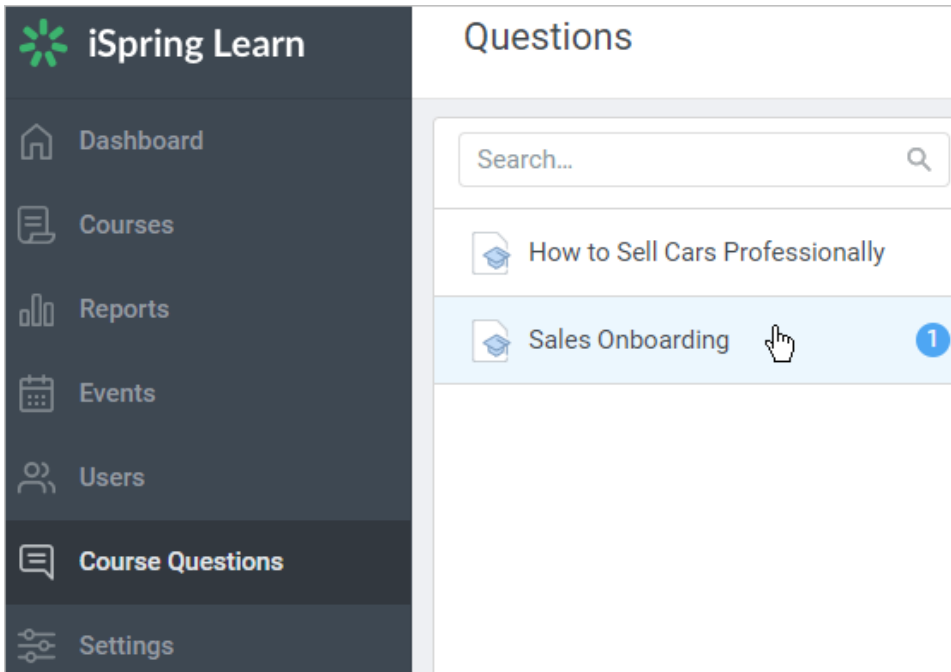


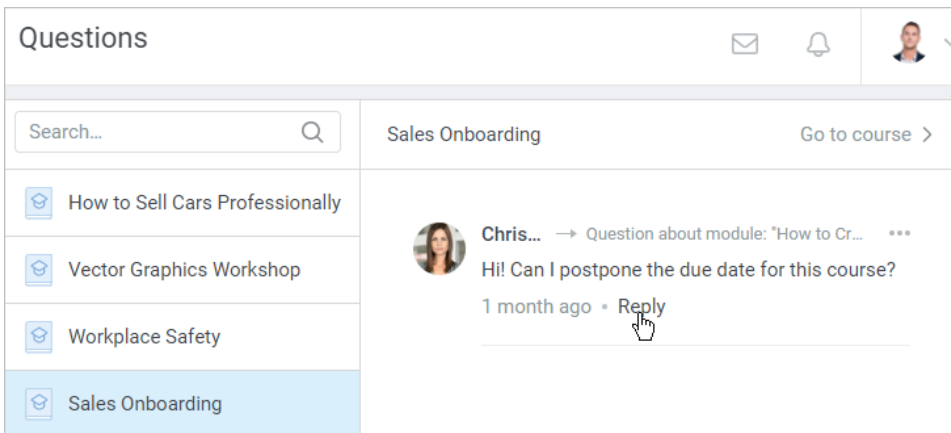
# Course Questions in the Admin Portal

If the **Questions and Responses** option is **enabled**, the **Course Questions** section will appear in the admin portal. Here you can reply to users' questions, as well as edit and delete them.

1. Go to the **Course Questions** section and click the course to which a question has been set.



2. You will see to which content item a question has been set. There are two ways to respond to the question. The first one is by clicking the **Reply** link.



3. Now compose your answer, attach a file (for instance, a video), and click the **Post** icon.

Questions

Search...

Sales Onboarding [Go to course >](#)

How to Sell Cars Professionally

Vector Graphics Workshop

Workplace Safety

Sales Onboarding

Chris... → Question about module: "How to Cr... \*\*\*  
Hi! Can I postpone the due date for this course?  
1 month ago • Reply

Hello! It is not desirable, but if you are having an emergency, I can extend the due date for you for two more days.

Post Cancel

4. The user will see the response under the **Questions and Responses** tab on the course view page.

Outline About Course Reviews (1) Questions and Responses (1)

Course Questions 1

Type your question here...

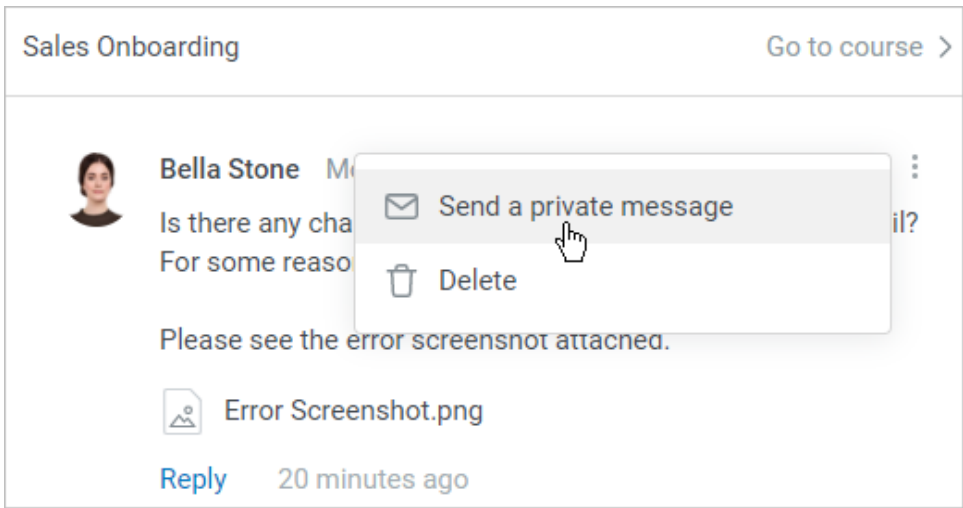
Christine Becker → Question about module: "How to Create a Mobile-First Online Course: 10 Must-Follow Rules" \*\*\*  
Hi! Can I postpone the due date for this course?  
1 month ago • Reply • Hide responses (1) ^

Nick Moore ✓  
Hello! It is not desirable, but if you are having an emergency, I can extend the due date for you for two more days.  
2 minutes ago

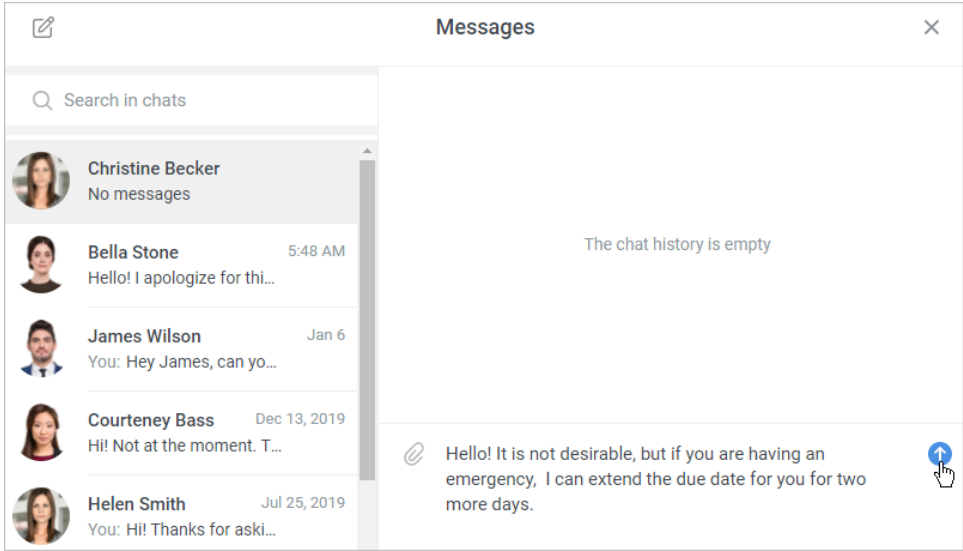
The second method is to write a message to the user.

**i** Make sure that [private messaging](#) is enabled in the account.

1. Click the right corner and select **Send a private message**.



2. Enter a message and click the **Forward** icon.



3. The message has been sent to the learner. They will receive a notification in their account.

