

Categories

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 $\textcircled{B}_{\mathbf{a}}$ This article is designated for administrators.

What are categories?

Categories are built in a tree-like hierarchy where each category can include multiple sub-categories. Think of them as folders within folders, offering a deeper level of organization for your content. Categories serve as a framework within the <u>KMC</u> for managing content across front-end applications like MediaSpace Video Portal, Events and LMS sites.

Adding content to categories and sub-categories provides a simple way to arrange your content in a logical structure and greatly streamlines content management tasks. Here's how categories can work for you:

Organization: Categories streamline tasks like uploading, publishing, and creating playlists. They are your go-to for maintaining order in your front-end application.

Flexibility: You can create as many categories and sub-categories as necessary, constructing a logical hierarchy that aligns with your organization's content management needs.

Bulk Actions: Save time by using bulk actions to manage large quantities of content. You can add or remove tags, move or delete multiple categories, and set content entitlements to end-users in various applications. Perfect for managing a large amount of content quickly.

The following video demonstrates how to use the Categories tab.

Access the categories page

- 1. Log into your Kaltura Management Console.
- Under the **Content** menu, click the **Categories** tab.
 The Categories page displays.

At the top of the page, you can see the number of categories that you have in your entire account.



	CS SERVICES DASHBC	OARD + Create		C	2 ?
ENTRIES MODERATION ROOMS	PLAYLISTS SYNDICATIO	N CATEGORIES		UPLOAD CONTROL	BULK UPLOAD
Add 132 Category Categories	Q Search	L. Fi	ter Categories 🔻 🏹	Refine V	xport 📿
Name	ID	Created On 🗸	Sub - Categories	Entries	
My New Parent Cate	328425182	07/01/2024 16:37	0	0	000

You can use the categories page to create new categories or to apply different settings to categories according to your site integration needs.

CONTENT STUDIO ANALYTICS	SERVICES DASHBOARD	+ Create		C	@	? L5 ~
ENTRIES MODERATION ROOMS	PLAYLISTS SYNDICATION			UPLOAD CONTROL	BULK UPLOAD	
Add 132 Category Categories	Q Search	تے ا	Iter Categories 🗸 🛛 🏹	Refine v	Export 📀	
Name	ID	Created On 🗸	Sub - Categories	Entries	6	
galleries	322751322	07/11/2023 16:16	0	0		
channels	322751332	07/11/2023 16:16	1	1	• • •	
ep_media_event_119	322751292	07/11/2023 16:16	0	2	•••	
ep_agenda_1198652	322750762	07/11/2023 16:04	0	1	•••	

The categories page shows the following information for each category:

- Name (1) the name you gave the category
- ID (2) the Kaltura identification given to the category
- Created On (3) the creation date and time
- **Sub-categories**(4) the number of sub-categories in the category
- Entries (5) number of entries in the category (for more information about entries, see our article Entries)
- **3 dots menu** (6) This menu gives you the following options:
 - Edit see Edit Metadata
 - View Entries This navigates you to the Entries view filtered by the selected category.
 - Move Category see Move a category.
 - Add Service Rule You can create service rules for the category and view existing rules. (See Requesting and ordering captions and enrichment services through the KMC for more information.)
 - View Analytics This opens the analytics dashboard. See our article Kaltura



- Analytics for more information.
- Delete This deletes the category without deleting the entries associated with the category.

Edit
View Entries
Move Category
Add Service Rule
View Analytics
Delete

Create a category

1. Click **Add Category** at the top of the **Categories** page.

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~	Add 131 Category Categories	Q Search		Iter Categories 🗸 🗍	Refine v Ex	kport
	Name	ID	Created On 🗸	Sub - Categories	Entries	
	News	325538582	08/12/2023 17:02	0	0	

The **New Category** window displays.



New Category

	ne parent category under which the new category will appear. arent	
Search	n Categories	
	1198422EP2c399b2 4	^
	1198652EPa8ecaed 4	ł
	1198662EPc858cc2 4	
	1198752EP522565f 4	
	1200652EP7b0a724 4	
	1214832EPb05c38b 4	

2. Enter a name for your new category.

The following characters are invalid in a category name:	'>','<',','

- 3. Select No Parent.
- 4. Click Apply.

Duplicate category names are not allowed. When updating a category or creating a new category, if you attempt to use the same name as an existing category in the same location, an error displays.

Error
The category "Test Channel B" already exists
ОК

The **Metadata** tab for that category displays with the categories details.



←	My New Parent Category		✓ View Analytics	Save 🔶 🔶
	ID: 328425182 Sub-Categories: 0 Entrie:	s: 0 Creation Date: 07/01/2024 La	st Update: 07/01/2024	$\wedge \vee$
	Metadata	Metadata		Jump to 🗸
		Name	My New Parent Category	
		Description		
		Tags		
		1920		
		Reference ID		

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We recommend that you minimize categories at the top level as it can complicate navigation.

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Categories are displayed by default on the navigation bar of the application (MediaSpace Video Portal, etc). To hide categories see the Navigation module.

Create a sub-category

1. Click **Add Category** at the top of the **Categories** page.

CONTENT	STUDIO ANALYTI	CS SERVICES DASHBO	ARD + Create		D ©	옷 ⑦ LS v
ENTRIES	MODERATION ROOMS	PLAYLISTS SYNDICATIO	N CATEGORIES		UPLOAD CONTROL	BULK UPLOAD
	Add 131 tegory Categories	Q Search	L _D Fi	Iter Categories 🗸 🏹	Refine v Ex	xport
	Name	ID	Created On 🗸	Sub - Categories	Entries	
	News	325538582	08/12/2023 17:02	0	0	

The **New Category** window displays.



New Category

No Pa	arent	
Search	Categories	
	1198422EP2c399b2 4	*
	1198652EPa8ecaed 4	ł
	1198662EPc858cc2 4	
	1198752EP522565f 4	
	1200652EP7b0a724 4	
	1214832EPb05c38b 4	+

- 2. Type a name for your new sub-category.
- 3. Choose the parent category under which the new sub-category will appear.

New Category	
Name * My new sub-category Select the parent category under which the new category will appear.]
No Parent	
Search Categories	
kme_media_root 1	•
MediaSpace 7	
My new parent category <	
Samples 3	
Stage background images	11
The Sports School 5	Ŧ
Selected: My new parent category	
Apply Cancel	

New Category

4. Click **Apply**.

When you return to the categories page, you will see your new categories and subcategories.

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•	Add 133 Category Categories	Q Search	Lo Fil	ter Categories 🗸 🏹	Refine v Ex	xport
	Name	ID	Created On 🗸	Sub - Categories	Entries	
	My new sub-category	328659472	08/01/2024 11:47	0	0	• • •
	My new parent categ	328436122	07/01/2024 18:01	1	0	000
	News	325538582	08/12/2023 17:02	0	0	000
	kme_media_root	325064492	02/12/2023 18:01	1	0	

Edit metadata

1. Click the **3 dots menu** next to the desired category and click **Edit**.

My new parent categ	328436122	07/01/2024 18:01	2	0	•••
News	325538582	08/12/2023 17:02	0	0	Edit View Entries Move Category
kme_media_root	325064492	02/12/2023 18:01	1	0	Add Service Rule View Analytics
1_8cjcgel8	325064502	02/12/2023 18:01	0	0	Delete

The Metadata page displays.

My new parent category		✓ View Analytics Save	\leftarrow \rightarrow
Parent: 272936632 ID: 328436122 Sub-C	Categories: 2 Entries: 0 Creation	n Date: 07/01/2024 Last Update: 08/01/2024	$\wedge \lor$
Metadata	Metadata		Jump to 🗸
Entitlements	Name	My new parent category	
Sub Categories	Description	This is a description of my new category.	
	Tags	new X parent X category X	
	Reference ID		

Here you can edit the following metadata details.:

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- Name
- Description (optional)
- Tags (optional)
- Reference ID (optional)

2. Click Save.

To learn about creating custom metadata, see our article Custom Data.

Change order of sub-categories

Subcategories are displayed in front-end applications, such as Video Portal galleries, in the same sequence as arranged in the KMC. You can modify this order by using the sub-categories tab. (Note: The sub-categories tab becomes accessible for editing when a category has up to 50 subcategories.)

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For other applications: the ordering set through the Sub Categories tab can be used through the Kaltura API while ordering category lists based on the partnerSortValue category attribute.

ENTRIES MODERATION ROOMS	PLAYLISTS SYNDICATIO			UPLOAD CONTROL E	ULK UPLOAD
Add 135 Category Categories	Q Search	La Fi	lter Categories 🗸 🏹	′ Refine ∨ Exp	ort 🖓
Name	ID	Created On 🗸	Sub - Categories	Entries	
New sub-category 3	328661722	08/01/2024 12:14	0	0	• • •
New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	•••
My new sub-category 1	328659472	08/01/2024 11:47	0	0	• • •
My new parent categ	328436122	07/01/2024 18:01	3	0	

1. On the **Categories** page, click on a category name.

The Metadata page displays.

2. Select the **Sub-categories** tab.



←	My new parent category
	ID: 328436122 Sub-Categories: 3 Entries:
	Metadata Entitlements
	Sub Categories

The sub-categories page displays.

 Click the **3 dots menu** next to the sub-category you want to move, and select Move Up or Move Down to the change position.

ŧ	My new parent category				✓ View Analytics	Save	÷	\rightarrow
	ID: 328436122 Sub-Categories: 3 Entries:	0 Creation Dat	e: 07/01/2024 Last Update: 08/01/2024					~ ~
	Metadata	Add Sub-Ca	tegory 3 Sub - Categories					
	Entitlements		Name	Created On	Entries			
	Sub Categories		New sub-catgeory 2	08/01/2024 12:14	0			
			My new sub-category 1	08/01/2024 11:47	0			
			New sub-category 3	08/01/2024 12:14	0			

4. Click Save.

Move a category

You can move categories from one level to another. Hovering over a category name displays the location of that category.

NTRIES	5 MODERATION ROOMS	PLAYLISTS SYNDICATION			UPLOAD CONTROL	BULK UPLO
Add	Category 135 Categories		Q Search	Filter Categories 🗸	∏ Refine ∨ E	xport 📀
	Name	ID	Created On 🗸	Sub - Categories	Entries	
	!New sub-category 3	328661722	08/01/2024 12:14	0	0	•••
	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	•••
	My new sub-category 1	328659472	08/01/2024 11:47	0	0	•••
	aSpace>My new parent category My new parent category	328436122	07/01/2024 18:01	2	0	•••

You can change the category location as follows:



- 1. On the **Categories page**, locate the category you want to move.
- 2. Click the **3 dots menu** to the right of the category and choose **Move Category**.

	••••
Edit	
View Entries	
Move Categor	y
Add Service Ru	ıle
View Analytics	5
Delete	

The **Move Category** window displays.

3. Select the desired new category or parent category to which you want to move the current category.

Select the parent category under which the selected categor	ry will appear.
No Parent	
Search Categories	
▶ ① 1198422EP2c399b2 4	-
1198652EPa8ecaed 4	
1198662EPc858cc2 4	
1198752EP522565f 4	
1200652EP7b0a724 4	
1214832EPb05c38b 4	
Selected: No Parent	(J*J)

A confirmation message displays: *The category tree will be updated in an asynchronous process. This operation may take a few minutes. Category editing options will be released when the update is complete.*

4. Click Yes.

Following a Move Categories action, the category tree is updated on the Kaltura backend. When more than a few categories are affected, this operation may take a few minutes. Until the completion of this process, the editing options in the Categories page are disabled and are automatically released when the update process is completed.

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To learn how to assign entries to a category, visit our article Assign an entry to a category.

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InContext category - Kaltura integration with LMS

The InContext sub-category is only used when media is embedded as a mashup. It does not apply any restrictions on the video, as it is not considered a course category. Meaning, InContext allows for the video to display embedded inside an LMS course, which is outside of the Kaltura entitlement system.

Alternately, if the student uploads a media file via **Add new - Media Upload** (and not via Mashup Tool) and then publishes it to a specific course, the entry will be listed under the courseld category, as it's being redirected to the Media Gallery of that course. We do not recommend touching these categories, as they represent a specific part of the Kaltura integration with LMS.