

# ASSESSMENT GENERATOR TUTORIAL

## CREATING CATEGORIES

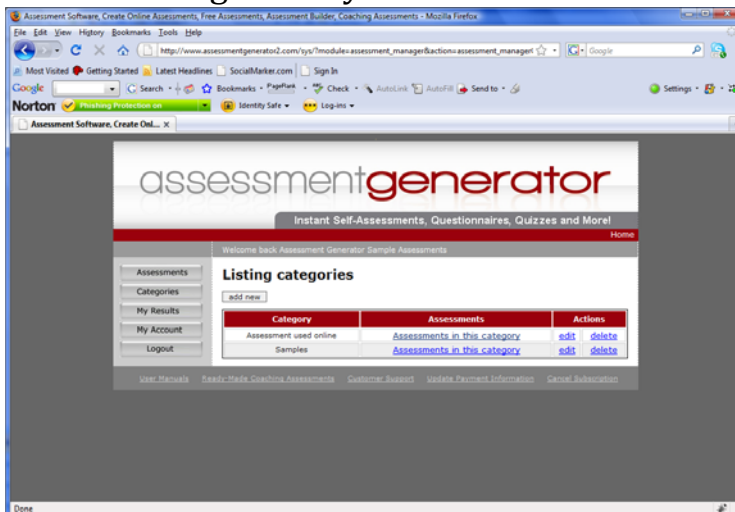
Think of “Categories” as file folders to organize your assessments



This is your home page – the first page you will see each time you log into your account.

If you have not decided on several categories to set up now, create one, name it anything – you can always go back and rename and add more.

1. Click on Categories – you will be taken to the following page:



2. Click Add New
3. Name the category
4. Give it a description
5. Hit Submit

Columns in the Category table:

1. Assessments – these are the assessments you have assigned to the category
2. Actions – Edit this Category name and/or description
3. Delete – Deletes the Category and puts the Assessments into an unassigned Category created by Assessment Generator