

# Assignment Categories

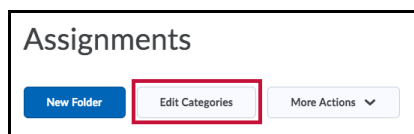
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You may organize your assignment submission folders into categories to keep them organized. For example, you can create separate categories for course units, summative projects, bonus assignments, and individual submissions. These categories are optional and are not related to gradebook categories.

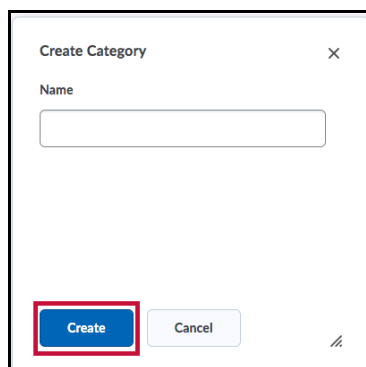
See [Create Assignment Folders](https://vtac.lonestar.edu/help/a032) (<https://vtac.lonestar.edu/help/a032>).

## Add New Categories

1. On the Assignments page, click the **Edit Categories** button.

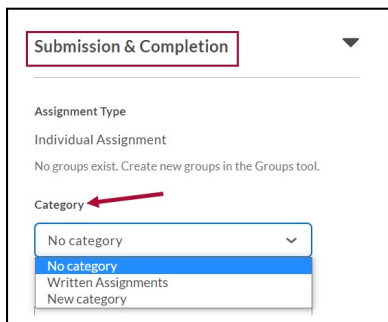


2. Click on the **Add Category** button.
3. Enter a Name for the category and click the **Create** button.



## Assign an Assignment Folder to a Category

1. From the Assignments page, click **New Folder**.  
(If you have already created an assignment, click **Edit Folder** from the drop-down menu on the existing assignment.)
2. Fill in the Name field (required); all other fields are optional.
3. Click Submission & Completion; click the drop-down menu under Category and choose the category that you want to assign to the Assignment.

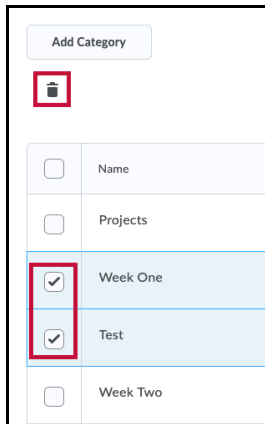


4. Click the **Save and Close** button.

**NOTE:** Your new category appears on the Assignments page only if there are assignment folders associated with it.

## Delete Categories

1. On the Assignments page, click the **Edit Categories** button.
2. Check the box next to the categories that you no longer wish to use and click the trash can (delete) icon at the top of the list.



3. Click the **Yes** button on the pop-up window to confirm you want to delete the categories.
4. Click the **Close** button to exit the Edit Categories page.

**NOTE:** When you delete a category, any Assignment Folders in that category will **not** be deleted. They will be placed under "No Category."