



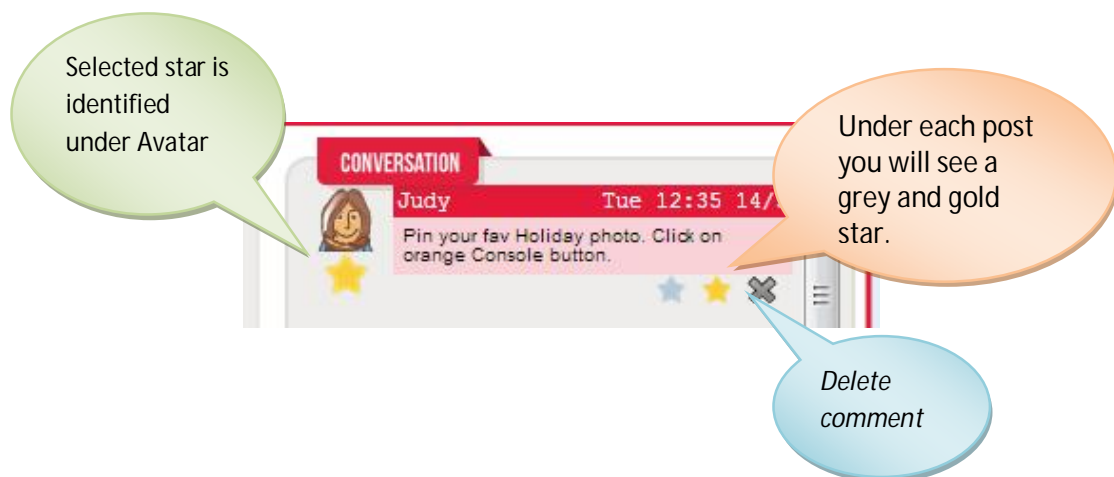




## Facilitator Only: How to Highlight, Delete & Sort Participant Posts

-  You may want to highlight a Participant's Post in your final Report.
-  Do this by clicking on the Gold Star under the Post.
-  If you change your mind, click on the Grey Star.
-  All Star Rated Posts will be highlighted in your Report, and you can also generate a Star-only Report.

*Note...only the Facilitator can see/allocate stars*



-  To delete an inappropriate comment, just click on the X at the far right of the Post. You will be prompted before this is permanently deleted.
-  You can view all Posts by one particular person, by clicking on the small Avatar next to their Post. Click/tap again to go back to the normal time order.

