

Administration - Categories

A category must be created before any questions can be added by users.

- A question has to be linked to a category and more than one question can be linked to a category.
- The Categories option will be available to the Administrator on the Quick Links option on the right-hand side of the Ask the Expert screen.

Create a Category

Where do I find the Categories option?

To add a category, select the Categories menu item and after the page has loaded, click on the Create Category button.

The screenshot shows the LMS Portal interface. At the top, there is a dark blue header with 'LMS Portal' and navigation icons. Below the header is a search bar. The main content area is divided into several sections. On the left, there are navigation tabs for 'e-Learning Programmes', 'Discussion Forum', and 'My Achievements'. The 'Discussion Forum' tab is active, and the breadcrumb trail shows 'Discussion Forum > Categories'. In the main content area, there is a '+ Create a Category' button highlighted with a red box. Below this button is a table with two columns: 'Actions' and 'Category Heading'. The table contains two rows: one for 'Pathways' and one for 'Performance Management'. On the right side of the interface, there is a 'Quick Links' sidebar with a list of options: 'Ask The Expert', 'My Questions', 'Moderation', 'Questions', 'Comments', 'Categories', and 'Experts'. The 'Categories' option is highlighted with a red box.

Actions	Category Heading
Actions ▾	Pathways
Actions ▾	Performance Management

- Select the **Categories** menu item from the **Quick Links**.
- Click the **Create a Category** button.

The Create a Category page opens.

LMS Portal [?] [Envelope] [User Profile]

Search

e-Learning Programmes 1 Discussion Forum My Achievements 18

Discussion Forum > Discussion Forum Question > Create

Create a Category

Category Heading * Pathways

Save Back

Schema: [1] Signify Academy | Subgroup: All Employees V8.8.0.3 Copyright © 2019 Signify. All Rights Reserved.

- Click the **Save** button. The new category will be listed on the categories page and can be edited or removed.

LMS Portal [?] [Envelope] [User Profile]

Search

e-Learning Programmes 1 Discussion Forum My Achievements 18

Discussion Forum > Categories

+ Create a Category

Actions	Category Heading
Actions ▾	Pathways
✎ Edit	Finance Management
🗑 Remove	

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Actions

Click Actions:

- **Edit** to edit the Category.
- **Remove** to remove the Category.

Try It Out: Add a Category on the Discussion Forum module

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