
KNOWLEDGE BASE ARTICLE

Create a new category

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DOCUMENT

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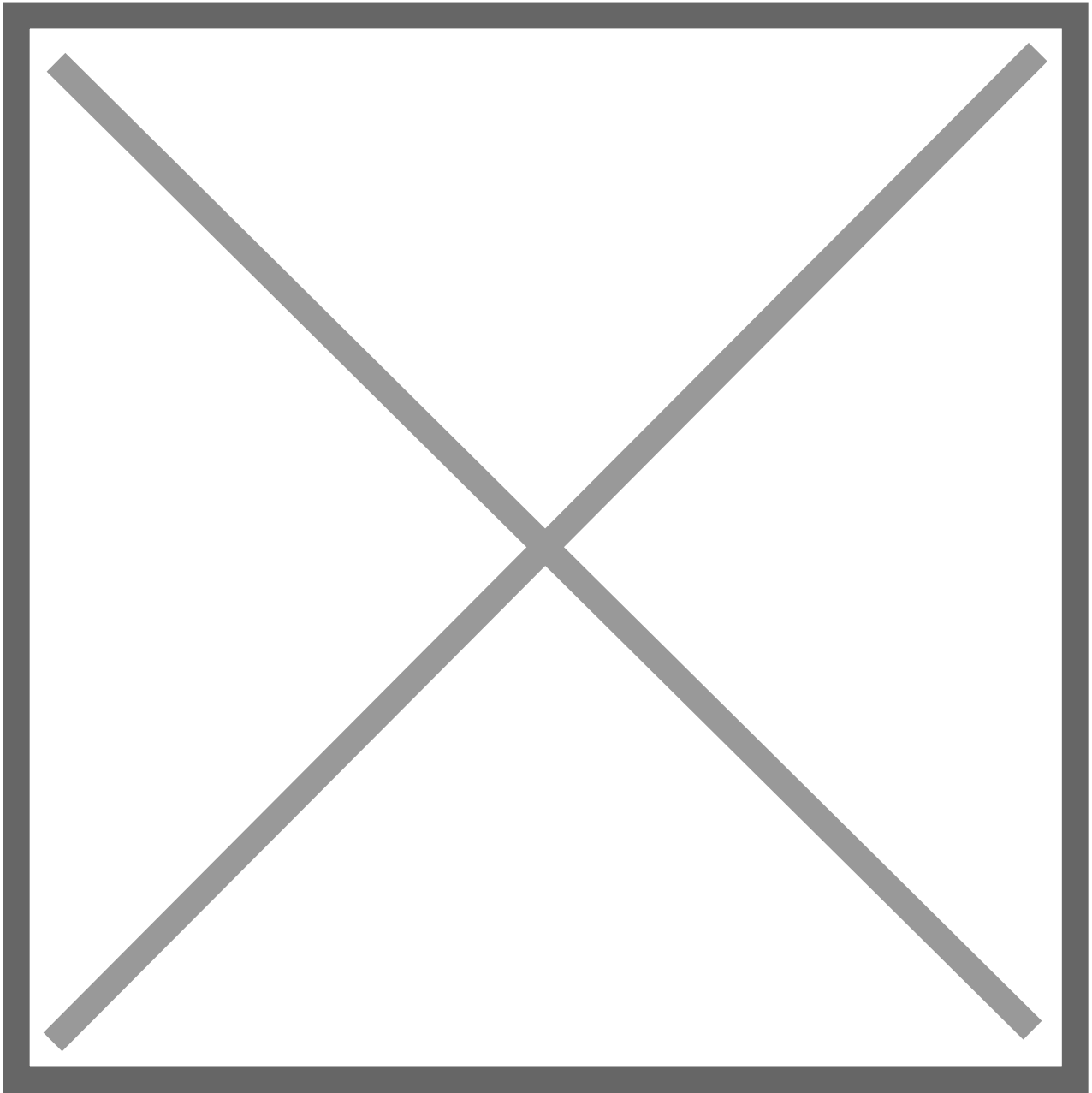
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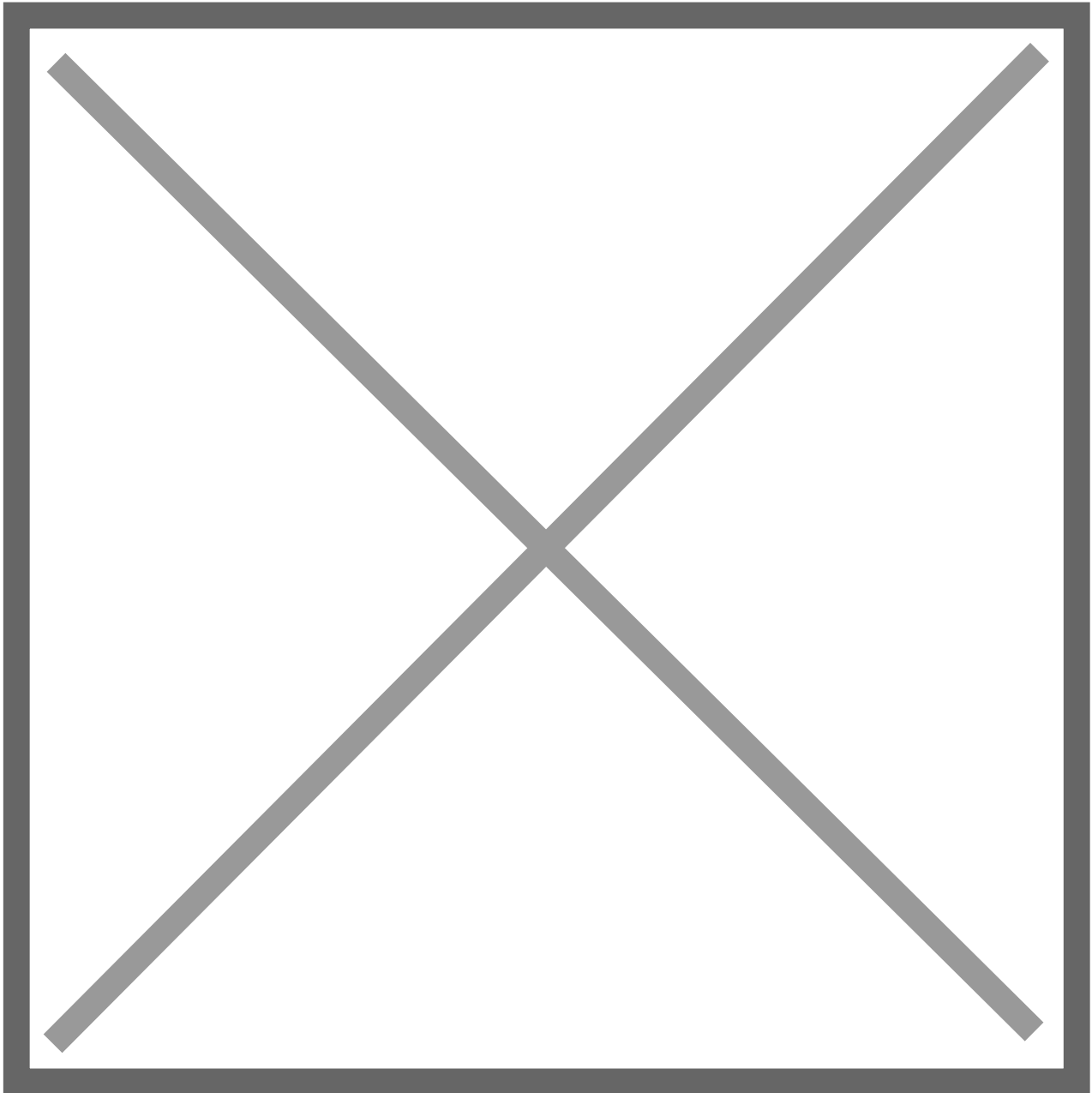
[siteorigin_widget class="SiteOrigin_Panels_Widgets_EmbeddedVideo"][/siteorigin_widget]

Steps

Site Administration -> Courses -> Manage courses and categories



Select "Create new category"



1. This new category will be a child of this category, click "x" to remove
2. Select the category you would like this new category to be a child of, select "top" for top level category
3. Enter the category name
4. Enter the category ID number, leave blank if not required

5. Enter the category description

