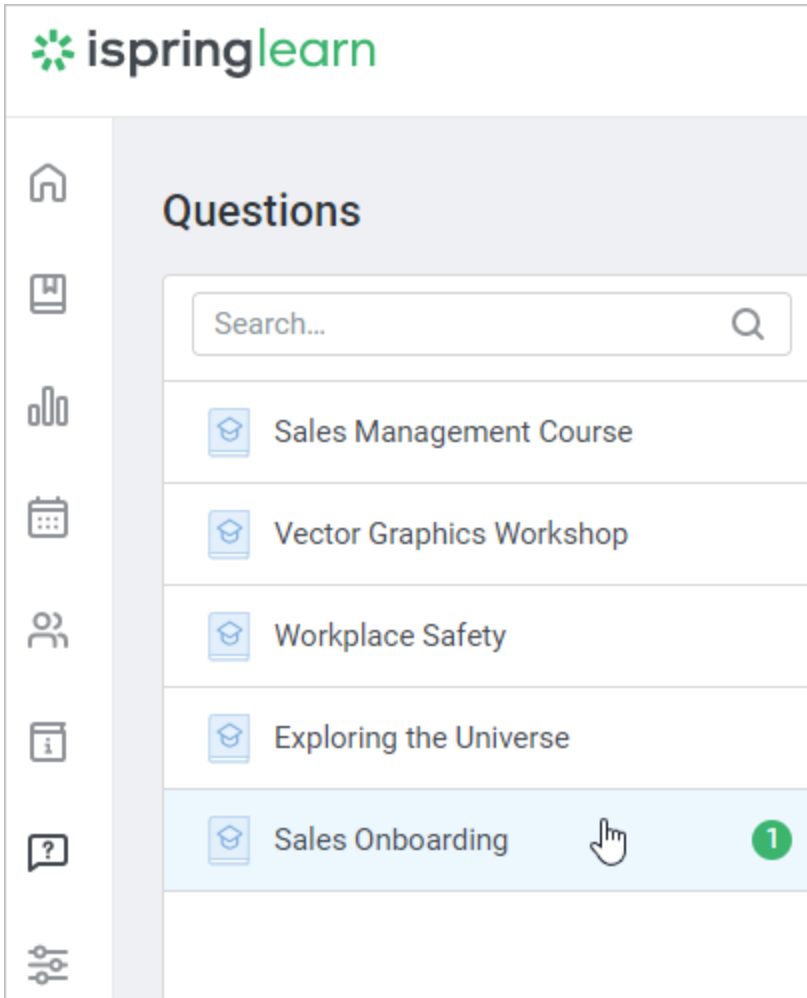


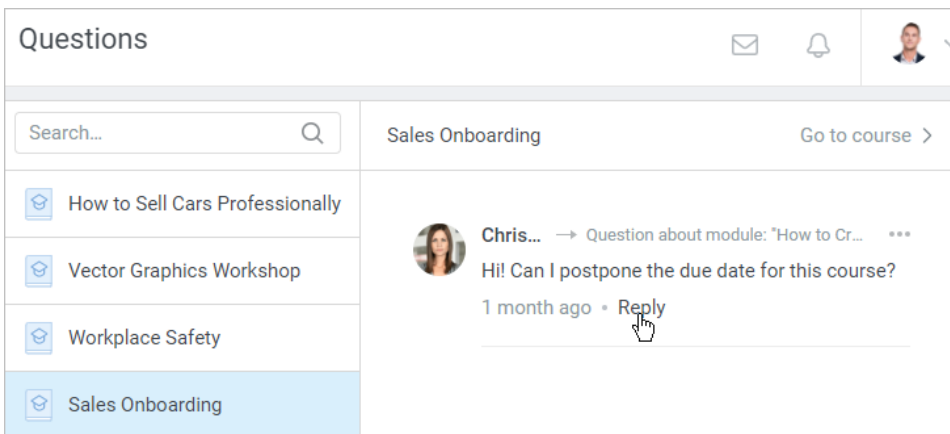
Course Questions in the Admin Portal

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



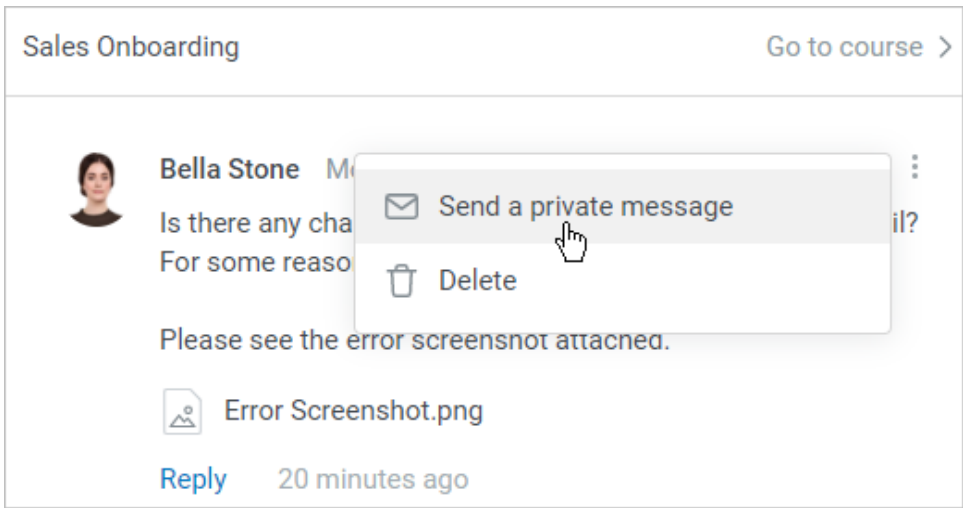
 **Christine Becker** → Question about module: "How to Create a Mobile-First Online Course: 10 Must-Follow Rules" ***
Hi! Can I postpone the due date for this course?
1 month ago • [Reply](#) • [Hide responses \(1\)](#) ^

 **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

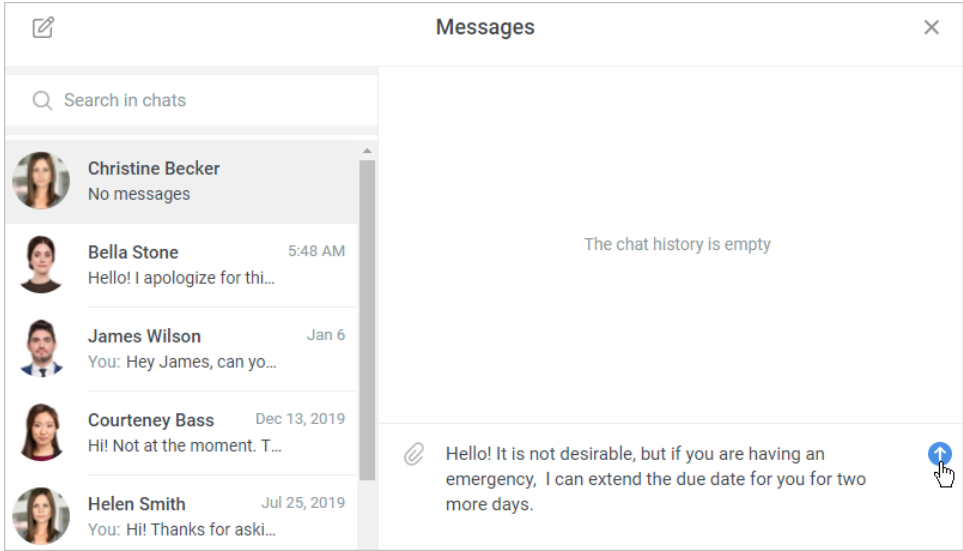
The second method is to write a message to the user.

 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.

