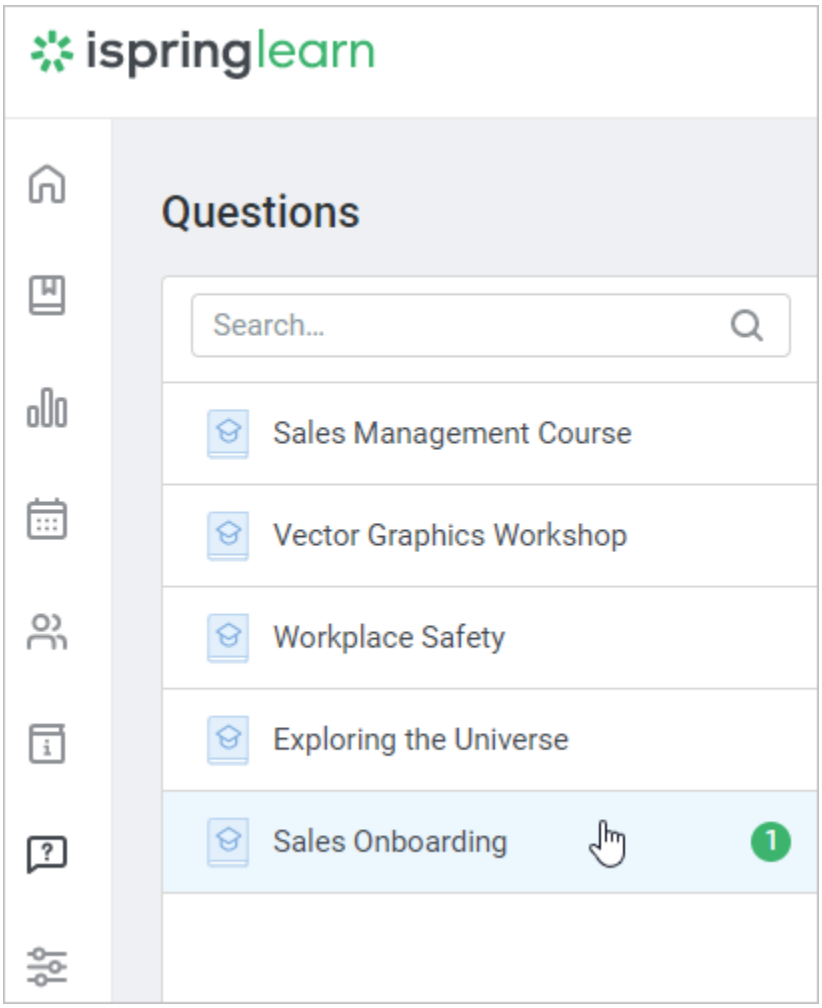
Course Questions in the Admin Portal

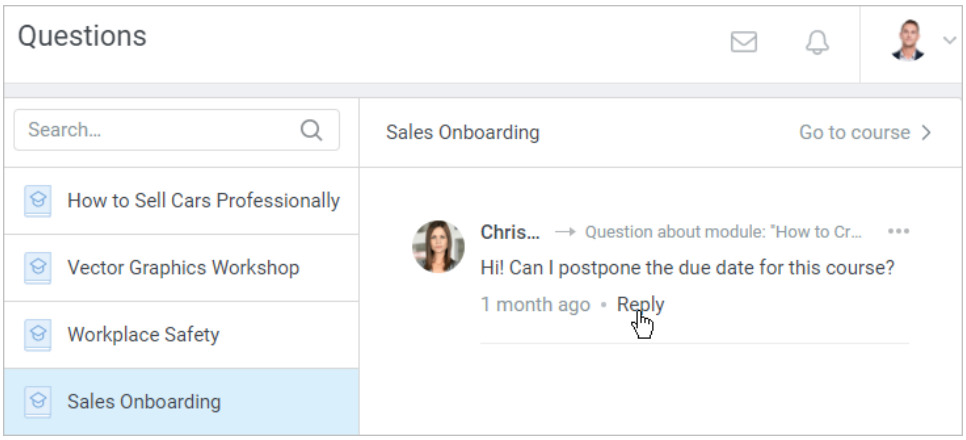
AVAILABLE WITH BUSINESS SUBSCRIPTION

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.

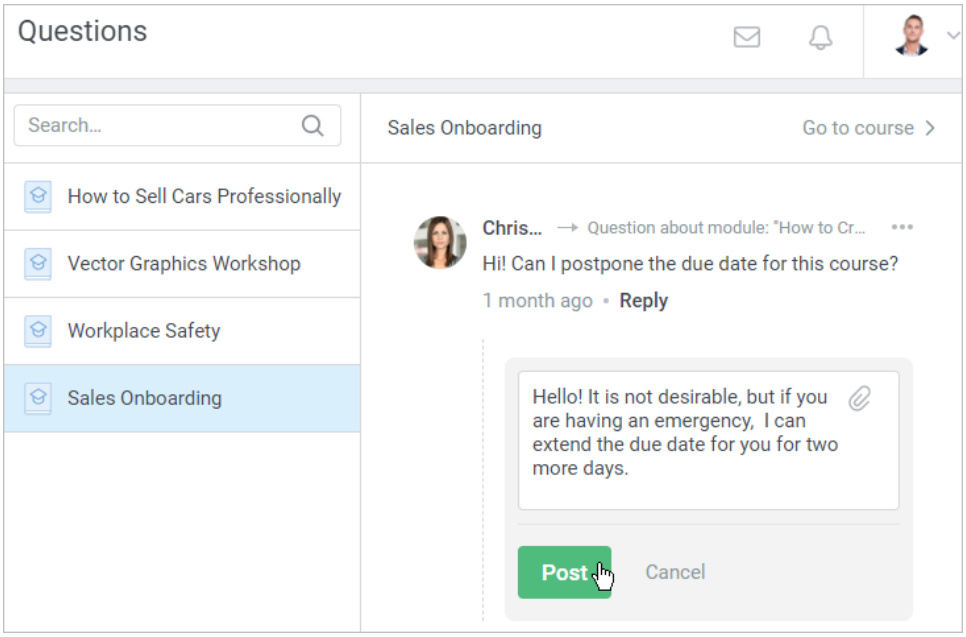
1. Go to the **Course Questions** section and click the course to which a question has been set.



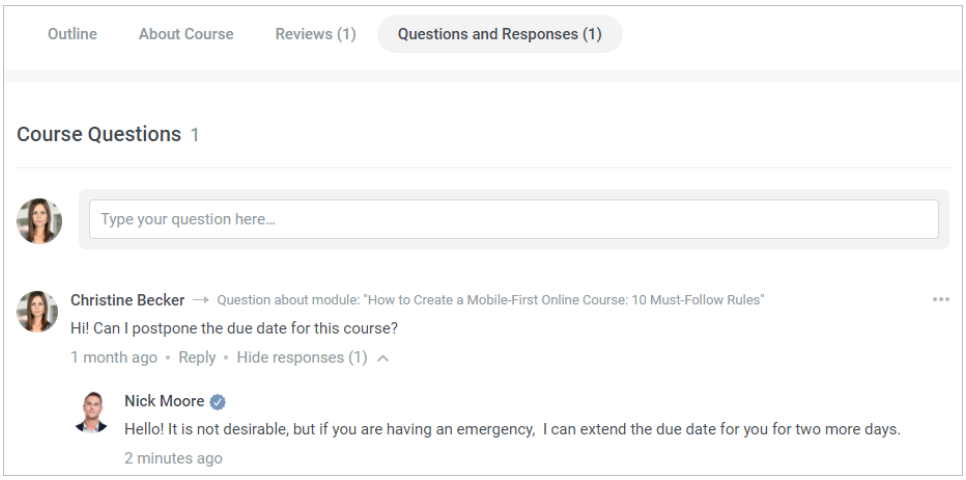
2. You will see to which content item a question has been set. There are two ways to respond to the question. The first one is by clicking the **Reply** link.



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



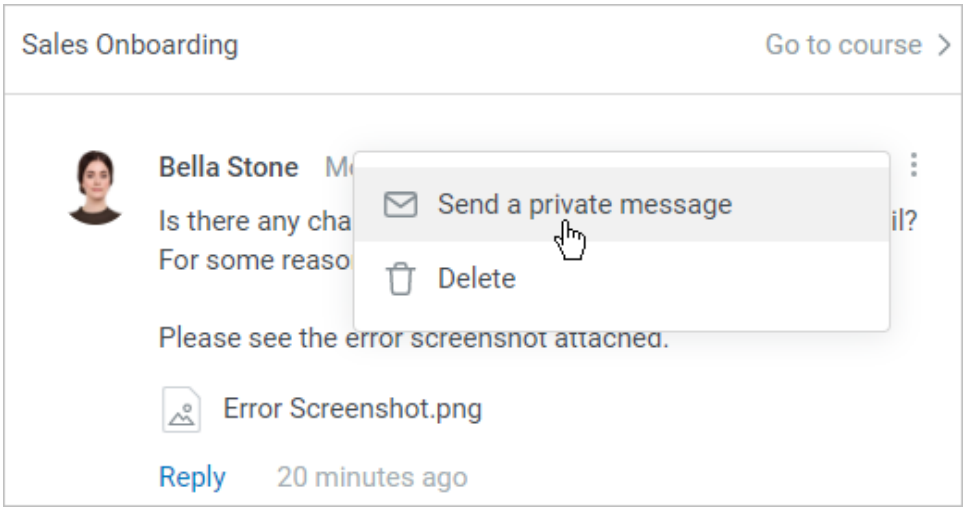
4. The user will see the response under the **Questions and Responses** tab on the course view page.



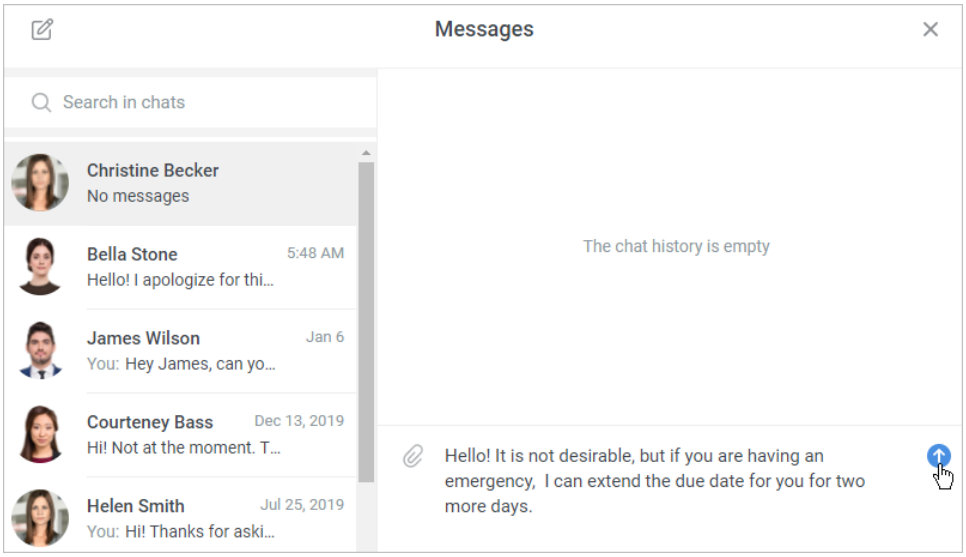
The second method is to write a message to the user.

> 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.

