This manual can be applied to

- COMP9311 Lecture Q&A [https://groups.google.com/group/comp9311-lecture-qa](https://groups.google.com/group/comp9311-lecture-qa)
- COMP9311 Assignment Q&A [https://groups.google.com/group/comp9311-assignment-qa](https://groups.google.com/group/comp9311-assignment-qa)
- COMP9311 Project Q&A [https://groups.google.com/group/comp9311-project-qa](https://groups.google.com/group/comp9311-project-qa)

If you still have any questions using these forums after reading this manual, please email to kai.wang@unsw.edu.au.

**CP0. Browse the questions&answers:**

Open the group webpage shown as above or from the course website.

- The Q&As can be viewed by category. You can click any category you’re interested to see all the posts related to this topic.

- If you want to read all the topics, use the “Show all topics” at the top right side of our homepage.
Filter is a good tool to help you filter all the posts you need. For example, the topics you started or that has been solved with a best answer.

CP1. Ask a question

Reminder: Please check the website every time before you ask a question because the others may have asked the same problem and it has been resolved. Refer to CP0 to know how to browse a topic.

The forums are public, so you can ask a question directly from the group page [1.1] without joining the groups while a google account is needed. You can also post a question to the group page by sending an email[1.2].

1.1 Post questions directly from the Q&A homepage:

Step1: Click “New Question” on the homepage
Step 2: Login with your google account if asked.

Step 3: Describe your questions and post.

- Remember to **choose a category** for your questions. This is important to have your question answered ASAP.
- You can add pictures and files if needed by clicking “Attach a file”.

When you finish, just click “POST”.
1.2 Post your questions by sending an email:

Step 1: **Use any email client or webmail** to send an email to:

- COMP9311 Lecture Q&A [comp9311-lecture-qa@googlegroups.com](mailto:comp9311-lecture-qa@googlegroups.com)
- COMP9311 Assignment Q&A [comp9311-assignment-qa@googlegroups.com](mailto:comp9311-assignment-qa@googlegroups.com)
- COMP9311 Project Q&A [comp9311-project-qa@googlegroups.com](mailto:comp9311-project-qa@googlegroups.com)

with:

- **Subject:** [Topic] [General description of your question]
- **Content:** [Describe your questions in details]
- **(Attachment cannot be accepted)**

It may take a few minutes to be public in the course QA webpage. Your question will show up in the forum like this:
**CP2. Reply to others post**

When you can answer other’s questions or you have more questions about his problem, you can reply to that post by clicking it and add your comments.

- **Remember to select “cc original author”** if you want the author to know you answered his/her question.
- **If you want to follow this post, also select “Email updates to me”**.

When you finish, just click “Post”.

**CP3. How to join the group:**

If you want to join the group to get updates about this group, follow these steps.

Step1: Skip this step if you already have a google account. If not, apply for one.
Step 2: Open the course QA group link

Step 3: Click “Apply to join group” Button

Step 4: Login with your google account, if you haven’t login yet.

Step 5: Filling your profiles including name, email delivery preference, subscribe option and zID.

Click “Apply to join this group” to finish.

Step 6: You can also change your display name and profile photo in your membership settings after you joined the group.