

# 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.

Home

Users

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



List of Users

Switch Schema

Search

Schema

Employee Number

Username

Category

Employee Name

eduard

Include Disabled Users

☐

Search

Clear

Add New User

Delete

Send Welcome Notification to New Users

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

View / Edit

Assign Subgroup Access

Assign Reporting Rights

Close

Reporting Structure

Roles

Assign the Role

Home

Users

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

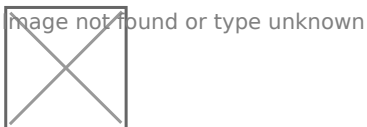
User Role List (BA001) [Successfully Saved - 10:32:11 AM]

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

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

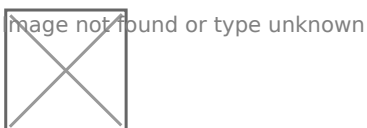


The Add Multiple Roles screen will open.

- 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.



image not found or type unknown



image not found or type unknown

- 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](#)

Quick Links

### ASSIGN CATEGORIES TO EXPERT

Category Experts \*

Eduard Dyason

Category \*

Pathways

Performance Management

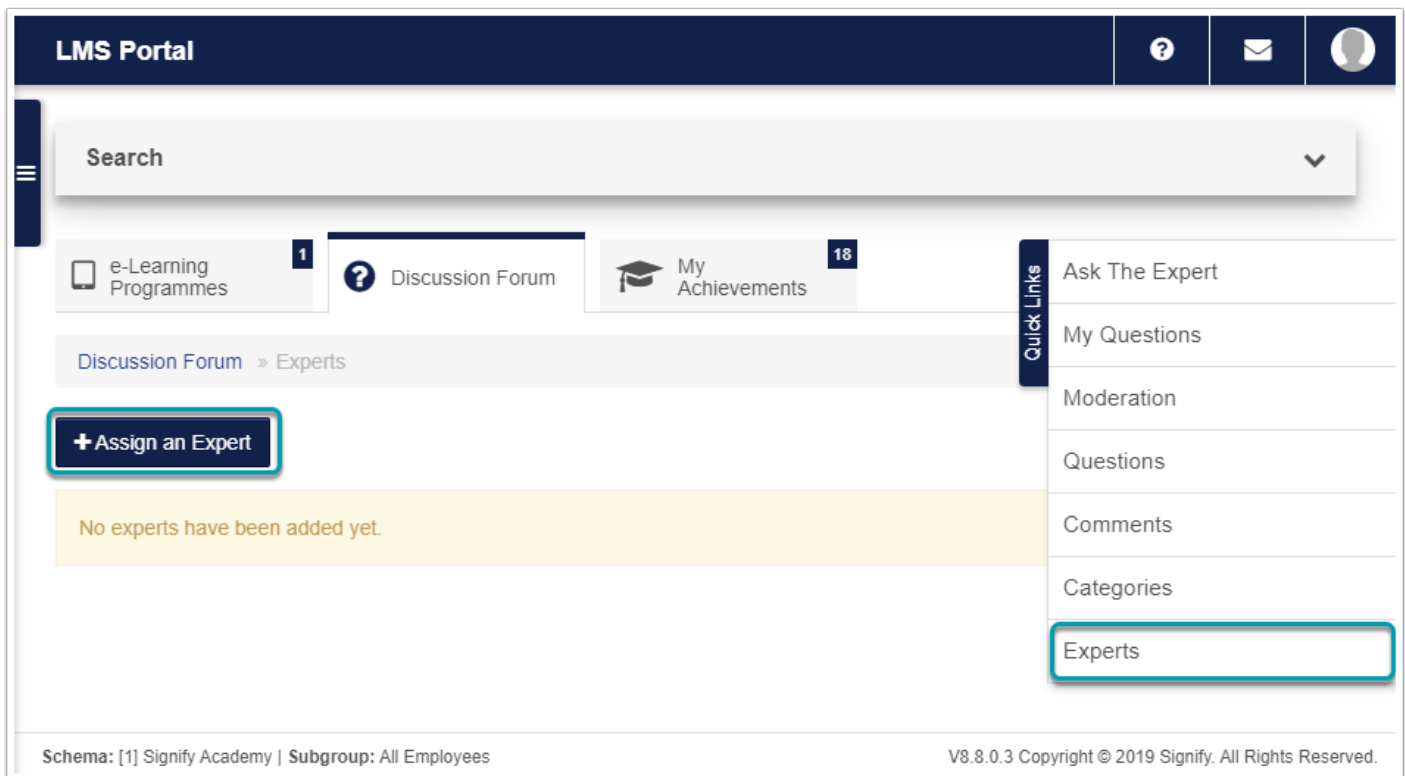
Assign

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.



- 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 is a dark blue header with '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 count of 1, 'Discussion Forum' with a question mark icon, and 'My Achievements' with a graduation cap icon and a count of 18. A breadcrumb trail reads 'Discussion Forum » Discussion Forum Question » Assign'. The main section is titled 'ASSIGN CATEGORIES TO EXPERT'. It features two dropdown menus. The first, labeled 'Category Experts \*', has 'Eduard Dyason' selected. The second, labeled 'Category \*', has a list of categories with 'Pathways' and 'Performance Management' selected. At the bottom are 'Assign' and 'Back' buttons.

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

- 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
<div>Actions</div> <div> <div>Edit</div> <div>Remove</div> </div>	Eduard Dyason (BA001)	Pathways
	yason (BA001)	Performance Management

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.

Revision #1

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