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.
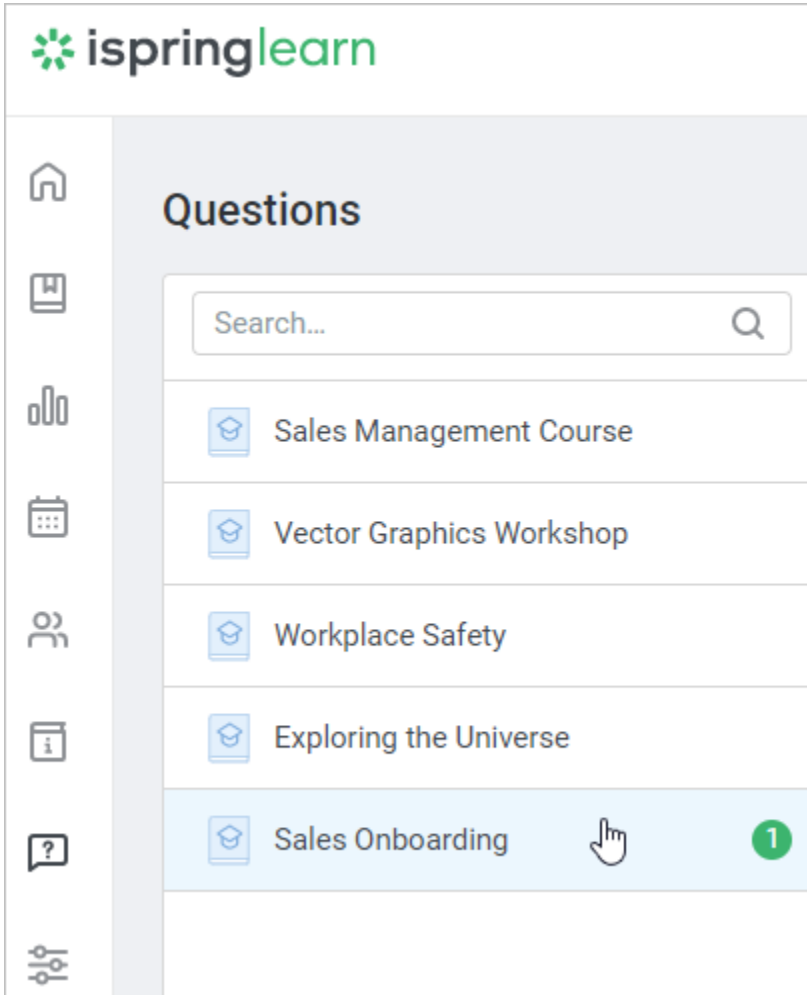
2. You will see to which content item a question has been set. There are two ways to respond to the question. The first one is by clicking the **Reply** link.
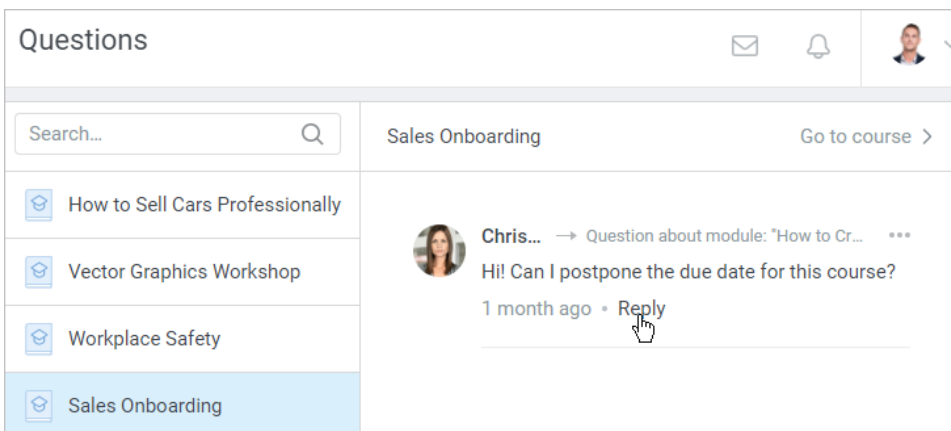
3. Now compose your answer, attach a file (for instance, a video), and click the **Post** icon.

Questions

Search...

- How to Sell Cars Professionally
- Vector Graphics Workshop
- Workplace Safety
- **Sales Onboarding**

Sales Onboarding   Go to course >

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?

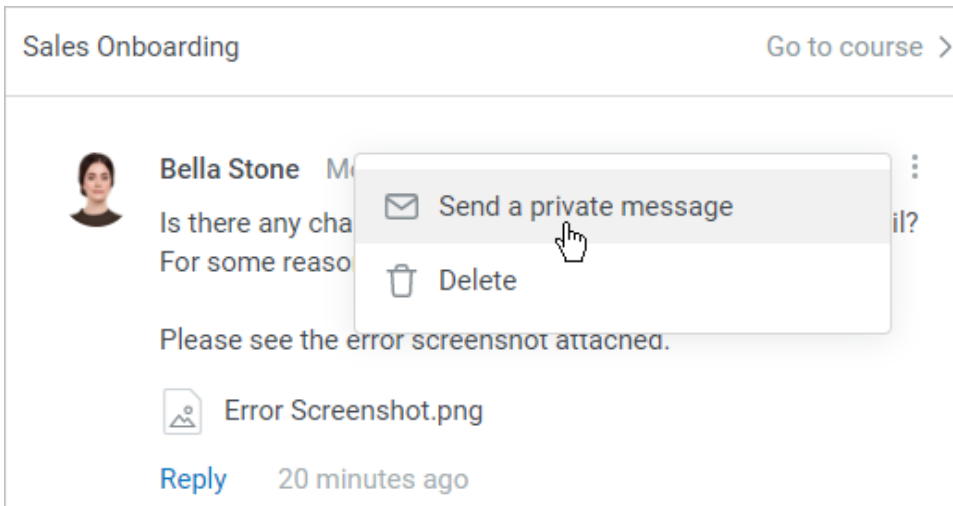1 month ago • Reply • Hide responses (1) ∧

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.
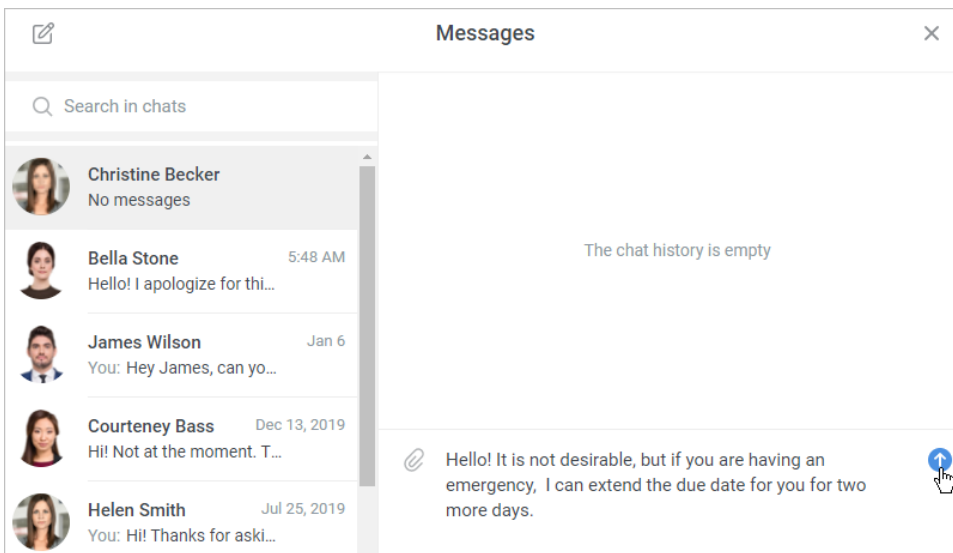
2 minutes ago

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

ⓘ 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.