

# Set up a KAF root category in KMC

Last Modified on 08/10/2025 12:55 pm IDT

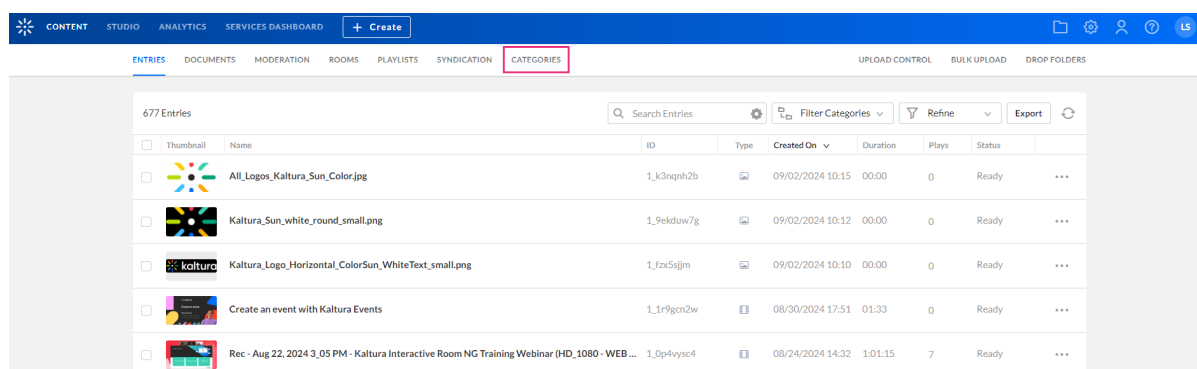
 This article is designated for administrators.

## About

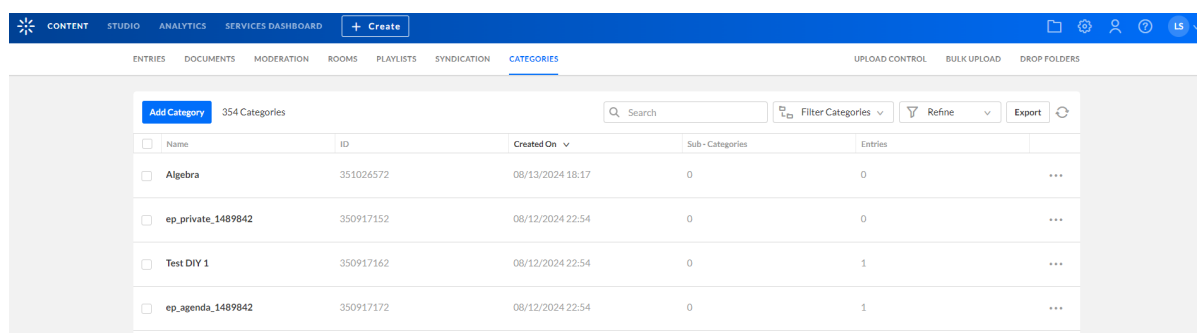
This guide describes how to create a root category in the KMC, if not already created for you by your Kaltura representative.

## 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**.


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Add Category

354 Categories

<input type="checkbox"/>	Name	ID	Created On
<input type="checkbox"/>	Algebra	351026572	08/13/2024 18:17

The **New Category** window displays.

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

Apply

Cancel

- 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 

▶ ☐ 1198422EP2c399b2 4

▶ ☐ 1198652EPa8ecaed 4

▶ ☐ 1198662EPc858cc2 4

▶ ☐ 1198752EP522565f 4

▶ ☐ 1200652EP7b0a724 4


▶ ☐ 1214832EPb05c38b 4

Selected: No Parent

[Apply](#) [Cancel](#)

5. Click **Apply**.

The metadata page displays.


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Root KAF category for Test LMS

[View Analytics](#)

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

Metadata

Metadata

Name

Description

Tags

Reference ID

Categories filters

About us

Select a value

CategoryAdditionalInfo

Detail

Add

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**

Name: Root KAF category for Test LMS

Description: This is a test LMS

Tags: testing x LMS x

Reference ID:

**Categories filters**

About us: Select a value

Jump to

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**

Name: Root KAF category for Test LMS

Description: This is a test LMS

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	...