

2. Manage Course Categories

If your school has its own dedicated iLAP platform, the organization and categorization of courses can be configured by the school as needed using the "Course Categories" feature. Please refer to the following pages for instructions on how to do this.

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2.1 Preface

What are Course Categories?

Course categories are a structure used by iLAP to organize and categorize courses. You can think of course categories as "folders," with the courses being the files within those folders. By creating different course categories, schools can manage all their courses in a more organized way, allowing teachers and students to quickly find the courses they belong to.

Why should course categories be well planned?

A well-structured course category system can provide the following benefits:

- Improved search efficiency: Users can quickly find the courses they need, reducing confusion and duplicate course creation.
- Easier permission management: Different management permissions can be set based on course categories, so that relevant teachers or administrators only manage their own courses.
- Easier future expansion: As the number of courses increases, a well-organized structure makes it easier to add or adjust courses.
- Enhanced overall user experience: Both students and teachers can teach and learn within a clear structure, increasing satisfaction.

2.2 Course Category Planning Recommendations

Common Categorization Methods

When planning course categories, it is recommended to classify based on the actual situation and future development of your school. Below are some common categorization methods:

1. By Academic Year
For example: 2024-2025 academic year, 2025-2026 academic year, etc. This is suitable for schools where course content differs significantly each year.
2. By Subject or Discipline
For example: Chinese, English, Mathematics, General Studies, Music, Physical Education, etc. This is suitable when there are multiple courses of the same subject across different grades.
3. By Grade or Class
For example: Grade 1, Grade 2, Grade 3, or Class 1A, Class 1B, etc. This is suitable for schools where each class has its own separate courses.
4. Mixed Categorization
For example: Categorize by academic year first, then create subject subcategories under each year; or categorize by subject first, then create grade-level subcategories.

Examples of Course Category Planning

Example 1: Categorized by Grade + Subject

- Primary 1
 - Chinese
 - English
 - Mathematics
- Primary 2
 - Chinese
 - English
 - Mathematics

Example 2: Categorized by Subject + Grade

- Chinese
 - Primary 1
 - Primary 2
- English
- Mathematics
- General Studies

Example 3: Categorized by Academic Year + Grade

- Year 2024-2025
 - Primary 1
 - Primary 2
 - Primary 3
- Year 2025-2026
 - Primary 1

Things to Consider Before Planning

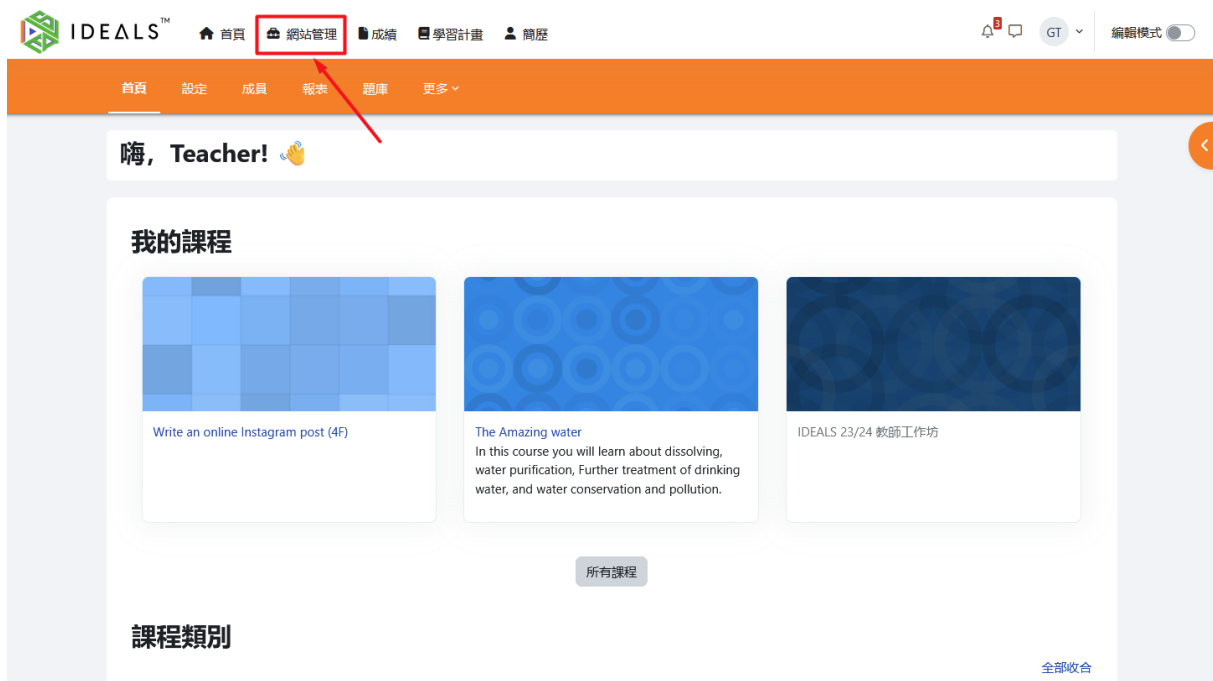
1. **School Size and Number of Courses:** Take into account the total number of courses in the school to avoid having too many or too few categories, which may make management inconvenient.
2. **Future Expandability:** Reserve space for adding new courses or grades in the future to avoid needing to overhaul the structure later on.
3. **Clear and Concise Naming:** Category names should be simple and clear, making it easy for all users to understand.
4. **Permission Management Requirements:** Consider whether different administrators or teachers need to be assigned to specific categories.

2.3 Basic Operations for Course Categories

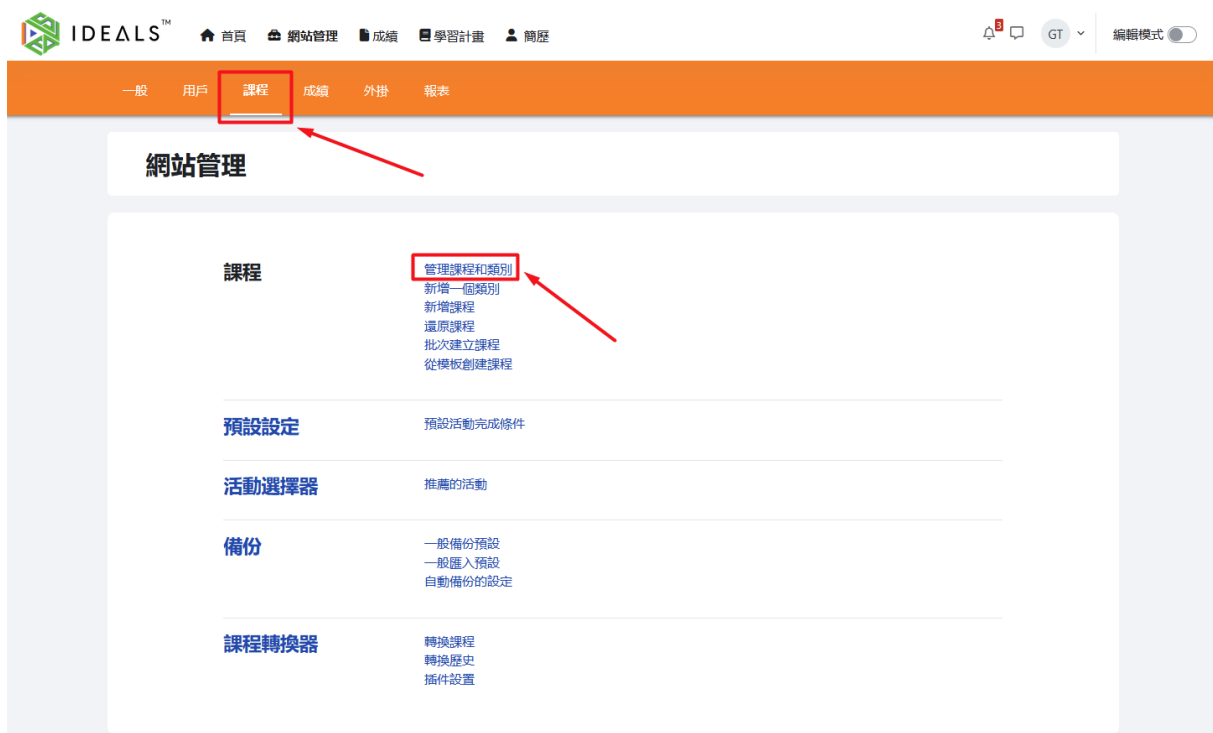
This chapter explains how to perform basic operations such as adding, editing, sorting, and deleting course categories on the "Manage Course Categories and Courses" page of the iLAP platform.

2.3.1 Accessing the Course Category Management Page

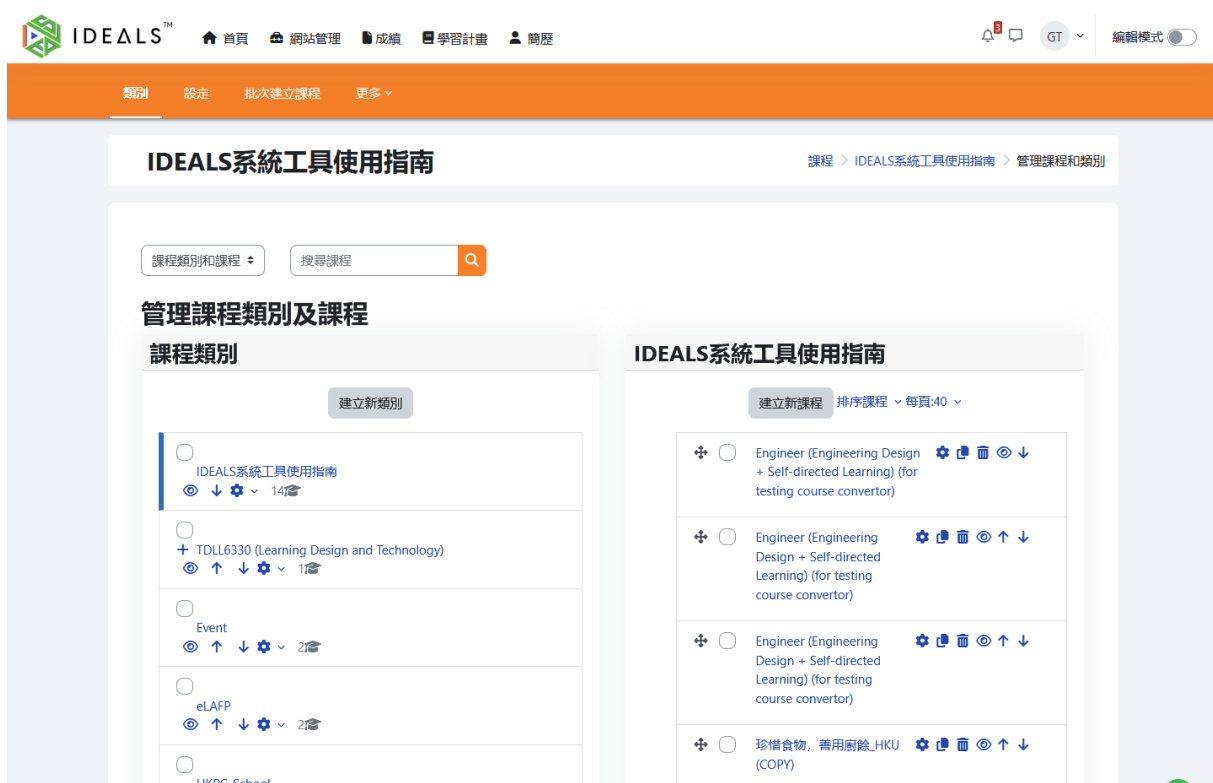
After logging in to iLAP, go to the homepage and click "Site Administration" in the main menu at the top of the page.



After entering "Site Administration" page, select the "Courses" tab, then click "Manage Courses and Categories."



You will see a management interface as shown in the figure: on the left is the "Course Categories" tree structure, and on the right is the list of courses under the selected category.



2.3.2 Add a Course Category

In the "Course Categories" section on the left, click the "Create New Category" button.

i When you first start using iLAP, there will only be one course category called "Default." You can edit or delete it as you wish.

The screenshot displays the iLAP user interface. At the top, there is a navigation bar with the IDEALS logo and menu items: 首頁, 儀表板, 我的課程, 網站管理. On the right, there are notification icons, a user profile (UA), and a toggle for 編輯模式. Below this is an orange header bar with 類別, 設定, 批次建立課程, and 更多. The main content area is titled "Default" and includes a breadcrumb trail: 課程 > Default > 管理課程和類別. A search bar for "課程類別和課程" is present. The central section is "管理課程類別及課程" with a sub-section "課程類別". A red box highlights the "建立新類別" button, with a red arrow pointing to it. Below this, a list shows the "Default" category with options for sorting and moving. To the right, a "Default" course management panel shows "For Testing" with options for sorting, displaying 1 course, and moving selected courses.

Fill in the Course Category Information:

- "Parent Category": Select the parent category for this category (the default is "Default," meaning it will be placed under Default, but you can also choose another existing category or "Top").
- "Category Name": Enter the name of the new course category (e.g., "2024-2025 Academic Year" or "Mathematics").
- Other optional fields can be filled in as needed.


2.4 Edit Course Category

On the "Manage Course Categories and Courses" page (for instructions on how to access this page, please refer to 2.3.1), find the category you want to edit in the category list on the left. Click the "gear" icon (⚙️) next to it, then select "Edit" from the menu.

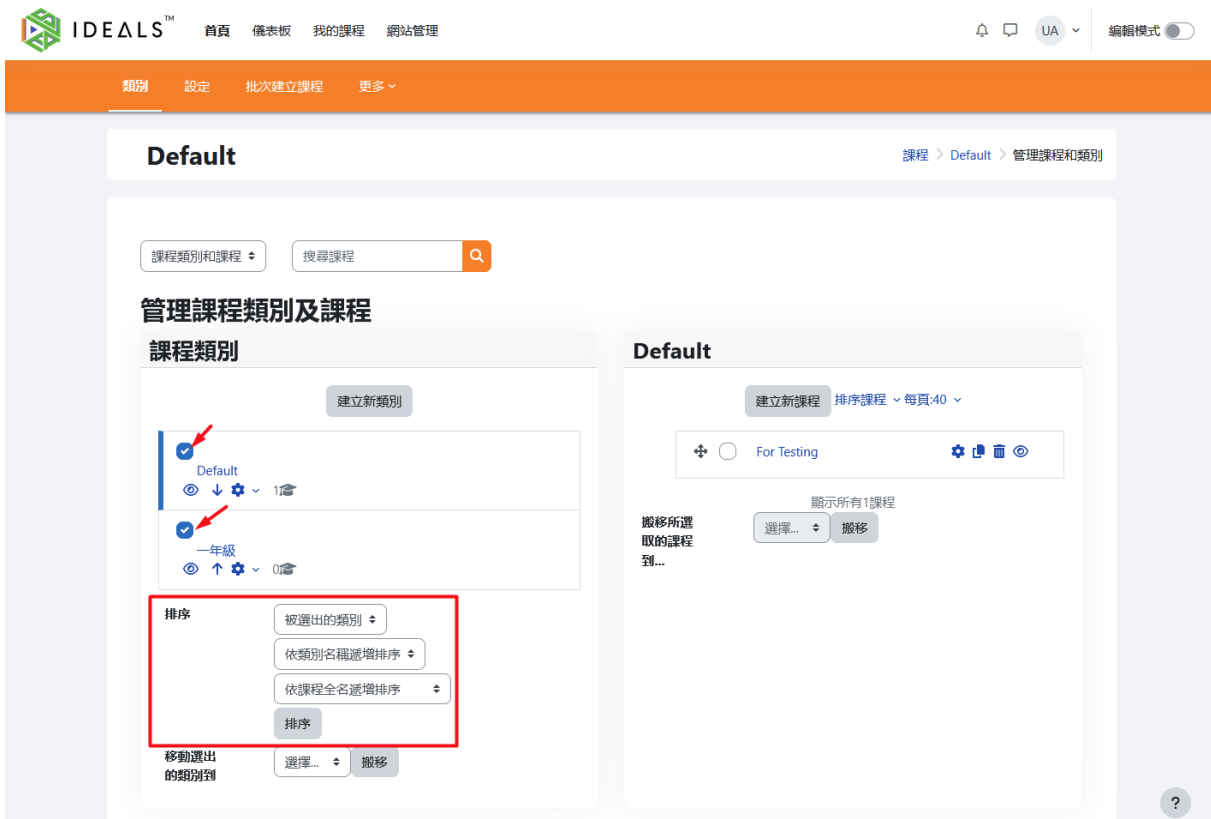
The screenshot displays the IDEALS™ interface for managing course categories. The top navigation bar includes the IDEALS™ logo, user profile (UA), and a toggle for '編輯模式' (Edit Mode). The main header shows '一年級' (Grade 1) and a breadcrumb trail: '課程 > 一年級 > 管理課程和類別'. Below the header, there's a search bar for '課程類別和課程' and a search button. The main content area is titled '管理課程類別及課程' (Manage Course Categories and Courses). On the left, under '課程類別' (Course Categories), there's a list with 'Default' and '一年級'. The '一年級' category is selected, and a context menu is open, showing '編輯' (Edit) highlighted with a red box. Other menu items include '瀏覽' (View), '建立新下層類別' (Build New Sub-category), '刪除' (Delete), '權限' (Permissions), '校定班級群組' (Assign Class Group), '過濾' (Filter), '還原課程' (Restore Course), and '教材庫' (Library). The right panel, titled '一年級', shows '建立新課程' (Build New Course) and '排序課程' (Sort Course) options. A message states '此類別中無課程' (No courses in this category) and provides '選擇...' (Select...) and '搬移' (Move) buttons.

After entering the edit page, you can change information such as the parent category and category name.

2.5 Sorting and Moving Course Categories

 If you have already manually sorted the course categories, using this function to change the order will prevent you from reverting to the original sequence. Please use with caution. For the number of course categories in a typical school, manual sorting is usually sufficient.

On the "Manage Course Categories and Courses" page (for instructions on how to access this page, please refer to 2.3.1), you can use the sorting function at the bottom of the "Course Categories" section on the left. Select the categories you want to sort and sort them by category name, course name, or other criteria.



The screenshot displays the IDEALS™ interface for managing course categories. The top navigation bar includes the IDEALS logo, user profile (UA), and a toggle for '編輯模式' (Edit Mode). The main content area is titled 'Default' and contains a search bar for '課程類別和課程' (Course Categories and Courses). Below the search bar, the '管理課程類別及課程' (Manage Course Categories and Courses) section is visible. On the left, the '課程類別' (Course Categories) section shows a list of categories: 'Default' and '一年級' (Grade 1). A red box highlights the sorting options at the bottom of this list, which include a '排序' (Sort) button and three dropdown menus: '被選出的類別' (Selected Category), '依類別名稱遞增排序' (Sort by Category Name Ascending), and '依課程全名遞增排序' (Sort by Course Full Name Ascending). Below these options is a '移動選出的類別到' (Move Selected Categories to) dropdown menu and a '搬移' (Move) button. On the right, the 'Default' course management panel shows a 'For Testing' course with a '搬移' (Move) button and a '選擇...' (Select...) dropdown menu.

To move a category, select the category you want to move, choose a new parent category from the "Move selected categories to" dropdown menu, and then click "Move."

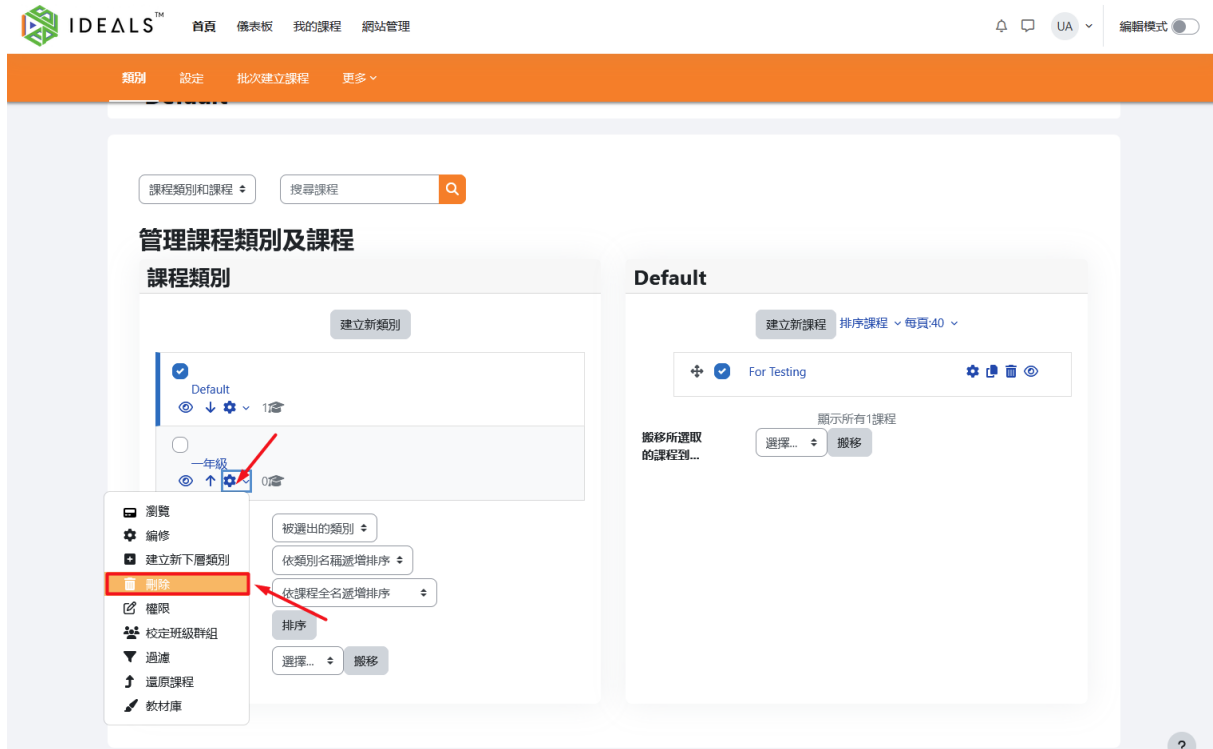
The screenshot shows the '管理課程類別及課程' (Manage Course Categories and Courses) interface. On the left, under '課程類別' (Course Categories), there are two categories: 'Default' and '一年級' (Grade 1). Each category has a set of icons for visibility, sorting, and editing. A dropdown menu is open for the 'Default' category, showing options: '被選出的類別' (Selected Category), '選擇...' (Select...), '最上層' (Top Level), 'Default', and '一年級' (Grade 1). Below the dropdown, there are buttons for '移動選出的類別到' (Move selected category to) and '選擇...' (Select...), and a '搬移' (Move) button. On the right, under 'Default', there is a '建立新課程' (Create New Course) button, a '排序課程' (Sort Courses) dropdown set to '每頁:40' (Per page: 40), and a 'For Testing' toggle. Below this, there is a '顯示所有1課程' (Show all 1 course) button and a '搬移所選取的課程到...' (Move selected course to...) section with '選擇...' (Select...) and '搬移' (Move) buttons.

You can also adjust the order of categories at the same level by clicking the "arrow" icon under each course category.

This screenshot shows the same '管理課程類別及課程' interface. In the '課程類別' section, the 'Default' and '一年級' categories now have red arrows pointing to their respective sort icons. The '排序' (Sort) dropdown menu is open, showing options: '被選出的類別' (Selected Category), '依類別名稱遞增排序' (Sort by category name ascending), '依課程全名遞增排序' (Sort by course full name ascending), and '排序' (Sort). Below the dropdown, there are buttons for '移動選出的類別到' (Move selected category to) and '選擇...' (Select...), and a '搬移' (Move) button. The 'Default' section on the right remains the same as in the previous screenshot.

2.6 Delete Course Category

On the "Manage Course Categories and Courses" page (for instructions on how to access this page, please refer to 2.3.1), click the "gear" icon (⚙️) next to the category name on the left, then click the trash can icon (🗑️) labeled "Delete" in the menu.



The system will display a delete confirmation screen, as shown in the image below. The screen will display:

- The category name
- A list of subcategories and courses contained in this category
- A "What to do" dropdown menu with two options:
 - "Move contents to another category" (you can choose to move courses to another category to prevent data loss)
 - "Delete all — cannot be undone"
- "Delete" and "Cancel" buttons

類別 設定 批次建立課程 更多

Default

課程 > Default > 管理課程和類別

刪除類別: Default

▼ Default的內容

此類別包含

- 課程

要做什么

將內容搬移至另一個類別

搬入

x 一年級

搜尋

刪除 取消

The steps are as follows:

1. Check the subcategories and courses contained in this category. If there are any courses that need to be kept, it is recommended to use the dropdown menu to move them to another category first.
2. If you are sure you want to delete this category and all its contents, select "Delete all — cannot be undone," then click the "Delete" button.
3. If you do not wish to delete, you can click "Cancel" to go back to the previous step.

Note: Selecting "Delete all" will also delete all subcategories and courses under this category. Please proceed with caution.

2.7 Tips

- Course categories can be organized and structured according to the needs of the school, and can be single-level or multi-level, managed by the school itself.
- It is recommended that course category names be clear and concise, and avoid duplication.
- Before editing or deleting a course category, please check whether any courses under it need to be moved or preserved.
- You can use the sorting and moving functions to quickly organize a large number of courses or course categories, but if there are not many course categories, manual management is sufficient.
- If there are multiple administrators, it is advisable to coordinate with other colleagues/IT staff before making changes to avoid accidental deletions or mistakes.