

# 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

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**General**   Permissions   Posting Rules

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**Name**

**Description**

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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 eq

General **Permissions** Posting Rules

Who will be allowed to post in this category?

Everyone in this Module X

- Everyone in this Module
- Class Groups >
- Facilitators >
- Guest Roster >
- Student Roster (EduRec) >

Category Opening Date: 09/12/2020 12:00 AM

Category Closing Date: 22/12/2023 11:59 PM

Posting Period:  Keep posting period same as category opening and closing date  
 Set a posting period

Publish Category:  Yes  
Yes, to publish your category to make it accessible to your students.

Cancel Save

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 eq

General Permissions **Posting Rules**

**Anonymous Postings**  No  
Yes, all postings will be anonymous.

**Allow Nickname**  No  
Yes, to show user's nickname which are set in their user profile.

**Allow Rating**  Yes  
Yes, to allow users to rate the post.

**Limit Replies Per Student**  No  
Yes, to limit number of replies to each discussion thread per student.

**Limit Replies Per Thread**  No  
Yes, to limit number of replies to each discussion thread for students.

**Limit Words Per Post**  No  
Yes, to limit the number of words per post for students.

**Limit Characters Per Post**  No  
Yes, to limit the number of characters per post for students.

Cancel Save

9. Click **CREATE CATEGORY**.