

# Categories

## Create a category

1. Under the **Administration** block navigate to *Site administration > Courses > Add new category*.
2. Set the Parent Category to make a sub Category or leave as 'Top' to make this a top level category.
3. Enter a Category name.
4. If you need to match this Category against an external system, set a unique ID.
5. Optionally enter a Description for your new Category.
6. Click **Create Category**.

## Edit a category

1. On the *Site administration* menu click *Courses > Manage courses and categories*.
2. All the categories currently set up are displayed in a list, find the category you wish to edit.
3. Click **Edit** to edit the category.
4. Make the required changes.
5. Click **Save changes** to save the category.

## Show/hide a category

When a category is visible learners are able to see it. When a category is hidden only users with the appropriate permissions can see the category.

1. On the *Site administration* menu click *Courses > Manage courses and categories*.
2. All the categories currently set up are displayed in a list, find the category you wish to edit.
3. Click the **Show/Hide** button (when the eye is open the category is visible, when the eye is closed the category is hidden).



The capability to view hidden courses when applied to a category will enable hidden courses in subcategories to be viewed.

## Delete a category

1. On the *Site administration* menu click *Courses > Manage courses and categories*.
2. All the categories currently set up are displayed in a list, find the category you wish to delete.
3. Click **Actions** icon and **Delete**.
4. If there are courses in the category you are asked where you would like the course(s) moved to before the category is deleted.
5. Click **Delete**.
6. A warning message displays, click **Continue** to confirm the category deletion.

## Editing or moving a category

You can edit the details of a course category by clicking the actions icon next to its name on the *Site Administration* menu under *Courses > Manage courses and categories*. and selecting **Edit**.

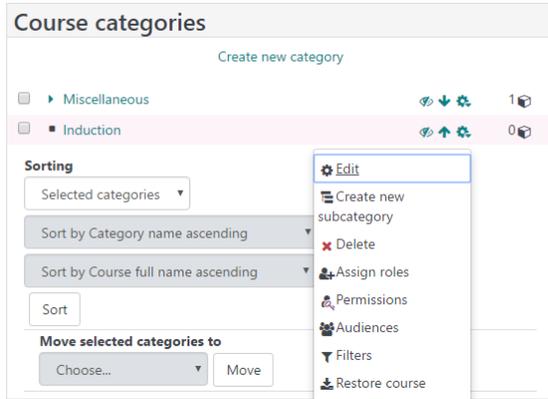
You can move categories up or down by clicking the up/down arrow next to the category you wish to move. You can bulk move categories by checking the box to the left of their name and then by selecting from the dropdown **Move selected categories to**.

### On this page



The Totara Academy has a whole course dedicated to using [Courses and categories](#) in Totara Learn. Here you can learn more on how to use courses and categories, see best practice, and give it a go yourself.

## Course and category management



### Adding sub-categories

Sometimes it might be useful to have a sub-category of courses. For example, you might have a category called 'Science' and wish to have sub-categories 'Biology', 'Chemistry' and 'Physics'.

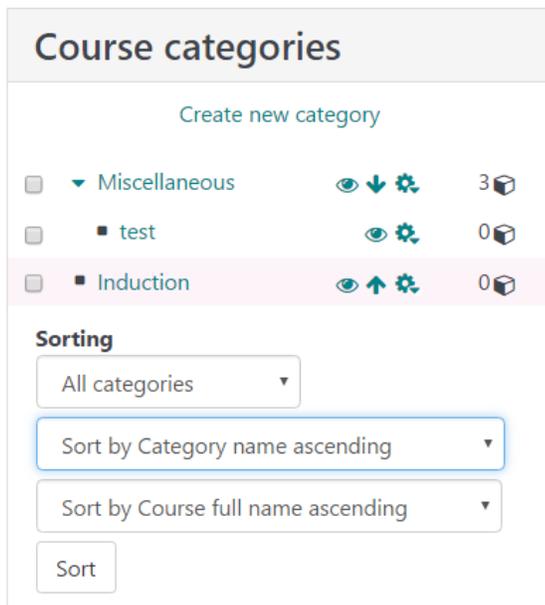
You can make one category a subcategory of another by checking the box to the left of its name and then by selecting from the drop down menu **Move selected categories to**. You can create a new empty sub-category by clicking the actions icon next to its name in the *Site administration* menu under *Courses* > *Manage courses and categories*. and selecting **Create new subcategory**.

### Hiding categories

Categories may be easily hidden or shown via *Site administration* > *Courses* > *Manage courses and categories* and clicking the 'eye' icon of the category you wish to hide. Hidden categories are only visible to site administrators or those with the capability to "see hidden categories".

### Sorting categories

Categories may be sorted by ascending/descending Category name, or Category ID numbers from *Site administration* > *Courses* > *Manage courses and categories* > *All categories* and select how you want to sort the categories.



### Setting category depth

You can limit the number of categories that are displayed in the front page 'List of Categories' or 'Combo List' from *Administration > Site administration > Front page > Front page settings*. Deeper level categories will appear as links and the user can expand them.

## Assigning users a role in a course category

Roles are able to be assigned to users at a category level to save time applying roles. For example a trainer role can be assigned to a category meaning that all courses within the category will have that users assigned the trainer role.



### Note

You can also achieve this by assigning roles to an audience that has been set up within a category.

1. On the site administration menu click *Courses > Manage courses and categories*.
2. All the categories currently set up are displayed in a list, find the category you wish to assign a role to.
3. Click **Actions** icon and **Assign roles**.
4. Select the Role you wish to assign.
5. Select the User(s) from the Potential users in the right hand column.
6. Select **Add**.



Learn more and try it for yourself on the [Courses and categories course](#) in the Totara Academy.