Set up a root category for Canvas in KMC

Last Modified on 10/29/2024 4:31 pm IST
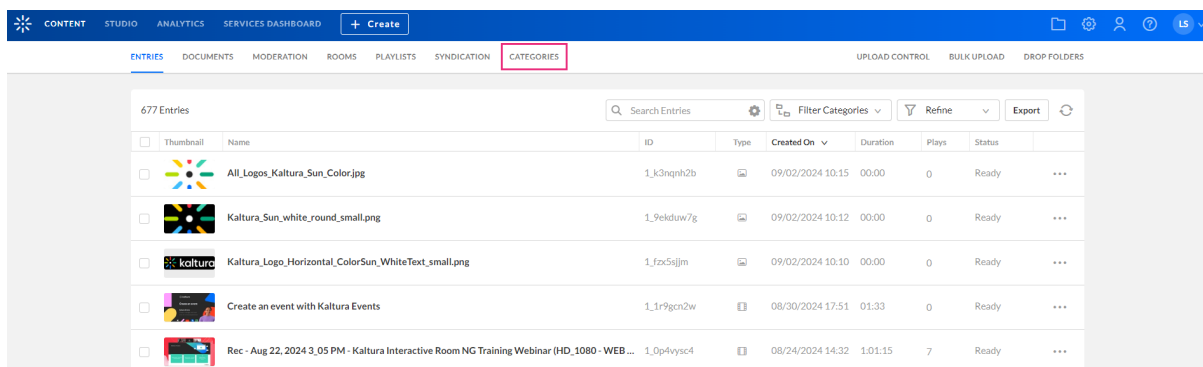
> 🔒 **This article is designated for administrators.**
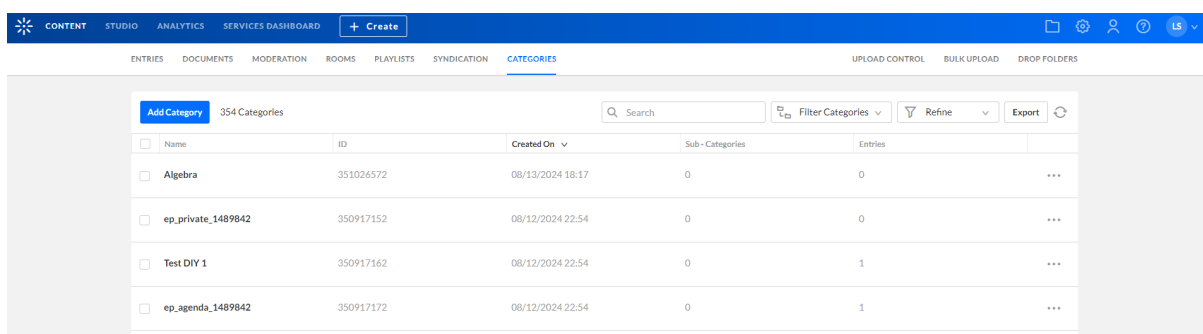
About

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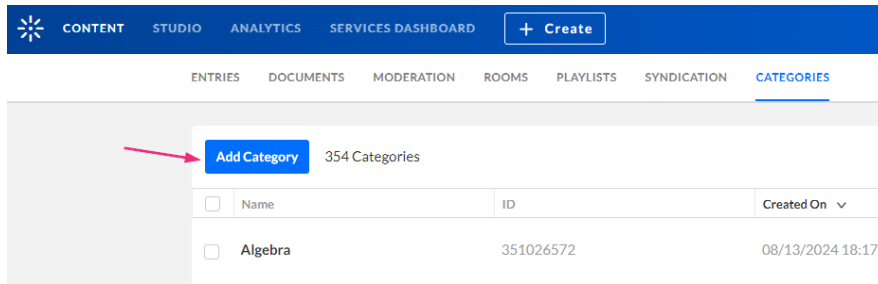
Set up category

1. Log into the KMC.
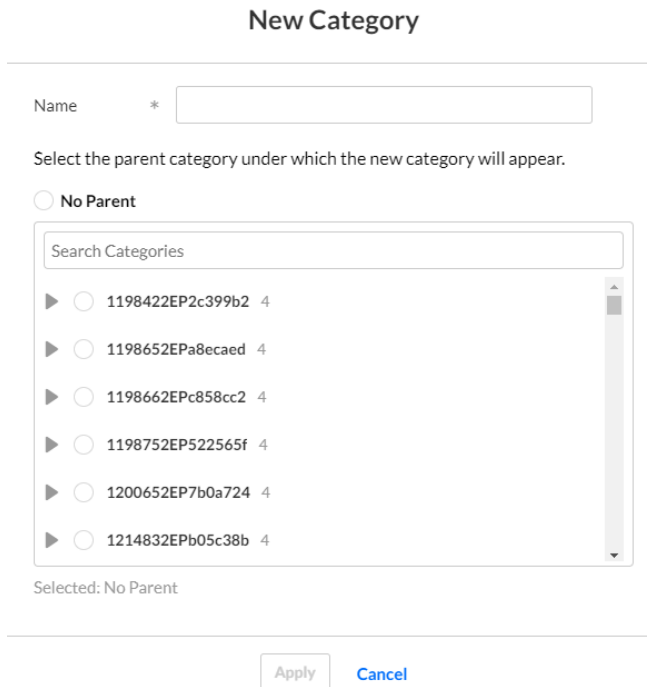2. On the **Content** page, click the **Categories** tab.

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   *   Root KAF category for Test LMS ◄——

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

🔘 No Parent ◄——
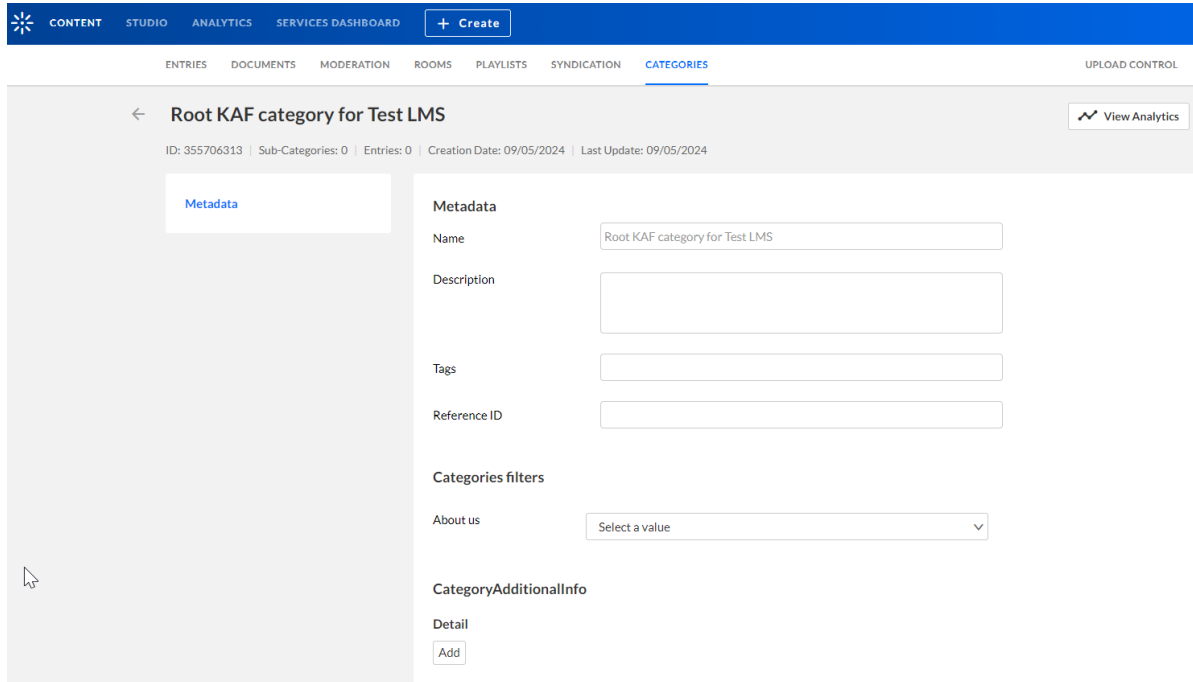
| Search Categories |

▶ ⚪ **1198422EP2c399b2**   4

▶ ⚪ **1198652EPa8ecaed**   4

▶ ⚪ **1198662EPc858cc2**   4

▶ ⚪ **1198752EP522565f**   4

▶ ⚪ **1200652EP7b0a724**   4

▶ ⚪ **1214832EPb05c38b**   4

Selected: No Parent

Apply   Cancel

5. Click **Apply**.

The metadata page displays.

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

7. Click **Save**.

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

Your new category now shows in the list of categories.