

Administration - Experts

What is an Expert?

A Expert is an individual assigned to mentor and give expert advice on questions asked by learners or employees.

The administrator can assign an Expert to a category(s) to moderate. Experts can view, edit, remove and moderate questions and comments in the category(s) they have been assigned to.

1. Assign a User to an Expert Role

Find the user

- Click on **System administration | Users | Manage users.**
- Click **Action | View / Edit** next to the user you want to grant access.

The screenshot shows the 'List of Users' interface. On the left is a navigation menu with 'Home' and 'Users' (selected). Under 'Users', there are links for 'User Information', 'Subgroup Access', 'Copy User Rights', 'Reporting Rights', 'IR and PDP Roles', 'Role Assignment', and 'Schema Access'. At the bottom left are 'Reporting Structure' and 'Roles' buttons.

The main content area is titled 'List of Users' and includes a 'Switch Schema' dropdown. Below is a search section with fields for 'Schema', 'Employee Number', 'Username', 'Category', 'Employee Name' (containing 'eduard'), and 'Include Disabled Users' (checkbox). Action buttons include 'Search', 'Clear', 'Add New User', 'Delete', and 'Send Welcome Notification to New Users'.

A table lists users with columns: Actions, Username, Name, Schema, Disabled, Locked, Category, and Delete. One user is visible: 'Edward Dussan' with Username 'BA001' and Schema 'Signify'. A context menu is open over this user, showing options: 'View / Edit', 'Assign Subgroup Access', and 'Assign Reporting Rights'. A 'Close' button is at the bottom right of the menu.

Actions	Username	Name	Schema	Disabled	Locked	Category	Delete
Action	BA001	Edward Dussan	Signify				<input type="checkbox"/>

Assign the Role

Home

Users

- User Information
- Subgroup Access
- Copy User Rights
- Reporting Rights
- IR and PDP Roles
- Role Assignment**
- Schema Access

User Role List (BA001) [Successfully Saved - 10:32:11 AM]

Search Search Clear

Add Delete **Add Multiple Roles**

Module	Role	Delete
Event Management	Event Administrator	<input type="checkbox"/>
Job Profiler	Job Profiler Administrator	<input type="checkbox"/>
Learning	Learning Administrator	<input type="checkbox"/>
Organization	Organisation Structure Administrator	<input type="checkbox"/>
System Access	Schema Administrator	<input type="checkbox"/>
Global	System Administration Administrator	<input type="checkbox"/>

Reporting Structure

Roles

Add Delete **Add Multiple Roles**

- Select *Role Assignment*.
- Click the *Add Multiple Roles* button.

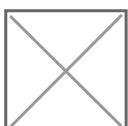


The Add Multiple Roles screen will open.

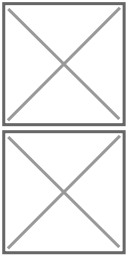
- Select the Ask The Expert Expert Role for the Ask The Expert module.
- Click the **Save** button.
- Click the **Close** button.

Assign specific rights for the user

Click on the Role to open the specific access available for this role.



Select the Role detail applicable to the user.



- Click *Save to apply* the change.
- Click *Back to List* to Return to the User Role List.

Rights available for a user with the Ask The Expert Role

Role	User	Moderator	Administrator
Add a new question	X	X	X
View the questions you asked	X	X	X
View question statistics	X	X	X
Search for specific questions / comments	X	X	X
View Current Discussions	X	X	X
View Most Read	X	X	X
View Most Commented	X	X	X
Report Questions asked by fellow users	X	X	X
Report Comments made by fellow users	X	X	X
Moderate questions and comments: Publish		X	X
Moderate questions and comments: Unpublish		X	X
Moderate questions and comments: Lock		X	X
Moderate questions and comments: Remove		X	X
Moderate questions and comments: Edit		X	X

Role	User	Moderator	Administrator
Remove / Edit questions individually		X	X
Remove / Edit comments individually		X	X
Add / Edit and Remove Categories		X	X
Add / Edit and Remove Experts			X
Mark comments as preferred			X
Assign Experts to categories			X

What happens now?

The user's name will appear in the Expert drop down on the Assign an Expert page once the user has been assigned the Expert Role.

LMS Portal

Search

e-Learning Programmes 1 Discussion Forum My Achievements 18

Discussion Forum > Discussion Forum Question > Assign

ASSIGN CATEGORIES TO EXPERT

Category Experts * Eduard Dyason

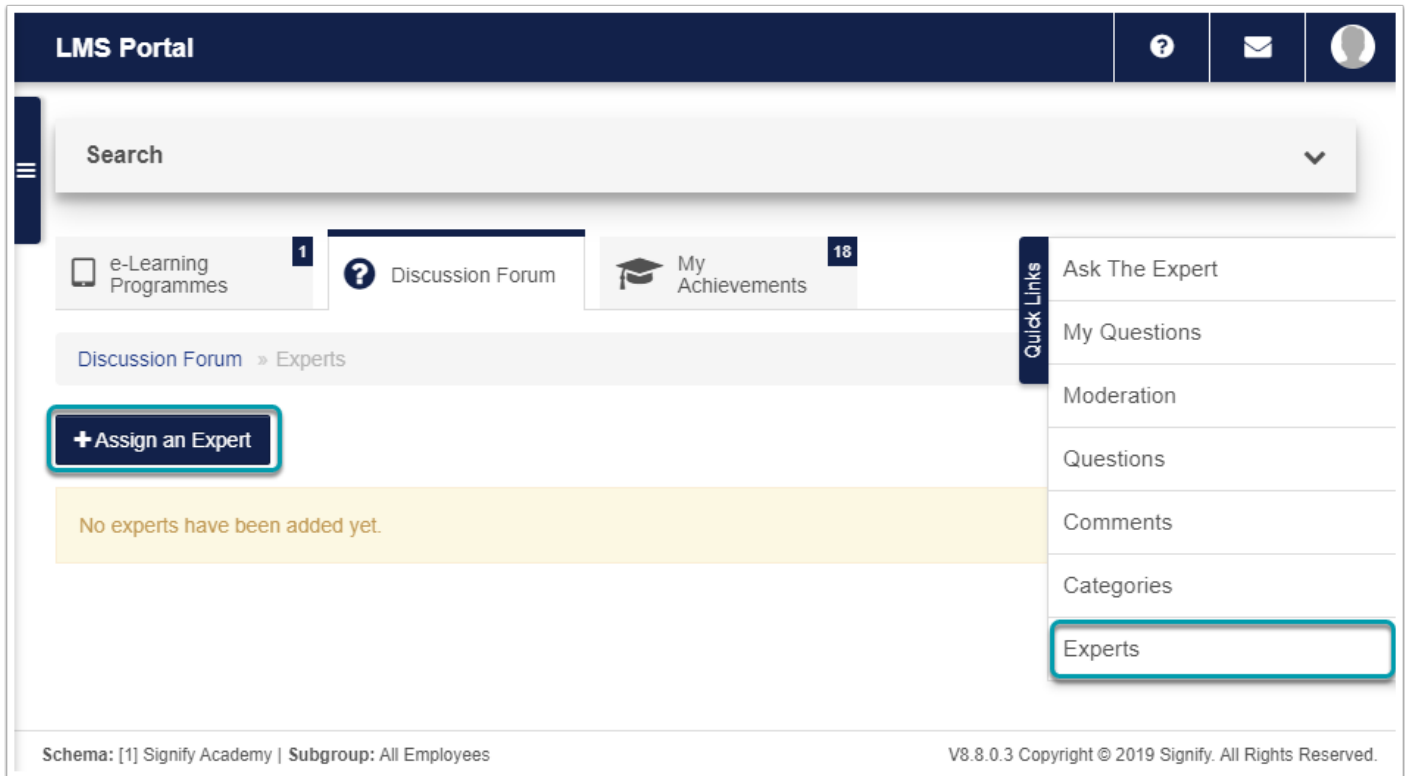
Category * Pathways
Performance Management

Assign Back

2. Assign an Expert

Where do I find the Experts option?

The Experts option will be available to the Administrator on the Quick Links option on the right-hand side of the Ask the Expert screen.



The screenshot displays the LMS Portal interface. At the top, there is a dark blue header with the text "LMS Portal" and three icons: a question mark, an envelope, and a user profile. Below the header is a search bar with the text "Search" and a dropdown arrow. The main content area features a navigation bar with three items: "e-Learning Programmes" with a notification badge "1", "Discussion Forum" with a question mark icon, and "My Achievements" with a notification badge "18". Below the navigation bar is a breadcrumb trail: "Discussion Forum > Experts". A blue button with a plus sign and the text "+ Assign an Expert" is highlighted with a red box. Below the button is a yellow message box that says "No experts have been added yet." On the right side, there is a "Quick Links" menu with the following items: "Ask The Expert", "My Questions", "Moderation", "Questions", "Comments", "Categories", and "Experts". The "Experts" item is highlighted with a red box. At the bottom of the page, there is a footer with the text "Schema: [1] Signify Academy | Subgroup: All Employees" and "V8.8.0.3 Copyright © 2019 Signify. All Rights Reserved."

- Select the **Experts** menu item from the **Quick Links**.
- Click the **Assign an Expert** button to open the Experts page.

The screenshot shows the LMS Portal interface. At the top, there is a dark blue header with the text 'LMS Portal' and icons for help, email, and user profile. Below the header is a search bar. A navigation bar contains three items: 'e-Learning Programmes' with a '1' badge, 'Discussion Forum' with a question mark icon, and 'My Achievements' with an '18' badge. A breadcrumb trail reads 'Discussion Forum > Discussion Forum Question > Assign'. The main section is titled 'ASSIGN CATEGORIES TO EXPERT'. It features a 'Category Experts *' dropdown menu with 'Eduard Dyason' selected. Below it is a 'Category *' dropdown menu with 'Pathways' and 'Performance Management' listed. At the bottom, there are 'Assign' and 'Back' buttons.

- Select the **Expert** from the drop down.
- Select one or multiple categories for the Expert to moderate.
- Multiple categories can be selected if you hold the *Ctrl* button in and select the categories.
 - Click the *Assign* button.
 - The Expert will be listed on the Experts page and can be edited or removed.

Expert List



LMS Portal ? ✉ 👤

Search ▼

e-Learning Programmes 1 ? Discussion Forum 🎓 My Achievements 18

Discussion Forum » Experts

+ Assign an Expert

Actions	Employee	Category
Actions ▼	Eduard Dyason (BA001)	Pathways
<ul style="list-style-type: none">  Edit  Remove 	yason (BA001)	Performance Management

Quick Links

Click Actions:

- **Edit** next to the Expert you want to edit.
- **Remove** next to the Expert you want to remove.

Try It Out: Assign Ask The Expert, Expert Rights to a user and add the user as an Expert on a Category.

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