



SEAMEO  
INNOTECH

**SEAMEO  
INNOTECH  
MT4T  
WEBSITE**



User Guide for Forum

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## Introduction

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SEAMEO INNOTECH's Mobile Technologies for Teachers (MT4T) is a teacher resource kit that promotes the use of mobile technology in Southeast Asian educational settings. The kit provides a basic guide in using mobile devices, such as smart phones and tablets and their accompanying applications, as tools for teaching and learning in the classroom and for teachers' personal and professional development.

One of the core features of the MT4T website is the Forum section where users can create, view, search and join preferred forum topics. This document provides instructions for the end user to properly use the MT4T Forums.



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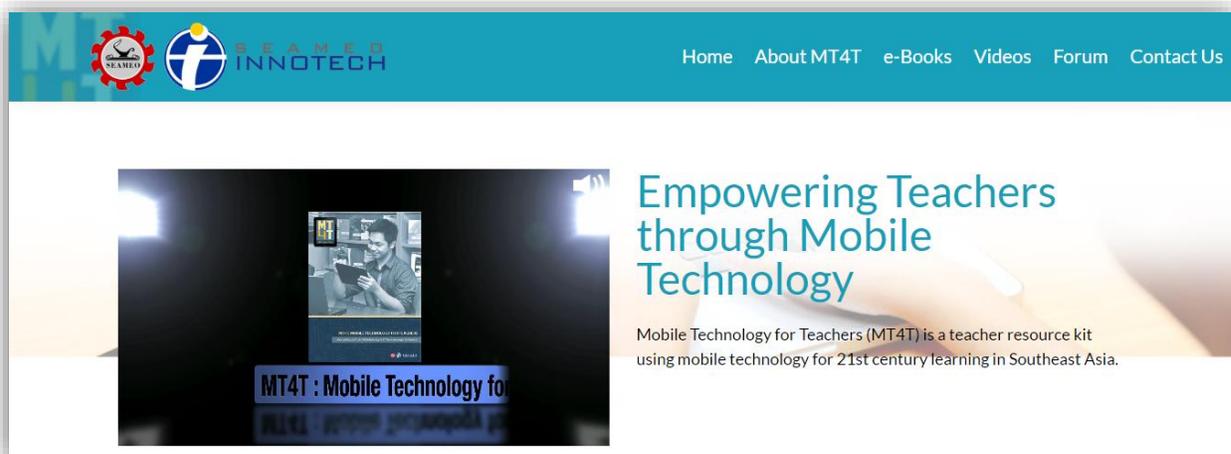
## Accessing MT4T Forum

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An **End User** is anyone who will only be able to view the front-end of MT4T website and will not be required for any login information. However, to be able to create and join forum conversations, the end user will be required to create an account and log in.

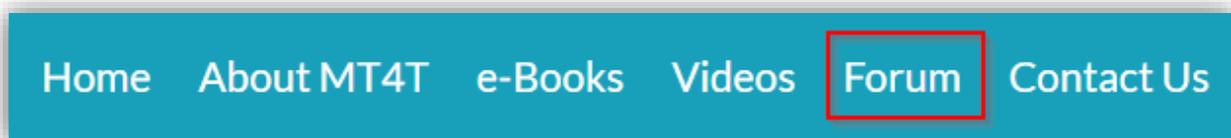
### Step 1:

Access the MT4T website at <http://www.seameo-innotech.org/mt4t>



### Step 2:

Click the **Forum** tab in the header.



You will be able to view the list of all available forum topics. Click on the desired topic to view related conversations.

This platform is intended to provide a space for sharing ideas, solutions, and resources; engage in conversations; as well as an opportunity to establish linkages and network with people sharing the same interests and passion.

[SIGN UP](#)

### LOGIN

Powered by [OneUI Social Login](#)

[Forgot Password?](#)

AUTHOR	TOPIC	VIEWS	REPLIES	DATE POSTED
 techdocsample	SampleTechDocForum	2	1	January 9, 2017
 heru	trial	2	1	November 14, 2016
 Clint Ma. Coll	How can i download e-Books?	2	1	September 26, 2016
 aury atienza-santos	How can I make use of this toolkit for my school?	1	0	November 18, 2016
 Apip 104	We Are One	1	0	November 14, 2016

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## Log in

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It is required for an end-user to log in to create a forum or join an existing forum conversation.

### Step 1:

Provide your username and password.

### Step 2:

Then, click the **Sign in** button.

Home - [Forum](#)

This platform is intended to provide a space for sharing ideas, solutions, and resources; engage in conversations; as well as an opportunity to establish linkages and network with people sharing the same interests and passion.

[SIGN UP](#)

### LOGIN

[f](#) [g+](#) [t](#)

Powered by [OneID Social Login](#)

[Forgot Password?](#)

### TIP:

You may use your social networking accounts (i.e. Facebook, Google +, or Twitter) to log in to the system by clicking its icon. A pop-up window will appear to redirect to the social networking site for logging in. Once logged in, it will redirect back to the MT4T website.

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## Log out

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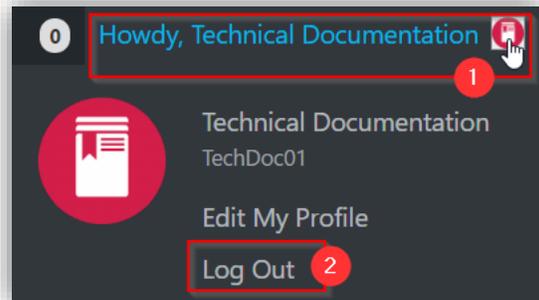
Always ensure that you log out of the site when it is not in use for security purposes. To log out, follow the simple steps below.

### Step 1:

Hover cursor on the account profile.

### Step 2:

Click **Log out**.

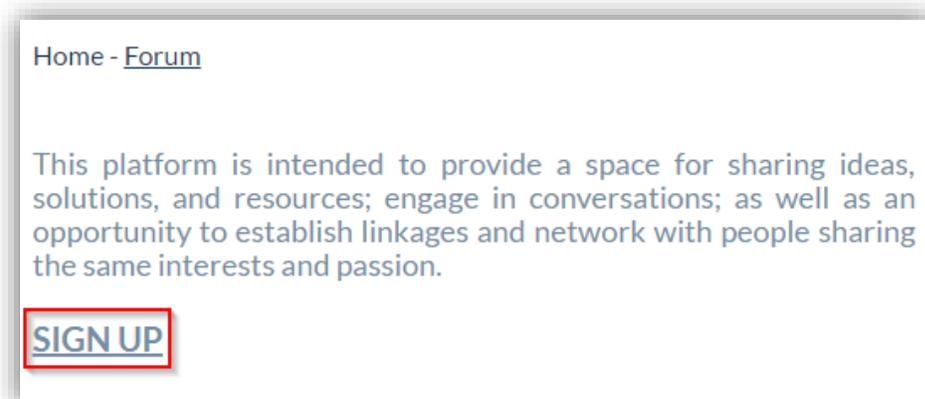


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## Sign Up

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If you do not have an existing account, click SIGN UP.



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Then, follow the steps below:

**Step 1:**

Provide the **Account Details**.

### Account Details

Username (required)

Email Address (required)

Choose a Password (required)

Confirm Password (required)

**Step 2:**

Provide the **Profile Details**.

### Profile Details

Name (required)  
  
*This field can be seen by: Everyone [Change](#)*

Occupation (required)  
  
*This field can be seen by: Everyone [Change](#)*

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**NOTES:**

Click the tick box to accept the terms and conditions.

Yes, I have read and agree to the **terms and conditions**.

**Step 3:**

Then, click the **Complete Sign Up** button.

COMPLETE SIGN UP

## Join Forum Conversation

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You must be logged in to the system to be able to join a forum conversation.

LOGIN

You are already logged in.

**Step 1:**

Click the preferred forum topic.

AUTHOR	TOPIC	VIEWS	REPLIES	DATE POSTED
 heru	trial	2	1	November 14, 2016
 Clint Ma. Coll	How can i download e-Books?	2	1	September 26, 2016
 Aury Atienza-Santos	How can I make use of this toolkit for my school?	1	0	November 18, 2016
 Apip 104	We Are One	1	0	November 14, 2016

Viewing 4 topics - 1 through 4 (of 4 total)

**Step 2:**

View all conversations in the chosen forum.

Home - Forum - [How can i download e-Books?](#)

## How can i download e-Books?

September 26, 2016 at 7:56 am REPLY REPORT #344

  
Clint Ma. Coll  
Keymaster

Help me download ebooks please

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Author      Replies

January 6, 2017 at 3:20 pm REPLY REPORT #992

  
Aury Atienza-Santos  
Participant

read the user guide. just check if it's updated.

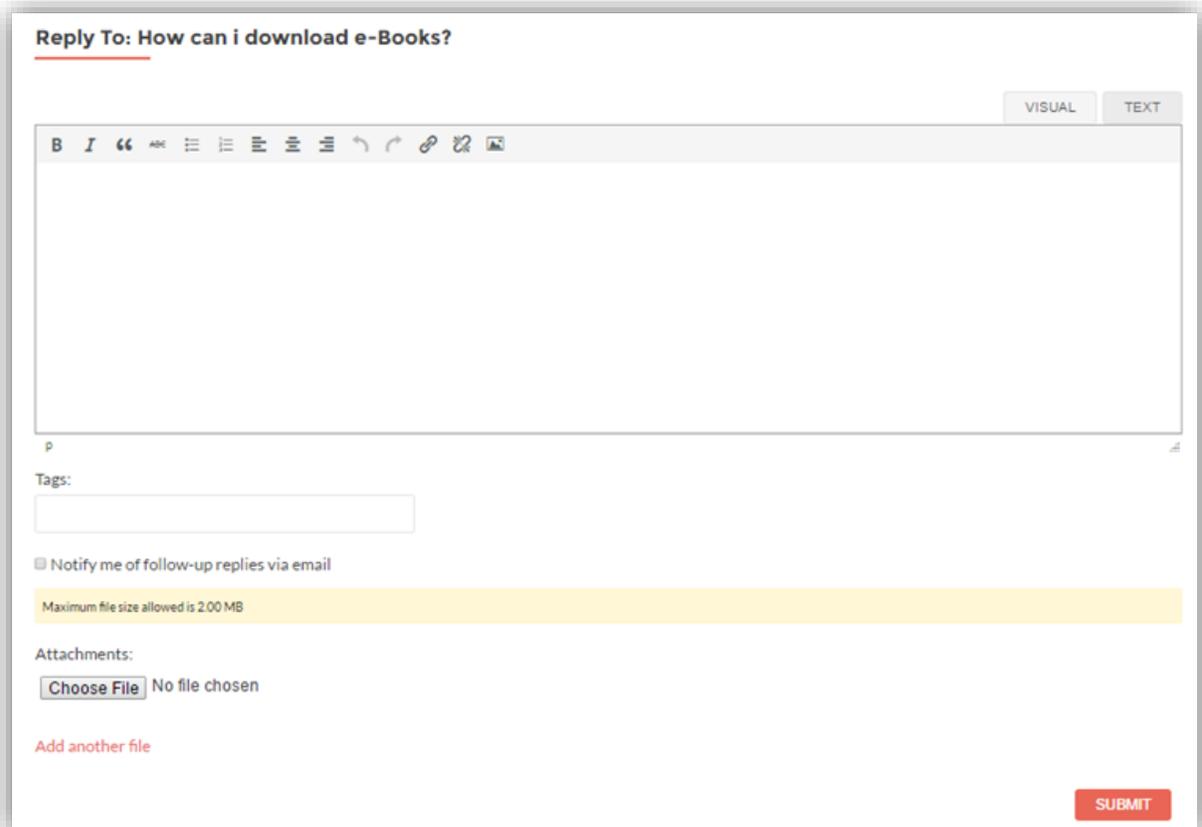
### Step 3:

To comment, reply, and join forum conversation, click the **Reply link** or scroll down for the **Reply box**. You may also click the **Report** button, if the comments or posts contain inappropriate and malicious content. This will notify the admin who will then verify the report.



### Step 4:

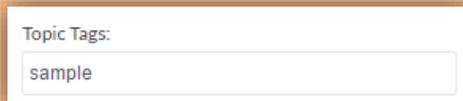
Type in your message in the **Reply box**. Then, click the **Submit** button.



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### TIPS:

- Include tags in the designated field for easy search



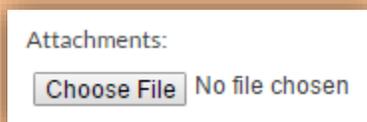
Topic Tags:  
sample

- Click the tick box to provide email notification in forum conversations



Notify me of follow-up replies via email

- Attach documents for reference by clicking the **Choose** file button. Attachments can be any file type, such as .jpeg, .pdf, .ppt, and .doc.



Attachments:  
Choose File No file chosen

- Links may also be included in the message content by clicking the **insert link** icon.



## Create New Forum Topic

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In the Forum page, scroll down below the list of available forums.

### Step 1:

Provide the Topic Title

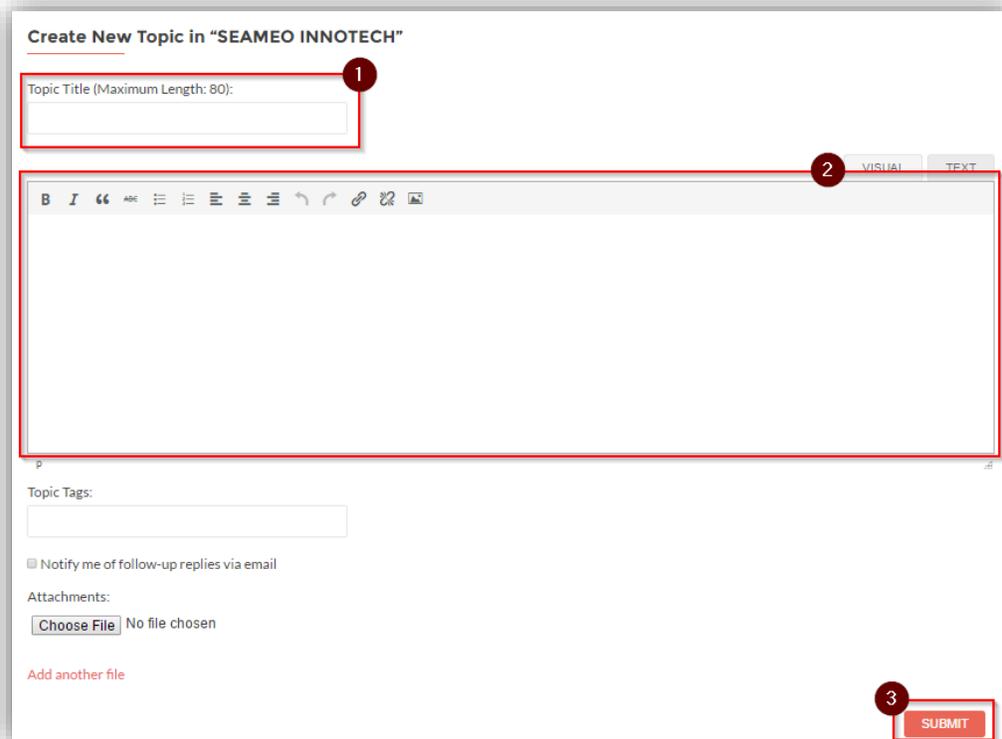
### Step 2:

Type in initial details, question or description.

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### Step 3:

Then, click the **Submit** button.

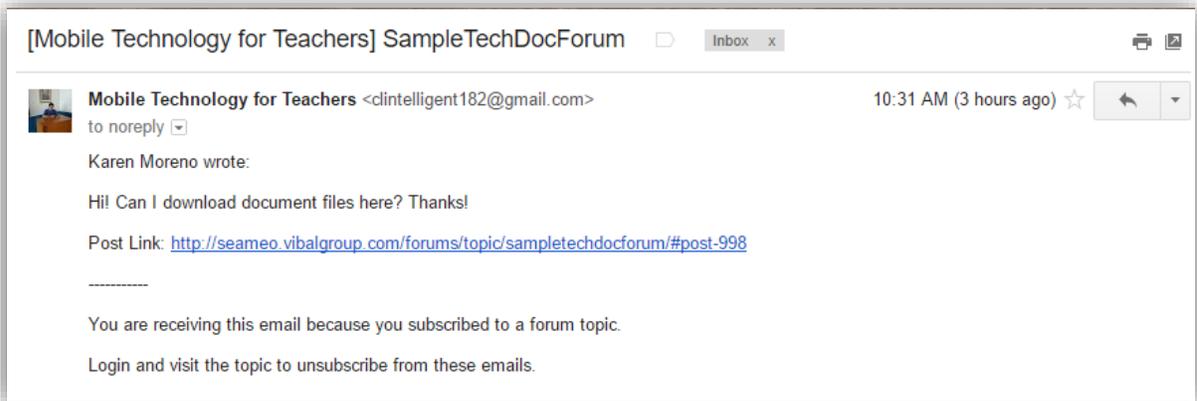


The screenshot shows a web form titled "Create New Topic in 'SEAMEO INNOTECH'". It features a text input field for the "Topic Title (Maximum Length: 80)" with a red circle and the number "1" next to it. Below this is a rich text editor with a toolbar and a large text area, also marked with a red circle and the number "2". Underneath the editor is a "Topic Tags" input field, a checkbox for "Notify me of follow-up replies via email", and an "Attachments" section with a "Choose File" button and the text "No file chosen". At the bottom right, there is a red "SUBMIT" button with a red circle and the number "3" next to it.

When tick box for email notification is ticked, you will receive an email for every reply or comment posted to the forum.

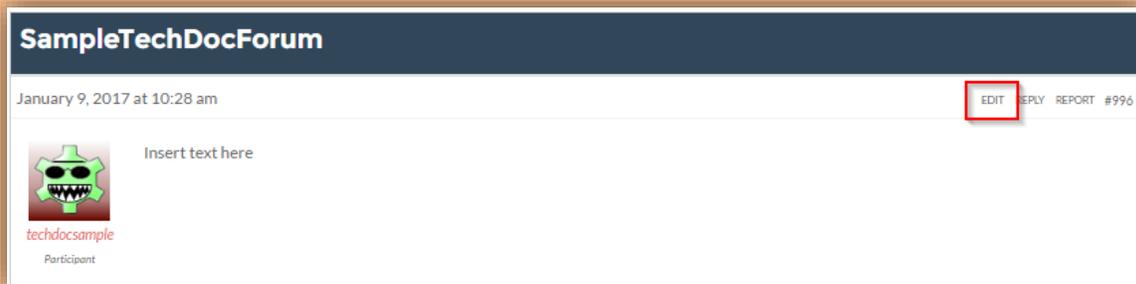


You may click the link provided in the email content to quickly check the forum where the reply was posted.



**TIPS:**

Click the **Edit** link in the forum to update the forum you created.



## Support

Visit [https://codex.wordpress.org/Main\\_Page](https://codex.wordpress.org/Main_Page) for the WordPress online manual, which also provides a living repository for WordPress information and documentation.

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