How to POST! *on our course OpenLab site* ☺

1. At the top of the screen, find the circle with the "plus sign" (+) inside, and hover your cursor over it.

2. Choose "Post."

3. On the "Add New Post" screen, where it says "Enter title here," type the title of your post, then type the post in the big white space beneath it.

4. PROOFREAD your post!!

5. On the right side of the screen, under "Categories," choose the appropriate category for your post (Who I Am, etc.).

6. To include a link, click the icon at the top of the post that looks like a paper-clip ("Insert/edit link").

7. To include a photo, document or other attachment, click "Add Media" above your post. Choose "Insert from URL" or "Upload Files" and follow the instructions.

8. Click "Publish" (blue button) on the top right of your screen.

9. To return to the Course Site and see your post, click "View post" (next to "Post updated.") at the top left corner, under "Edit Post." OR at the top of the screen, in the middle, hover over the name of the course and click "Visit Site."

How to REPLY to posts! *on our course OpenLab site* ☺

1. At the bottom of a post, click "Leave a reply" or "1 reply" (or whatever is the number of replies).

2. In the "Leave a Reply" box that appears, write your reply!

3. Click "Post comment," then your reply will appear above another "Leave a reply" box. That's it! If you want to make changes, click "edit."