

6.5 Metadata Edit

The Metadata Edit page allows you to update the category name of metadata.

Only the **Item Bank Manager** can edit metadata from the **Metadata Edit** page.

Edit the Metadata

1. Select the **Manage Item Bank Metadata Edit** menu.

Metadata Edit Project: Metadata Project

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Some	Category	Name	Type	Applies To	Description
<input type="checkbox"/>	Default Category	Block Text	Block Text	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Check Box	Check Box	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Check Box MD	Check Box	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Dropdown list	Dropdown List	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Drop-down List MD	Dropdown List	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Multiple Entry Text	Multiple Entry Text	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Multiple Entry Text MD	Multiple Entry Text	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Multi-select list	Multi-select List	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Multi-select list MD	Multi-select List	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Single-line Text	Single-line Text	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Single-line Text MD	Single-line Text	Question, Asset, Exam	
<input type="checkbox"/>	Rainbow	Block Text MD	Block Text	Question, Asset, Exam	

2. Select the check boxes for the metadata that will all be set to the same category and click the **Edit** button.
3. Enter the new **Category** name in the Edit Metadata pop-up window and click **Save**.

Edit Metadata

Category:

4. The new **Category** is applied to all the selected metadata. The list is sorted first by **Category** and then by **Name**.

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<input type="checkbox"/>	Default Category	Block Text	Block Text	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Check Box	Check Box	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Dropdown list	Dropdown List	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Multiple Entry Text	Multiple Entry Text	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Multi-select list	Multi-select List	Question, Asset, Exam	
<input type="checkbox"/>	Default Category	Single-line Text	Single-line Text	Question, Asset, Exam	
<input type="checkbox"/>	Rainbow	Block Text MD	Block Text	Question, Asset, Exam	
<input type="checkbox"/>	Rainbow	Check Box MD	Check Box	Question, Asset, Exam	
<input type="checkbox"/>	Rainbow	Drop-down List MD	Dropdown List	Question, Asset, Exam	
<input type="checkbox"/>	Rainbow	Multiple Entry Text MD	Multiple Entry Text	Question, Asset, Exam	
<input type="checkbox"/>	Rainbow	Multi-select list MD	Multi-select List	Question, Asset, Exam	
<input type="checkbox"/>	Rainbow	Single-line Text MD	Single-line Text	Question, Asset, Exam	