

How to create category?

The steps to create a category are as follows:

1. Click the module card from the landing page, you will be brought to your module page.
2. Click **Forum**.
3. If your Heading currently do not have any Category, under that Heading you will see a remark indicating that you do not have any category and a link to **create** one, click that link. Alternatively, click the **+** button inside the heading's ellipsis.
4. Fill in the form under **GENERAL**.

Category Settings ✕

for topic 1

General Permissions Posting Rules

Name

Description

5. Click **NEXT**.
6. Set the following:
 - **Permission** - If you want to grant access to everyone, tick **Everyone in this Module**. For other types of users, tick the user groups accordingly.
 - **Visibility** – Yes or No.
 - **Visibility start and end date**

- **Posting period** – If you choose **Set a posting period**, you will also need to specify the posting start and end date.

Category Settings ✕

for topic 1

General **Permissions** Posting Rules

Who will be allowed to post in this category?

Everyone in this Module ✕

Everyone in this Module

Class Groups >

Facilitators >

Guest Roster >

Category is visible No

Visibility Start Date ✕ ✕

Visibility End Date ✕ ✕

Posting Period Keep the posting period open indefinitely
 Set a posting period

Posting Start Date ✕ ✕

Posting End Date ✕ ✕

7. Click **NEXT**.

8. Specify the **POSTING RULES**. If you want to limit responses per thread, words per post, or character per post, you will need to fill in the number.

Category Settings ✕

for topic 1

General Permissions Posting Rules

Allow multiple postings Yes No
Enabling this will allow students to post multiple messages in a specific topic even if they've already posted a response.

Anonymous postings No

Limit responses per topic No

Limit words per post No

Limit characters per post No

9. Click **CREATE CATEGORY**.