

Categories and Tags

Create@USQ User Guide
Last Updated: March 2023



University of
**Southern
Queensland**



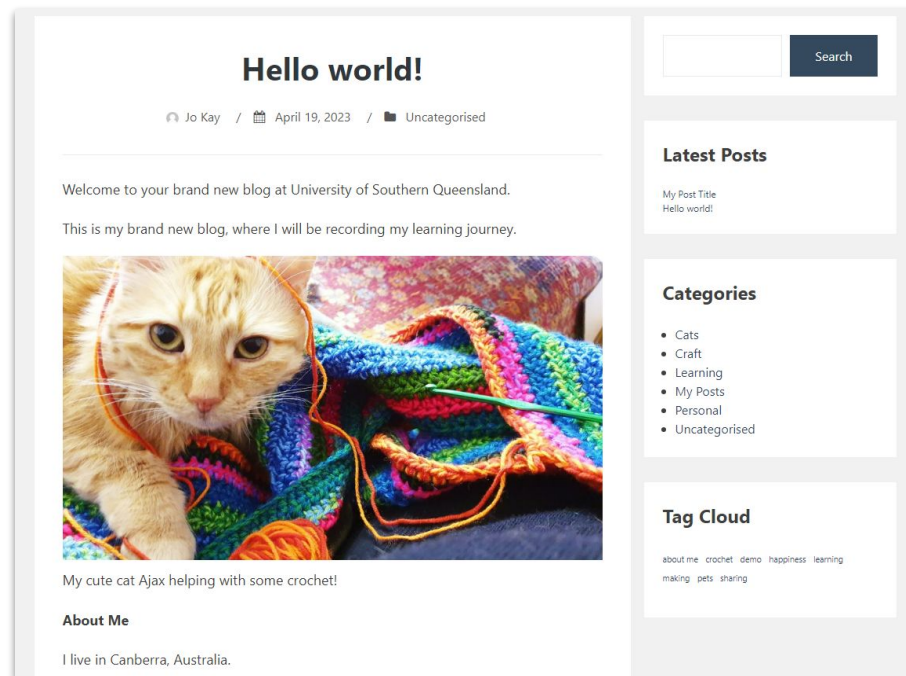
Using Categories

Use **Categories** to make your blog easier to navigate.

For example you may wish to add categories for:

- Each course you are enrolled in – to group together assessment tasks
- Areas of interest – eg. Nursing, Agriculture, Visual Arts, Technology, Learning etc
- Personal Posts – to group together general posts on personal projects or experiences.
- Assessment Tasks - to group together particular types of posts (reflective, reports, group tasks etc).

When your readers click on a **Categories Link** on a post or in your sidebar, it loads a page with all posts that use that category, making it easier to locate related posts.



The screenshot shows a blog post layout. The main content area has a title "Hello world!" and a byline "Jo Kay / April 19, 2023 / Uncategorized". The post text reads: "Welcome to your brand new blog at University of Southern Queensland. This is my brand new blog, where I will be recording my learning journey." Below the text is a photograph of a ginger cat sitting with colorful crocheted items. The caption below the photo says "My cute cat Ajax helping with some crochet!". Below the photo is an "About Me" section with the text "I live in Canberra, Australia." The right sidebar contains a search box, a "Latest Posts" section with a post titled "Hello world:", a "Categories" section with a list of categories (Cats, Craft, Learning, My Posts, Personal, Uncategorized), and a "Tag Cloud" section with tags like "about me", "crochet", "demo", "happiness", "learning", "making", "pets", and "sharing".

Add Categories to a Post

Add categories to posts before you publish them using the **Categories Module** to the right of your post editing screen.

All you need to do is **select the check box** next to the category you want to use.

Remove a category from a post by unchecking the checkbox.

To create a new category:

Click on the **+ Add New Category button** and type your new category in the text box.

Click the 'Add New Category' Button to confirm.

The screenshot displays the WordPress post editor interface. The main content area shows a post titled "Hello world!" with the following text: "Welcome to your brand new blog at University of Southern Queensland." and "This is my brand new blog, where I will be recording my learning journey." Below the text is an image of a ginger cat sitting with colorful crocheted yarn. The post content concludes with "My cute cat Ajax helping with some crochet!".

On the right side, the "Categories" module is expanded, showing a list of categories with checkboxes:

- Uncategorised
- Cats
- Craft
- Learning
- My Posts
- Personal

 Below this list, there is a section for "Add New Category" which includes:

- A link: "Add New Category"
- A text input field for "NEW CATEGORY NAME" containing the text "New Category Name Goes Here".
- A dropdown menu for "PARENT CATEGORY" currently set to "— Parent Category —".
- A blue button labeled "Add New Category".

 At the bottom right of the sidebar, there is a blue button labeled "Need Help?".

Managing Categories

You can also create **New Categories** and manage existing categories using the **Posts > Categories Admin Page** on your site dashboard.

The **Categories Admin Page** includes a list of your existing categories and an option to create new categories.

Please note that categories won't display in your category widget or be listed in Appearance > Menu until it has been assigned to a post.

The screenshot shows the WordPress dashboard's 'Categories' admin page. The left sidebar has 'Categories' highlighted with an orange arrow. The main area is titled 'Categories' and contains a 'Add New Category' form. The form has the following fields:

- Name:** A text input field.
- Slug:** A text input field with a note: "The 'slug' is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens."
- Parent Category:** A dropdown menu currently set to 'None'. A note below it says: "Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional."
- Description:** A large text area with a note: "The description is not prominent by default; however, some themes may show it."

Below the form is a table of existing categories:

Name	Description	Slug	Count
<input type="checkbox"/> Cats	—	cats	1
<input type="checkbox"/> Craft	—	craft	1
<input type="checkbox"/> Learning	—	learning	1
<input type="checkbox"/> My Posts	—	my-posts	1
<input type="checkbox"/> Personal	—	personal	1
Uncategorised			
—			
uncategorised			
0			


At the bottom right, there is a 'Need Help?' button.

Category Archives


One of the most useful things about categories is the ability to access **Category Archive pages** which list all the posts that have been added to a category on one page, in chronological order.

You can view Category Archive Pages by clicking on Categories links on Posts or via the Categories Admin Page.


Community of Practice




Introduction to the theme AI and ChatGPT
by Katrina Cutcliffe | 2 Mar, 2023 | Community of Practice, TechDems | 0 Comments
The theme of our February 2023 Community of Practice was an Introduction to AI and ChatGPT. This...



Using AI Apps to Build Learning and Teaching Resources
by Jo Kay | 28 Feb, 2023 | Community of Practice, TechDems | 0 Comments
Notes from a presentation on the use of Artificial Intelligence apps to create learning and teaching content. Includes creating images, infographics and videos.



Engage with Engageli Event
by Vanessa Crouch | 24 May, 2022 | Collaborative Learning, Community of Practice, Pedagogy | 0 Comments
Engageli is a video conferencing tool with some major advantages over other available tools like Zoom and Teams. This short article provides an overview of the event and what our pilot participants are learning to do with Engageli.



Padlet: Winner Learning Technology of the Year Award
by Katrina Cutcliffe | 10 May, 2022 | Community of Practice, Tools | 0 Comments
Padlet calls itself a "collaborative web platform" but it is much more

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Innovation iSee Microsoft Teams

online engagement framework Padlet

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reflection Research Rubric SIG

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Categories in Menus and Sidebars

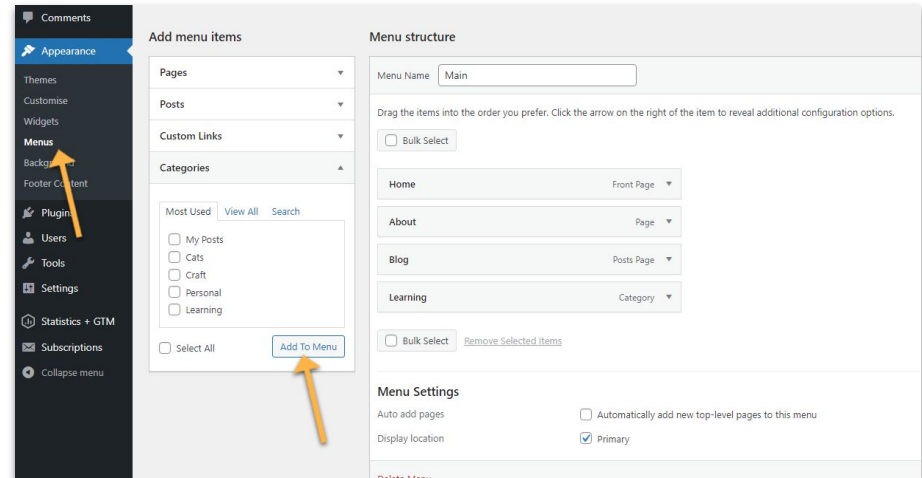
Category Links can be added to menus within your site to add useful navigation that helps site visitors find your posts more easily.

Category Links can also be added as Widgets in your site Sidebar.

Visit **Appearance > Menus** to add Categories to your site Navigation.

Visit **Appearance > Widgets** to add categories to your site's Sidebar.

Protip: For more info on using Menus and Widgets visit the 'Customising Your Site' section of the Create@UniSQ Getting Started Guide.



Using Tags

Tags can help to increase traffic and assist readers in finding topics of interest.

They are displayed on your blog on post pages or as a tag cloud in your sidebar.

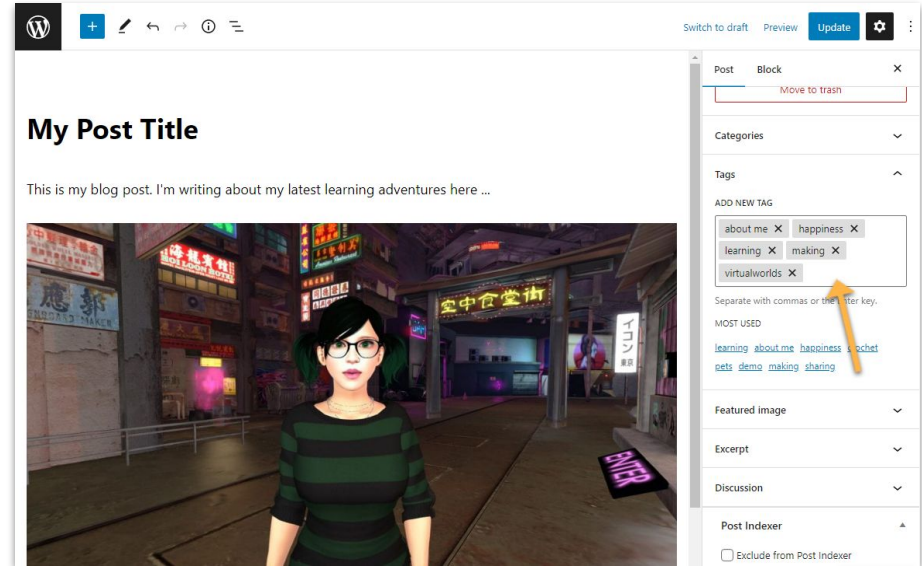


Using Tags

Tags can be added before you publish your posts by typing your desired tags in the **Add New Tag** text box and then clicking the **Add button**.

You can add as many tags as are relevant to your post.

To remove a tag from a post click the X to the left of that tag.



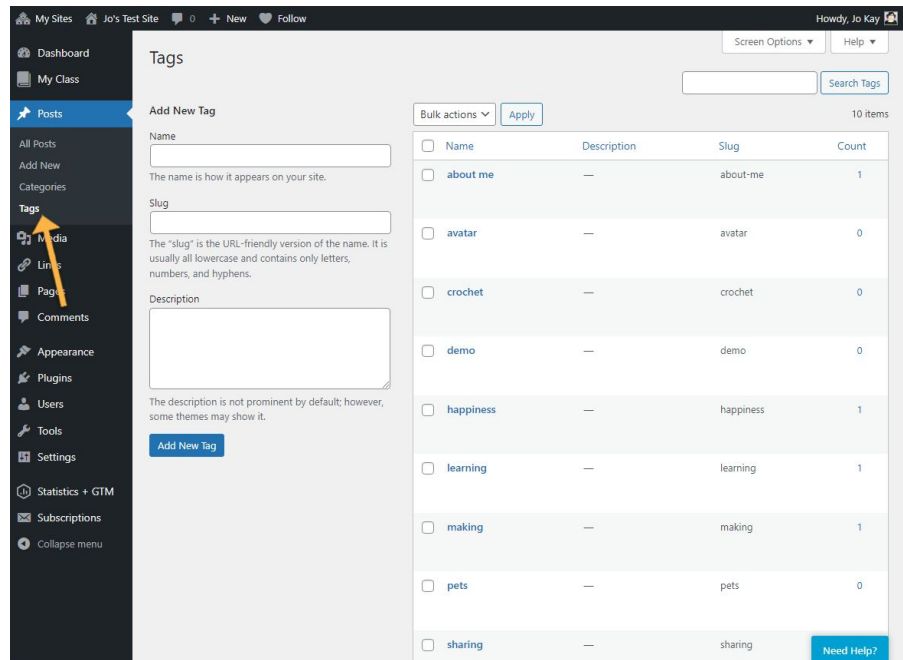
The screenshot displays the WordPress post editor interface. At the top, there are navigation icons and buttons for 'Switch to draft', 'Preview', 'Update', and a settings gear. The main content area shows a post titled 'My Post Title' with the text 'This is my blog post. I'm writing about my latest learning adventures here ...' and a featured image of a woman in a virtual world. On the right-hand sidebar, the 'Tags' section is expanded, showing the 'ADD NEW TAG' input field with several tags: 'about me', 'happiness', 'learning', 'making', and 'virtualworlds'. Each tag has a small 'X' icon to its left for removal. An orange arrow points to the 'X' next to 'virtualworlds'. Below the input field, there is a 'MOST USED' section with a list of tags: 'learning', 'about me', 'happiness', 'cochet', 'sets', 'demo', 'making', and 'sharing'. The 'Featured image' section is also visible, showing a dropdown menu.

Managing Tags

You can also create new tags and manage existing tags using **Posts > Tags page** in your dashboard.

On this page you'll see a list of your existing tags and an option to create new tags.

Roll your mouse over each tag to see the options.



The screenshot displays the WordPress dashboard's 'Tags' management page. The left sidebar shows the 'Posts' menu with 'Tags' highlighted. The main content area shows the 'Add New Tag' form and a table of existing tags.

Add New Tag Form:

- Name:**
- Slug:**
- Description:**
- Add New Tag** button

Existing Tags Table:

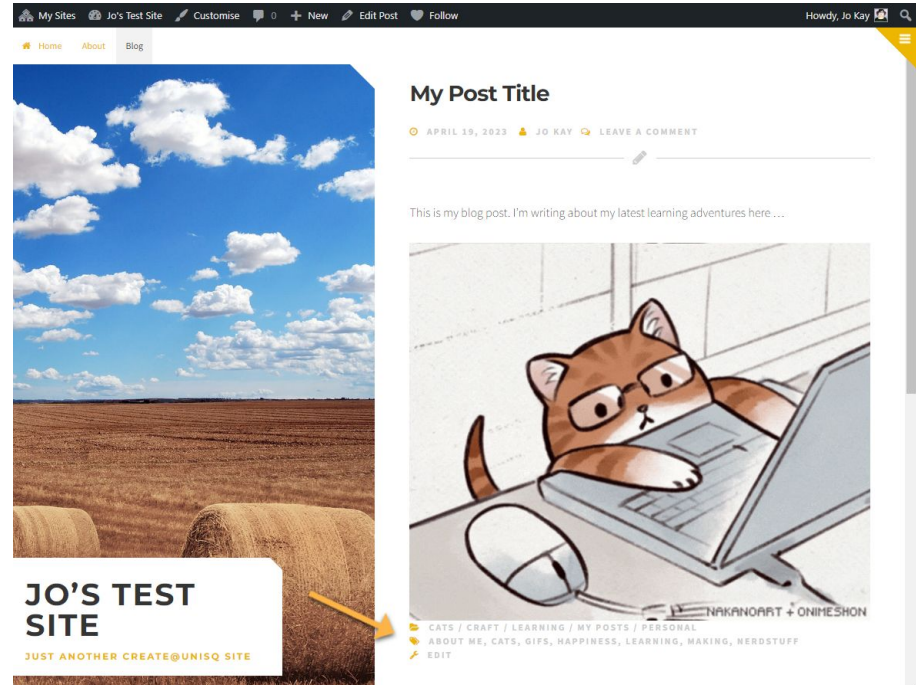
Name	Description	Slug	Count
<input type="checkbox"/> about me	—	about-me	1
<input type="checkbox"/> avatar	—	avatar	0
<input type="checkbox"/> crochet	—	crochet	0
<input type="checkbox"/> demo	—	demo	0
<input type="checkbox"/> happiness	—	happiness	1
<input type="checkbox"/> learning	—	learning	1
<input type="checkbox"/> making	—	making	1
<input type="checkbox"/> pets	—	pets	0
<input type="checkbox"/> sharing	—	sharing	0

Displaying Tags

Tags are displayed in various ways, depending on the **Theme** you are using.

In most themes, they are **displayed on post pages** - usually in the header or the footer of post with other meta info (date, author, etc).

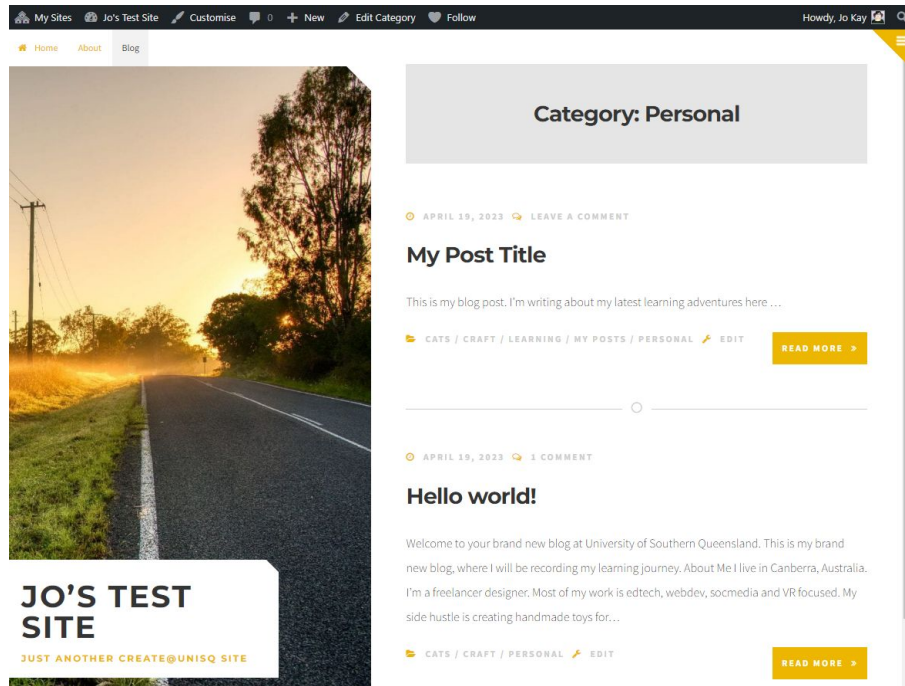
You can also display tags in the sidebar of your site using the **Tags Widget**.



Tag Archives

Tags can be used to provide an archive of posts on a particular topic.

By clicking on a tag link in the tag cloud, a reader can view all the posts with that tag on **Tag Archive** pages which list all the posts that have been added to a tag on one page, in chronological order.



The screenshot displays a WordPress blog interface. At the top, the navigation bar includes 'My Sites', 'Jo's Test Site', 'Customise', 'New', 'Edit Category', and 'Follow'. The user is logged in as 'Howdy, Jo Kay'. The main content area features a large image of a road at sunset. Below the image is a white box with the text 'JO'S TEST SITE' and 'JUST ANOTHER CREATE@UNISQ SITE'. To the right, a grey box indicates the category 'Personal'. Below this, the post date is 'APRIL 19, 2023' and there is a 'LEAVE A COMMENT' link. The post title is 'My Post Title' and the content begins with 'This is my blog post. I'm writing about my latest learning adventures here ...'. A breadcrumb trail shows 'CATS / CRAFT / LEARNING / MY POSTS / PERSONAL' with an 'EDIT' link. A 'READ MORE' button is visible. Below the main post, a second post is partially visible with the title 'Hello world!' and a 'READ MORE' button.