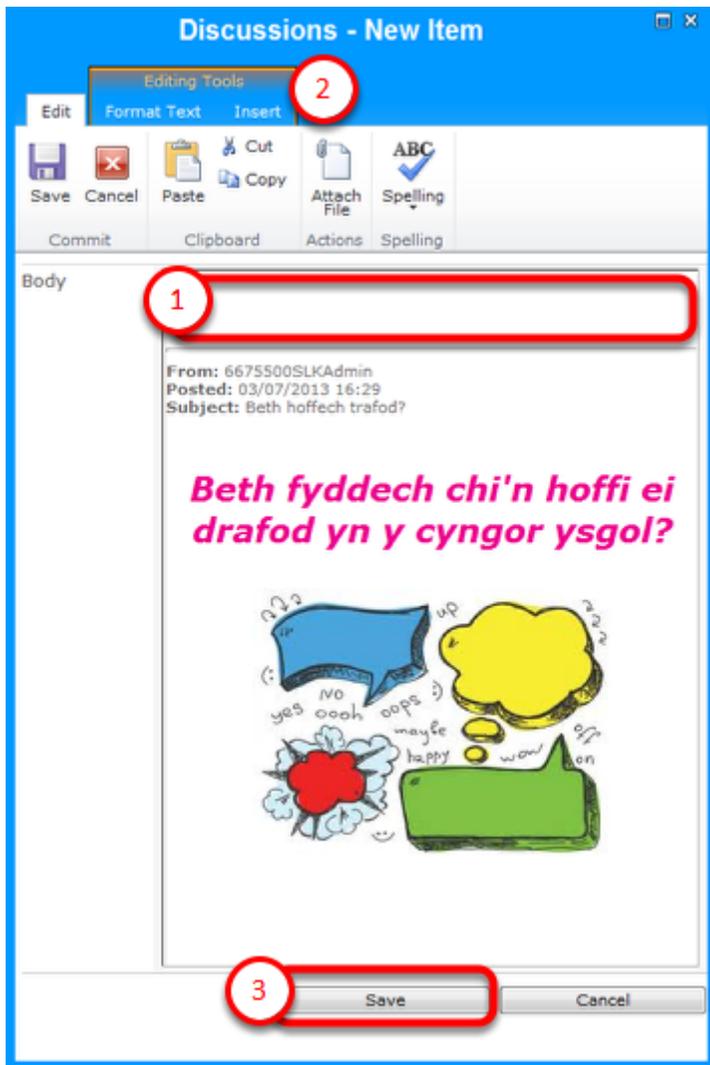
Click **Reply** to join in with the discussion.

Posted by: 6675500SLKAdmin
Post: Started: 12/08/2013 14:28
View Properties **Reply**

Cyngor yr Ysgol
Beth fydddech chi'n hoffi trafod yn y Cyngor Ysgol?



1. Type your reply at the top.
2. The editing tools are available to format your reply
3. Click **Save** to post your reply





Replies are posted under the the first post.

The screenshot shows a forum interface with a blue header containing navigation icons for DOCS, PICS, VIDS, CALENDAR, SURVEY, a chat bubble, WIKI, and BLOG, along with a '+ I want to..' button. Below the header, a post is displayed with the following details:

- Posted By:** 66755008UKAdmin (profile picture of a green tree)
- Post:** Beth hoffech trafod?
Beth fydddech chi'n hoffi ei drafod yn y cyngor ysgol?
- Image:** A collection of colorful speech bubbles and thought bubbles with words like 'yes', 'no', 'maybe', 'happy', 'wow', 'up', 'down', 'sad', 'cool', 'wow', 'an'.
- Edited:** 13/08/2013 13:50

Below the post, a reply is shown:

- Profile Picture:** Gwilym Morgan (profile picture of a cat)
- Text:** Dewiniaid Digidol Digital Wizards (with a wizard hat icon)