Learning Hub My Categories

My categories is an option available to help you group your programs and courses into meaningful categories. This will help to quickly access your programs and courses.

**Note:** My categories is only available for current courses.

1. Select **Administration** under the **Resources** section on the left column of your Learning Hub page.

2. Select **My Categories** at the **Learning Hub Administration** screen.

3. Click on the **Add a new Category** link.
4. At the Create Category screen, type in a **Category Name** and **Description**, then click on the **Create** button.

   ![Create Category](image)

   - **Category Name:** UGRD
   - **Description:** Undergraduate Courses

5. A screen appears with the message **Your category was created successfully**. Click on the **Add more Course Offerings / Programs to this category** link.

   ![Category Details](image)

   - **Category Name:** UGRD
   - **Description:** Undergraduate Courses

   Nothing found to display

   **Add more Course Offerings / Programs to this category**
6 Select:
- either **Program** or **Course Offering**
- other known field information
then click on the **Search** button.

7 Select the **Programs** or **Course Offerings** to add to the category by clicking on the **tick box** next to the item. Click on the **Select All** icon if you want to add all the items produced by the search. When you have finished your selection, click on the **Assign** button.

8 The Categories Details screen appears with a confirmation message and displaying a list of selected items. You can either add more items or remove any of the existing selected items.
9 To **check your categories** once you have finished, return to your Learn Hub screen:

- close down the **Learning Hub administration** screen by clicking on the close icon and/or return to your **Learning Hub Home Page** tab
- click on the **My Categories** option on the left menu on your Learning Hub Home Page to display a list of the categories you have created
- click on each **category** and **check** it has the **correct** content.