

Set up a root category for Canvas in KMC

Last Modified on 10/29/2024 4:31 pm IST

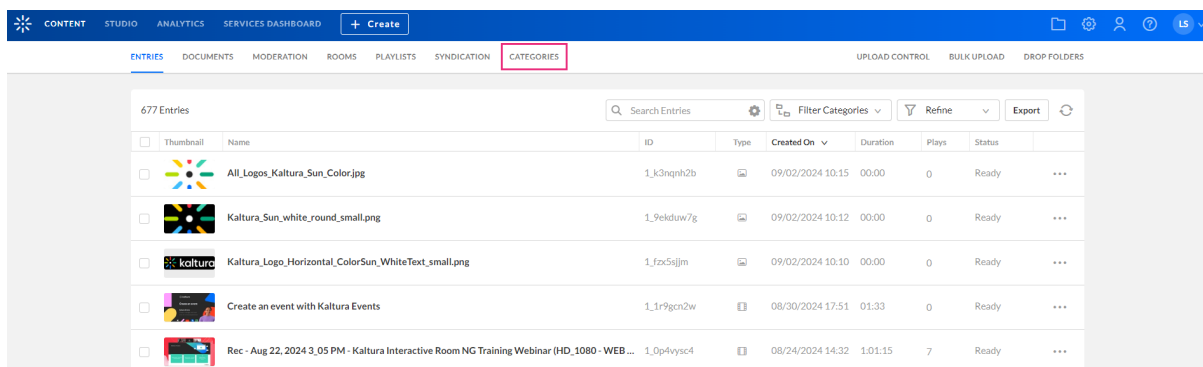
 This article is designated for administrators.

About

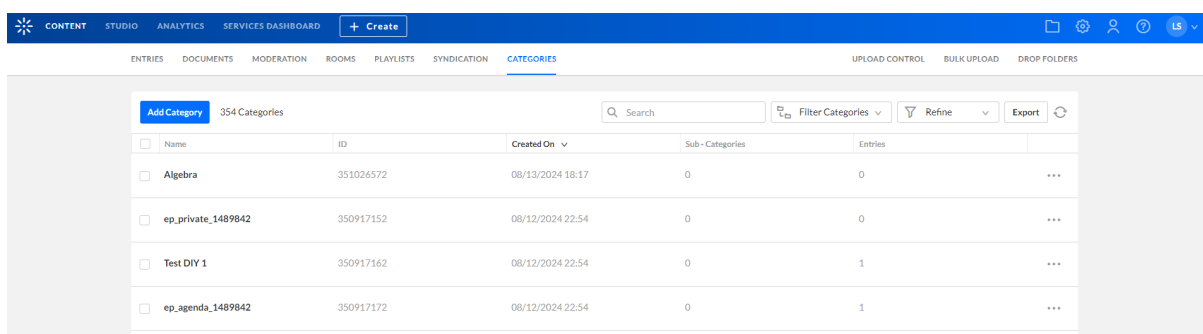
This guide describes how to create a root category in the KMC, if not already created for you by your Kaltura representative.

Set up category

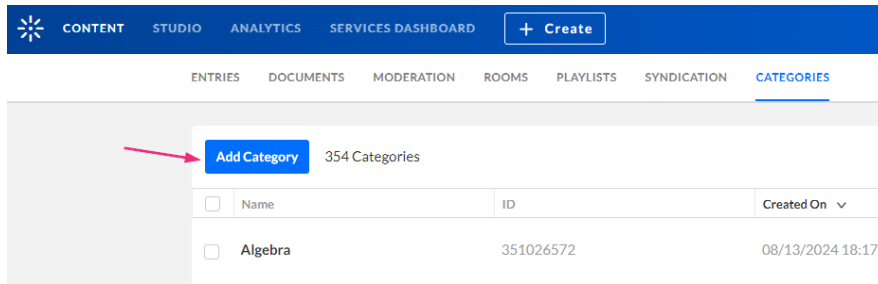
1. Log into the [KMC](#).
2. On the **Content** page, click the **Categories** tab.



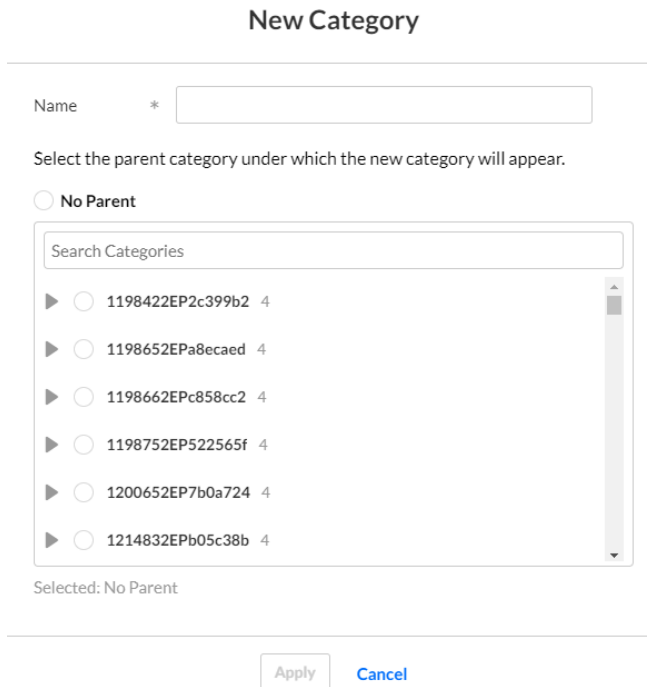
The Categories page displays.



3. Click **Add Category**.



The **New Category** window displays.



4. Type a name for the new category and select **No parent** (this will create a root category).

New Category

Name *

Select the parent category under which the new category will appear.

No Parent

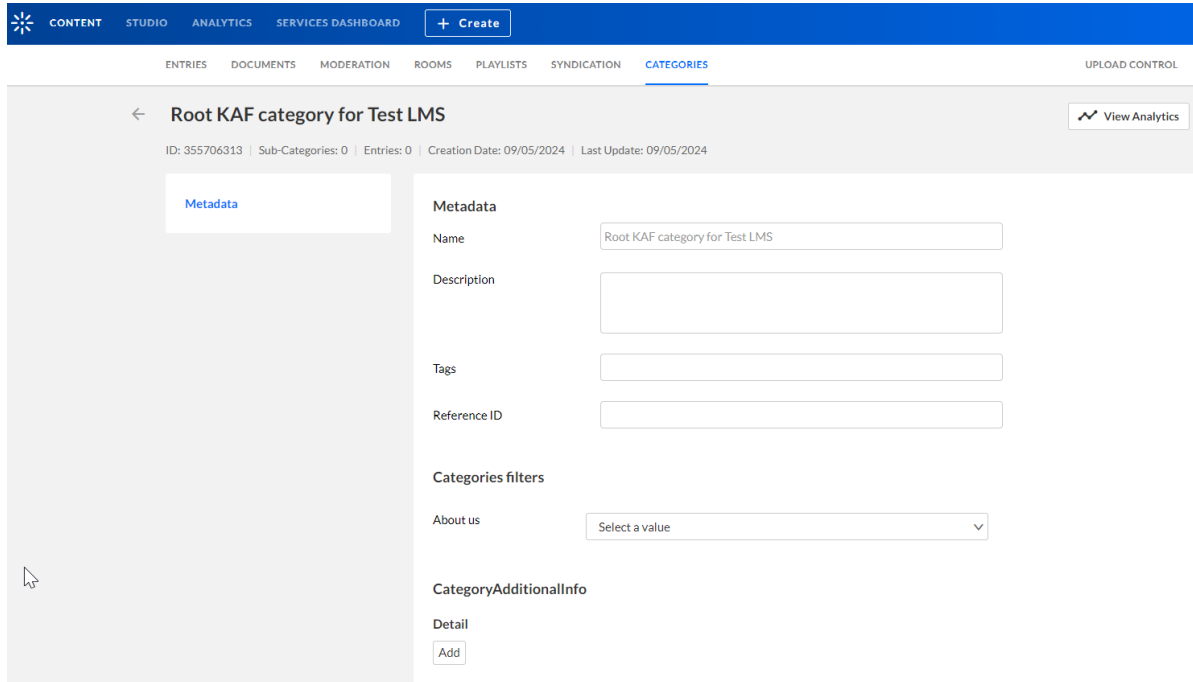
Search Categories

- 1198422EP2c399b2 4
- 1198652EPa8ecaed 4
- 1198662EPc858cc2 4
- 1198752EP522565f 4
- 1200652EP7b0a724 4
- 1214832EPb05c38b 4

Selected: No Parent

5. Click **Apply**.

The metadata page displays.



Root KAF category for Test LMS

ID: 355706313 | Sub-Categories: 0 | Entries: 0 | Creation Date: 09/05/2024 | Last Update: 09/05/2024

Metadata

Name:

Description:

Tags:

Reference ID:

Categories filters

About us:

CategoryAdditionalInfo

Detail:

6. (optional) Type a Description, Tags, and a Reference ID for the new category.

7. Click **Save**.

← Root KAF category for Test LMS View Analytics Save

ID: 355706313 | Sub-Categories: 0 | Entries: 0 | Creation Date: 09/05/2024 | Last Update: 09/05/2024

Metadata

Metadata

Name

Description

Tags testing LMS

Reference ID

Categories filters

About us

8. Click the back arrow to return to the Categories page.

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← Root KAF category for Test LMS

ID: 355706313 | Sub-Categories: 0 | Entries: 0 | Creation Date: 09/05/2024 | Last Update: 09/05/2024

Metadata

Metadata

Name

Description

Your new category now shows in the list of categories.

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Add Category 355 Categories Search Filter Categories Refine Export

<input type="checkbox"/>	Name	ID	Created On	Sub-Categories	Entries	
<input type="checkbox"/>	Root KAF category for Test LMS	355706313	09/05/2024 15:04	0	0	...
<input type="checkbox"/>	Algebra	351026572	08/13/2024 18:17	0	0	...