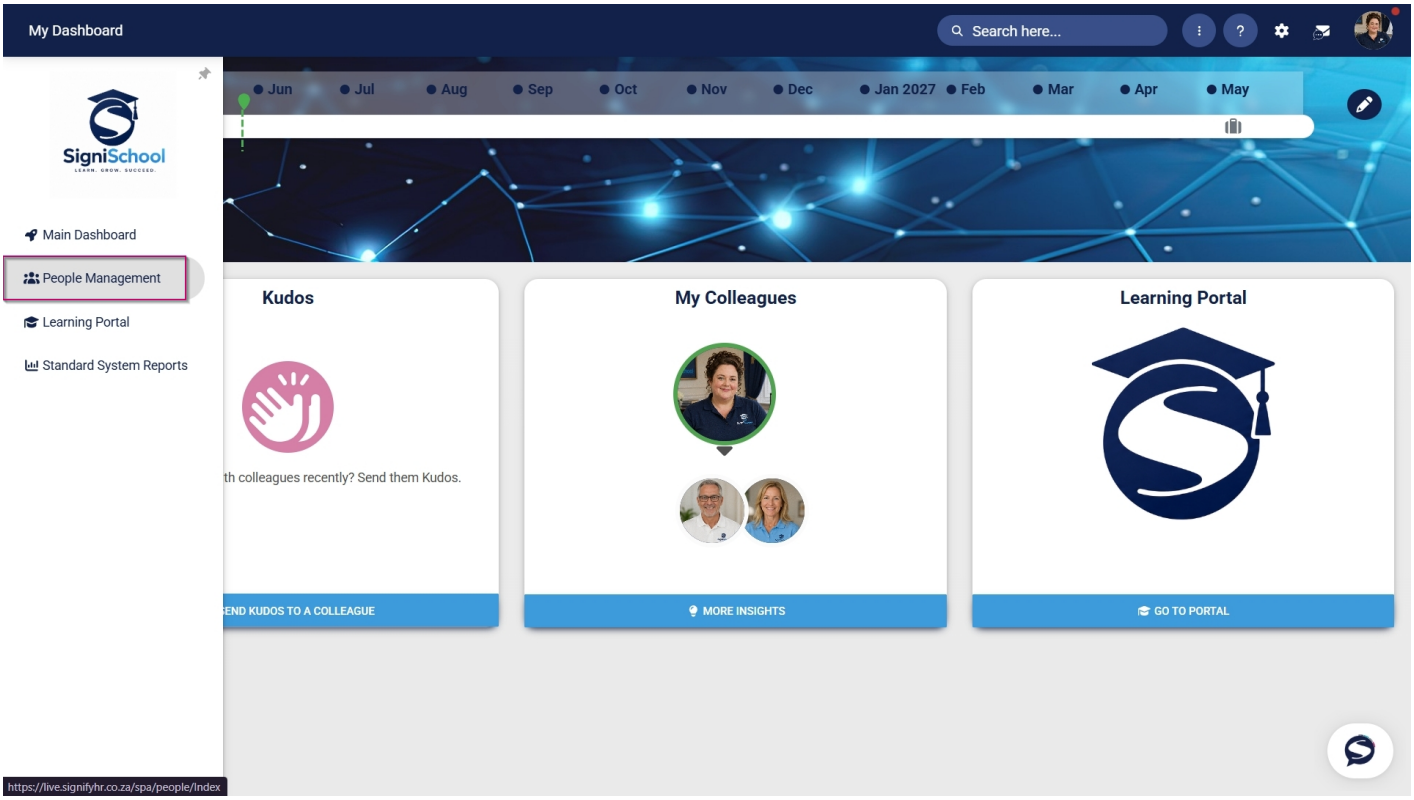
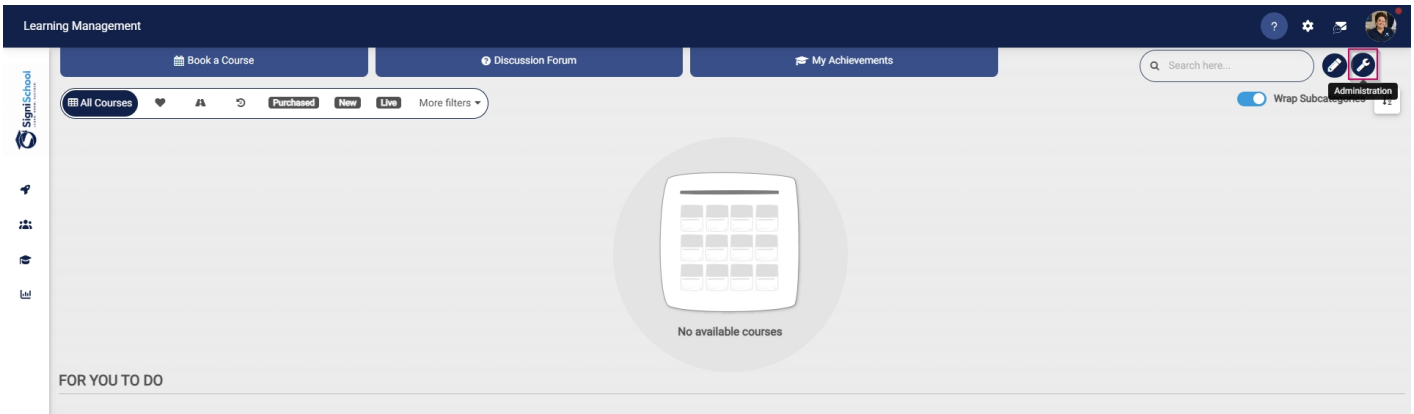
Create a Category

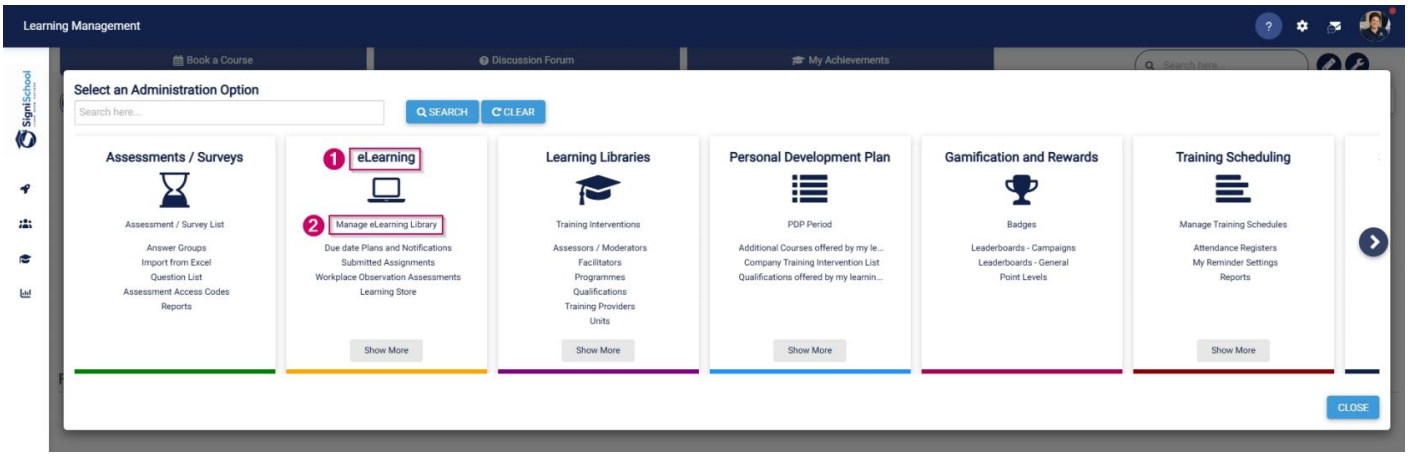
- Hover over the **sidebar** menu, then click **Learning Portal**.



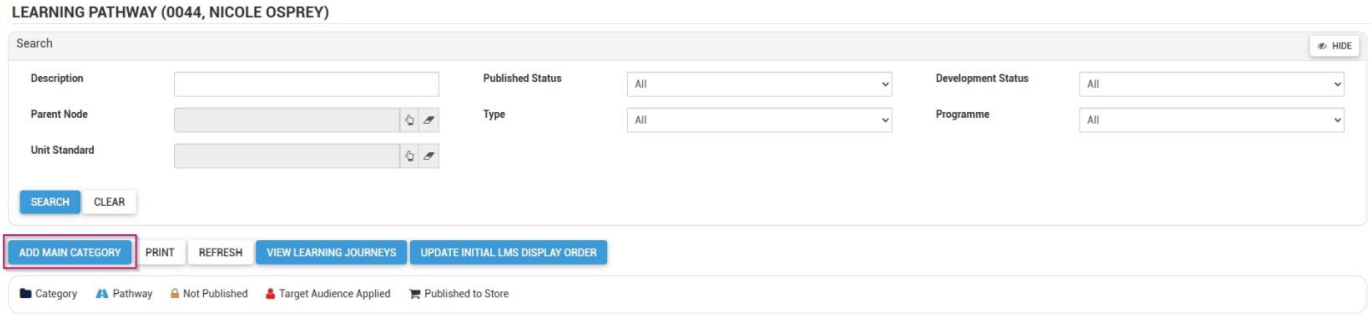
- Click the **spanner icon** to access the system's **Administration** menu.



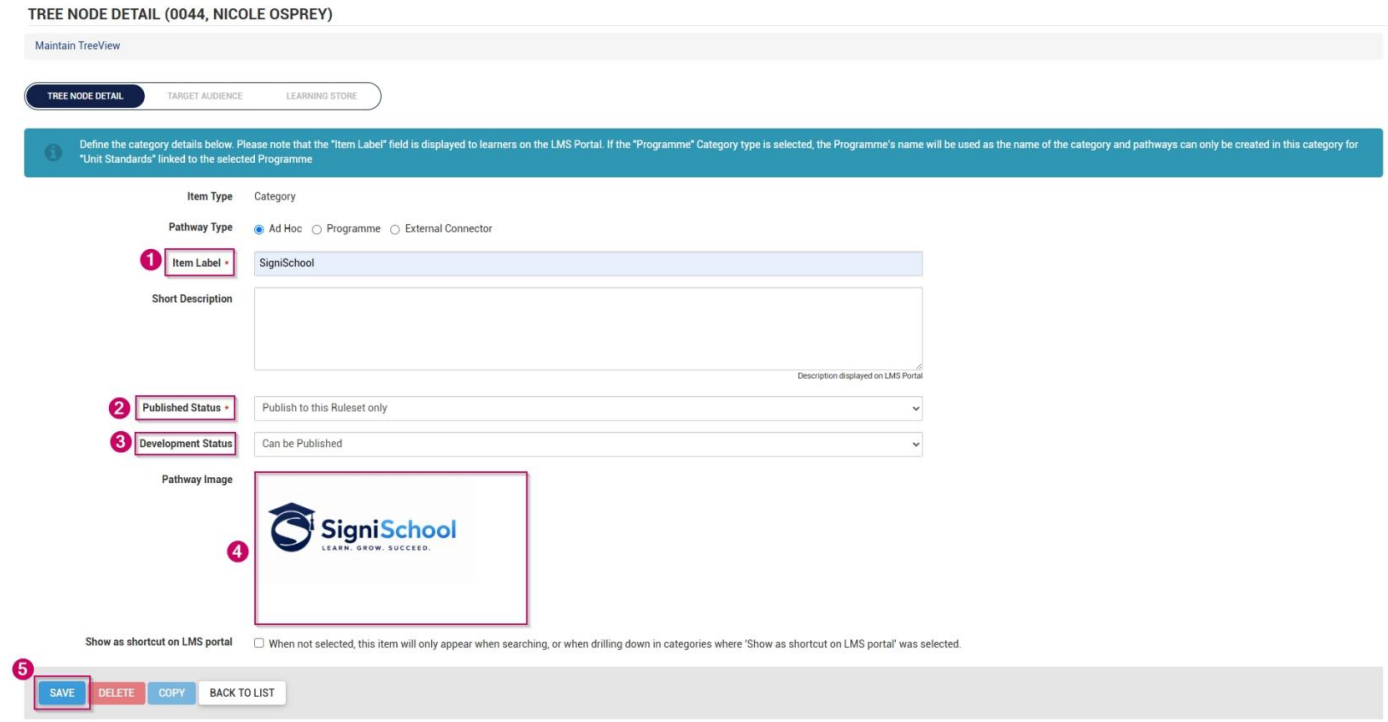
- On the **eLearning** card, click **Manage eLearning Library**.



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



- 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.





Revision #2
Created 2025-02-03 15:18:50 UTC by Chanan Stenden
Updated 2026-06-23 10:33:19 UTC by Chanan Stenden