

Participating in Q&A Discussions

NOTE: Some institutions disable the Q&A functionality; if you do not see the Questions button within a classroom or Q&A tab described below, check with your school's help desk to see if this is the case with your institution.

Each course contains a Q&A tab where instructors and students can post questions, answers, and comments regarding the class and its content.

The Q&A tab contains [questions](#) and [responses](#) posted from the Questions panel of a classroom, as well as general course-related questions entered directly through the Q&A tab.

You can view Q&A entries for each class, view All Questions posted during the course, or view General Questions posted for the class. General questions are those that were posted without identifying a particular class.

HELPFUL HINT! If you bookmark another student's question, it will appear in your [Study Guide for the class](#) (along with any responses). **Click the flag below the question** to bookmark it (the flag changes from gray to blue).

To view questions and answers

1. Navigate to the class list for the course.
2. Click the **Q&A** tab.
By default, the questions shown are those associated with the class presentation you most recently viewed.
3. Use the drop-down list to view questions for a different class. You can also view **General Questions** for the class (those associated with the course but not a particular class), or **All Questions**.
4. Click a question from the list on the left to view any associated responses.
5. Click **RESPOND TO QUESTION** to provide your own response.
6. Click **NEW QUESTION** to add a question to the class or course (selecting a particular class or General respectively).

The screenshot shows the Echo Q&A interface. At the top, there are navigation tabs for HOME, LIBRARY, and COURSES. The user's name, Georgie Allen, is displayed in the top right. The main header shows the course name "Dec18CC - Dec18SC Dec18CN" and three tabs: CLASSES, Q&A, and STUDY GUIDE. Below the header, there is a "NEW QUESTION" button, a dropdown menu currently set to "Dec 19 - RegPresentation", a search box, and a "Sort" dropdown set to "Newest".

The left pane displays a list of questions. One question is highlighted with a red arrow and the text "Click a question to view responses or post a response". The right pane shows the detailed view of a question: "What is the term for the groups of nests for these birds?". Below the question, there is a "RESPOND TO THIS QUESTION" button, which is also pointed to by a red arrow.

To change which questions are shown

- Use the list at the top to select a particular class for which to view question, or you can select **All Questions** or **General Questions**.
- Use the **Search** box to enter text and search for a particular question title or text within a question.
- Use the **Sort** list to sort the questions with newest on top or oldest.

Editing or deleting questions and responses

You can always go back and edit or delete any question or response you posted. You can only edit or delete your own posts.

Understand, however, that Instructors can delete any posts in their classes. Instructors can also see who posted each item, even if you post it anonymously. So don't be rude or inappropriate.

To edit/delete a question on the Q&A tab

1. Navigate to the class list for the course.
2. Click the **Q&A** tab.
3. Find the question or response you want to edit/delete. Use the drop-down list to view questions for a specific class, or view **All Questions**.
4. Click the question from the list on the left to show it and any responses in the right-pane of the Q&A tab.
5. Click the menu arrow (also called a "chevron") located to the right of the question or response, then click Edit or Delete as appropriate.

NOTE: Deleting a question also deletes all responses posted for the original question.

echo³⁶⁰ HOME LIBRARY COURSES ▾ Rusty Barnes ⚙️ U G H

BIO-101 - 002 Introduction to Biology

CLASSES Q&A ANALYTICS SETTINGS

NEW QUESTION All Questions Search Sort Newest

General Mar 19, 2015 11:21 AM

Where does the mitochondrial DNA reside in a cell?

Oct 1 - Cell Structure Oct 24, 2014 11:17 AM

Does a eukaryotic cell have a nucleus?

Oct 1 - Cell Structure Oct 24, 2014 11:16 AM

What is a cell?

RESPOND TO THIS QUESTION

To edit/delete a question from within a classroom

1. While viewing a class, click the Questions icon from the classroom toolbar. The Questions pane opens to the right of the classroom viewer.
2. Find the question/response you want to edit.
3. Click the chevron (menu arrow) located to the right of the question or response.

Questions

NEW QUESTION Sort Newest

Mar 11, 2015

What program are they using to do this?

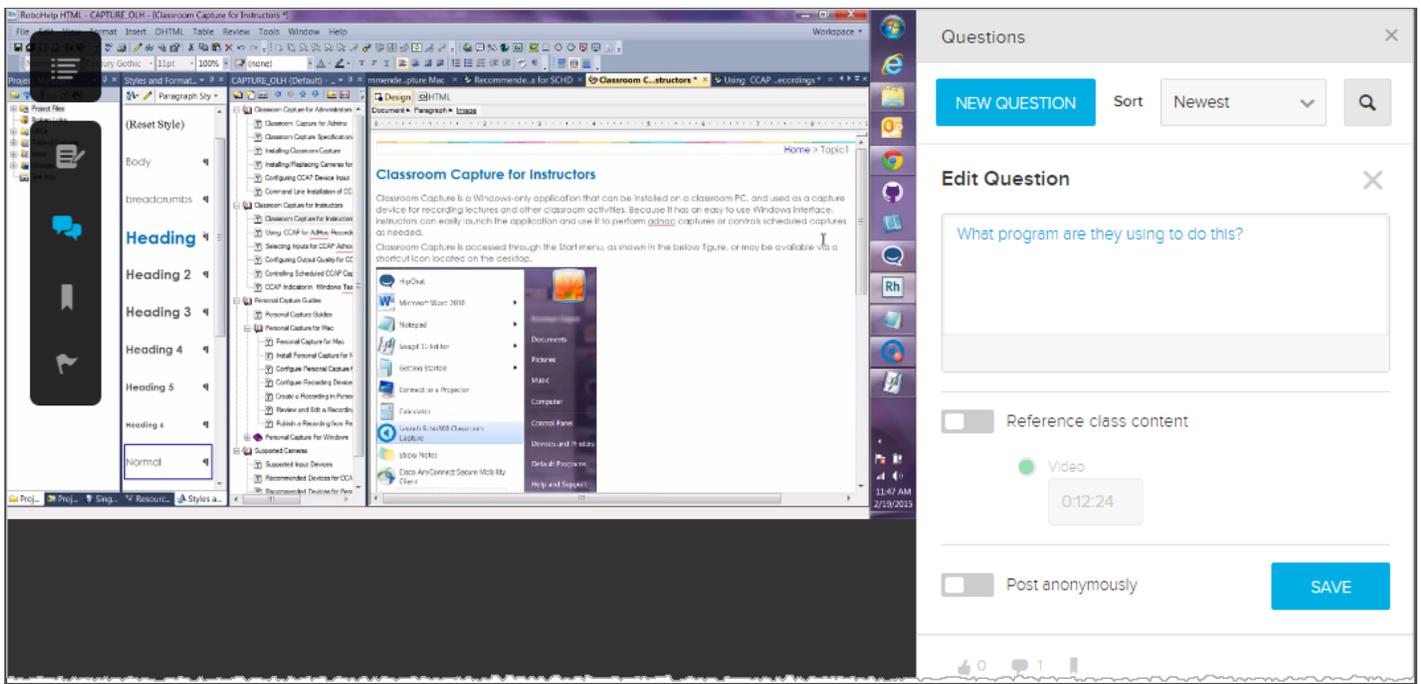
12:37 Mar 11, 2015 3:02 PM

Who posted this stuff, me? someone else?

08:27 Mar 11, 2015 2:42 PM

Maybe that's how that stuff is supposed to work? but that seems dumb

4. Click **Edit**.
The question or response appears in a text box that allows you to make changes to the text. You can also enable or disable the **Post anonymously** slider, or change whether to **Reference class content** location with the question.



5. When finished, click **SAVE**.

ALTERNATELY, you can click **Delete** from the chevron menu to delete the question or response.

NOTE: Deleting a question also deletes all responses posted for the original question.