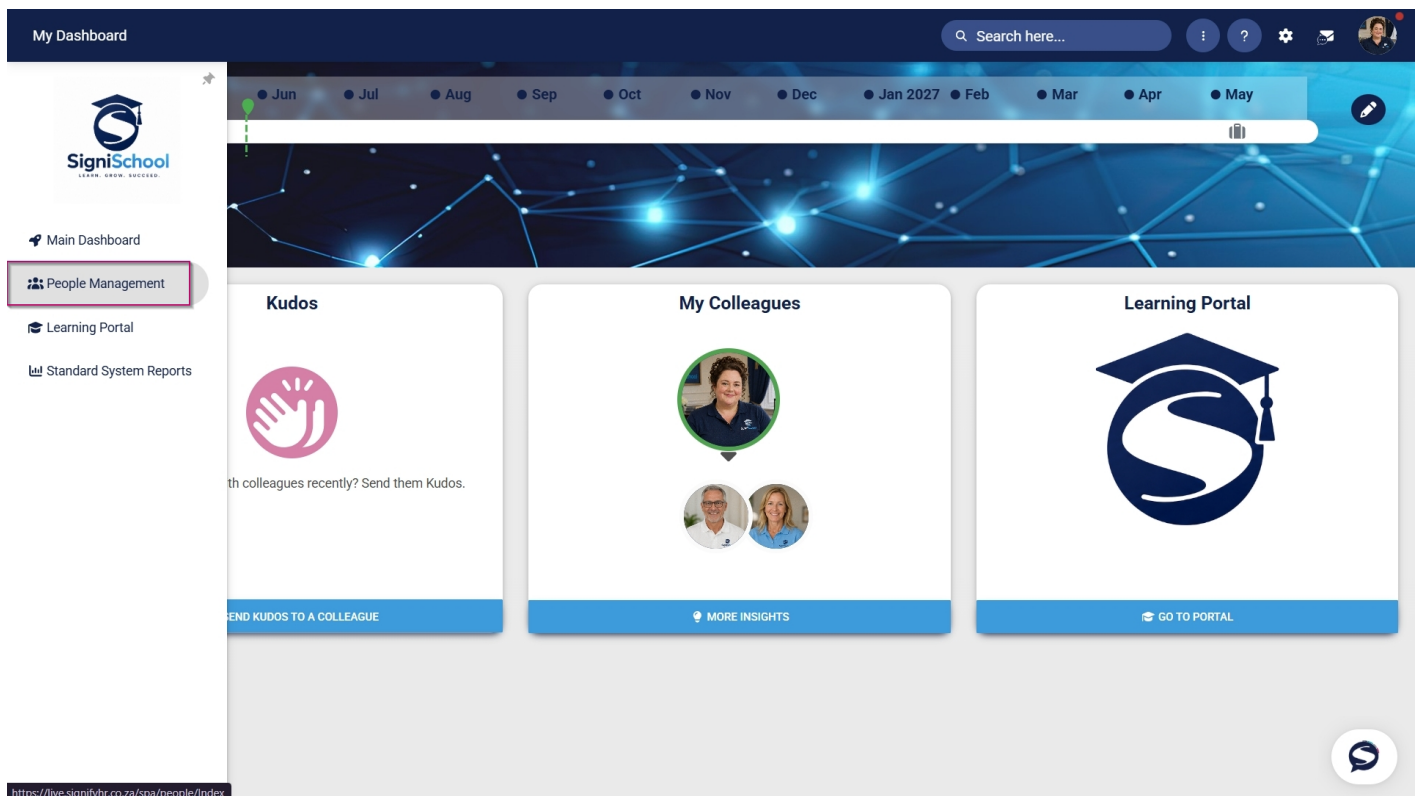
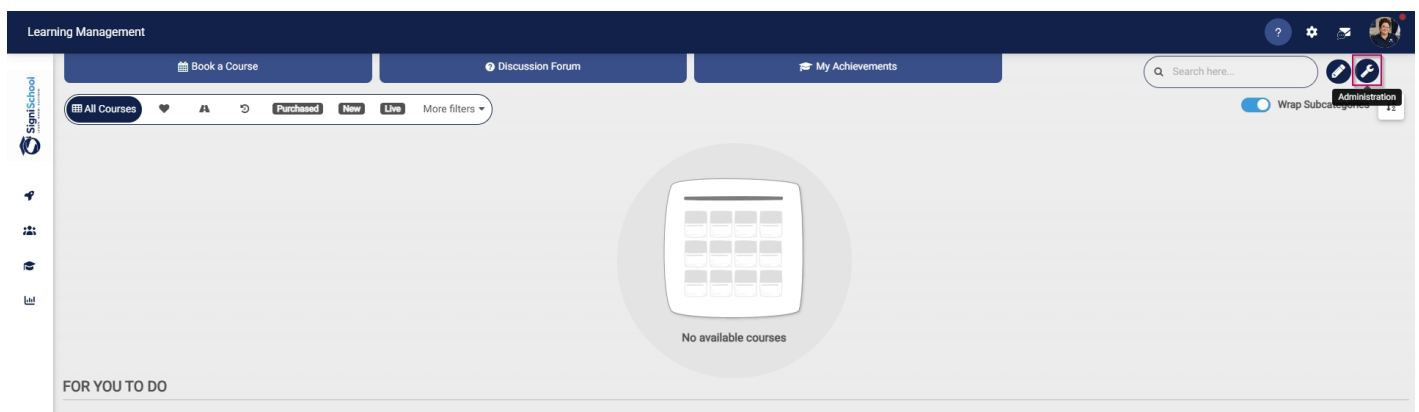


Create a Category

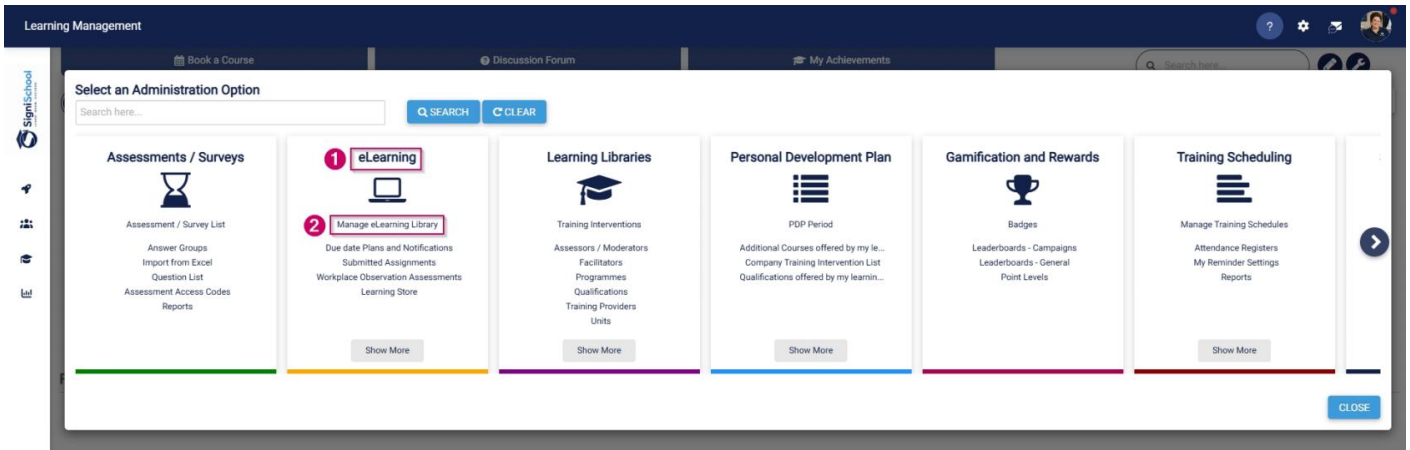
- Hover over the **sidebar** menu, then click **Learning Portal**.



- Click the **spanner icon** to access the system's **Administration** menu.



- On the **eLearning** card, click **Manage eLearning Library**.



- The **Pathways Tree View** screen will open in a new tab.
- Click **ADD MAIN CATEGORY**.

LEARNING PATHWAY (0044, NICOLE OSPREY)

Search HIDE

| | | | | | |
|---------------|----------------------|------------------|----------------------------------|--------------------|----------------------------------|
| Description | <input type="text"/> | Published Status | <input type="text" value="All"/> | Development Status | <input type="text" value="All"/> |
| Parent Node | <input type="text"/> | Type | <input type="text" value="All"/> | Programme | <input type="text" value="All"/> |
| Unit Standard | <input type="text"/> | | | | |

SEARCH CLEAR

ADD MAIN CATEGORY PRINT REFRESH VIEW LEARNING JOURNEYS UPDATE INITIAL LMS DISPLAY ORDER

Category Pathway Not Published Target Audience Applied Published to Store

- Add a **name** for the category.
- Optionally, add a short description for the category.
- From the **drop-down menu**, select the **published status** as **Publish to this Ruleset only**.
- From the **drop-down menu**, select **Can be Published** to set the **development status**.
- Choose an **image** for the category. When adding your own image, ensure the aspect ratio is 300 by 200 px and that it is in .png, .jpg, or .gif format.
- If the main category should display on the **Learning Portal**, tick the **Show as shortcut on LMS portal** checkbox.
 - **Please be aware that selecting a main category on the Learning Portal and checking this box for related pathways in that category may lead to duplicate entries appearing on the Learning Portal screen.**
 - If the main category appears on the **Learning Portal**, its pathways are accessible through the drill-down feature, so there's no need to tick this checkbox for those pathways.
 - It is recommended to try out this feature to determine the most effective way for you.
- Click **SAVE** when you are finished or click **BACK TO LIST** to discard your edits.

TREE NODE DETAIL (0044, NICOLE OSPREY)

Maintain TreeView

TREE NODE DETAIL

TARGET AUDIENCE

LEARNING STORE

Define the category details below. Please note that the "Item Label" field is displayed to learners on the LMS Portal. If the "Programme" Category type is selected, the Programme's name will be used as the name of the category and pathways can only be created in this category for "Unit Standards" linked to the selected Programme.

Item Type Category

Pathway Type Ad Hoc Programme External Connector

1 Item Label + SigniSchool

Short Description

Description displayed on LMS Portal

2 Published Status + Publish to this Ruleset only

3 Development Status + Can be Published

Pathway Image



Show as shortcut on LMS portal When not selected, this item will only appear when searching, or when drilling down in categories where 'Show as shortcut on LMS portal' was selected.

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SAVE DELETE COPY BACK TO LIST



Revision #2

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