Administration - My Questions

Questions and discussions are at the heart of the Discussion Forum / Ask The Experts module.

Questions are linked to a Category so that an Expert can provide an answer to the question.

The My Questions section, displays questions created by the logged in user, in this case the Ask The Expert Administrator.

Zoom:

Ask a Question

- Click the Ask a Question button to add a new question.

The Add New Question screen will open.

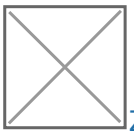
Zoom:

Overview of Fields

Field	Overview
Category	Select a Category from the drop down list.

Field	Overview
Question Status	Statuses available: • Hidden From User • Locked • Not Published • Published - The question will be displayed to the learners/users. • To Be Moderated
Question Heading	Use a short descriptive phrase which gives learners an idea of what is being asked.
Question	The question being asked.
Click here to upload or drag your files to this window	A file (document, image, etc.) can be uploaded to support the question.

Question List

Zoom:

Actions

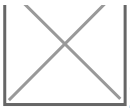
Click Actions:

- Edit to edit the Question.
- Remove to remove the Question.
- Generate Link to generate a link to the discussion related to the Question.

Generate Link

To ensure the learners who need to see the Question and answers to the Question, the link can be added to a pathway.

- Click Copy to clipboard to copy the Question Link.

Zoom:

> **Try It Out:** Add a question & generate the link and add it to a Pathway.

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