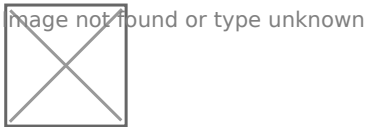


# Create a Category

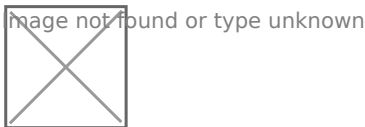
What is a Category? A pathway category is similar to a folder on your computer. You can add a category inside a category and you can add a pathway to a category. Categories can be used to group similar pathways together.

Click ON the branch/node where you want to add your new Category. The branch you selected will be highlighted. Next, click on the Add Main Category button. This will add a Category to the highest level of the Pathway Treeview. If you want to add a Category within a Category, click on Add Category next to the selected Category.



## Complete the Tree Node Detail Tab

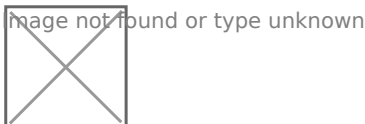
The Tree Node Detail tab contains important information related to the Category. Some of the information can be displayed on the LMS portal for an end-user.



**Focus:** To quickly create a Pathway Category, complete only the numbered fields.

After clicking on the Save button, click Back to List to view the Category on the Pathway Treeview.

If the Category is not displayed immediately, click the "Refresh" button to update the screen.



## Overview of fields

Below is an overview of fields used when creating a new Category.

Field	Overview
Item Type	Category
Pathway Type	<b>Ad Hoc</b> or <b>Programme</b> . When Programme is selected a list of Programmes created in the library is made available. Once selected this cannot be changed.
Item Label	The <b>name of the node</b> (category) as it will be displayed on both the pathway tree structure and where the category is published to.
Short Description	An optional description of the intent with the Category. <b>This is displayed on the LMS portal.</b>
Published Status	<b>Not Active</b> - Not visible to users; <b>Publish to people in all schemas</b> - Visible to all learners/employees in all schemas. <b>Publish to people in this schema only</b> - Only visible to learners/employees in the current schema;
Development Status	This is a Category administration status. The pathway administrator can use this status to manage pathways internally. This status has no system impact.
Item Order	This is the <b>order</b> in which the Category will be displayed on the <b>Treeview</b> .
Priority	This is the <b>display priority</b> of this Category on the <b>LMS Portal</b> .
Upload Image	For the <b>image</b> to be <b>displayed at its best</b> make sure the image dimensions are <b>Height: 300 by Width: 200 px</b>
Show as shortcut on LMS portal	When not selected, this item will only appear when searching, or when drilling down in categories where ' <b>Show as shortcut on LMS portal</b> ' was selected.

## Pathway Type explained

Ad Hoc Categories can have any name and any pathways linked to them.

When the Pathway Type selected is Programme, a drop-down containing all available Programmes in the library will be displayed. Programme Categories can only have Standards linked to the Programme in the library used as Pathways.

Tree Node Detail	Target Audience	Preview	Learning Store
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Define a category level. Note that the Item Label field displays on the LMS Portal to learners. If Programme Category is selected, the Programme's name will become the name of the category and only pathways linked to the programme's standards can be loaded under the category.

**Item Type**    Category

**Pathway Type**    ☐ Ad Hoc    ☒ Programme

Programme \*

The Programme's name will be displayed to the user

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