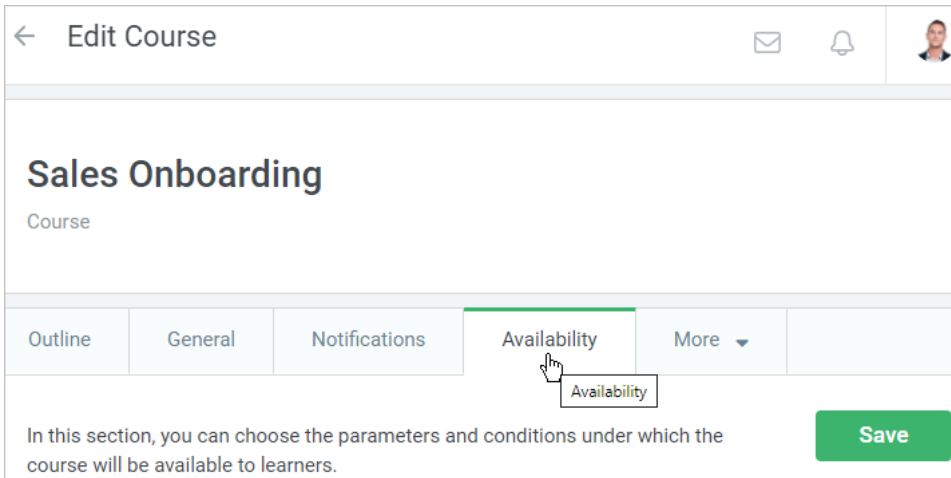


Adding a Course to the Catalog

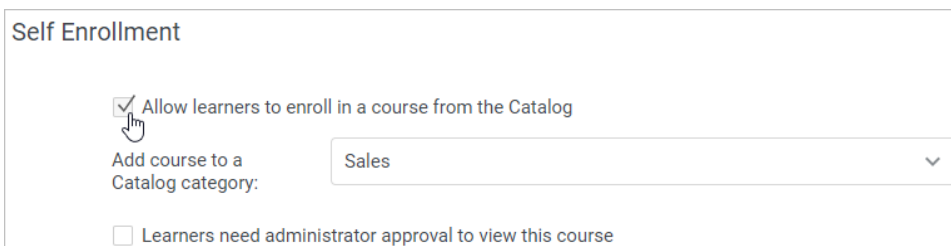
You can add a course to the [Catalog](#) and select its category.

1. On the **Edit Course** page, open the **Availability** tab.



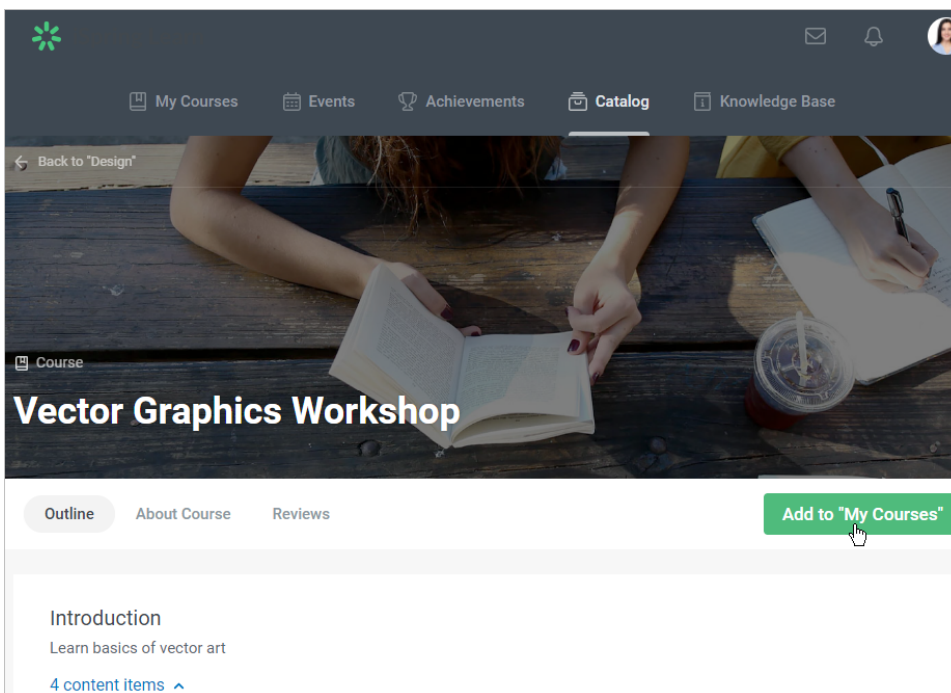
The screenshot shows the 'Edit Course' interface for a course titled 'Sales Onboarding'. At the top, there's a navigation bar with a back arrow, the title 'Edit Course', and icons for email, notifications, and a user profile. Below the title, the course name 'Sales Onboarding' is displayed with the subtitle 'Course'. A horizontal tab bar contains 'Outline', 'General', 'Notifications', 'Availability' (which is highlighted with a green border and a tooltip), and 'More'. Below the tabs, a text block states: 'In this section, you can choose the parameters and conditions under which the course will be available to learners.' To the right of this text is a green 'Save' button.

2. Check **Allow learners to enroll in a course from the Catalog** and choose the category the course will belong to.



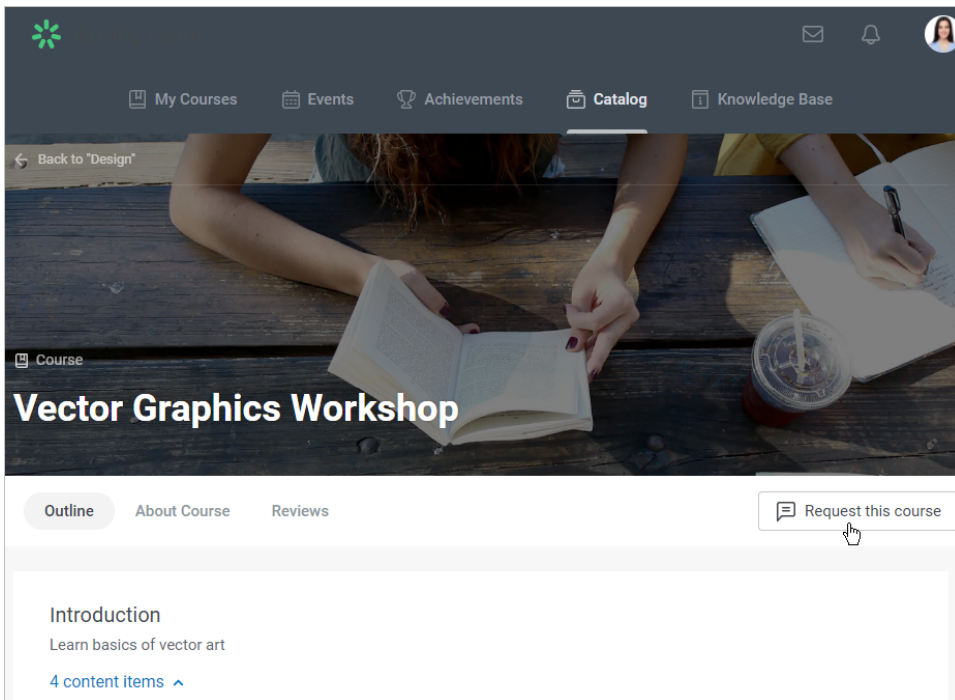
The screenshot shows the 'Self Enrollment' section. It features a checkbox labeled 'Allow learners to enroll in a course from the Catalog' which is checked. Below this, there's a label 'Add course to a Catalog category:' followed by a dropdown menu currently showing 'Sales'. At the bottom, there is an unchecked checkbox labeled 'Learners need administrator approval to view this course'.

If **Learners need administrator approval to view this course** is disabled, learners may right away add the course to the **My Courses** section of the user portal and start studying it.

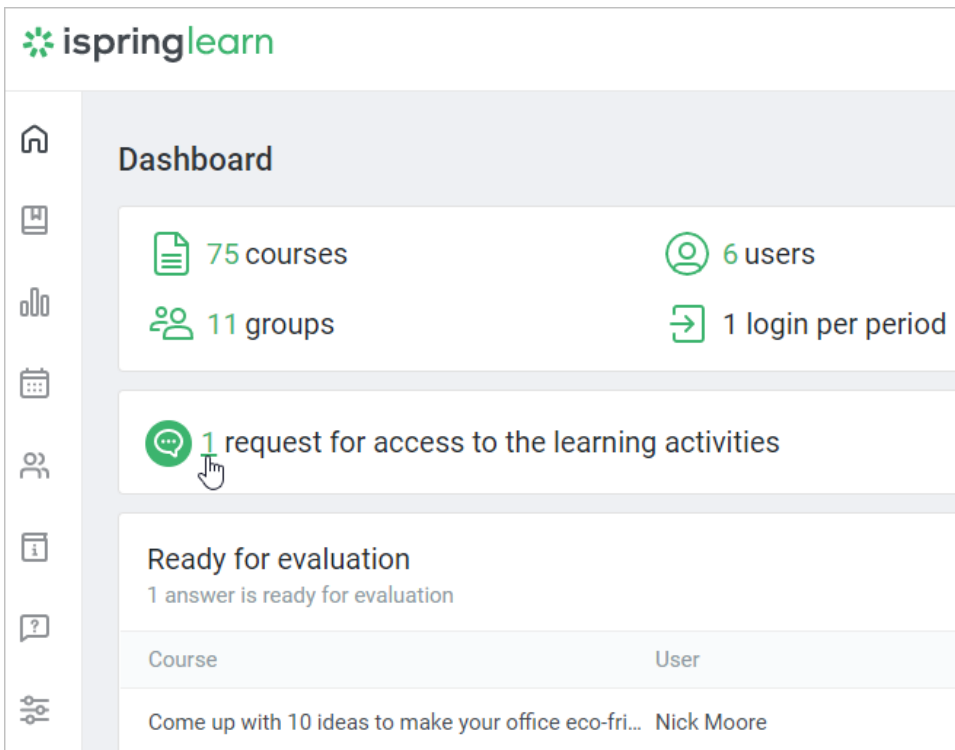


The screenshot shows a user portal with a dark header containing a logo, navigation links (My Courses, Events, Achievements, Catalog, Knowledge Base), and user icons. The main content area has a background image of people studying. It features a 'Back to "Design"' link, a 'Course' icon, and the title 'Vector Graphics Workshop'. Below the title are tabs for 'Outline', 'About Course', and 'Reviews'. A green 'Add to "My Courses"' button is on the right. The 'Introduction' section is visible, stating 'Learn basics of vector art' and '4 content items' with a link icon.

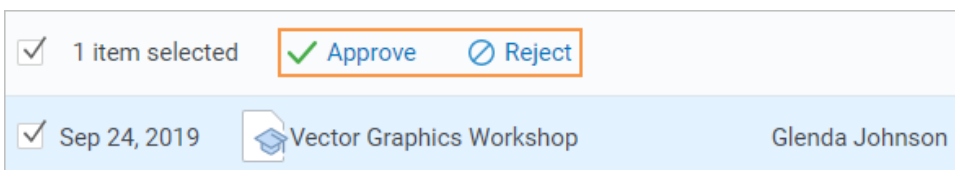
If you check **Learners need administrator approval to view this course**, students will need to send a request to view it.



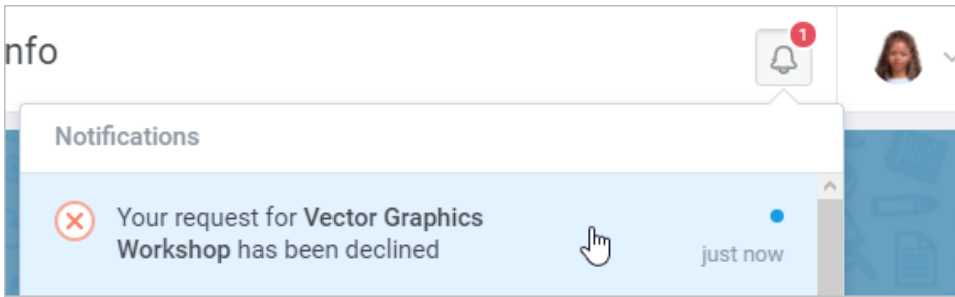
3. You will see a request on the **Dashboard** page.



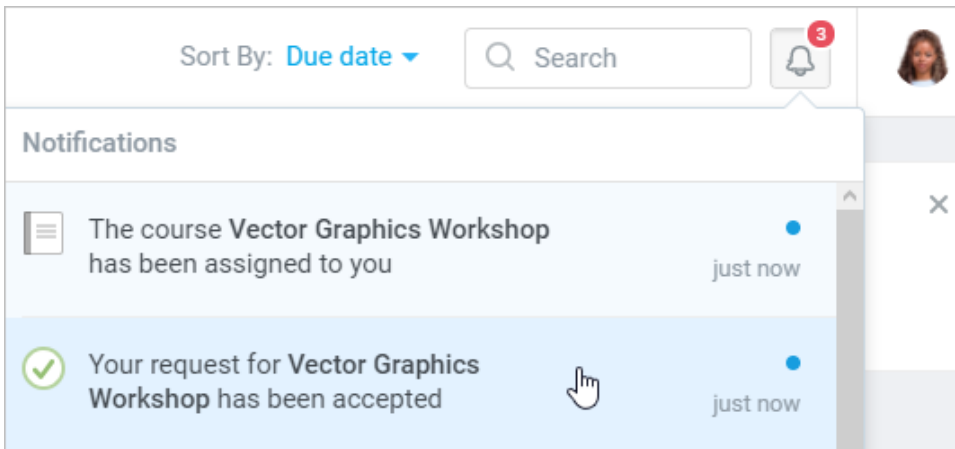
4. Now you can accept or decline the application.



If you decline the application, students will get notified of it in the user portal.



If the request is approved, learners will also receive a notification.



The course will appear in the **My Section** section of the user portal, and students will be able to view it.

