

OSS Quick Guide: Taxonomies for student sites (categories)

In this guide, you will learn how to create categories.

The screenshot shows the dashboard interface with five numbered steps indicating the navigation path:

1. Click on the **Dashboard** menu item.
2. Click on the **Class Categories** menu item.
3. Click on the **Add New Class Category** button.
4. Enter the category name (**Sand Animation**) in the **Name** field.
5. Select the parent category (**Internet Art & Culture**) from the dropdown menu.

The screenshot shows the Class Categories table and the Categories widget. The table lists the categories and their counts:

Name	Count
Internet Art & Culture	0
— Sand Animation	0

The Categories widget shows the following categories and their selection status:

- Internet Art & Culture
- Presentations
- Sand Animation

The main content area shows the **Students** section with profiles for **Bridget Mercik** and **Hannah Lerner**, the **Recent Posts** section with a post titled **Mobile Cam Exercise 3**, and the **Announcements** section with a post titled **New OSS Revision**.

Steps / Action Descriptions

1. Go to **DASHBOARD**.
2. Select and click on the **CLASS CATEGORIES**.
3. Key in the **NAME** of the new categories to be added
4. Ensure that the appropriate **PARENT CATEGORY** are selected.
5. Click on the **ADD NEW CLASS CATEGORY** button to complete the processes.

NOTE:

The new categories will be located under the parent category. If your students use categories correctly, you'll be able to find your students' assignments and projects in this categories,

