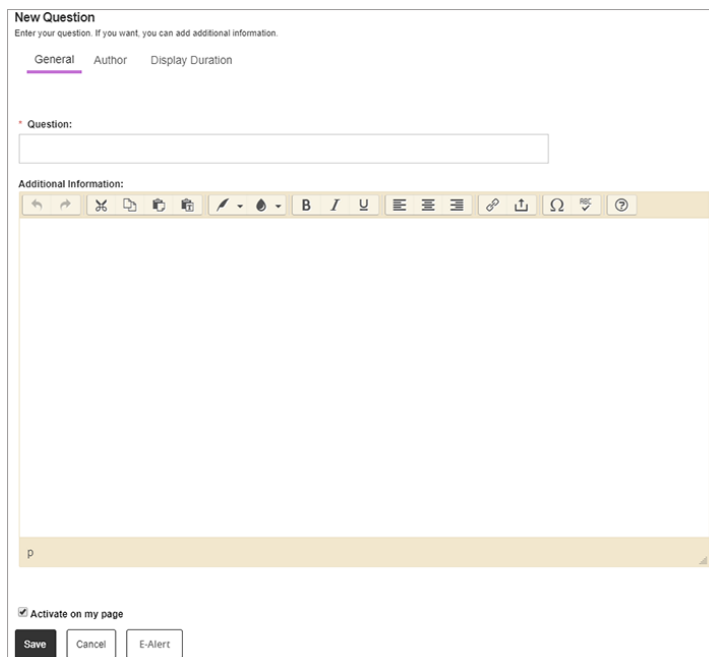# Question and Answer App User Guide

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.

1. Select *New Question*.
2. Enter your *Quesitons*.
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

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.