

Create & Configure Categories in EtechRU

Categories help organize courses into logical groups for easier navigation and management.



PREREQUISITES

- You have site administration permissions.
- Courses are already created or will be created under these categories.



BEST PRACTICES

- Use clear and meaningful category names.
- Keep categories organized and up to date.
- Plan your category structure before adding courses.

STEP-BY-STEP PROCESS

1



Create a New Category

1. Go to:

Site administration → Courses → Manage courses and categories.

2. Click **Create new category**.

3. Fill in details:

- Category name (required).
- Parent category (optional, for sub categories).
- Description (optional, useful for clarity).

4. **Save changes**.

Site administration

Courses

Manage courses and categories

Course and category management

Courses Categories

Create new category

New category

Category name *

Safety Training

Parent category

-- None --

Description

All safety related courses

Save changes

2



Configure Category Settings

- **Visibility:** Decide if the category is visible to all users or hidden.

Category settings

Visibility

Visible

Category is visible to all users.

Save changes

Category settings

Visibility

Hidden

Category is hidden from users.

Save changes



COMMON MISTAKES



Creating too many categories without a clear structure (leads to confusion).



Forgetting to set parent categories when building a hierarchy.



Hiding a category unintentionally, making courses invisible to students.



NEED A TIP?

Plan your category structure like a roadmap. A good structure makes course management and discovery easier for everyone!



Category created successfully!



WE'RE HERE TO HELP

Our support team is available 24/7 to assist you.



Email

support@etechtexas.com



Support Time

24/7

Create & Configure Courses

Courses are the core learning spaces where students access content, activities, and assessments.



PREREQUISITES

- You have course creation permissions (Manager or Admin role).
- Categories are already set up to organize courses.
- You know the course details (name, summary, format, enrollment methods).



BEST PRACTICES

- Use clear, meaningful course names.
- Choose the right course format for your content.
- Set completion criteria to track learner progress.

STEP-BY-STEP PROCESS

1



Create a New Course

1. Go to:

Site administration → Courses → Manage courses and categories.

2. Select the category where the course should be placed.

3. Click **Create new course**.

4. Fill in required fields:

- Course full name (visible to students).
- Course short name (used internally).
- Course category (select from dropdown).
- Course start date & end date (optional)
- Course ID number (optional, useful for integrations).

Course and category management

Courses Categories

Create new course

Select category

- All courses
- Safety Training
- Compliance
- HR
- IT & Systems

New course

Course full name *
Workplace Safety 101

Course short name *
WS101

Course category *
Safety Training

Start date
01/06/2025

End date
31/12/2025

Course ID number
WS-2025-001

Save and display

2



Configure Course Settings

- Course format: Choose weekly, topics, single activity, or custom format.

Edit course settings

Course format

- Topics format
- Weekly format
- Topics format
- Single activity format
- Social format
- Custom format

Course format

- Weekly
- Topics
- Single activity
- Custom

3



Add Content & Activities

- Turn editing on.
- Add sections, resources (files, pages, URLs), and activities (assignments, quizzes, forums).
- Configure activity and course completion criteria.

Course sections

Turn editing on

- Introduction + Add activity or resource
- Learning Materials + Add activity or resource
- Activities + Add activity or resource
- Assessment + Add activity or resource

Completion tracking

Completion criteria

- Activity completion
- Course completion
- Require passing grade
- Set grade requirement

Save changes



COMMON MISTAKES



Forgetting to assign the course to the correct category.



Overlooking completion tracking, making progress harder to monitor.



Using unclear course names that confuse learners.



NEED A TIP?

Plan your course structure and settings before adding content. A well-structured course improves the learning experience!



Course created successfully!



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