

How to edit a subcategory

Click the sub category that you wish to edit. Once it is opened, click edit this category.

The screenshot shows a web interface for managing course categories. At the top, there is a red navigation bar with links for "Category: College of Arts and Sciences", "My profile settings", and "Site administration". Below this, a breadcrumb trail shows "Course categories: UP Manila / College of Arts and Sciences" with a circled "1" next to it. Two buttons are visible: "Edit this category" (with a circled "2" next to it) and "Add a sub-category".

Courses	Edit	Select
Biology 150 Introduction to Molecular Cell Biology		<input type="checkbox"/>
Biology 140 Elementary Genetics		<input type="checkbox"/>
Biology 21		<input type="checkbox"/>
Psychology 180 - Social Psychology		<input type="checkbox"/>
Psychology 101 - General Psychology		<input type="checkbox"/>

Below the table is a dropdown menu labeled "Move selected courses to...". At the bottom, there are two buttons: "Re-sort courses by name" and "Add a new course". A search bar at the bottom right is labeled "Search courses:" with a "Go" button.

Edit category settings

Once you click the edit category, you will be prompted to this page where you can edit the category. Click save change after editing.

Category: College of Arts and Sciences My profile settings Site administration

Arts and Sciences > [Edit this category](#)

Edit category settings

Parent category

Category name*

Category ID number

Description

Font family Font size Paragraph

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Path:

There are required fields in t