

# Creating Your Process Log in Wordpress

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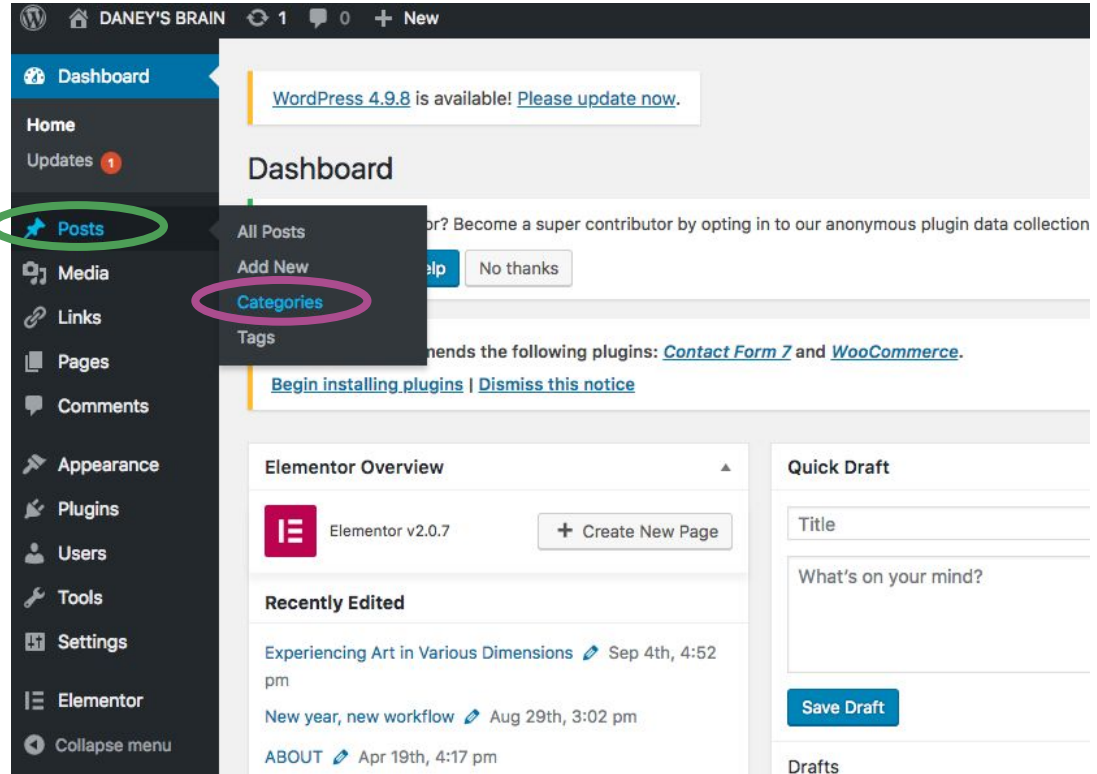
A CDVL Tutorial

# Part One: Categories



# The Categories Page

From your Wordpress dashboard, hover over the “Posts” button and select “Categories” from the dropdown menu.



# Making a Parent Category

If you have process logs for more than one class, you'll want to make a "Parent Category" for all of them. Make a category named "Process", and make sure its **Parent** is listed as "None".

(If you only need one process log, you can skip this step!)

## Categories

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[No thanks](#)

This theme recommends the following plugins: [Contact Form 7](#) and [WooCommerce](#).  
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### Add New Category

Name

Process

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent

None

*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

You don't need a description, but you can add one if you want.

*The description is not prominent by default; however, some themes may show it.*

[Add New Category](#)

# Making a Child Category

Make a new category, but this time name it after the class the process log is for, and choose “**Process**” as the parent category.

(If you skipped the last step, keep the parent category as “None”)

## Add New Category

Name

*The name is how it appears on your site.*

Slug

*The “slug” is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent

None

**Process**

Art

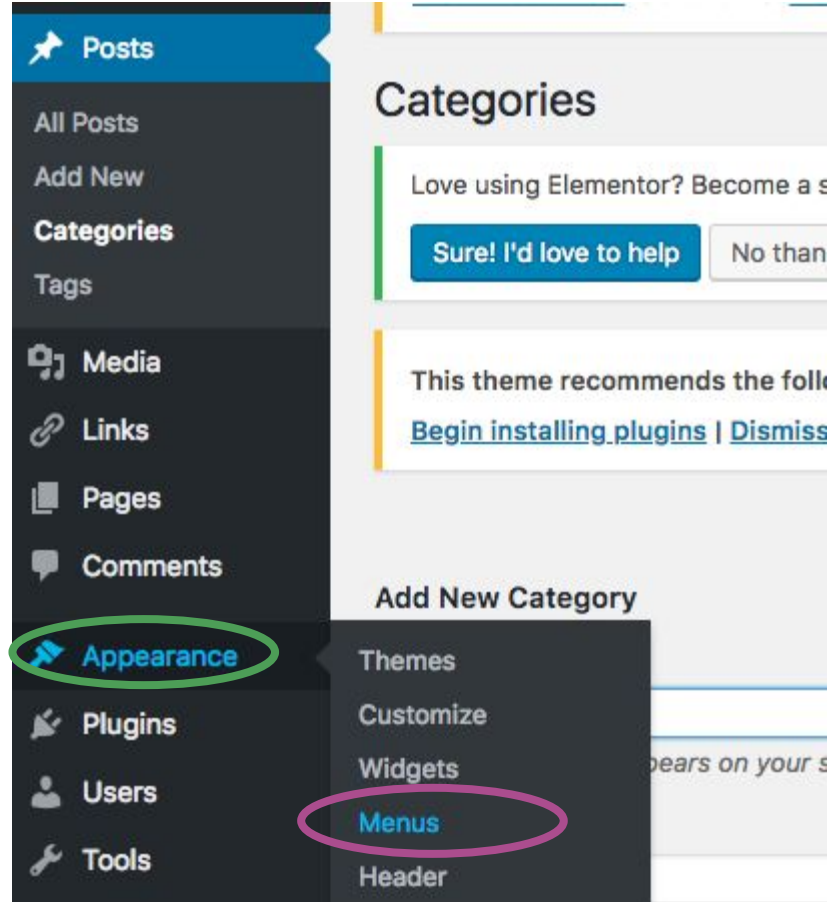
Doodles

*Categories can have a hierarchy. You might have a Jazz category, and under it, sub-categories for Bebop and Big Band. Totally optional.*

# Part Two: Menu Items

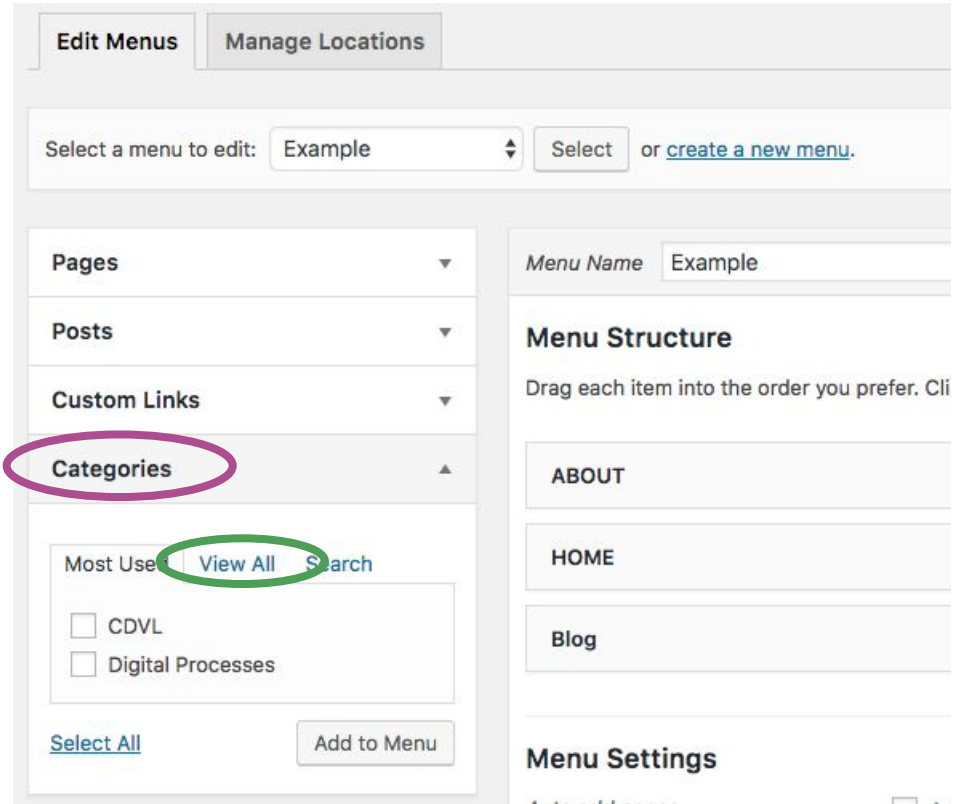
# The Menu Page

Find the Appearance button on the sidebar, and click “Menu” on the dropdown list.



# Add Categories to Menu

Choose “Categories” from the list on the right side of the menu editor. If the categories you made don’t show up right away, click the “View All” tab and check there.



The screenshot displays the WordPress menu editor interface. At the top, there are two tabs: "Edit Menu" and "Manage Locations". Below the tabs, there is a dropdown menu for "Select a menu to edit:" with "Example" selected, a "Select" button, and a link to "create a new menu.". The main content area is divided into two columns. The left column contains a list of menu item types: "Pages", "Posts", "Custom Links", and "Categories". The "Categories" item is highlighted with a purple oval. Below "Categories", there is a "Most Used" section with a "View All" link circled in green, and a list of categories: "CDVL" and "Digital Processes". At the bottom of this section are "Select All" and "Add to Menu" buttons. The right column contains a "Menu Name" field with "Example" entered, a "Menu Structure" section with the instruction "Drag each item into the order you prefer. Cli" and a list of menu items: "ABOUT", "HOME", and "Blog". At the bottom of the right column is a "Menu Settings" section.



# Selecting Categories

Check the box next to the category or categories you just made, then click “Add to Menu”.

The screenshot shows a window titled "Categories" with a dropdown arrow. Below the title are three tabs: "Most Used" (selected), "View All", and "Search". A list of categories is displayed with checkboxes:

- 3D Thinking 2018
- Digital Processes
- Learning Outcomes
- GenEd
- Major
- Process
- Reflections
- Strengths

At the bottom left is a link "Select All". At the bottom right is a button "Add to Menu" which is circled in purple.

# Organizing the Menu

You can click and drag menu items to change the order in which they appear. Since your class category is a child category of “Process”, drag it below and to the right, so that it becomes a sub item.

Menu Name

## Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

ABOUT

Page ▼

HOME

Page ▼

Blog

Page ▼

Process

Category ▼

3D Thinking, 2018

Category ▼

## Menu Settings

*Auto add pages*

Automatically add new top-level pages to this menu

*Theme locations*

Primary Menu (Currently set to: Main)

# Saving the Menu

## Menu Settings

*Auto add pages*  Automatically add new top-level pages to this menu

*Theme locations*  Primary Menu (Currently set to: Main)

[Delete Menu](#)

[Save Menu](#)

At the bottom of the Menu Editor, check the box next to “**Primary Menu**” and then click “**Save Menu**”. You’re done!