

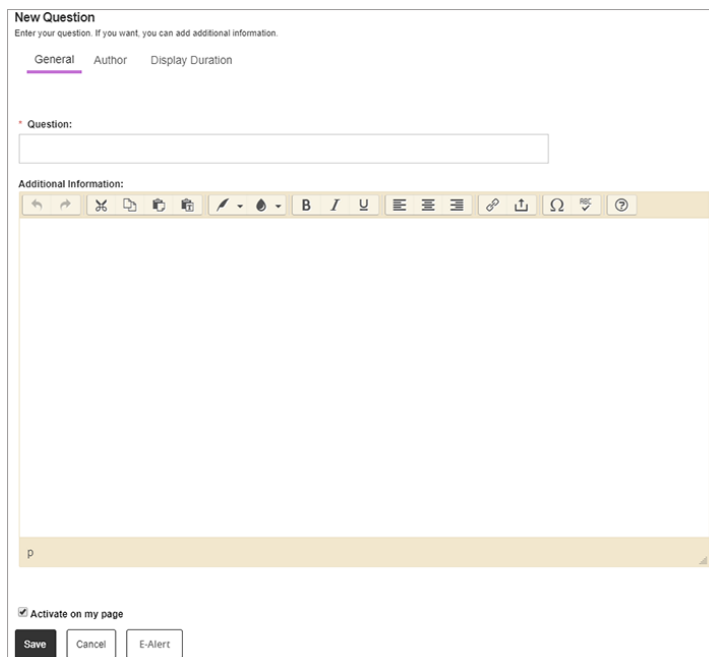
Question and Answer App User Guide

Use the Q&A app to house questions and answers for your course, reading material, and other important information. You can also use the app as a frequently-asked questions location for common course questions.



Add the Question and Answer app

Drag the Q&A app onto your page.



The screenshot shows the "New Question" form. It has a title "New Question" and a subtitle "Enter your question. If you want, you can add additional information." Below this are three tabs: "General" (selected), "Author", and "Display Duration". There is a text input field for the question. Below the input field is a rich text editor for "Additional Information:" with a toolbar containing icons for undo, redo, bold, italic, underline, list, link, unlink, and other editing functions. At the bottom, there is a checkbox for "Activate on my page" and three buttons: "Save", "Cancel", and "E-Alert".

1. Select *New Question*.
2. Enter your *Questions*.
3. Enter the answer in the *Additional Information* text box.
4. Select *Activate on my page* to display the question and answer on your page.
5. Include the *Name, Email* and *Phone* number of the author in the *Author* tab.
6. Choose the *Start Date* and *End Date* of the question in the *Display Duration* tab.
7. Select *Save*.

Set additional options

The screenshot shows a form titled "Set additional options" for an app named "Q & A". The form has three tabs: "General", "Sharing", and "Social Settings", with "General" selected. Below the tabs, there is a text input field for "App Name" containing "Q & A". A note says "If you want, you can enter a description of your app." followed by a "Description:" label and a large text area. Below that is a checkbox labeled "Show the app name on my page." which is checked. Under "Display Settings:", there is a note "You can display every active record in this app on your page, or a specific number of records at a time." and two radio button options: "Display all active app records" (selected) and "Display a specific number of active app records". At the bottom are "Save" and "Cancel" buttons.

1. Select *Options*.
2. Enter the *App Name* to use as the app title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.