

Create a FAQ for Your Message Board

Creating Your Post

From time to time, students will ask similar questions on your selected message boards. Instead of having to write new answers for each of these questions, you can easily create a FAQ. To get started, log-in to Career Cruising by going to <https://partner.careercruising.com>.

- Then, click on “Message Boards”. Find the message board you want to create a FAQ post for.
- Click on “Frequently Asked Questions”.
- Click on “Add Post”, then fill out the subject and message.
- Next, click on “Preview”.
- Finally, send your FAQ post. This will record your post as a FAQ option to use when a student has asked a common question.

Using Your FAQ Post for a Student Question

When a student has asked a question you want to refer to one of your FAQs, take the following steps:

- Click on “Message Boards”.
- Click on “Pending Posts”.
- Select the question you want to answer.
- Scroll down to where it says “Option 1: Answer Post or Refer to FAQ”.
- Then, select from the dropdown under “Refer to FAQ”.
- Pick the FAQ post you want to select and click on it.
- Click “Preview”.
- Click “Send”.

You're done!

Please visit www.inspirewisconsin.org for your region's admin contact information and more.