



Creating Categories in Assignments and When to Use Them – D2L Tutorial

This tutorial is for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the basic steps involved when you wish to create **Categories** for Assignments.

Use **Categories** if you have many assignments and need to keep them organized for both you and your students.

Categories are also useful (and important) if you have a multi-instructor site and need to organize Assignment folders by instructor.

Steps





1. Go to the **Assignments** tool in your course (e.g., through the My Tools drop-down).
2. Click **Edit Categories**.

Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media Edit Course ePortfolio

Assignments Help

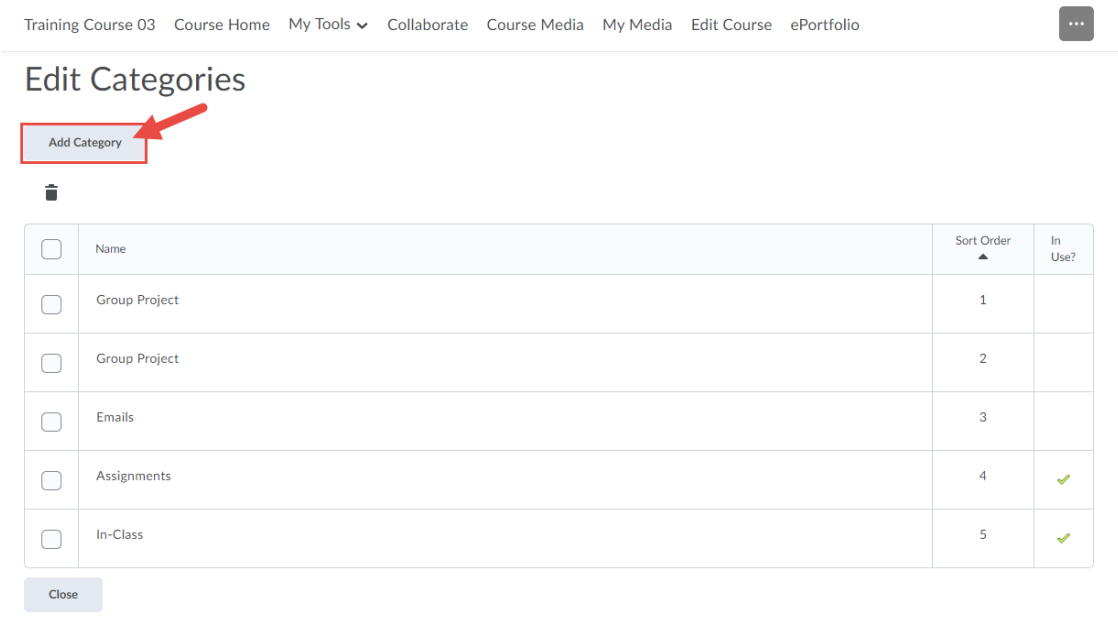
[New Assignment](#) [Edit Categories](#) [More Actions ▾](#)

[Bulk Edit](#)

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	Assignments  					
<input type="checkbox"/>	Assignment 1 ▾ 		2/4	4/4	3/4	
<input type="checkbox"/>	Assignment 2 ▾		3/4	3/4	3/4	
<input type="checkbox"/>	Assignment 3 ▾ 		0/4	0/4	0/4	Jun 13, 2014 9:00 PM
<input type="checkbox"/>	Test Assignment ▾	2	4/4	2/4	2/4	Aug 31, 2020 4:00 PM



3. Click **Add Category**.



Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media Edit Course ePortfolio

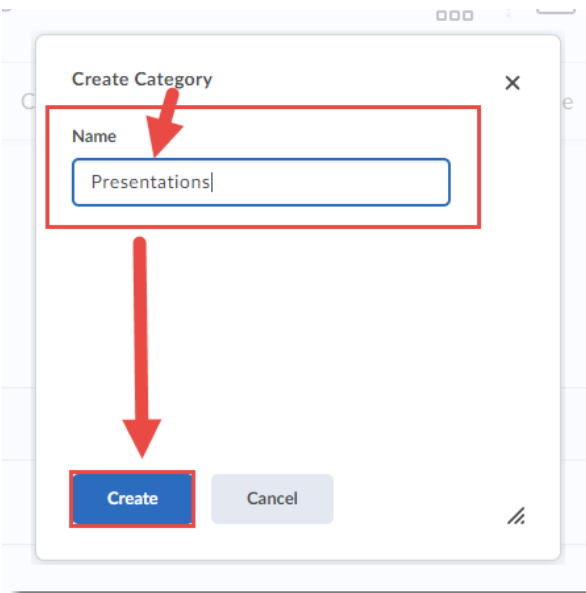
Edit Categories

Add Category

<input type="checkbox"/>	Name	Sort Order	In Use?
<input type="checkbox"/>	Group Project	1	
<input type="checkbox"/>	Group Project	2	
<input type="checkbox"/>	Emails	3	
<input type="checkbox"/>	Assignments	4	✓
<input type="checkbox"/>	In-Class	5	✓

Close

4. In the **Create Category** box, add a **Name** for your new category, and click **Create**. Since Categories are organizational tools, select a name that will be relevant for multiple assignments.



Create Category

Name

Presentations


Create Cancel



5. You can delete categories by selecting a category, or multiple categories, and clicking the trash can icon at the top of the table. Then click **Yes** in the **Confirm Delete** box.

Edit Categories

[Add Category](#)

 2 items selected [Clear Selection](#)

<input type="checkbox"/>	Name	Sort Order	In Use?
<input checked="" type="checkbox"/>	Group Project	1	
<input type="checkbox"/>	Group Project	2	
<input checked="" type="checkbox"/>	Quizzes	3	
<input type="checkbox"/>	Assignments	4	✓
<input type="checkbox"/>	In-Class	5	✓
<input type="checkbox"/>	Presentations	6	

vascript=void(0);

Confirm Delete

×


Delete categories?
The selected categories will be deleted.



6. You can change the order of categories by clicking in the **Sort Order** cell for a category and changing the number. In this example we are changing the Sort Order number for Assignments from 4 to 1. Note that the other numbers will NOT change, so you have to change them all to ensure the order of the categories is what you want.


Edit Categories

Add Category



<input type="checkbox"/>	Name	Sort Order ▲	In Use?
<input type="checkbox"/>	Group Project	2	
<input type="checkbox"/>	Assignments	1	✓
<input type="checkbox"/>	In-Class	5	✓
<input type="checkbox"/>	Presentations	6	


Close



7. Click **Close** to return to the main Assignments area.

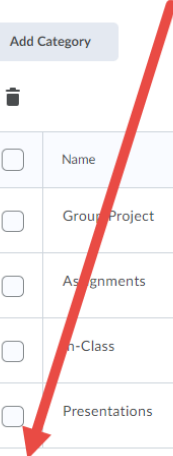
Edit Categories

Add Category



<input type="checkbox"/>	Name	Sort Order ▲	In Use?
<input type="checkbox"/>	Group Project	2	
<input type="checkbox"/>	Assignments	1	✓
<input type="checkbox"/>	In-Class	5	✓
<input type="checkbox"/>	Presentations	6	

Close



- To attach an assignment to a category, select the Assignment(s) you wish to attach to a Category you have created following the previous steps, then click **Bulk Edit**.

Assignments Help

[New Assignment](#) [Edit Categories](#) [More Actions](#) ▾

[Bulk Edit](#)

	Folder	New Submissions	Completed	Evaluated	Feedback Published
<input type="checkbox"/>	No Category				
<input checked="" type="checkbox"/>	Assignment 1 ▾ 🔑		2/4	3/4	1/4
<input checked="" type="checkbox"/>	Assignment 2 ▾		3/4	3/4	3/4
<input type="checkbox"/>	Assignment 3 ▾ 🔑		3/4	4/4	4/4
<input type="checkbox"/>	Text submission assignment ▾	3	2/4	0/4	0/4

- Use the **Category** drop-down menus to select the Categories you wish add each Assignment to. You can also use Bulk Edit to move Assignments into different Categories. Click **Save**.

Bulk Edit Assignments

#	Assignment & Category	Availability	Due Date
1	Assignment 1 <input type="checkbox"/> No Category ▾	<input type="checkbox"/> Has Start Date 1/10/2022 3:23 PM <input type="checkbox"/> Has End Date 1/10/2022 3:23 PM	<input type="checkbox"/> Has Due Date 1/10/2022 3:23 PM
2	Group Project In-Class Presentations Video	<input type="checkbox"/> Has Start Date 1/10/2022 3:23 PM <input type="checkbox"/> Has End Date 1/10/2022 3:23 PM	<input type="checkbox"/> Has Due Date 1/10/2022 3:23 PM

[Save](#) [Cancel](#)

Things to Remember

You do not need to use Categories. Any Assignments not attached to a category appear in a **No Category** “category”.



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