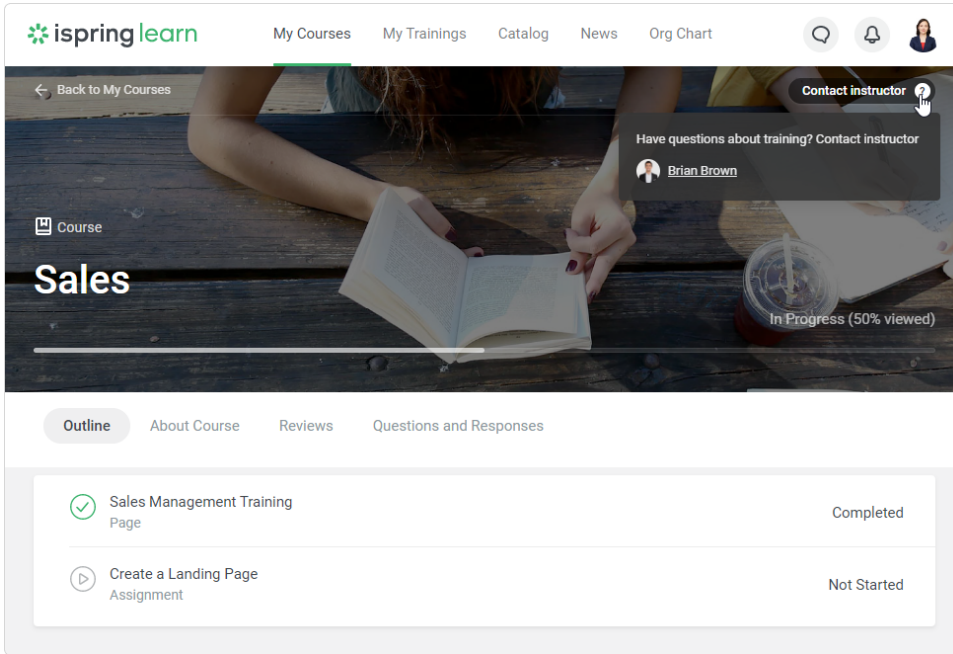



Exchanging Messages with Instructor

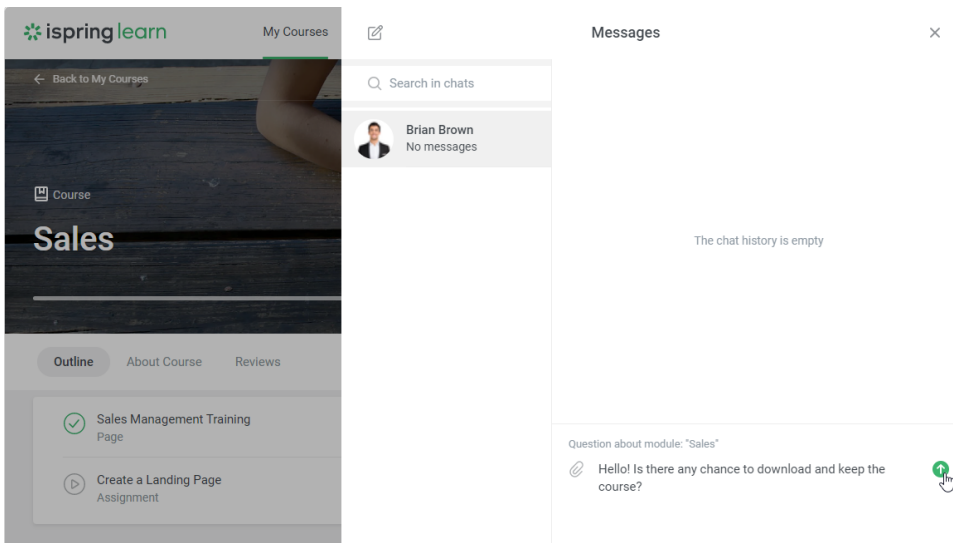
Users can send messages to instructors and receive feedback from them.

1. To contact an instructor, click the **Contact instructor** link.



 Make sure that [private messaging](#) is enabled in the [User Portal Settings](#).

2. On the **Messages** page, type your message for the instructor and send it.



3. The instructor will see a notification about a new message in their account.

The screenshot shows the 'ispring learn' dashboard. At the top, there's a navigation bar with the logo and user profile icons. The main area is divided into several sections: a top summary bar with '3 courses', '1 group', '13 users', and '10 users per period'; a section for 'Ungraded Assignments' with a table listing 'Create a Landing Page' by 'Daniel Gabin'; and a 'Newest Content' section listing recent uploads like 'Create a Landing Page' and 'Sales Management Training'.

ispring learn

Dashboard

3 courses

13 users

1 group

10 users per period

Ungraded Assignments
waiting for review

My (1) All (6) Grade Now

Title	User
Create a Landing Page	Daniel Gabin

Newest Content
uploaded over the last 7 days

Create a Landing Page	Sep 13, 2... Brian Brown
Create a Landing Page	Sep 13, 2... Owner
Sales Management Training	Sep 12, 2... Brian Brown
Sales	Sep 12, 2... Brian Brown
Create call center template	Sep 12, 2... Brian Brown



- If the instructor is deleted from the content item, removed from the account, or deactivated, the correspondence history will also remain.
- If a question has been asked through the [Questions and Answers](#) tab, the instructor will see [a notification](#) in their account.