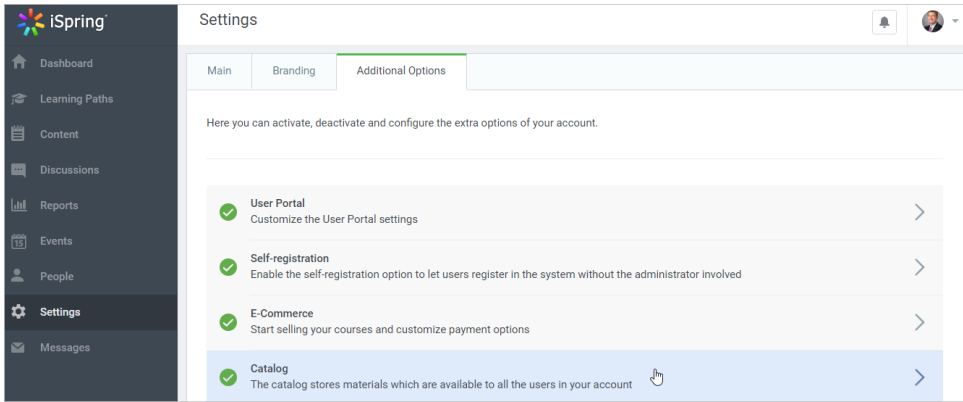


Catalog

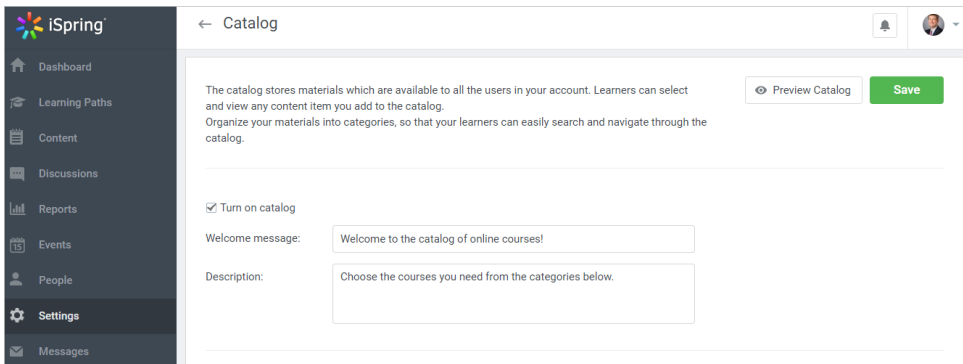
The catalog is a collection of additional courses available to all the account users. You can add to the catalog books on negotiation techniques and sign language, lectures on psychology and leadership, drawing and cooking video tutorials.

To start configuring catalog settings:

1. Open the **Additional Options** tab and click **Catalog**.

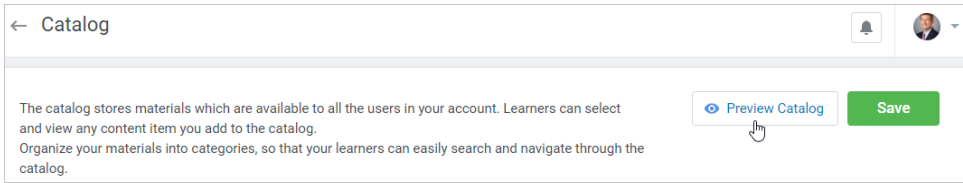


2. On the **Catalog** page, you can enable or disable the catalog, change the welcome message and description, and add a catalog category.

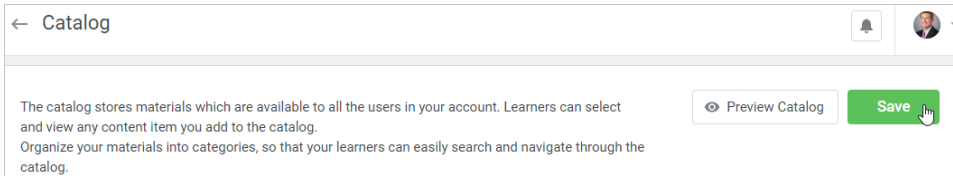


Turn on catalog	You can enable and disable the catalog display. By default, the catalog is enabled.
Welcome message	Enter the welcome text. The welcome message will be displayed above the list of catalog courses.
Description	Enter the description text. The description will be displayed above the list of catalog courses.
Add category	Add the catalog categories to assign the courses to. You can view the courses related to a specific category, manage the category (change its title, description, thumbnail image, activate or deactivate), delete the category.

3. To preview the catalog, click **Preview Catalog**. In the newly opened tab, you will see how the catalog will look like for your users.



4. To apply the changes, click the **Save** button.



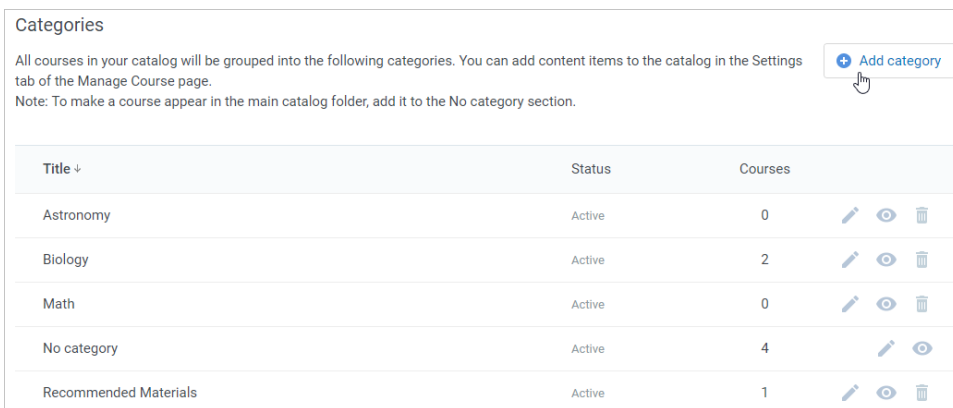
- [Adding Categories](#)
- [Editing Categories](#)
- [Viewing Category Courses](#)
- [Deleting Categories](#)
- [Adding Courses to Catalog](#)
- [Viewing Courses in User Catalog](#)

Adding Categories

By default, all the courses go to **No Category** and will be displayed in the catalog root.

To add a new category:

1. Open the **Additional Options** tab and choose **Catalog**. On the **Catalog** page, click the **Add category** button.



2. In the **Add category** window, add the category title, enter the description and add a thumbnail. Specify if the category is active. The inactive categories won't be displayed in the catalog. Click the **Add** button.

Add category

×


* Title:

Click here to add a title

Description:

Click here to add a description

Thumbnail:



Active category:

☒


















Inactive category will not be displayed in the Catalog

Add

Cancel

Editing Categories

- After the category is added, you can edit it.

Title ↓	Status	Courses	
Astronomy	Active	0	  
Biology	Active	2	  
Math	Active	0	  
No category	Active	4	 
Recommended Materials	Active	1	  
Time Management	Active	0	  

2. In the **Edit category** window you can change the title, description, thumbnail image, activate, deactivate or delete the category.

Edit category


* Title:

Time Management

Description:

The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.


Thumbnail:




Active category:

☒

Inactive category will not be displayed in the Catalog

 Delete category

Save




















Cancel

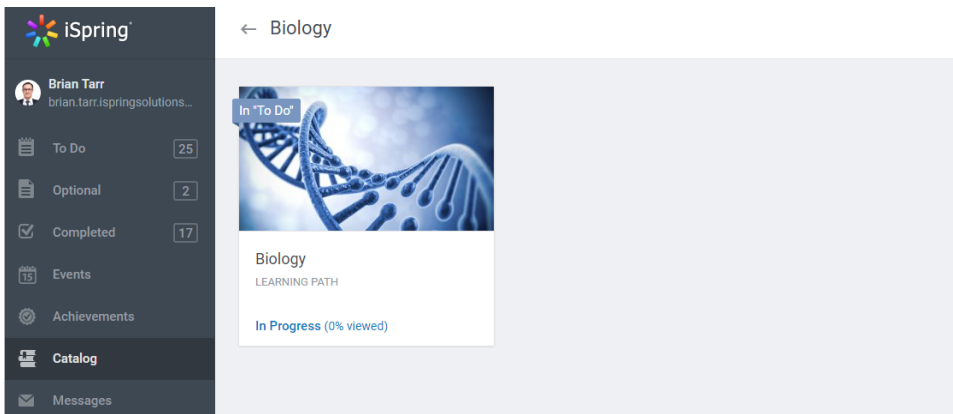
Viewing Category Courses

To view courses added to the category:

1. Click on the eye icon next to the category name.

Title +	Status	Courses	
Astronomy	Active	0	  
Biology	Active	2	  
Math	Active	0	  
No category	Active	4	 
Recommended Materials	Active	1	  
Time Management	Active	0	  
<div>Preview</div>			


















2. In the opened tab, you will see how the catalog category and its courses look like in the user portal.



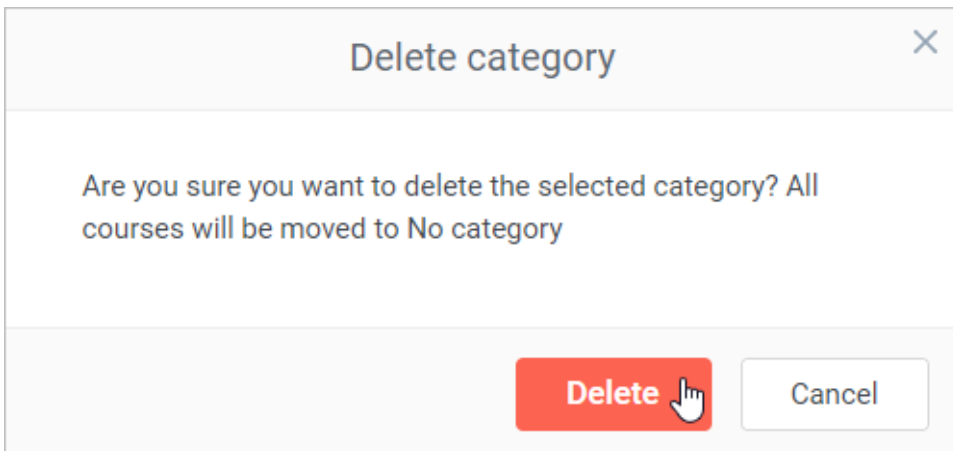
Deleting Categories

To delete a category:

1. Click the trash icon next to the category name.

Title ▾	Status	Courses	
Astronomy	Active	0	  
Biology	Active	2	  
Math	Active	0	  
No category	Active	4	 
Recommended Materials	Active	1	  
Time Management	Active	0	  

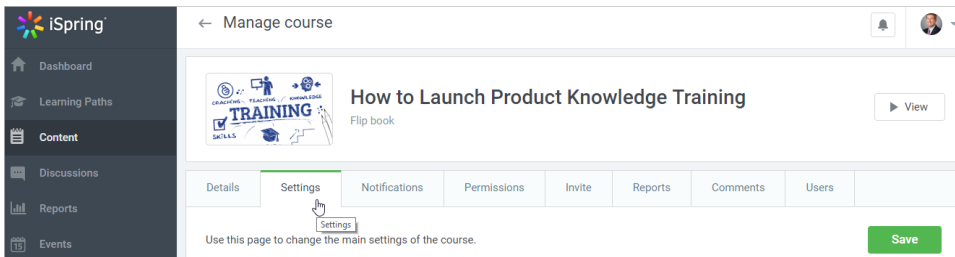
2. In the **Delete category** window, click the **Delete** button.



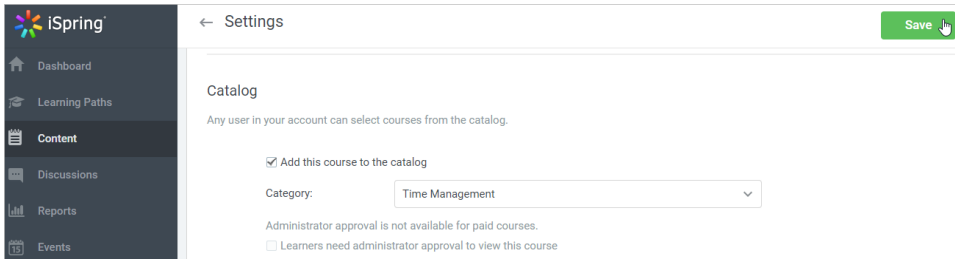
Adding Courses to Catalog

To add a course to the Catalog:

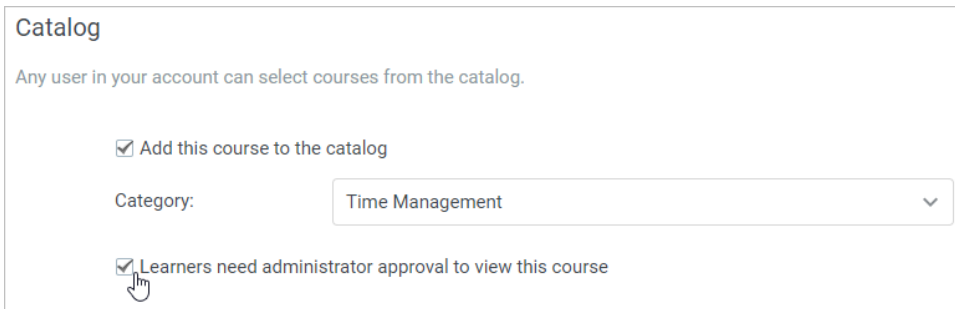
1. Open the **Manage course** page and click the **Settings** tab.



2. Check **Add this course to catalog**, select the category and click **Save**.



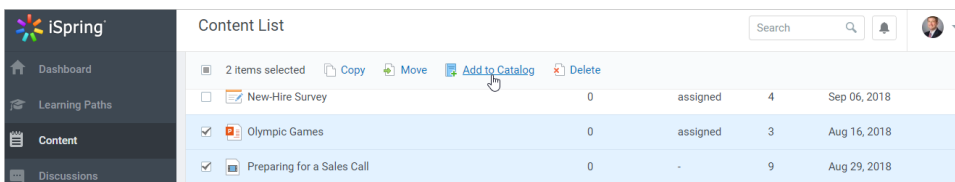
3. Now, this course is available to all the account users. If you want to manually select users who will have access to the course, tick **Learners need administrator approval to view this course**.



Also, you can add to the catalog one or multiple courses in the **Content** section.

To do this:

1. Check courses and click the **Add to Catalog** link in the top menu.



2. In the **Add to a Catalog** window, select the category the course or multiple courses will be added to, specify if the administrator needs to approve users' requests to view the course and click the **Add** button.

Add to a Catalog

Select a category you'd like to add 2 content items to.

Note: Content items with public access, a display time restriction or inherited parent folder permissions can't be added to the catalog. Administrator approval is not available for paid courses.

Category:

Time Management

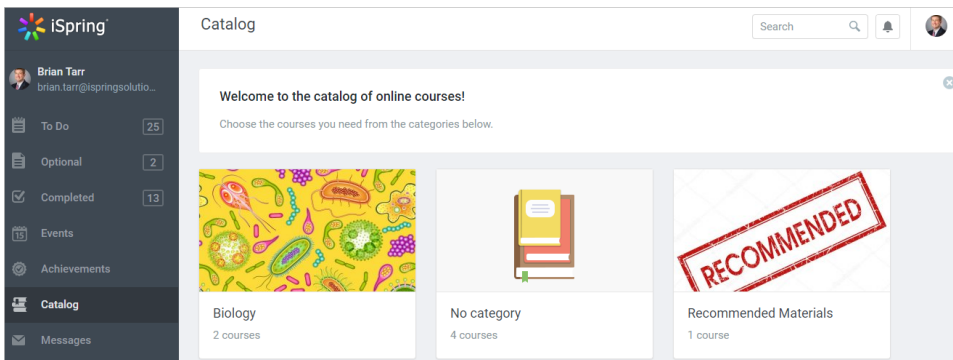
☒ Learners need administrator approval to view this course

Add

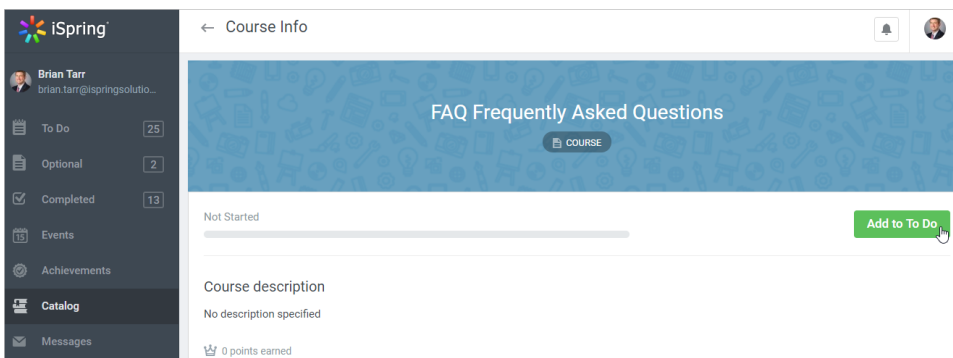
Cancel

Viewing Courses in User Catalog

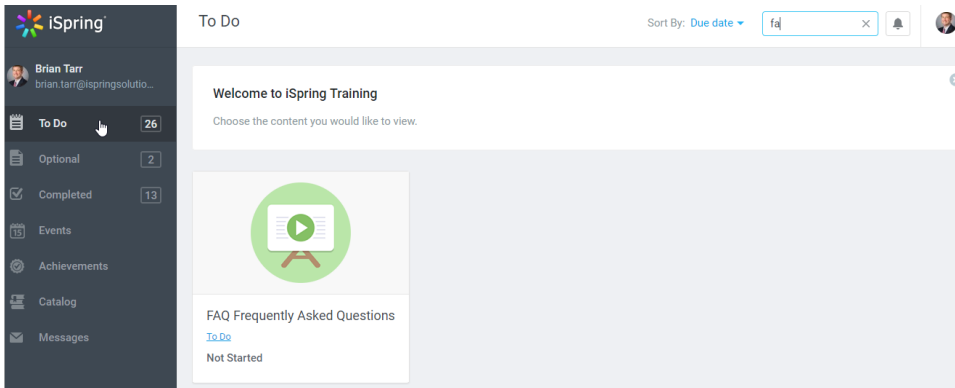
1. In the user portal, learners can open the **Catalog** tab and view the courses sorted by categories.



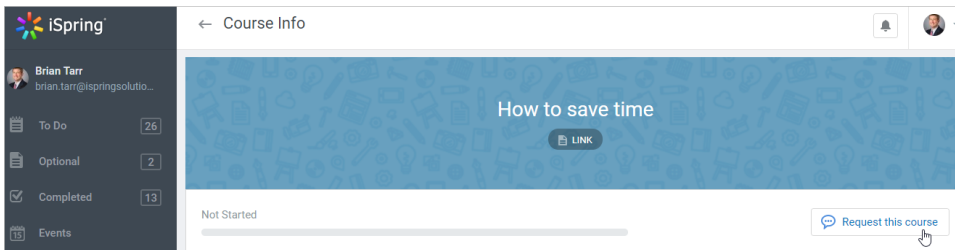
2. Here, a user can open any course and click **Add to To Do** button.



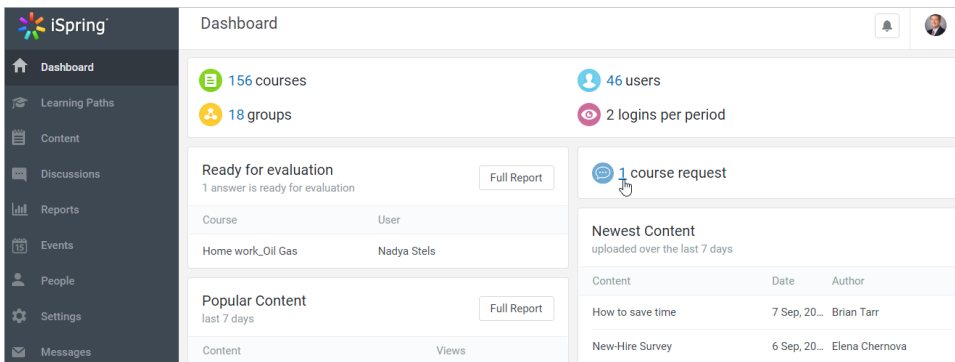
3. The selected course will be added to the **To Do** section.



4. If the course is flagged as available only after the admin's approval, the user will have to send a request to view it.



5. The administrator will see the request to take the course in the **Dashboard** section.



6. On the **Catalog Requests** page, the admin can approve or reject the course.

