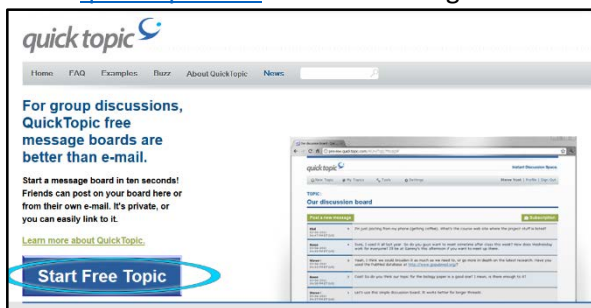


# Using QuickTopic

1. Go to [quicktopic.com](http://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.

Your name

Email

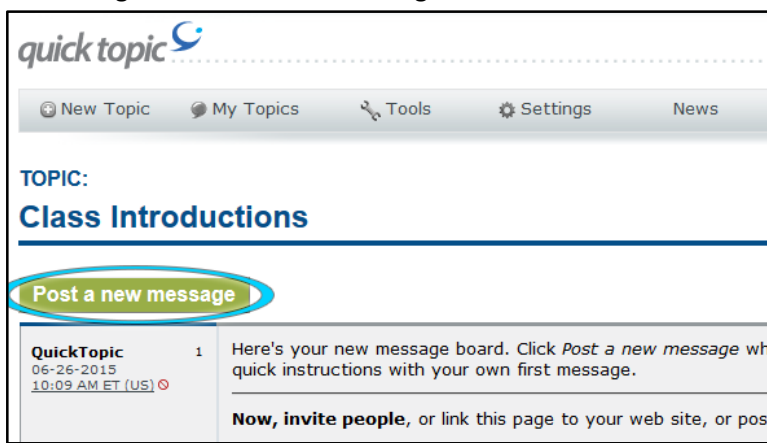
Password

Password again

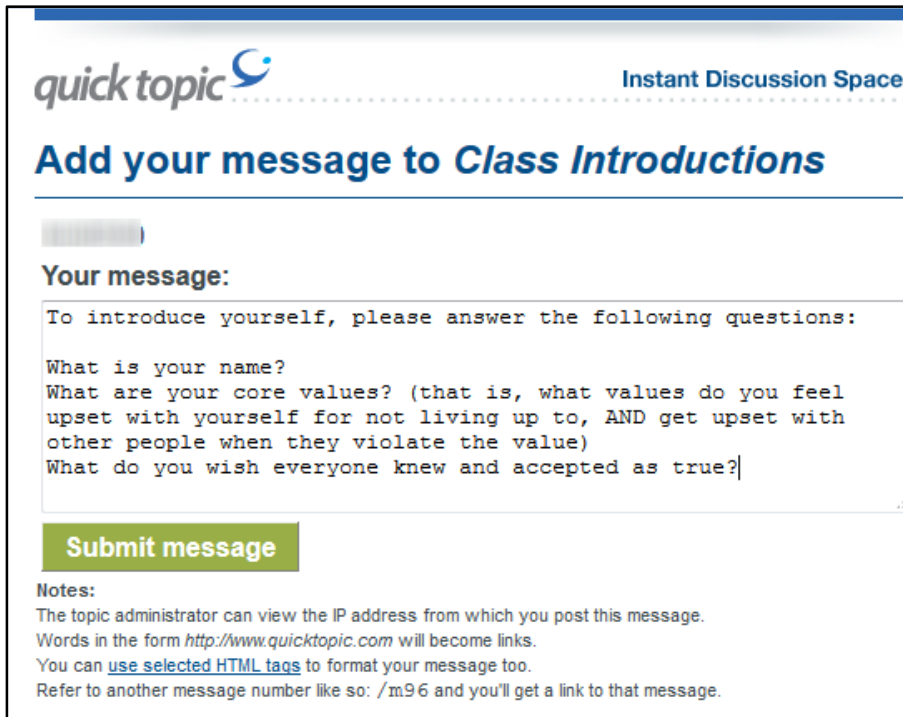
Topic name

CAPTCHA™  
Type the text [Privacy & Terms](#)

3. Click the green “Post a new message” button.

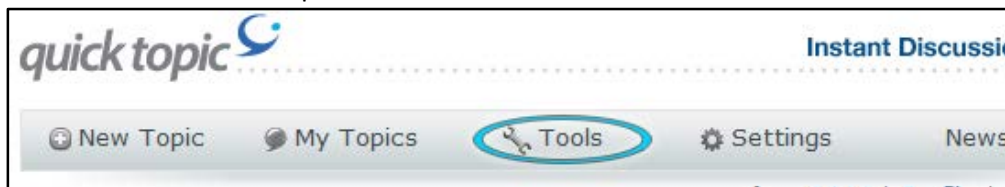


4. Since I made the topic for this example “Class Introductions,” here is where I would post my instructions for the class on how to introduce themselves. Enter your text, then click “submit message.”

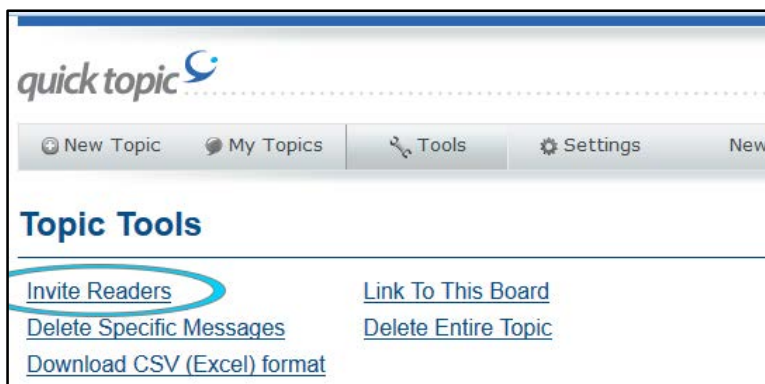


The screenshot shows the QuickTopic interface for adding a message to a topic titled "Class Introductions". At the top left is the "quick topic" logo, and at the top right is the text "Instant Discussion Space.". Below the header is the title "Add your message to Class Introductions". A small grey box contains the topic name. The main section is titled "Your message:" and contains a text area with the following text: "To introduce yourself, please answer the following questions:  
What is your name?  
What are your core values? (that is, what values do you feel upset with yourself for not living up to, AND get upset with other people when they violate the value)  
What do you wish everyone knew and accepted as true?". Below the text area is a green "Submit message" button. At the bottom, there are "Notes:" which state: "The topic administrator can view the IP address from which you post this message. Words in the form <http://www.quicktopic.com> will become links. You can [use selected HTML tags](#) to format your message too. Refer to another message number like so: /m96 and you'll get a link to that 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.

### Tell your group about your new topic

Change the message if you want to.

**Subject:**

**Message:** http://www.quicktopic.com/51/H/QBFhg94W3eD  
You don't have to register or sign in, and you can choose to receive email for newly posted messages -- just click the 'Get email' button when you get there."/>

We won't share these addresses or send unsolicited email to them later. See the privacy statement link below.

<input type="text" value="Email address 1"/>	<input type="text" value="Email address 2"/>	<input type="text" value="Email address 3"/>
<input type="text" value="Email address 4"/>	<input type="text" value="Email address 5"/>	<input type="text" value="Email address 6"/>
<input type="text" value="Email address 7"/>	<input type="text" value="Email address 8"/>	<input type="text" value="Email address 9"/>

-- OR --

You can do it yourself. We'll send you a sample invitation email that you can forward to your group. To do this, click the link below.

[I'll do the invitation myself](#)

8. Once you link that URL in your D2L course, go back to [quicktopic.com](http://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.

The screenshot shows the right-hand side of a QuickTopic page. At the top, there is a green button with an envelope icon and the text "Get email", which is circled in blue. Below this is an orange button that says "Upgrade to PRO" and a grey box with the text "Upload pictures, personalize your board, and more!". Underneath is a section titled "Quick Tools" with a list of links: "Invite Readers", "Link To This Board", "Personalize Topic Look", "Set Topic Introduction", "Show Email Subscribers", "Ban Specific Users", "Change Date/Time Display", "Delete Specific Messages", and "Delete Entire Topic". The last four links in this list are circled in red. To the left of the "Get email" button, there is a grey box with "EDIT" and "DELETE" buttons, and another grey box with the text "self for not".

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."



The screenshot shows a web form titled "quick topic" with a blue logo. Below the logo is a horizontal dotted line. The main heading is "Get or stop email for topic 'Class Introductions'". There are three radio button options: "Send me email for each newly posted message", "Send me email only once a day if there are new messages" (which is selected), and "Stop sending me email for this topic" with a checkbox for "Permanently". Below these options is an "E-mail:" label with the text "We won't share your e-mail address." and a text input field. Underneath is a "Re-type E-mail:" label with "(to assure accuracy)" and another text input field. At the bottom left is an "OK" button.

11. Tips to let your students know:
- 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.
  - 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.