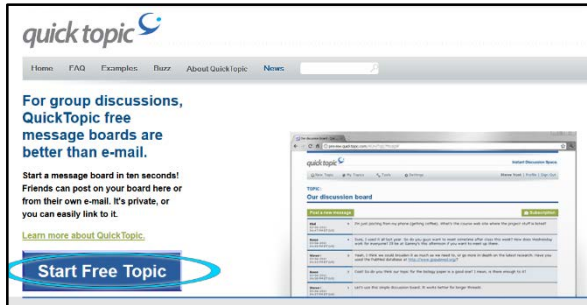# Using QuickTopic

1. Go to quicktopic.com and click the big blue "Start Free Topic" button.



2. Fill out the information in the form that pops up. Note: "Your name" means username – it must be unique. Numbers are allowed.
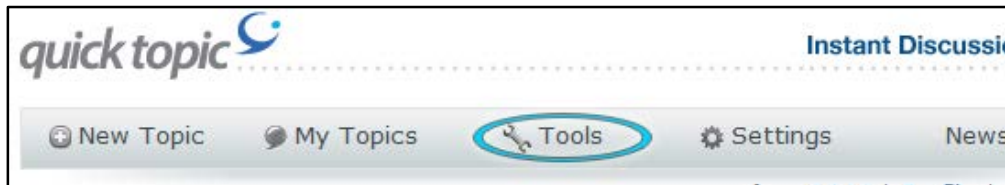


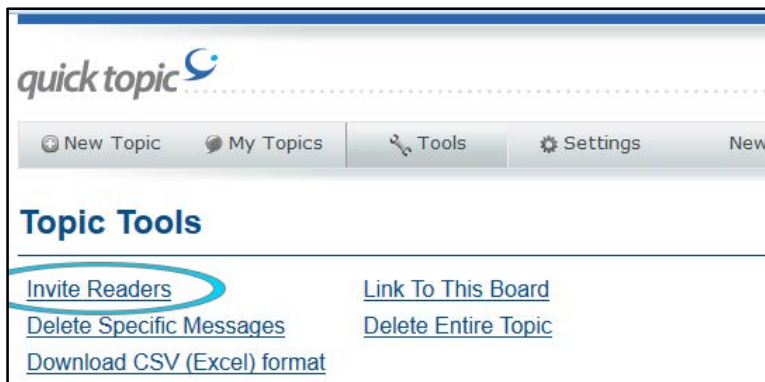3. Click the green "Post a new message" button.
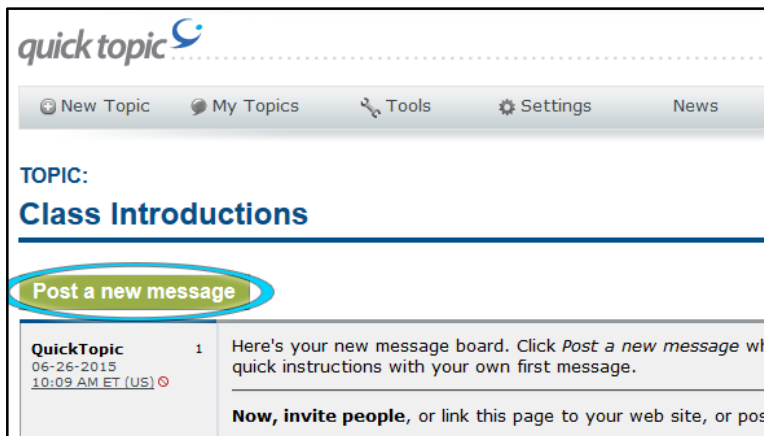
4. Since I made the topic for this example "Class Introductions," here is where I would post my instructions for the class on how to introduce themselves.  Enter your text, then click "submit message."



5. Click on "Tools" at the top.



6. Click "Invite Readers."

7. Now you have the option of entering in each email address individually or receiving an email which you can forward to a list of people.  The easier method with a class of a large size is to just copy the URL in the "Message" box and link to it in your D2L course, just like you would any other link.



8. Once you link that URL in your D2L course, go back to quicktopic.com.  If you are still logged in, you'll be taken to the "My Topics" page.  Click on the topic you just created.

9. On the right you will see a menu.  Familiarize yourself with the "Quick Tools" – as a free user you don't have access to personalizing the look of the topic, setting an introduction, showing subscribers, or banning users.  However, you can invite people, get code for easy linking, change the time/date display, or delete messages or the whole topic.

   Up above this is a green button that says "Get email" – click it.

10. Here you have the option to get email every time someone makes a post, once a day if there are new messages, or not at all.  Double-check your email address to be sure it's the one you want to receive these messages at, and click "OK."



11. Tips to let your students know:
    a) They can post to the thread without signing up or logging in, but if they close out the browser they will no longer be able to edit or delete their posts.  If they sign up and log in first, they can edit and delete at any time.
    b) QuickTopic allows you to use any word as your name to post on the thread: to easily give credit to your students, you should ask them to use recognizable names (their NetID would probably be easiest).

12. At any time while you are logged in, you can click on "New Topic" at the top left and create a new thread.  You can create as many topics as you like, and there is no limit on the length of discussions.

Instructions created by James Monroe, June 2015