Catalog Guide

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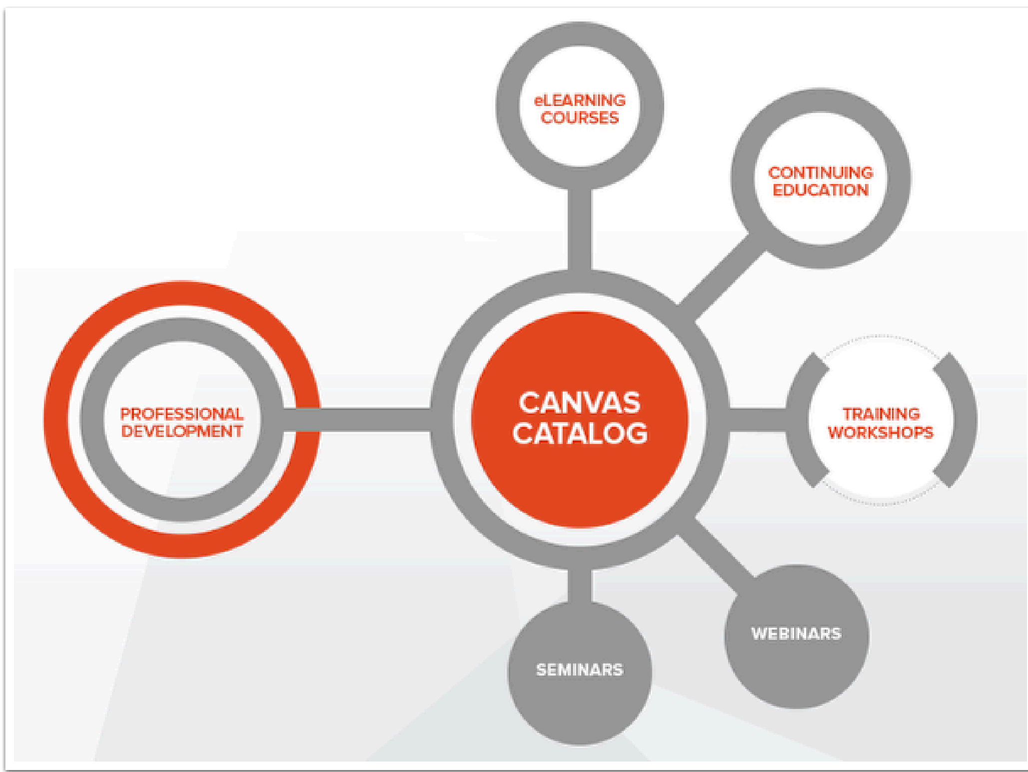
All Users

What is Canvas Catalog?

Canvas Catalog is an all-in-one learning solution that includes a course catalog customized to your institution, course registration system, payment gateway, and learning platform. Canvas Catalog is native to Canvas, which allows you to publish any Canvas course in an attractive online catalog quickly and efficiently.

For more information, visit the Canvas Catalog website.

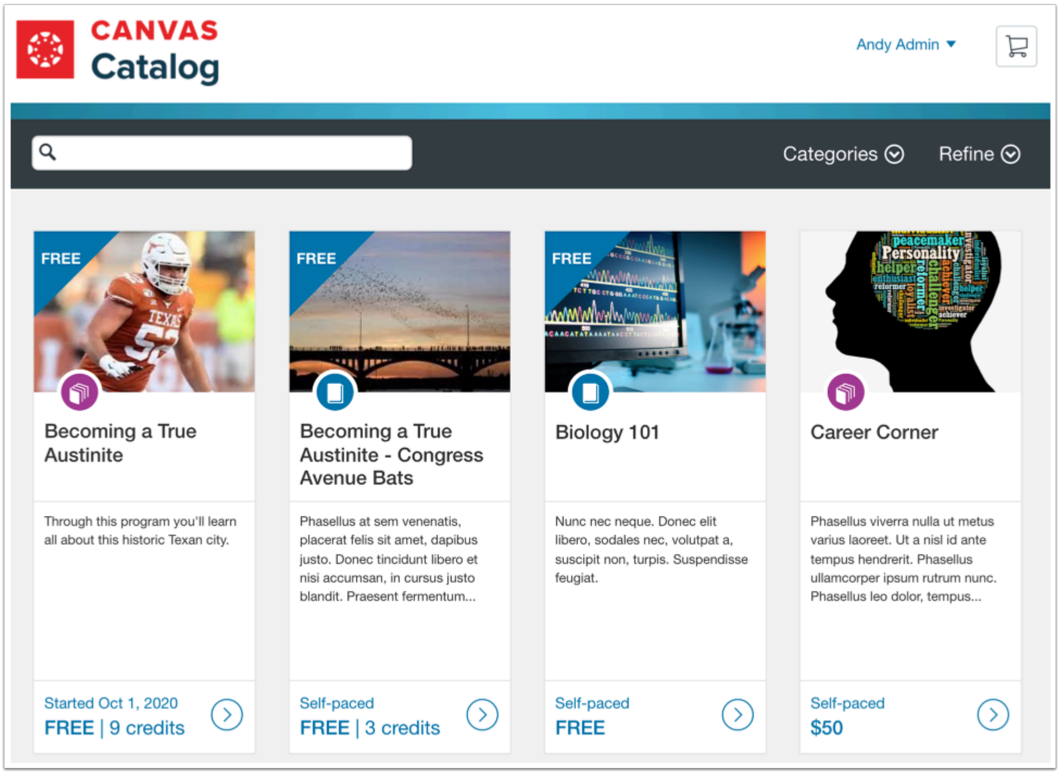
Create Program Offerings



Catalog has a variety of uses including:

- Professional Development
- eLearning Courses
- Continuing Education
- Training Workshops
- Seminars
- Webinars

View Listings

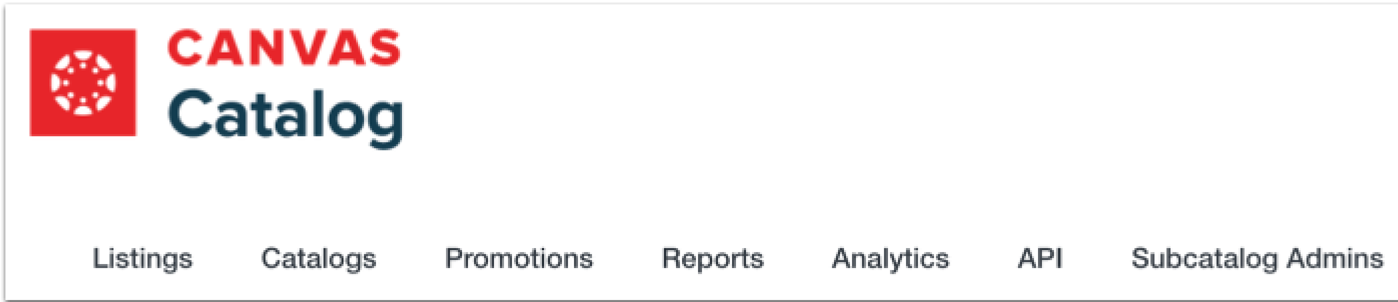


Canvas Catalog markets courses and programs that you add to your institution's account. Listings can be branded with your organization name, logo, and domain, and accounts fully support custom JavaScript (JS) and cascading style sheets (CSS). You can also create subcatalog listings that are branded to a specific department, organization, or team.

Your institution's catalog is always public facing, even if students are not logged in. However, you can manage the visibility of each listing in your catalog.

Note: The Catalog Listings page cannot automatically narrow displayed listings to recommend courses to specific students.

Manage Account



Within a Canvas Catalog account, your institution's Catalog admins can manage all course and program listings, manage catalogs, create promotional codes for paid listings, view account reports, and access the API.

Add Certificates

You can also add certificates, which are automatically issued upon student course or program completion. No extra paperwork is involved. Certificates can be set to a default template or designed with custom HTML/CSS.

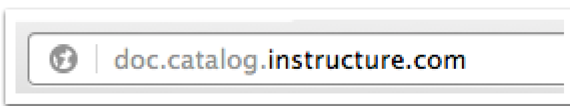
How do I use my institution's Catalog?

Canvas Catalog courses and programs are easily searchable. You can use the Search field on the home page, or just browse the catalog listings.

Notes:

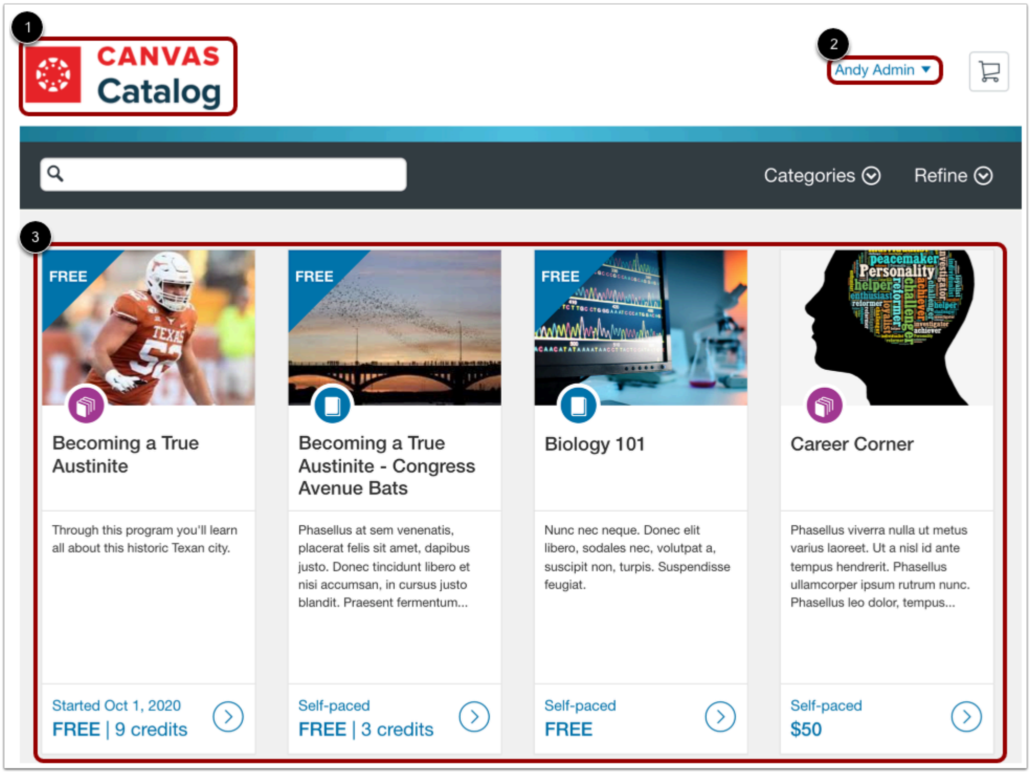
- The steps for searching and viewing a course or program listing are the same regardless of catalog design. Your catalog view may be customized for your institution.
- You may need to log in to Canvas before you can view your institution's Catalog listings.

Open Catalog



In a browser window, type your institution's **Catalog URL** in the address field.

View Catalog Listings Page



The Catalog listings page displays your institution's catalog icon [1].

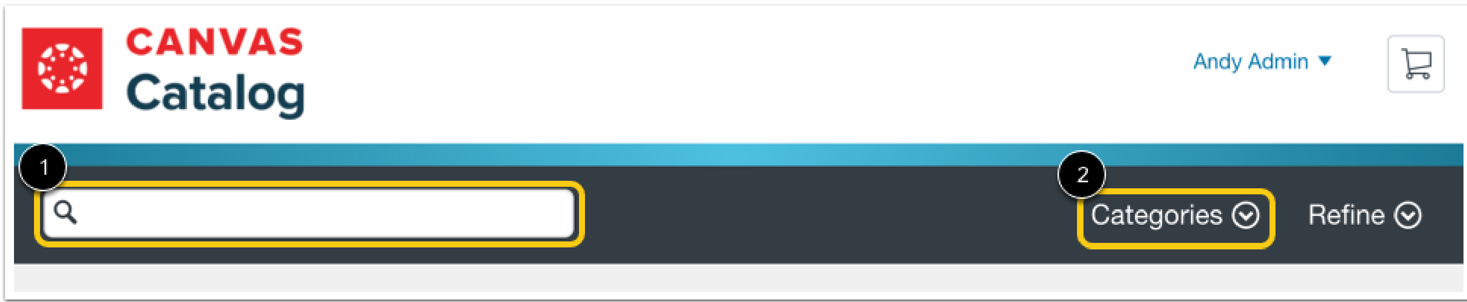
You can access the student dashboard and the Canvas dashboard, and you can log out of your account from the User drop-down menu [2].

The listings page also displays all courses and programs offered by and available for enrollment at your institution [3].

Notes:

- The catalog icon is static and displays throughout the catalog. To return to the listings page at any time, click the icon.
- If you have not logged in, the User drop-down menu is replaced by a Login link. Learn about logging into Catalog.
- If you are visiting a catalog for the first time, you may need to register for a Canvas Catalog account.

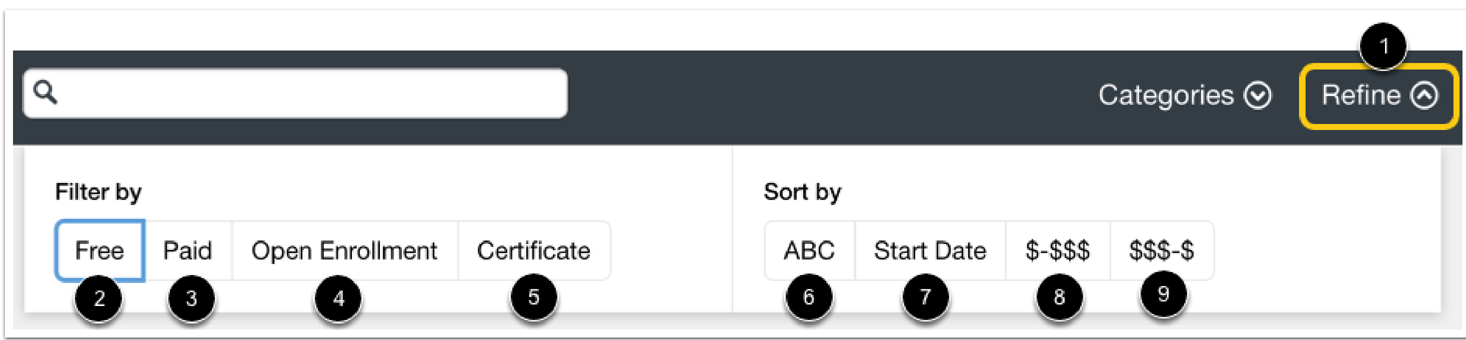
Search and Filter Listings



To search for a specific listing, add text in the **Search** field [1].

To search for listings by category, click the **Category** drop-down menu [2]. Then select a category from the list.

View Refine Listings Options



To refine the displayed listings, click the **Refine** drop-down menu [1].

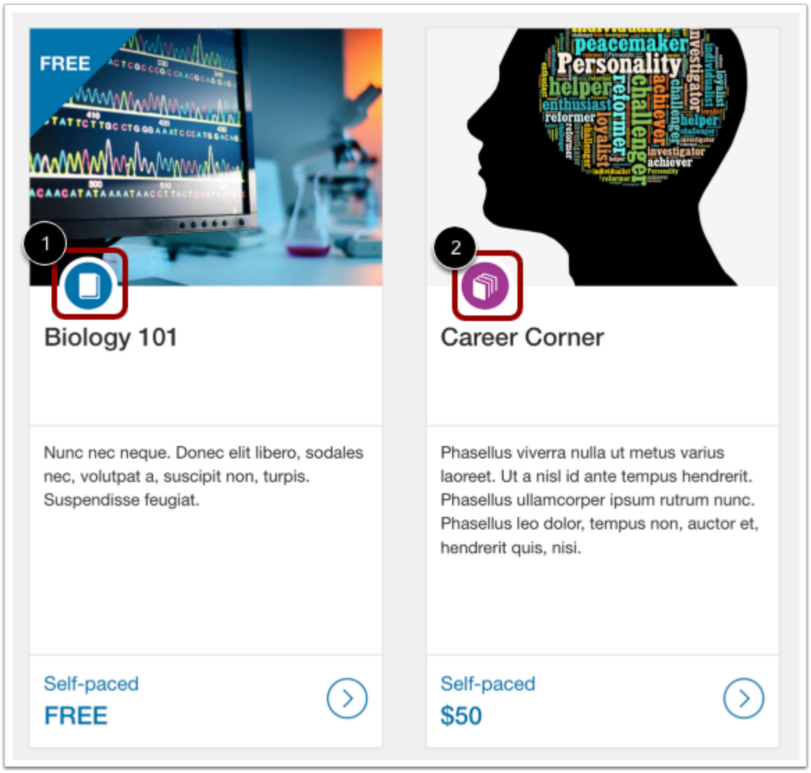
To filter the displayed listings, select from the following filters:

- **Free** [2]: View only listings without an enrollment fee.
- **Paid** [3]: View only listings that require payment to enroll.
- **Open Enrollment** [4]: View only listings with currently open enrollment options.
- **Certificate** [5]: View only listings that offer a certificate upon completion.

To sort the displayed listings, select from the following sort options:

- **ABC** [6]: Sort the displayed listings in alphabetical order.
- **Start Date** [7]: Sort the displayed listings by start date beginning with most recent.
- **$-$$$** [8]: Sort the displayed listings by lowest to highest price.
- **$$$-$** [9]: Sort the displayed listings by highest to lowest price.

View Listing Types

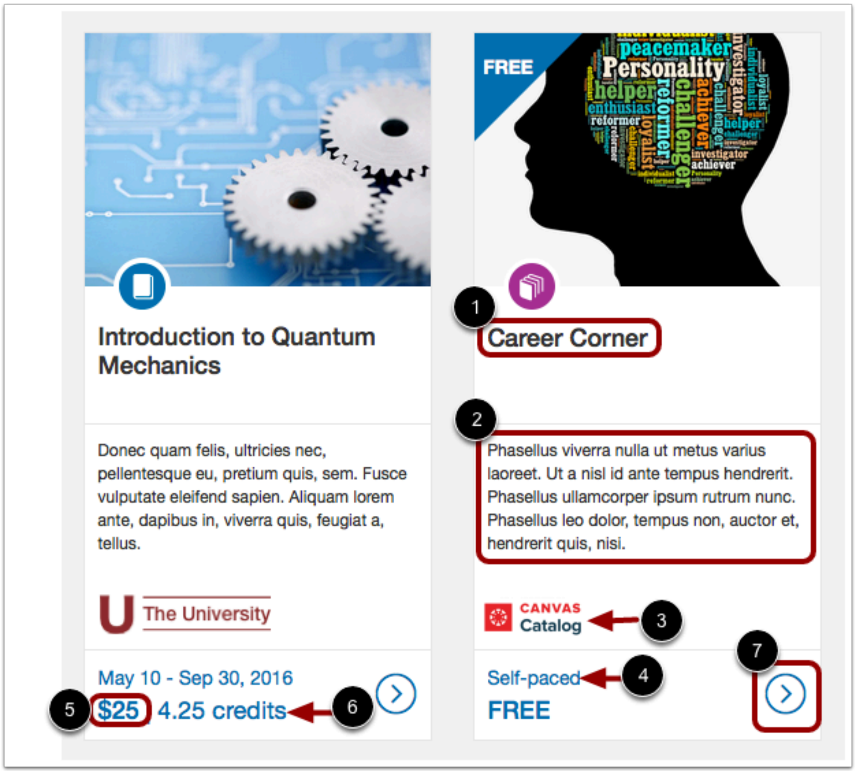


Catalogs can display two listing types.

Individual course listings display the Course icon [1].

Multiple courses bundled into one listing display a Program icon [2].

View Listing Card



Each listing card displays the listing name [1], and a short description [2]. Listings may also display your institution, department, organization, or team logo [3].

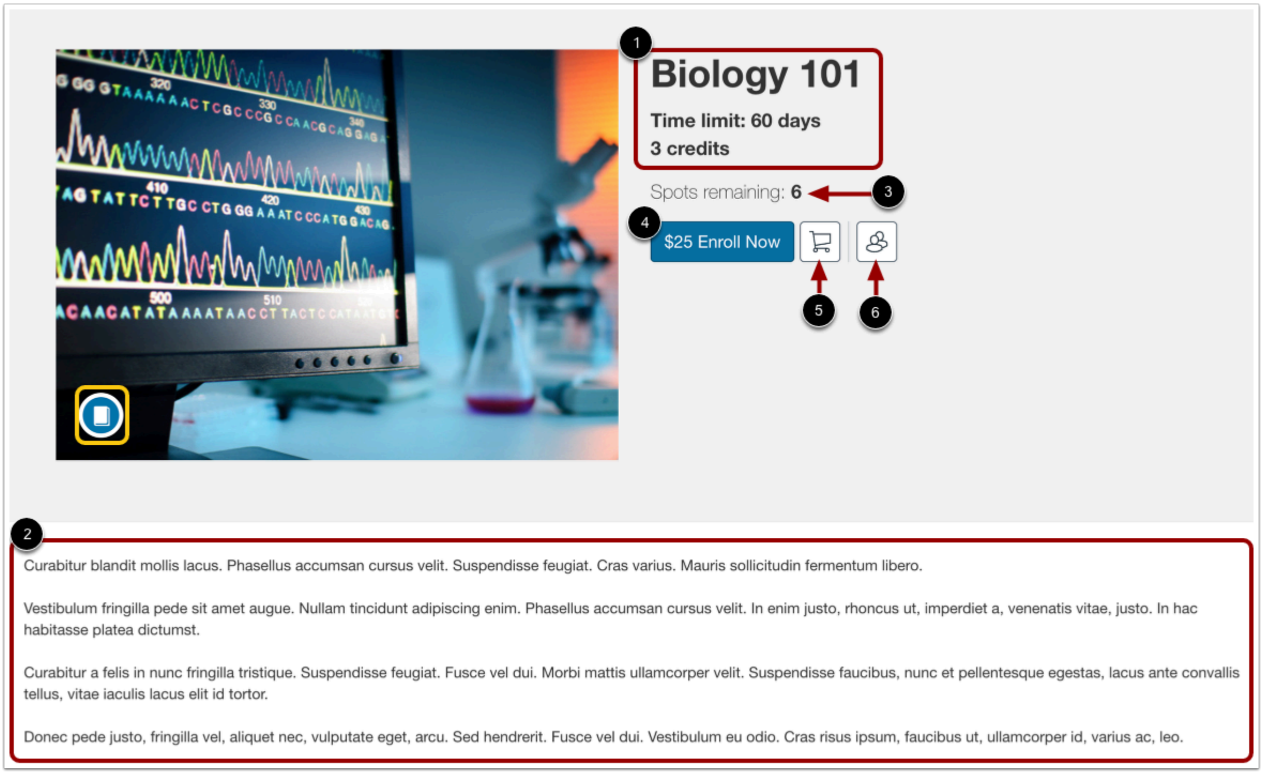
You can also view the listing duration [4]. Some listings may begin on a certain date, some may only be offered during a specific date range or include a time limit, and some listings may be self-paced without start or end dates.

If the course requires a fee or offers credits, you can view the cost to enroll in the listing [5] and the number of credits offered upon completion [6].

To view expanded details for a listing, click the **More** icon [7].

Note: For programs, any credits shown are the cumulative of all courses included in the program.

View Listing Details



The listing details page displays the listing title, duration, and number of credits offered upon completion [1].

A description of the course displays [2].

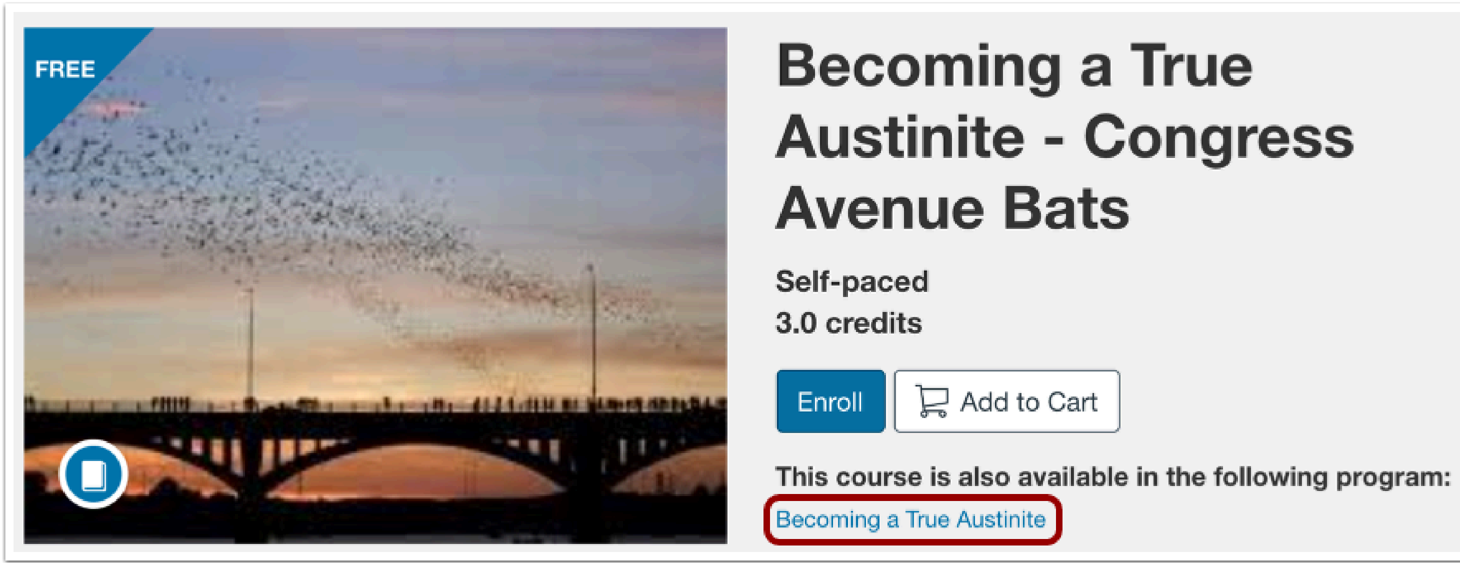
If a student cap is set, the number of spots remaining displays [3].

To go directly to the enrollment page for an individual listing, click the **Enroll Now** button [4]. If the listing includes an enrollment fee, the fee displays on the Enroll Now button.

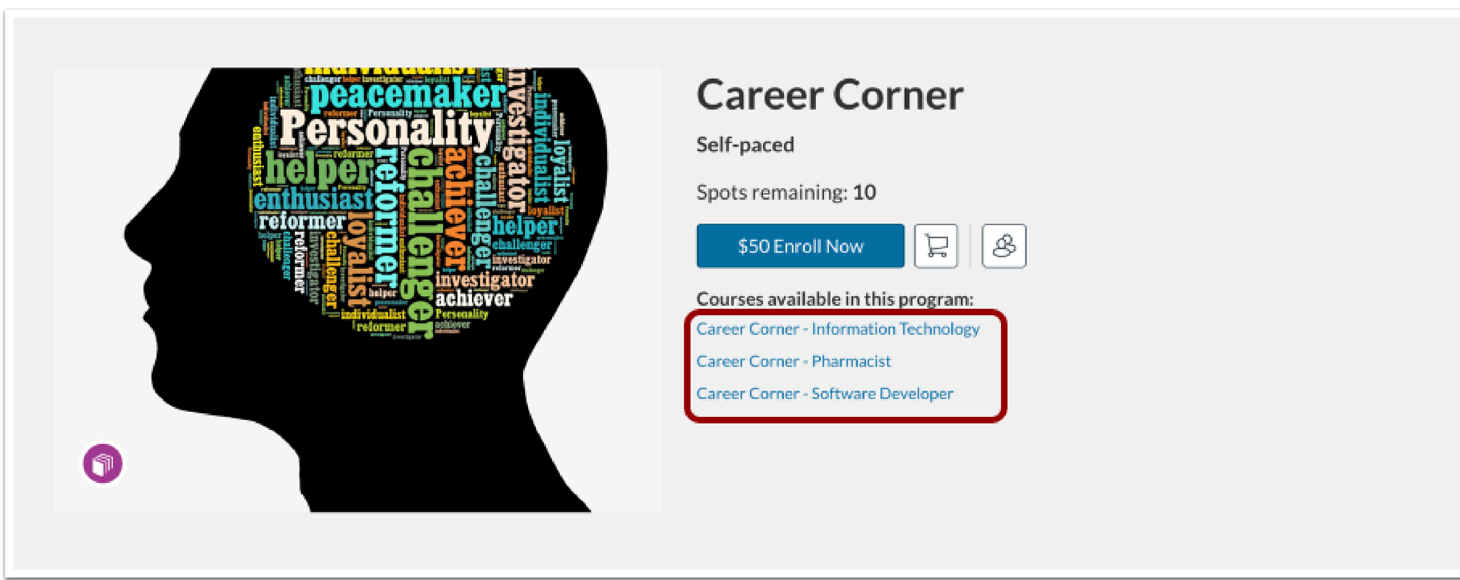
To add the listing to your shopping cart and continue browsing, click the **Shopping Cart icon** [5].

To purchase bulk enrollments , click the **Bulk Enrollment** icon [6].

View Related Listings



If you view a course that is part of a program, the program name displays on the listing's details page. To view details about the program, click the **program name** link.



If you view a program, the program's included courses display on the listing's details page. To view details about a course, click a **course name** link [2].

How do I enroll in a Catalog course or program listing?

In Canvas Catalog, you can enroll in programs and courses from your institution's home page. Selected listings display in your shopping cart where they remain until you check out.

When you begin check out, Catalog preserves your enrollment spot(s) for ten minutes while you complete the enrollment process. Paid courses and programs require payment as part of the enrollment process. You can also add promotion codes at checkout.

The first time you enroll in a catalog listing with your institution, you must complete your registration before you can begin your courses or programs.

Notes:

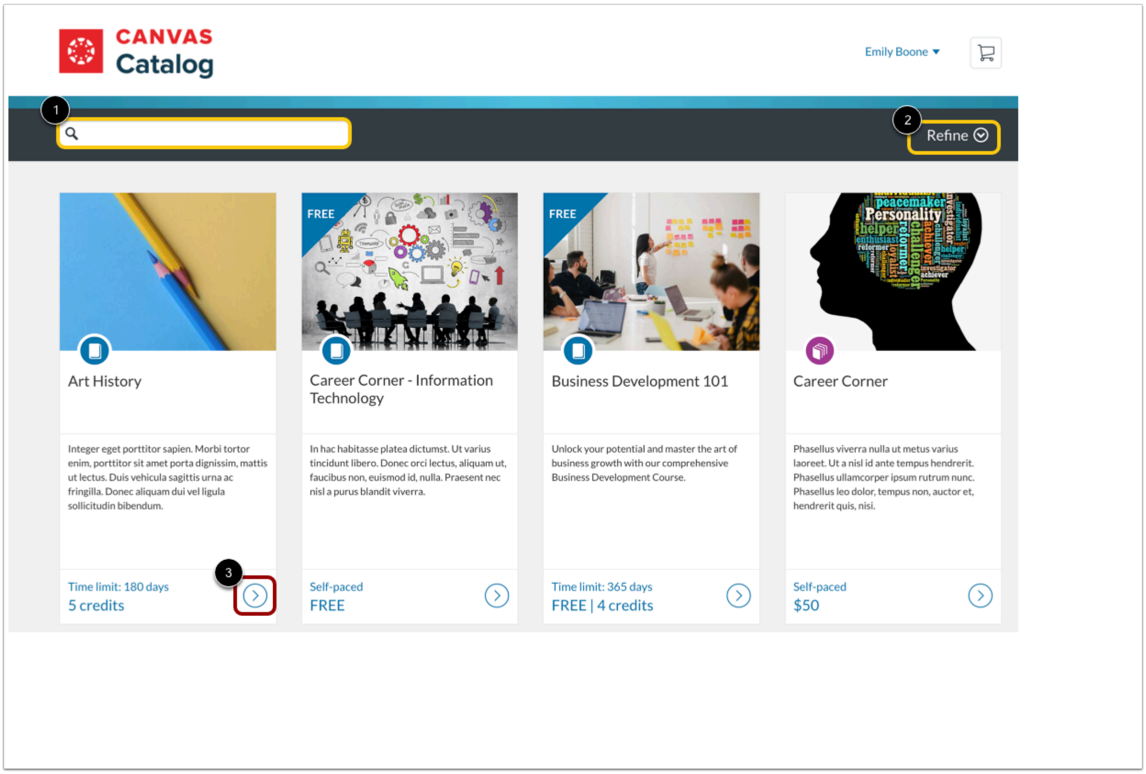
- Before you can view your institution's Catalog listings, you may need to log in to Canvas.
- You can purchase multiple enrollments in one transaction.
- Depending on how your institution has configured the Catalog course enrollment process, you may be required to complete enrollment fields that are not shown here.

Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Open Catalog

In a browser window, enter your institution's Catalog URL in the address field.

Locate Course Listing

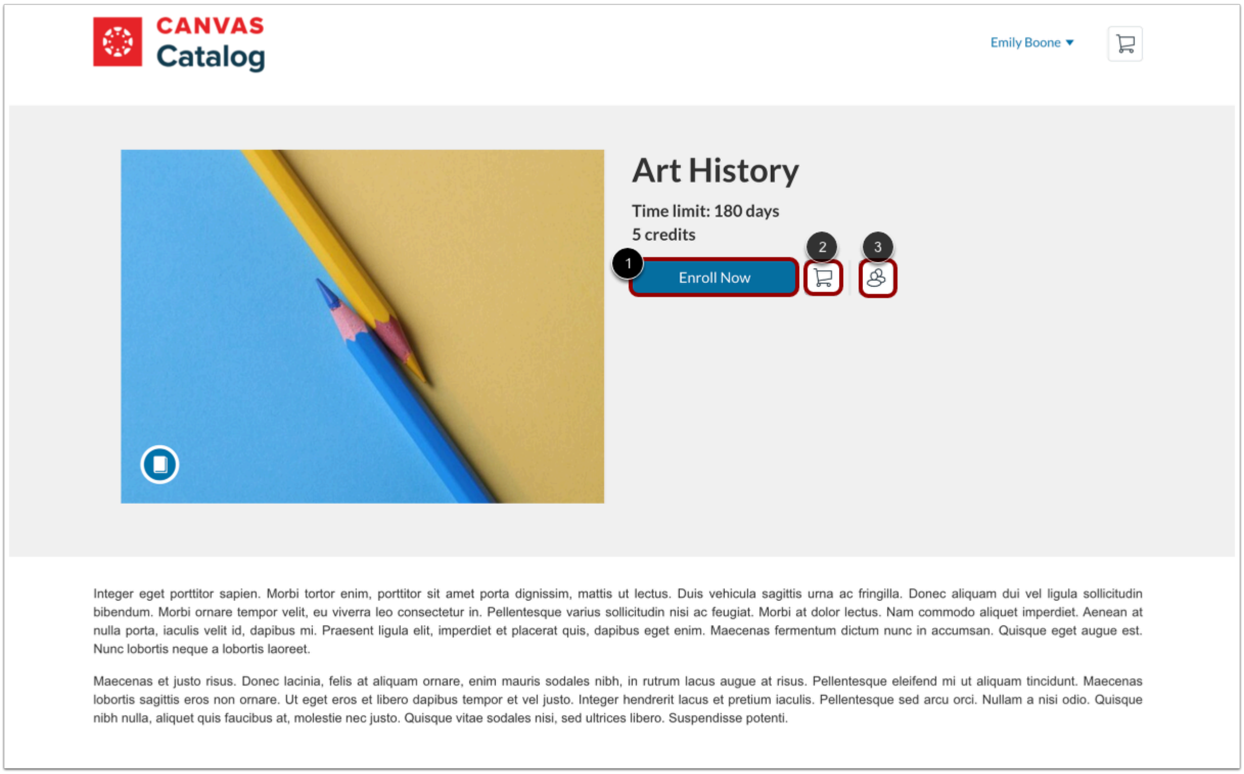


Locate a course you want to enroll in by scrolling through the list.

To search for a specific course or program, enter text in the **Search** field [1]. To refine the search, click the **Filter** button [2].

To view a listing's details page and enrollment options, click the **More** icon [3].

View Enrollment Options

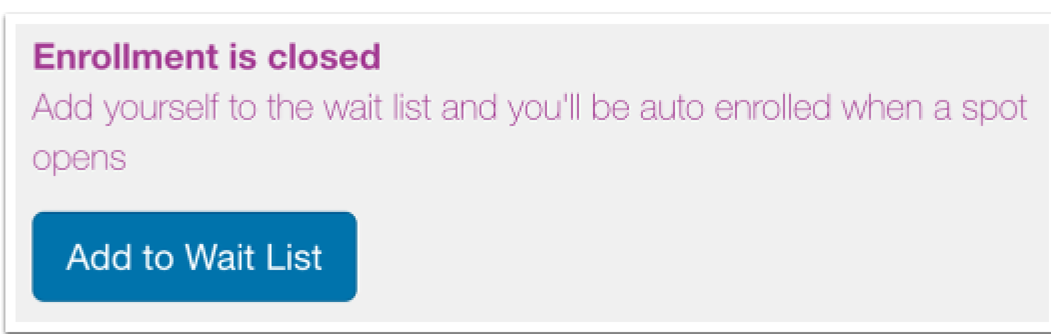


To enroll in the listing and proceed directly to the checkout, click the **Enroll Now** button [1].

To add the listing to your cart and continue viewing and adding listings to your cart, click the **Add to Cart** button [2].

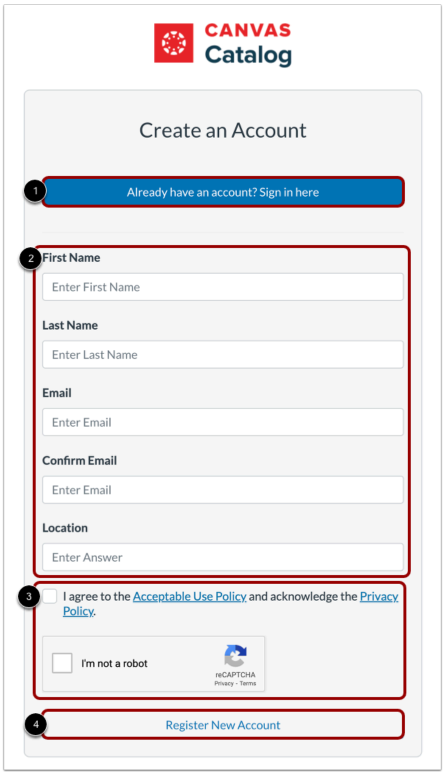
To claim or purchase a block of seats, click the **Bulk Enrollment** button [3].

Add to Wait List



If you want to enroll in a course with closed enrollment, you may be able to add your name to a wait list. When a spot opens, your Catalog account will automatically enroll you in the course. Spots become available if a student drops the course or if an administrator increases the enrollment limit. Learn more about adding yourself to a wait list.

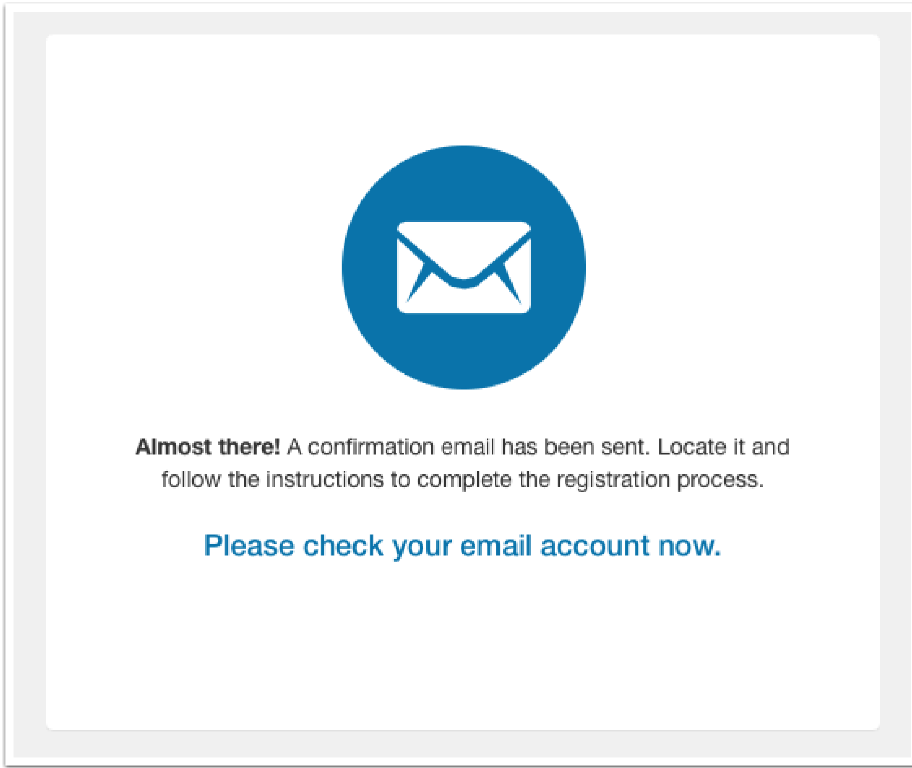
Sign In or Register for Account



If you were not prompted to log in when you navigated to the home page, and you already have a Canvas account at your institution, click the **Already have an account? Sign in here** button [1].

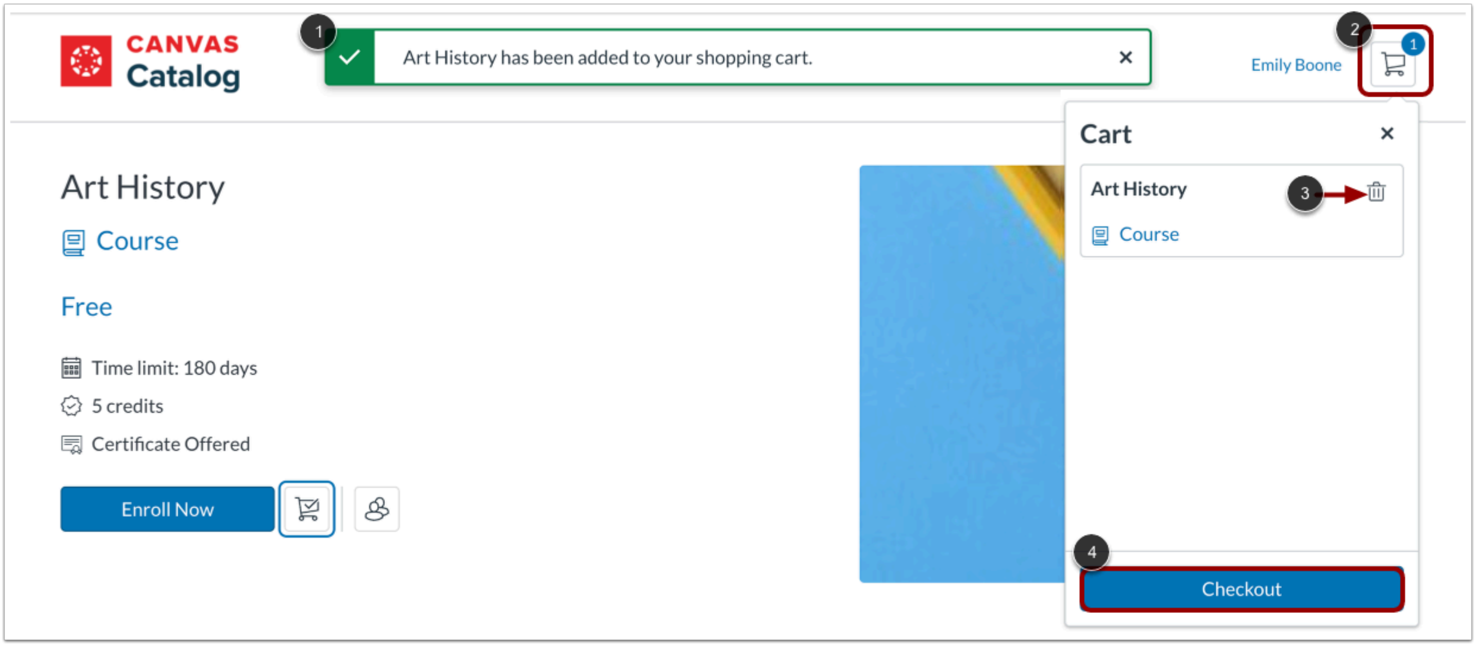
If you do not have a Canvas account at your institution, register for a new account by completing the new account registration information [2]. Click the **Acceptable Use and Privacy Policy** and **reCAPTCHA** confirmation checkboxes [3]. Then, click the **Register New Account** button [4].

Verify New User Account



If you registered for a new account, you must verify your account to [complete your registration] and begin the course. Check your registration email address and follow the instructions in the confirmation email to confirm your account.

Manage Cart



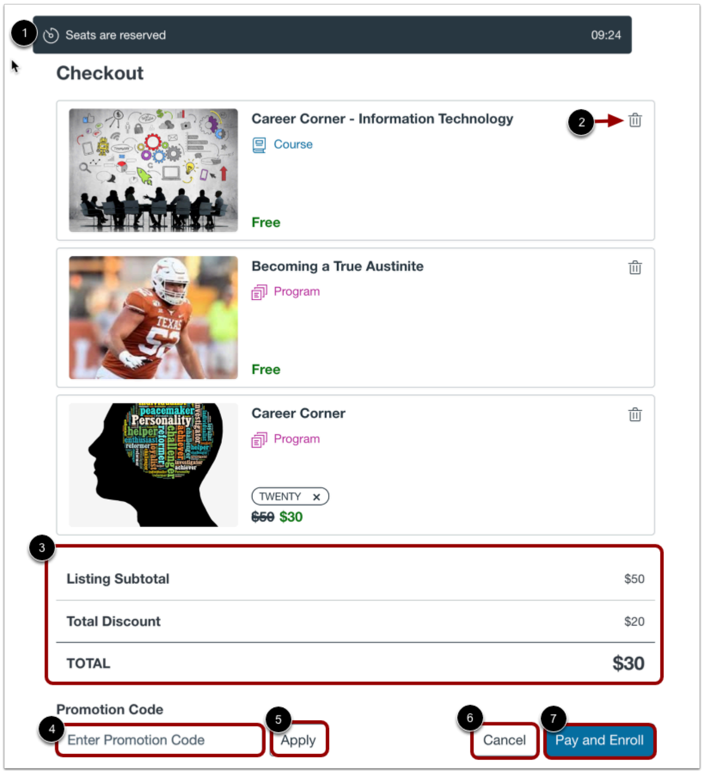
When the course has been successfully added to your cart, a notification displays [1].

To view items in the cart, click the **Shopping Cart** icon [2].

To remove a listing from the cart, click the **Delete** icon [3].

To register for the listing, click the **Checkout** button [4].

Checkout



On the checkout page, a ten-minute timer starts automatically [1]. To guarantee successful enrollment, you must complete the payment and enrollment process within the ten minute time limit.

Selected listings display. To remove a listing from your cart and cancel enrollment, click the **Remove** icon [2].

For paid listings, the subtotal cost for all listings, the total of applied promotional discounts, and the total amount due display [3].

If you have a promotion code, enter it in the **Promotion Code** field [4], then click the **Apply** button [5]. If you have more than one promotion code, repeat to enter each code individually.

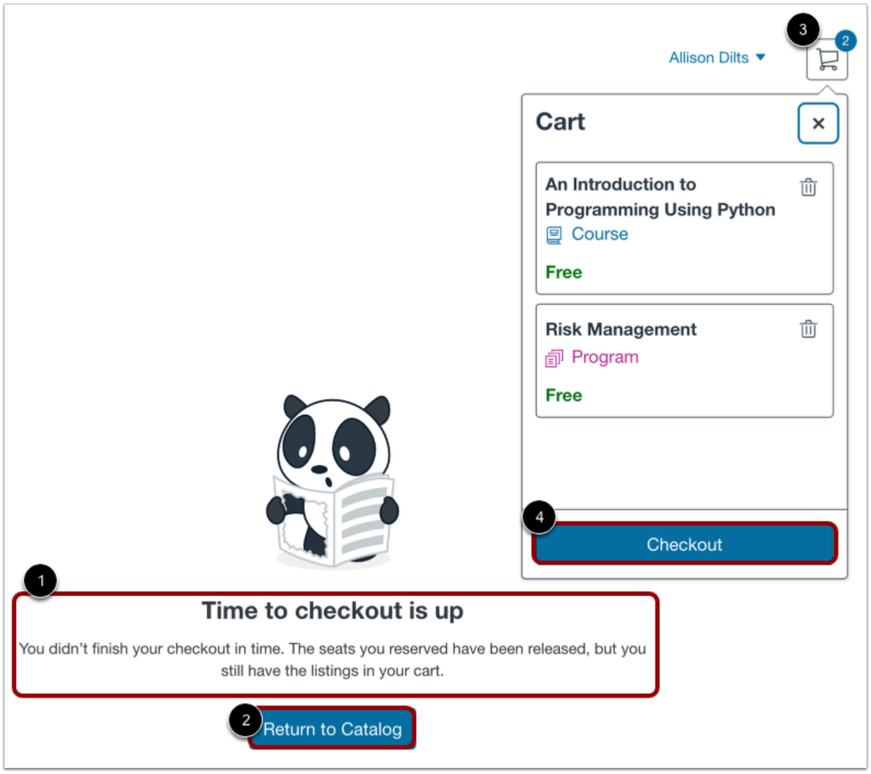
To end checkout, but leave the listings in the cart, click the **Cancel** button [6].

To complete the payment and enroll in the listing, click the **Pay and Enroll** button [7].

Notes:

- If all of your selected listings are free, Cancel and Enroll buttons display.
- Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Manage Expired Checkout

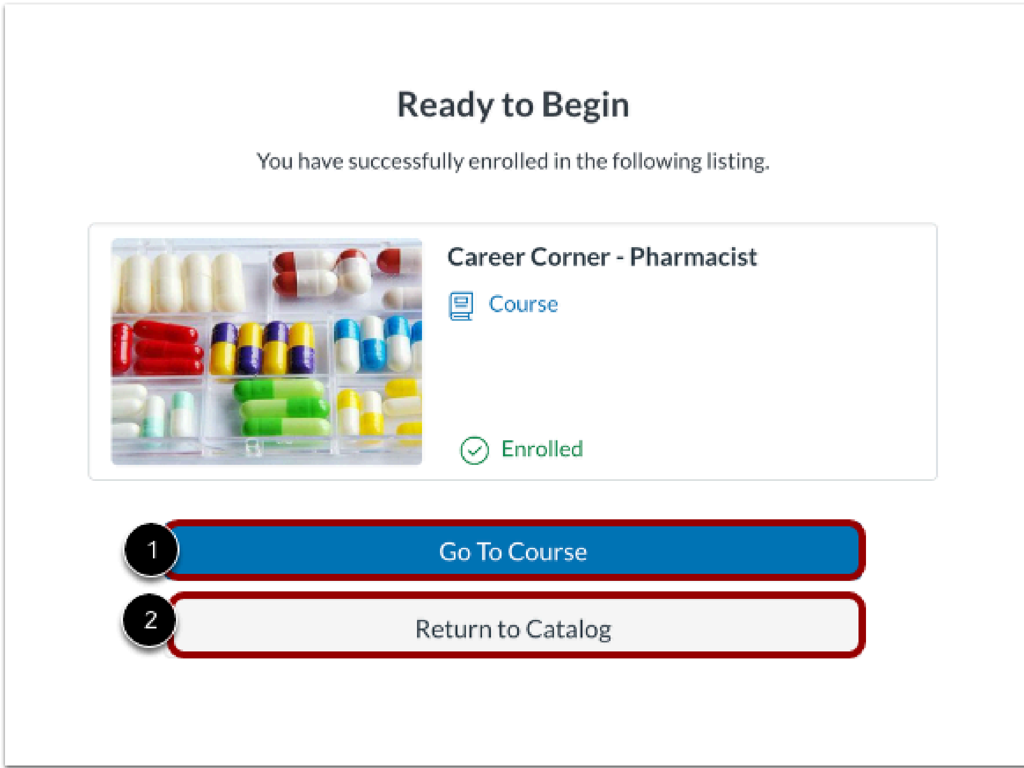


If the reservation time expires before you complete the enrollment process, Catalog displays a Time to check out is up notification [1]. Your seats in the selected listings are no longer reserved, but the listings will remain in your cart.

To return to your institution's catalog listings page, click the **Return to Catalog** button [2].

To return to the checkout page, click the **Shopping Cart** button [3], then click the **Checkout** button [4].

View Enrollment Confirmation



When enrollment is complete, Catalog displays a Ready to Begin message.

To go to the Canvas course page, click the **Go to Course** button [1].

To return to your institution's catalog listings page, click the **Return to Catalog** button [2].

Notes:

- If your enrollment failed, the confirmation page displays a Failed (retry) message.
- If your enrollment is pending, the confirmation page displays a Pending message.

How do I reserve multiple enrollments in a Catalog course or program listing?

In Canvas Catalog, you can purchase multiple enrollments and invite students to sign up for the reserved seats in a Bulk Enrollment.

When you check out, Catalog preserves your enrollment spot(s) in capped courses for ten minutes while you complete the enrollment process. Paid courses and programs require payment as part of the enrollment process. You can also add promotion codes at checkout.

The first time you purchase bulk enrollments in a catalog listing with your institution, you must complete your registration.

Notes:

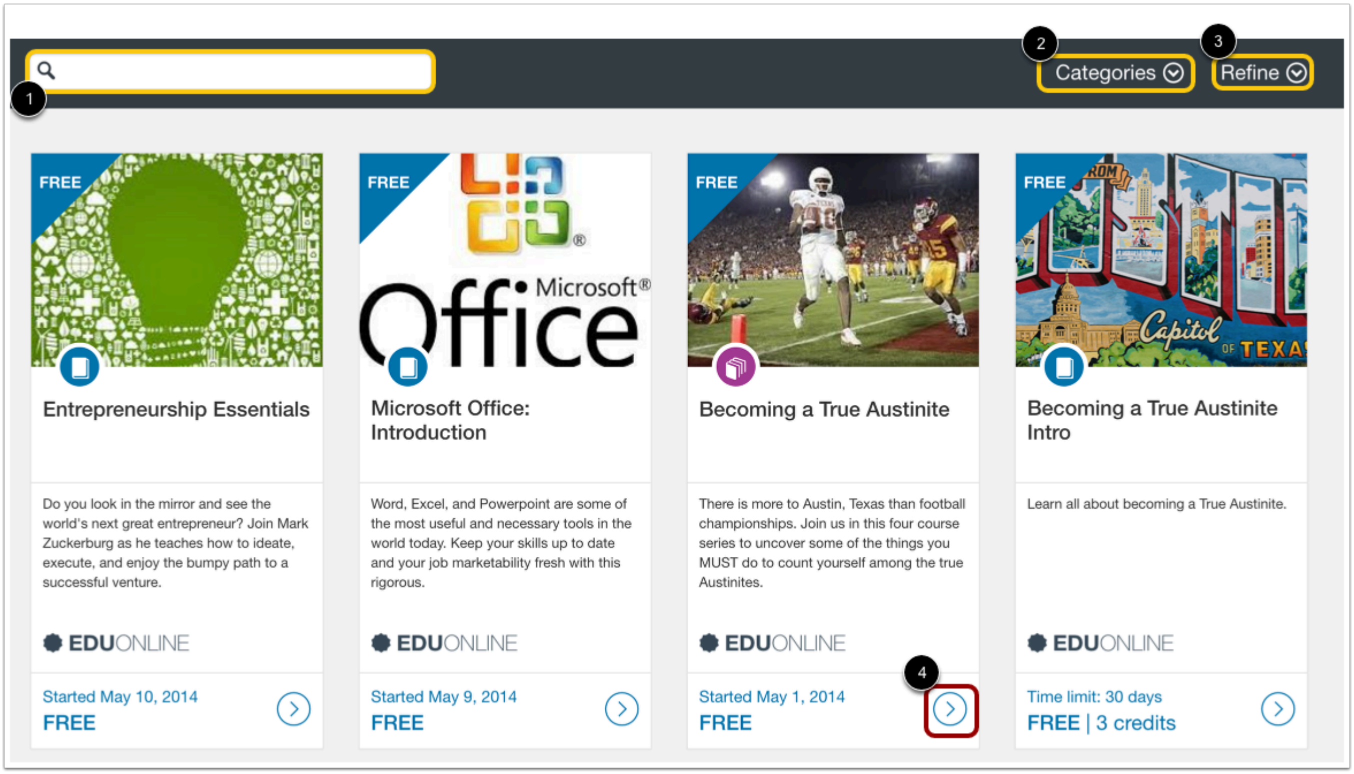
- Before you can view your institution's Catalog listings, you may need to log in to Canvas.
- Depending on how your institution has configured the Catalog course enrollment process, you may be required to complete enrollment fields that are not shown here.

Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Open Catalog

In your browser window, enter your institution's Catalog URL in the address field.

Locate Course Listing

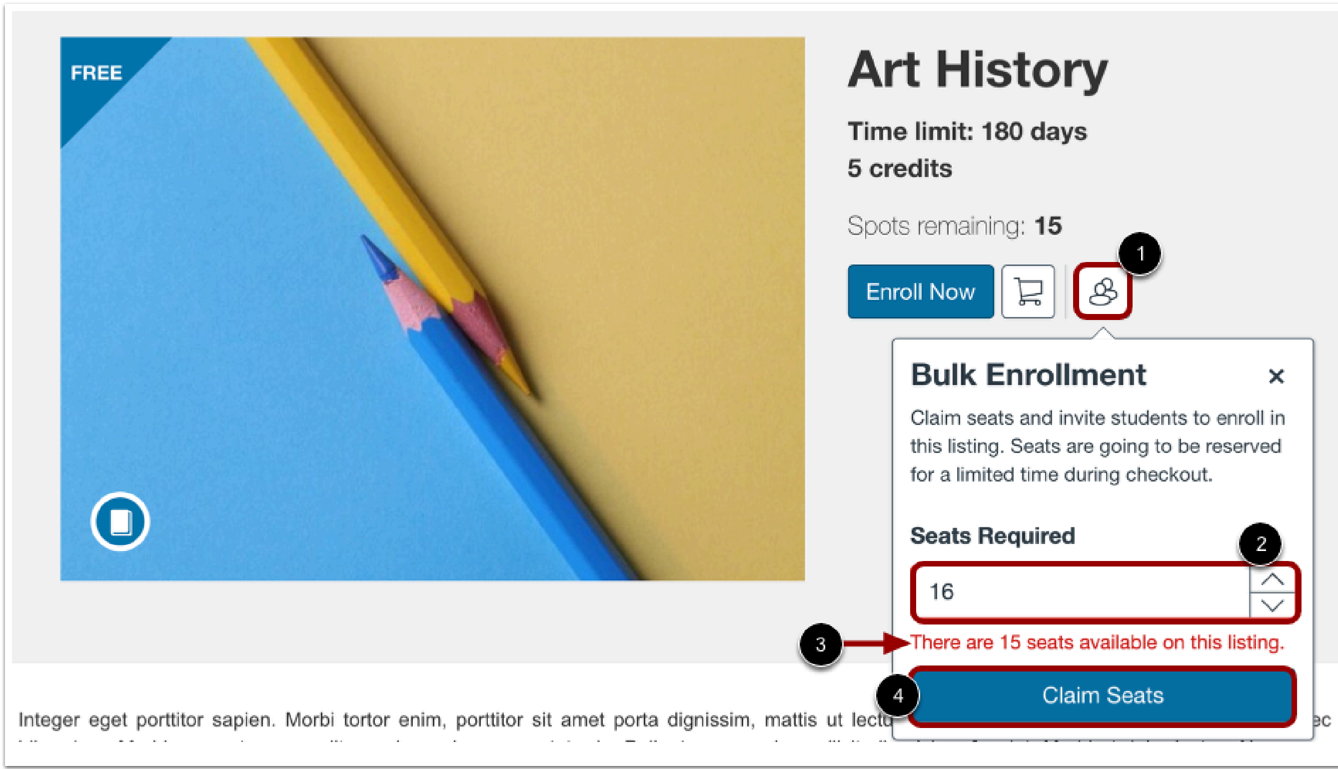


Locate a course by scrolling through the list.

To search for a specific course or program, enter text in the **Search** field [1]. You can filter results in the **Categories** menu [2], and refine listings in the **Refine** menu [3].

To view a listing's details page, click the **More** icon [4].

Select Bulk Enrollment Options



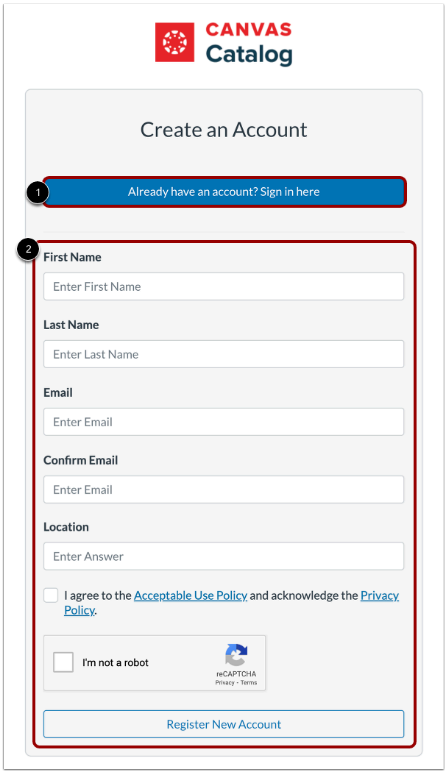
To select multiple enrollments for a listing, click the **Bulk Enrollment** button [1].

Enter the number of seats you want to reserve in the **Seats Required** field [2].

If a listing has a student cap enabled, a warning message displays if your request exceeds the number of available seats [3].

To reserve seats, click the **Claim Seats** button [4].

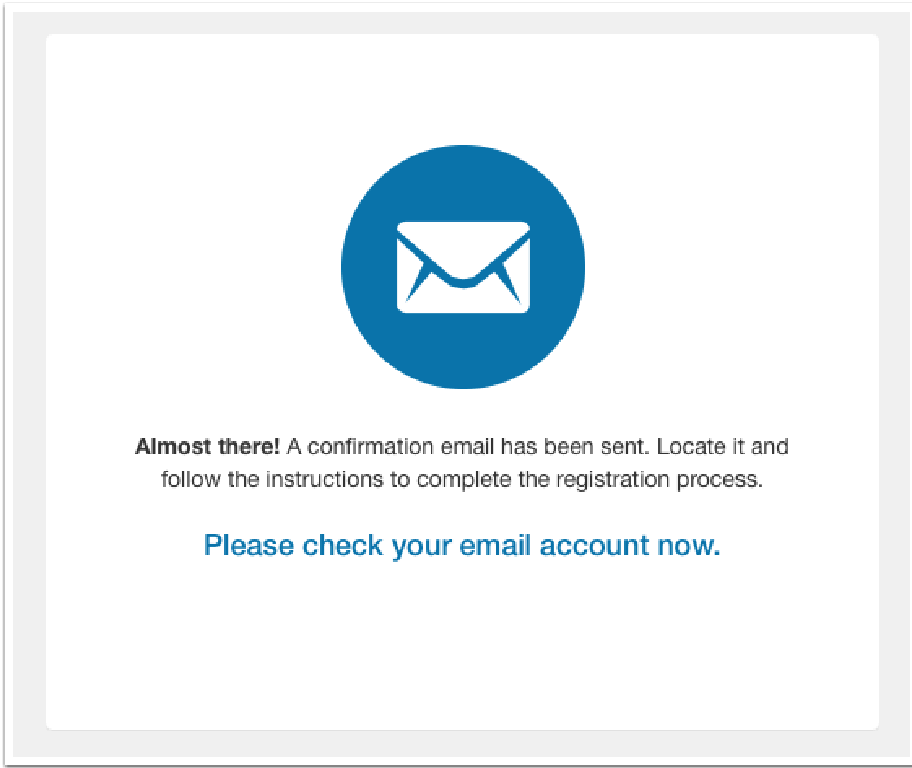
Sign In or Register for Account



If you already have a Canvas account at your institution, click the **Sign in to Enroll** link [1].

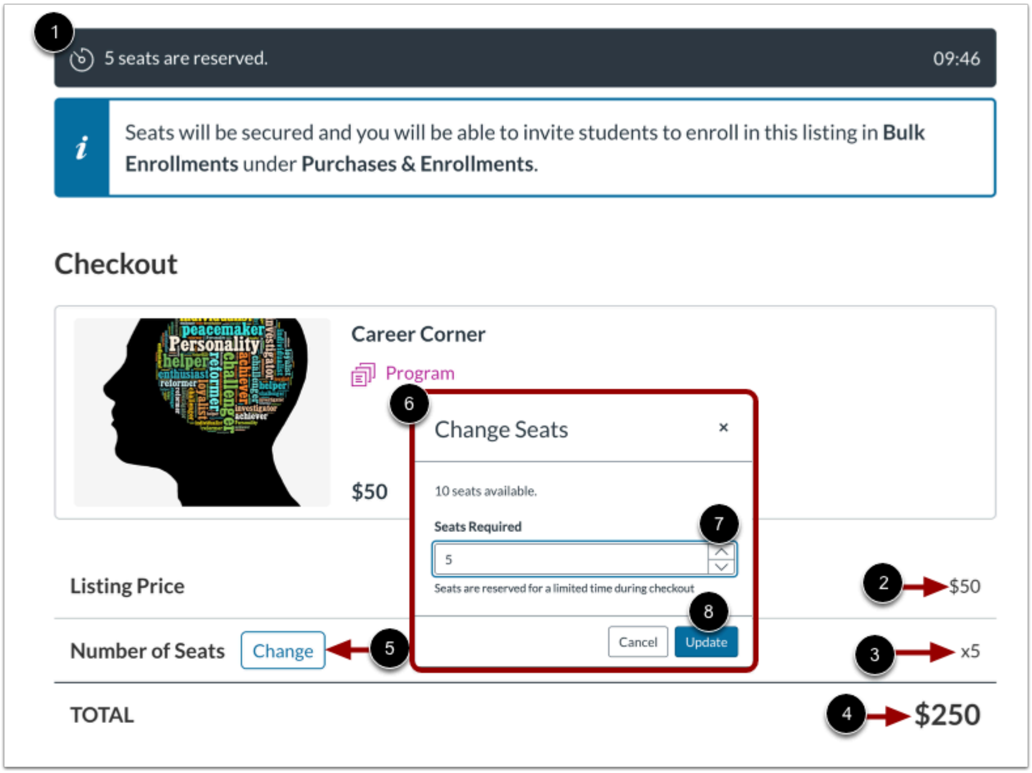
If you do not have a Canvas account at your institution, register a new account by completing the new account registration information [2].

Verify New User Account



If you registered for a new account, you must verify your account to complete your registration and begin the course. Check your registration email address to confirm your account.

View Paid Enrollment Reservation

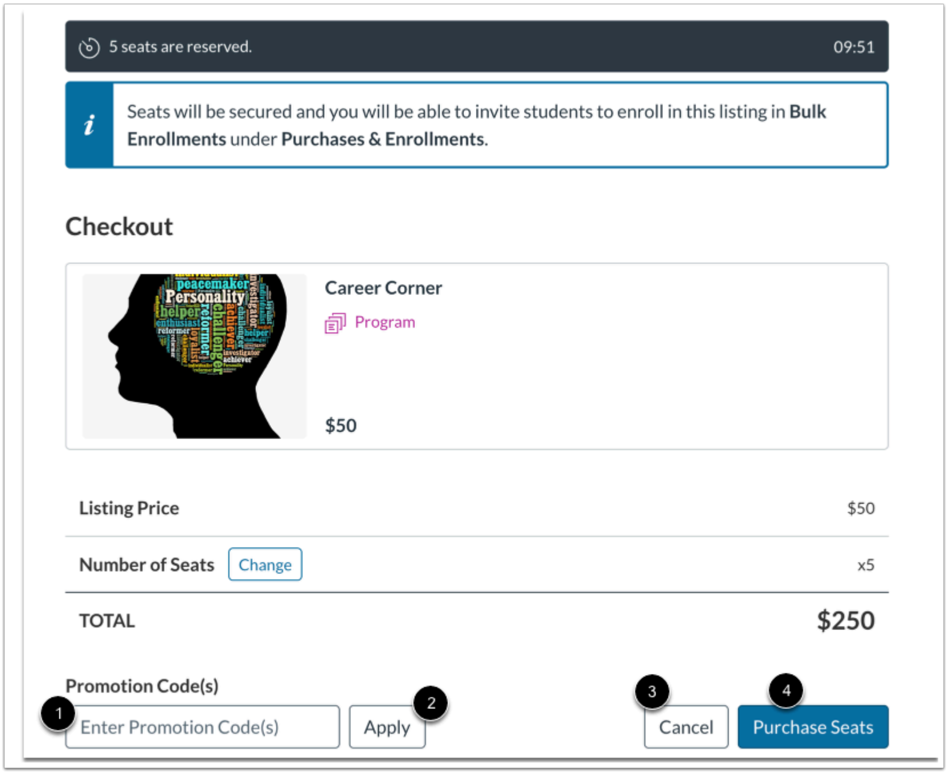


The reservation confirmation displays a 10-minute timer [1]. You must complete the transaction within the 10-minute time-frame or the reservation will be cancelled.

The listing price per seat [2], number of seats requested [3], and total cost for the bulk purchase [4] display.

To change the number of seats reserved, click the **Change** button [5]. Then, in the Change Seats window [6], enter a new number of seats in the **Seats Required** field [7]. To update the requested number of seats, click the **Update** button [8].

Complete Paid Enrollment



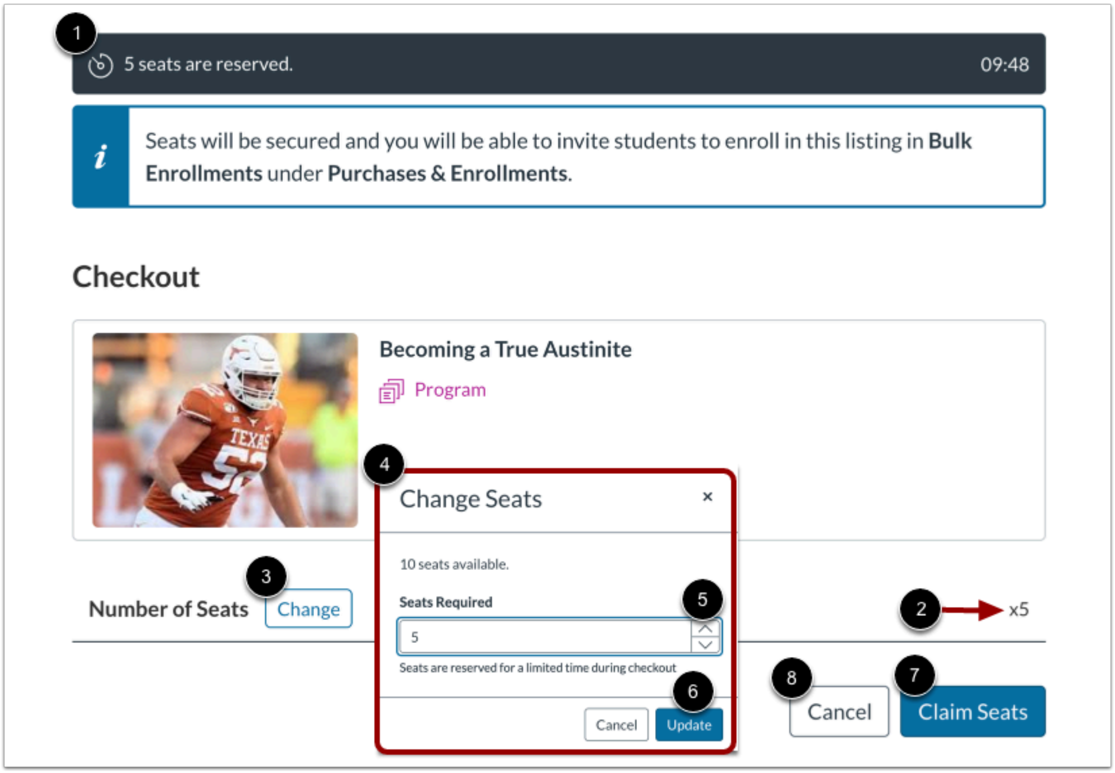
If you have a promotional code, enter it in the **Promotion Code(s)** field [1]. Then, click the **Apply** button [2]. Repeat with additional promotional codes.

To cancel the checkout process, click the **Cancel** button [5]. This will release the reserved seats. The checkout page will redirect to your institution's listings page.

To complete enrollment and pay for your selected listings, click the **Purchase Seats** button [6].

Note: Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Complete Free Enrollment



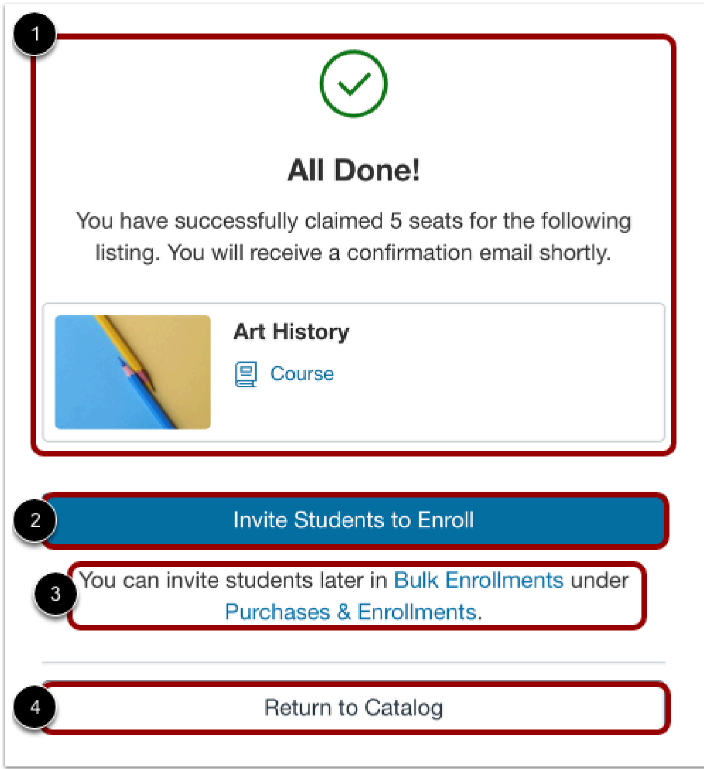
The reservation confirmation displays a 10-minute timer [1]. You must complete the transaction within the 10-minute time-frame or the reservation will be cancelled.

The number of seats requested displays [2].

To change the number of seats reserved, click the **Change** button [3]. Then, in the Change Seats window [4], enter a new number of seats in the **Seats Required** field [5]. To update the requested number of seats, click the **Update** button [6].

To complete the enrollment, click the **Claim Seats** button [7]. To cancel the enrollment and release the selected seats, click the **Cancel** button [8].

View Purchase Confirmation



The enrollment confirmation displays [1].

To invite students to enroll in the course using your purchase, click the **Invite Students to Enroll** button [2].

To invite students at another time, you can click the **Purchases & Enrollment** link [3].

To return to your institution's catalog listings page, click the **Return to Catalog** button [4].

Notes:

- If your enrollment failed, the Confirmation page displays a **Failed (retry)** status.
- If your enrollment is pending, the Confirmation page displays a **Pending** status.

How do I add my name to the wait list for a Catalog course or program?

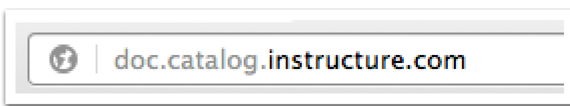
In Canvas Catalog, if you want to enroll in a listing but enrollment is closed, you may be able to add your name to a wait list. If you are waitlisted in a free course or program, Catalog will automatically enroll you in the course or program when a spot opens. There is a 12-hour window to finalize your enrollment in a paid course, and you can remove yourself from the wait list at any time.

Spots become available when students drop a course or program, or if an administrator increases the enrollment limit.

You can manage your wait list courses or programs from your catalog Student Dashboard.

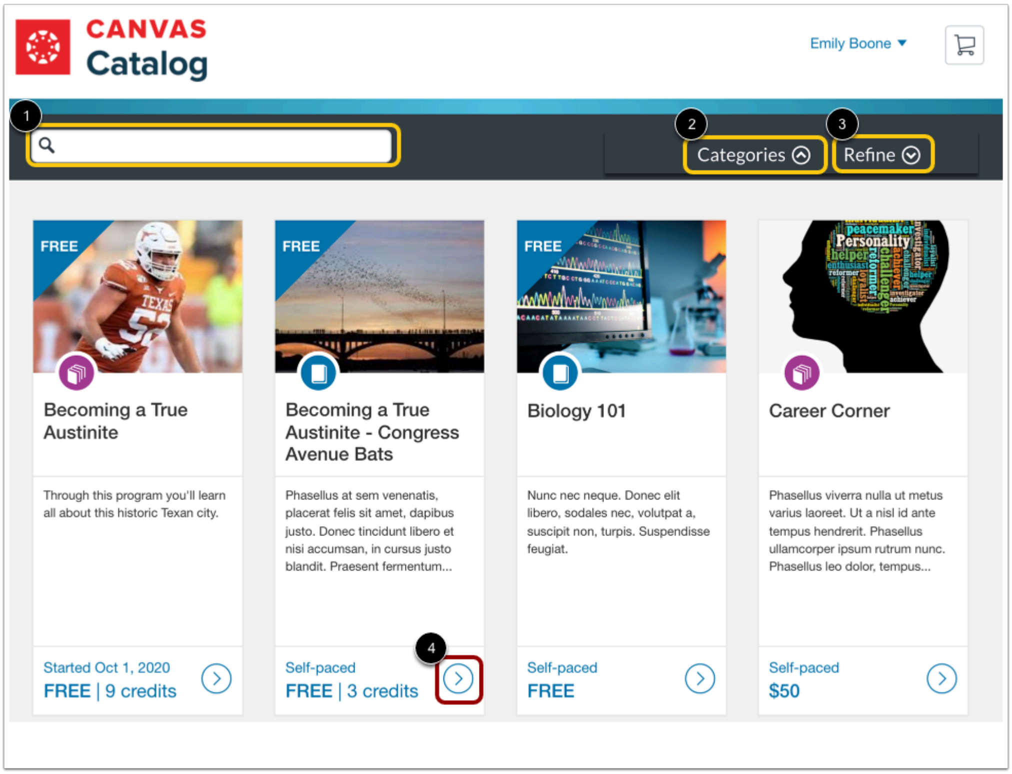
Note: You must have a Catalog account to add your name to the wait list for a course or program. You may be asked to create an account if you are not already logged in.

Open Catalog



In a browser window, enter your institution's Catalog URL in the address field.

Locate Catalog Listing



To search for a listing, enter all or part of the name in the **Search** field [1].

To view listings by category, click the **Categories** drop-down menu [2].

To filter and sort listings, click the **Refine** drop-down menu [3].

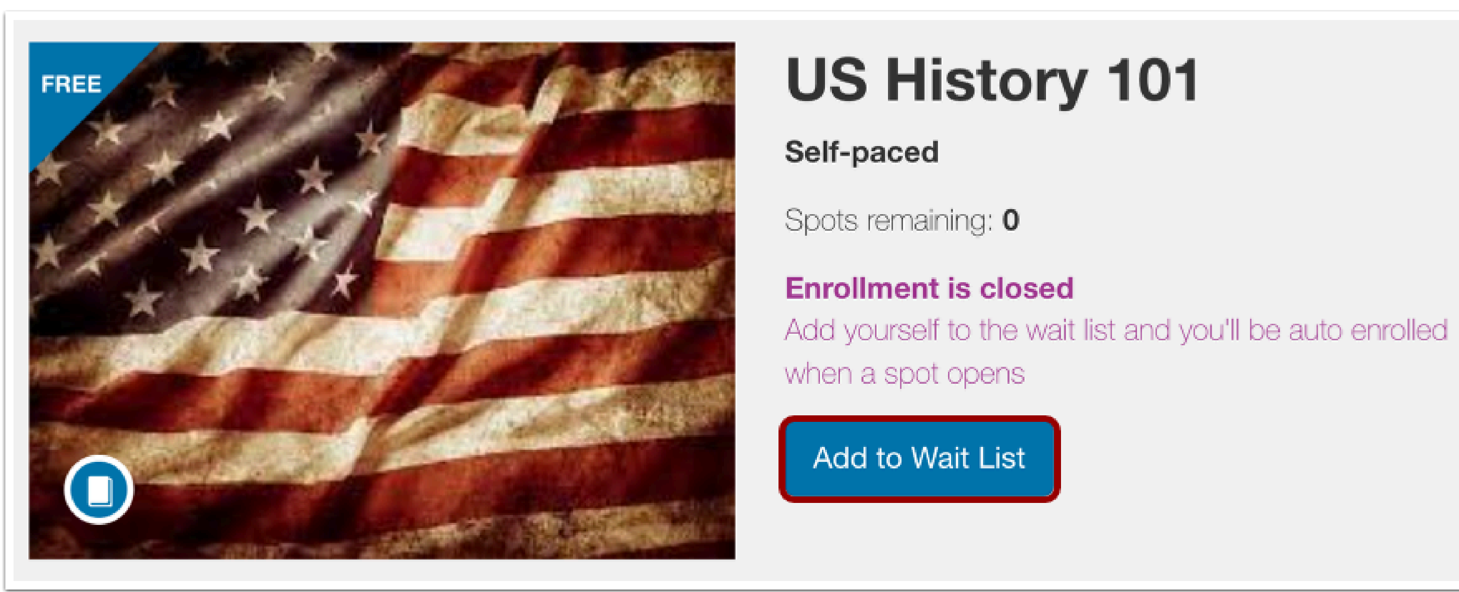
To view details for a listing card, click the **More** icon [4].

View Listing Details

Listings that have no remaining spots for enrollment display an Enrollment is closed notification [1].

If the listing allows waitlisting and has open wait list spots, the listing details also display an Add to Wait List button [2]. Learn more about enrolling in a listing from a wait list.

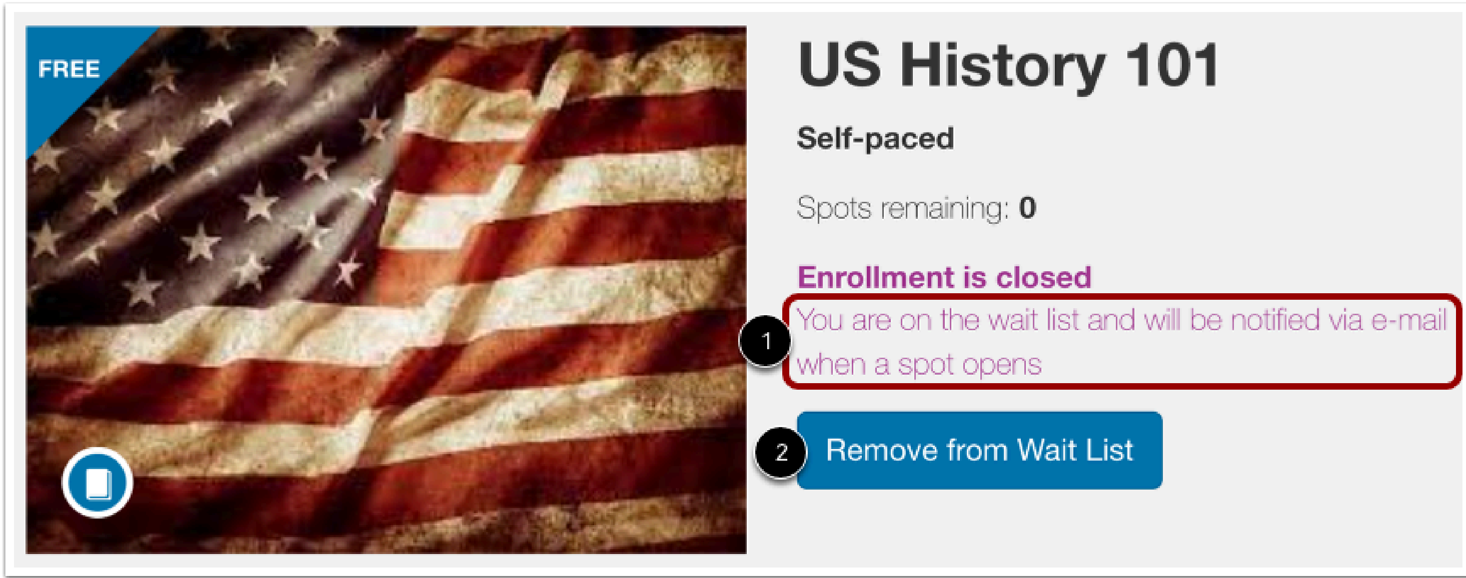
Add to Wait List



Click the **Add to Wait List** button.

Note: You must have a Catalog account to add your name to the wait list for a course or program. You may be asked to create an account if you are not already logged in.

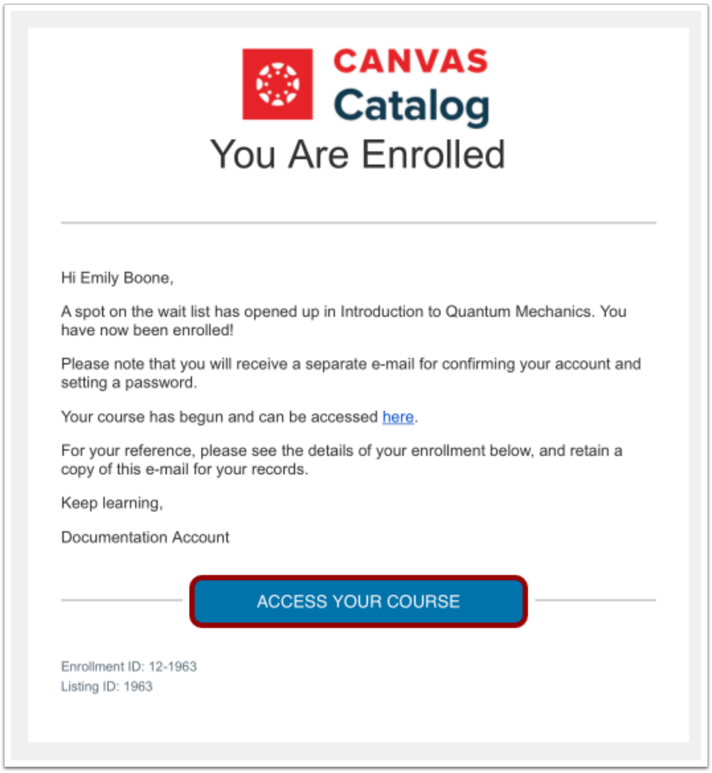
Confirm Wait List



When you successfully join the listing waitlist, the listing details displays a success notification [1].

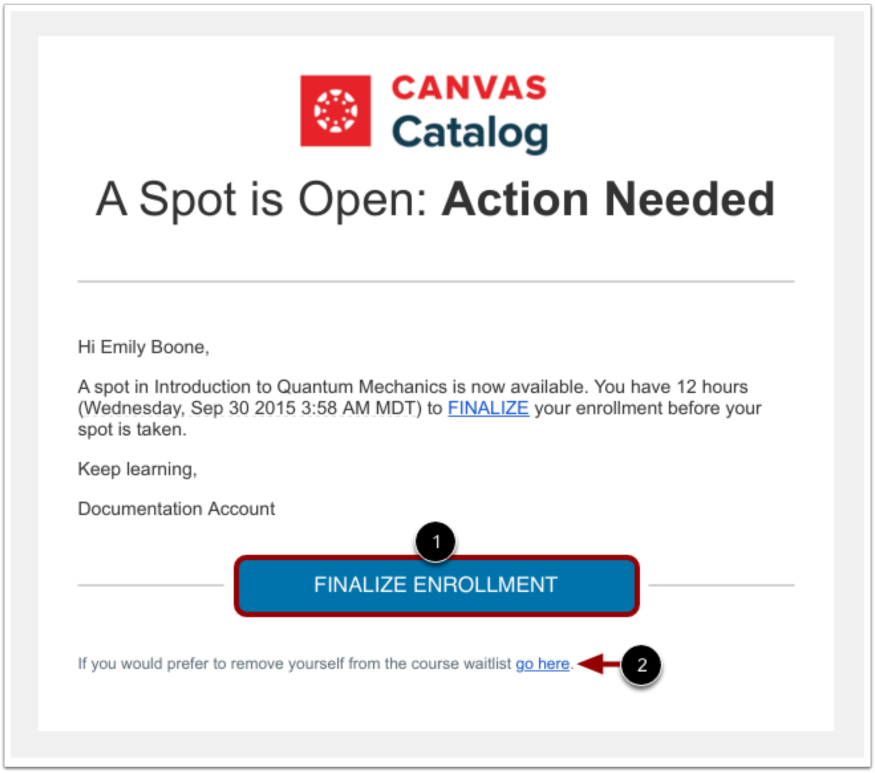
To remove yourself from the wait list at any time, click the **Remove from Wait List** button [2]. You can also manage your wait list courses or programs from the Student Dashboard.

View Enrollment Email for Free Listings



When a spot becomes available for a free course or program, you are automatically added to the course and Catalog sends a course enrollment invitation. To access the course, click the **Access Your Course** button.

View Enrollment Email for Paid Listings



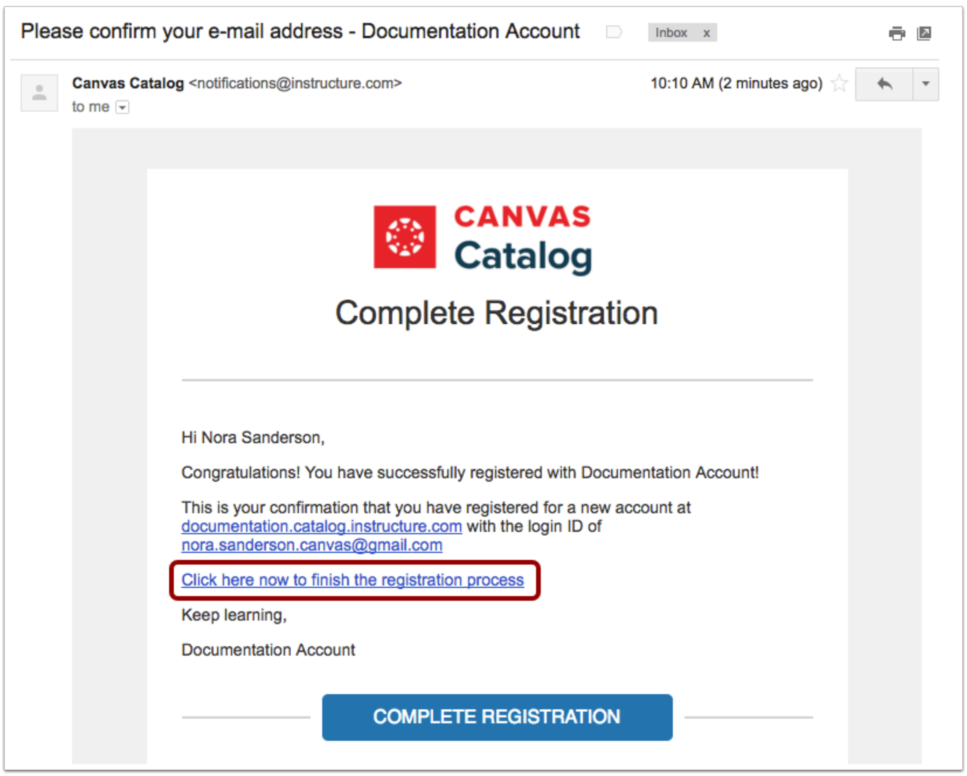
When a spot becomes available for a paid course or program, Catalog sends an email invitation to finalize your enrollment in the course. To purchase enrollment, click the **Finalize Enrollment** button [1]. You have 12 hours to accept the course invitation before the invitation expires and the next student is invited to join the course.

To remove yourself from the wait list and not enroll in the course, click the **go here** link [2].

How do I complete my registration for a catalog course or program?

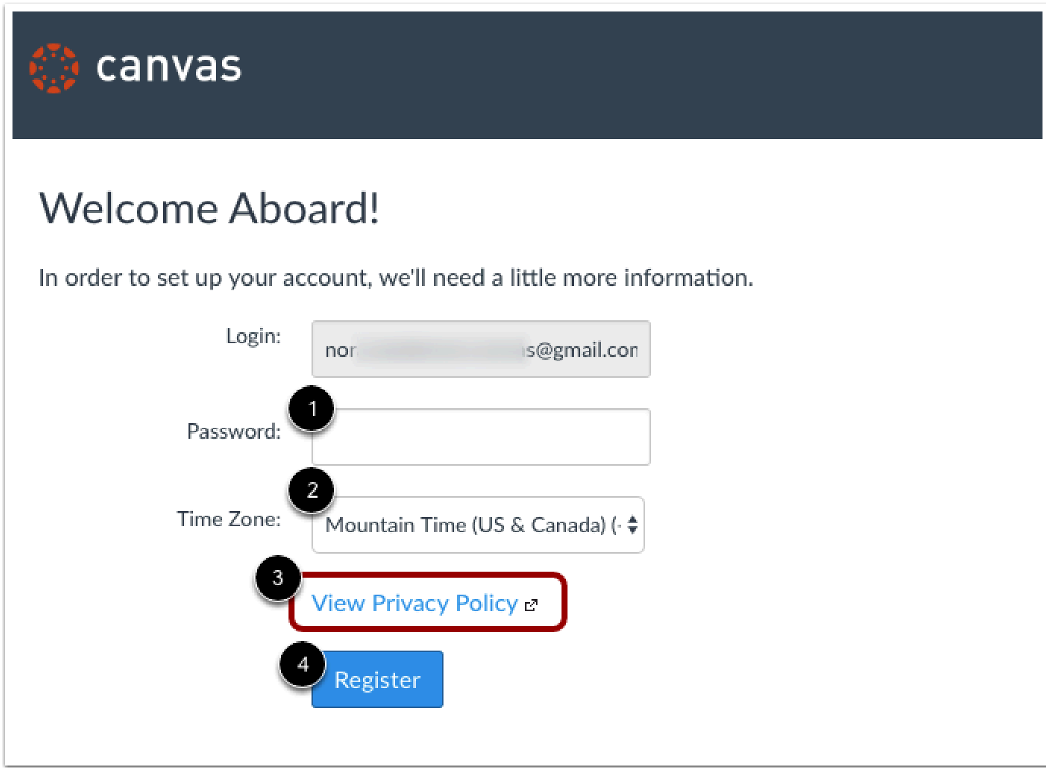
If you do not yet have a Canvas account for your institution's catalog site, you will need to complete your registration to create a password and log in to Catalog. You will not be able to begin a course or program until you have completed your registration.

Complete Registration



Open your email client, then open the registration email from Canvas. To complete your registration, click the **Click here now to finish the registration process** link.

Create Password



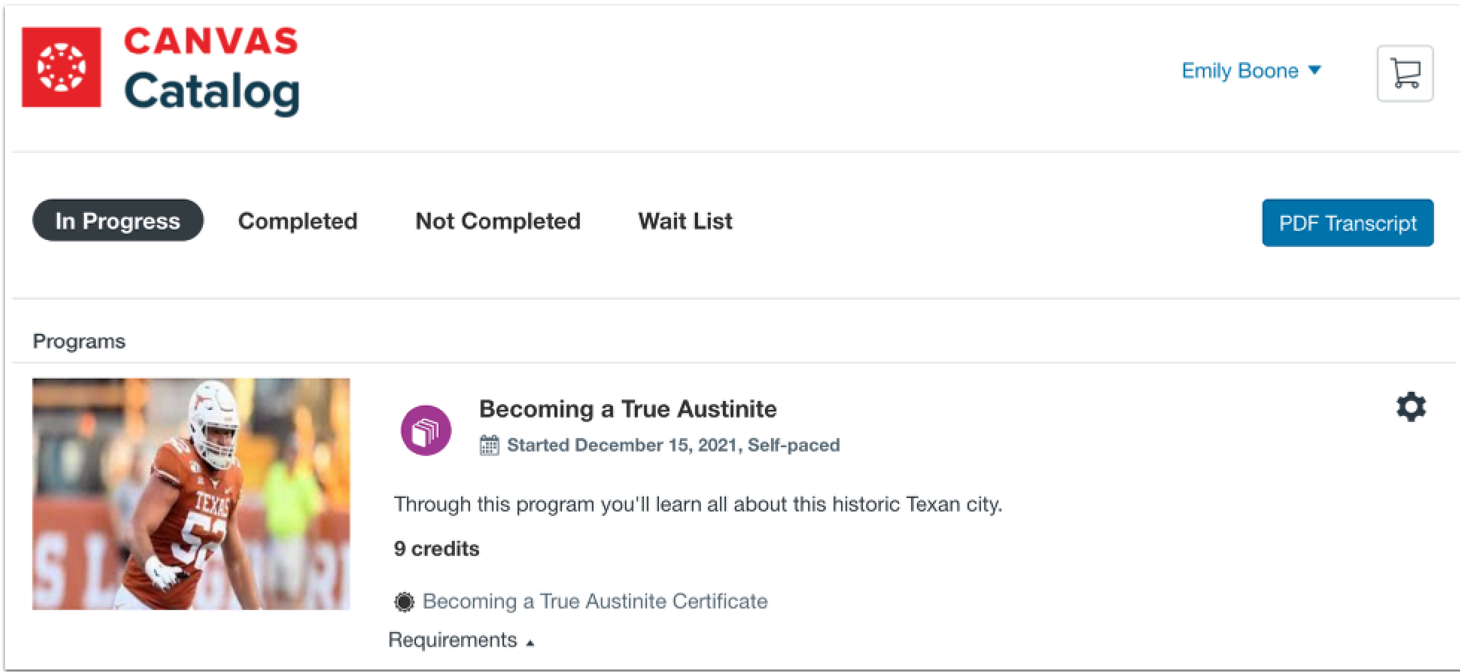
Enter a password in the **Password** field [1].

To select your preferred time zone, click the **Time Zone** drop-down menu [2].

To view and agree to the privacy policy, click the **View Privacy Policy** link [3].

To complete your registration, click the **Register** button [4].

View Catalog Dashboard



View the [Catalog Student Dashboard](#).

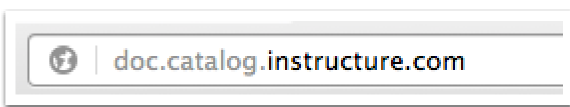
How do I log in to my Catalog account?

Before you can log in to Canvas Catalog, you must enroll in a course or program and complete your registration. When registration is complete, you can log in to your Catalog account from the listing page.

If you are having trouble logging in to your account:

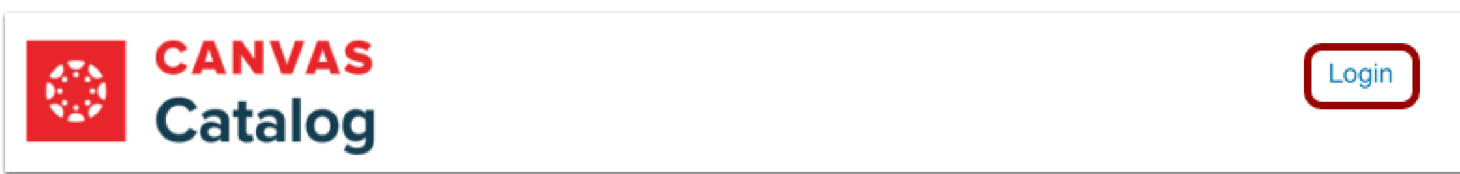
- Verify you are using the correct URL to log in to your Catalog account. This URL is part of your Catalog registration email.
- If you do not have a password, you must complete your registration for a course or program.
- If you have forgotten your password, you can reset it.

Open Catalog



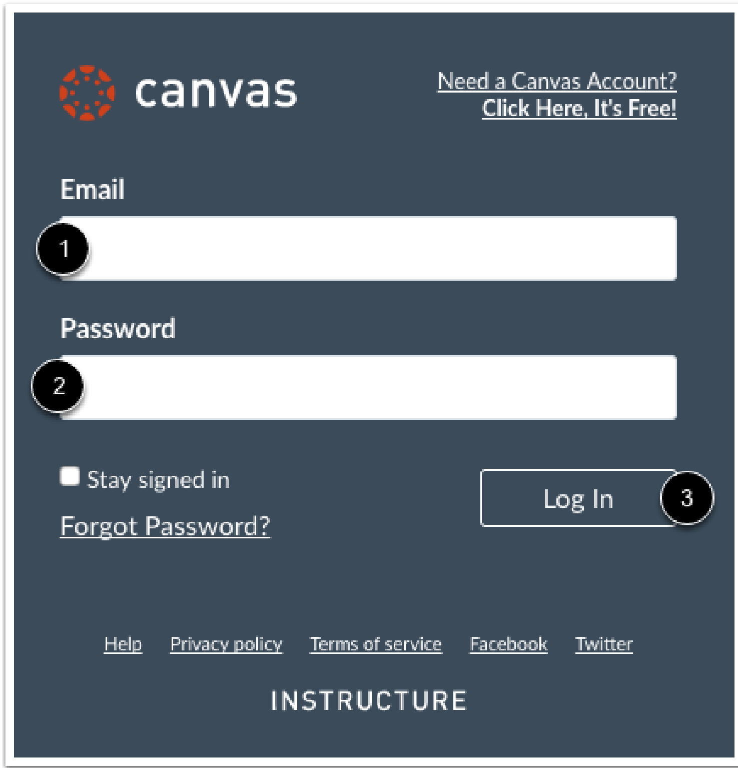
In a browser window, type your institution's Catalog URL in the address bar.

Log in to Catalog



On the Catalog listing page, click the **Login** link.

Log in to Canvas

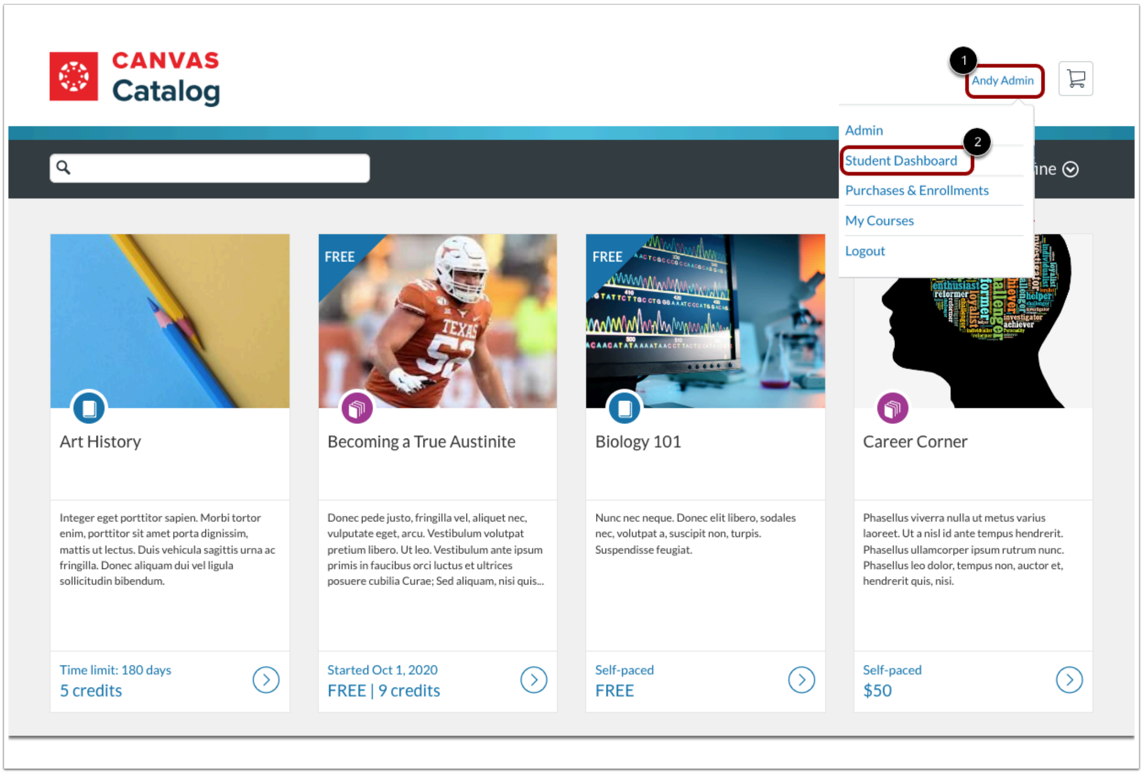


To log in, enter your email address in the **Email** field [1], and your Canvas password in the **Password** field [2].

Then, click the **Log In** button [3].

Note: If you have forgotten your Canvas password, you can reset it.

View Catalog Home Page



The Catalog home page displays.

To view your Student Dashboard, click the **User** drop-down menu [1] and click the **Student Dashboard** link [2].

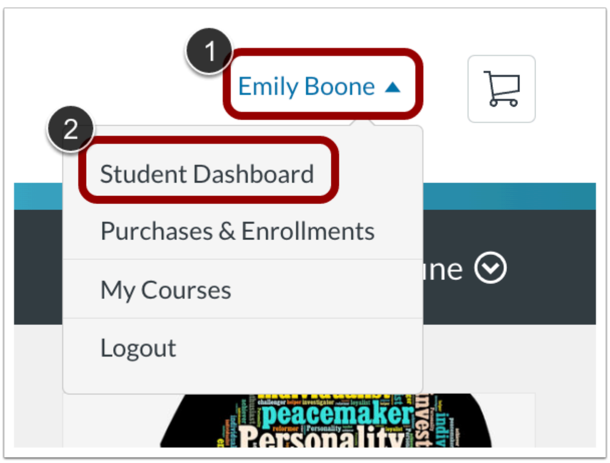
How do I use the Student Dashboard in Catalog?

When you log in to Canvas Catalog, you can view your enrolled or wait listed courses and programs in the Student Dashboard.

The Student Dashboard displays your enrolled courses by status, and allows you to access the Catalog listings to enroll in additional courses or programs.

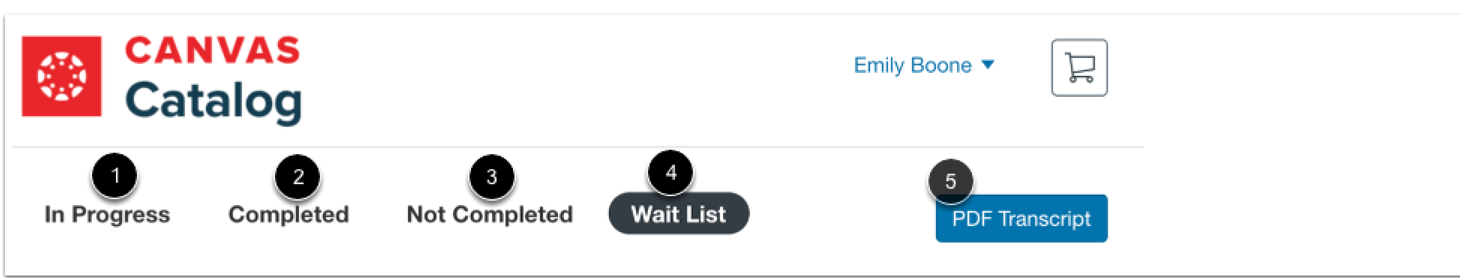
Note: Canvas Catalog admins can restrict students from viewing a course before and after the set course dates. If you do not see a course in your Student Dashboard before or after the set course dates, it may have been hidden by the Catalog admin.

Open Student Dashboard



Click the **User** drop-down menu [1]. Then click the **Student Dashboard** link [2].

View Dashboard



In the Student Dashboard, the In Progress tab displays by default [1].

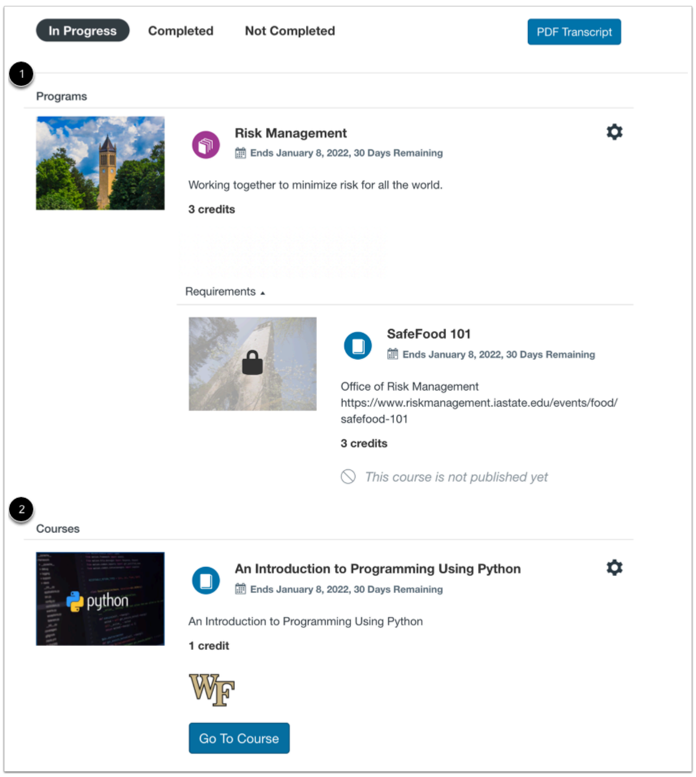
To view your completed listings, click the **Completed** tab [2].

To view expired, archived, dropped, and not yet started listings, click the **Not Completed** tab [3].

To view wait listed listings, click the **Wait List** tab [4].

To view, download, or print a PDF of your [Learner Transcript](), click the **PDF Transcript** button [5].

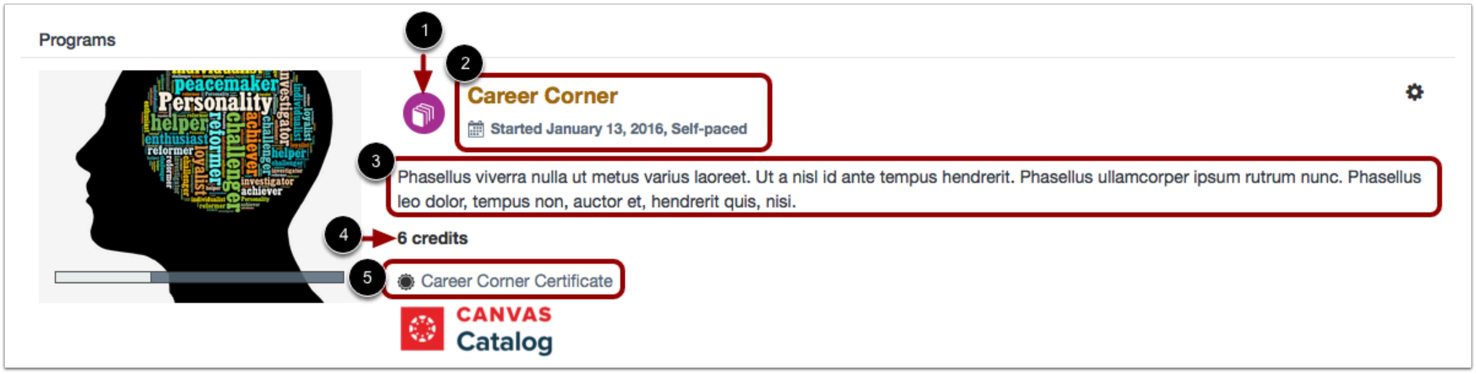
View In Progress Listings



The In Progress tab displays your enrolled programs in the Programs section [1], and your enrolled courses in the Courses section [2].

In progress listings are organized in descending order from most to least complete. If no listings are currently in progress, all listings are organized alphabetically by title.

View Program Details



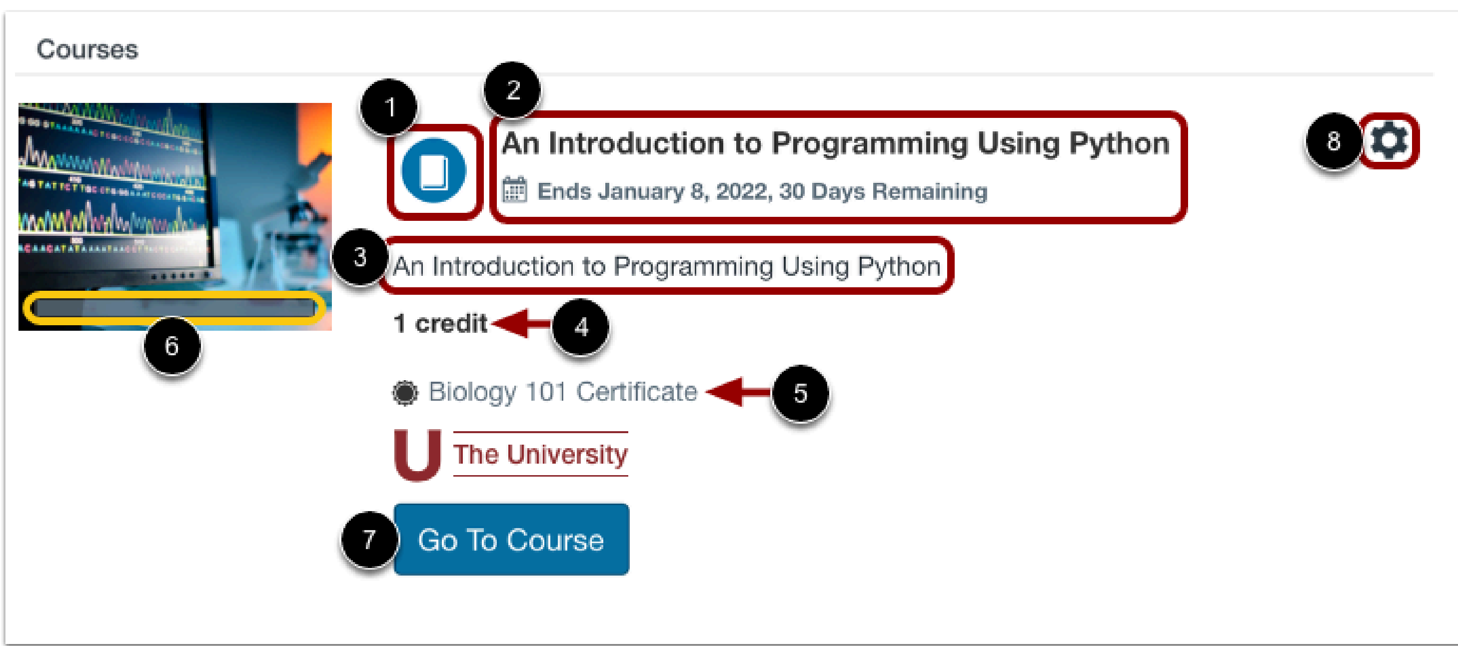
In the Programs section, each listing displays the Program icon [1].

The listing displays the program name, date started, and length of the program (if set) [2], followed by a description of the program [3].

If a program includes credit, the cumulative number of credits for all courses in the program displays [4].

If a certificate is available, the certificate name displays [5].

View Course Details



In the Courses section, each listing displays the Course icon [1].

The listing displays the course name, date started, and length of the course (if set) [2], followed by a description of the course [3].

If a course includes credit, the number of credits awarded for completion displays [4].

If a certificate is available, the certificate name displays [5].

Depending on the course design, the listing may display a progress bar [6].

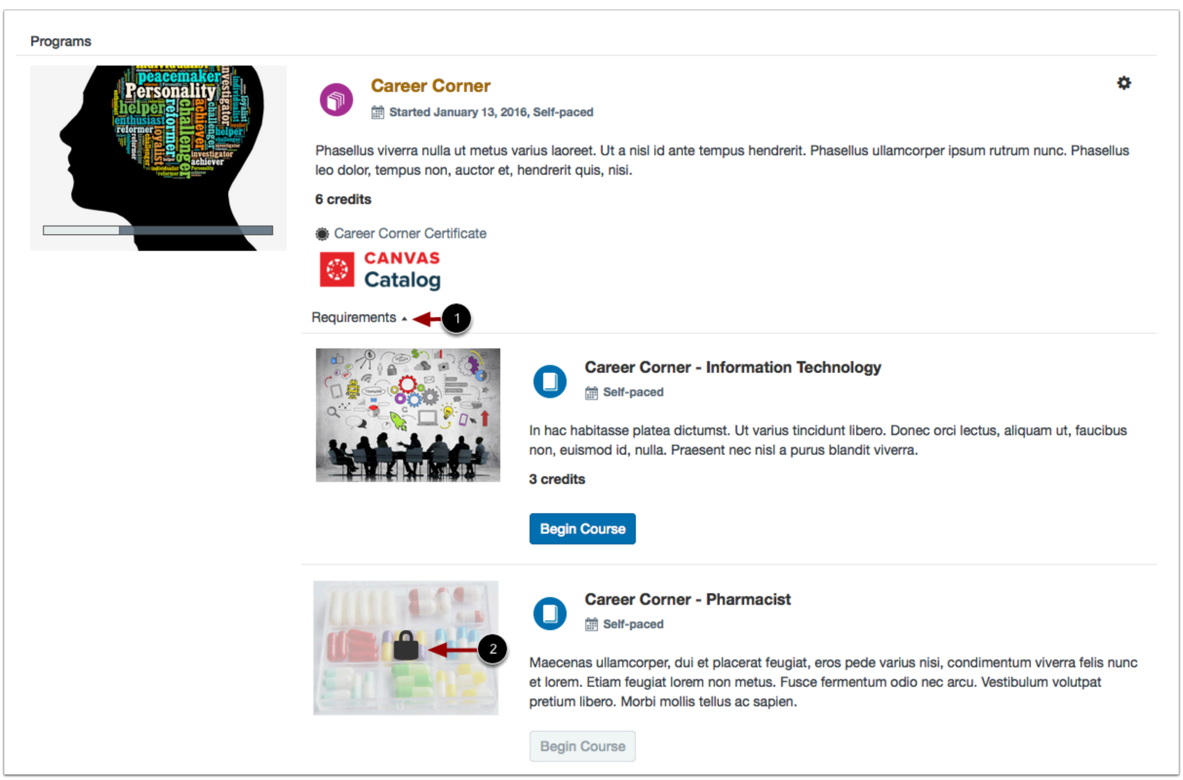
To open an available course, click the **Go To Course** button [7].

To drop a course, click the **Settings** icon [8].

Notes:

- Only courses designed with module requirements display a progress bar.
- Courses with module requirements display a Go to Course button; others display a Begin Course button.
- Courses you have started display a Resume Course button.

View Program Requirements

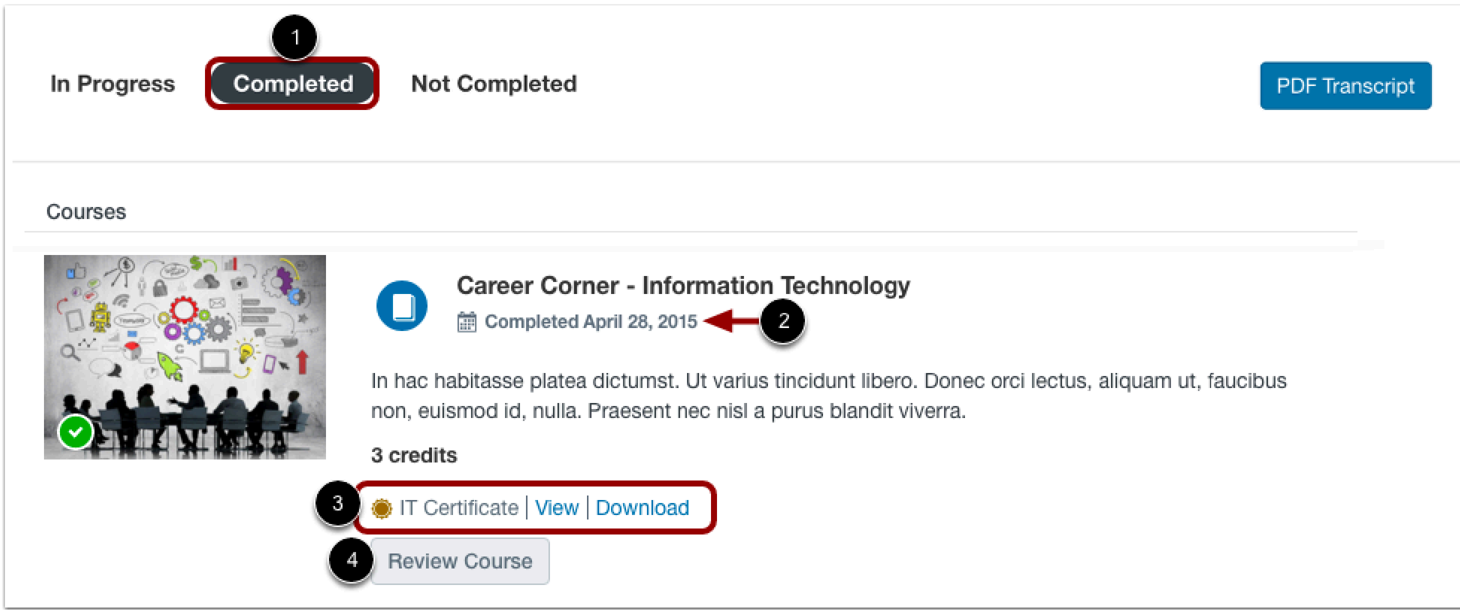


By default, all courses included in a program display in expanded form in the Requirements list. To collapse the list, click the **Requirements** drop-down [1].

If a course is not yet available, the course image displays a lock icon [2].

Note: If all required courses in the program display the Begin Course button, you may complete the courses in any order.

View Completed Listings



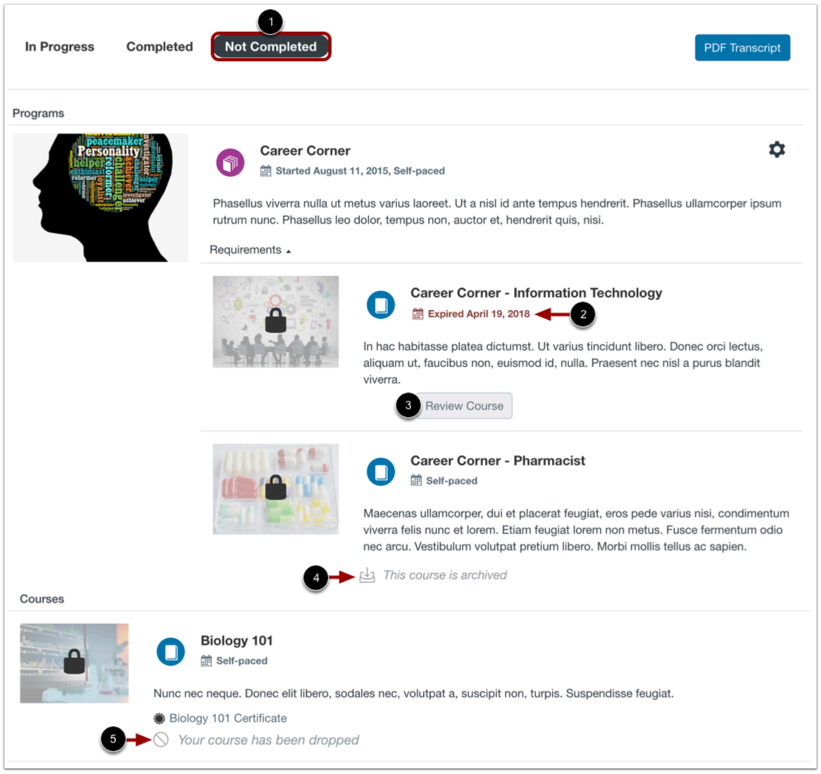
To view your completed courses and programs, click the **Completed** tab [1].

Completed listings display based on completed date, and are then organized alphabetically by title.

You can view the course or program completion date [2] and the certificate of completion (if any) [3].

You can also review a completed course [4].

View Not Completed Listings

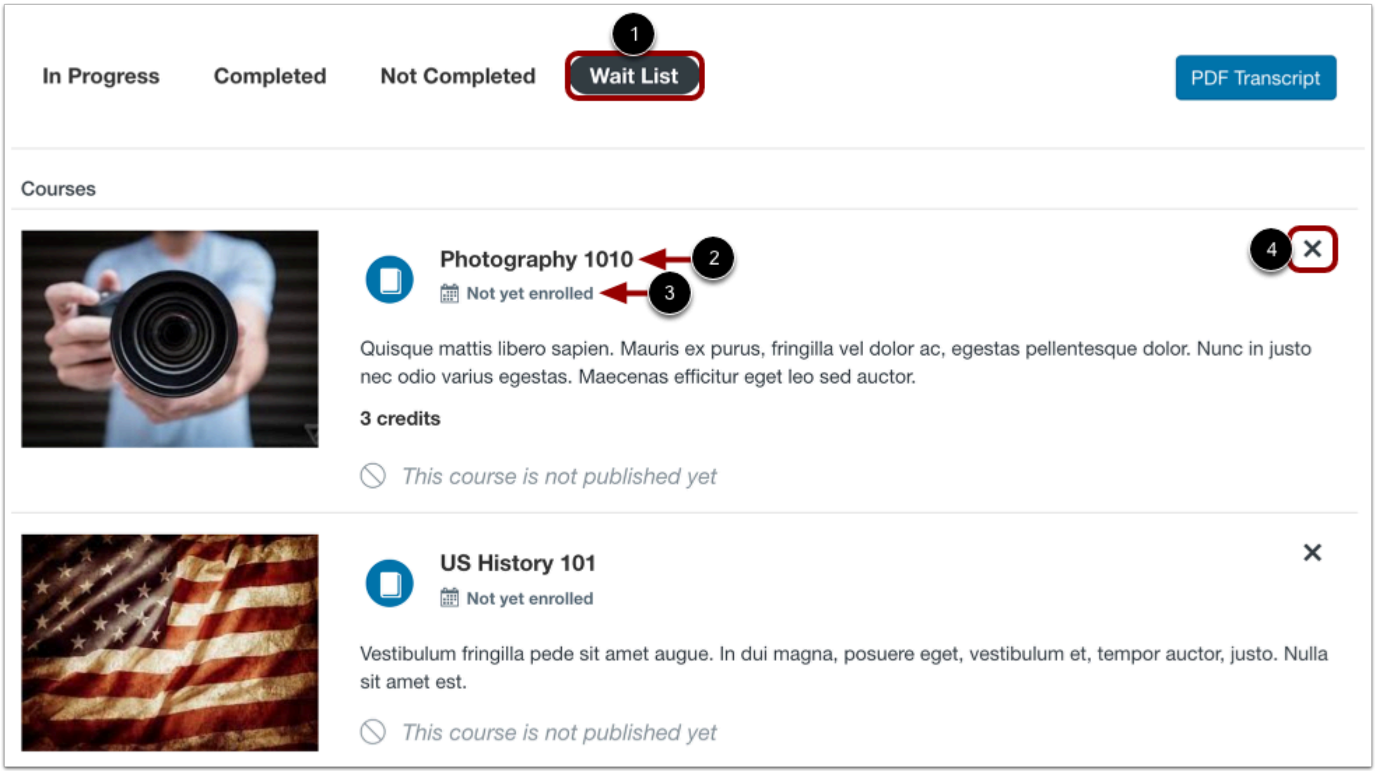


To view your expired, archived, dropped, and not yet started listings, click the **Not Completed** tab [1].

Expired courses display an expiration date [2]. To review an expired course, click the **Review Course** button [3].

Archived courses display an Archived icon [4], and dropped courses display a Dropped icon [5].

View Wait Listed Listings



To view listings where you have added your name to a wait list, click the **Wait List** tab [1].

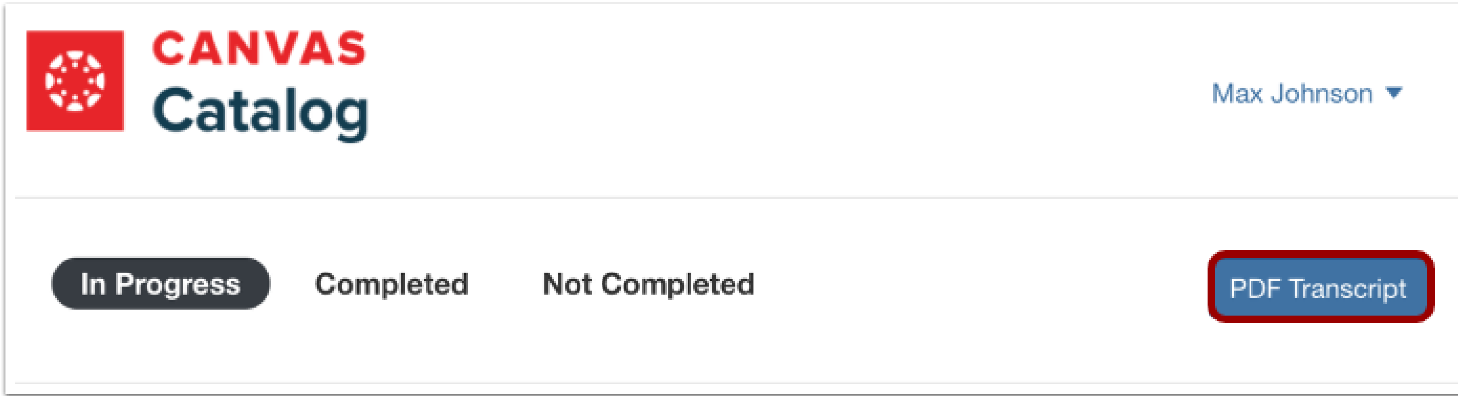
Wait listed listings display the course or program name [2] and your enrollment status [3].

To remove your name from a wait list, locate the listing and click the **Remove** icon [4].

Notes:

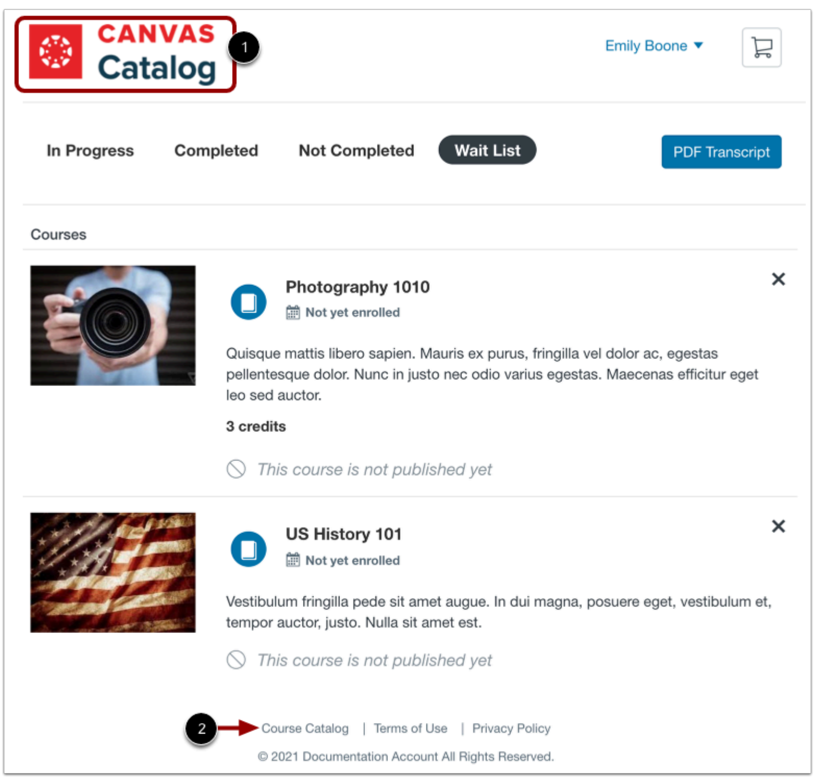
- The Wait List tab only displays if you have added your name to a wait list.
- When a spot becomes available, if the course is free, you will automatically be enrolled in the listing and the course or program will display in the In Progress tab. For paid courses, you will receive an email with instructions on how to finalize registration. Learn more about adding your name to the wait list.

View Transcript



To [view a transcript](#) of all of your current and concluded programs and courses, click the **PDF Transcript** link. The transcript shows all enrollment information as displayed in your In Progress and Completed Catalog tabs.

View Catalog



To access your institution's course catalog at any time, click your institution's logo [1].

Alternatively, you can click the **Course Catalog** link [2].

How do I begin a Catalog course or program?

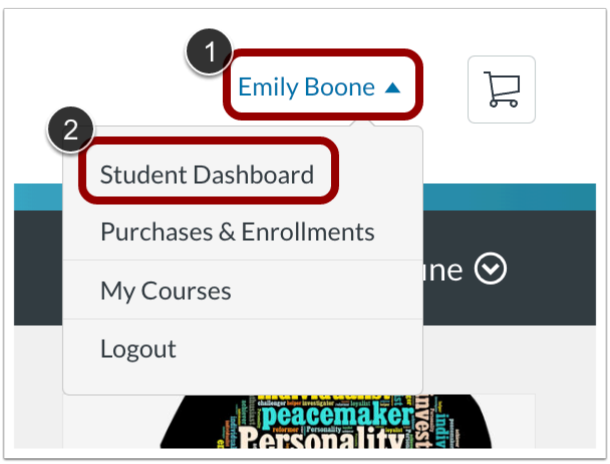
You can begin your current in-progress Catalog courses and programs from your Student Dashboard.

If you enroll in a Catalog program, you must begin each course in Catalog. Canvas does not enroll you in a course or display the course in Canvas until you click the Begin Course or Go To Course button for each course requirement in the program.

Notes:

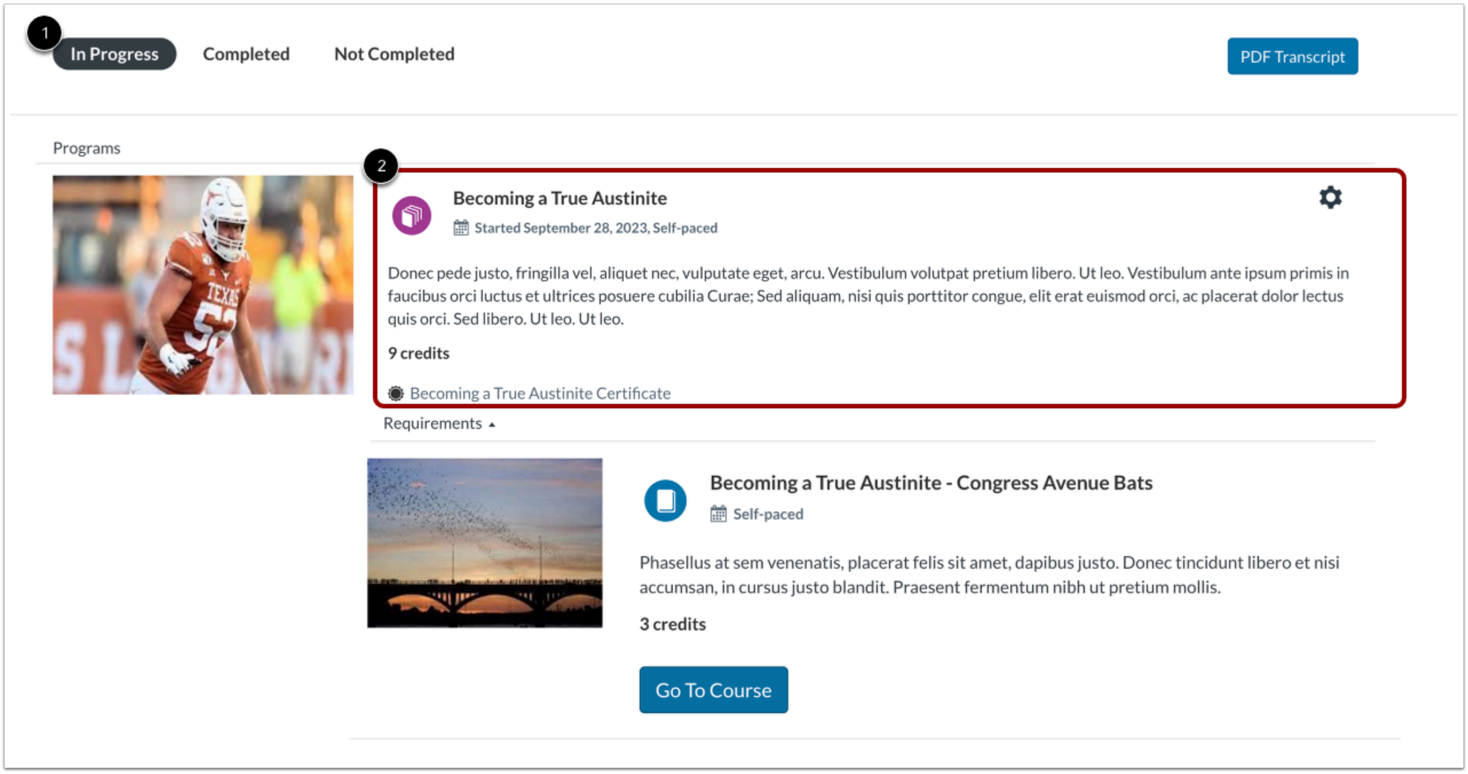
- Courses with an assigned start date cannot be started before that date.
- Courses that are part of a program may have to be completed in a set order.

Open Student Dashboard



Click the **User** drop-down menu [1]. Then, click the **Student Dashboard** link [2].

Locate Program

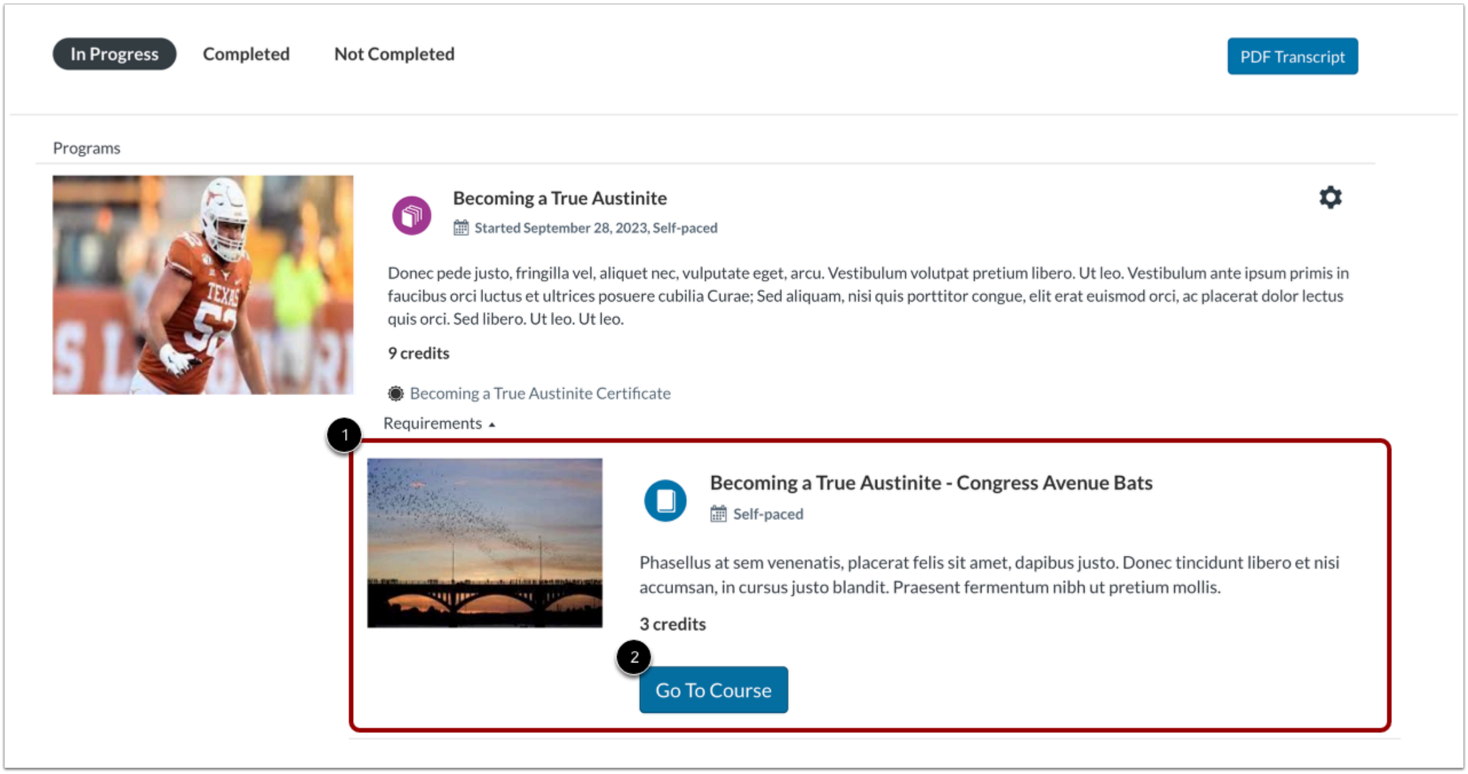


In the Student Dashboard, the In Progress tab opens by default [1].

In the Programs list, locate the program that includes the course that you want to begin [2].

Learn more about viewing the Student Dashboard.

Go to Course



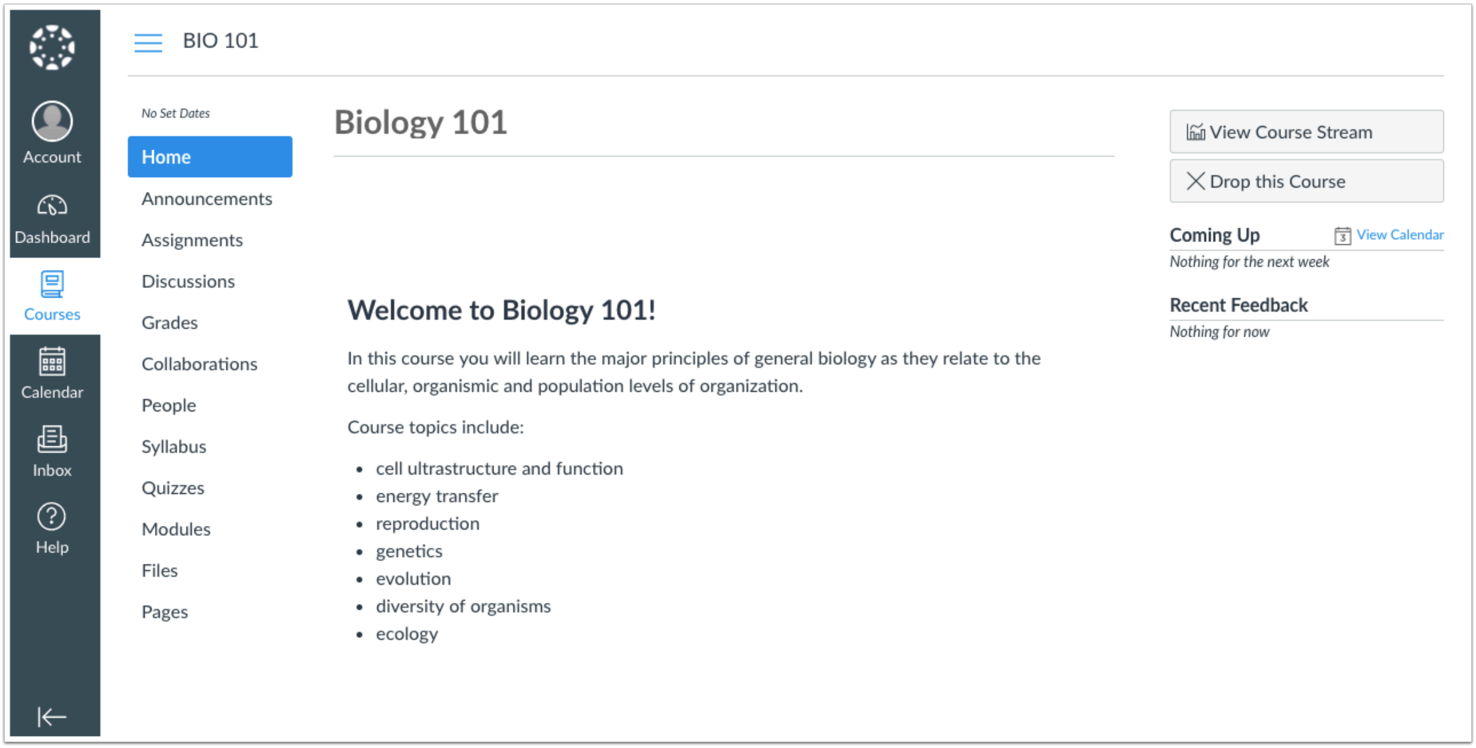
In the Requirements list [1], locate the course you wish to begin.

To begin the course, click the **Go to Course** button [2].

Notes:

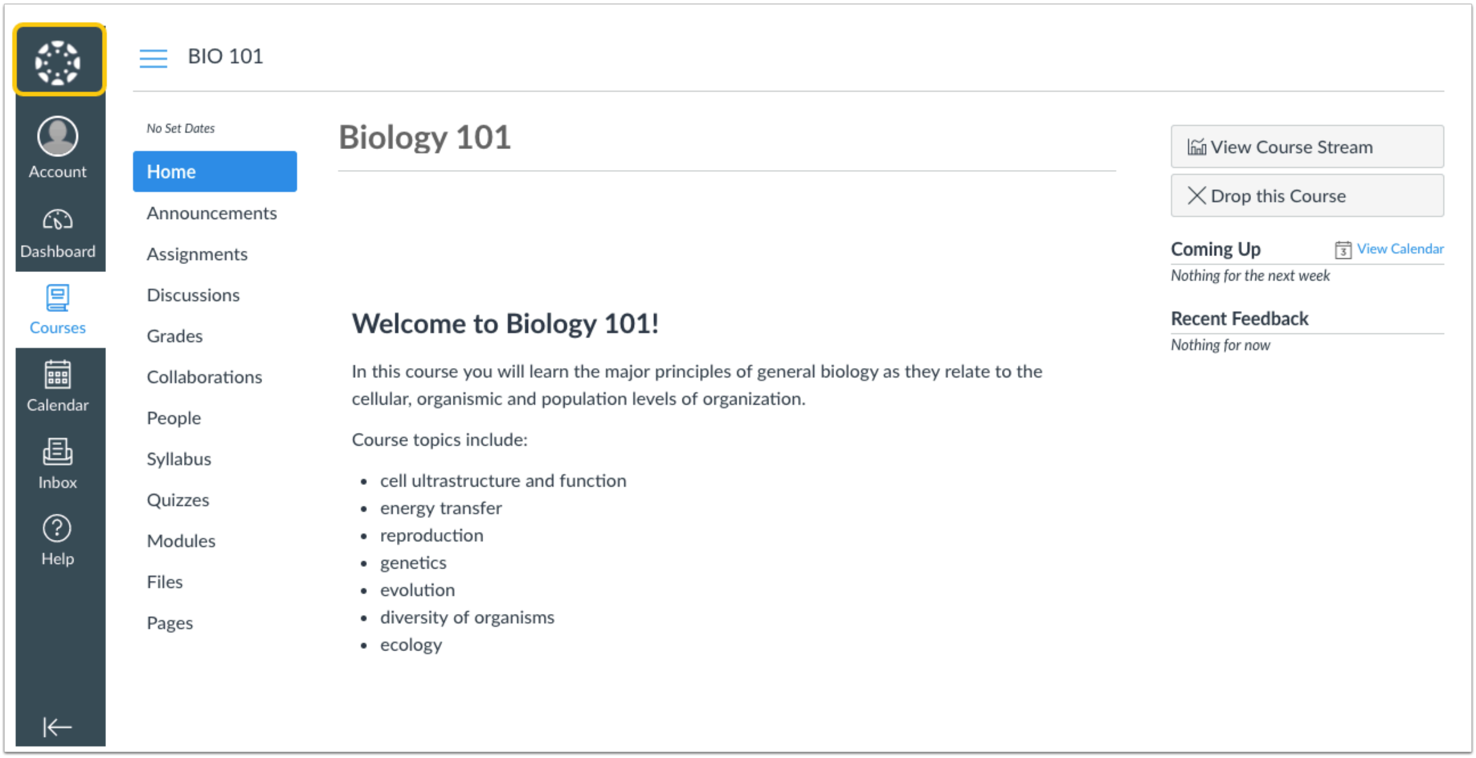
- Depending on the course design, some course listings may display a Begin Course button in place of the Go to Course button.
- If all courses in the Requirements list display a Go to Course or Begin Course button, courses may be completed in any order.

View Canvas Course Home Page



View your Canvas course home page.

Return to Catalog Student Dashboard



To return to the Catalog Student Dashboard, click the Canvas logo.

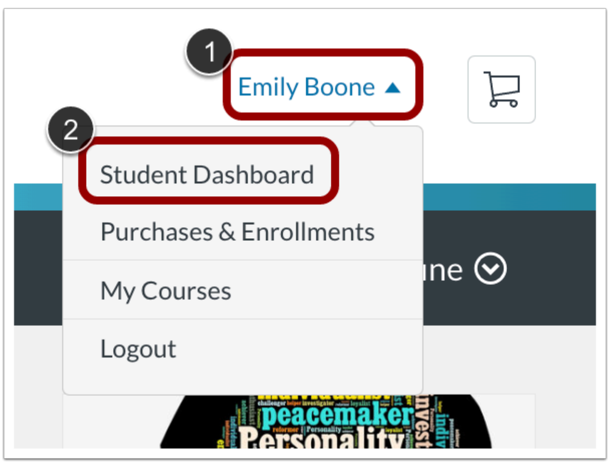
How do I drop a Canvas Network or Catalog course or program?

Catalog users (including users of Canvas Network) can drop course or program listing enrollments from their Student Dashboard.

If a listing has specific start and end dates, it can only be dropped between those dates. Listings with open-ended dates can be dropped at any time. If a listing, or your enrollment status in a listing has concluded, you can no longer drop the listing.

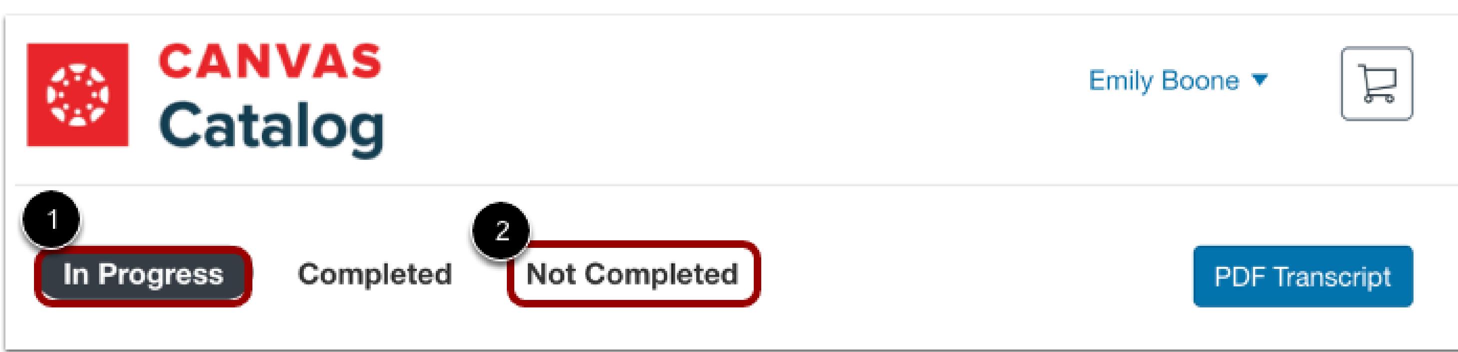
Listings can only be dropped if you enrolled directly through your institution's Catalog. If you were manually added by an instructor or admin, you must contact them to request that they remove you from the course or program.

Open Student Dashboard



Click the **User** drop-down menu [1]. Then click the **Student Dashboard** link [2]

Open In Progress Listings

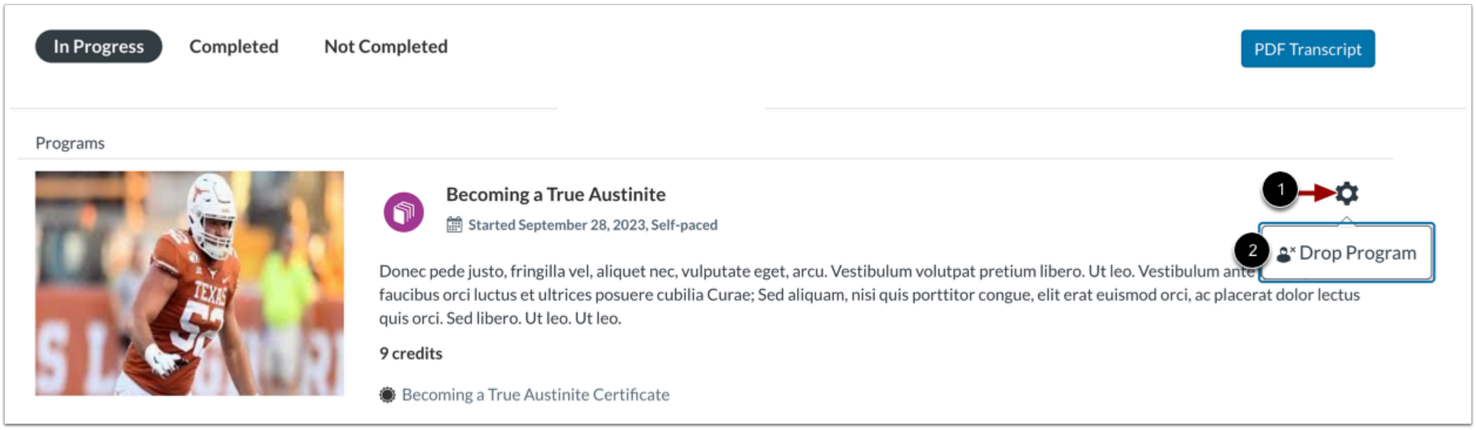


To open listings you have started, click the **In Progress** tab [1].

To open listings that you have not yet started, click the **Not Completed** tab [2].

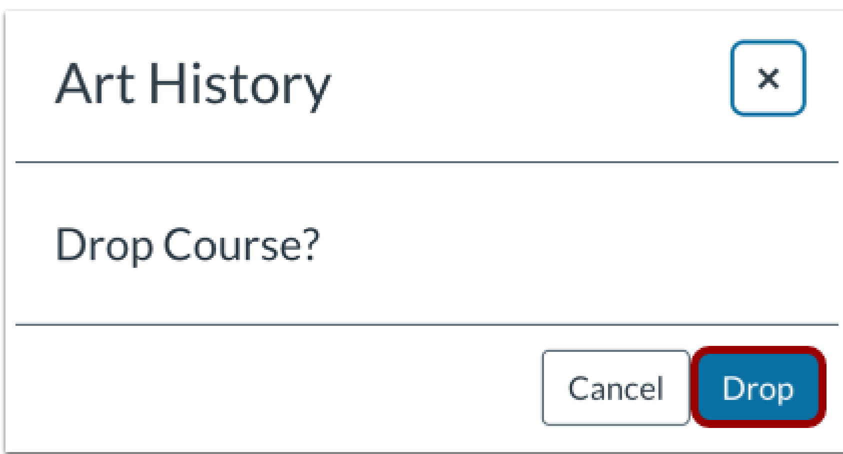
Note: You can not drop a completed listing.

Drop Course or Program



Locate the course or program and click the **Settings** icon [1]. Then, click the **Drop Program (or Course)** link [2].

Confirm Drop



A confirmation window displays.

To confirm the action, click the **Drop** button.

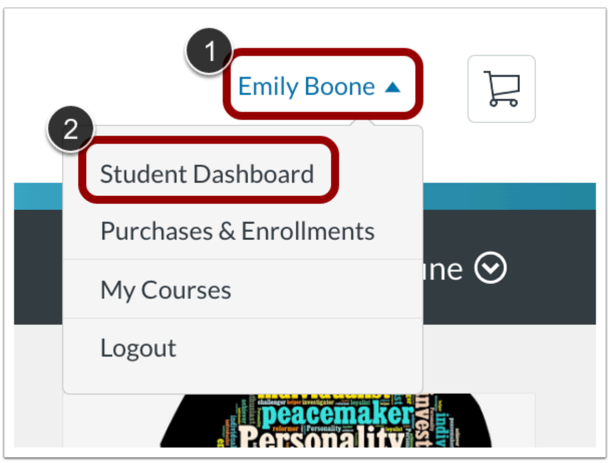
How do I view the certificate of completion for a Catalog course or program?

If your course or program included a certificate, you can view and download the certificate when you have completed the course or program.

Certificates are issued automatically upon completion and can be viewed at any time.

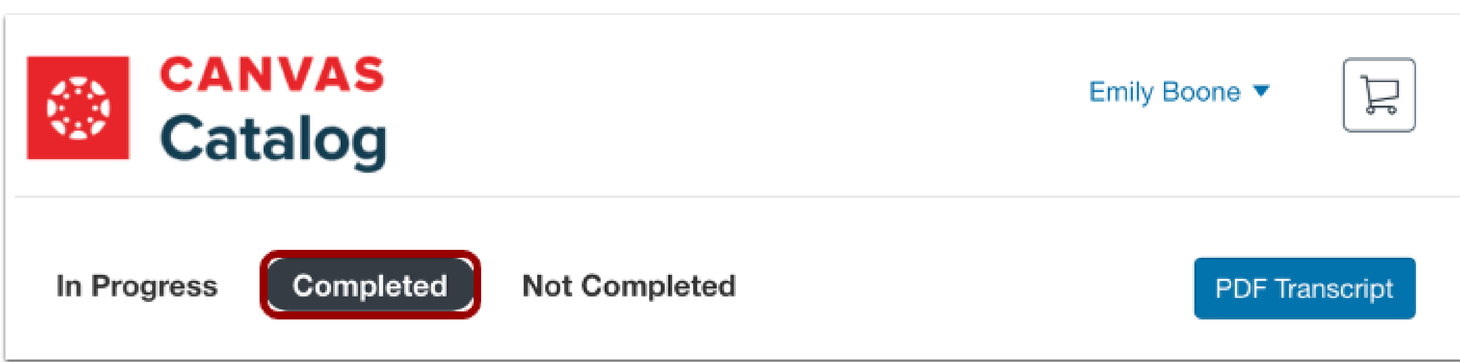
Note: When you complete a course or program that includes a certificate, a link to the certificate is emailed to you.

Open Student Dashboard



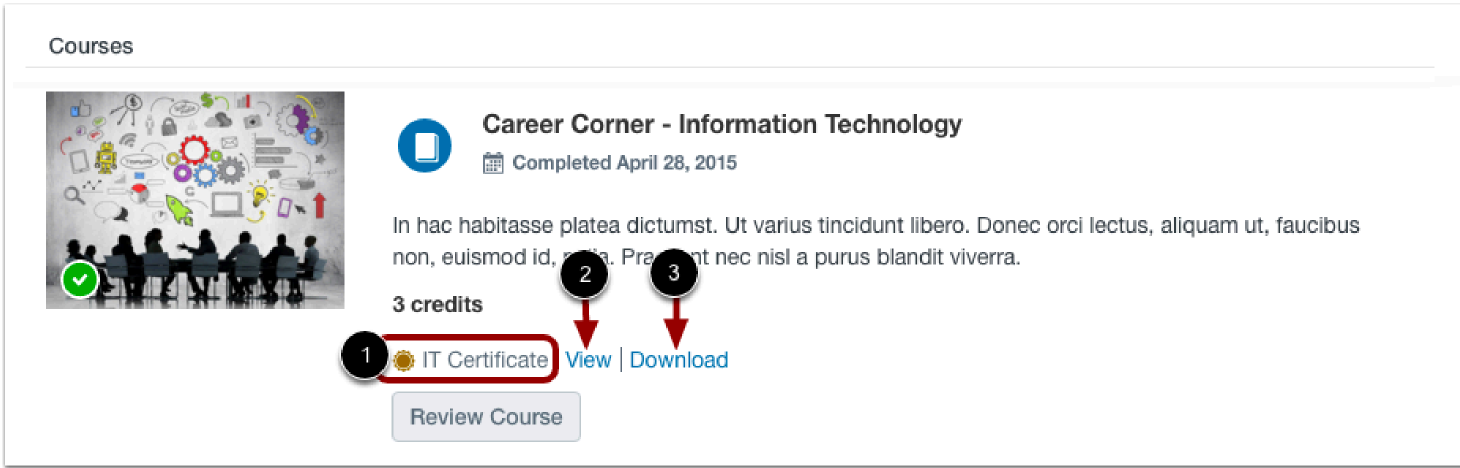
Click the **User Name** drop-down [1]. Then click the **Student Dashboard** link [2].

Open Completed Tab



Click the **Completed** tab.

View Certificate



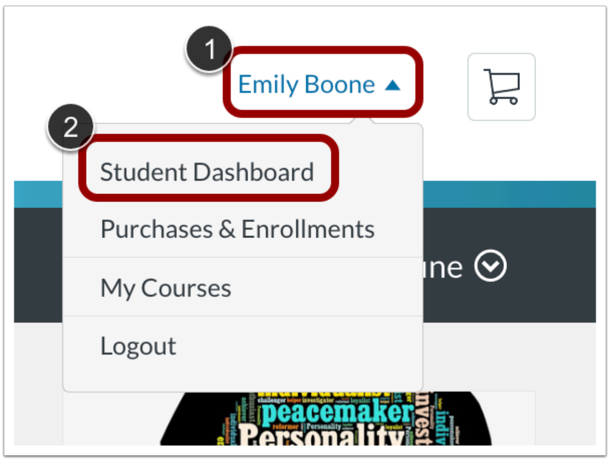
If a certificate is provided for the course or program, the certificate name displays [1].

To view the certificate in your web browser, click the **View** link [2]. To download the certificate, click the **Download** link [3].

How do I view, download, or print a transcript of my enrollments in Catalog?

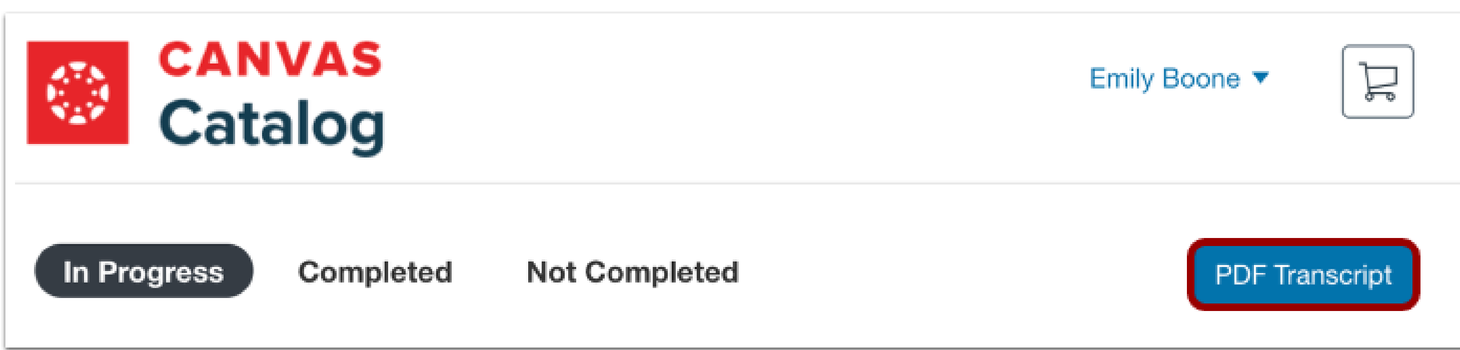
In Canvas Catalog you can view, download, or print a PDF of your enrollment transcript. The transcript displays overview and detail information for completed, in progress, and not completed courses.

Open Student Dashboard



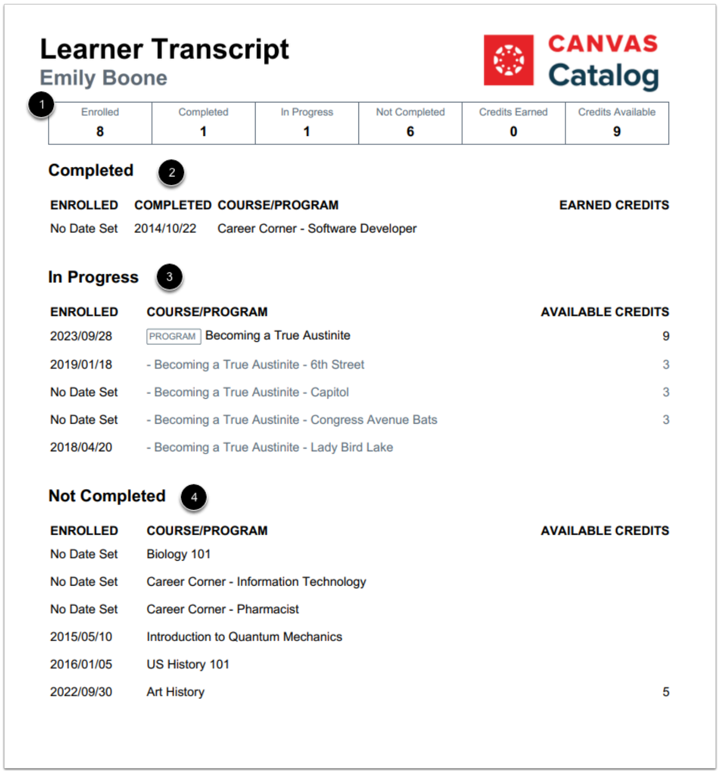
Click the **User Name** drop-down menu [1]. Then, click the **Student Dashboard** link [2].

Open PDF Transcript



Click the **PDF Transcript** button.

View Transcript



Learner Transcript
Emily Boone

CANVAS Catalog

Enrolled	Completed	In Progress	Not Completed	Credits Earned	Credits Available
8	1	1	6	0	9

Completed

ENROLLED	COMPLETED	COURSE/PROGRAM	EARNED CREDITS
No Date Set	2014/10/22	Career Corner - Software Developer	

In Progress

ENROLLED	COURSE/PROGRAM	AVAILABLE CREDITS
2023/09/28	PROGRAM Becoming a True Austinite	9
2019/01/18	- Becoming a True Austinite - 6th Street	3
No Date Set	- Becoming a True Austinite - Capitol	3
No Date Set	- Becoming a True Austinite - Congress Avenue Bats	3
2018/04/20	- Becoming a True Austinite - Lady Bird Lake	

Not Completed

ENROLLED	COURSE/PROGRAM	AVAILABLE CREDITS
No Date Set	Biology 101	
No Date Set	Career Corner - Information Technology	
No Date Set	Career Corner - Pharmacist	
2015/05/10	Introduction to Quantum Mechanics	
2016/01/05	US History 101	
2022/09/30	Art History	5

The PDF transcript opens in a new browser tab.

Information for the total number of courses and programs on the transcript displays in the overview section [1].

The Completed section lists courses or programs that you have completed, the enrollment date, the completed date, and the number of credits earned (when available) [2].

The In Progress section lists courses or programs that are currently in progress, the enrollment date, and the number of credits offered (when available) [3].

The Not Completed section lists courses or programs that have expired, are archived, were dropped, or that you have not yet started with the enrollment date and the credits offered (when available) [4].

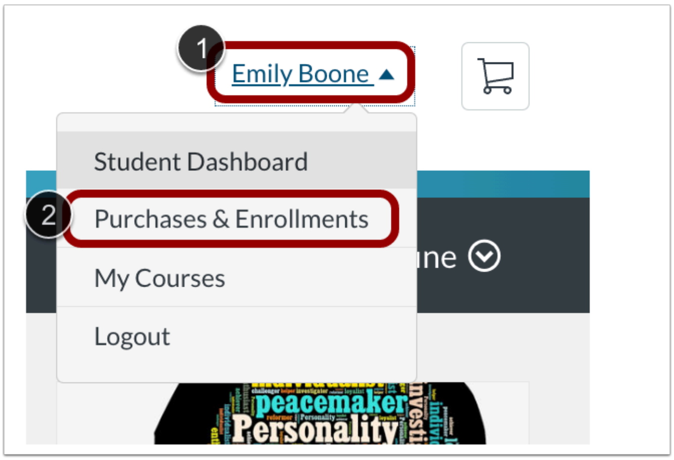
You can print the transcript or download the PDF to your computer.

Note: In the overview section, programs are counted as a single enrollment.

How do I view my Catalog purchases and enrollments history?

In Canvas Catalog, you can view your enrollment and payment history in the Purchases & Enrollments section.

Open Purchases & Enrollments



Click the **User Name** drop-down menu [1]. Then, click the **Purchases & Enrollments** link [2].

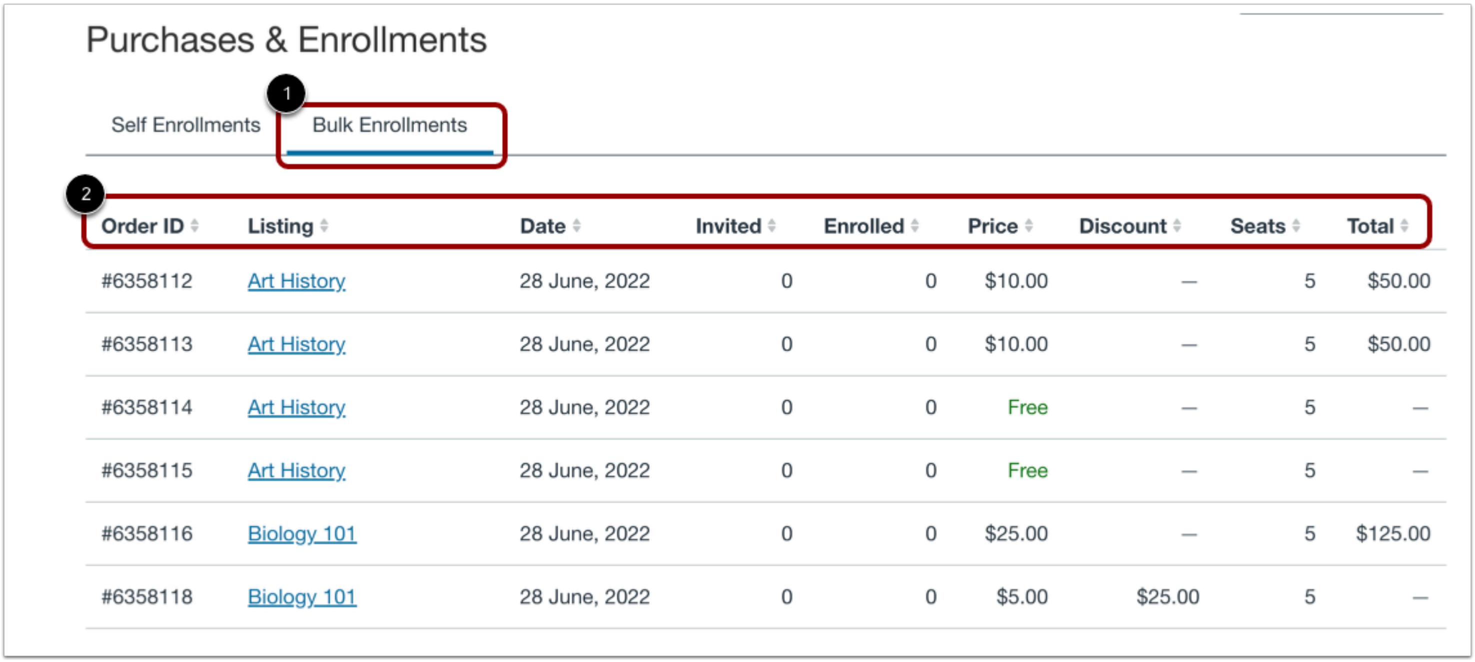
View Self Enrollments List

To view a list of your self enrollments, click the **Self Enrollments** tab [1].

The list header displays the order ID number, listing name, enrollment date, registration price (if any), amount of any discounts applied (if any) [5], and total cost for the listing (if any) [2].

If the enrollment was not successful, the Enrollment failed message displays [3]. To make another enrollment attempt, click the **Retry** button [4].

View Bulk Enrollments List


Purchases & Enrollments

Self Enrollments | Bulk Enrollments

Order ID	Listing	Date	Invited	Enrolled	Price	Discount	Seats	Total
#6358112	Art History	28 June, 2022	0	0	$10.00	—	5	$50.00
#6358113	Art History	28 June, 2022	0	0	$10.00	—	5	$50.00
#6358114	Art History	28 June, 2022	0	0	Free	—	5	—
#6358115	Art History	28 June, 2022	0	0	Free	—	5	—
#6358116	Biology 101	28 June, 2022	0	0	$25.00	—	5	$125.00
#6358118	Biology 101	28 June, 2022	0	0	$5.00	$25.00	5	—

To view a list of your bulk enrollments, click the **Bulk Enrollments** tab [1].

The list header displays titles the order ID number, listing name, purchase date, number of students invited to the course or program, number of students that have accepted the invitation, price per enrollment (if any), discount applied (if any), number of seats purchased, and total cost of the listing (if any) [2].

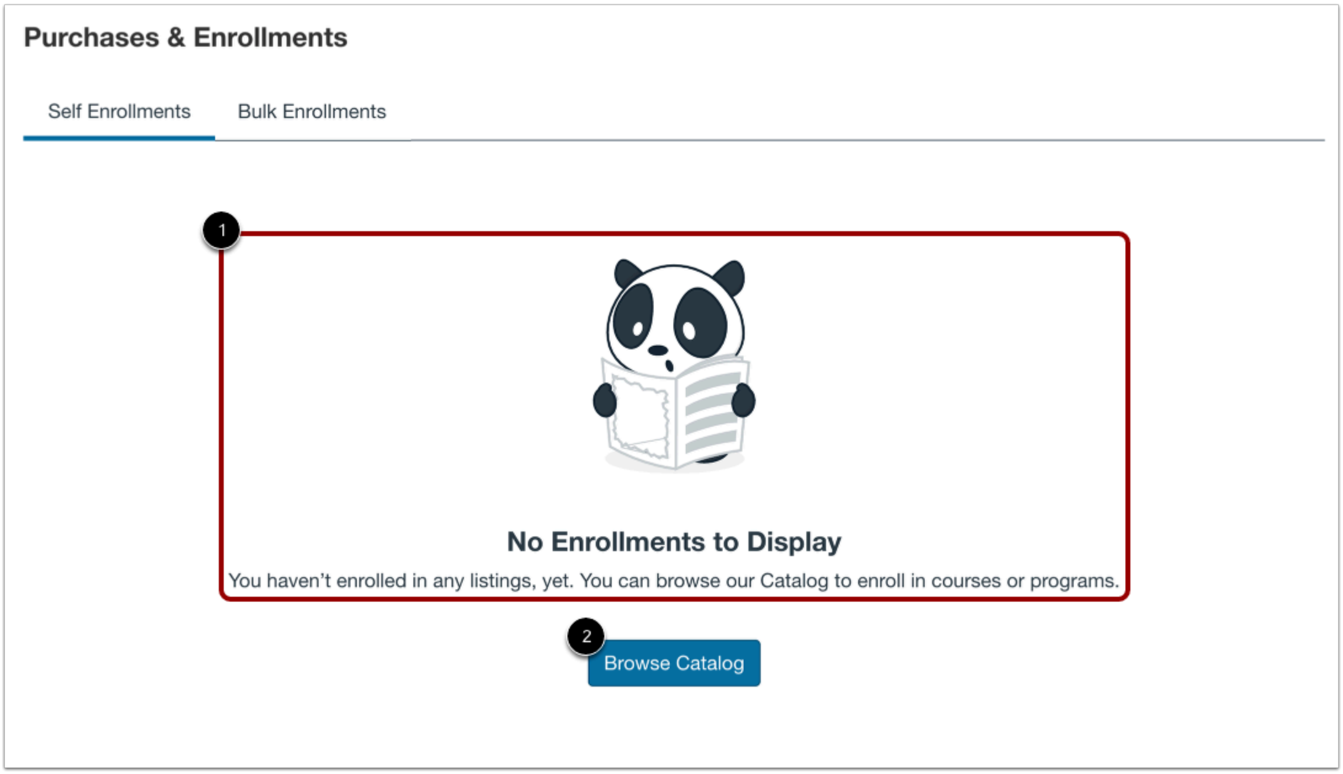
Sort Enrollments Lists

By default, enrollments lists are sorted by date with the oldest listings first.

To select a new sorting column, click a column header [1]. Then, to change sorting order, click the **Sort** icon [2].

Note: Lists can only be sorted by one column at a time.

View No Enrollments



If you have not enrolled in any listings, the Purchases & Enrollments page displays a **No Enrollments to Display** notification [1].

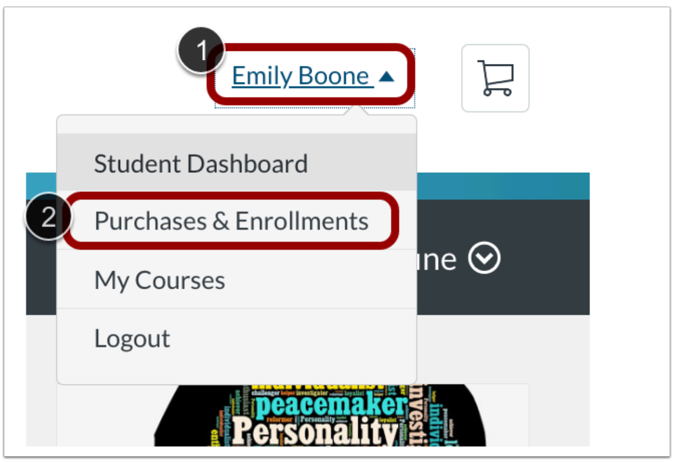
To view and enroll in available listings, click the **Browse Catalog** button [2].

How do I invite students to a bulk purchased course or program?

In Canvas Catalog, you can invite students to register for a bulk-purchased listing by email and manage their registration status.

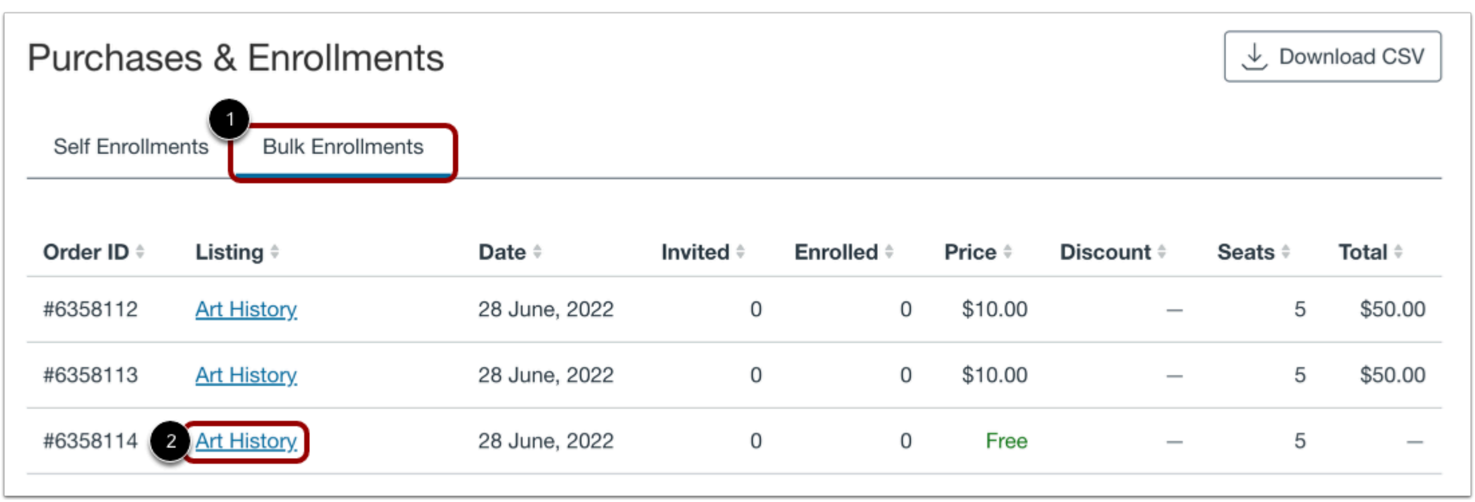
Enter email addresses individually or as a group in a CSV upload.

Open Purchases & Enrollments



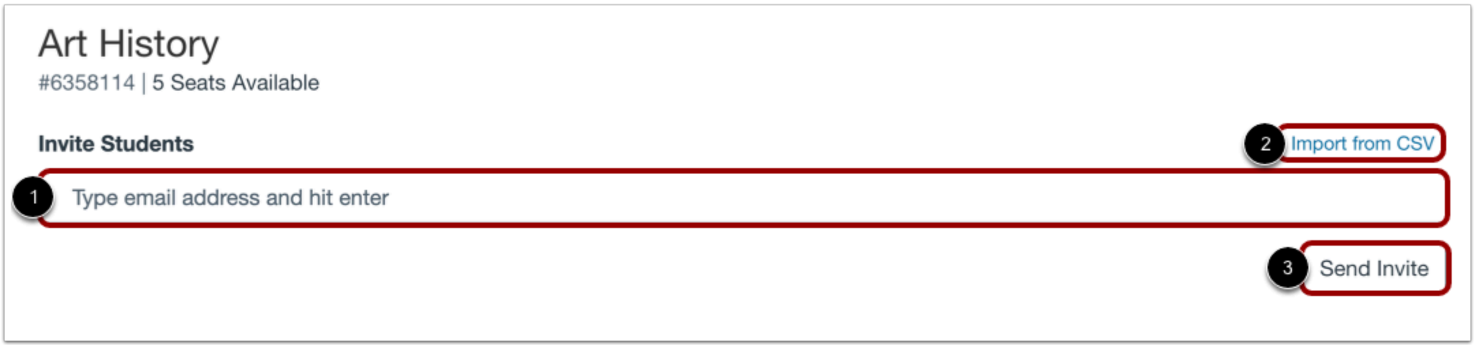
Click the **User Name** drop-down menu [1]. Then, click the **Purchases & Enrollments** link [2].

Select Bulk Enrollments



Click the **Bulk Enrollments** tab [1]. Then, click the listing name link [2].

Invite Students



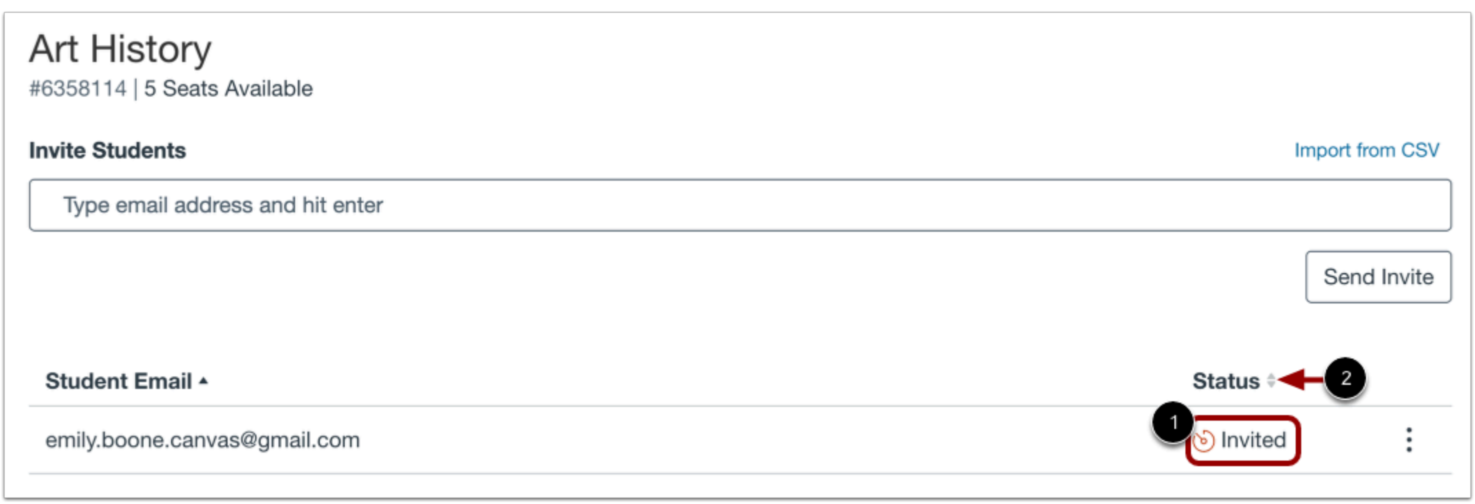
To invite a student to the course or program, enter the student's email address in the **Invite Students** field [1]. To enter additional email addresses, press the enter key on your keyboard, then add the next email address.

To import a list of email addresses from a CSV file, click the **Import from CSV** link [2].

To send invitations to students, click the **Send Invite** button [3].

Note: If an email address is manually added before a CSV is imported, the CSV import will override any information already in the text box. To add emails using both methods, import the CSV first, then manually add additional addresses.

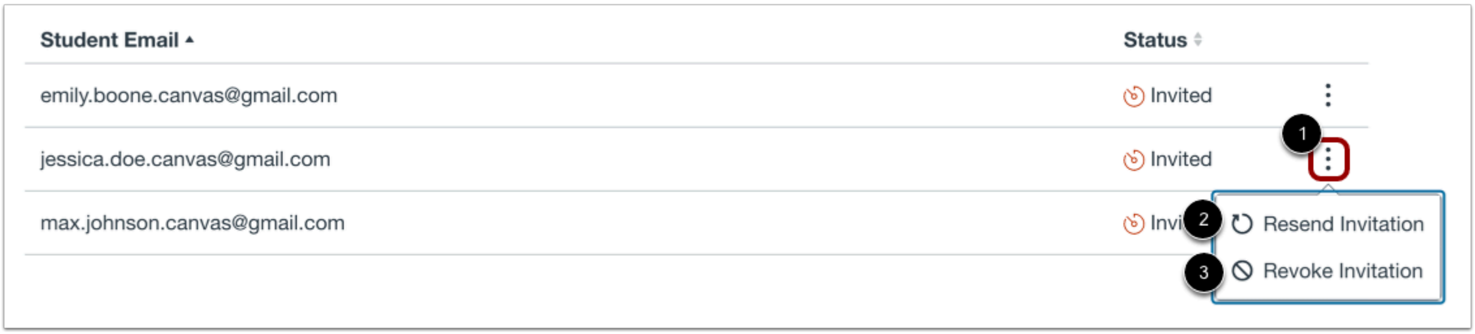
View Invitation Status



When an invitation has been sent, the invitation status displays in the Status column [1].

To sort invitations by status, click the **Sort** arrows [2].

Resend or Revoke Invitation



To edit an invitation, click the **More** icon [1].

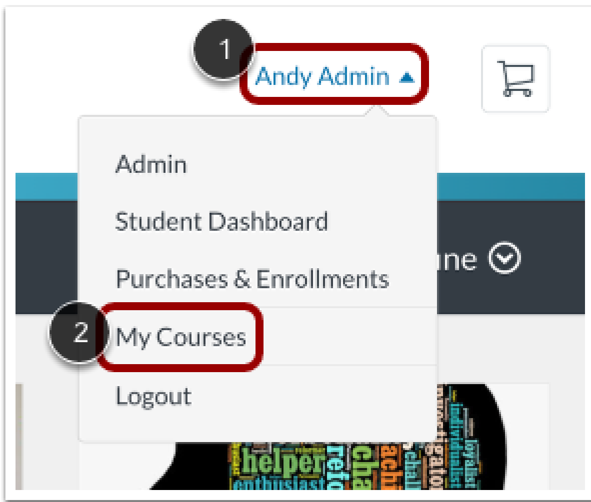
To resend the invitation to the student's email address, click the **Resend Invitation** link [2].

To cancel the invitation, click the **Revoke Invitation** link [3].

How do I view the Canvas Dashboard through Catalog?

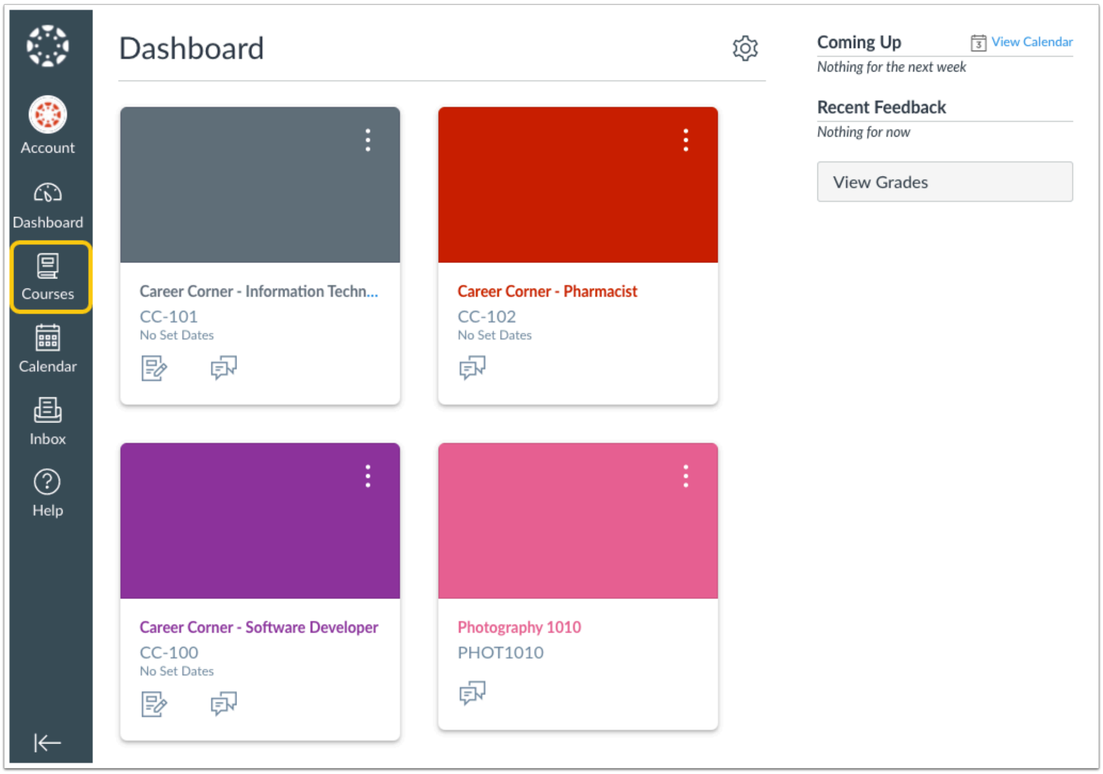
When you have completed registration for a Catalog listing, you can complete the coursework within Canvas. You can access your Catalog courses in Canvas from the Catalog User Menu.

Open Canvas from Catalog



After you've logged in to your Catalog account, click the **User** drop-down menu [1]. Then, click the **My Courses** link [2].

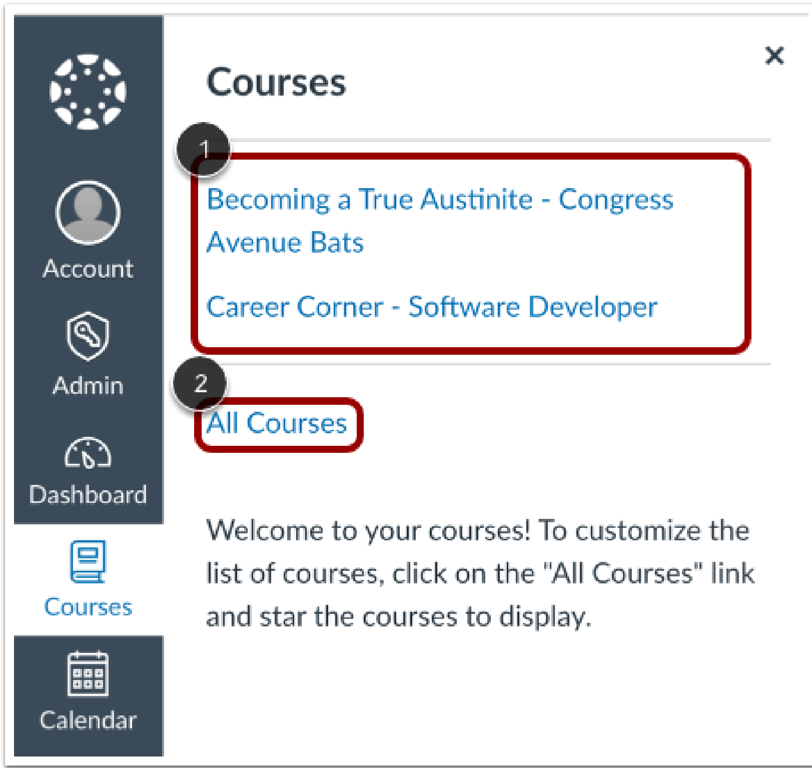
View Canvas Dashboard



The Dashboard displays an overview of all activity in your Canvas account.

To view or begin a course, click the **Courses** link.

View Courses



The Courses window displays active courses. To begin a course, click a course name link [1].

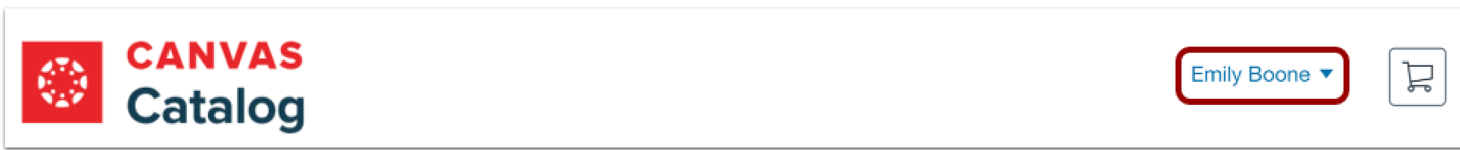
To view and manage a list of all courses both current and past, click the **All Courses** link [2].

How do I log out of my Catalog account?

When you are finished using Catalog, you can log out. Logging out of your Catalog account also logs you out of your Canvas course(s).

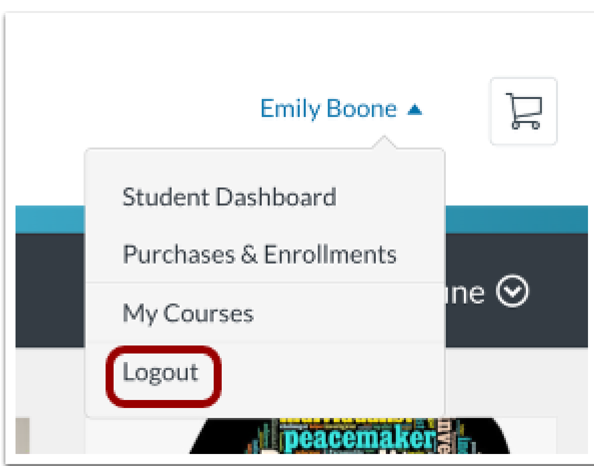
NOTE: If your institution uses single sign-on (SSO) authentication—for example, CAS, LastPass, Okta, OneLogin, etc.—to manage your access to their available apps, you must log out of the SSO in order to fully log out of Catalog.

Open User Menu



In the Catalog dashboard, click the **User Name** drop-down.

Log Out



Click the **Logout** link.

What languages does Canvas Catalog support?

Canvas Catalog admins can select a language preference for catalogs and subcatalogs. If no preferred language is selected, Canvas Catalog defaults to English (United States).

Supported Languages

Canvas Catalog supports the following languages:

- Arabic (العربية) *
- Catalan (Catalá)
- Danish (Dansk)
- Dutch (Nederlands)
- English—Australia
- English—Canada
- English—United Kingdom
- English—United States
- English—Welsh
- Finnish (Suomi)
- French (Français)
- French—Canadian (Français Canada)
- German (Deutsch)
- Haitian Creole (Kreyòl Ayisyen)
- Icelandic (Íslenska)
- Italian (Italiano)
- Japanese (日本語)
- Maori (Reo Māori)
- Norwegian—Bokmål (Norsk Bokmål)
- Polish (Polski)
- Portuguese (Português)
- Portuguese—Brazil (Português do Brasil)
- Russian (Русский)
- Simplified Chinese (简体中文)
- Slovene/Slovenian (Slovenščina)
- Spanish (Español)
- Spanish—European (Español)
- Swedish (Svenska)
- Thai (ไทย)
- Traditional Chinese (繁體中文)

* These languages support right-to-left interface functionality.

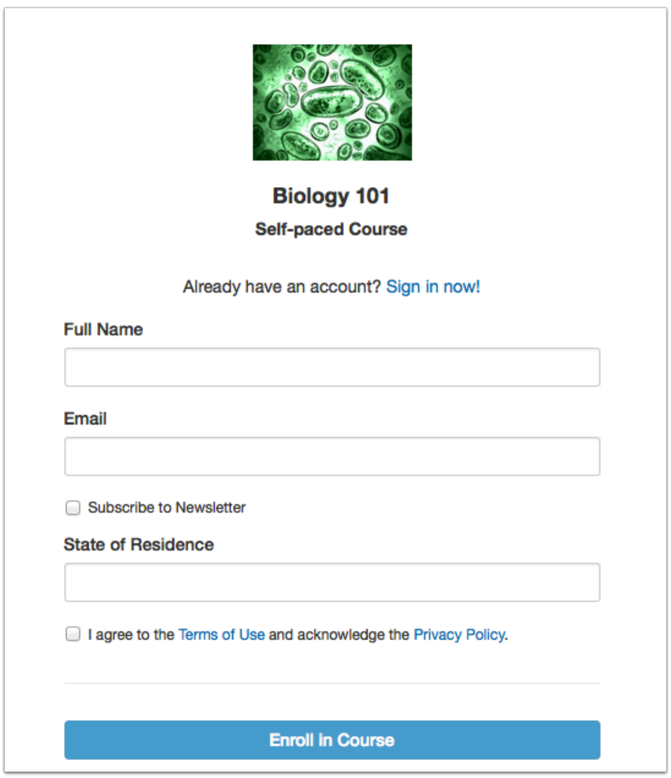
Admins - Canvas

How does Canvas Catalog interact with my institution's Canvas account?

Your Canvas Account is the foundation for your Canvas Catalog account, and it houses all the courses that you can create and manage as part of your course or program listings in Canvas Catalog. As an admin, when you sign up for Canvas Catalog, you must also have a Canvas Account.

Canvas Catalog uses the data from Canvas courses to determine the completion state for each Catalog course or listing, and allows you to enroll students in specific sections that are set in Canvas.

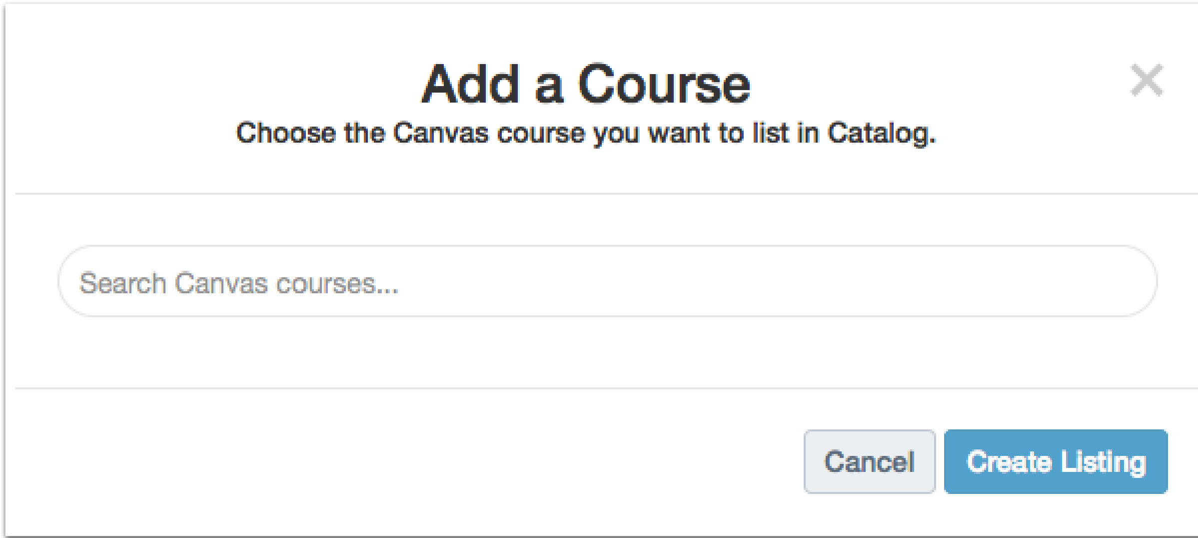
Registration User Defined Fields



In Canvas Catalog, when you add or manage **user defined fields,** the custom user information is stored in Canvas.

Note: Custom field information cannot currently be viewed in Canvas itself and can only be retrieved through the Canvas Users API. Requests should be used with the parent catalog account.

Catalog Listings

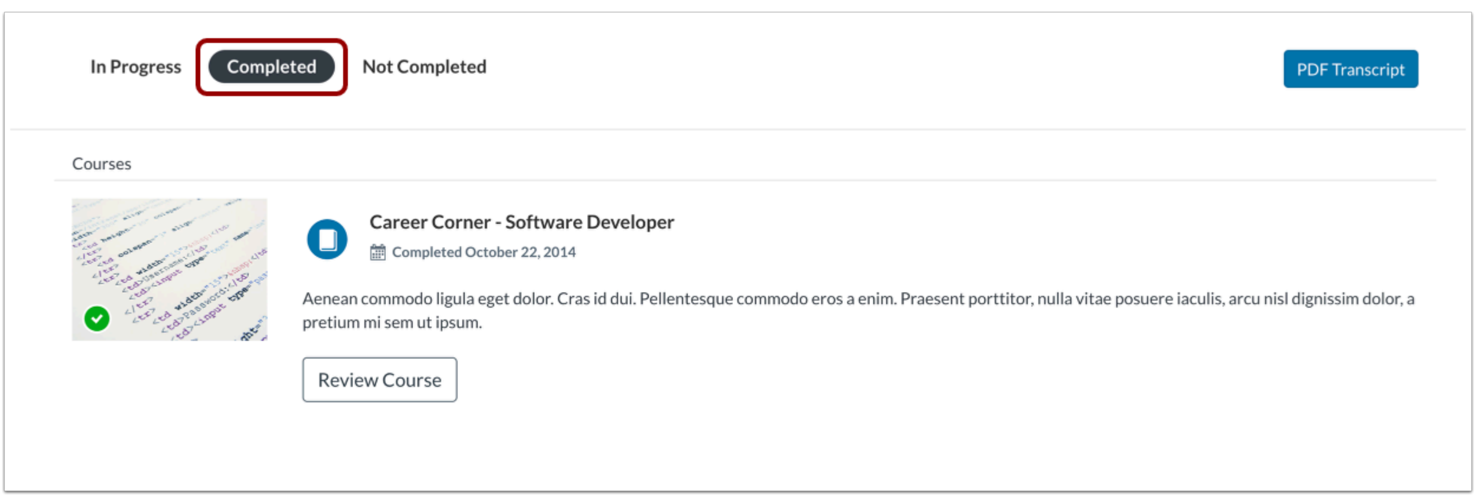


When you add a Catalog course listing, Catalog references the list of existing courses in your Canvas account and provides a location for you to create details about the course to allow students to enroll.

If you do not have any existing courses in Canvas, you cannot add a Catalog course listing.

Note: To create a program listing in Catalog, you must first create the course listings.

Catalog Course Status

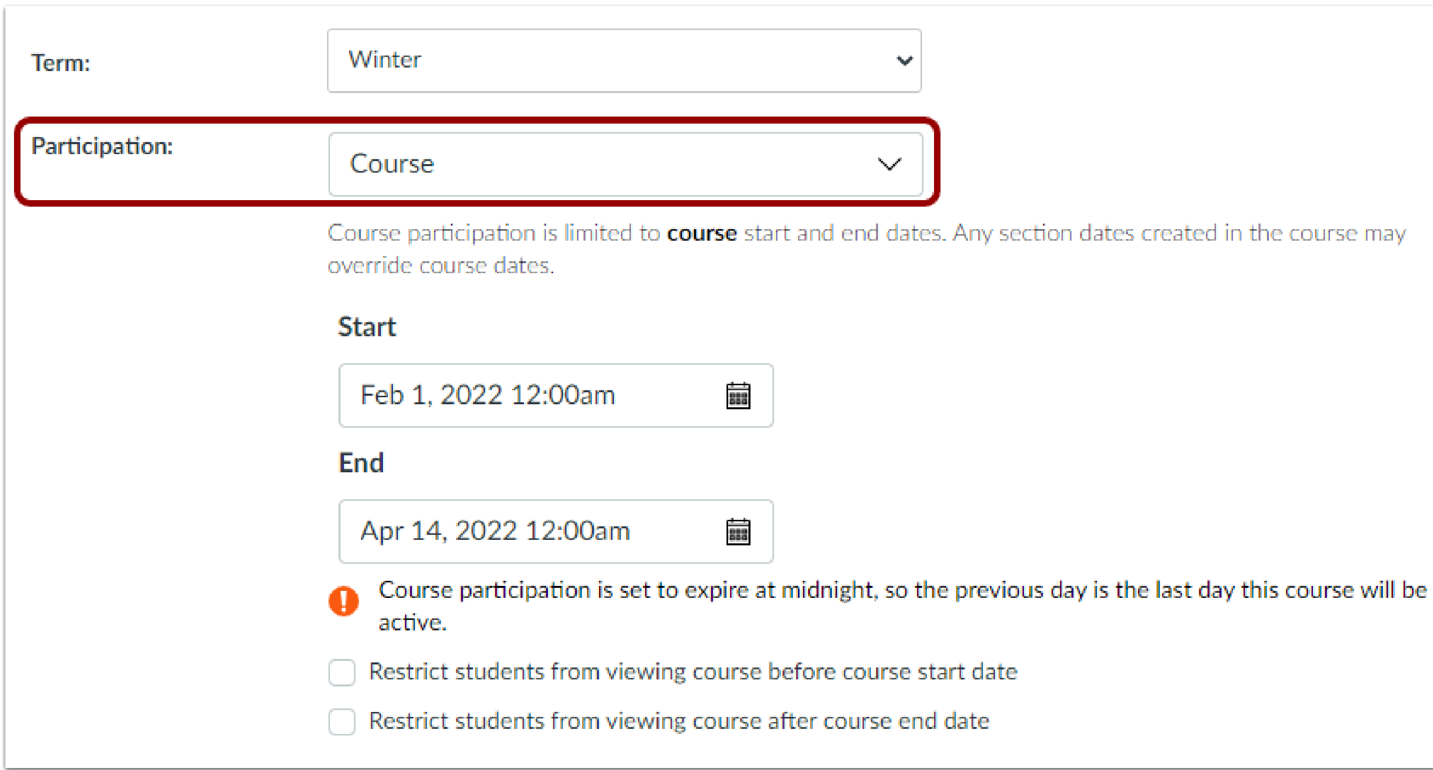


In the Catalog Student Dashboard, completed courses and programs display in the Completed tab.

To measure activity in the Course Progress indicator, Catalog uses Canvas course modules to generate progress data. If a course is not set up with modules, Catalog cannot identify the status of the course.

Learn more about [Canvas course modules](#).

Set Catalog Course Listing Dates



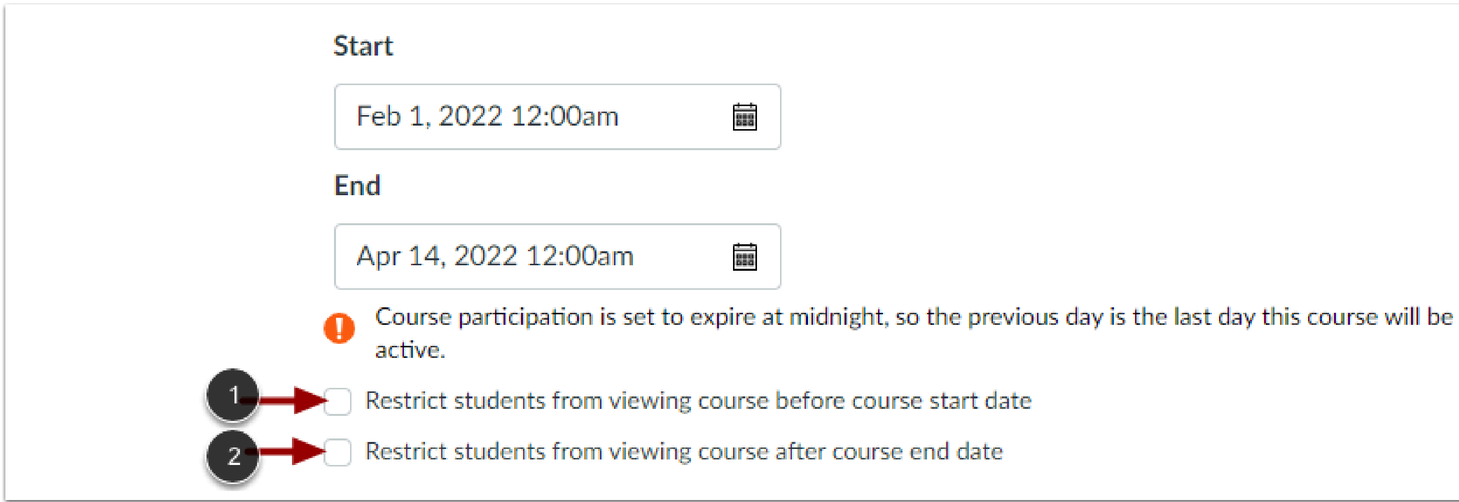
Catalog listing dates are based on Canvas course participation dates. Listings are considered active as long as the course falls within the participation dates specified in the Canvas course settings.

To set specific participation dates for a Catalog course, the Course option must be selected in the Participation drop-down menu of the Canvas course settings menu. If the Term option is selected, Catalog sets the course to be permanently self-paced with no start or end dates.

Learn more about [changing the start and end dates for a course](#).

Note: Participation dates also affect the [wait list](#) for a course.

Restrict Course Access in Canvas Settings



By default, when a student enrolls in a Catalog course the course information appears in the Not Completed tab, and after the course ends it displays in the Completed tab of the Catalog Student Dashboard.

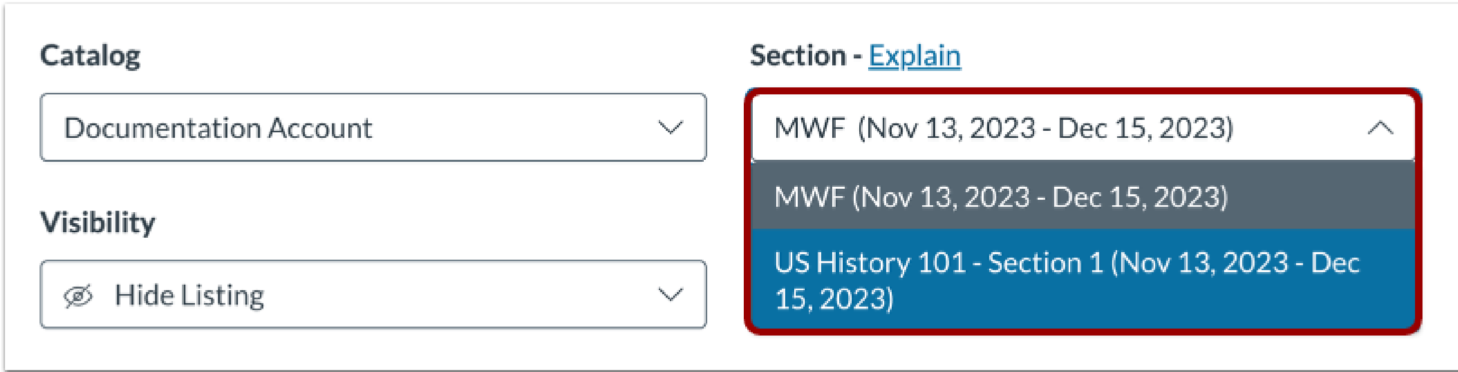
You can restrict student access in Catalog before the course starts or after it ends in the Canvas course settings menu.

To restrict students from viewing the course before the start date, click the **Restrict students from viewing course before [participation] start date** checkbox [1].

To prevent a course from appearing in the Completed tab of the Student Dashboard, click the **Restrict students from viewing course after [participation] end date** checkbox [2].

Note: When students enroll in a Catalog course that has viewing restricted, they receive a email confirming registration, but the course will not display in the dashboard until the start date of the course.

Select Sections for New Enrollments in Catalog Settings



When you add a listing in Canvas Catalog, if the Canvas course has multiple sections, Catalog displays the course's default section in Canvas along with the course dates. To select a different section, click the **Section** drop-down menu.

By selecting a section for a Catalog listing, you determine the section that any newly enrolled students will be placed in. Learn more about adding sections in Canvas. Section dates will also affect the wait list for a course.

If you make any changes to dates in Canvas, you must sync the changes in Catalog. To sync changes, open the listing and re-save.

Notes:

- Changing the section setting does not affect past or current enrollments.
- Sections that do not have set start and end dates are set as self-paced with no start or end dates.

How do I add a user as an admin for a Catalog account in Canvas?

As a Canvas Catalog admin, you can add administrative users for Catalog in your Canvas Account Settings. When you assign a user as an admin in the root account, that user has essentially all privileges in any sub-account in Canvas.

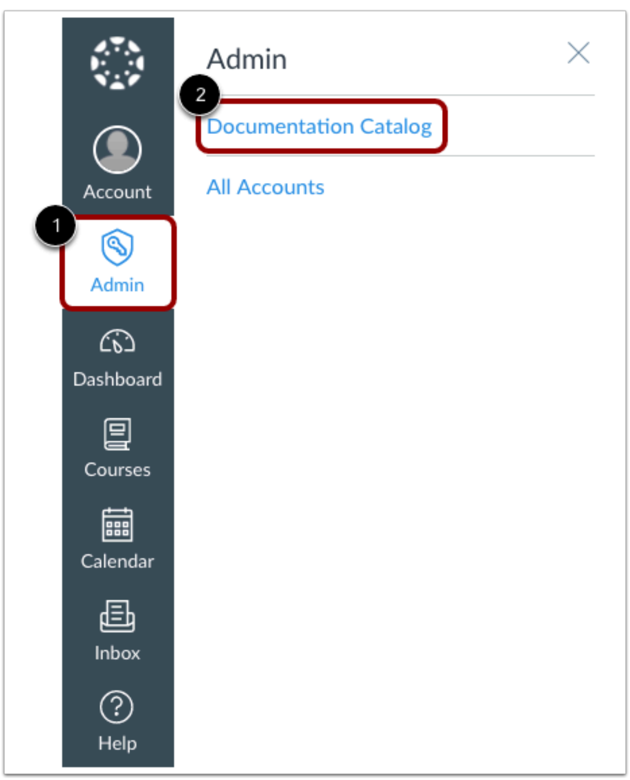
When you add users as admins, if the users already have a profile in Canvas, they will receive an email notifying them that they are now an admin for the account. If the users do not already have a profile, they will receive an email with a link to create a profile and access the account.

If you want to give a Canvas user rights to manage a catalog but not allow full admin access in Canvas, you can add a user as a subcatalog admin for a single catalog directly from your Catalog account.

Notes:

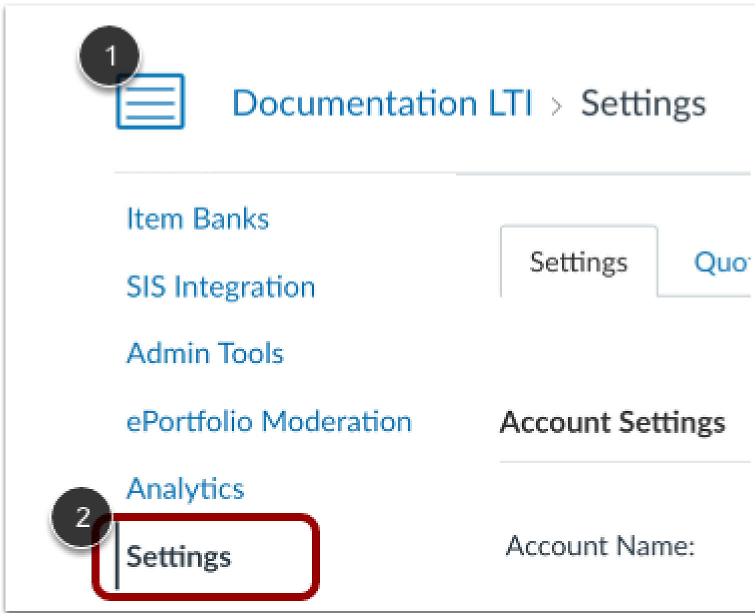
- When adding an administrative user, you must assign the user to an account role. Before adding a user, ensure that you have created the necessary account-level role.
- Your administrative user list includes the Catalog API, which is currently included in all Catalog accounts.

Open Account



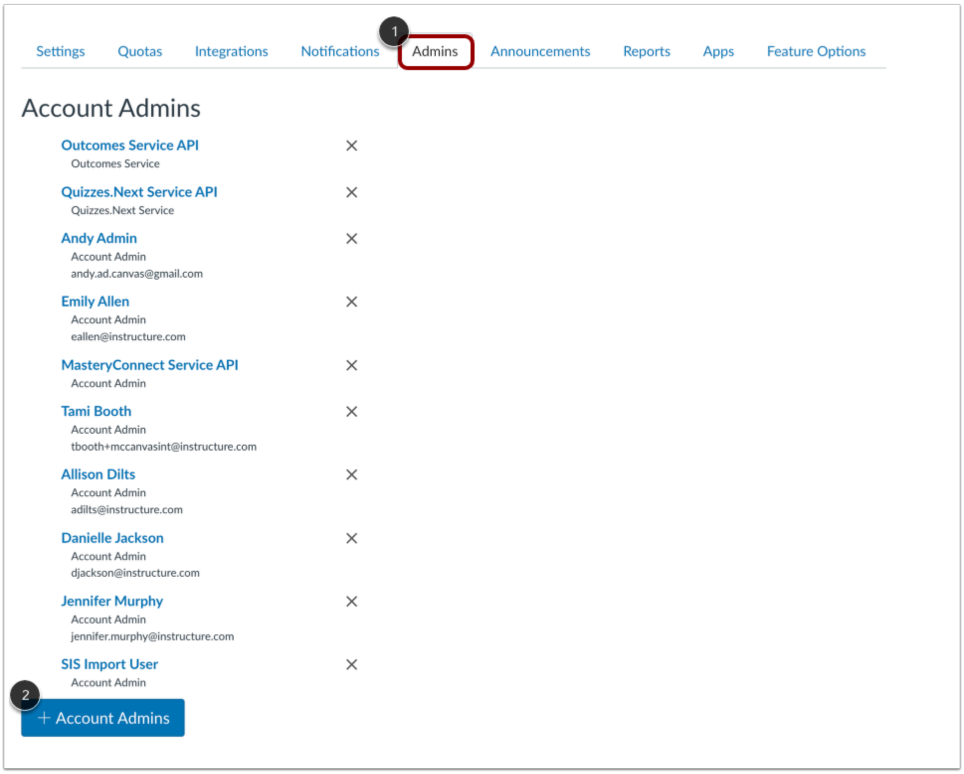
In Global Navigation, click the **Admin** link [1], then click the name of the account [2].

Open Settings



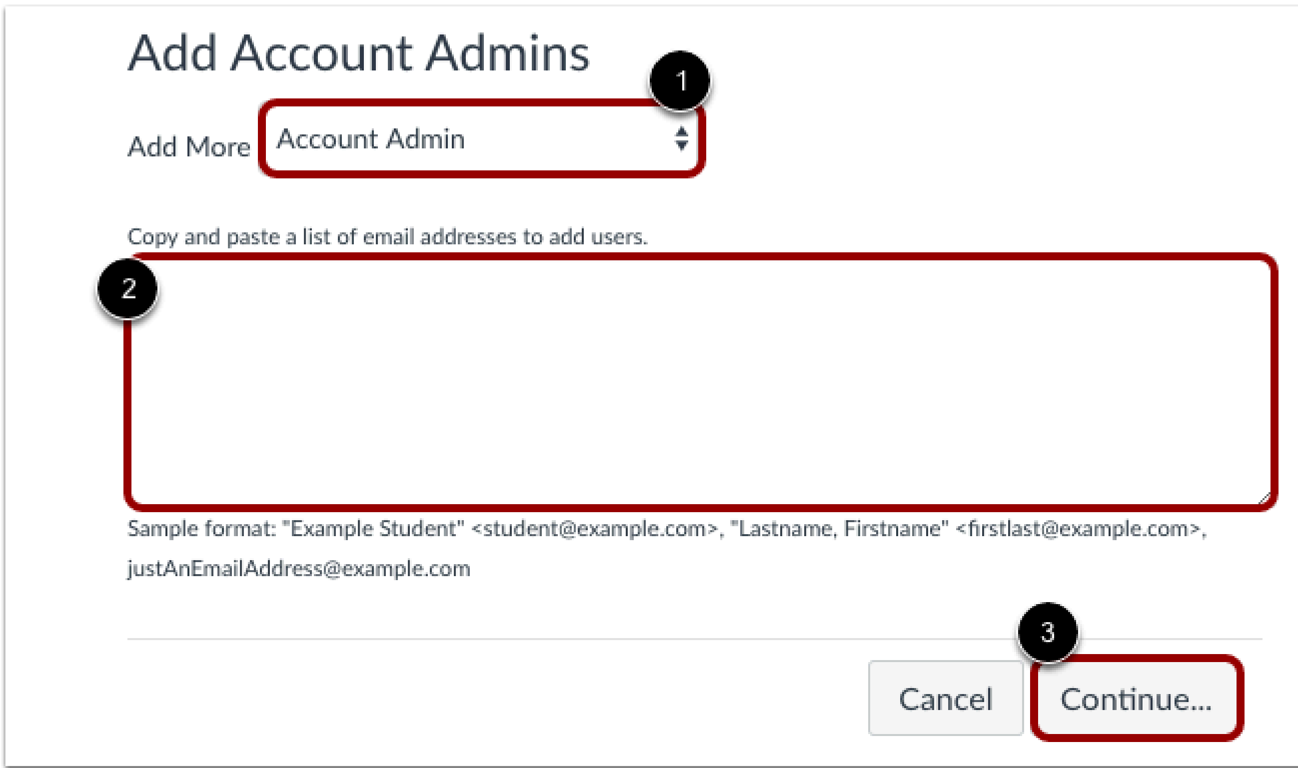
Click the **More Options** icon [1]. Then, click the **Settings** link [2].

Add Admins



Click the **Admins** tab [1]. Then, click the **Add Account Admins** button [2].

Add Admin Role and Email

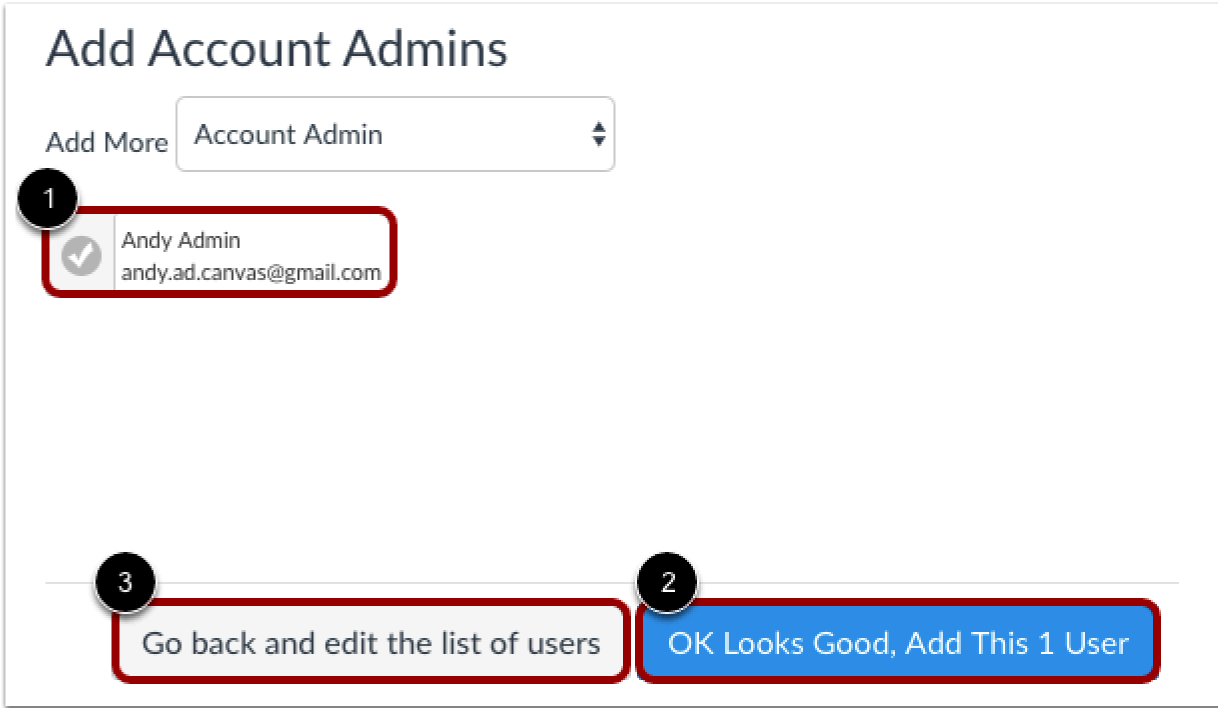


Click the **Add More** drop-down menu [1] and select the **Account Admin** option. Then, type the email address of the user(s) you wish to add in the email addresses field [2].

To save changes, click the **Continue** button [3].

Each added user will receive a Canvas Account Admin invitation email containing a link that they must click to confirm admin registration.

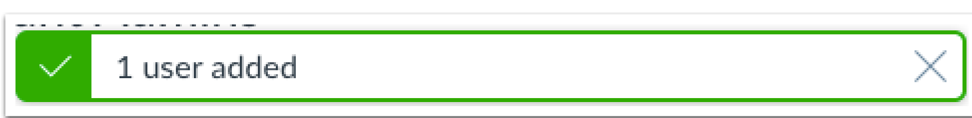
Add Account Admin(s)



The new user information displays in the Add Account Admins field [1].

To confirm the added user(s), click the **OK Looks Good, Add this [#] User** button [2]. To edit added user information, click the **Go back and edit the list of users** button [3].

View Verification



When added users are accepted, the user added verification displays.

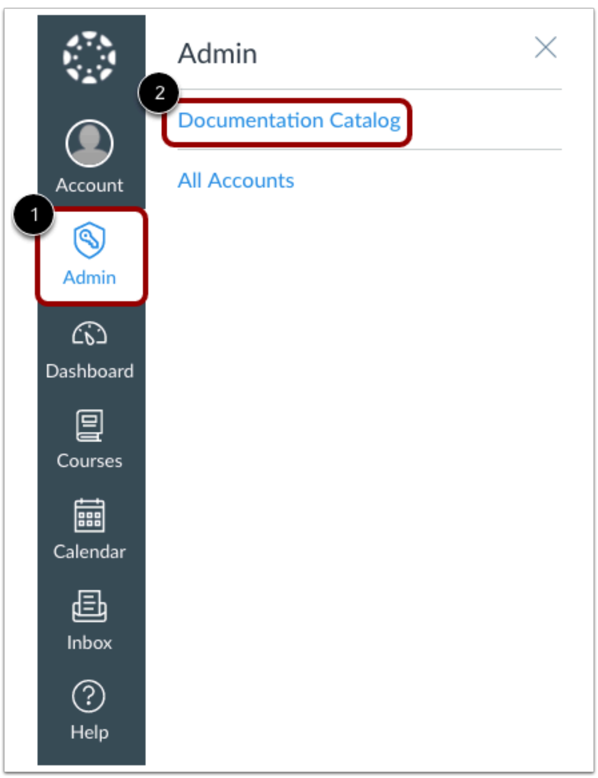
How do I enable Canvas permissions for admins to manage a Catalog account?

In Canvas Catalog, admins can manage all course and program listing, as well as user registration, reports, and promotions. However, Canvas admins are not automatically given access to the admin features in Canvas Catalog.

As the Catalog account admin, you may need to add another Canvas admin as a Catalog admin. You will need to enable the catalog permission for the admin's role at the account level. For more information about permissions, please see the Canvas Admin Guide.

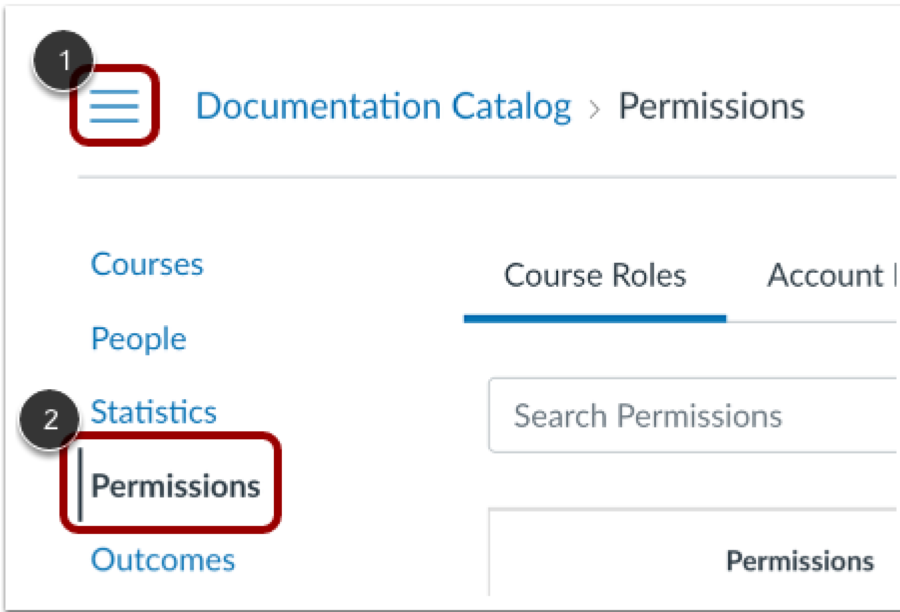
Note: The Catalog permission only appears in the Permissions list if your institution has a Canvas Catalog account, and it does not apply to subaccount roles.

Open Account



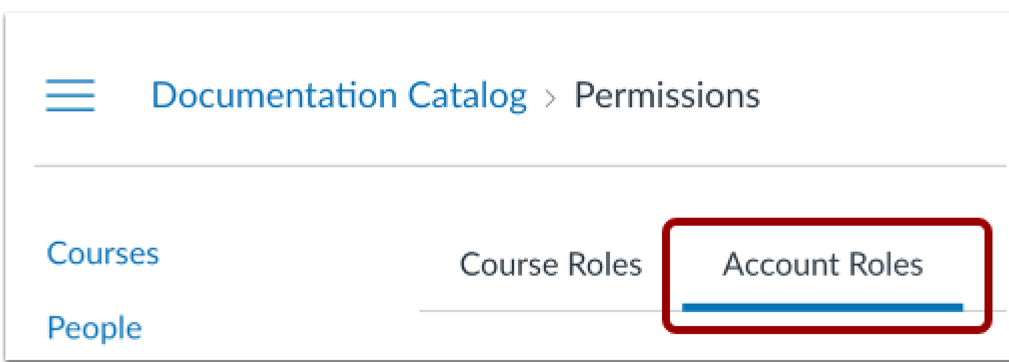
In Global Navigation, click the **Admin** link [1], then click the name of the Canvas Catalog account [2].

Open Permissions



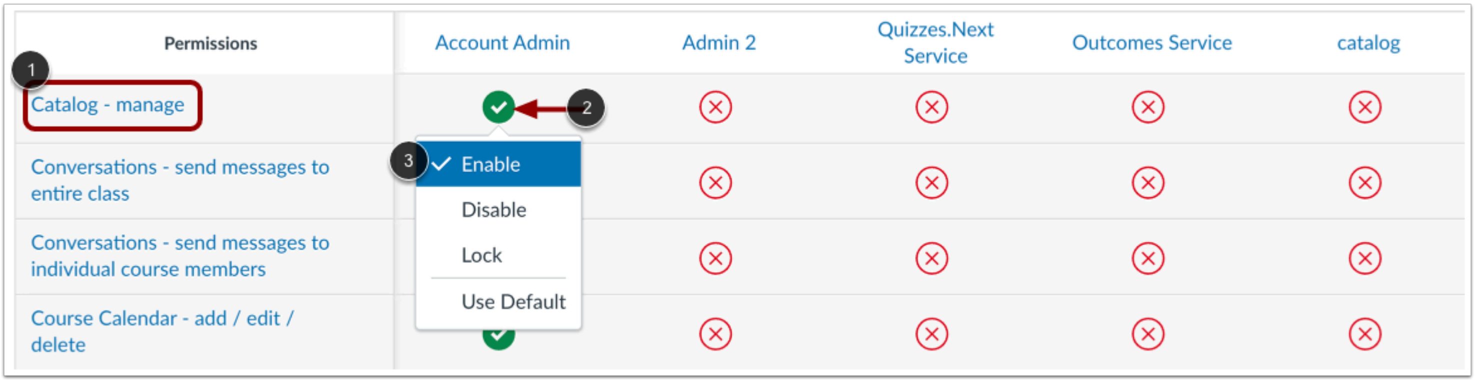
Click the **More Options** icon [1]. Then, click the **Permissions** link [2].

View Account Roles



Click the **Account Roles** tab.

Enable Catalog Admin Permission



In the Permissions list, locate the Catalog - manage role [1]. Click the **Account Admin** icon [2]. Then, in the drop-down menu, click the **Enable** option [3].

Admins - Catalog

How do I access my Catalog beta environment?

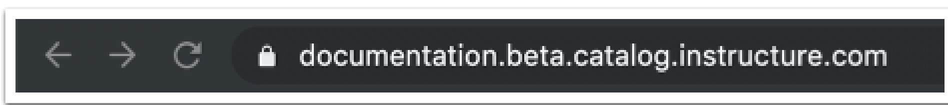
As a Canvas Catalog admin, the beta environment allows you to explore new features in Catalog without affecting your production environment. If you want to keep up on the latest beta features in Catalog, visit the Catalog Release Notes page in the Canvas Community.

The beta environment is overwritten with data from the production environment after each release, which means that any work or content you add to your beta environment will be overwritten. Any changes you want to keep in the beta environment must be made directly within the production environment before beta is reset.

Notes:

- Notifications are not sent from the beta environment.
- For more information about Canvas beta environments, please see the Canvas Admin Guide.

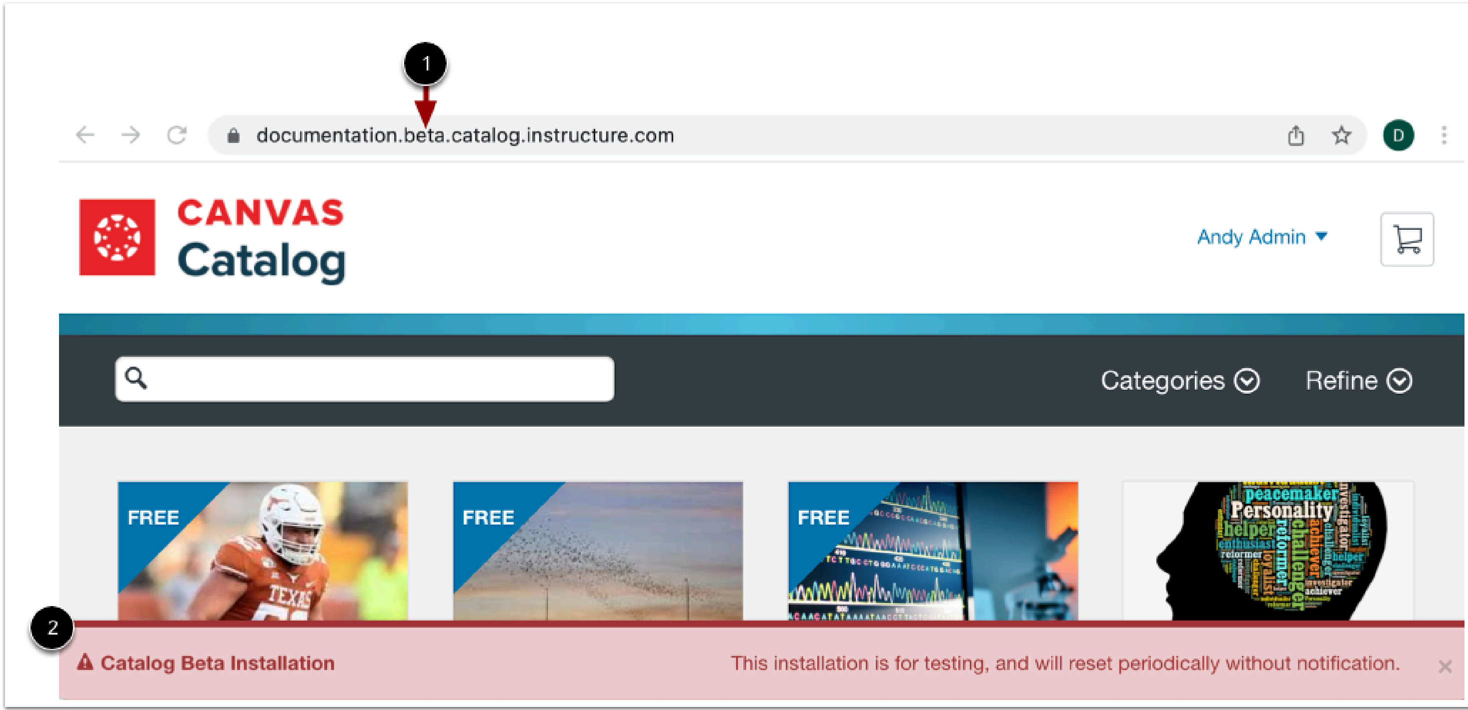
Access Beta Environment



To log in to your beta environment, type **[organization name].beta.catalog.instructure.com** in the URL field.

If your institution uses a vanity URL, replace the organization name with your full URL. For instance, the beta site for example.com is *example.beta.catalog.instructure.com.*

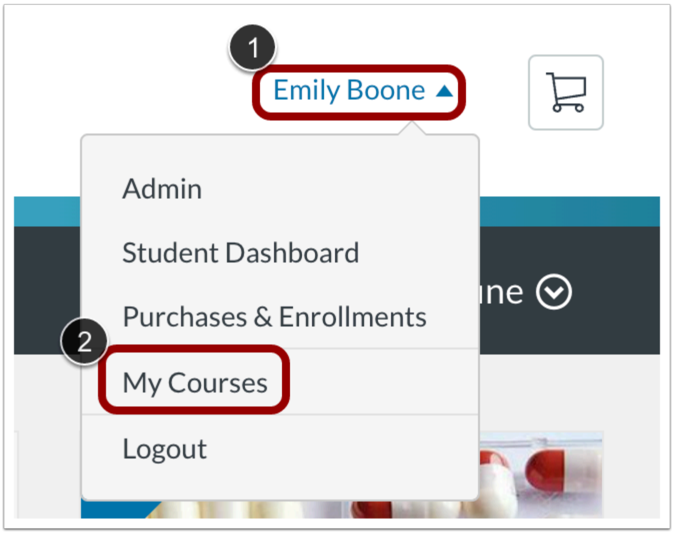
View Beta Catalog



The beta Catalog page looks essentially the same as the production environment. You are using the beta environment if the word beta is part of the URL [1]. A notification bar warning that you are in a beta installation also displays [2].

Note: Beta environments reset on the first business day after [a scheduled release](#) and any content created in this environment will be deleted. If you want to save any content created in your beta environment, you will have to re-create it in your production environment.

Open Canvas from Catalog



Your Catalog beta environment is associated with your Canvas beta environment. To access Canvas beta from the Catalog beta environment, click the **User** drop-down menu [1]. Then, click the **My Courses** option [2].

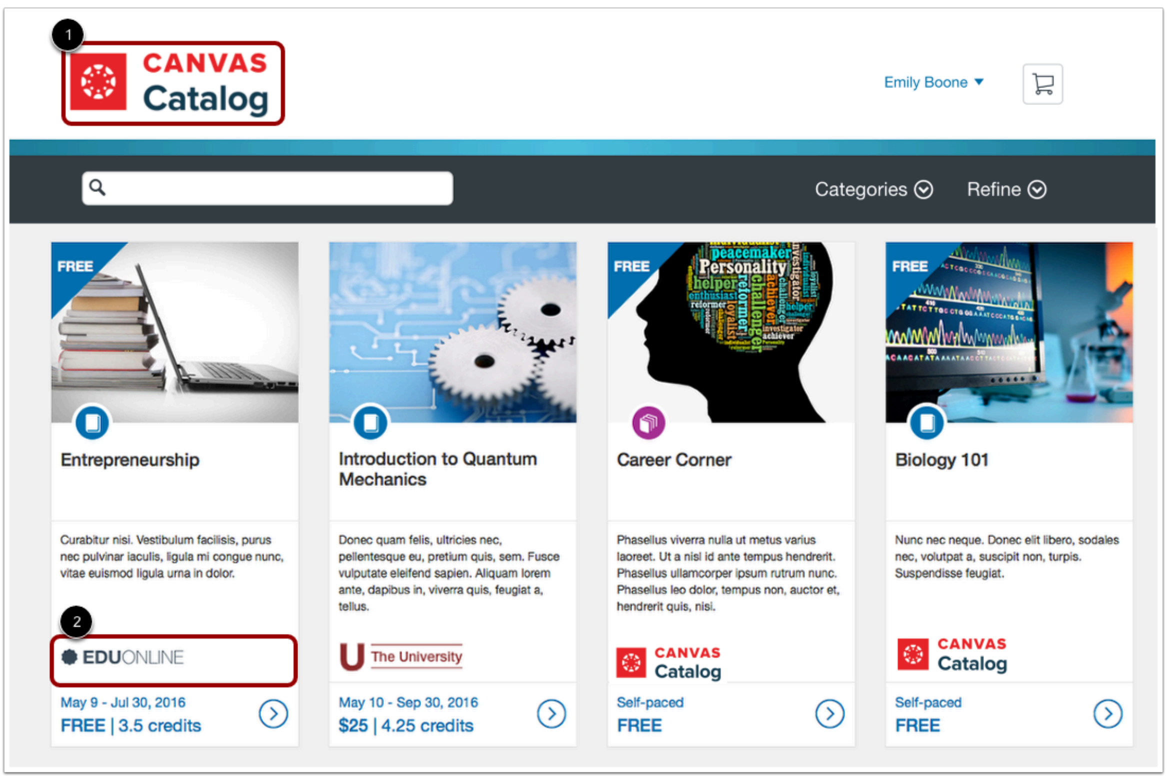
What customization options are available in Canvas Catalog using CSS, JS, or HTML ?

As a Canvas Catalog admin, you can customize the branding, settings, emails, and certificates for your Canvas Catalog and it's subcatalogs using Cascading Style Sheets (CSS), JavaScript (JS) or HyperText Markup Language (HTML).

Notes:

- If your institution has made it available, you can use the Storefront Theme Editor to customize, branding, logos, headers, and footers without the need for CSS/JS/HTML.
- If custom branding is not added for a subcatalog, it inherits the parent catalog settings and other customization options.

Custom Catalog Branding

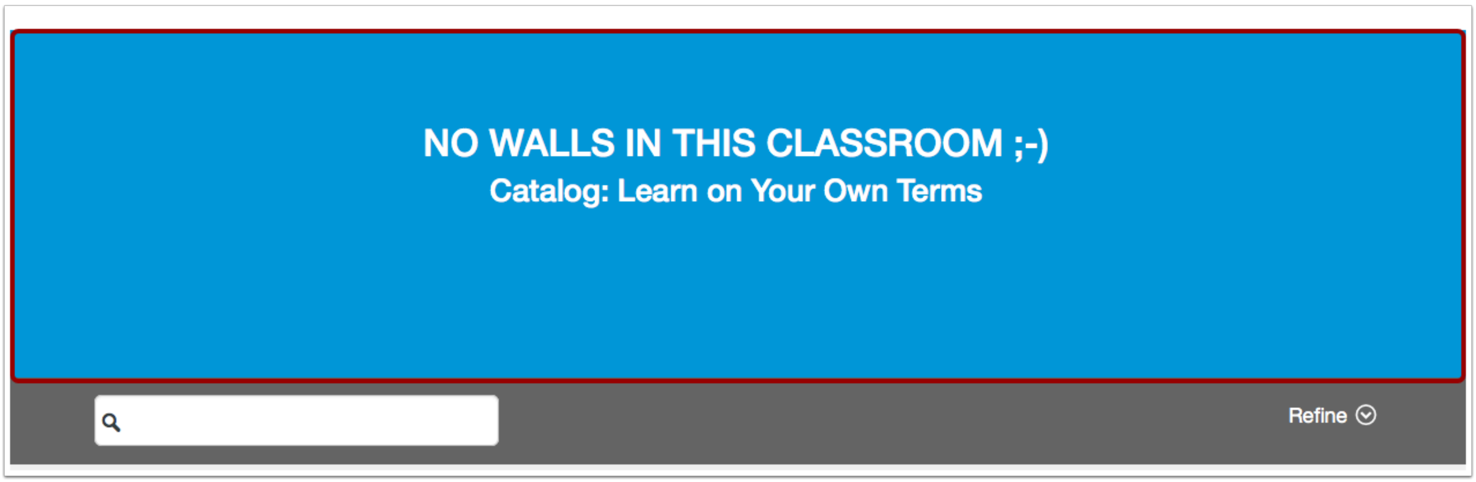


You can upload a header logo [1], badge logo [2], and a browser favicon without using custom CSS. Learn how to add logos and favicon in a catalog.

Notes:

- Listings in subcatalogs may display their own logo or favicon, but if no logo or favicon is specified for a subcatalog, it inherits the parent account logo or favicon.
- The parent catalog logo, which may be different from subcatalog logos, always displays on the course or program enrollment page.

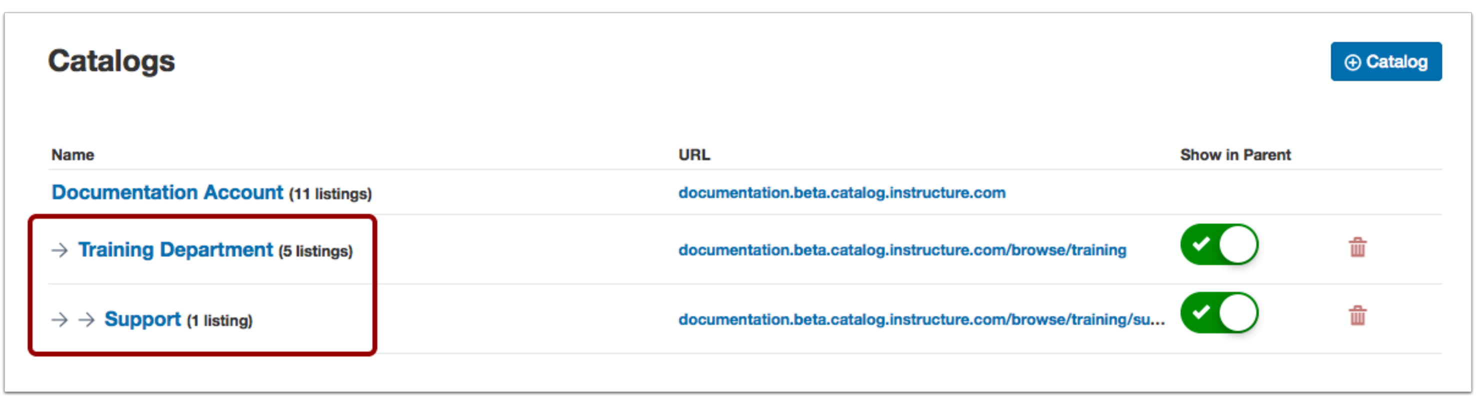
Custom Catalog Pages



You can customize all pages in a catalog using cascading style sheets (CSS) and JavaScript (JS). For example, you could add custom colors and display the search field using CSS or create a personalized welcome page using JS.

Learn about [adding CSS and JS](#) to a catalog.

Custom Subcatalogs



A subcatalog creates a specific URL path where you can associate and brand specific listings for a department, organization, or team. Subcatalogs can be listed as part of the domain (parent) catalog or act as a private catalog.

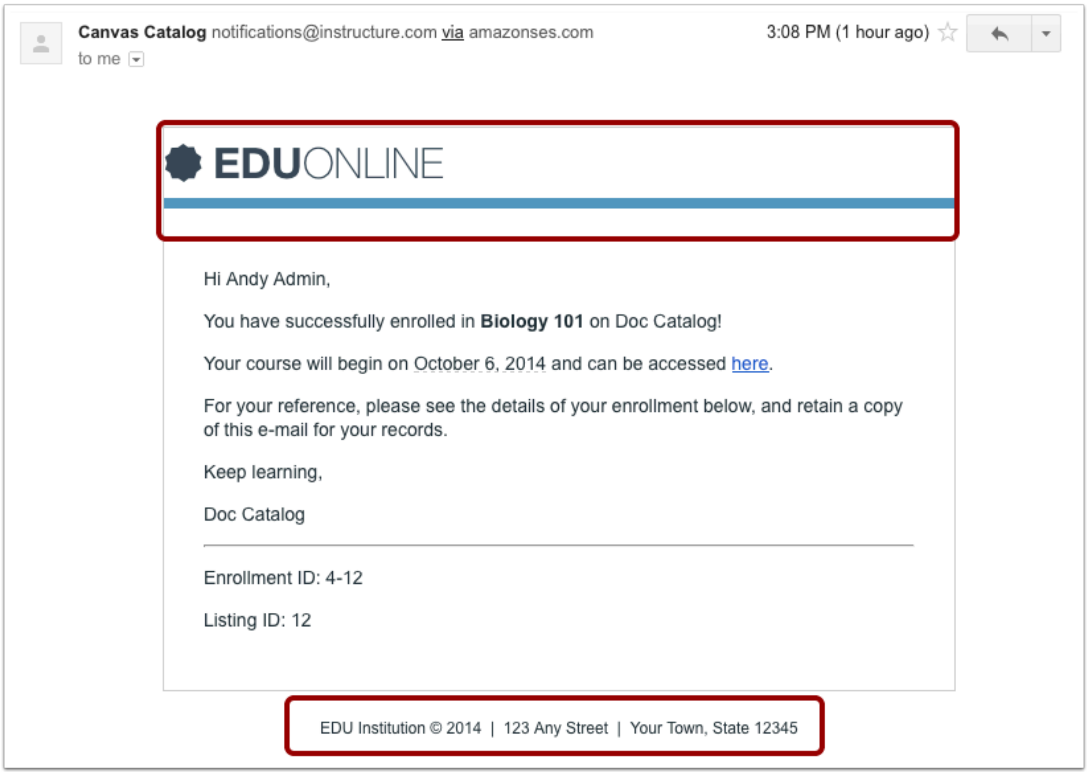
Custom Course and Program Certificates

Catalog includes default templates for course and program certificates. However, you can create custom course and program certificate templates using HTML and CSS. Catalog also supports specific variables, allowing certificate templates to display specific information including the student name, institution name, award name, and program/course completion date.

Canvas Catalog automatically issues a certificate when a student completes a program or course. Students can view their certificate(s) at any time.

Learn how to create a program certificate or course certificate.

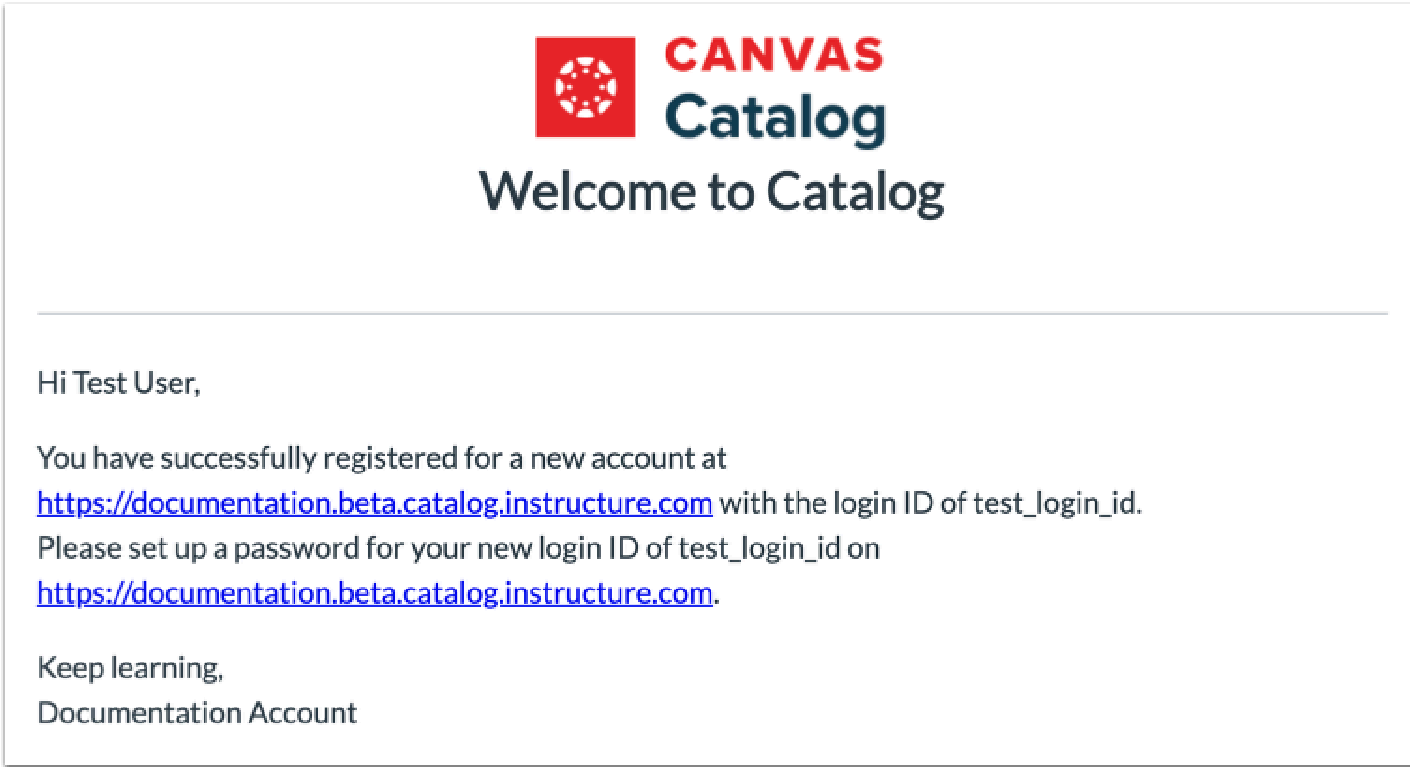
Custom Email Header and Footer



You can customize email header and footer content that displays at the top and bottom of the current email layout. These options do not override the existing email content, but extend the email header and footer.

Learn about creating custom email header and footer HTML.

Custom Email Templates

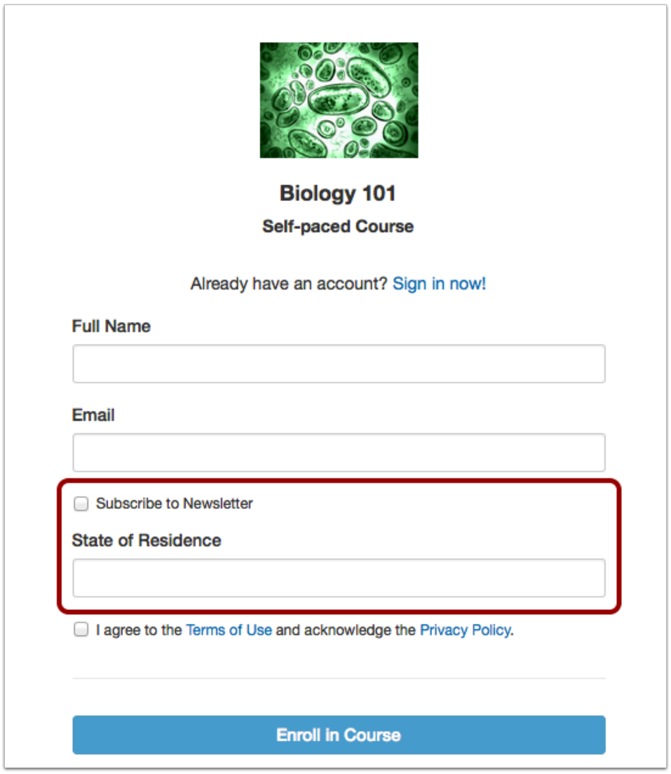


Canvas Catalog automatically generates notification emails for students when they create a Catalog account, enroll in a listing, complete a listing, earn a certificate, are enrolled in a waitlisted listing, and when their payment could not be processed. You can create custom email templates for these notifications so that students receive a personalized, actionable email.

Learn about creating custom email templates.

Note: When waitlisted students are enrolled from the waitlist for paid courses, they receive an email with payment instructions.

Custom Registration Fields



You can create custom user defined fields that display on your Catalog registration page. Fields can be text entries or checkboxes and allow institutions to customize their user registration beyond the default fields of Full Name and Email.

Learn how to add user defined fields to a catalog.

What customization options are available in Canvas Catalog using the Storefront Theme Editor?

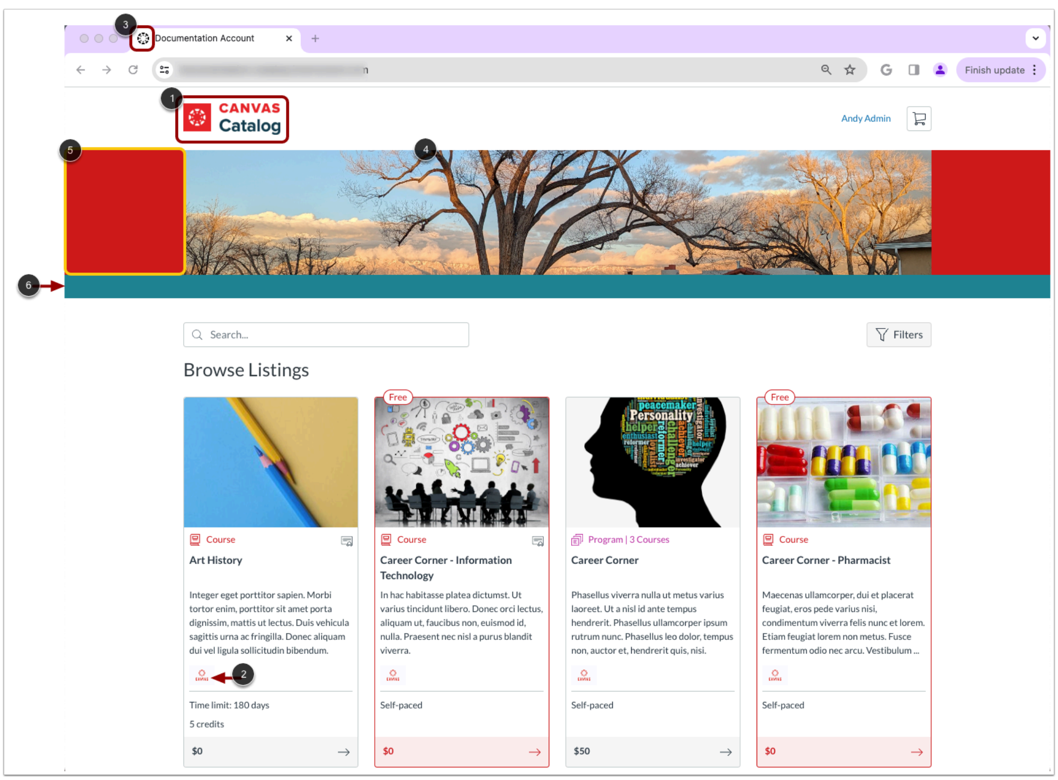
If the Storefront Theme Editor is enabled in your Catalog account, you can use it to customize storefront brand colors, logos, and header images without the need for custom JavaScript (JS), Cascading Style Sheets (CSS), or HyperText Markup Language (HTML).

Learn more about using the Storefront Theme Editor.

Notes:

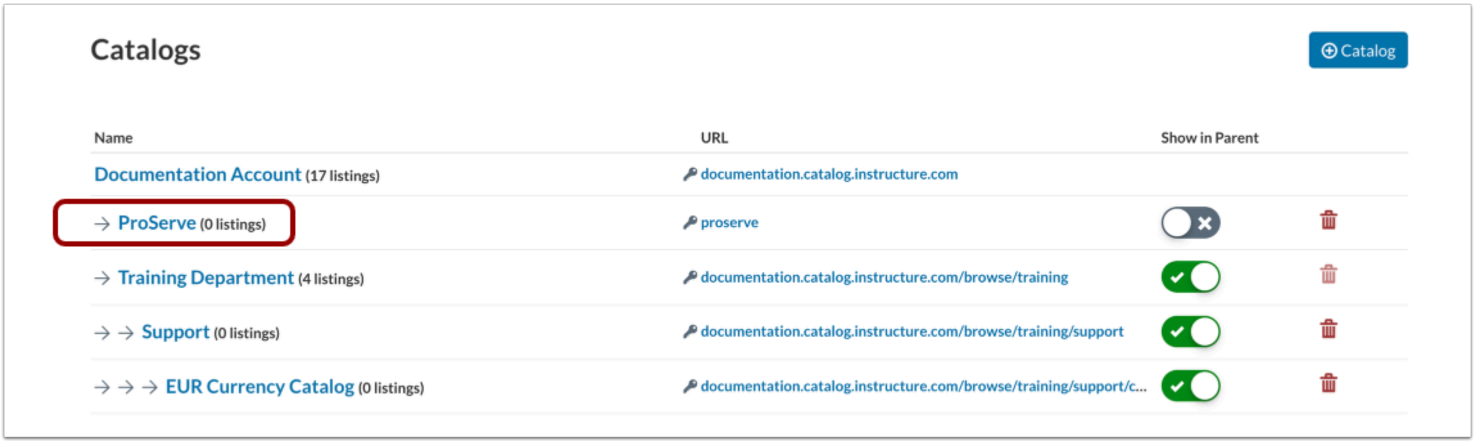
- The Storefront Theme Editor must be enabled in your institution's Catalog account by a root catalog admin.
- Customized course and program certificates require HTML or CSS.
- You can customize email branding using HTML and create email templates.
- If the Storefront Theme Editor is not enabled for your account, you can customize the catalog using CSS, JS, or HTML.
- If custom branding is not added in a subcatalog, it inherits the parent catalog settings and other customization options.

Catalog Customizations



In the Storefront Theme Editor, you can upload a header image [1], badge logo [2], and favicon logo [3]. You can add a cover image [4], customize the background color [5], and page separator attributes [6].

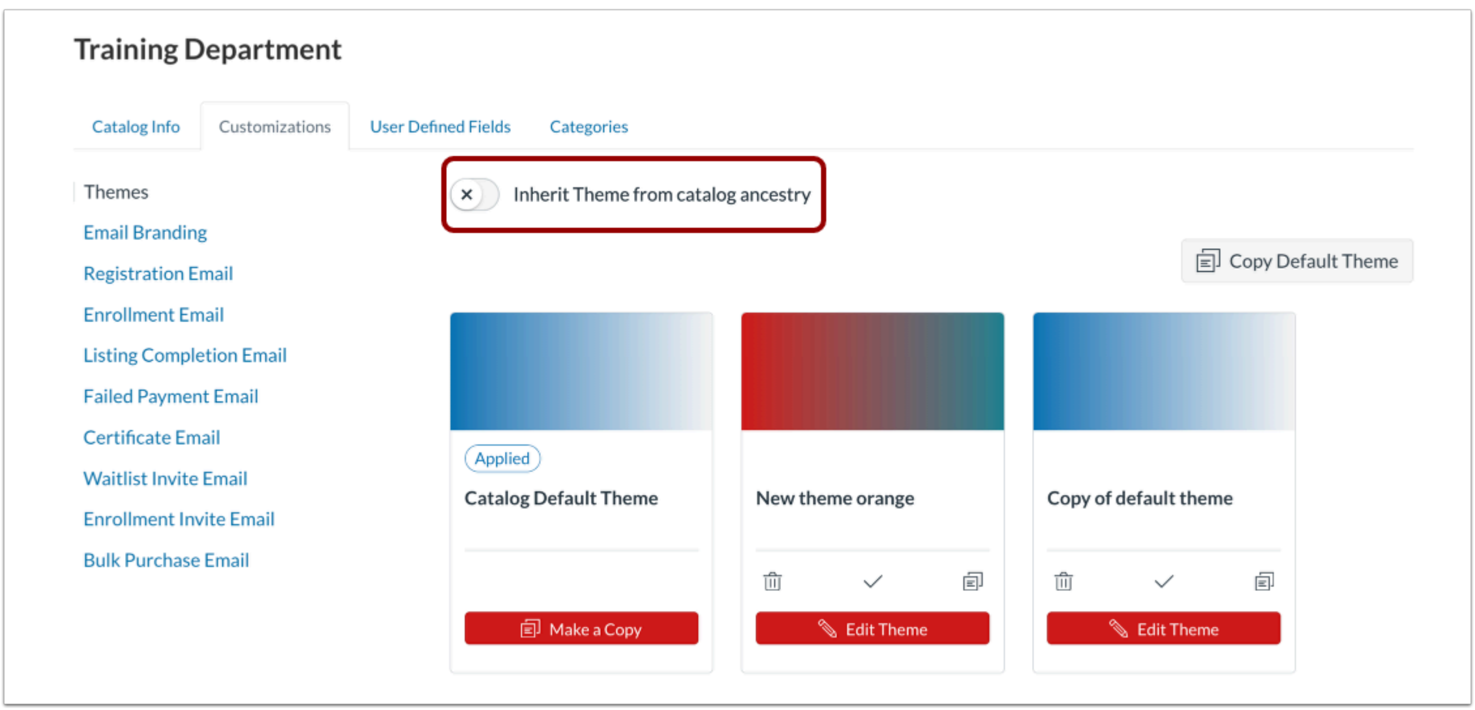
Customize Subcatalog



A subcatalog creates a specific URL path where you can associate and brand specific listings for a department, organization, or team. Subcatalogs can be listed as part of the domain (parent) catalog or act as a private catalog.

To customize a subcatalog, click the subcatalog name link.

Disable Parent Theme



By default, subcatalogs inherit customizations from the parent catalog. To open the Storefront Theme Editor and enable customization for the subcatalog, click the **Inherit Theme from catalog ancestry** toggle off.

Note: When subcatalog logos and favicon are customized, the parent catalog logo continues to display on the course or program enrollment page.

What payment gateways are supported in Canvas Catalog?

Canvas Catalog integrates with specific gateways used to process payments for paid Catalog listings.

You can set up multiple payment gateways via individual subcatalogs. However, subcatalogs must be configured by domain and not by path.

Note: Configuring a payment gateway is a paid service. For more information about setting up a payment gateway for a catalog or subcatalog, please contact your Customer Service Manager (CSM).

The following payment gateways are supported in Canvas Catalog:

- Authorize.net (Accept Hosted)*
- CCP*
- CommWeb
- CyberSource
- Mercado Pago*
- Nelnet
- OneStop Secure*
- PayU
- PayPal*
- PayPal Payflow*
- Paystack*
- Rapyd*
- Stripe*
- TouchNet*
- Transact (previously known as Cashnet - requires both Checkout and Gateway)
- Xendit*

*Purchase receipts are itemized.

How do I manage subcatalog admin access as a Canvas Catalog admin?

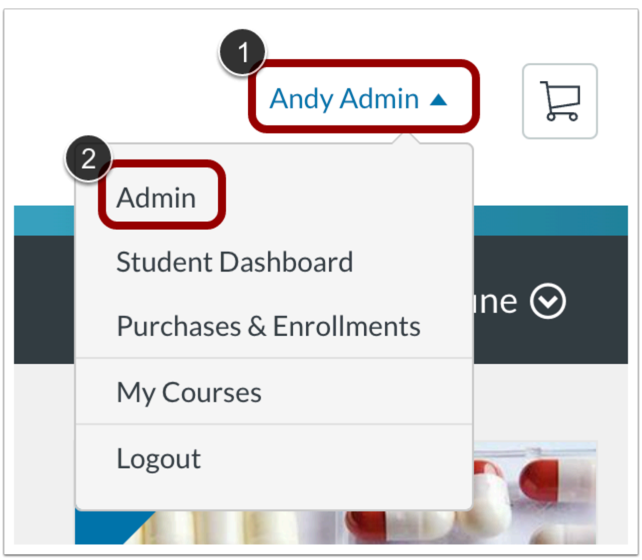
As a Canvas Catalog admin, you can enable and disable permissions for other users to act as subcatalog admins for individual subcatalogs. Any user who already has a Catalog account can be given subcatalog admin status. Subcatalog admins can manage any subcatalogs within a catalog.

Subcatalog admins can download reports and manage listings in their assigned catalogs. When cross listing permissions are enabled, subcatalog admins can cross list course and program listings in more than one catalog.

Subcatalog admins can add tags to listings in their assigned catalogs. When tags permissions are enabled, subcatalog admins can also create and manage all tags in the institution's account.

When revenue modification permissions are enabled, Subcatalog admins can modify revenue and view revenue modification information.

Open Admin

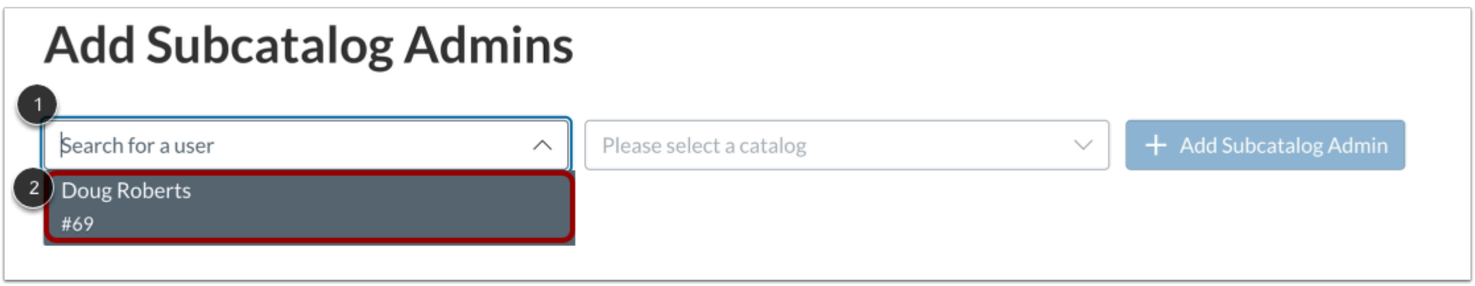


Click the **User** drop-down menu [1]. Then, click the **Admin** link [2].

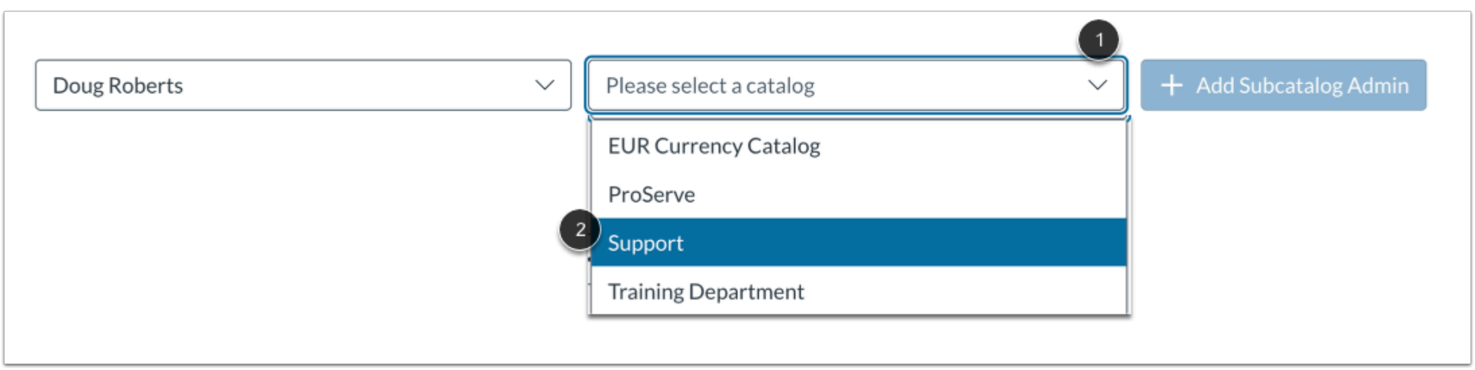
Open Subcatalog Admins

Click the **Subcatalog Admins** tab.

Search for User



Select Catalog



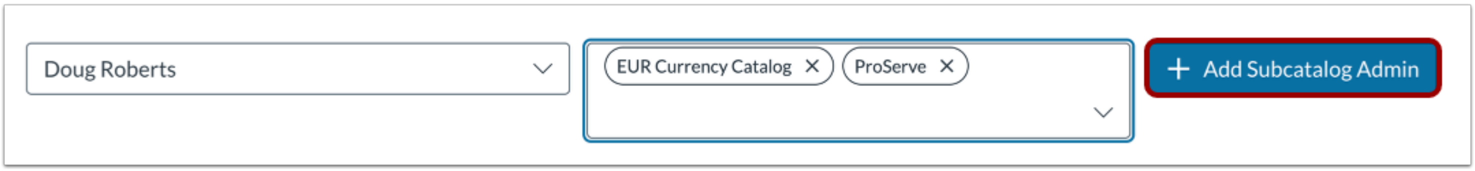
In the Add Subcatalog Admins section, enter all or part of a Catalog user name in the **Search for a user** field [1].

To select a Catalog user, click the user's name [2].

To select a catalog for the user to manage, click the **Please select a catalog** drop-down menu [1]. Then, click the catalog name [2].

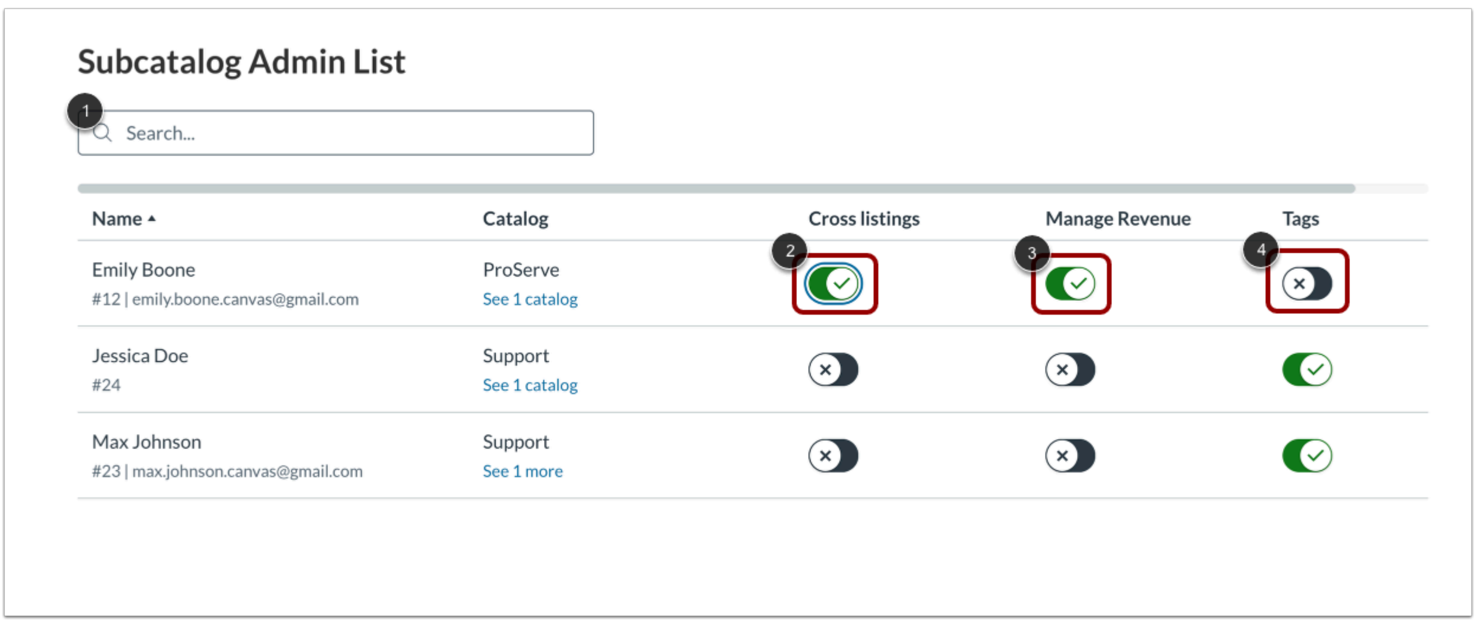
Note: To add a user to more than one catalog, you can select multiple catalogs from the Please select a catalog drop-down menu.

Add Subcatalog Admin



To add the user as a subcatalog admin on the selected catalogs, click the **Add Subcatalog Admin** button.

Manage Permissions



To search for a user in the list, enter part or all of the name in the **Search** field [1].

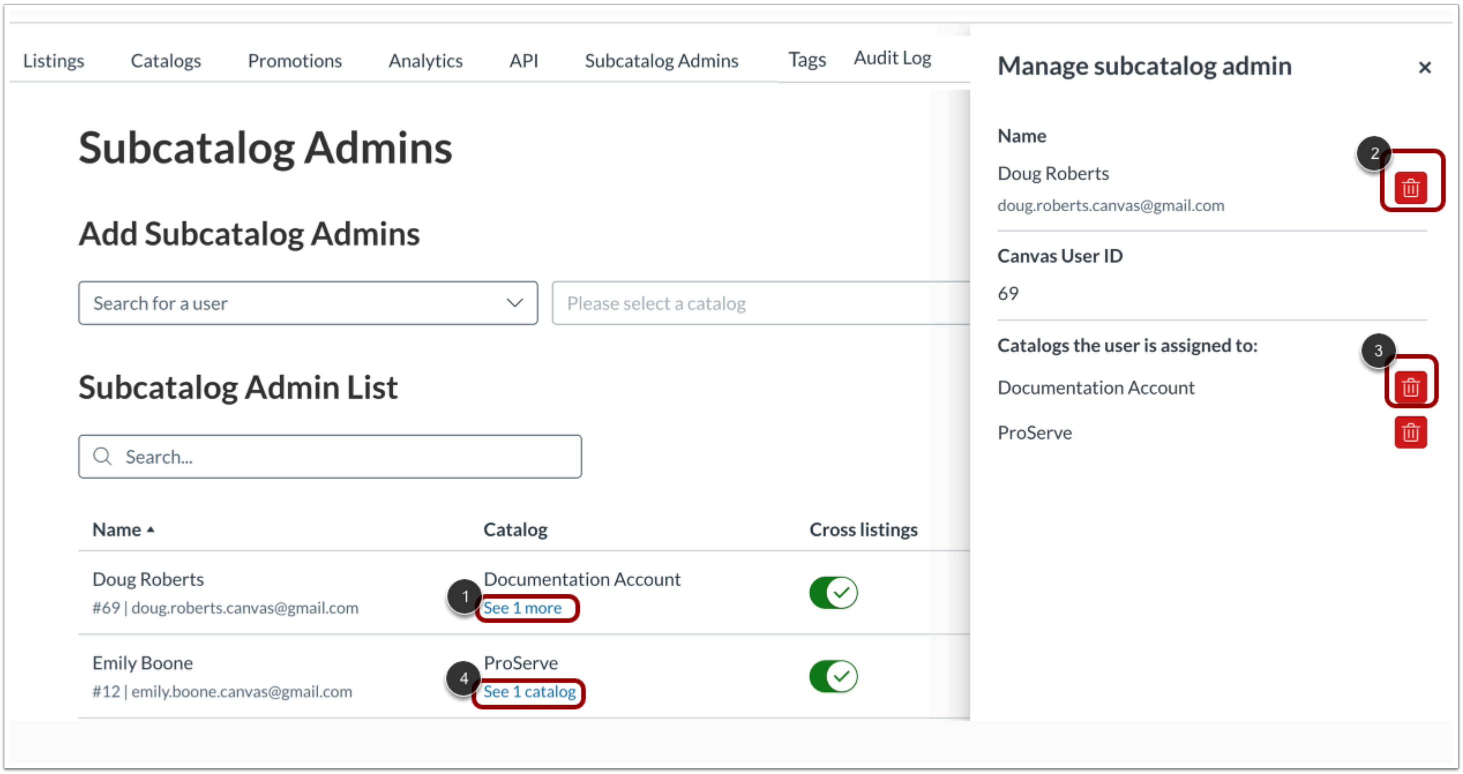
By default, cross listing permissions are disabled. To allow the subcatalog admin to list courses and programs in more than one catalog, click the **Cross listings** toggle on [2].

By default, revenue modification permissions are disabled. To allow the subcatalog admin to add or delete revenue for a listing and view the modification history, click the **Manage Revenue** toggle on [3].

By default, tags permissions are enabled. To prevent subcatalog admins from creating and managing account tags, click the **Tags** toggle off [4].

Note: Subcatalog admins can add tags to course or program listings in their assigned catalogs, regardless of the tag permissions.

Manage Subcatalog Admin



To open the Manage subcatalog admin window, find the user's name in the list and click the **See [1] more** link [1].

To delete the user as a subcatalog admin on all subcatalogs for which they have access, click the user's **Delete** icon [2].

To delete the user as subcatalog admin for a single catalog, click the catalog's **Delete** icon [3].

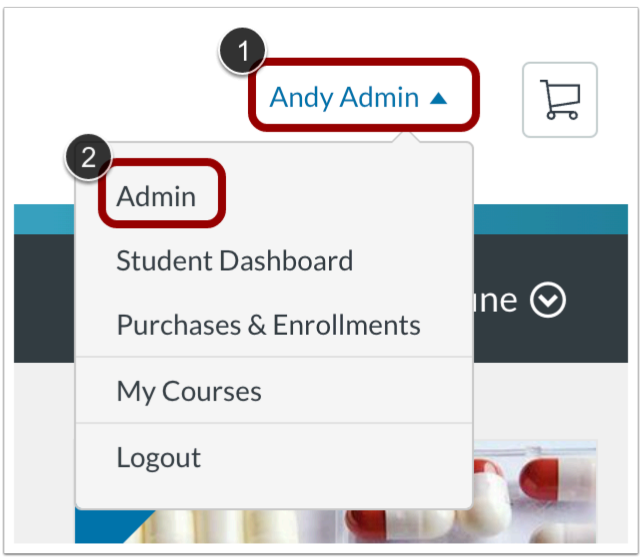
Note: If the user has subcatalog admin access for only one subcatalog, the See (1) catalog link displays [4].

How do I access the Catalog API?

If you are a Canvas admin and know how to use application program interface (API) commands, you can access the Canvas Catalog API to view information about your Catalog account.

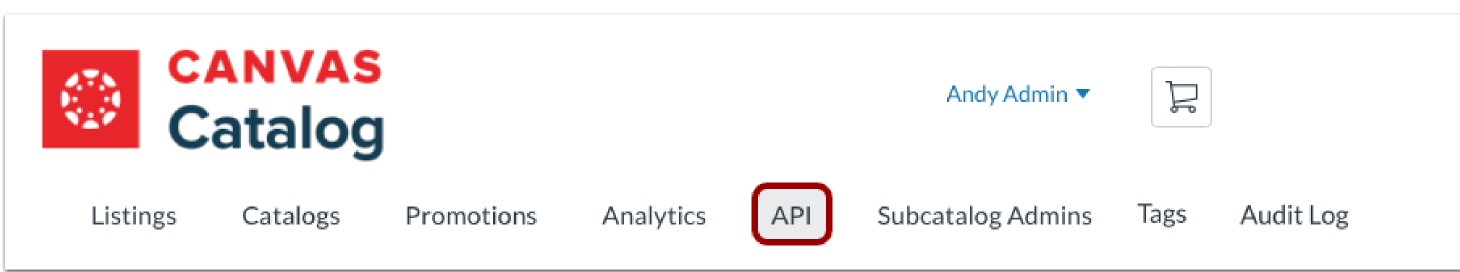
The Canvas Catalog API documentation is contained on a single page, which you can print or scroll through. You can also auto-scroll to a section of documentation by clicking the links in the Table of Contents.

Open Admin



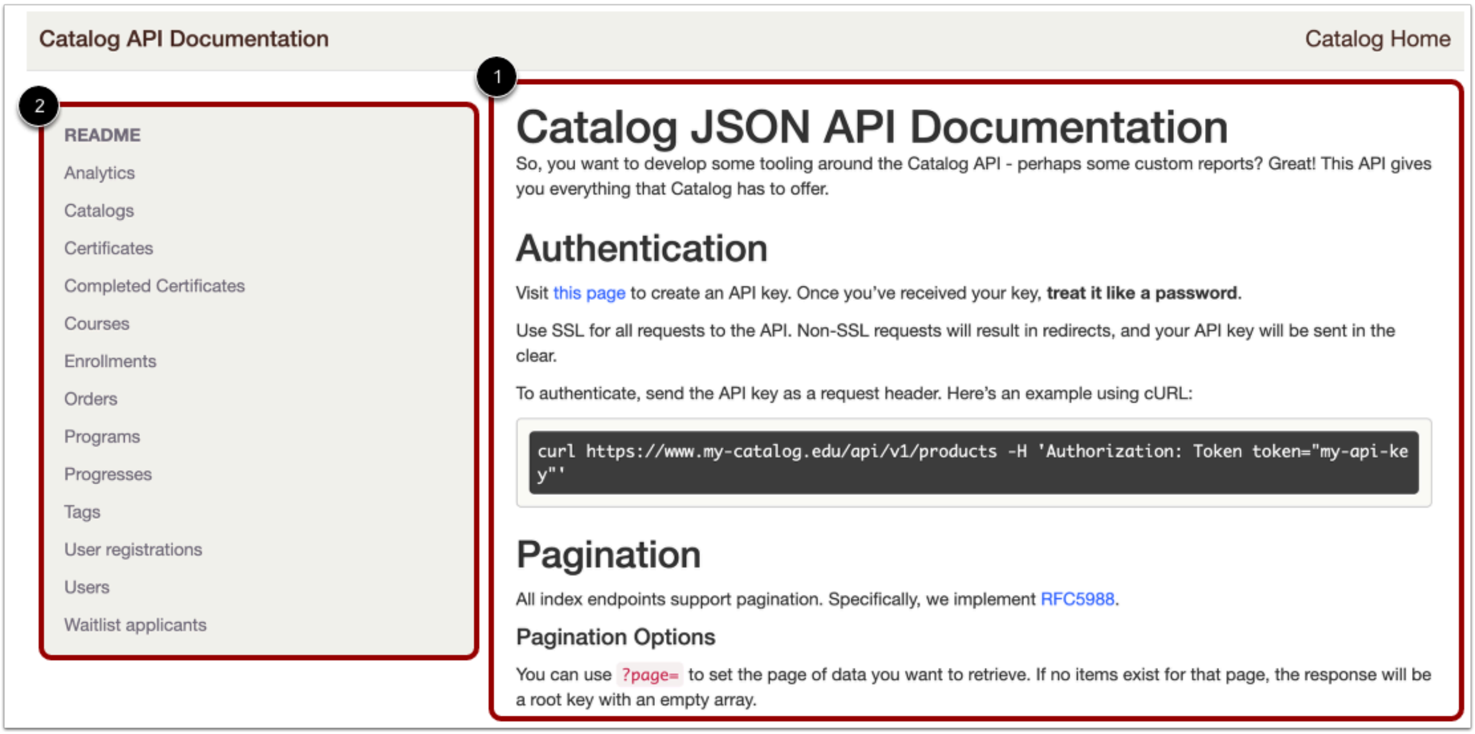
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open API



Click the **API** tab.

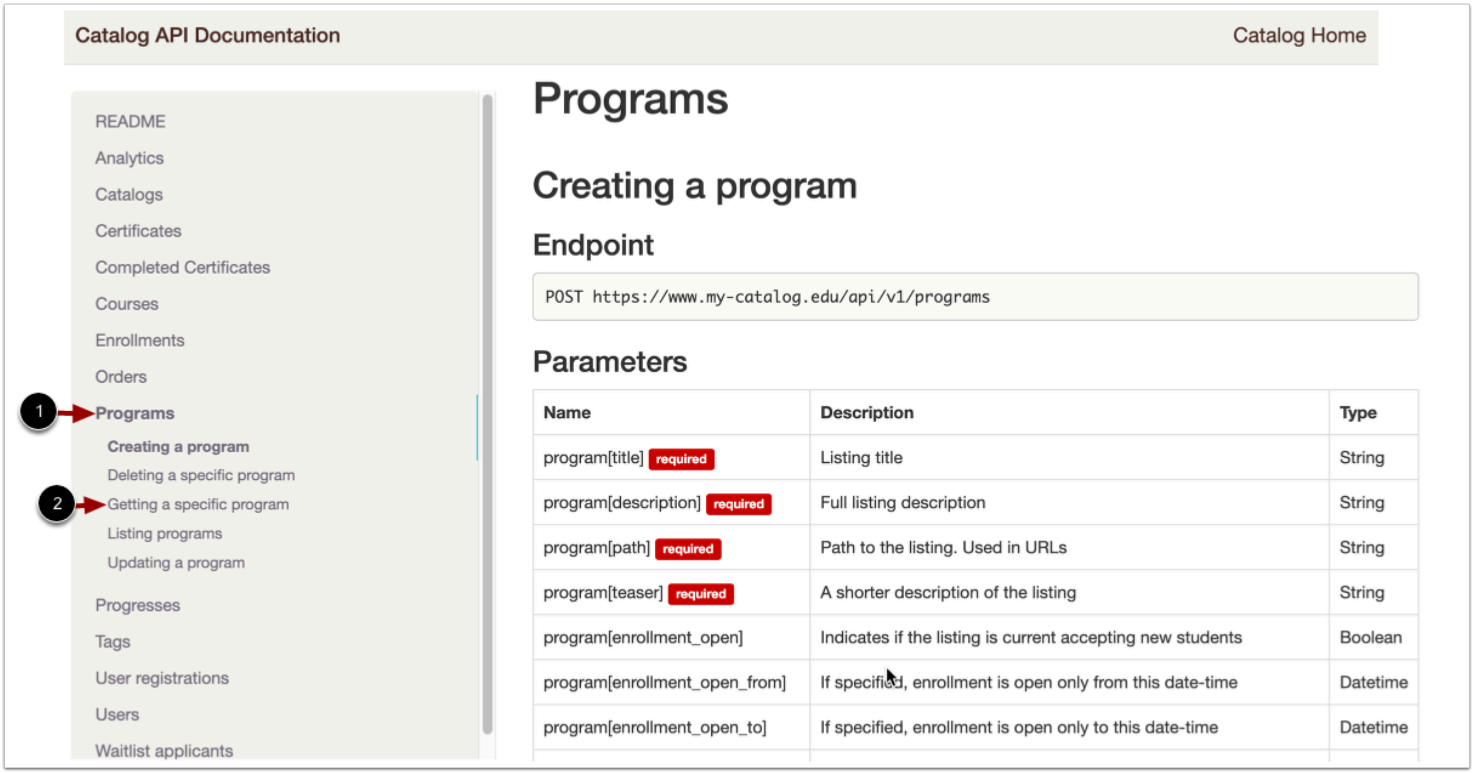
View Catalog API Documentation Page



View the Catalog API documentation page [1] and the interactive table of contents entitled Readme [2].

To view content, scroll down the page.

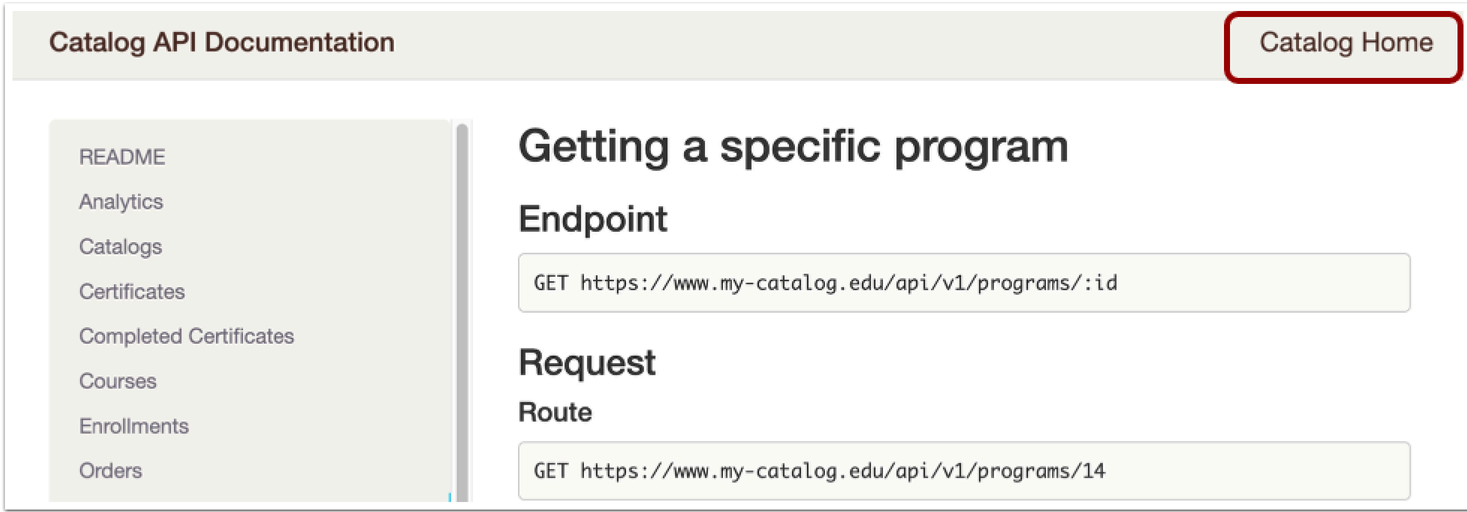
Auto-Scroll to Content



To auto-scroll to a section in the documentation page and view subsections, click a section name link in the table of contents [1].

To auto-scroll to a subsection, click a subsection name link [2].

Return to Canvas Catalog



To close the Catalog API Documentation page and open Canvas Catalog, click the **Catalog Home** link.

How do I manage my catalogs?

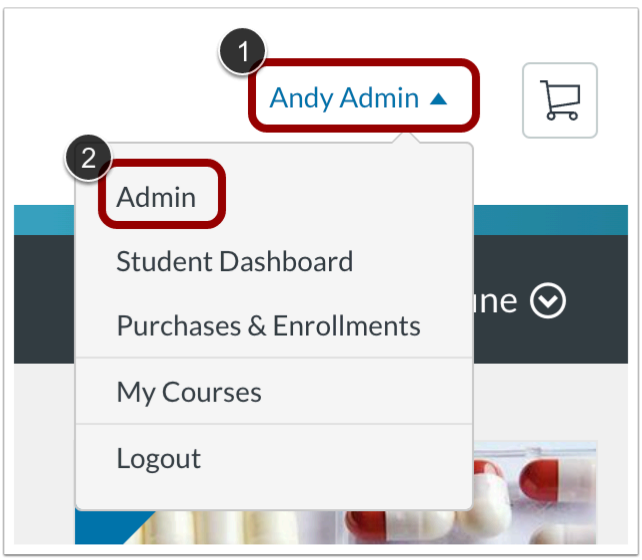
As a Canvas Catalog admin, you can manage all of your catalogs and view an overall status on the Managed Catalogs page. Each catalog has its own settings and customization options.

There are two types of catalogs:

- A root catalog links your account in Canvas with your Catalog home page and is created for you as part of the Catalog setup process.
- A subcatalog can be based either on a domain or a specific path URL where you can associate and brand specific listings for a department, organization, or team.

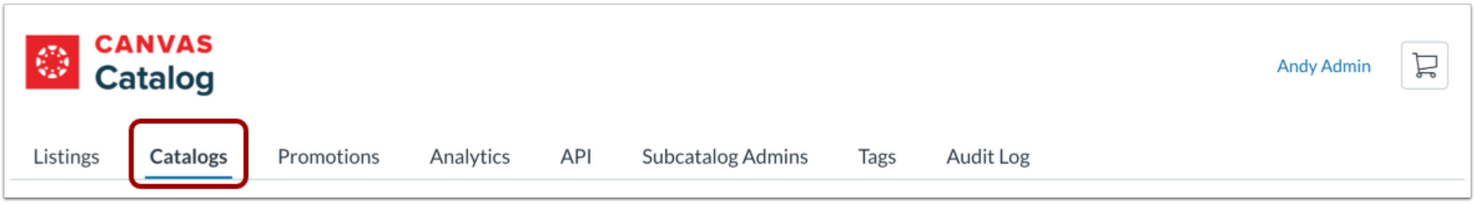
Managing your catalogs allows you to add subcatalogs, edit catalog settings, or delete catalogs.

Open Admin



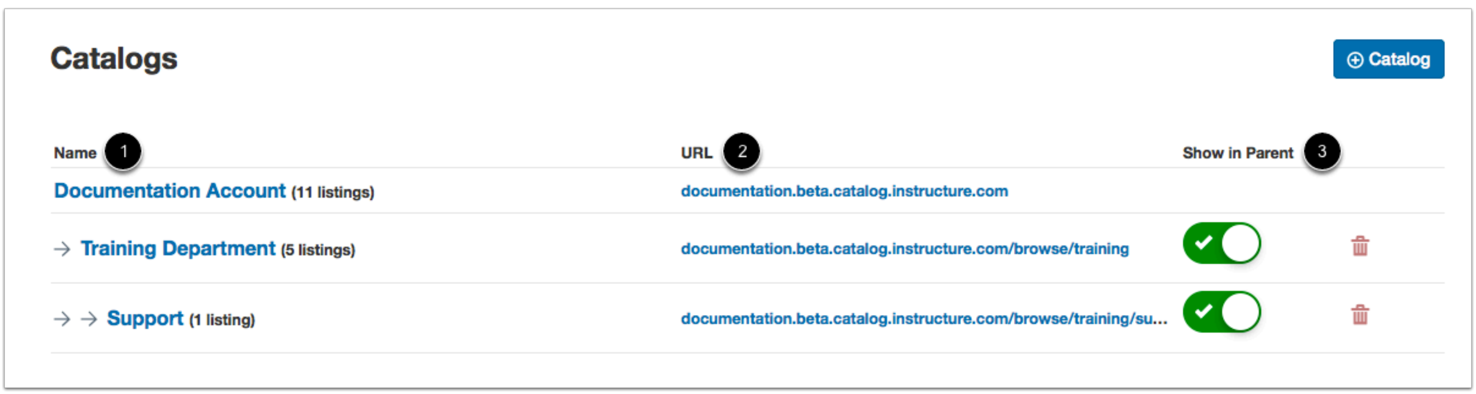
Click the **User** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



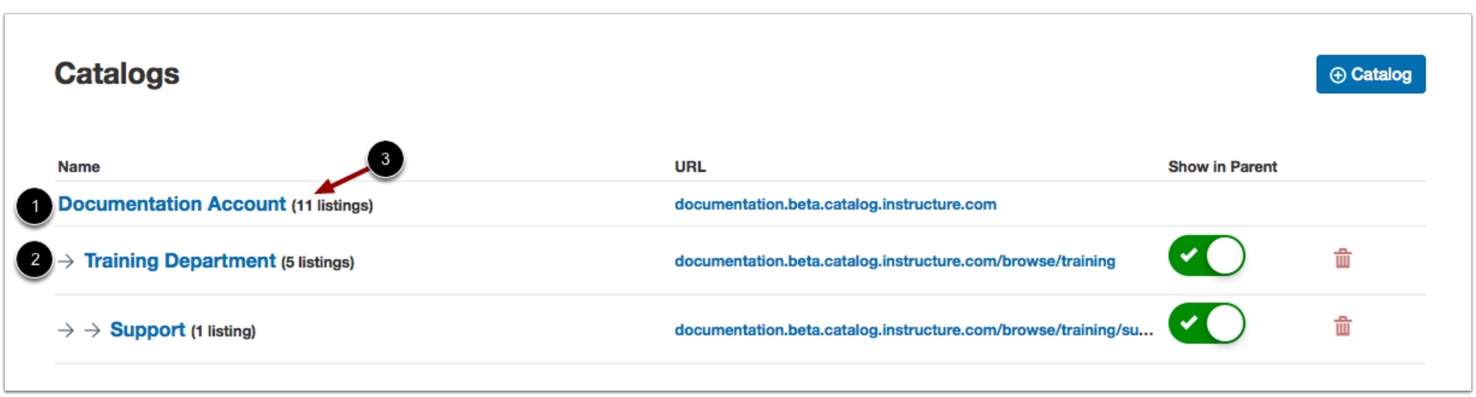
Click the **Catalogs** tab.

View Catalogs



The Catalogs page displays catalog names [1], catalog URLs [2], and whether the subcatalog is shown in the parent catalog [3].

View Name

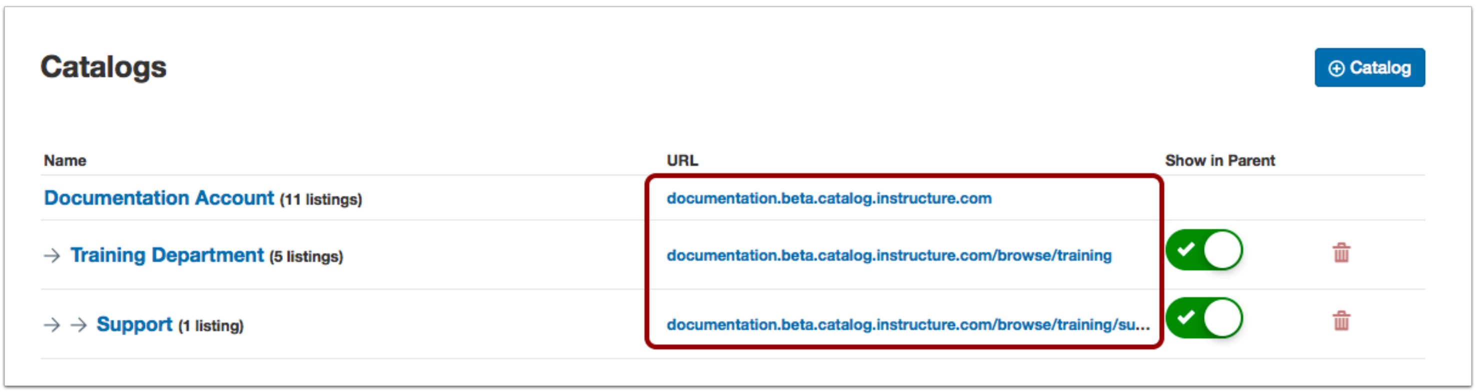


The Name column displays both domain catalog names and subcatalog names. Root catalogs are left aligned to the page [1]. Subcatalogs are slightly indented with an arrow icon [2].

You can view the number listings that have been added to each catalog [3].

Note: When you sign up for Canvas Catalog, your root catalog is created for you. Additionally, some subcatalogs may be placed within other subcatalogs.

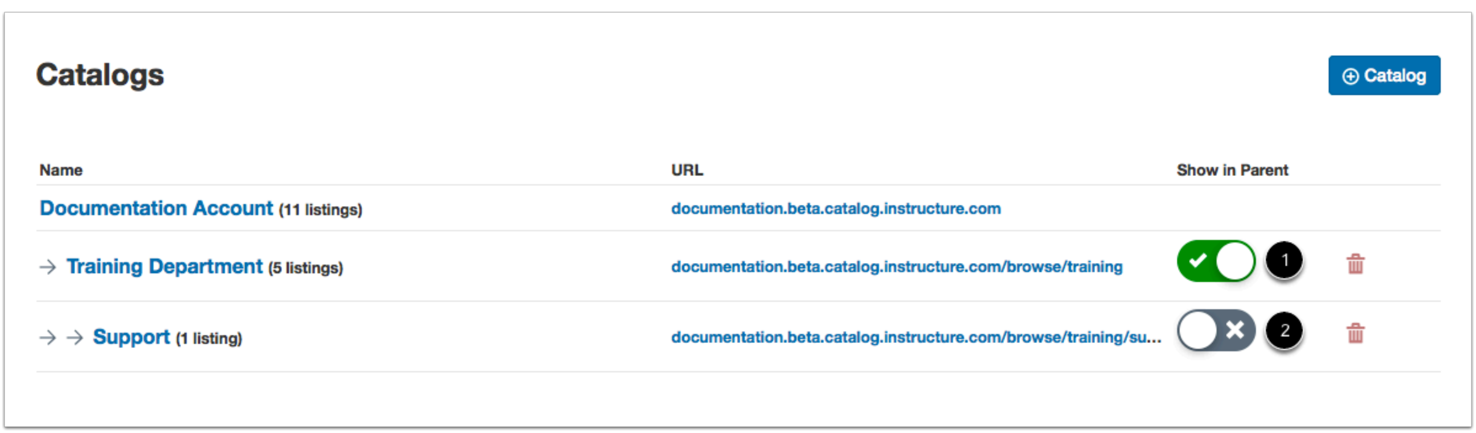
View Catalog URL



The URL column displays catalog URLs, or the links used to open the catalogs.

To view a catalog, click its URL link.

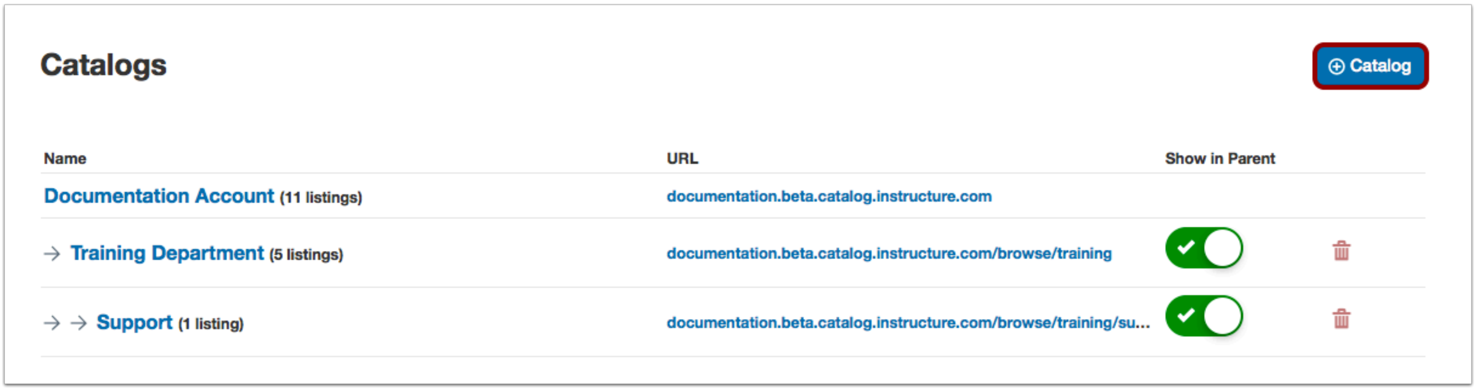
Show in Parent Catalog



Subcatalogs can be shown or hidden in the parent catalog. On the Catalogs page, you can manage whether or not a catalog is shown in the parent catalog.

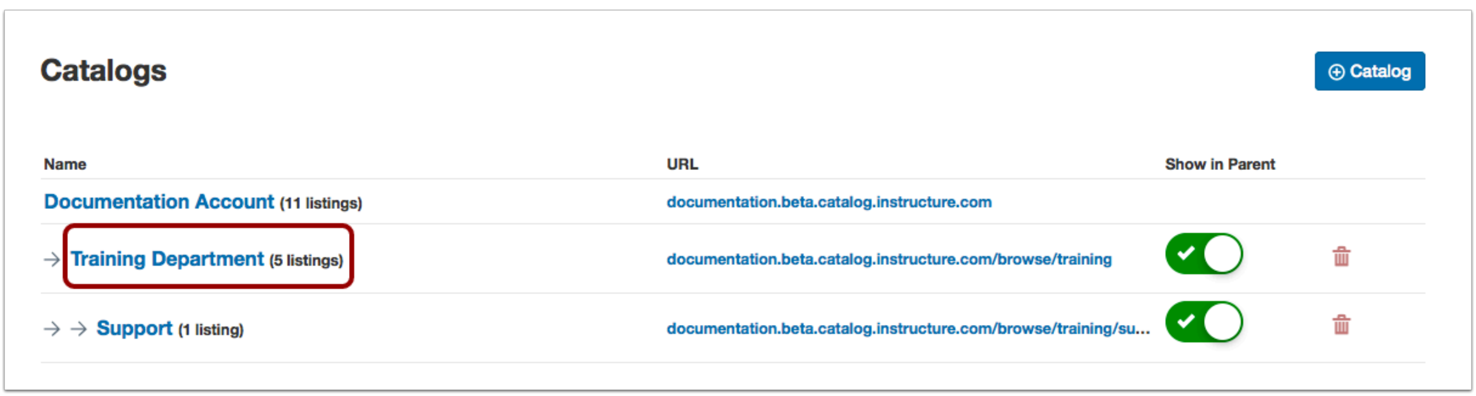
By default, subcatalogs are shown in the parent catalog [1]. To hide a subcatalog from the parent catalog, locate the subcatalog, and click the **Show in Parent** toggle button off [2].

Add Subcatalog



To add a subcatalog, click the **Add Catalog** button.

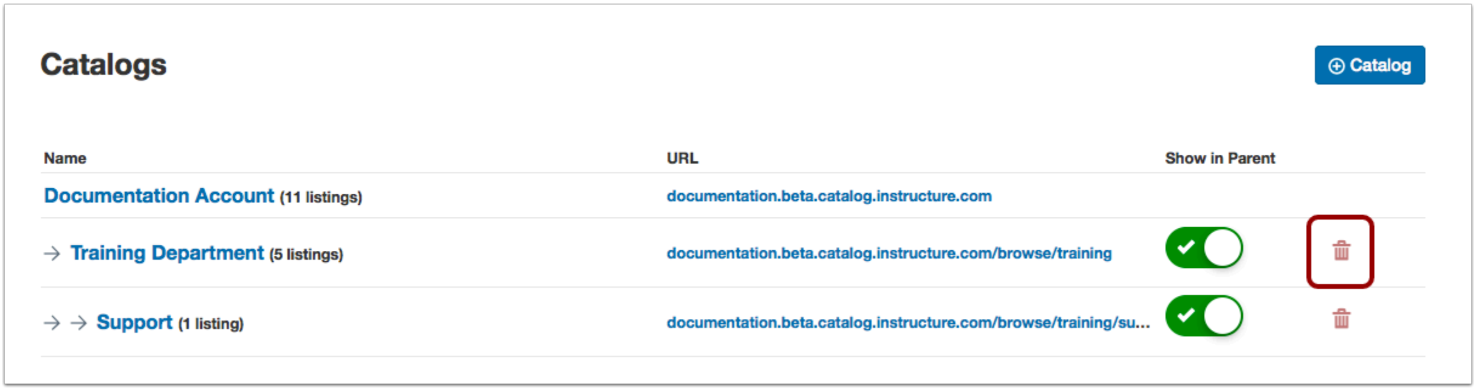
Edit Catalog Settings



To edit catalog settings, click the catalog name link.

Editing catalog settings allows you to manage catalog info, manage user defined fields, customize catalogs, and manage categories.

Delete Catalog



To delete a catalog, click the **Delete** icon.

Note: You cannot delete a catalog if it contains course or program listings.

How do I add a subcatalog for individual departments or organizations?

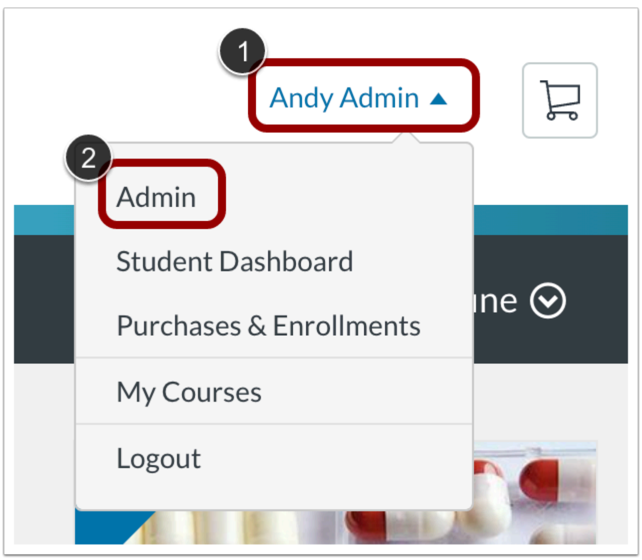
As a Catalog admin, you can add subcatalogs in Canvas Catalog by creating a new catalog. Your domain catalog links your account in Canvas with your catalog home page and is created for you as part of the catalog setup process. Subcatalogs are linked to your domain catalog and allow you to associate specific listings for a department, organization, or team. Subcatalogs can be customized with their own branding and settings.

By default, subcatalog listings are shown in the parent catalog as well as the subcatalog's individual URL path. However, subcatalogs can also be made private, where subcatalog listings are not shown in the parent catalog.

Once you have created a subcatalog, you can manage your catalogs at any time to add customization options.

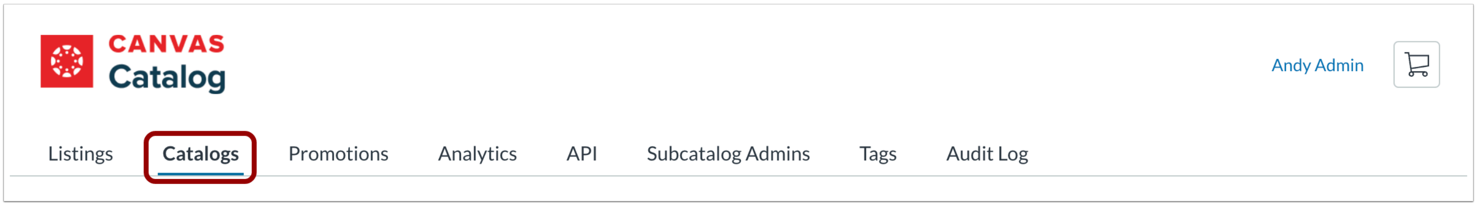
Note: You cannot delete a subcatalog once it has been created.

Open Admin



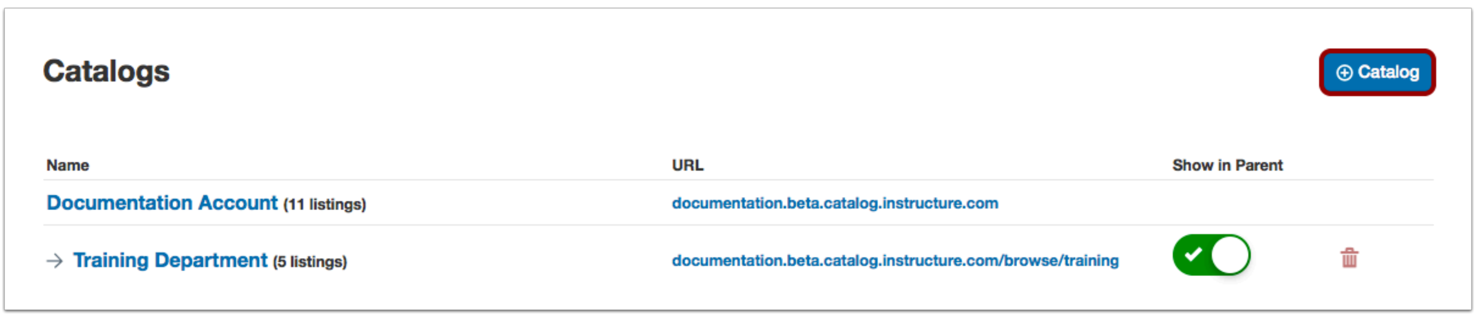
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



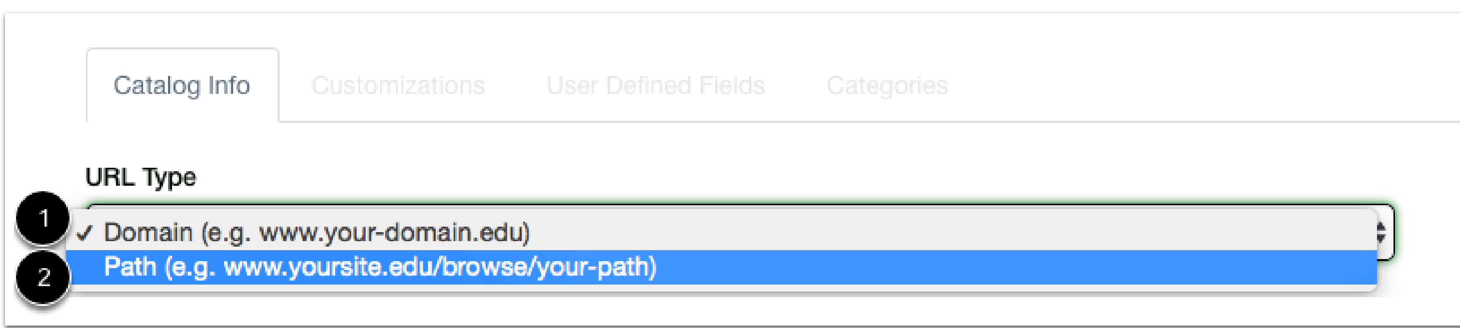
Click the **Catalogs** tab.

Add Catalog



Click the **Add Catalog** button.

Select URL Type



Select the type of URL for the subcatalog in the **URL Type** drop-down menu.

To create a subcatalog using a domain-type URL, select the **Domain** option [1]. Only subcatalogs set up with a domain-type URL can be associated with a payment gateway.

To create a subcatalog using a path-type URL, select the **Path** option [2].

Add Name and Path URL

Add a name [1] and path [2] for your subaccount.

Name is how you want to refer to the subcatalog. The account name is for internal use only and does not appear on any external catalog page.

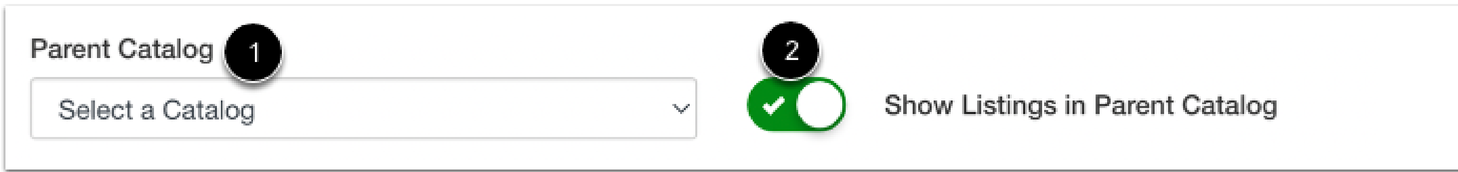
Path is the name extension for the subcatalog; this name will be added to the end of *yoursite.edu/browse/.* The path should be unique per subcatalog. Use dashes between word spaces (e.g. yoursite.edu/browse/your-path-here).

Note: If you are adding a subcatalog using a domain-type URL, Canvas Catalog displays a **Domain** field instead of a Path field. Capital letters are not supported in domain names.

View Path Example

As an example of a subcatalog path, if you wanted to create a subcatalog for an English department, you could specify the path as **english**. Any associated listings would be seen on the subcatalog page at *yoursite.edu/browse/**english***.

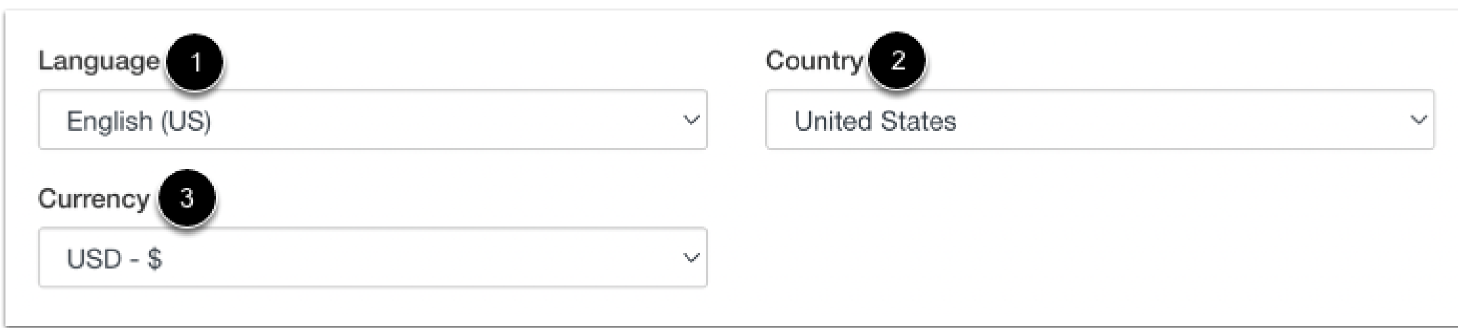
Select Parent Catalog



In the **Parent Catalog** drop-down menu [1], select the catalog where you want to associate the path URL. Most commonly, the domain catalog account is the parent catalog. However, another subcatalog can also be a parent catalog.

By default, all subcatalog listings are enabled to be shown in the parent catalog. To create a private subcatalog and hide listings in the parent catalog, click the **Show Listings in Parent Catalog** toggle button off [2].

Add Payment Details



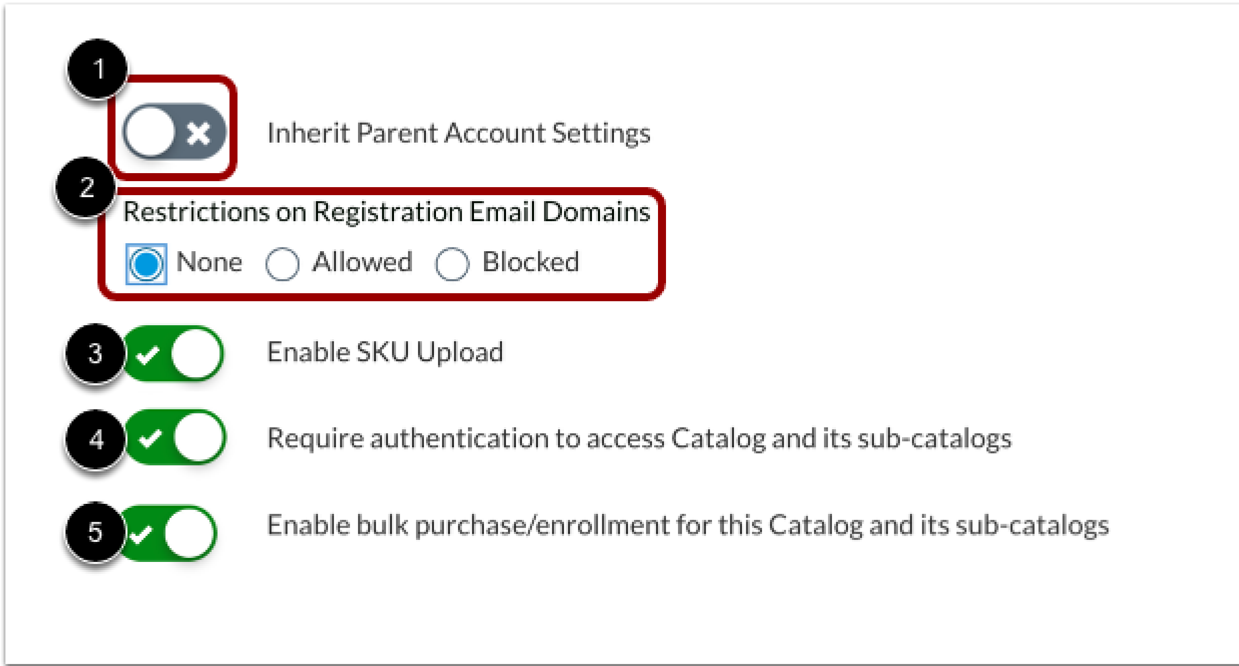
Whether or not your subcatalog accepts payments, you must set the language [1], country [2], and currency [3] for your subcatalog.

- **Language** is the language for your Catalog users. The default option is English. Learn more about [Catalog's supported languages](). *Some languages are not fully translated and may fall back to a related language or the English default.*
- **Currency** is the system of money you want to use for paid courses. The default option is USD-$.
- **Country** is the country code for the country where your Catalog account resides. The default option is the United States.

Add About Details

In the **About** field, enter a short description about the catalog. This field does not display anywhere else in catalog, but it can help differentiate similar catalog accounts.

Enable Subcatalog Restrictions



By default, the catalog inherits parent account settings. To allow settings unique to the subcatalog, click the **Inherit Parent Account Settings** toggle off [1].

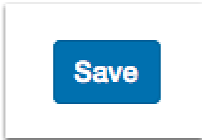
When Inherit Parent Account Settings is off, you can manage registration from email domains for the subcatalog [2].

By default, adding SKUs manually is not allowed. To enable SKU uploads in the subcatalog, click the **Enable SKU Upload** toggle button on [3}.

By default, authentication to access the catalog and its subcatalogs is not required. To require authentication, click the **Require authentication to access Catalog and its sub-catalogs** toggle button on [4].

By default, bulk purchasing and bulk enrollment for the catalog and its subcatalogs is not allowed. To allow bulk purchase/ enrollment, click the **Enable bulk purchase/enrollment for this Catalog and its sub-catalogs** toggle button on [5].

Save Subcatalog



Click the **Save** button. Confirm your catalog was added successfully.

Note: Catalog will notify you if there are errors in your catalog account. If there are any errors, correct them and then click the **Save** button again.

How do I add user defined fields to customize catalog registration?

As a Catalog admin, you can add user defined fields to a catalog. User defined fields allow you to customize the information you gather during user registration in addition to the default fields of Full Name and Email.

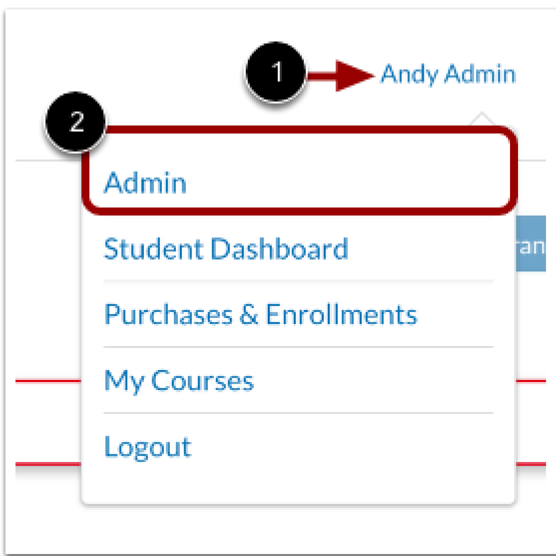
By default, user defined fields are collected for new user registrations only. To allow user defined fields to display when existing users enroll in a course, you can enable user defined fields during enrollments in the Catalog Info tab.

By default, user defined fields created in a parent catalog are applied to all subcatalogs. Custom user defined fields can be added to a subcatalog by disabling the default setting.

Learn more about editing and deleting user defined fields.

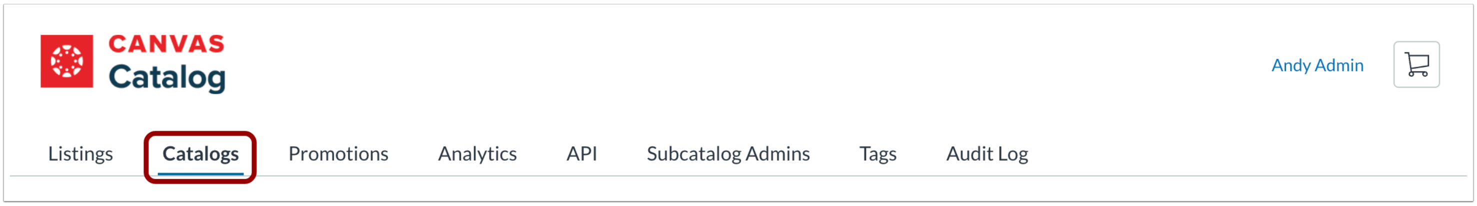
Note: Data collected in user defined fields displays in the Enrollments and Users tabs of the Analytics page.

Open Admin



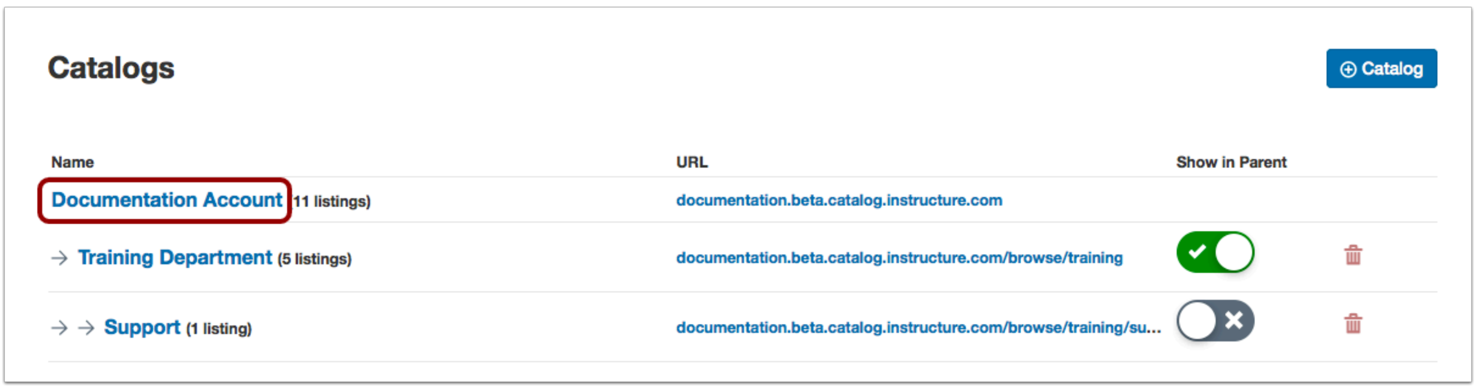
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



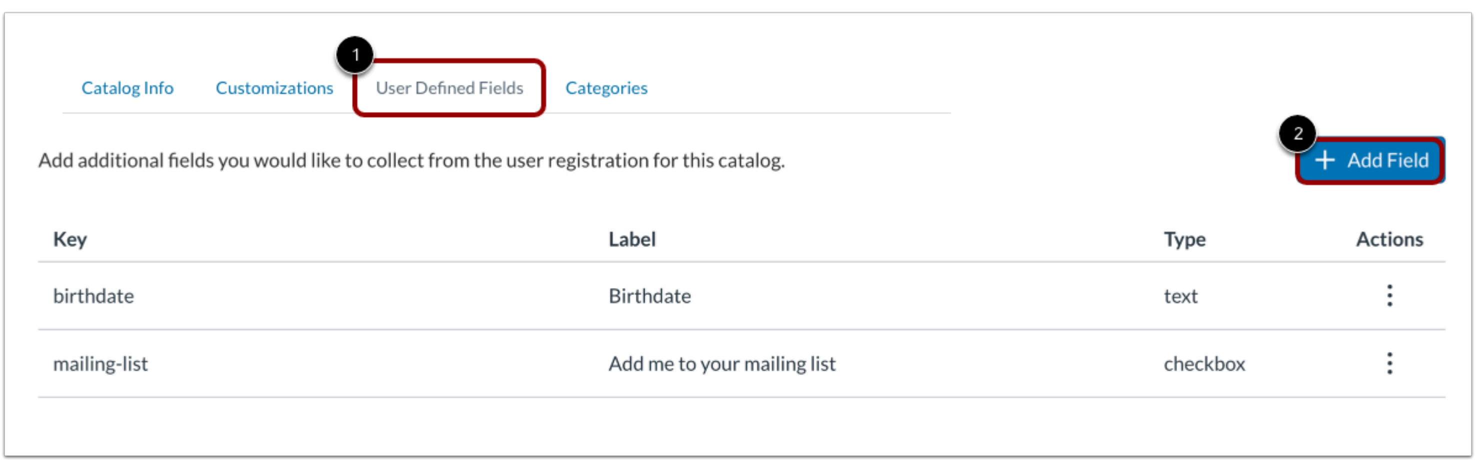
Click the **Catalogs** tab.

Open Catalog



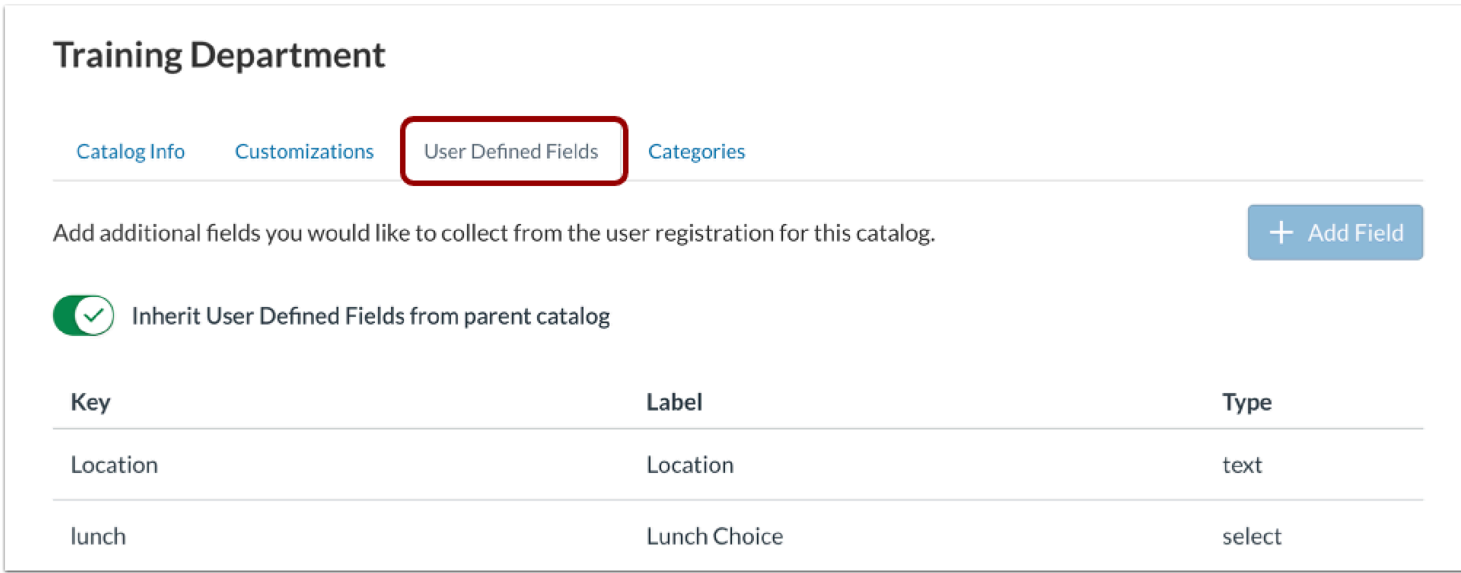
To open a catalog or subcatalog, click the catalog name link.

Add User Defined Fields

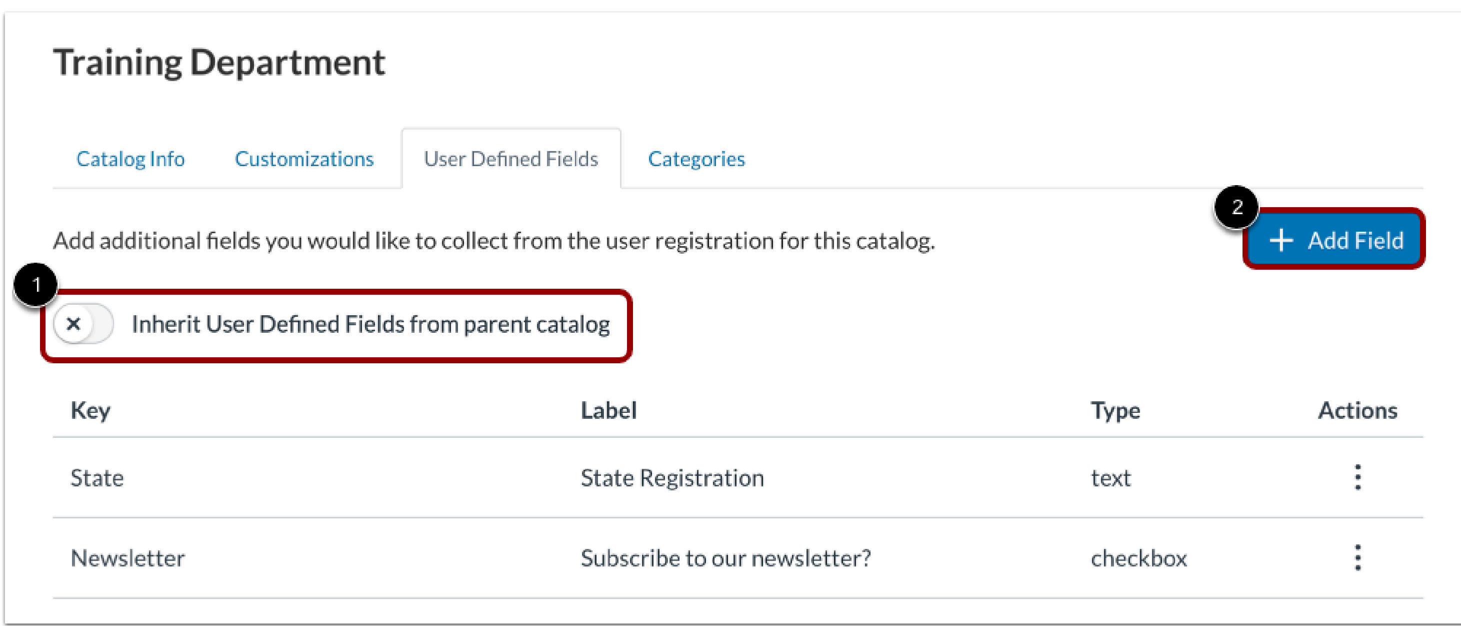


To add user defined fields to a parent catalog, click the **User Defined Fields** tab [1]. Then, click the **Add Field** button [2].

Add Custom Fields in Subcatalog



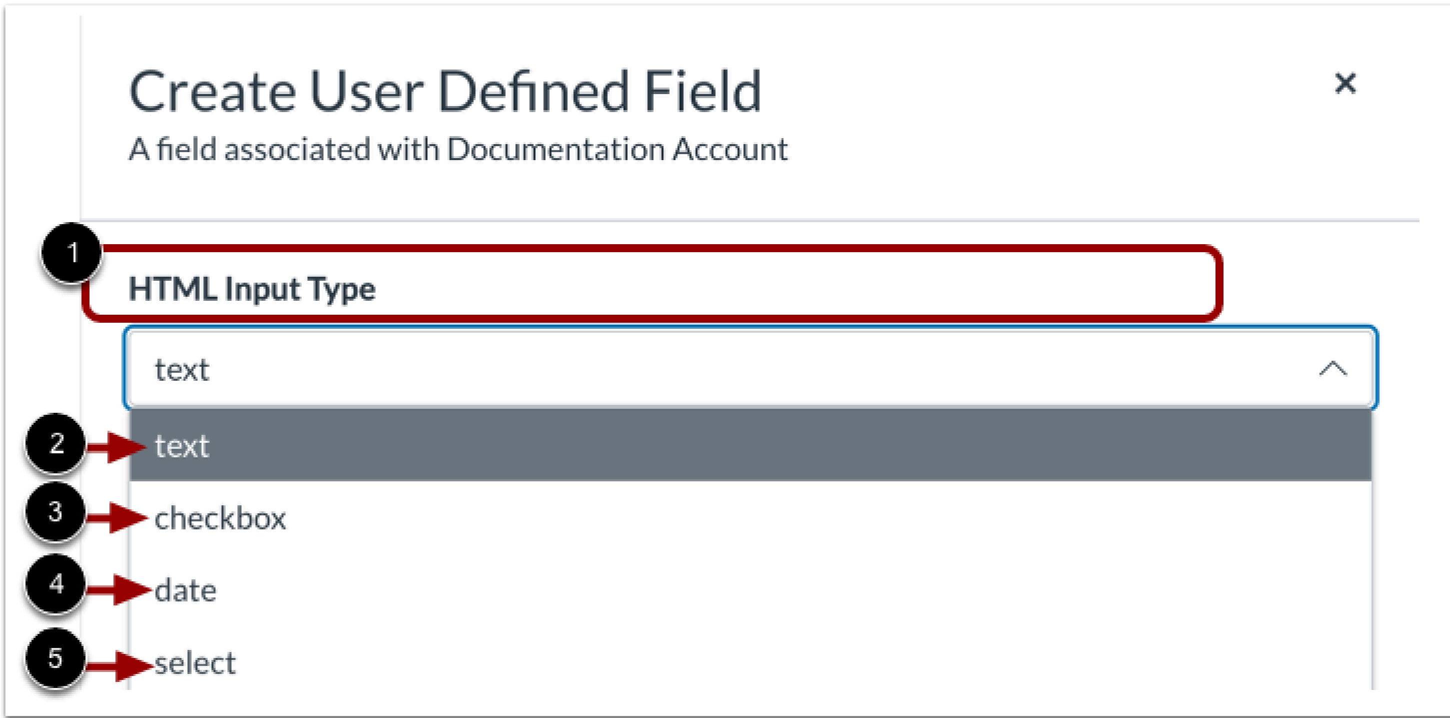
To add custom user defined fields to a subcatalog, navigate to the subcatalog and click the **User Defined Fields** tab. By default, subcatalogs inherit user defined fields from the parent catalog.



To omit or add custom user defined fields to the subcatalog, click the **Inherit User Defined Fields from parent catalog** toggle off [1].

Then, to add custom user defined fields to the subcatalog, click the **Add Field** button [2].

Choose HTML Input Type



To select a user input type, click the **HTML Input Type** drop-down menu [1].

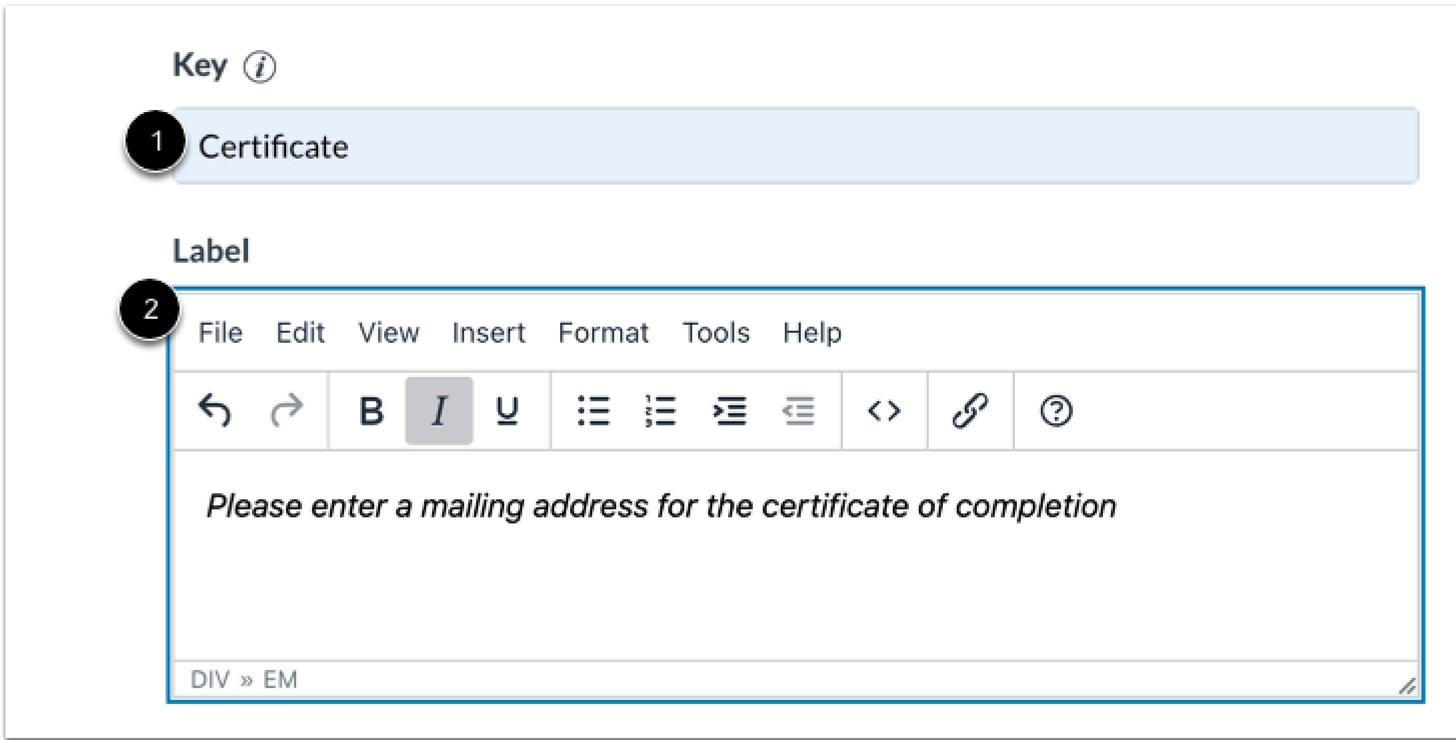
To add a text field response type, click the **text** link [2].

To add a checkbox response type, click the **checkbox** link [3].

To add a date selection calendar response type, click the **date** link [4].

To add a drop-down menu option select response type, click the **select** link [5].

Create Key and Label

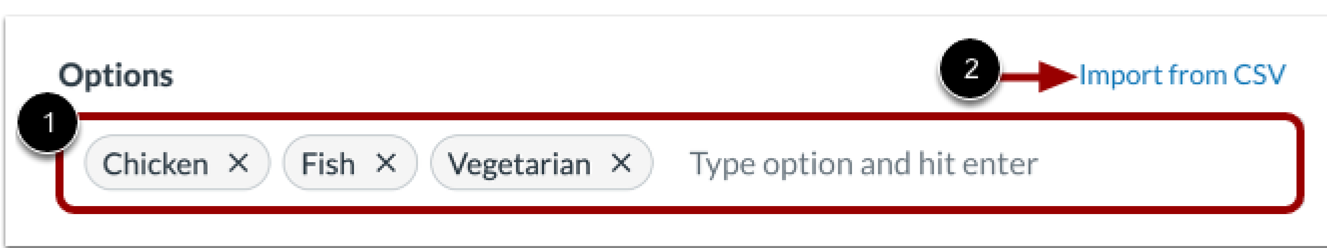


Enter a name key for the field in the **Key** text-box [1]. Use lowercase letters and numbers. Spaces are not allowed, use underscores or dashes between words.

Enter the text for the field name that displays during user registration in the **Label** text-box [2]. You can format the field name text, or include a link in the text field in the Rich Text Editor.

Note: You are required to enter text in both the Key and Label fields.

Enter Select Options



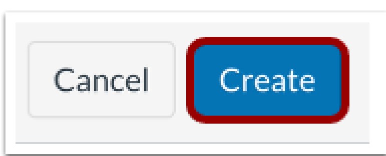
If the select response type is chosen, you can enter up to 1000 options for users to select from. To add an option, type the option and hit the enter key [1].

Alternatively, to enter a list of selection options from a CSV, click the **Import from CSV** link [2]. In the CSV file, enter a single option in a cell, and add additional options in subsequent cells in the column. Catalog prompts you to select a CSV from your computer. When the upload has finished, the options display in the Options field.

Create Required Field

To indicate that the field is required to complete registration, click the **This field is required** checkbox [1]. To display an error message in a required field that is left blank, enter text in the **Error Message** field [2].

Save Field



Click the **Create** button.

How do I view and manage user defined fields for my catalogs?

As a Catalog admin, you can view and manage user defined fields in your catalogs and subcatalogs. User defined fields allow you to customize the information you gather during new user registration in addition to the default fields of Full Name and Email.

Learn more about adding user defined fields to your catalogs and subcatalogs.

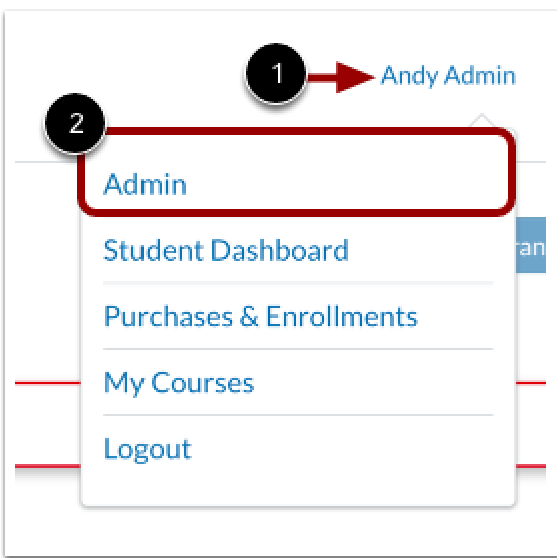
Learn more about viewing user defnied field information for catalog registrations.

You can export user defined fields using the Catalog API.

Notes:

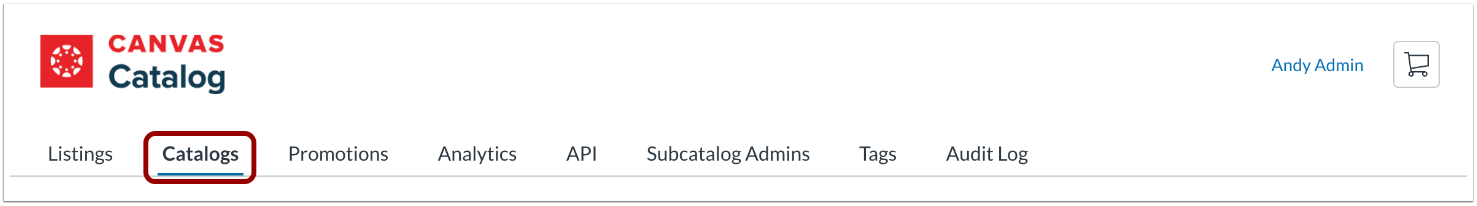
- By default, user defined fields created in a parent catalog are applied to all subcatalogs. Custom user defined fields can be added to a subcatalog when the default setting is disabled.
- By default, information in user defined fields is only collected during new user registrations. To allow user defined fields to display when existing users enroll in a course, you can enable user defined fields for all enrollments.

Open Admin



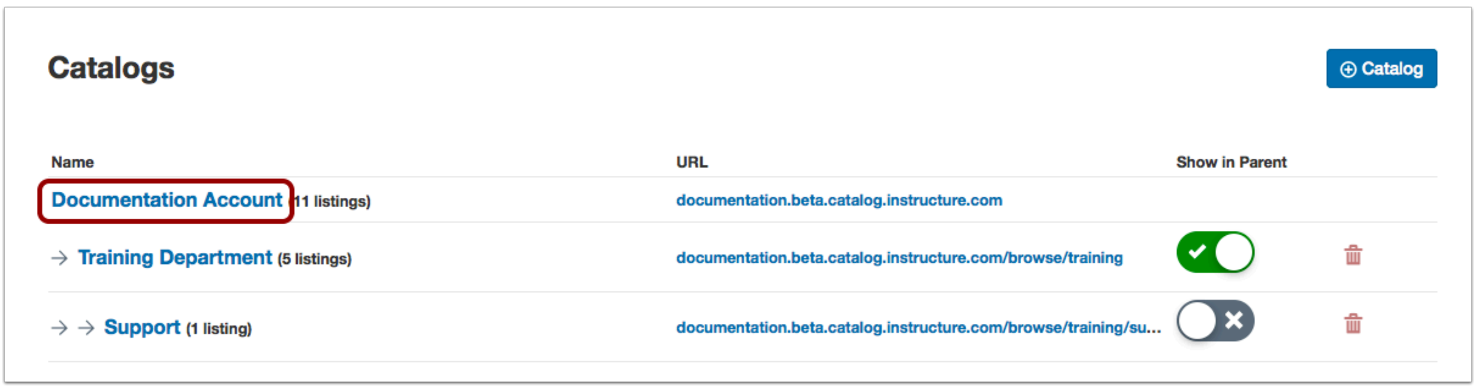
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



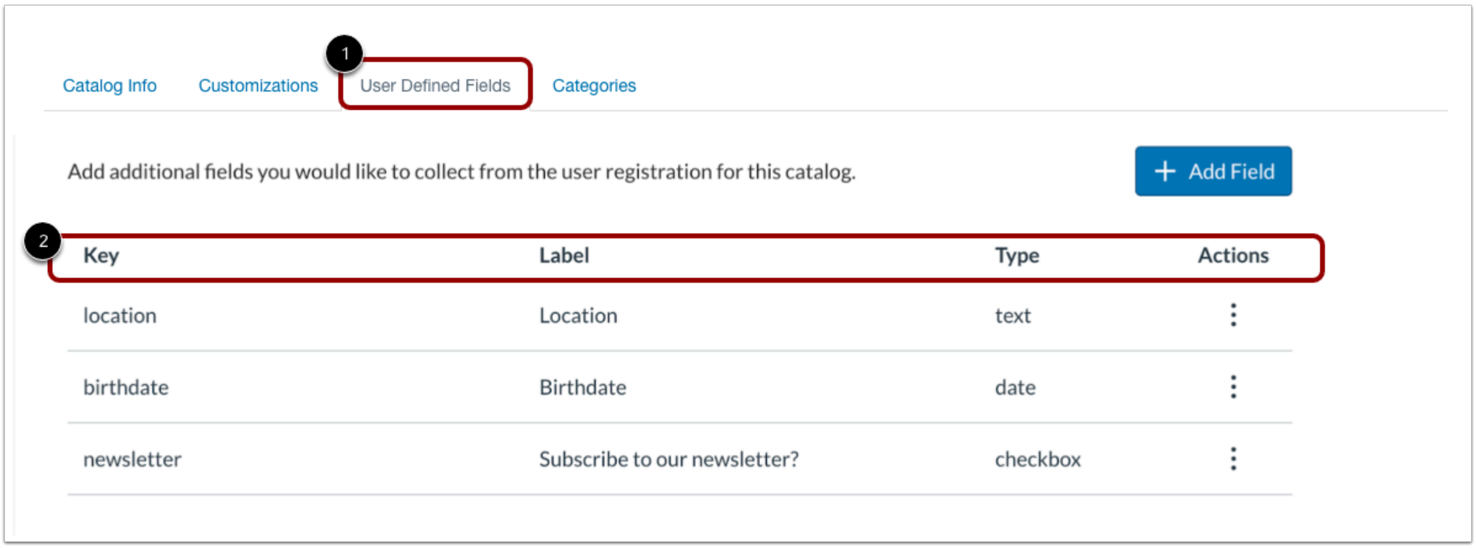
Click the **Catalogs** tab.

Open Catalog



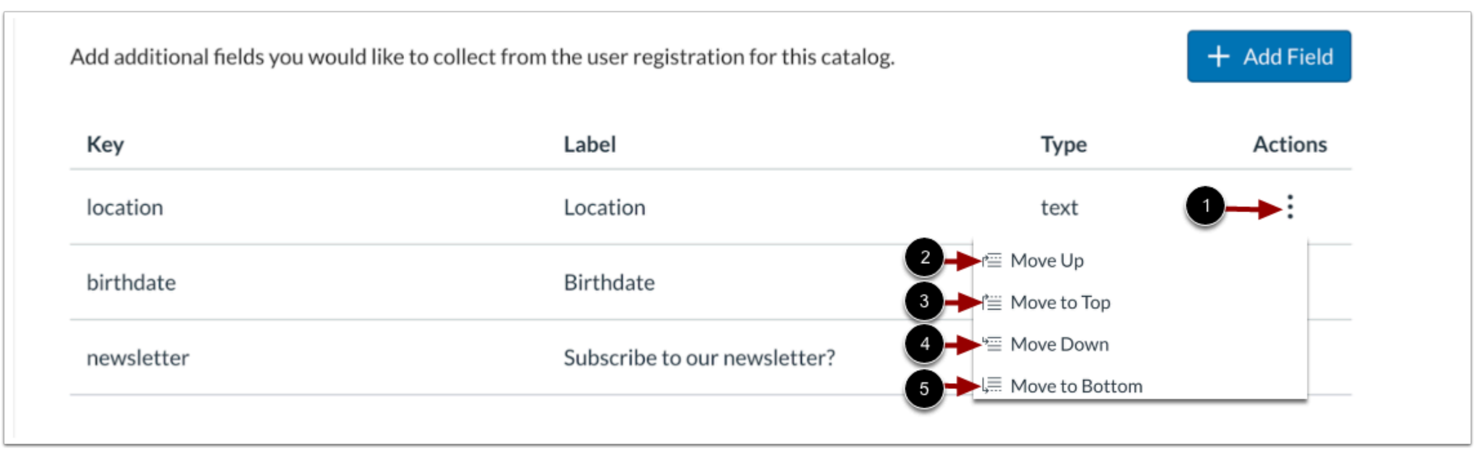
Click the catalog or subcatalog name link.

View Fields



Click the **User Defined Field**s tab [1]. User defined field information displays in the header [2].

Re-Order Fields



To re-order a field click the **Action** icon [1].

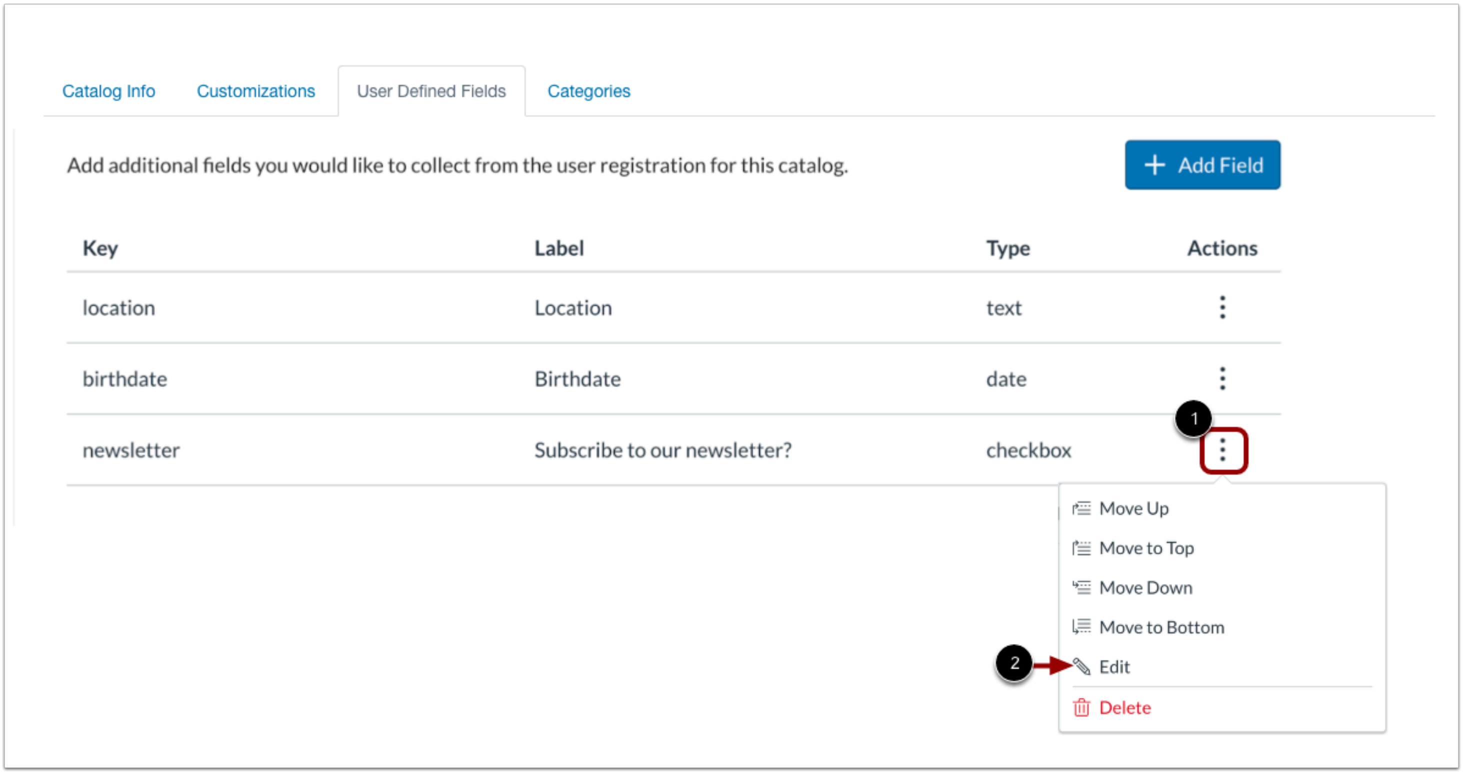
To move the field up one spot, click the **Move Up** option [2].

To move the field to the top of the list, click the **Move to Top** option [3].

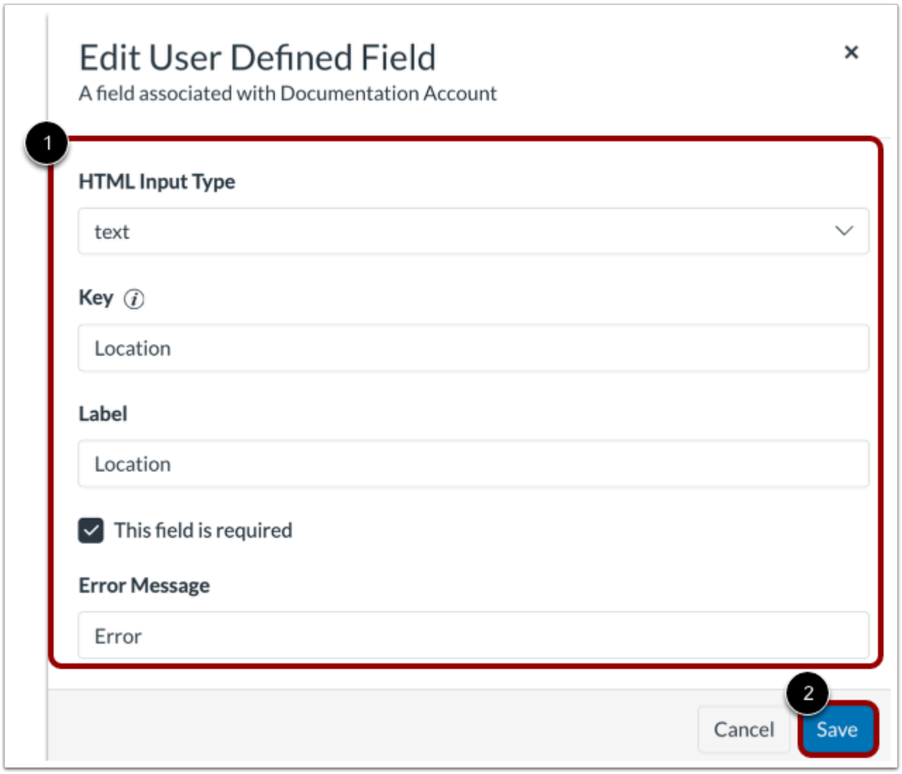
To move the field down one spot, click the **Move Down** option [4]

To move the field to the bottom of the list, click the **Move to Bottom** option [5].

Edit Fields



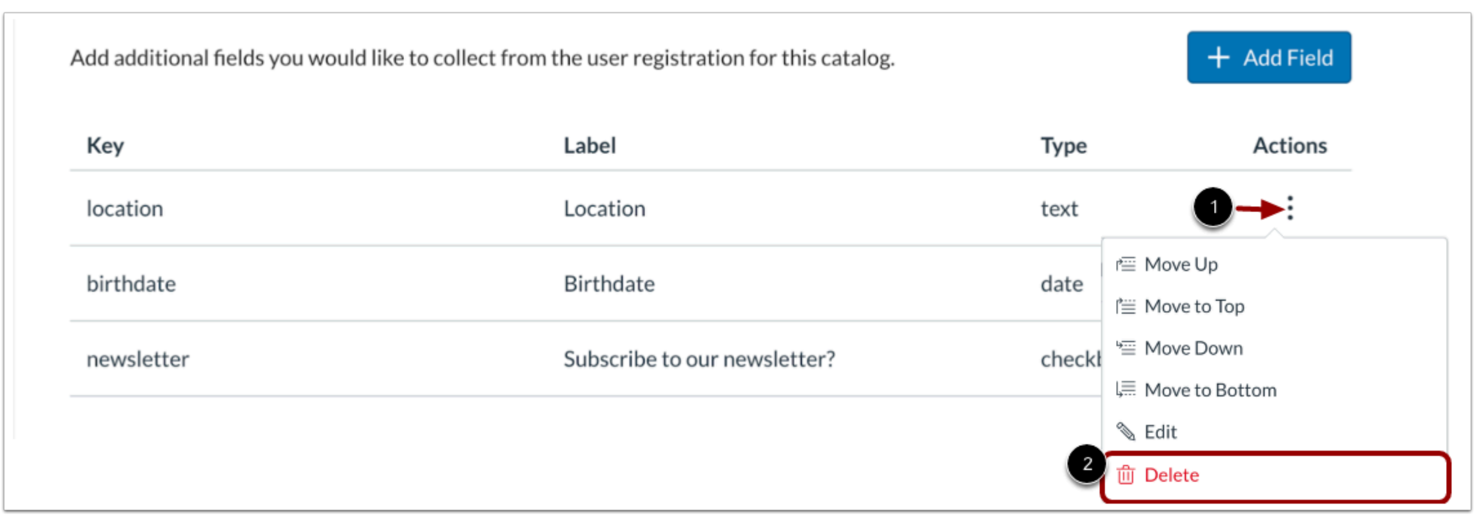
To edit a field, click the **Action** icon [1]. Then, click the **Edit** link [2].



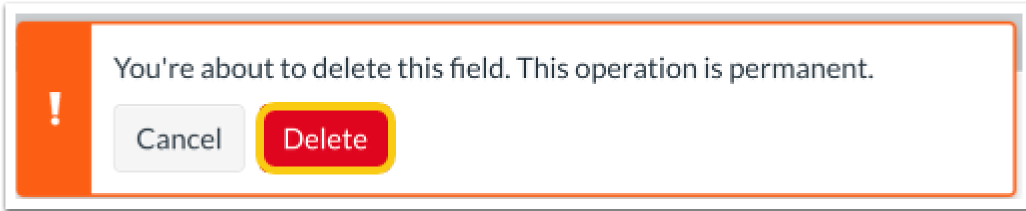
In the Edit User Defined Field window, use the drop-down menu and text fields to make desired changes [1].

To save changes, click the **Save** button [2].

Delete Fields



To permanently delete a field, click the **Actions** icon [1]. Then, click the **Delete** link [2].



The deletion confirmation window displays.

To confirm deletion, click the **Delete** button.

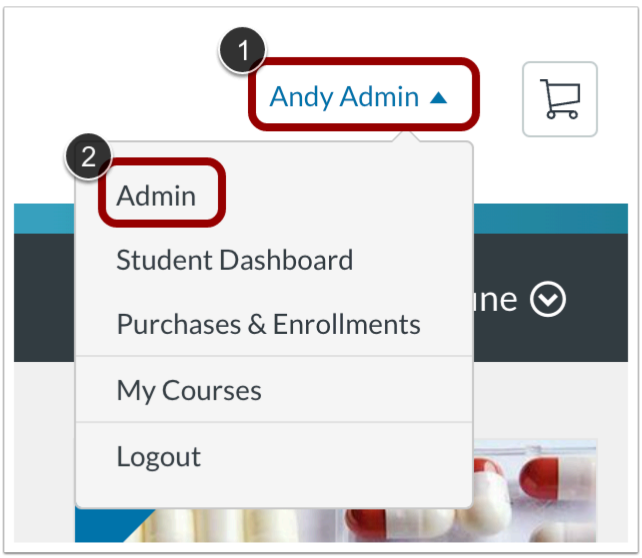
Note: Deletion is permanent, deleted items can not be recovered.

How do I enable user defined fields for existing user registrations in Catalog?

As a Catalog admin, you can customize the information you collect during user registration by creating user defined fields.

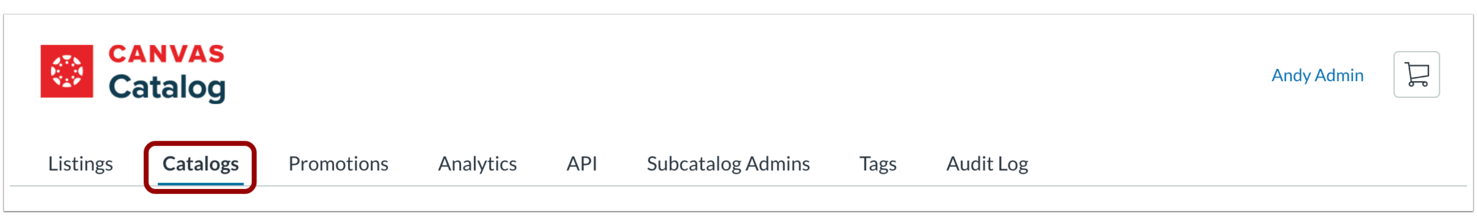
By default, user defined fields are collected for new user registrations only. To allow user defined fields to display when existing users enroll in a course, you can enable user defined fields during enrollments in the Catalog Info tab.

Open Admin



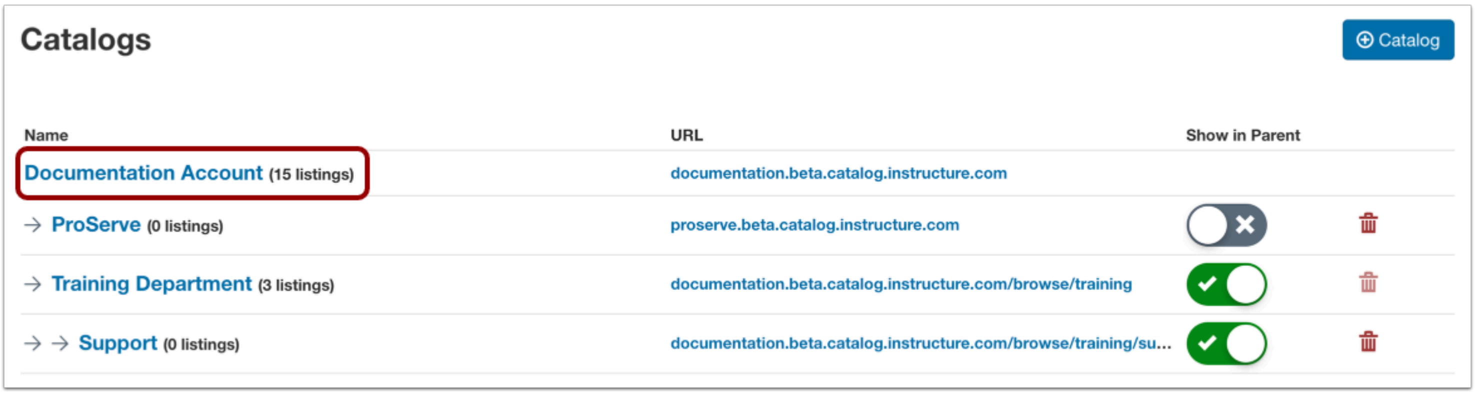
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



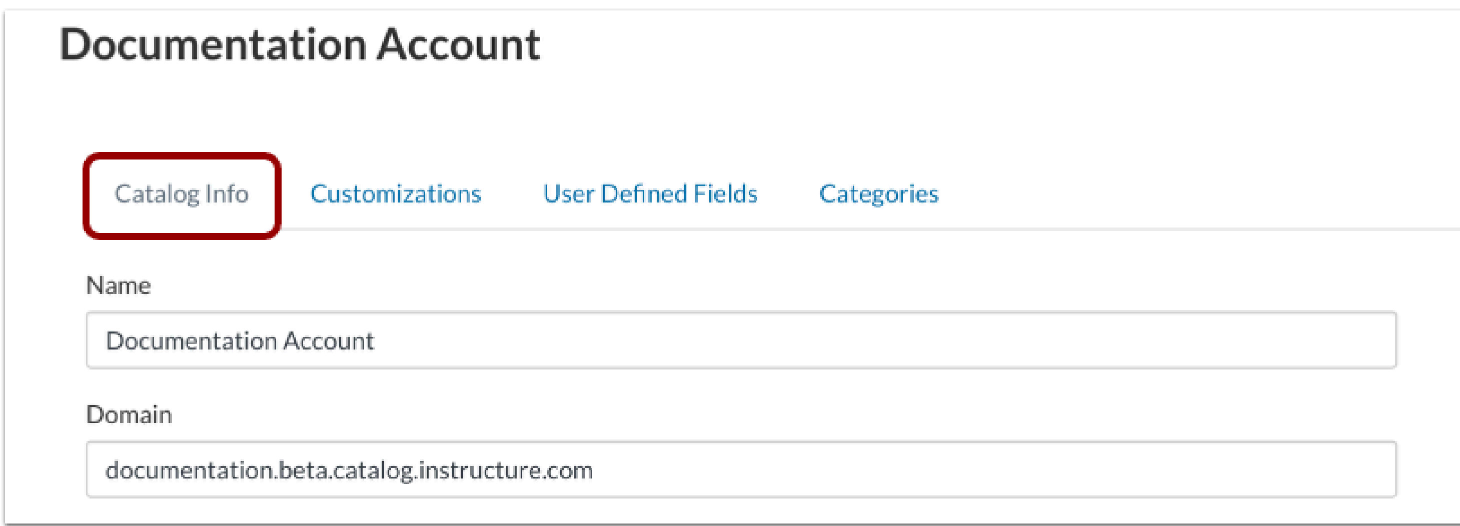
Click the **Catalogs** tab.

Select Catalog



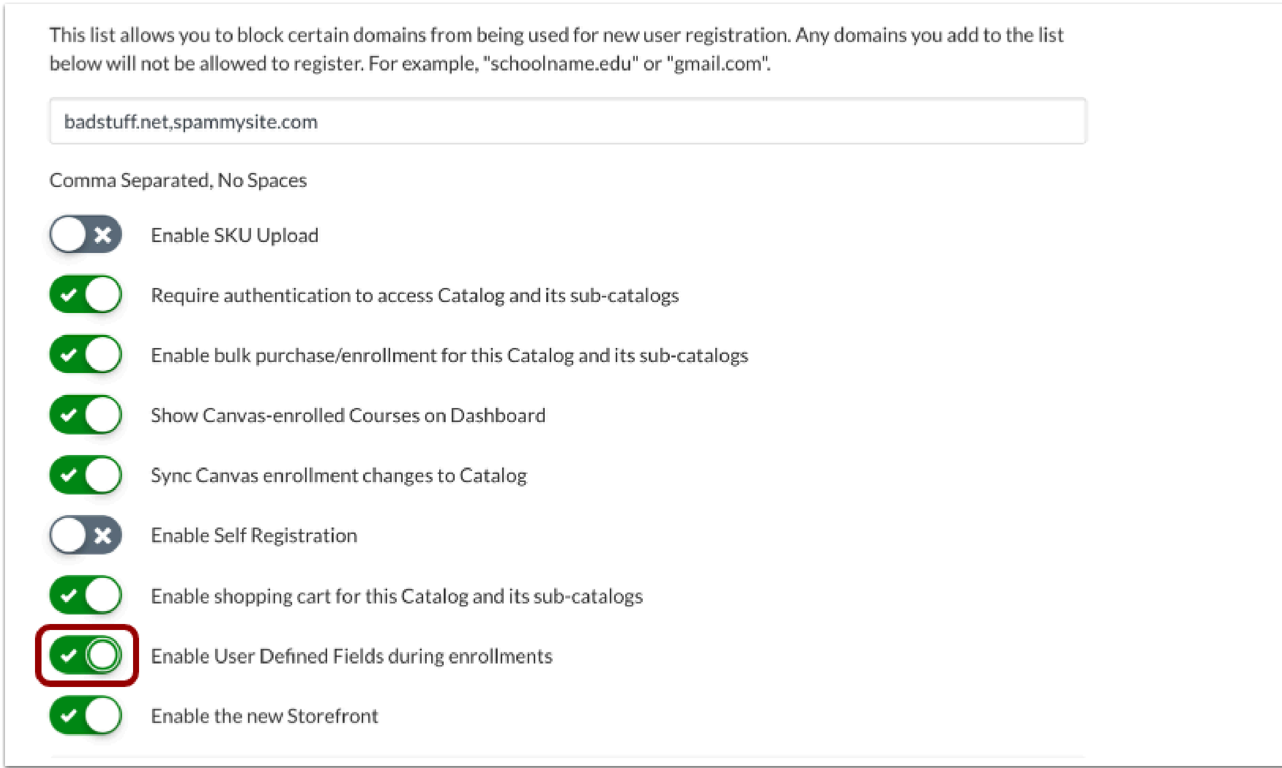
Click the root catalog name link.

View Catalog Info



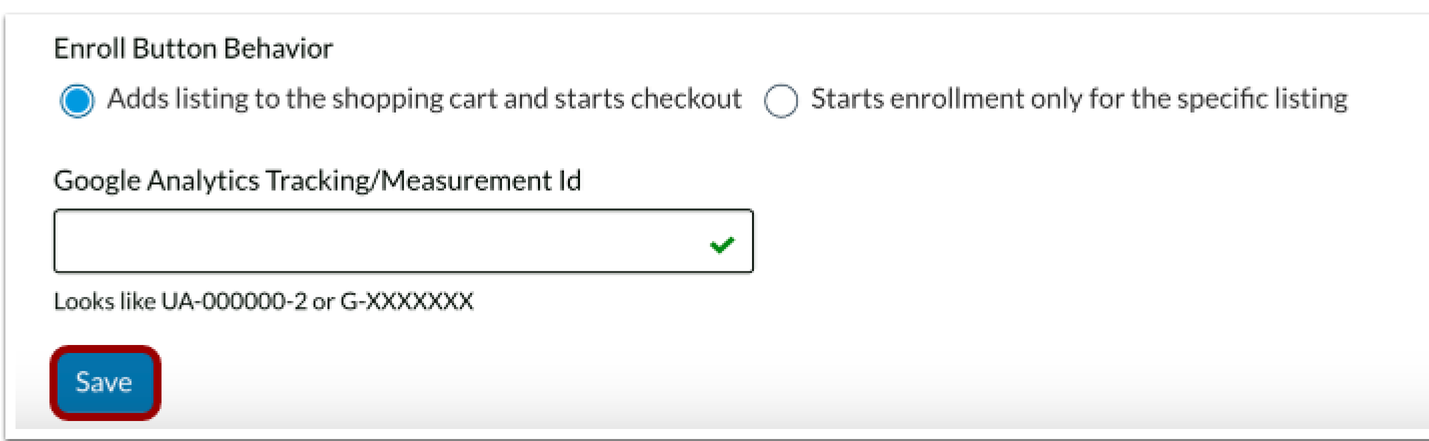
In the Account Navigation menu, the **Catalog Info** tab displays by default.

Enable User Defined Fields



By default, user defined fields are enabled for new registrations only. To enable user defined field information collection for all Catalog registrations, click the **Enable User Defined Fields during enrollments** toggle on.

Save Changes



To save your changes, click the **Save** button.

How do I customize a catalog using CSS, JS, or HTML files?

As a Catalog admin, you can customize your catalog using images, a cascading style sheet (CSS), JavaScript (JS), or Hyper Text Markup Language (HTML) files. You can either paste the source code or insert links to external files. If you are linking to external files, best practice is to use a secure site to host your custom style files; otherwise, they may break when trying to load.

You can also use HTML/CSS to customize a program certificate or course certificate.

You can upload images for your catalog header logo and catalog badge logo, as well as a browser favicon. For details and specifications, please view the Canvas Catalog Logo Guidelines.

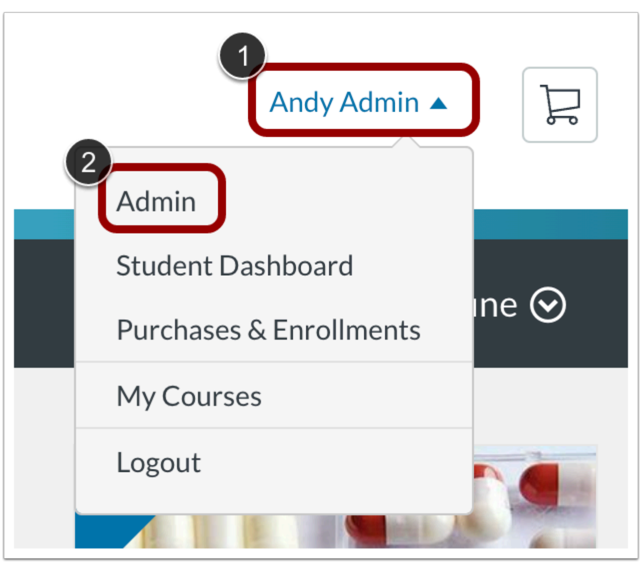
Instruction Files:

- CSS instruction file
- JS instruction file
- HTML email header instruction file (to view the code, right-click and save the link to your computer)
- HTML email footer instruction file (to view the code, right-click and save the link to your computer)

Notes:

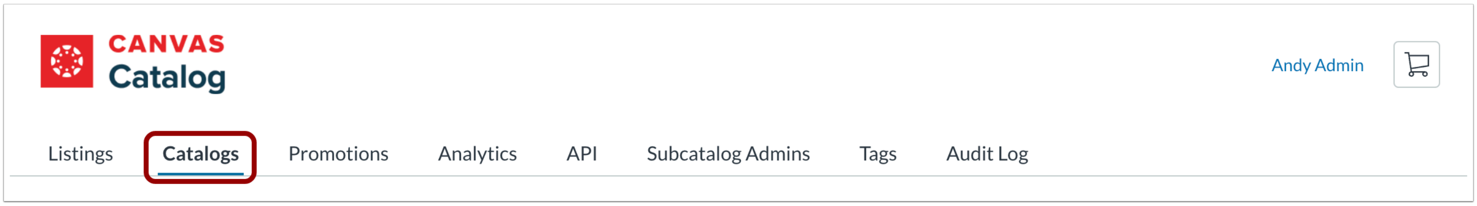
- If it has been enabled for your institution, you may be able to use the Storefront Theme Editor to customize your branding without using CSS/JS/HTML.
- If custom branding is not added to a subcatalog, the parent catalog customization applies by default.

Open Admin



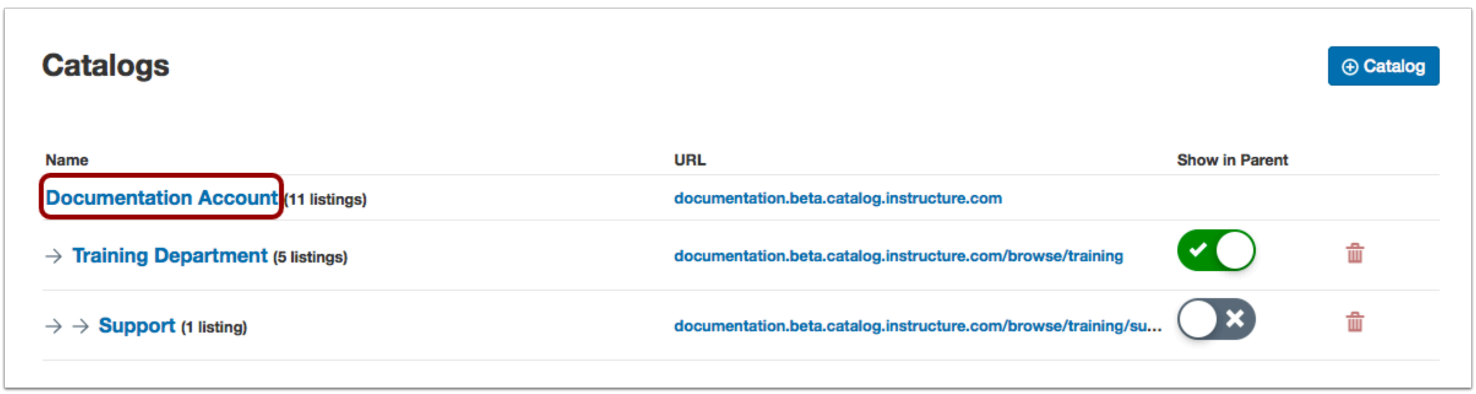
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



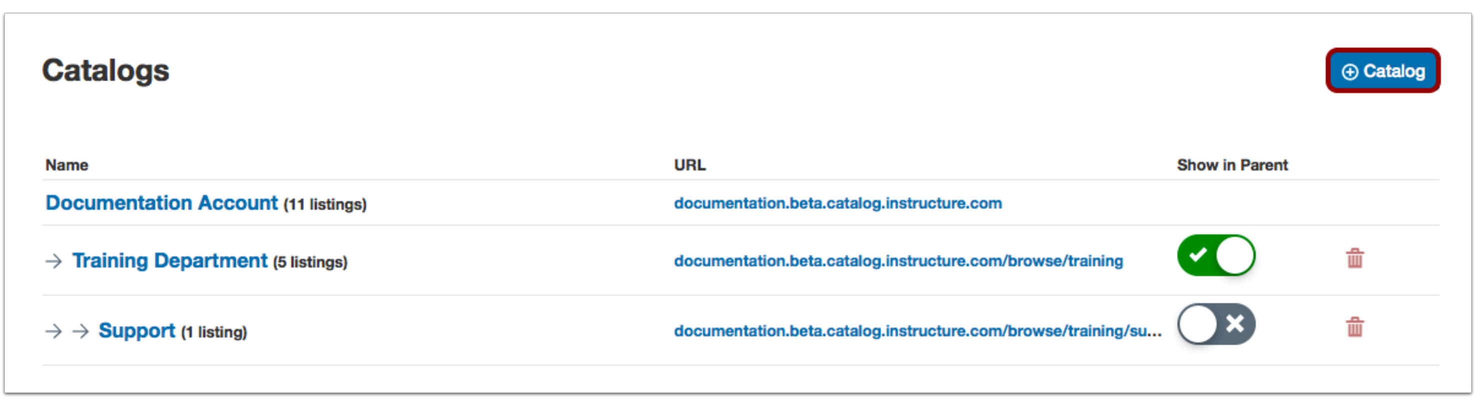
Click the **Catalogs** tab.

Open Catalog



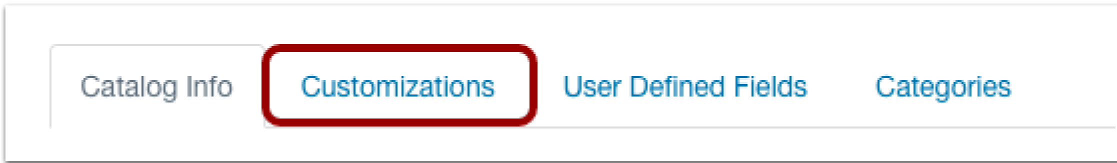
To open an existing catalog, click the catalog name link.

Add Catalog



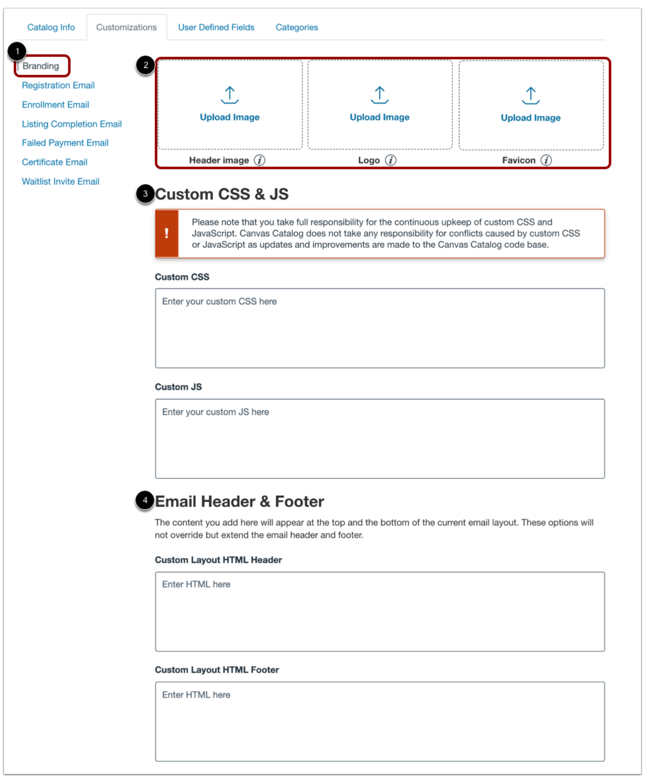
To [add a subcatalog,](#) click the **Add Catalog** button.

Open Customizations



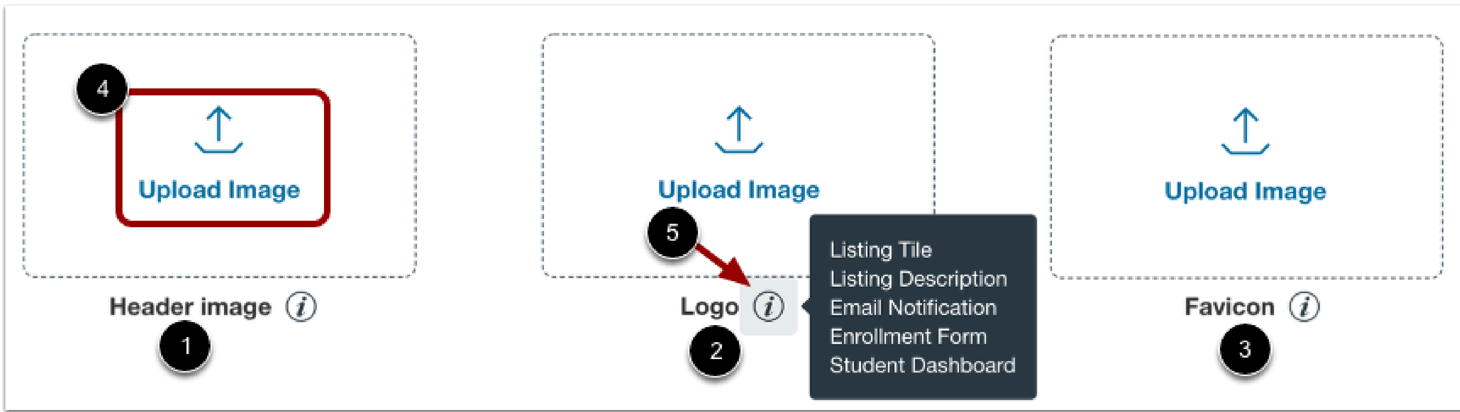
Click the **Customizations** tab.

View Custom Branding Options



By default, the Customizations tab displays the Branding page [1]. You can add custom images [2], CSS and JS [3], and email header and footer HTML [4].

Add Logos and Favicon



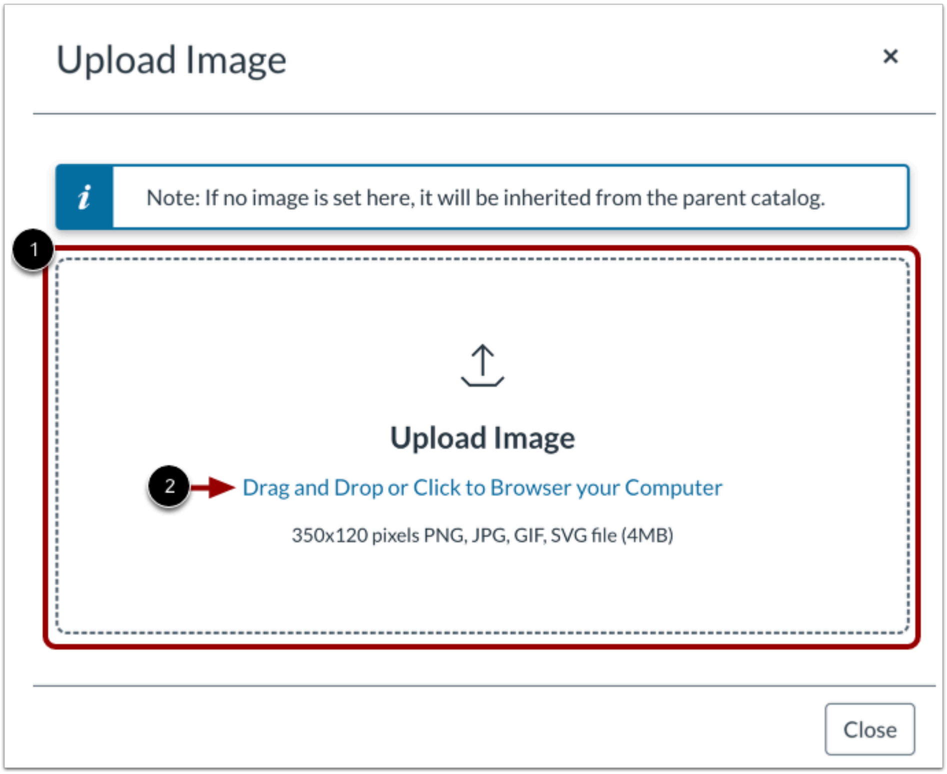
You can upload the following image types to customize your catalog or subcatalog:

- **Header** [1]: displays in your catalog or subcatalog page headers. Supported file types are PNG, JPG, GIF, and SVG.
- **Logo** [2]: displays in listing tiles, listing pages, email notifications, enrollment forms, and student dashboards. Supported file types are PNG, JPG, GIF, and SVG.
- **Favicon** [3]: display in browser tabs. Supported file types are ICO, PNG, and GIF.

To upload a header, logo, or favicon image, click the **Upload Image** button [4].

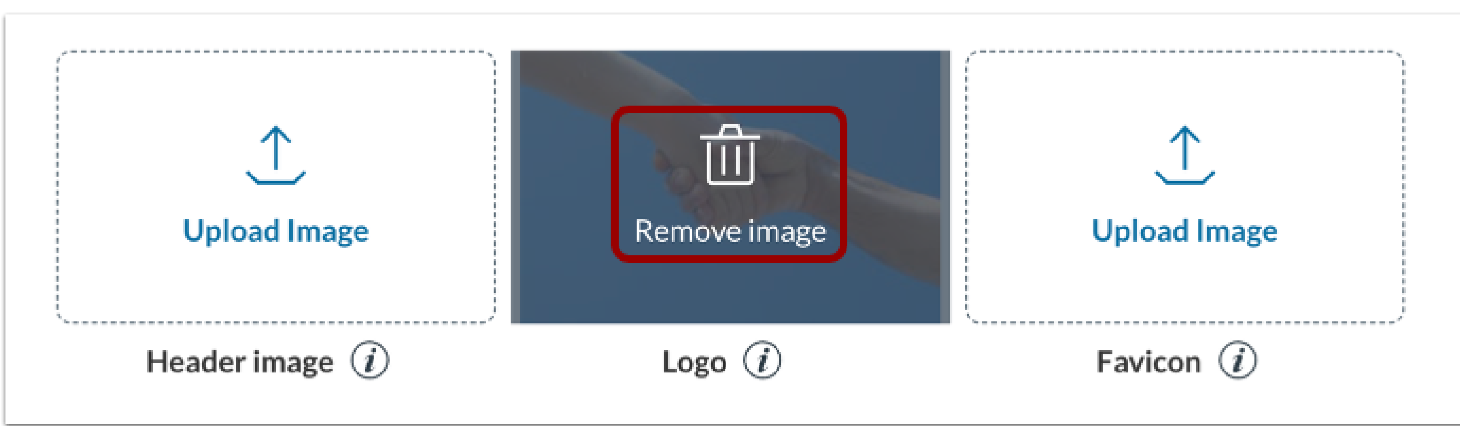
To view details about where the image displays in Catalog, hover over the item **Information** icon [5].

Upload Image

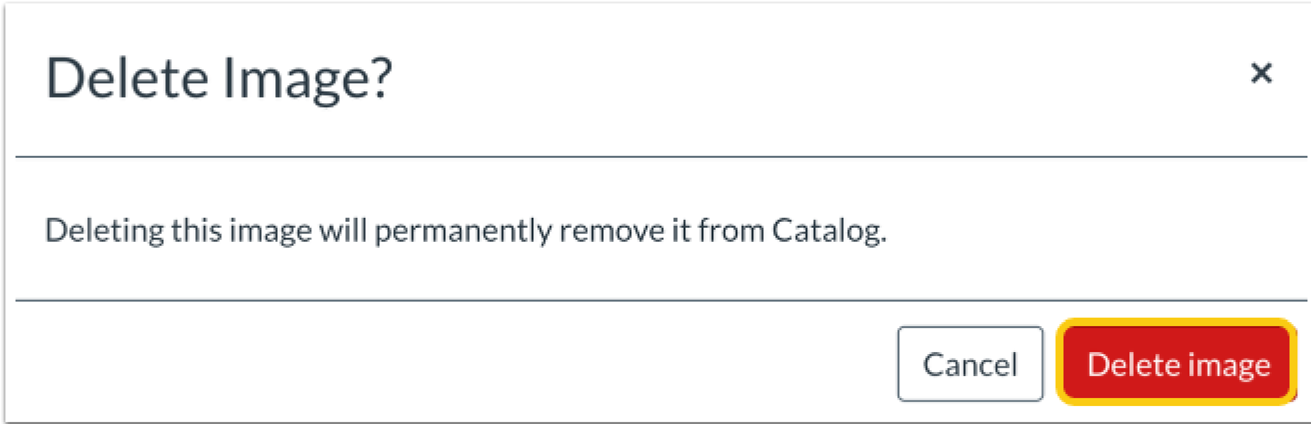


Drag and drop an image file to the Upload Image space [1]. Alternatively, to upload a file from your computer, click the **Drag and Drop or Click to Browse your Computer link** [2].

Remove Image

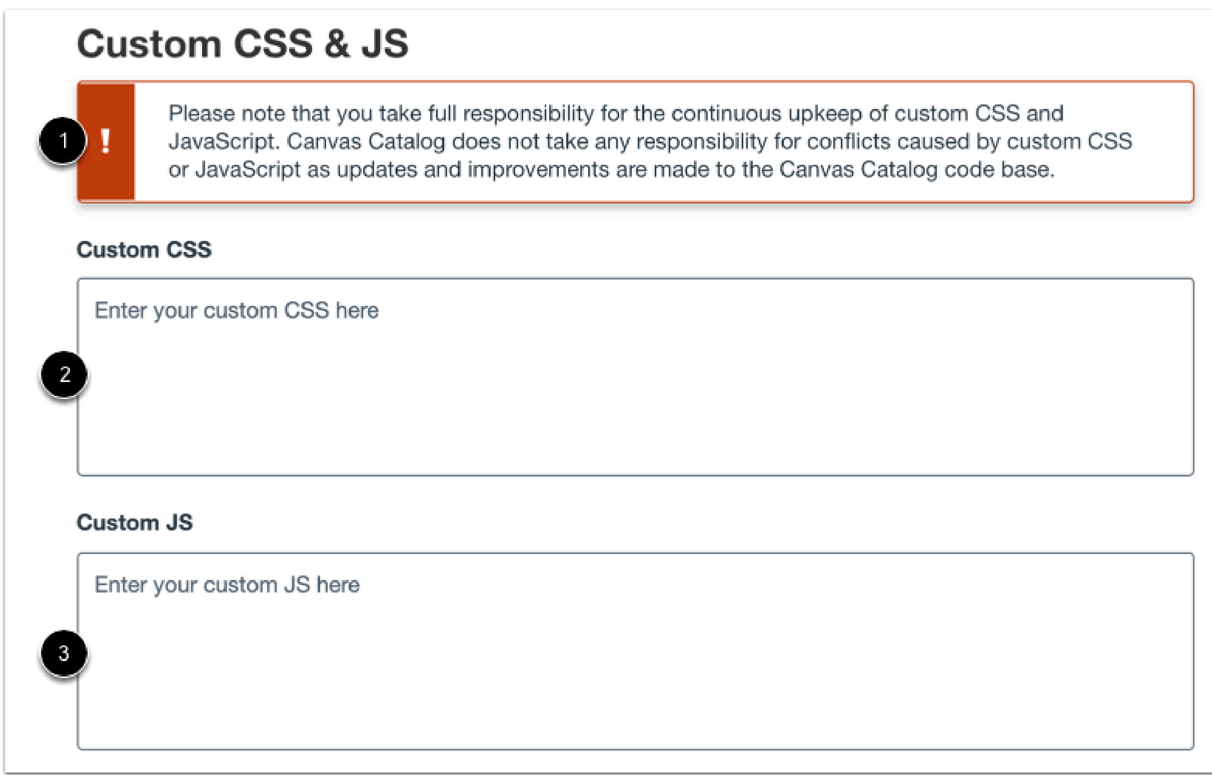


To remove an uploaded image, hover the cursor over the image until the **Remove image** icon displays.



Click the **Delete image** button.

Add Custom CSS and JavaScript

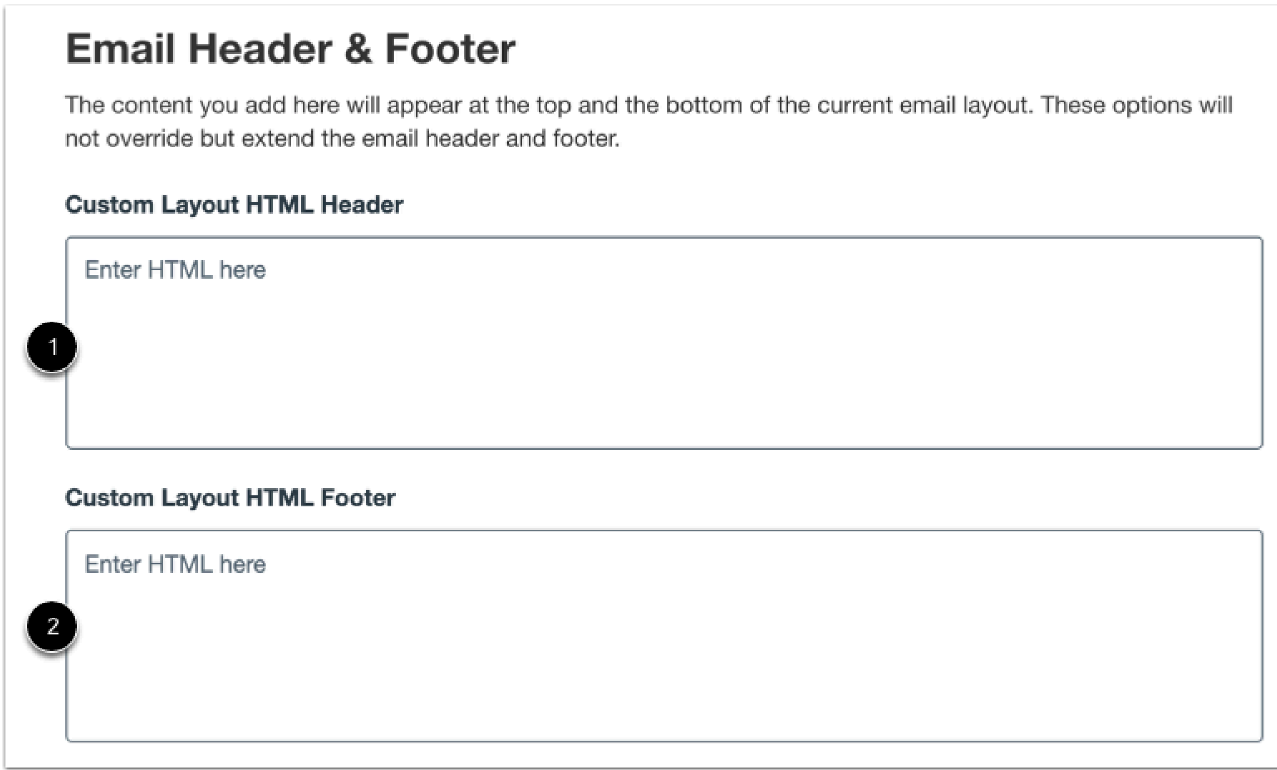


View the CSS and JS notification [1]. You must maintain your CSS and JS to avoid conflicts or errors caused by Catalog product updates and improvements.

Enter your custom CSS, or add a link to your secure CSS file in the **Custom CSS** field [2].

Enter your custom JS, or add a link to your secure JS file in the **Custom JS** field [3].

Add Custom Email Header and Footer



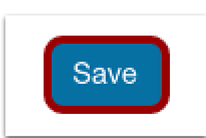
Custom email headers and footers do not override email template formatting. Instead, they extend the email header and footer.

Enter the custom header HTML in the **Custom Layout HTML Header** field [1].

Enter the custom footer HTML in the **Custom Layout HTML Footer** field [2].

Learn about creating custom email templates for Catalog notification emails.

Save Branding Customizations



Click the **Save** button.

How do I customize a catalog or subcatalog using the Storefront Theme Editor?

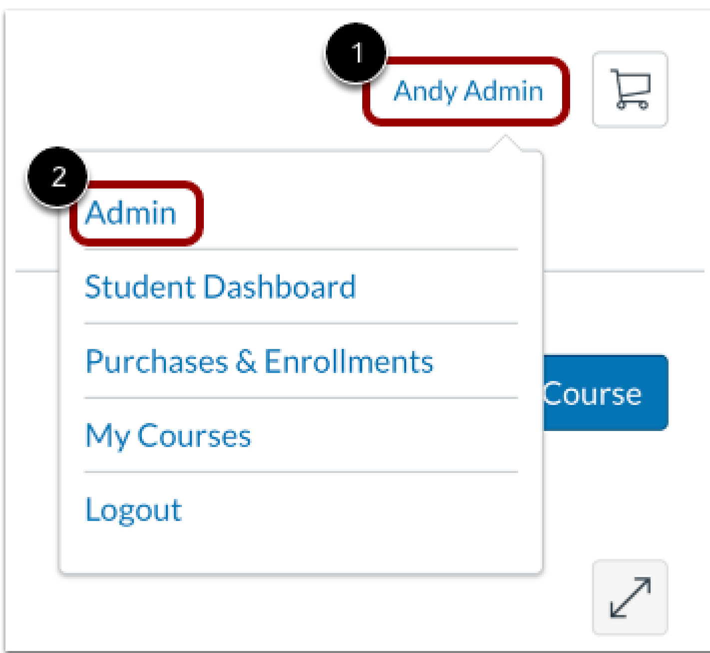
As a Catalog admin, you can use the Storefront Theme Editor to customize storefront brand colors, logos, and header images without the need for custom JavaScript (JS), Cascading Style Sheets (CSS), or HyperText Markup Language (HTML).

The Storefront Theme Editor must be enabled in your institution's account by the root Catalog admin. If it is not available, you can customize the catalog using CSS, JS, or HTML.

Notes:

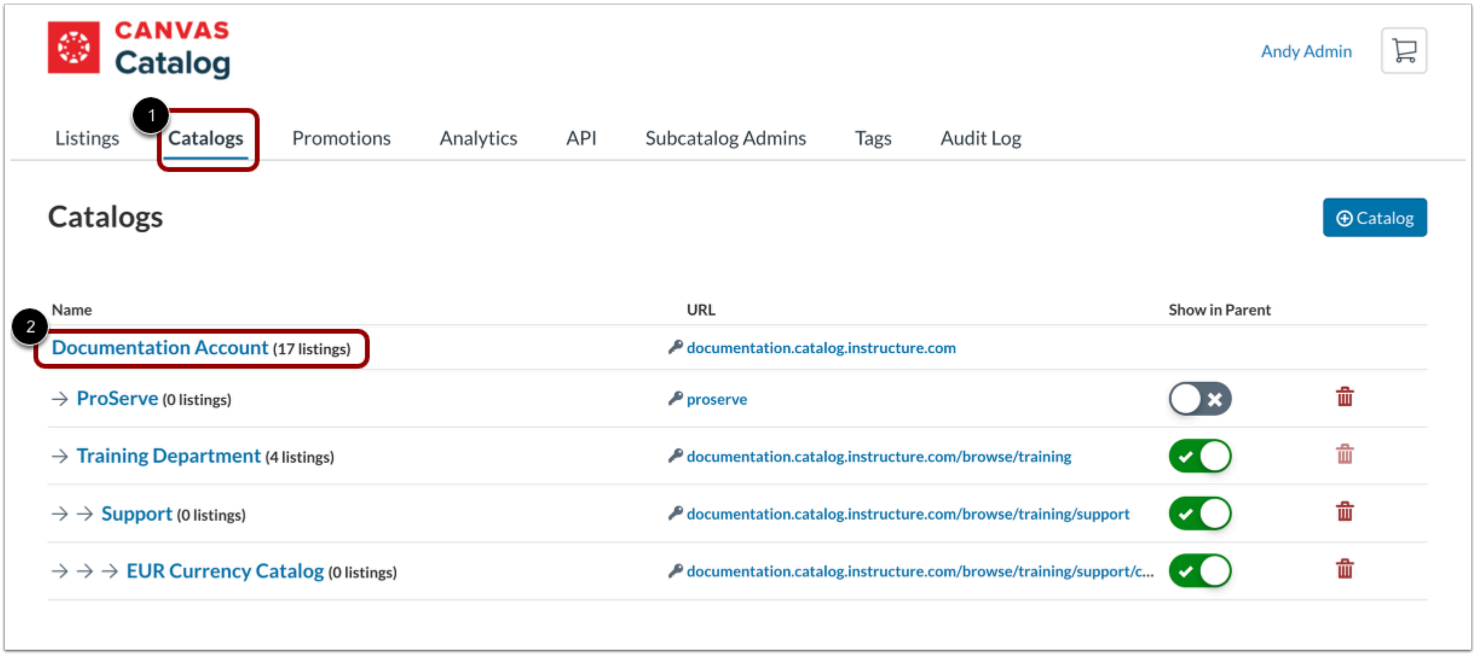
- Learn more about customizing email branding using HTML, and creating custom email templates.
- For details and specifications for adding logos and header images, please view the Canvas Catalog Logo Guidelines.
- If custom branding is not added in a subcatalog, it inherits the parent catalog branding, settings, and other customization options.

Open Admin



Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

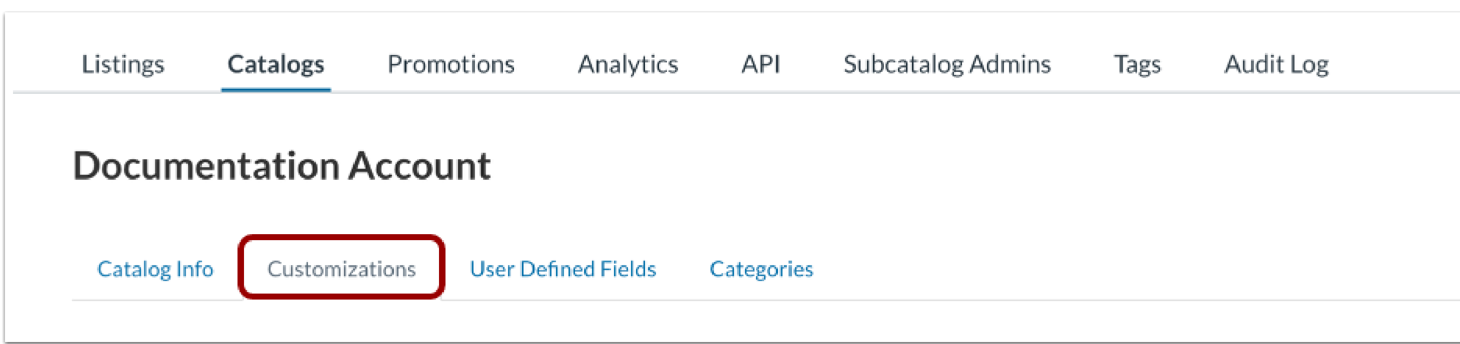
Open Catalog



Click the **Catalogs** tab [1].

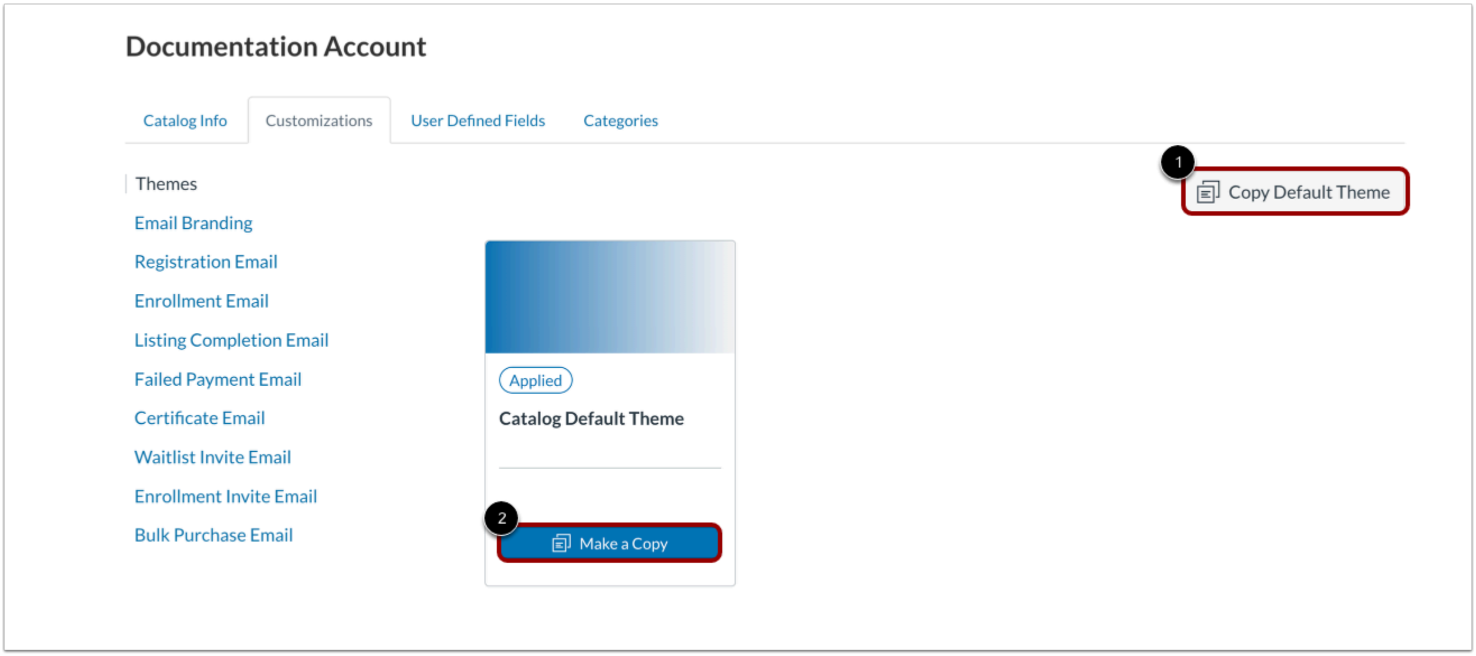
Then, click the catalog name link [2].

Open Customizations



Click the **Customizations** tab.

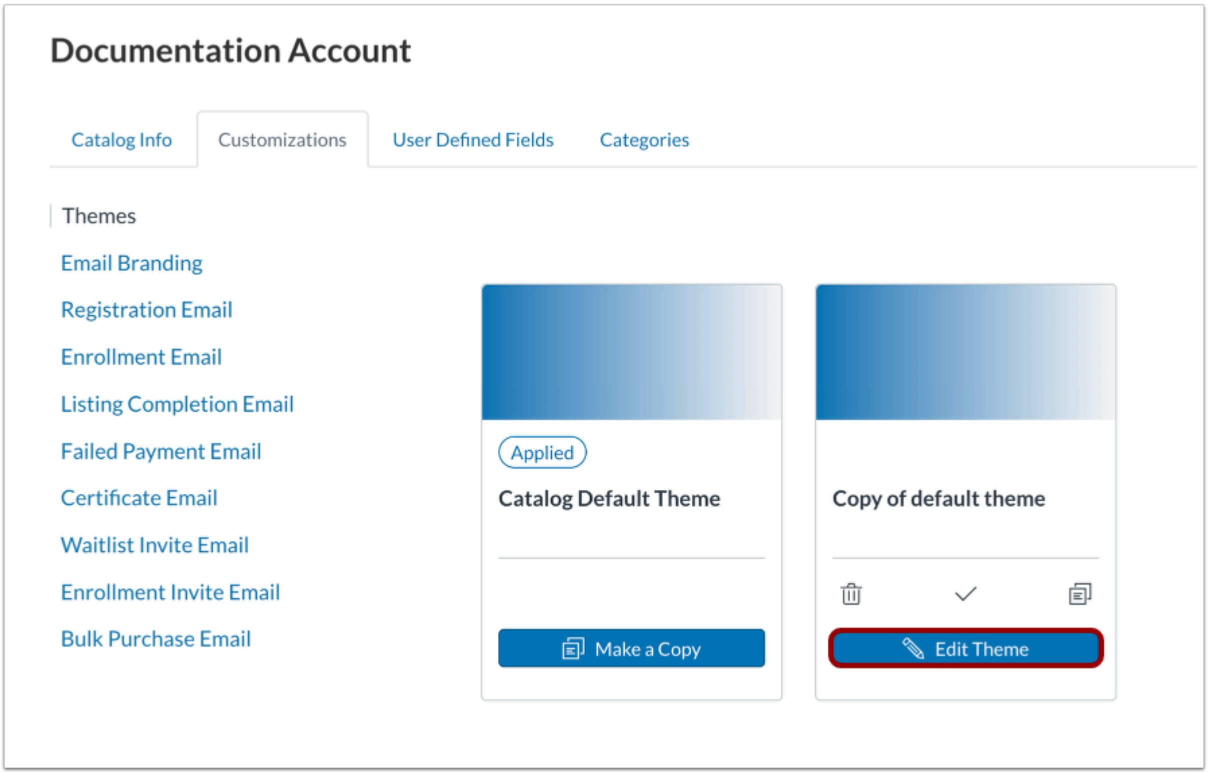
Copy Default Theme



With the [Storefront Theme Editor enabled](), click the **Copy Default Theme** button [1].

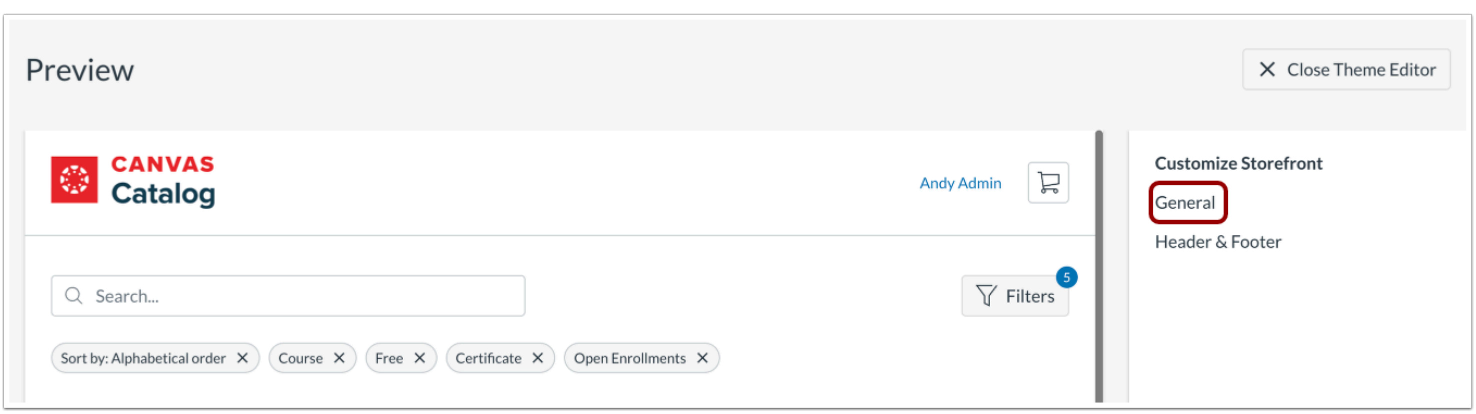
Alternatively, on the default theme tile, you can click the **Make a Copy** button [2].

Open Editor



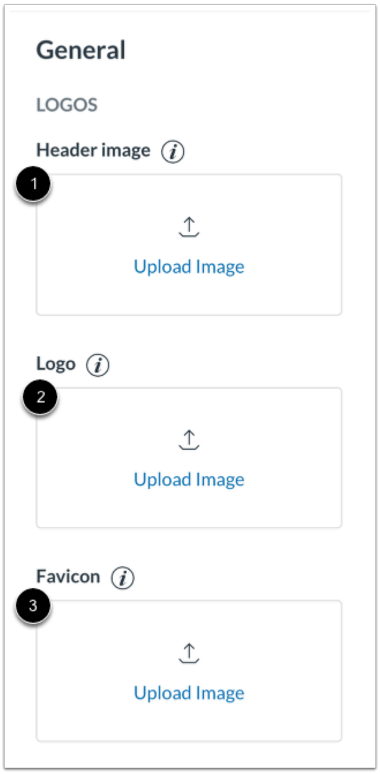
In the copy tile, click the **Edit Theme** button.

Open General Editor



To make general customizations to the storefront, click the **General** link.

Select Images

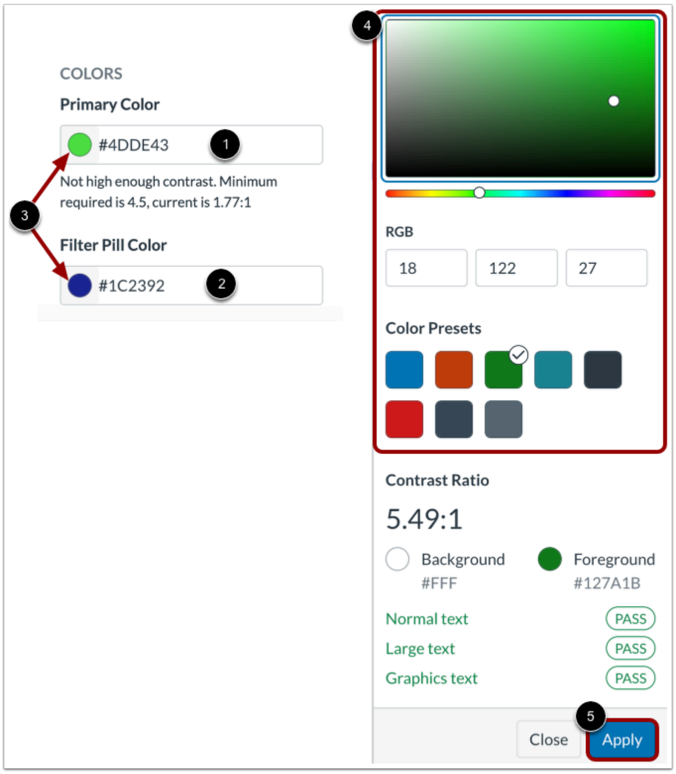


To select an image for the header and footer, click the **Header image** tile [1].

To select a logo image for the listing tiles, descriptions, email notifications, enrollment forms and on the student dashboard, click the **Logo** tile [2].

To select an image for browser tabs and bookmarks, click the **Favicon** tile [3].

Select Colors



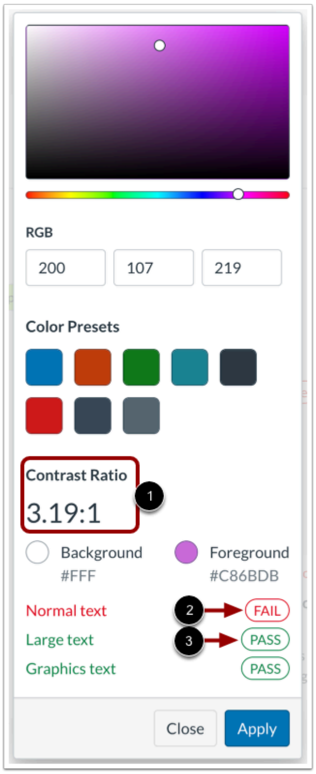
To select a primary theme color, enter a hex value in the **Primary Color** field [1].

To select a filter pill color, enter a hex value in the **Filter Pill Color** field [2].

To use the color selector, click a **Color** icon [3].

In the color selection window, select a color using the color mixer or color presets [4]. To save your selections, click the **Apply** button [5].

View Accessibility Details

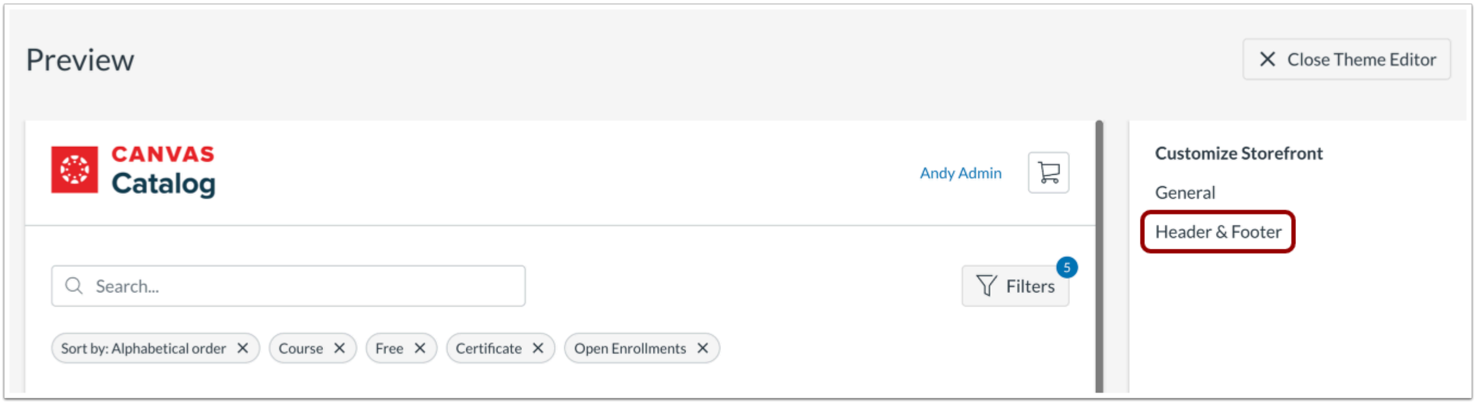


As you select the primary theme color, the color selection window displays accessibility details.

As you select or edit the primary color, the Contrast Ratio section automatically updates the current contrast ratio [1]. The minimum ratio required for accessibility is 4.5:1.

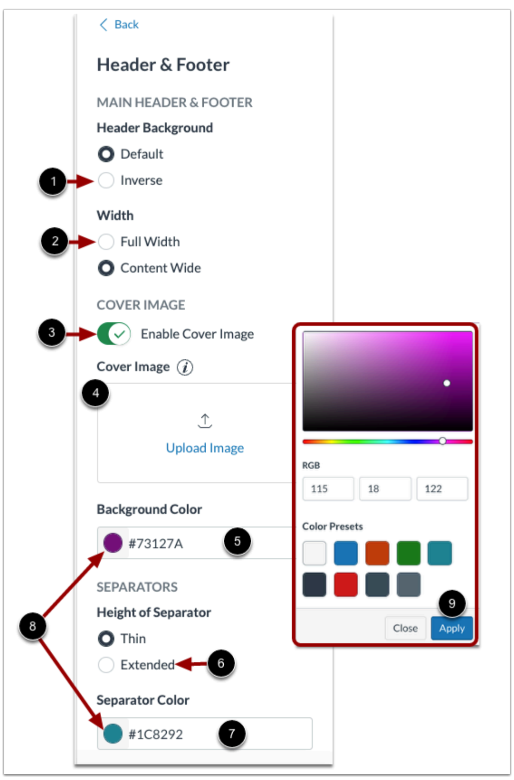
Labels display for normal, large, and graphics text based on the selected background and foreground colors. Text that does not meet the minimum contrast requirements displays a Fail label [2]. Text that meets minimum contrast requirements displays a Pass label [3].

Open Header & Footer Editor



To customize the catalog header and footer, click the **Header & Footer** link.

Customize Header & Footer



By default, the header displays on a white background. To display the header on a dark background, click the **Inverse** radio button [1].

By default, the header is the same width as the content below it. To extend the width of the header to fill the full window, click the **Full Width** radio button [2].

By default, there is no cover image on the storefront. To add an image, click the **Cover Image** toggle on [3]. Then, to select an image from your computer files, click the **Upload Image** tile [4].

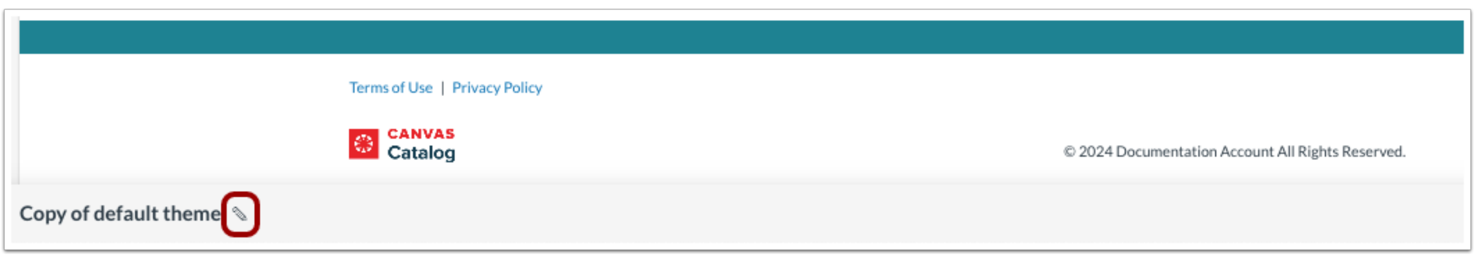
When the header displays at full width, a background color displays behind the image. To select a background color, enter a hex value in the **Background Color** field [5].

By default, the separator lines above and below the listings pane are set to thin. To select wider separator lines, click the **Extended** radio button [6].

To select a color for the separators, enter a hex value in the **Separator Color** field [7].

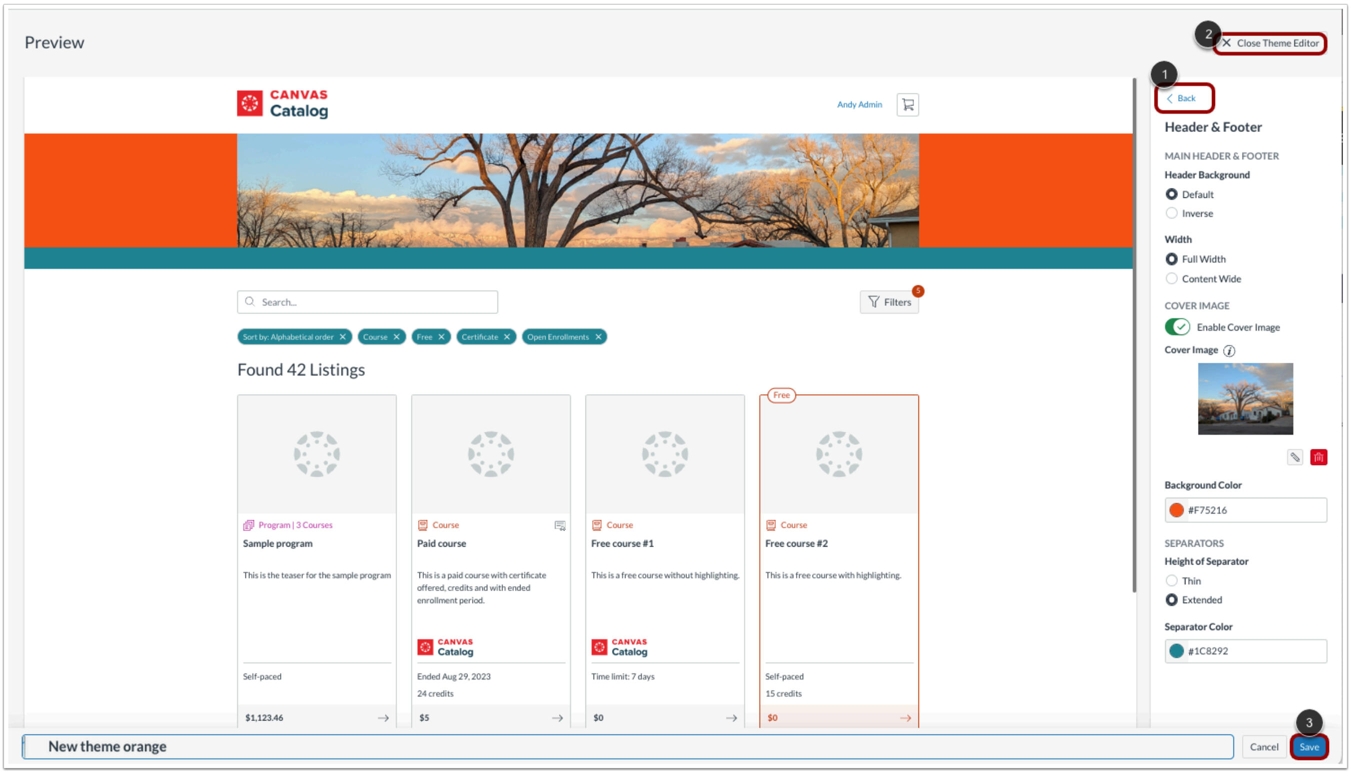
To use the color selector to choose colors for the background or separators, click a **Color** icon [8]. Then, chose a color from the color selector window and click the **Apply** button [9].

Edit Name



To enter a new name for the theme, click the **Edit** icon .

Preview and Save



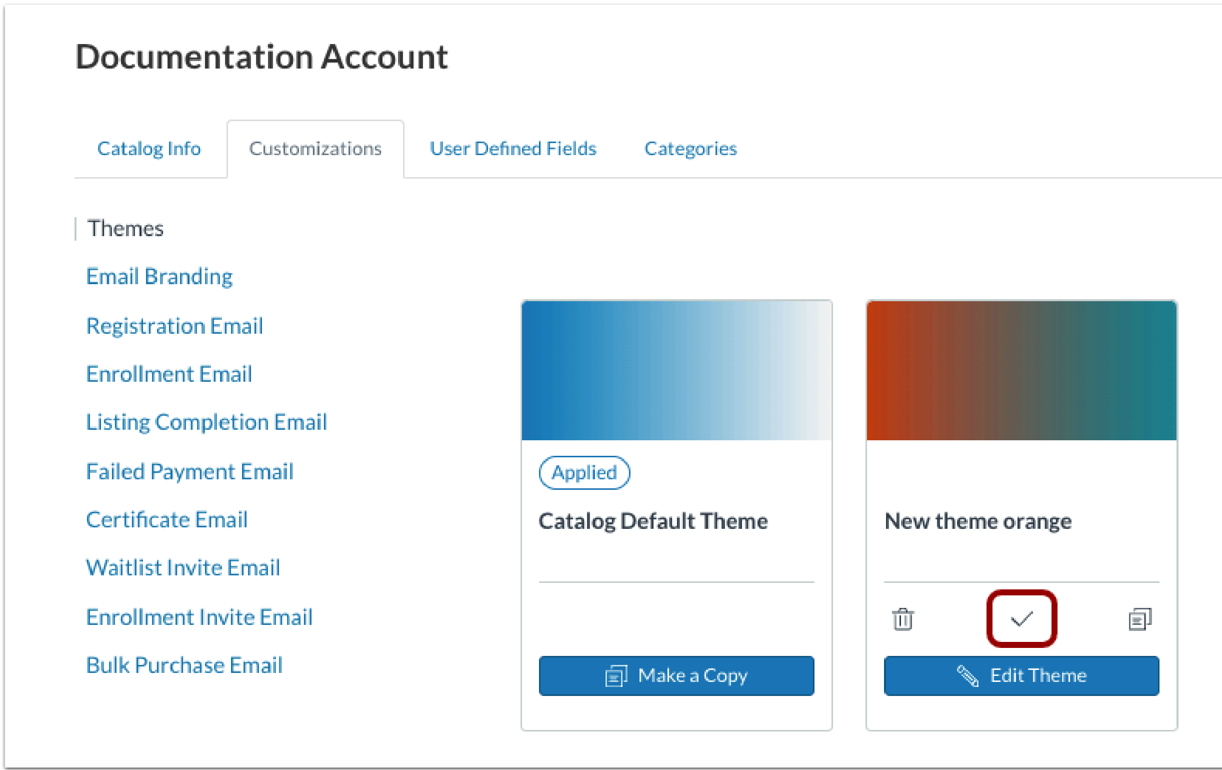
The preview window displays.

To view other customization options, click the **Back** button [1].

To close the editing window without saving your changes, click the **Close Theme Editor** button [2].

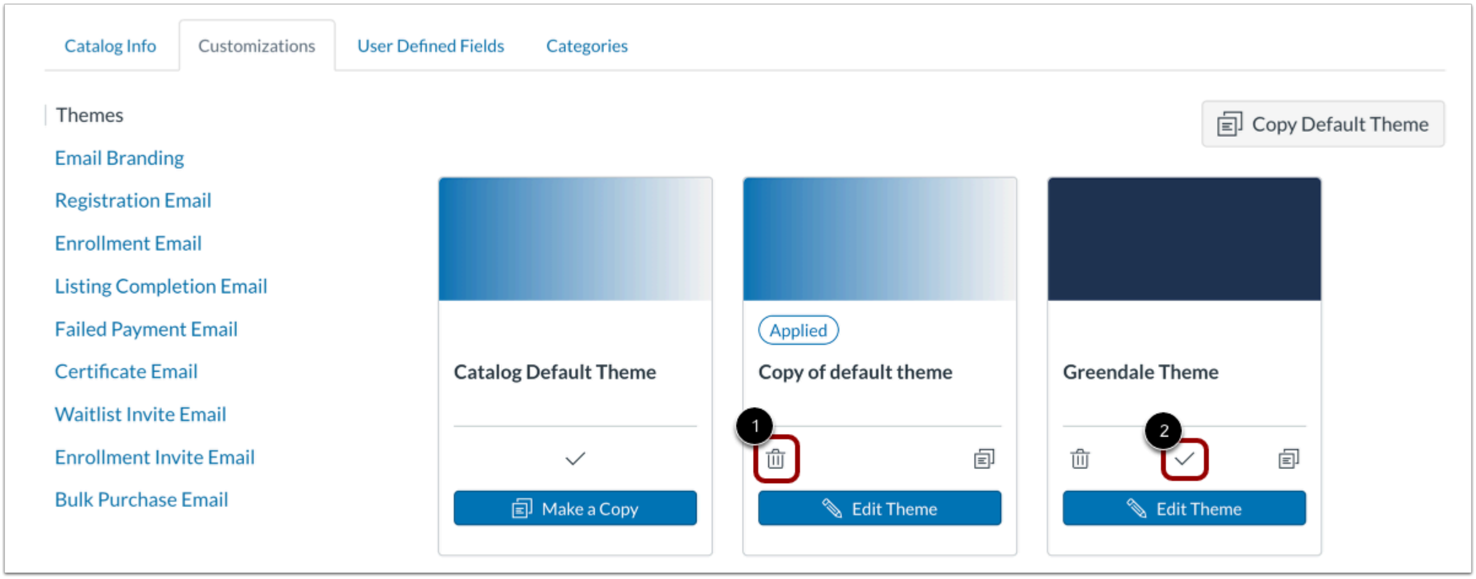
To save your changes, click the **Save** button [3].

Enable Theme in Storefront



To enable the customized theme in the storefront, click the **Apply Theme** icon.

Delete Theme



To delete a theme, click the **Delete** icon [1].

A theme that is applied can not be deleted. To apply a different theme, click the **Apply** icon [2], then delete the theme.

Note: A theme can only be deleted by the user who created it.

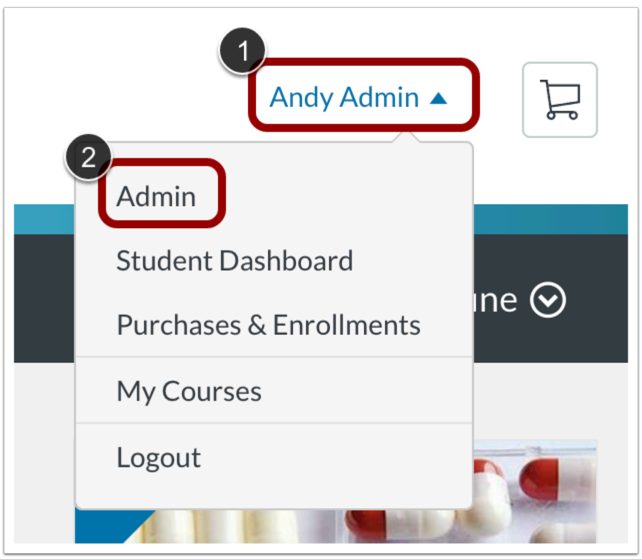
How do I enable the Storefront Theme Editor in Catalog?

As a Canvas Catalog admin, you can enable the Storefront Theme Editor in the Catalog Info page. The Storefront Theme Editor allows you to customize storefront brand colors, logos, and header images without the need for custom JavaScript (JS), Cascading Style Sheets (CSS), or HyperText Markup Language (HTML).

If the Storefront Theme Editor is enabled, you cannot use custom JS/CSS. Previous JS/CSS customization will be hidden.

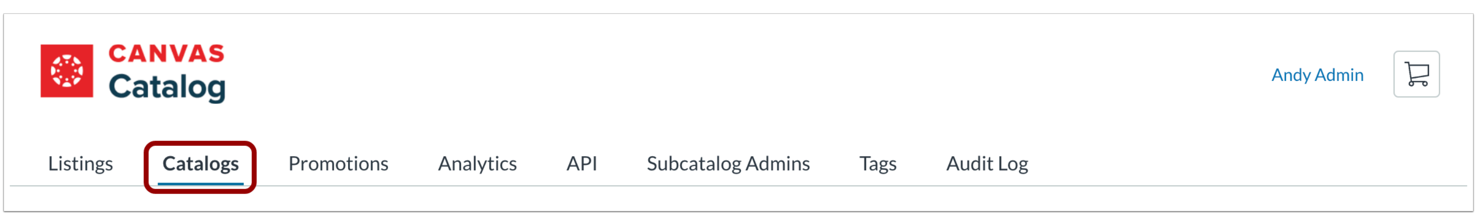
Learn more about the Storefront Theme Editor.

Open Admin



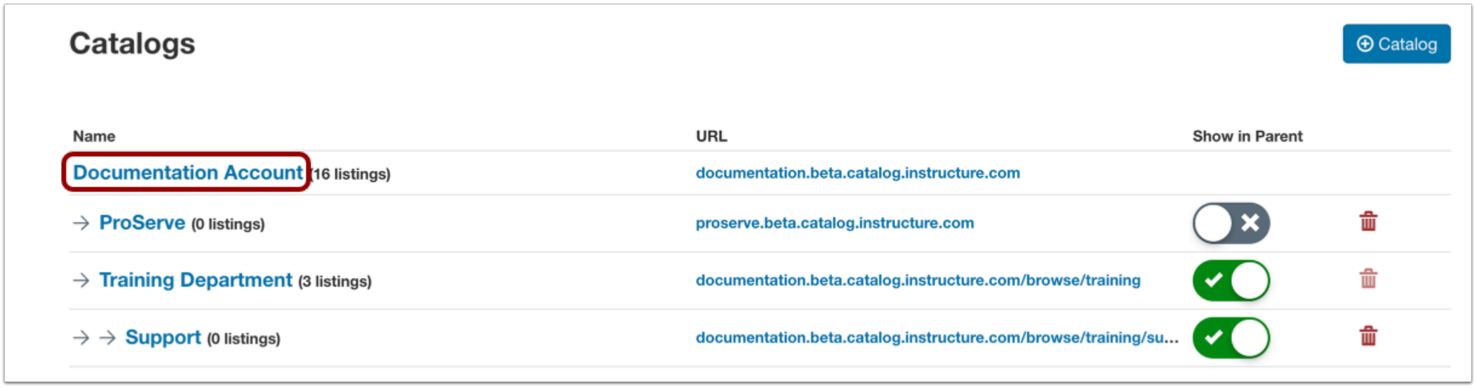
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



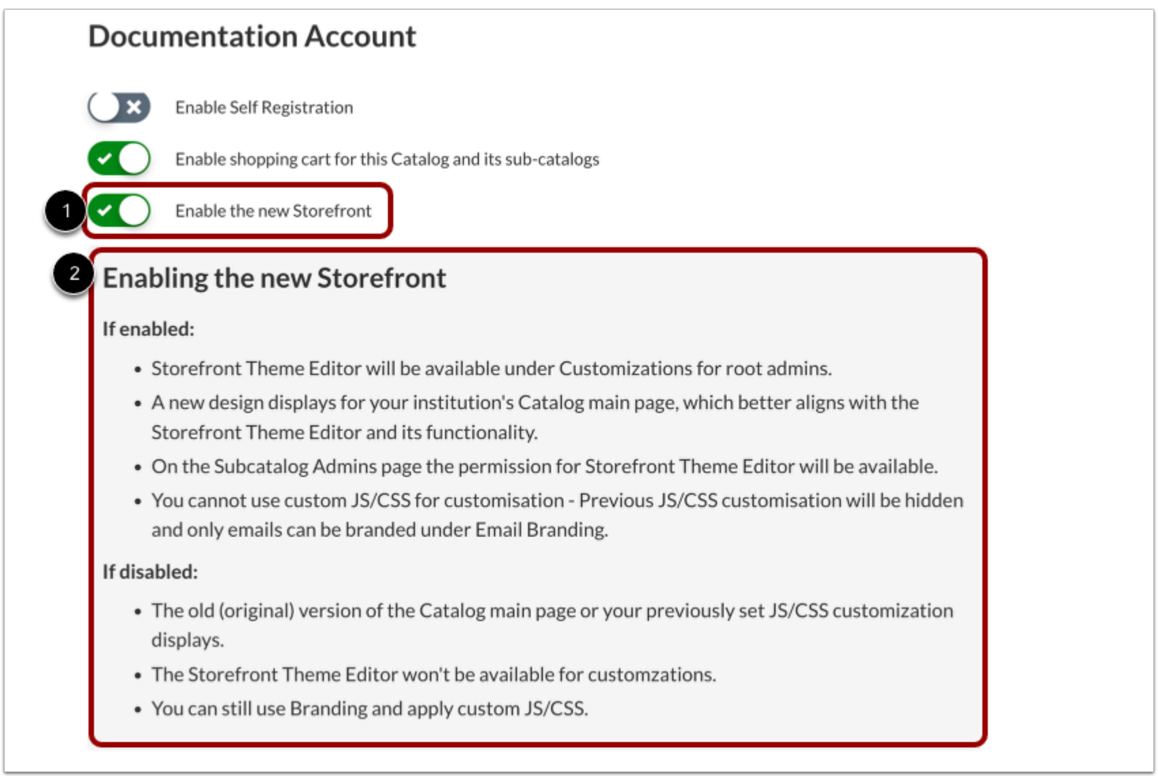
Click the **Catalogs** tab.

Select Catalog



Click the catalog name link.

Enable Storefront Theme Editor



To enable the Storefront Theme Editor for all catalogs and subcatalogs in your account, click the **Enable the new Storefront** toggle on [1].

A description of the the new Storefront functionality displays [2].

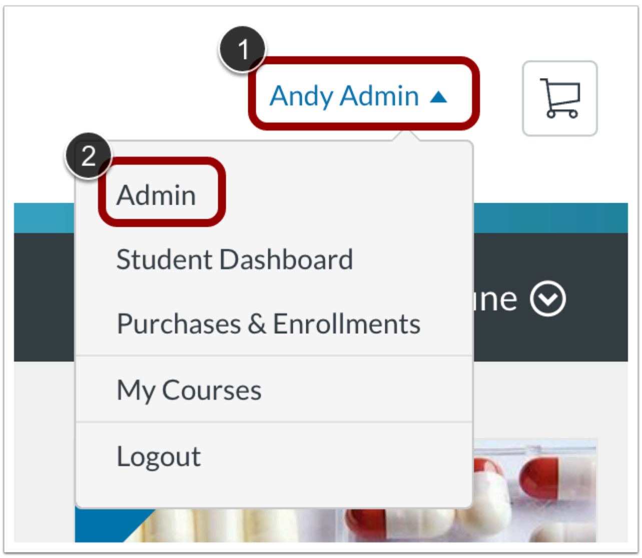
Save Catalog Info

Click the **Save** button.

How do I create custom email templates for a catalog or subcatalog?

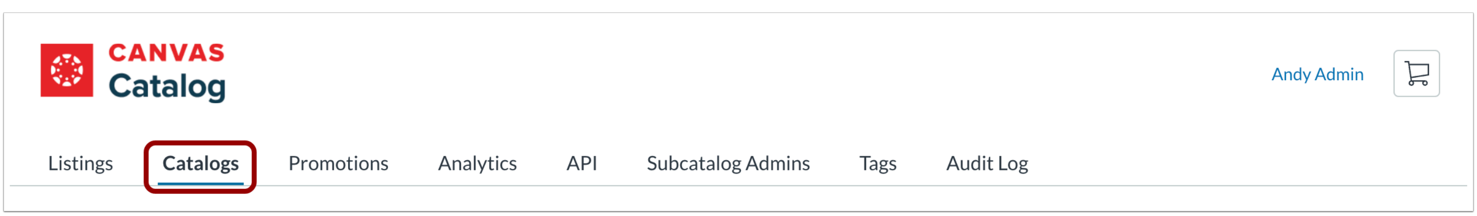
As an admin, you can create custom email templates for catalogs and subcatalogs in your account. If email templates are not created for a subcatalog, it inherits the parent catalog templates.

Open Admin



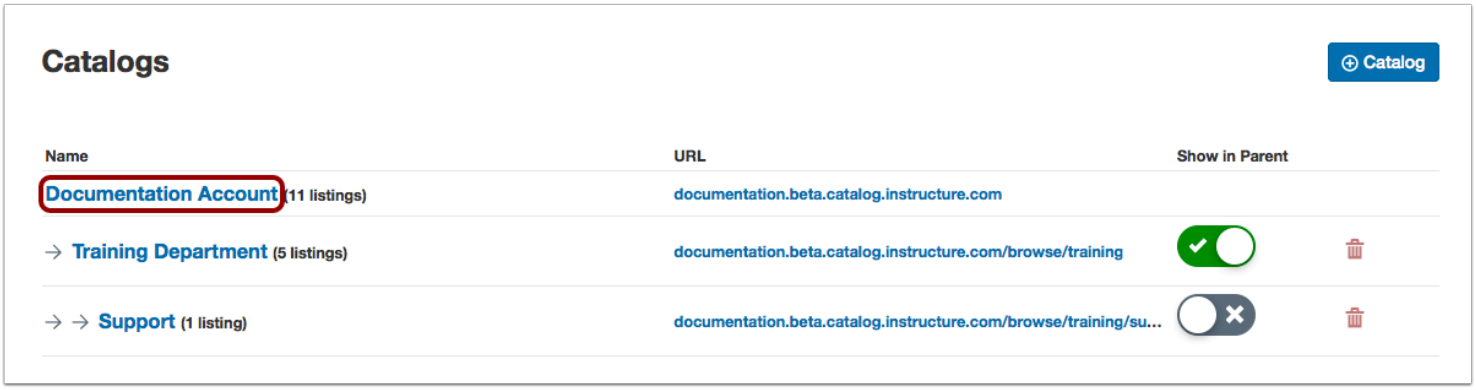
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



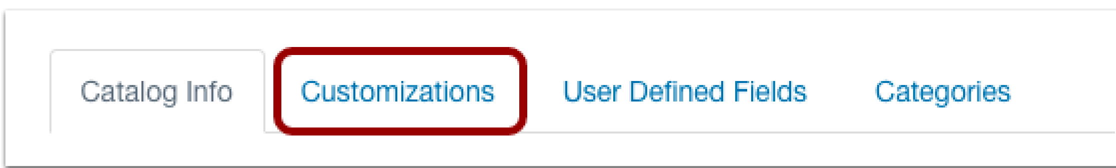
Click the **Catalogs** tab.

Open Catalog



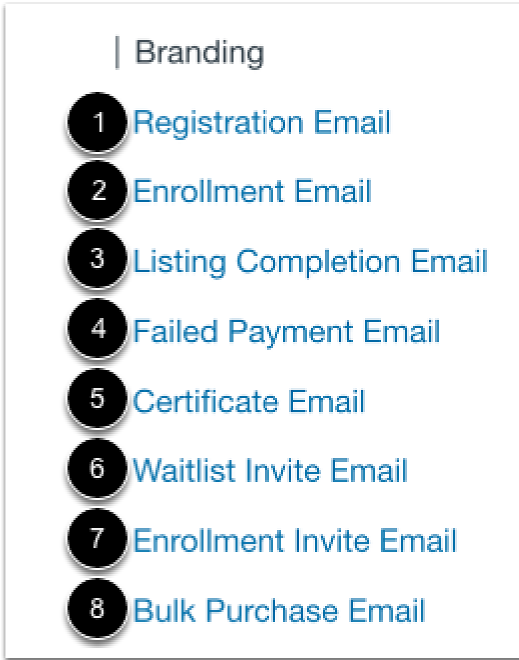
Click the catalog name link.

Open Customizations



Click the **Customizations** tab.

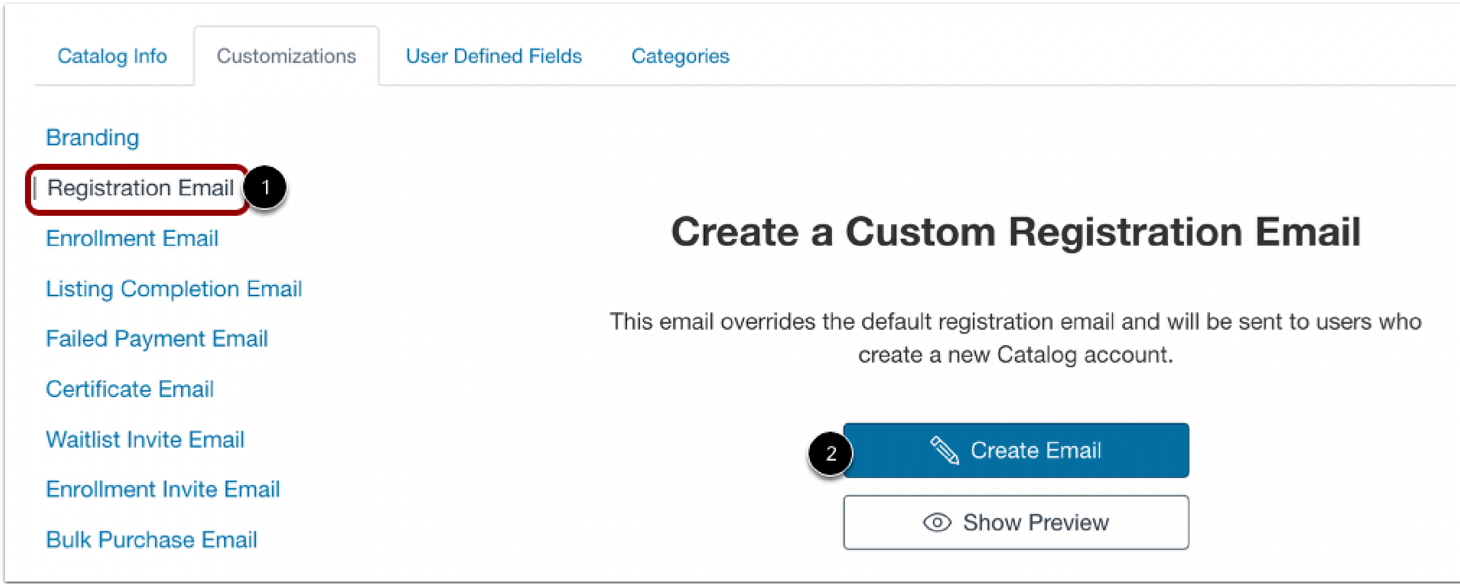
View Email Customization Options



The catalog's email customization links display in the sidebar menu. You can create the following email templates:

- **Registration Email** [1]: sent when a user successfully registers for a Catalog account.
- **Enrollment Email** [2]: sent when a user is successfully enrolled in a catalog course or program.
- **Listing Completion Email** [3]: sent when a student completes all course or program requirements.
- **Failed Payment Email** [4]: sent when a user's payment is not processed.
- **Certificate Email** [5]: sent when a student receives a certificate after completing course or program listing requirements.
- **Waitlist Invite Email** [6]: sent when a waitlisted student can enroll in a course or program.
- **Enrollment Invite Email** [7]: sent when someone invites a user to a course or program purchased in bulk.
- **Bulk Purchase Email** [8]: sent when a user claims multiple seats through bulk purchase.

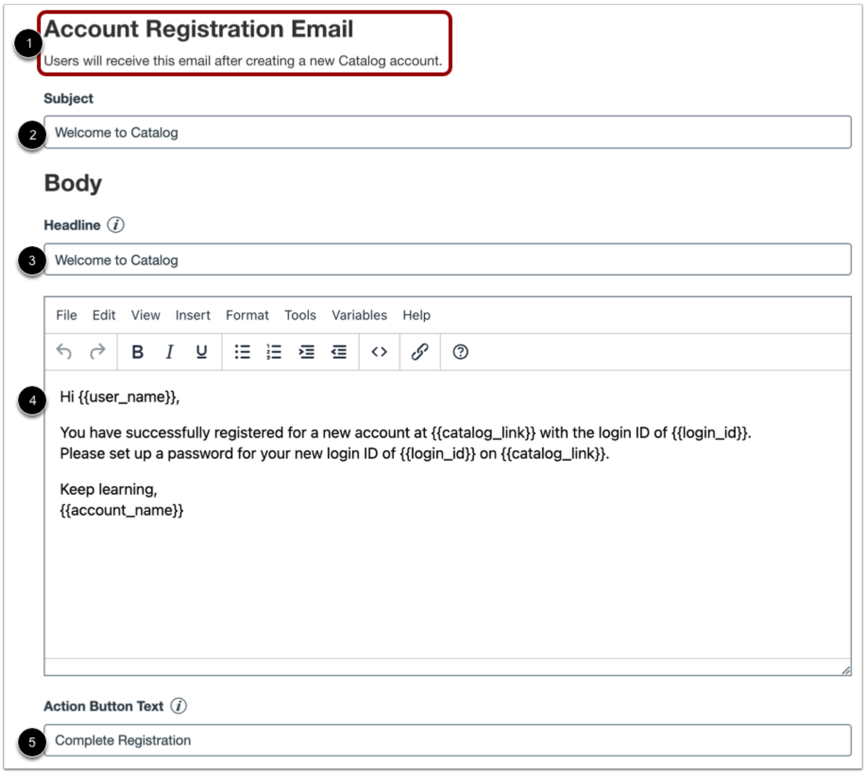
Open Email Template



Locate the email template you want to create, and click the email template link [1].

Then, click the **Create Email** button [2].

Create Email Template



View the template email name and description [1].

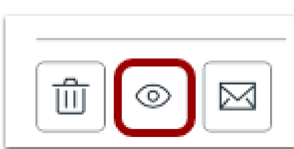
Add the email subject in the **Subject** field [2].

Enter the title that appears at the top of the email in the **Headline** field [3].

Create the body of the email in the text editor [4]. Learn about using the email text editor.

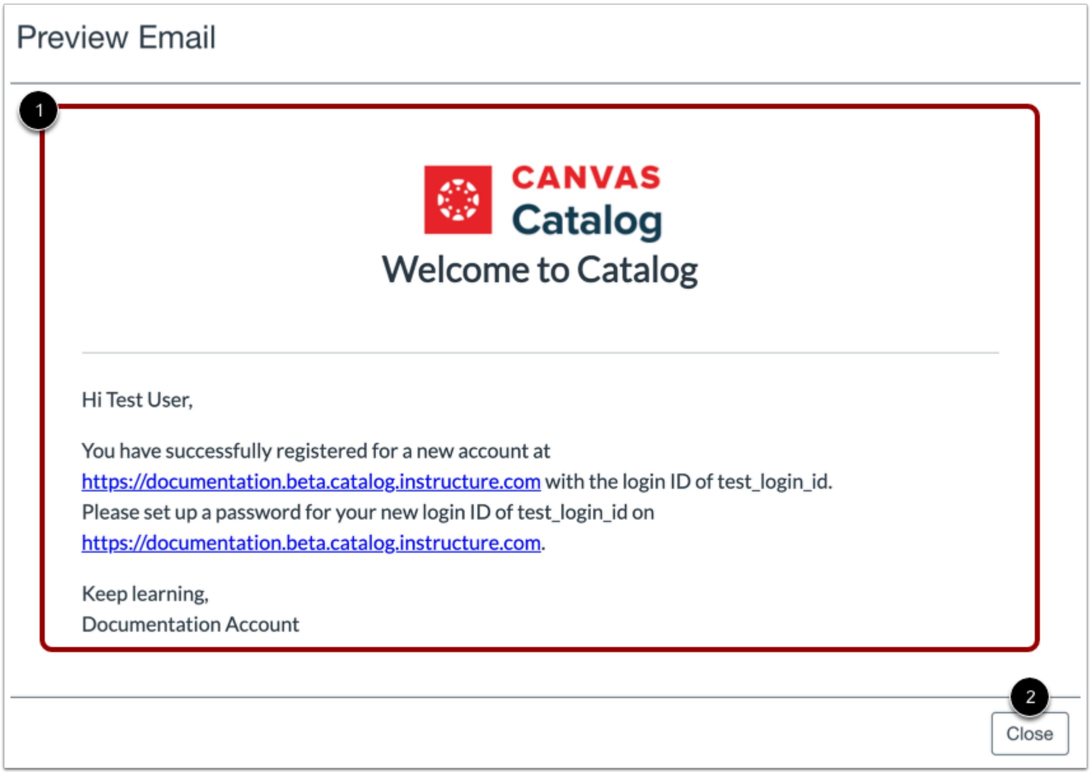
Enter a name for the call-to-action button that displays at the bottom of the email in the **Action Button Text** field [5].

Open Email Preview



Click the **Preview** button.

View Email Preview

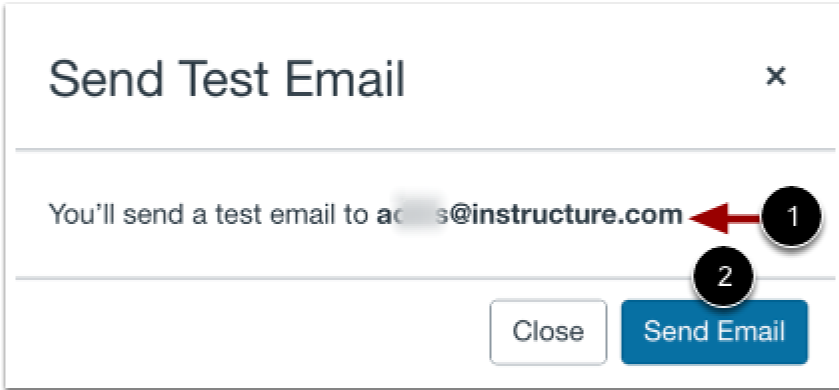


View the email in the Preview Email window [1]. To close the preview window, click the **Close** button [2].

Send Test Email

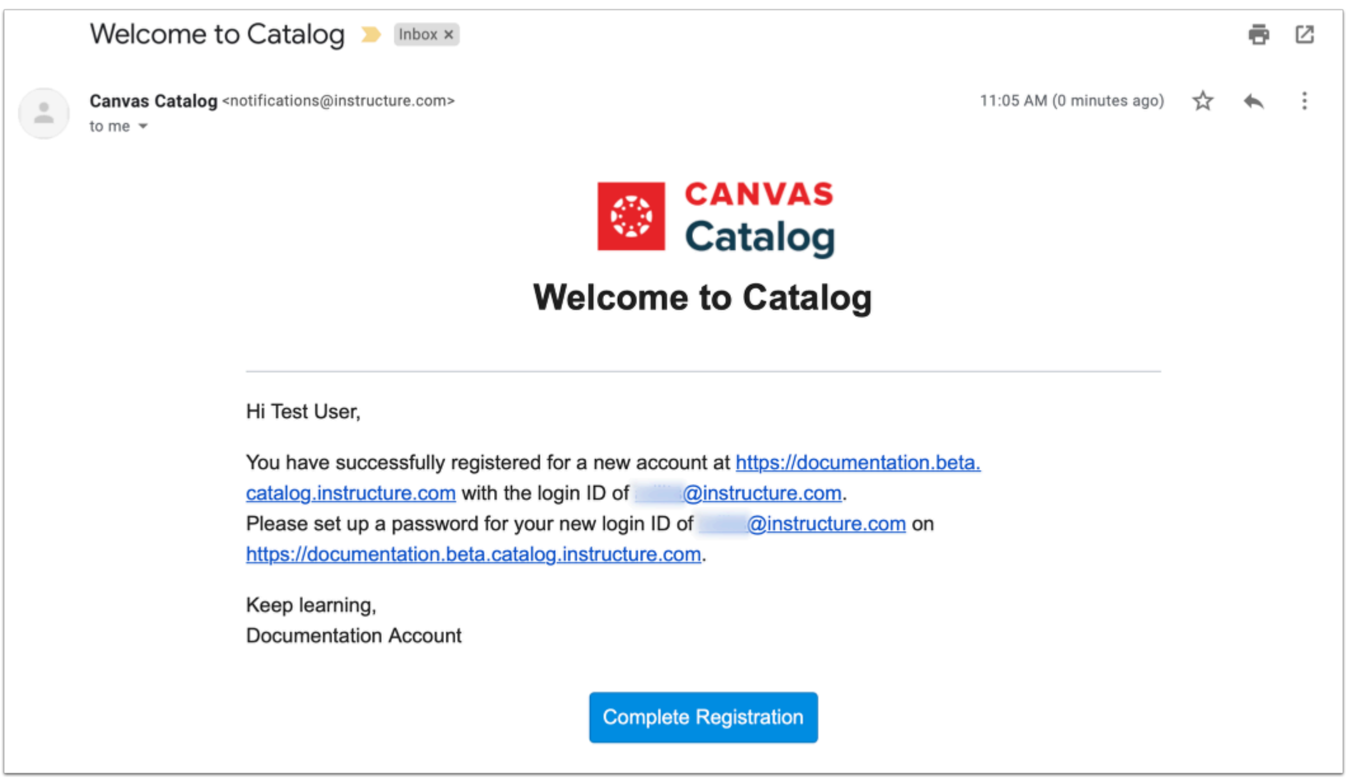
Click the **Send Email** button.

Send Email



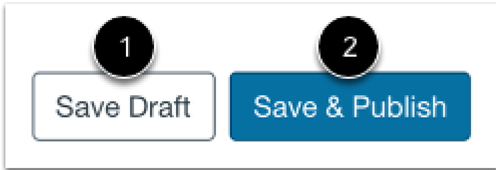
Your email address displays [1]. Click the **Send Email** button [2].

View Test Email



View the test email in your inbox.

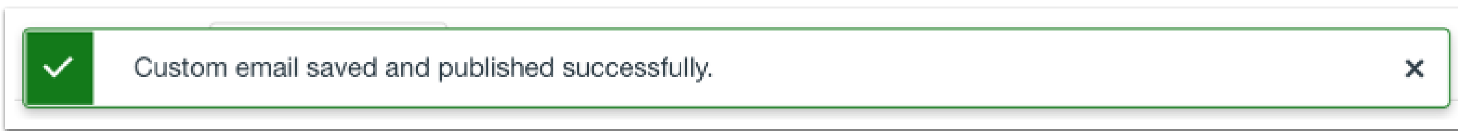
Save Email



To save your email template as a draft, click the **Save Draft** button [1].

To save and publish your email template, click the **Save & Publish** button [2].

View Saved Email Notification

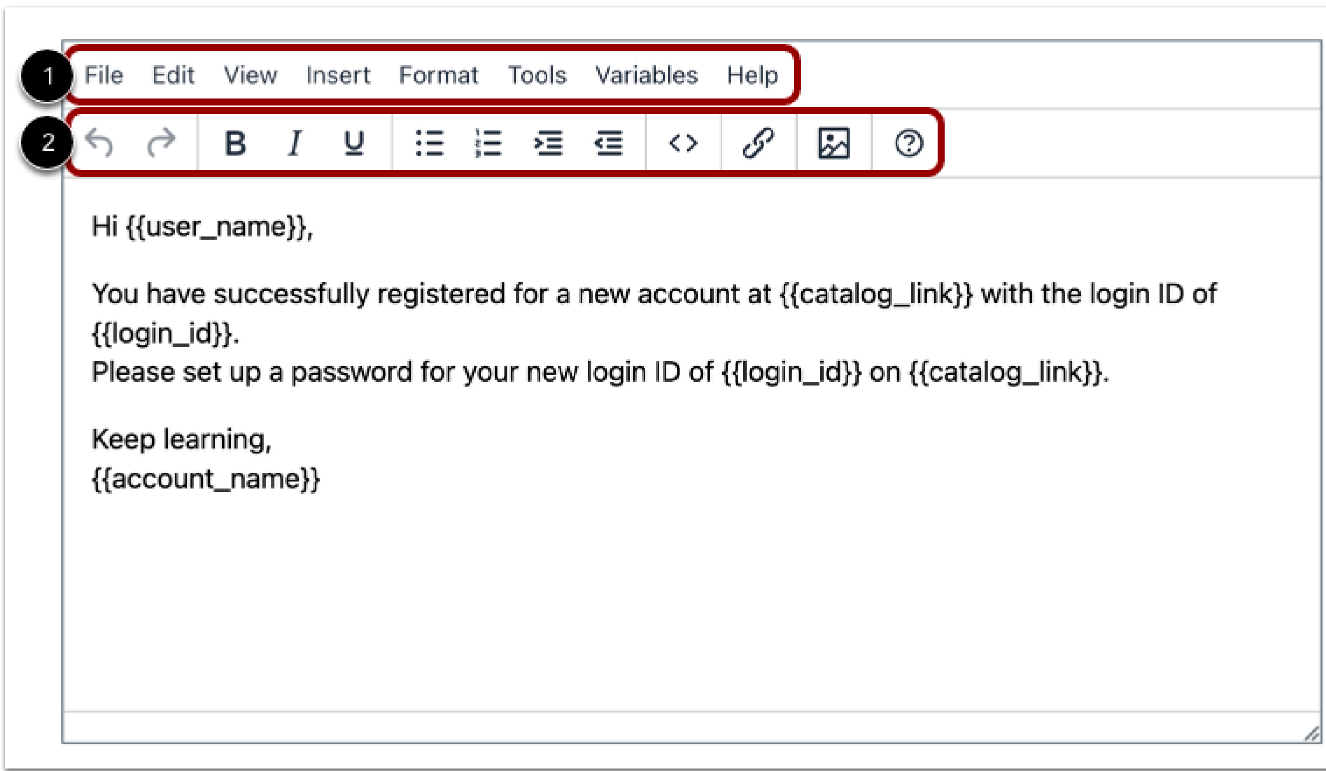


After you successfully save and publish the email template, Catalog displays a **Saved Email** notification.

How do I use the email text editor to create a custom email?

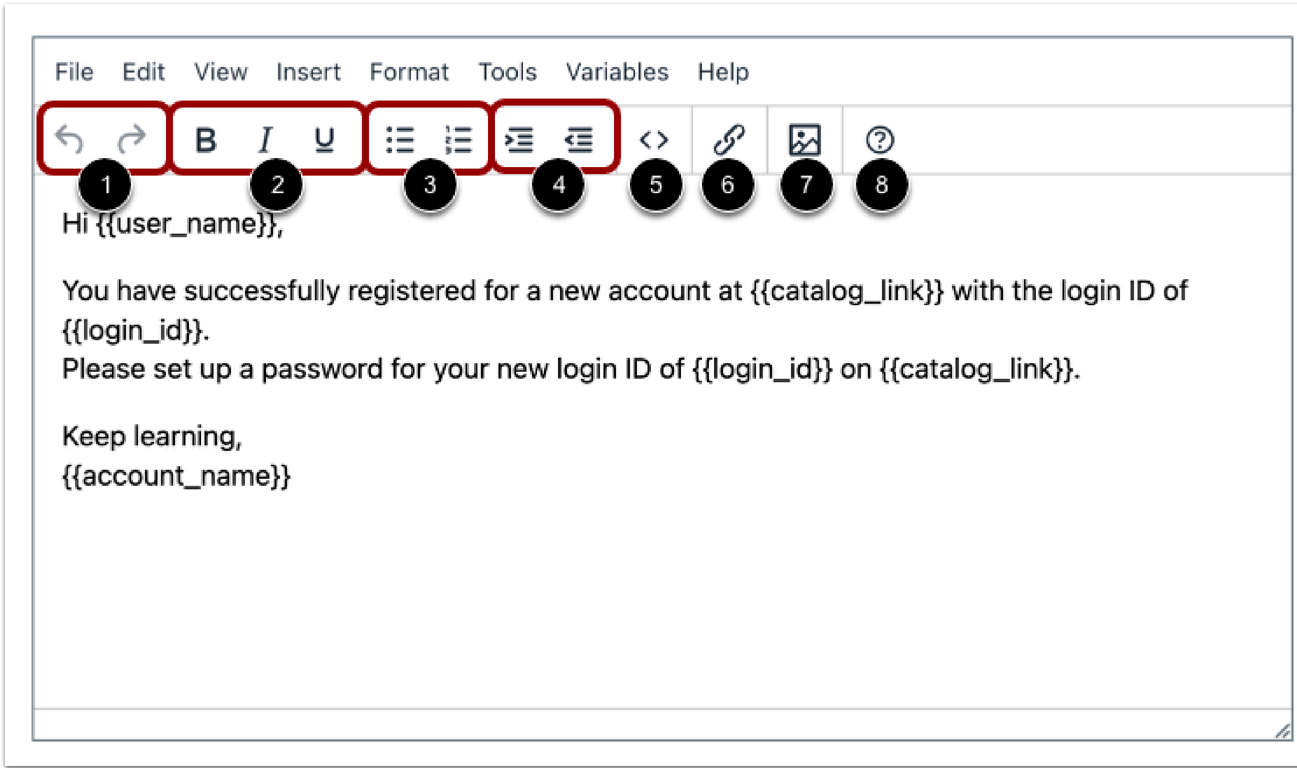
As a Canvas Catalog admin, you can use the email text editor to [create custom email templates]() for catalogs and subcatalogs in your account. The email text editor supports text formatting, HTML editing, and the use of variables to personalize automated emails.

View Email Text Editor



To format your email text, use the text editor menu [1] and toolbar [2].

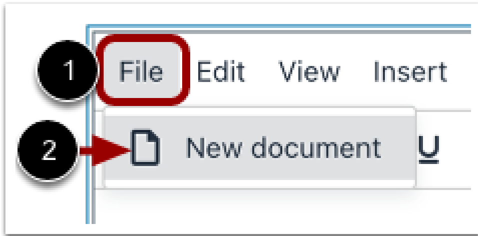
View Toolbar Icons



The toolbar includes the following tools:

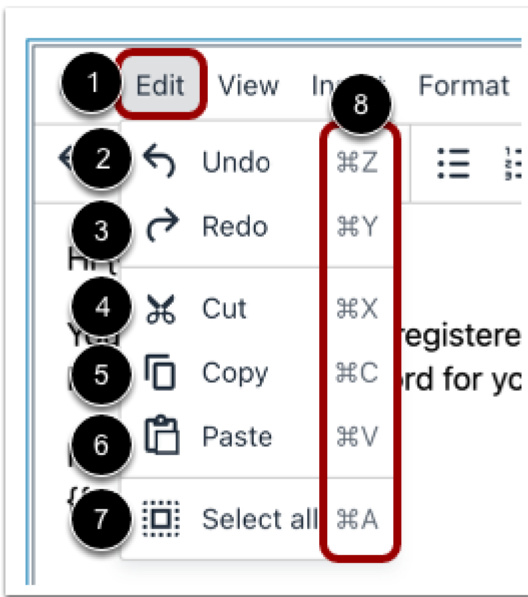
- **Undo and Redo** [1]: remove or repeat single or multiple actions; all actions must be undone or redone in sequential order.
- **Text Formatting** [2]: add emphasis to or distinguish text using the bold, italic, and underline tools.
- **List Formatting** [3]: format text as a bulleted or numbered list.
- **Indenting** [4]: move a text block to the right or left.
- **Source code** [5]: open the text editor source code window to view and edit text in HTML format.
- **Links** [6]: add links to the text.
- **Image** [7]: insert or edit an image.
- **Help** [8]: view the email text editor help menu.

Create New Document



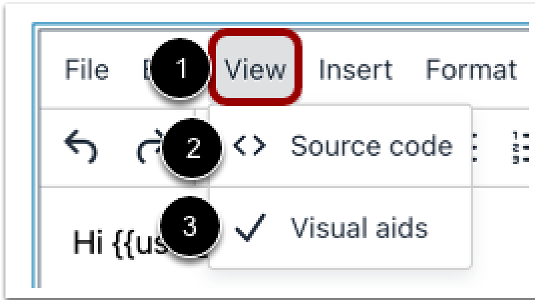
To create a new email template and clear the text editor, click the **File** link [1]. Then select the **New document** option [2].

Open Edit Menu



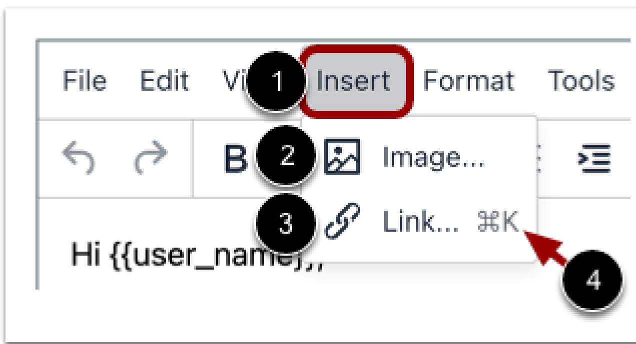
Click the **Edit** link [1]. From the Edit menu, you can undo content changes [2], redo content changes [3], cut [4], copy [5], paste [6], and select all content [7]. You can also view the keyboard shortcuts for each edit option [8].

Open View Menu



Click the **View** link [1]. From the View menu, you manage source code in the HTML editor [2] and manage visual aids display [3].

Open Insert Menu

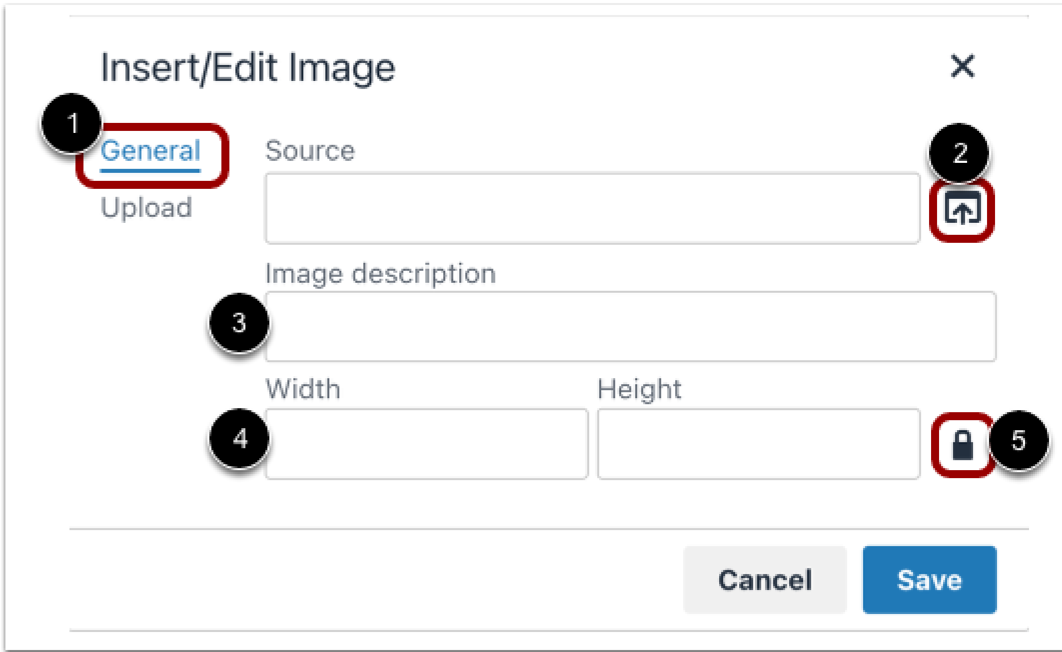


Click the **Insert** link [1].

To insert an image, click the **Image** option [2].

To insert a link, click the **Link** option [3]. You can also view the keyboard shortcut for adding a link in the editor [4].

Insert Image



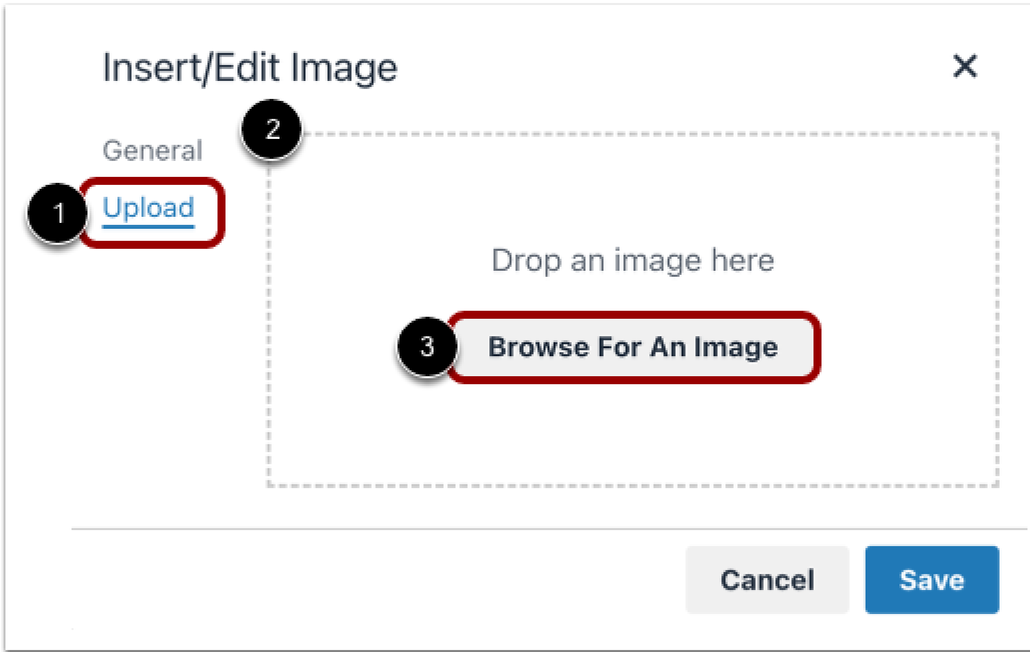
In the Insert/Edit Image window, you can upload an image to display in the custom email, or edit details for an image you have already uploaded.

To upload an image in the **General** tab [1], click the **Source** icon [2], and select an image from your computer.

Enter a description of the image in the **Image description** field [3].

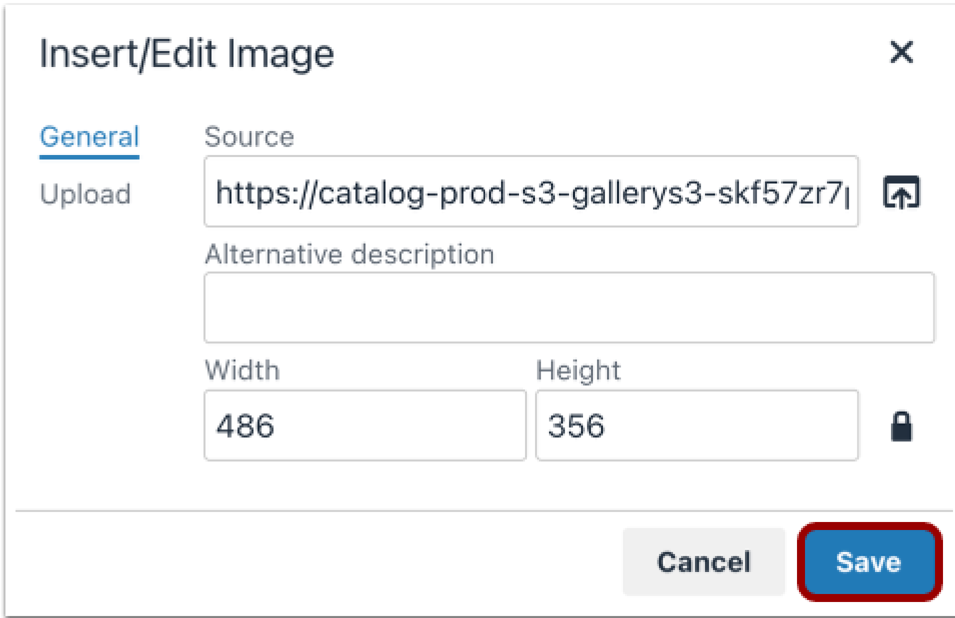
Catalog automatically adds the image dimensions to the **Width** and **Height** fields [4]. To manually adjust the dimensions of the image, adjust the value in either field. To scale the image proportionally, click the **Lock** icon [5].

Drag Image



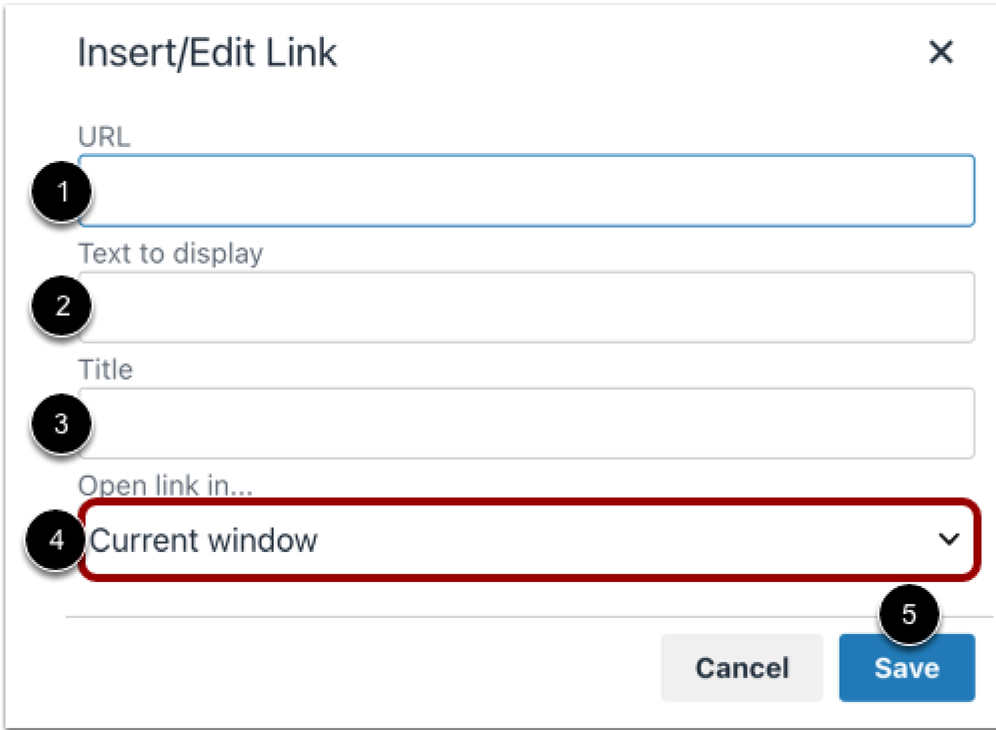
To drag and drop and image from your computer, click the **Upload** tab [1]. Drag and drop an image file in the image upload area [2], or click the **Browse For An Image** button [3] and select an image.

Save Image



To insert the image into the email, click the **Save** button.

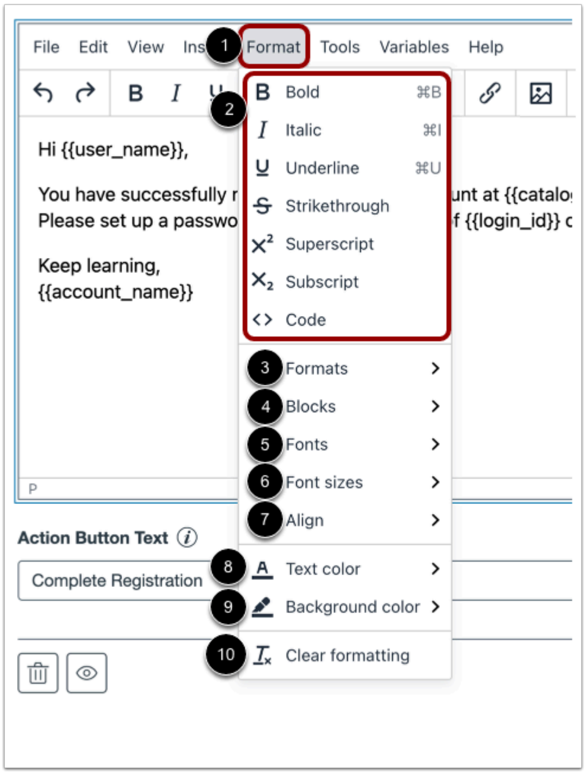
Insert Link



In the Insert/Edit Link window, enter the URL [1], display text [2], and title [3]. To manage the link open settings, click the **Open link in...** drop-down menu [4]. You can select for links to open in the current browser window or in a new window.

To add the link in the text, click the **Save** button [5].

Open Format Menu



To open the Format menu, click the **Format** link [1]. You can select several formatting options [2], including bold, italic, underline, strikethrough, superscript, subscript, and code.

To open the Formats menu, click the **Formats** option [3]. The Formats menu includes options for headings, inline text, blocks, and alignment.

To view and manage blocks, click the **Blocks** option [4].

To select a font, click the **Fonts** option [5].

To change the font size, click the **Font sizes** option [6].

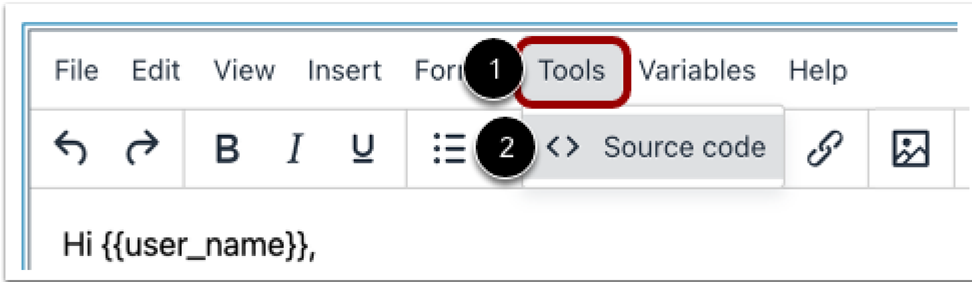
To manage text alignment, click the **Align** option [7].

To select a text color, click the **Text color** option [8].

To select a background color, click the **Background color** option [9].

To clear formatting, click the **Clear formatting** link [10].

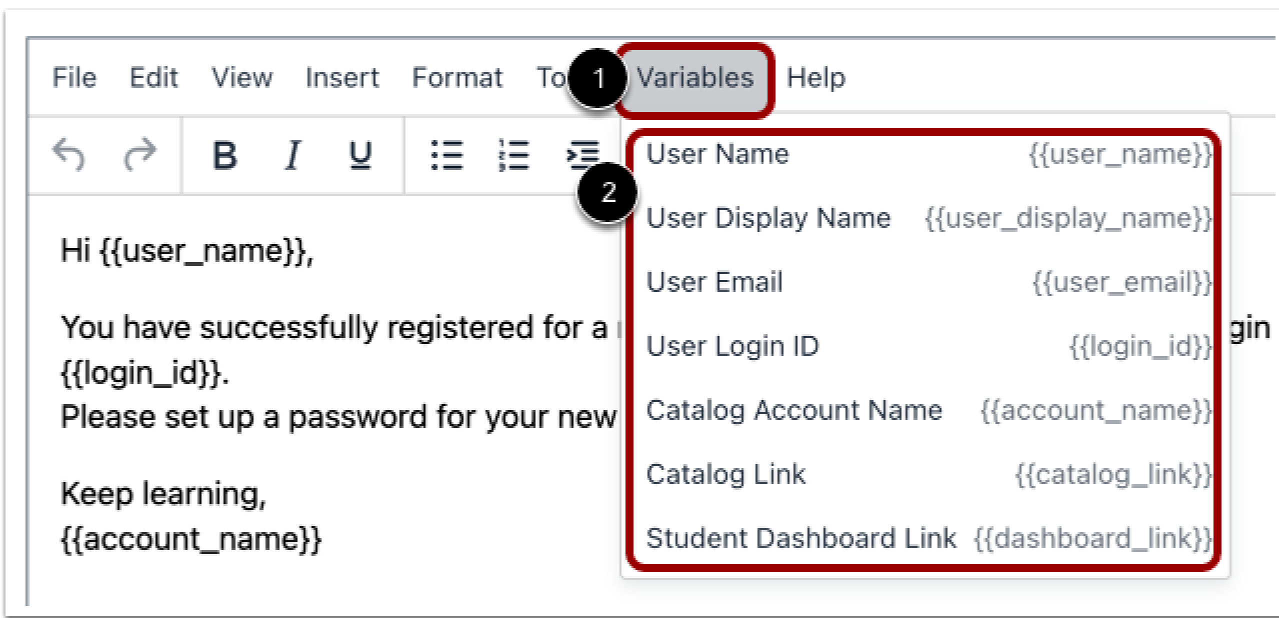
Open Tools Menu



To open the Tools menu, click the **Tools** link [1].

To view the text editor in HTML format, click the **Source code** option [2].

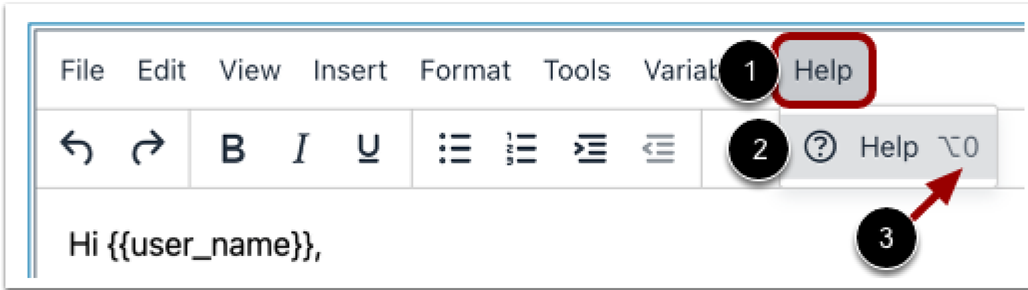
Open Variables Menu



To view the Variables menu, click the **Variables** link [1]. Adding variables to your email template allows Catalog to personalize the email and include specific information from your catalog or subcatalog.

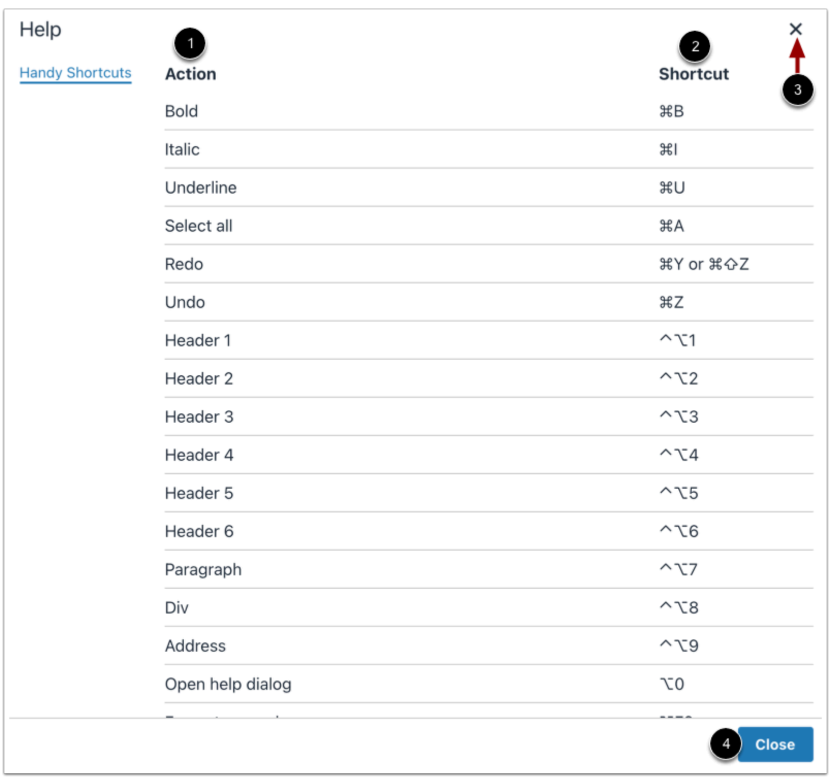
To add a variable in the email text, click to select any variable from the list [2].

Open Help



To view the help menu, click the **Help** link [1] and select the **Help** option [2]. You can also view the Help menu keyboard shortcut [3].

View Help Menu



The Help menu displays a scrollable list of actions [1] and their corresponding keyboard shortcuts [2]. To close the Help menu, click the **Close** icon [3] or the **Close** button [4].

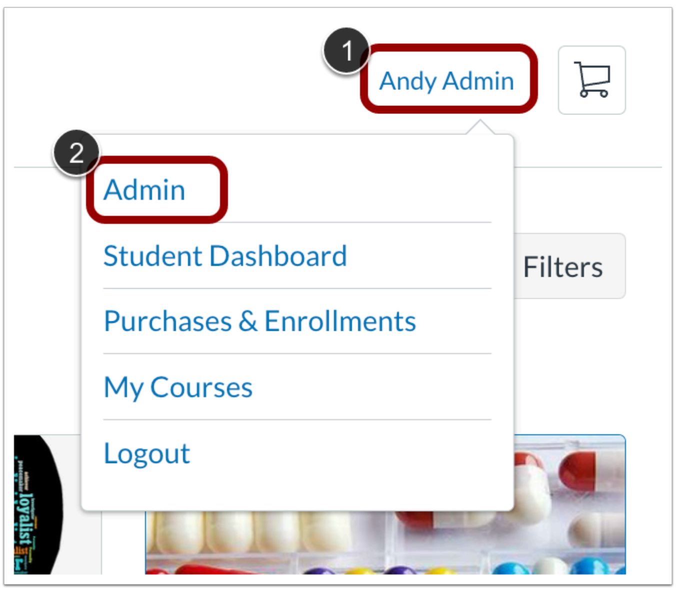
How do I create custom email templates for a catalog or subcatalog using the Storefront Theme Editor?

As a Catalog admin, if the Storefront Theme Editor has been enabled for your account, you can create create custom email templates for your catalogs and subcatalogs.

You can also customize email branding using HTML.

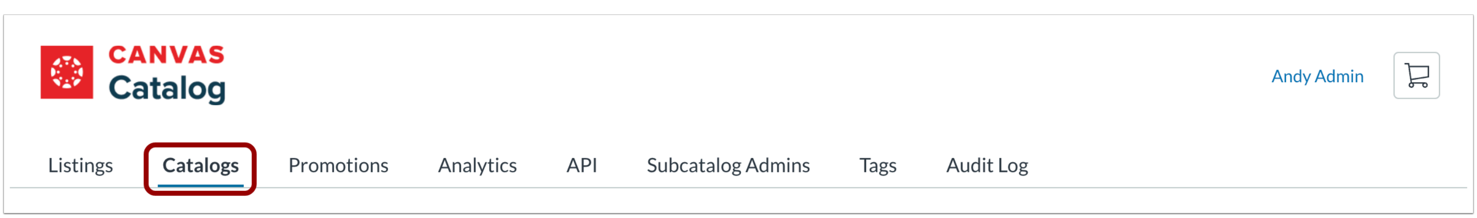
If custom email branding is not created for a subcatalog, it inherits the parent catalog email branding.

Open Admin



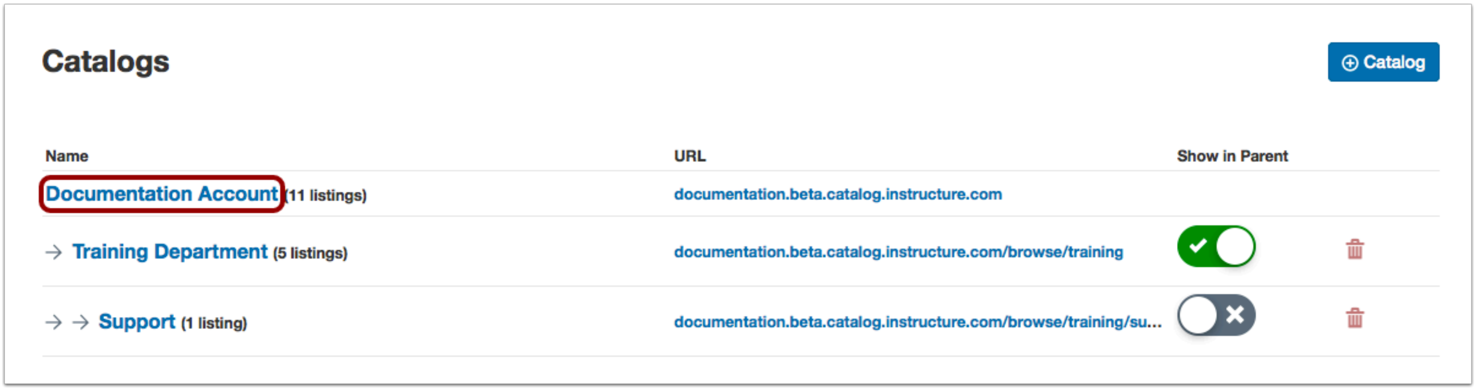
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



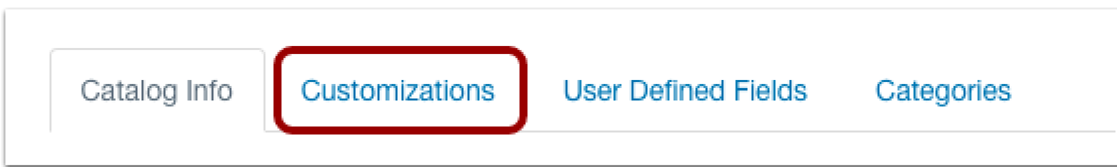
Click the **Catalogs** tab.

Open Catalog



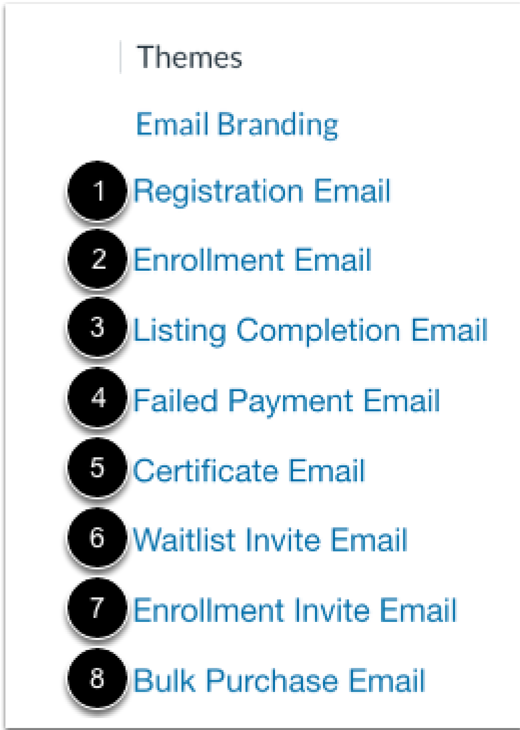
Click the catalog name link.

Open Customizations



Click the **Customizations** tab.

Create Message Templates

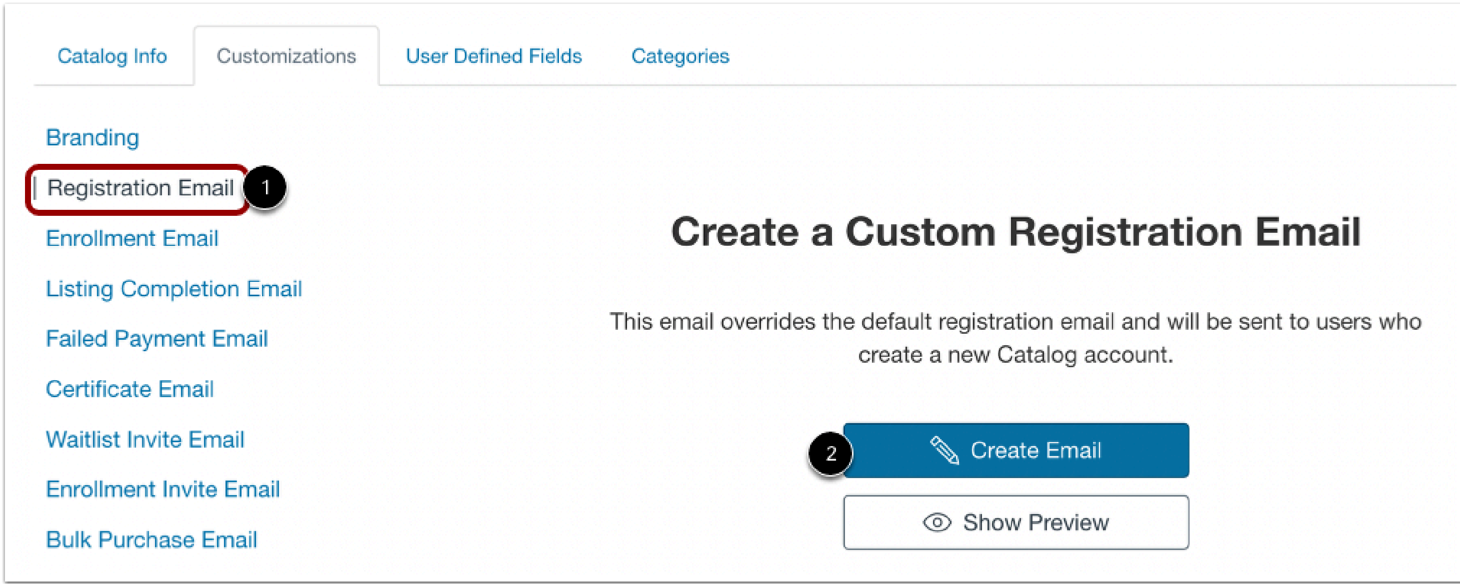


The catalog's email template customization links display in the Themes menu.

You can create the following email templates:

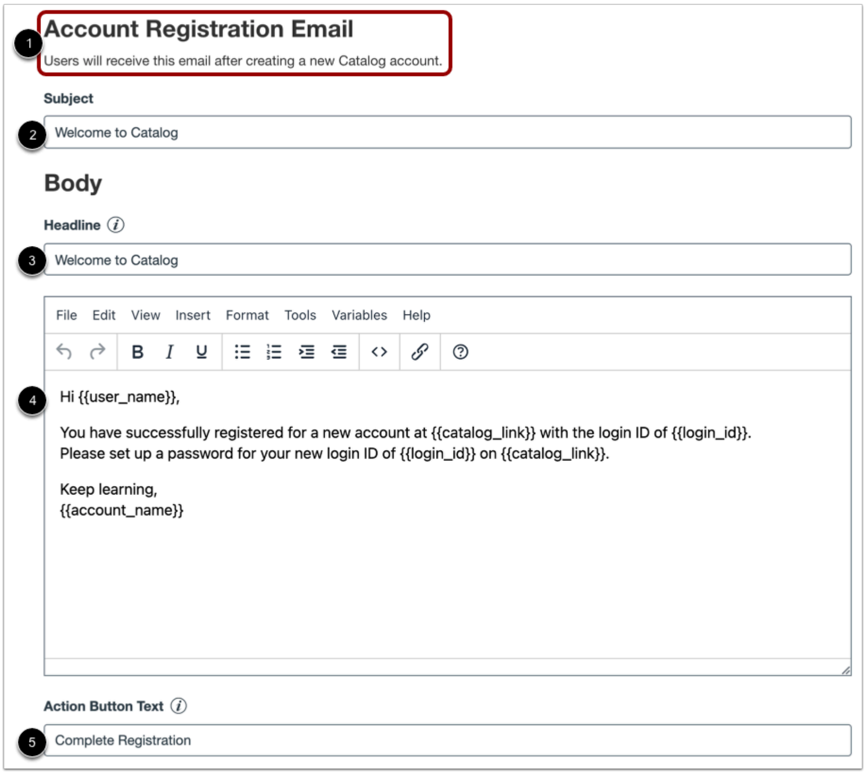
- **Registration Email** [1]: sent when a user successfully registers for a Catalog account.
- **Enrollment Email** [2]: sent when a user is successfully enrolled in a catalog course or program.
- **Listing Completion Email** [3]: sent when a student completes all course or program requirements.
- **Failed Payment Email** [4]: sent when a user's payment is not processed.
- **Certificate Email** [5]: sent when a student receives a certificate after completing course or program listing requirements.
- **Waitlist Invite Email** [6]: sent when a waitlisted student can enroll in a course or program.
- **Enrollment Invite Email** [7]: sent when someone invites a user to a course or program purchased in bulk.
- **Bulk Purchase Email** [8]: sent when a user claims multiple seats through bulk purchase.

Open Email Template



Locate the email template you want to create, and click the email template link [1]. Then, click the **Create Email** button [2].

Create Email Template



View the template email name and description [1].

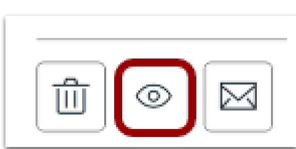
Add the email subject in the **Subject** field [2].

Enter the title that appears at the top of the email in the **Headline** field [3].

Create the body of the email in the text editor [4]. Learn about using the email text editor.

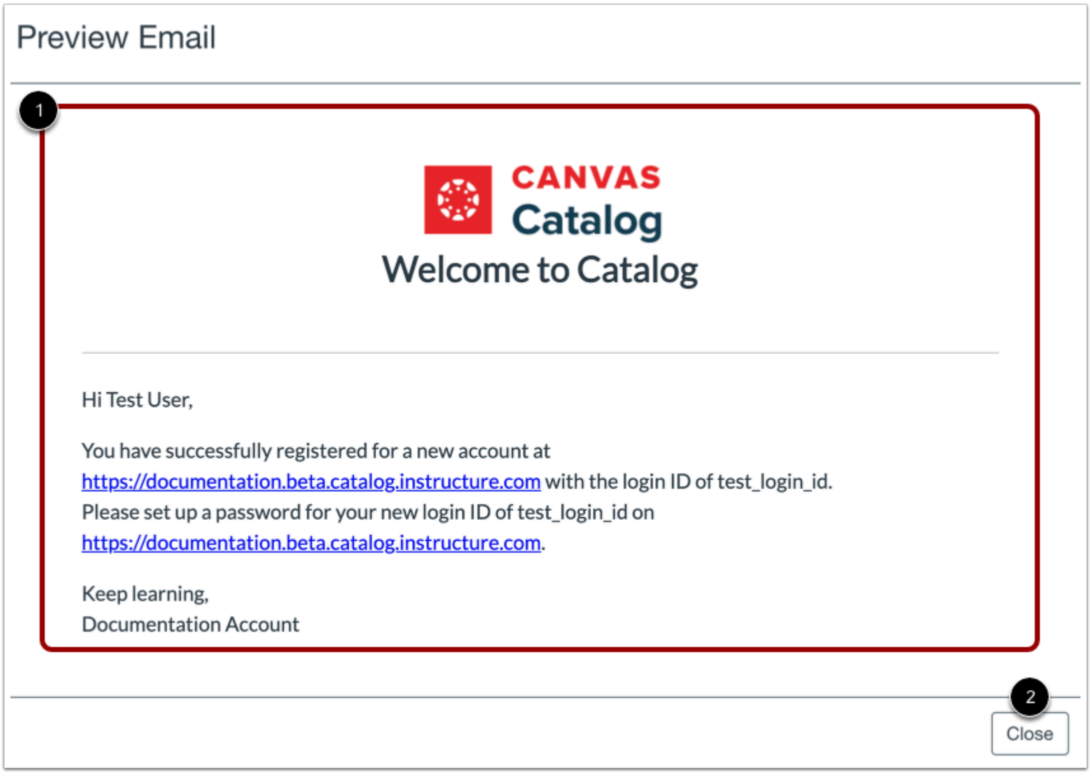
Enter a name for the call-to-action button that displays at the bottom of the email in the **Action Button Text** field [5].

Open Email Preview



Click the **Preview** button.

View Email Preview

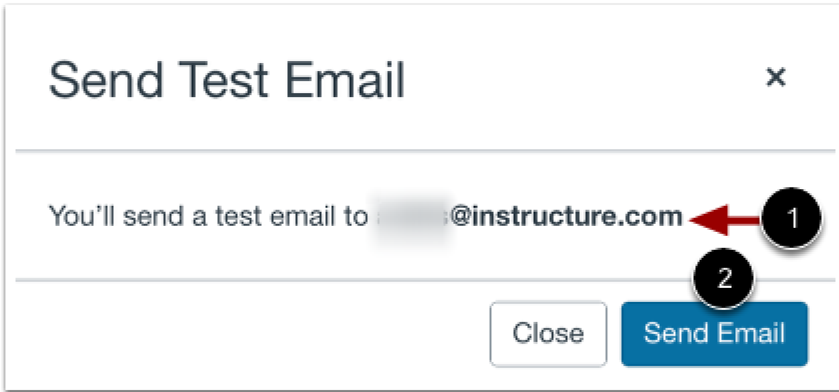


View the email in the Preview Email window [1]. To close the preview window, click the **Close** button [2].

Send Test Email

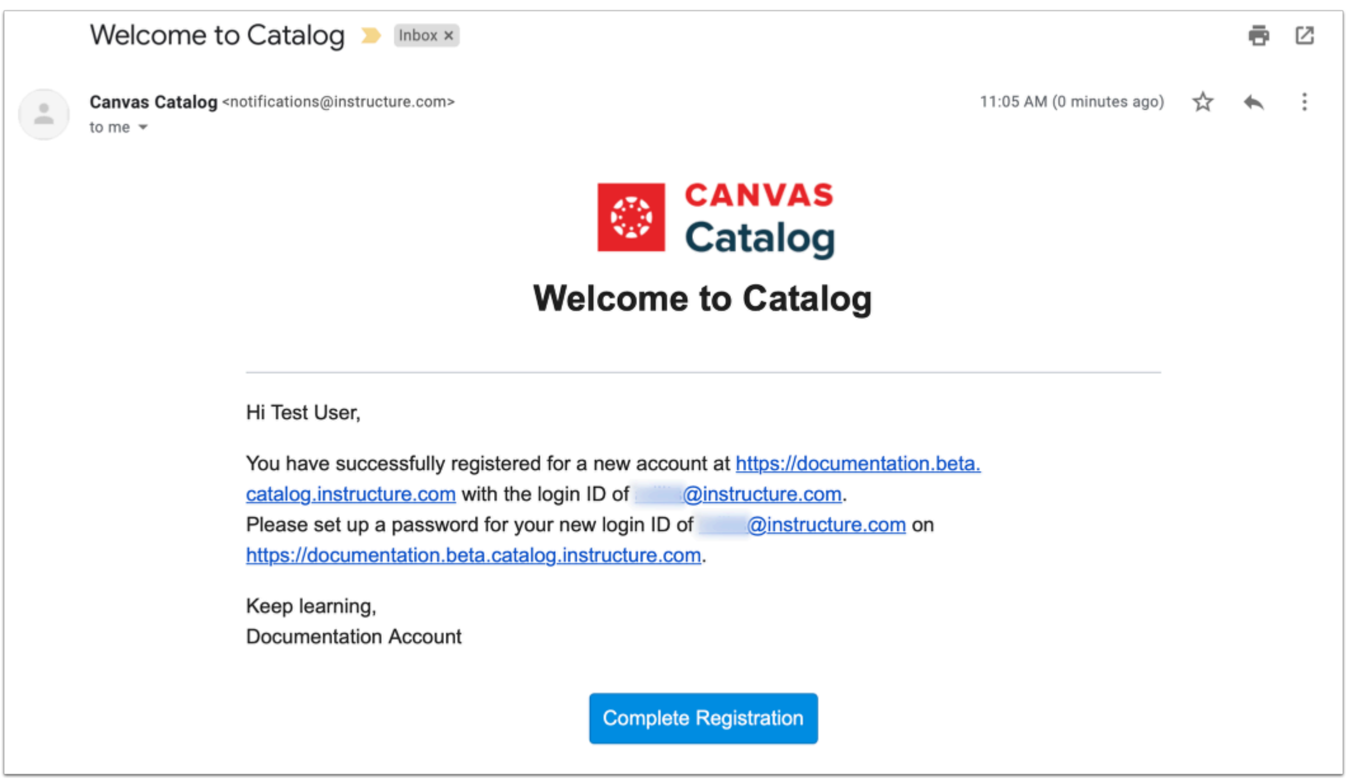
Click the **Send Email** button.

Send Email



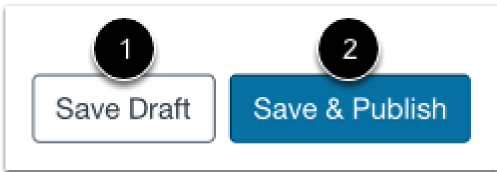
Your email address displays [1]. Click the **Send Email** button [2].

View Test Email



View the test email in your inbox.

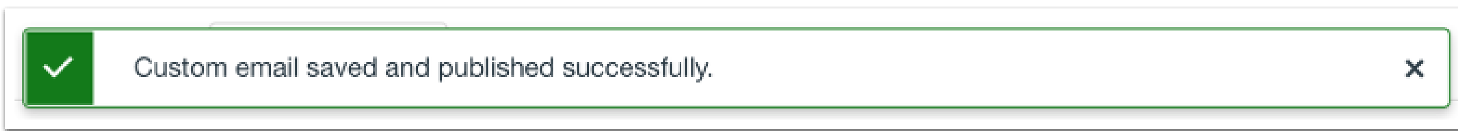
Save Email



To save your email template as a draft, click the **Save Draft** button [1].

To save and publish your email template, click the **Save & Publish** button [2].

View Saved Email Notification



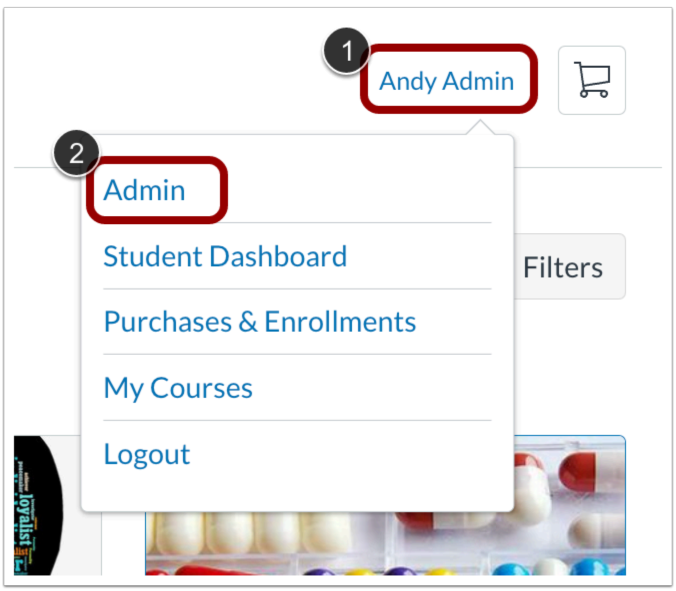
After you successfully save and publish the email template, the saved email notification displays.

How do I create custom email branding for a catalog or subcatalog using the Storefront Theme Editor?

As a Catalog admin, if the Storefront Theme Editor has been enabled for your account, you can create custom email branding for your Catalog and subcatalogs using HTML.

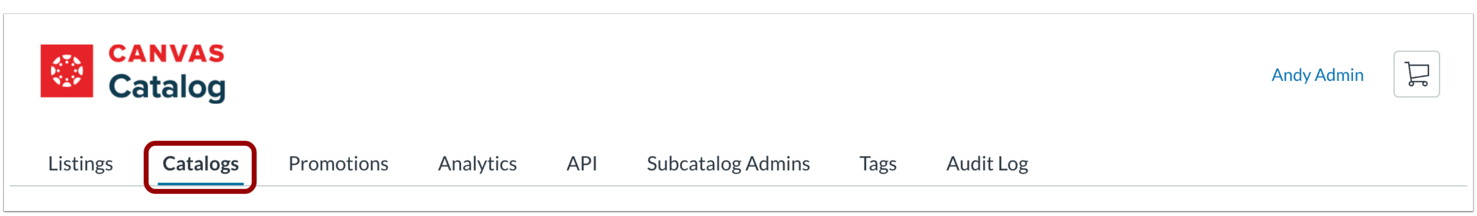
If custom email branding is not created for a Subcatalog, it inherits the parent catalog email branding.

Open Admin



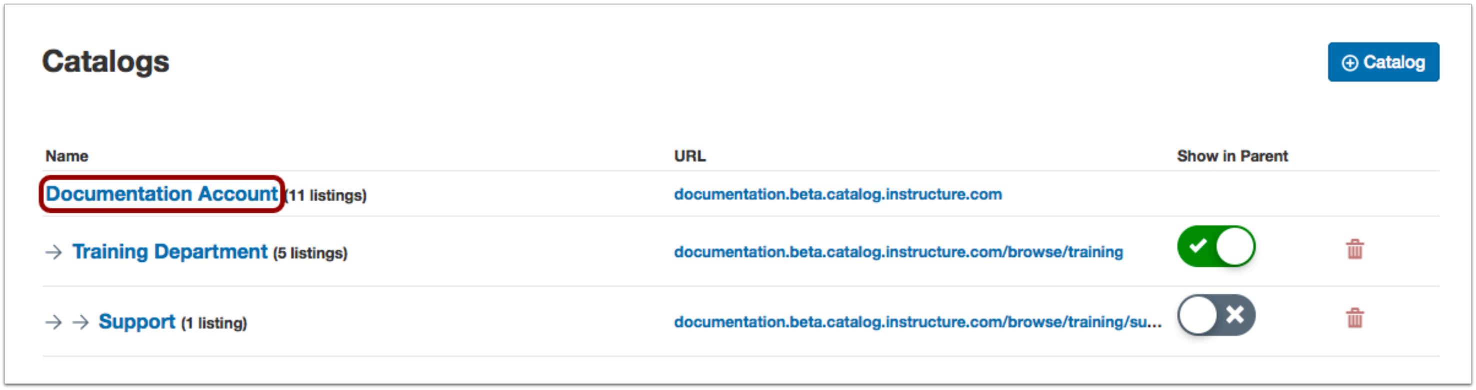
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



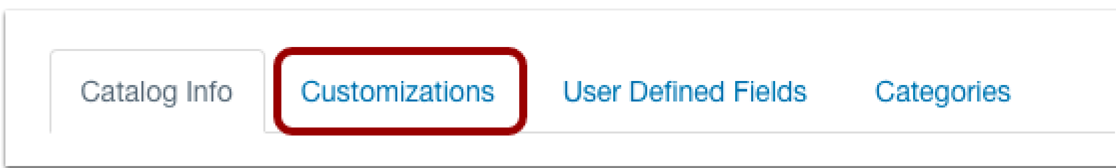
Click the **Catalogs** tab.

Open Catalog



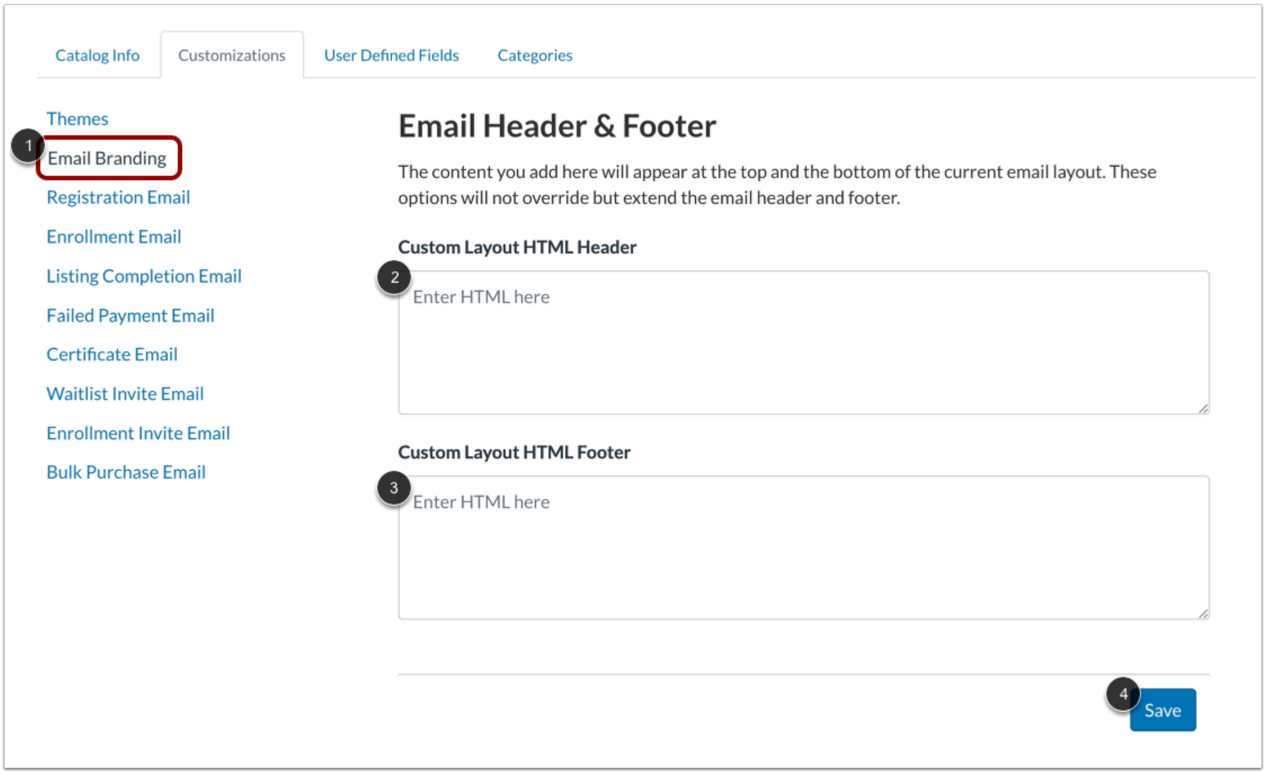
Click the catalog name link.

Open Customizations



Click the **Customizations** tab.

Customize Email Branding



Click the **Email Branding** link [1].

To customize the email header, enter HTML in the **Custom Layout HTML Header** field [2].

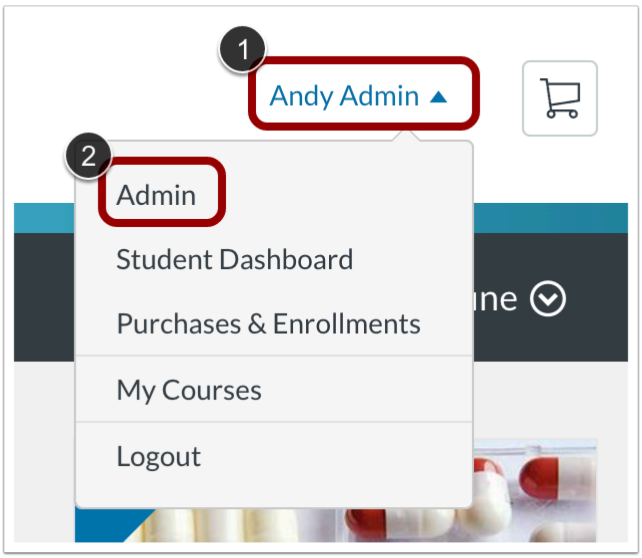
To customize the email footer, enter HTML in the **Custom Layout HTML Footer** field [3].

Click the **Save** button [4].

How do I set a different currency in a catalog?

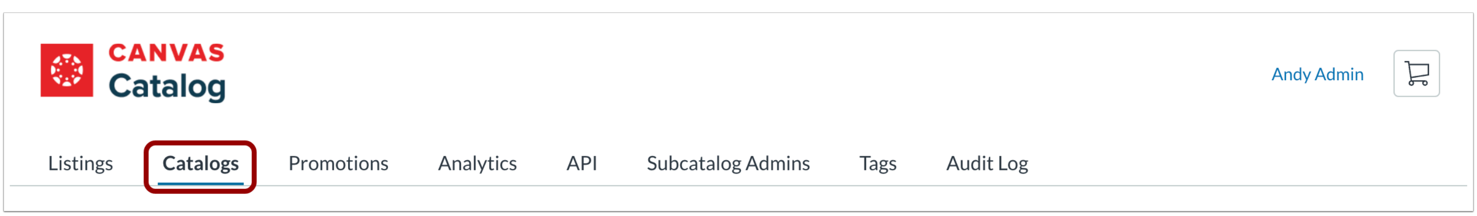
As a Canvas Catalog admin, you can customize the currency settings for domain-based Canvas catalogs and subcatalogs.

Open Admin



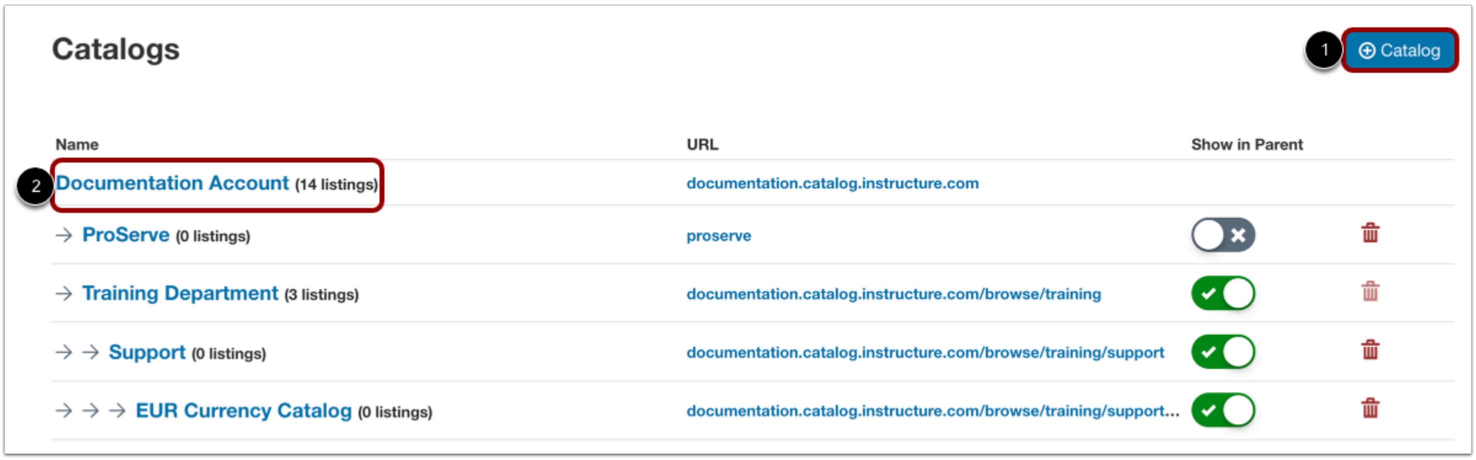
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



Click the **Catalogs** tab.

Select or Add Catalog

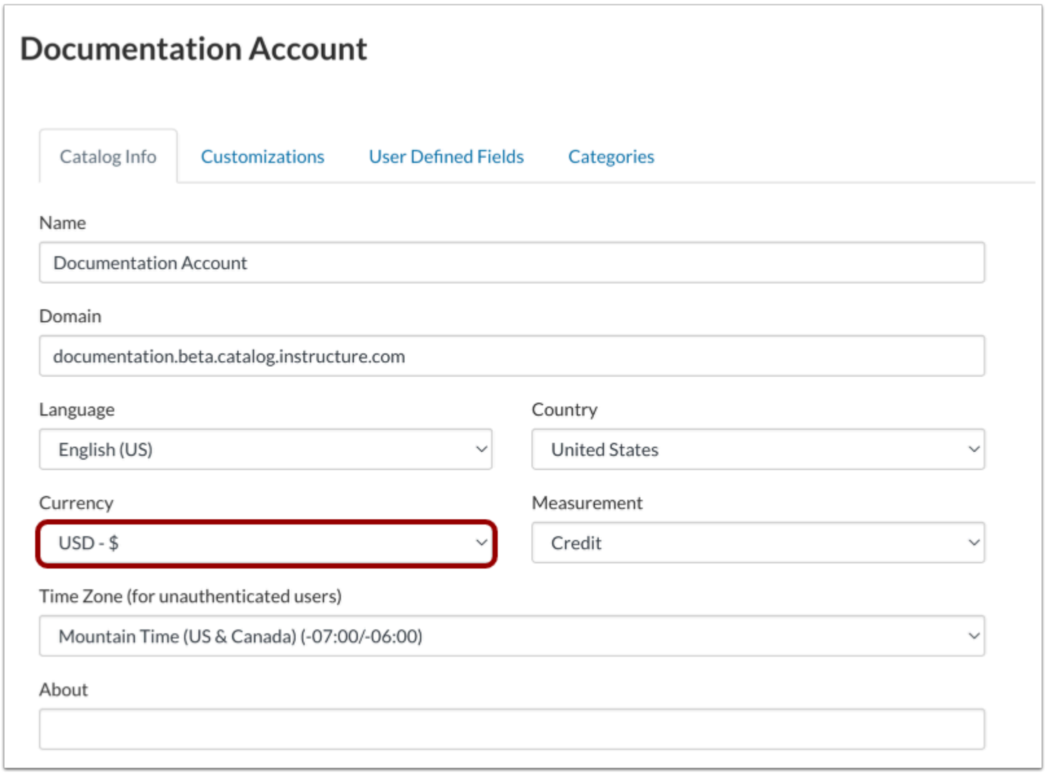


You can select the currency setting when [creating a new catalog or subcatalog](), or editing an existing one.

To create a new catalog, click the **Add Catalog** button [1].

To edit a catalog or subcatalog, click its name link [2].

Select Currency



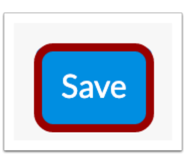
In a domain-based catalog or subcatalog page, click the **Currency** drop-down menu.

Select Currency Type

Select a currency option. A check mark displays next to the selected currency.

Note: The default currency is set for the US dollar (USD - $).

Save Catalog Info



Click the **Save** button.

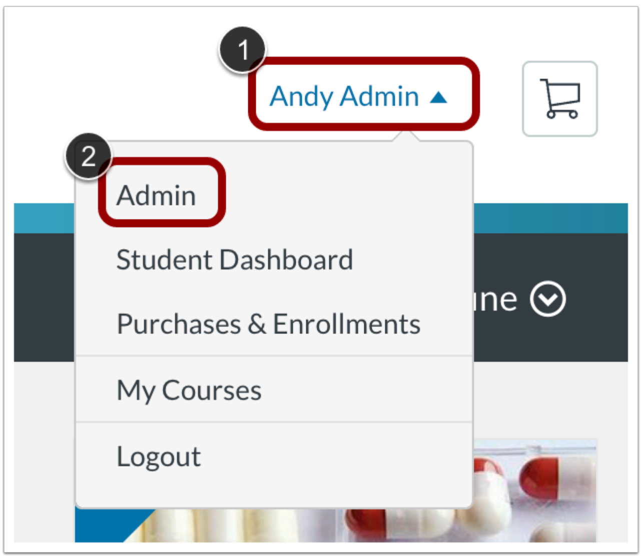
How do I set measurement options in a catalog?

As a Canvas Catalog admin, you can set a measurement type to apply to all listings in a catalog and its subcatalogs. The measurement option specifies the type of credit that a user receives upon completion of a catalog course. Available options include credits, points, and CEUs.

Users can view the selected measurement in Catalog listings, their Student Dashboard, and transcripts.

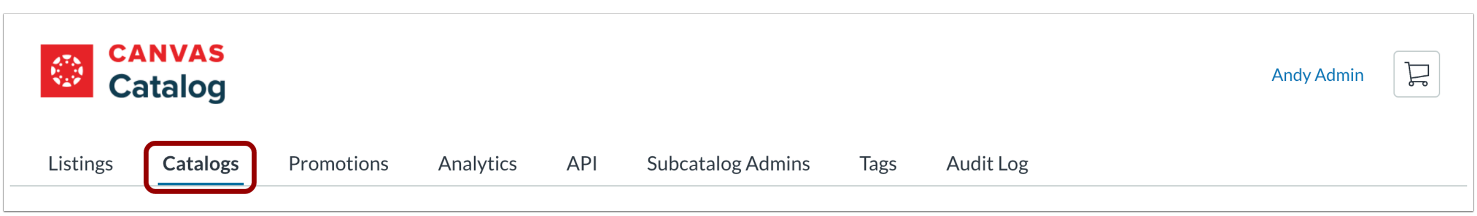
Note: Measurement options cannot be set on the subcatalog level.

Open Admin



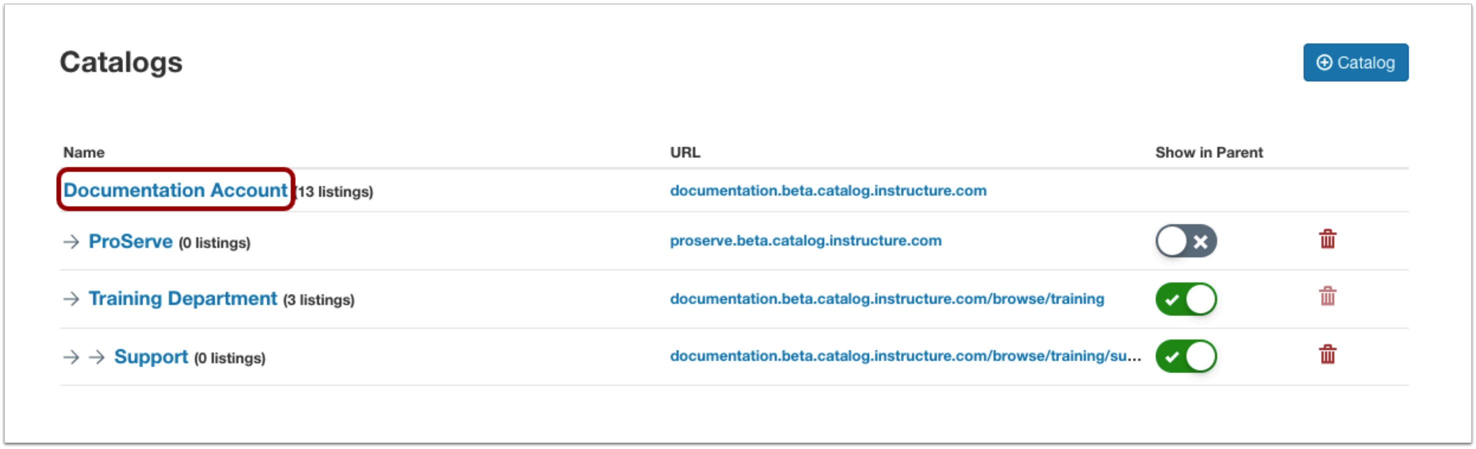
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



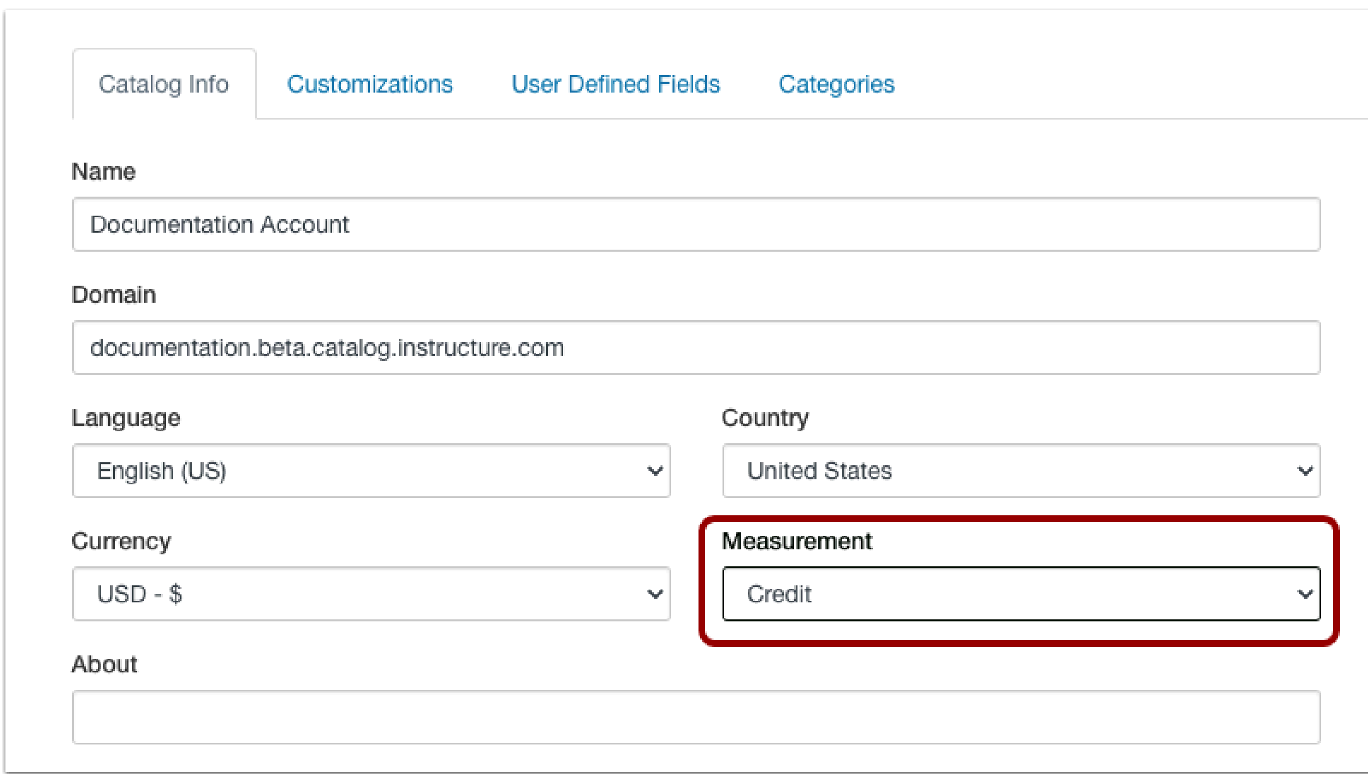
Click the **Catalogs** tab.

Select Catalog



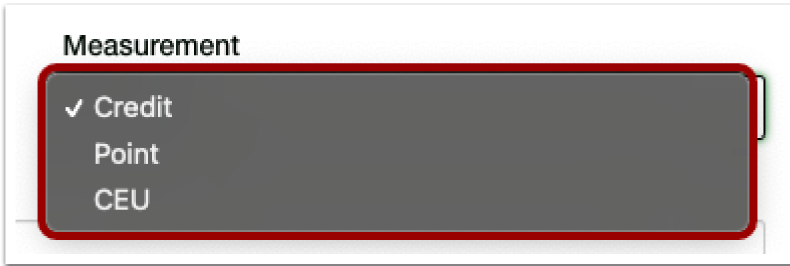
Click the catalog name link.

Open Measurement Menu



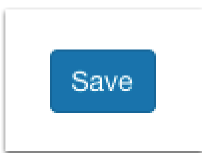
Click the **Measurement** drop-down menu.

Select Measurement Type



Select a measurement option.

Save Catalog Info



Click the **Save** button.

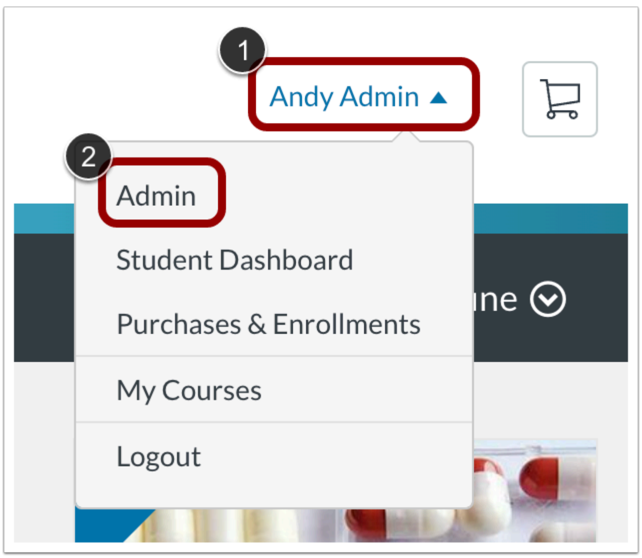
The selected measurement applies to all listings in the catalog and subcatalogs.

How do I manage email domain restrictions in Catalog?

As a Canvas Catalog admin, you can choose to restrict domains where users can register for a Catalog account by either allowing or blocking domains. If you choose to only allow specified domains for registration, Catalog will only allow users to register for an account using an email address with the specified domain(s). If you choose to block domains, Catalog will not allow users to register for an account if they use an email address with the blocked domain(s).

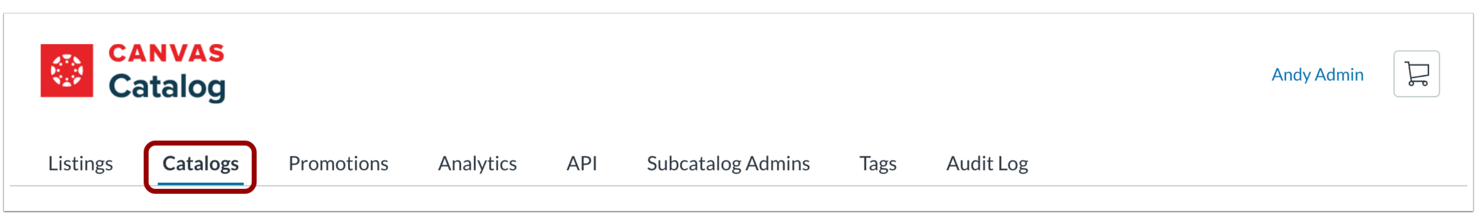
Subcatalogs inherit the same domain registration restrictions as set for the main Catalog account, unless restrictions are also set for a specific subcatalog.

Open Admin



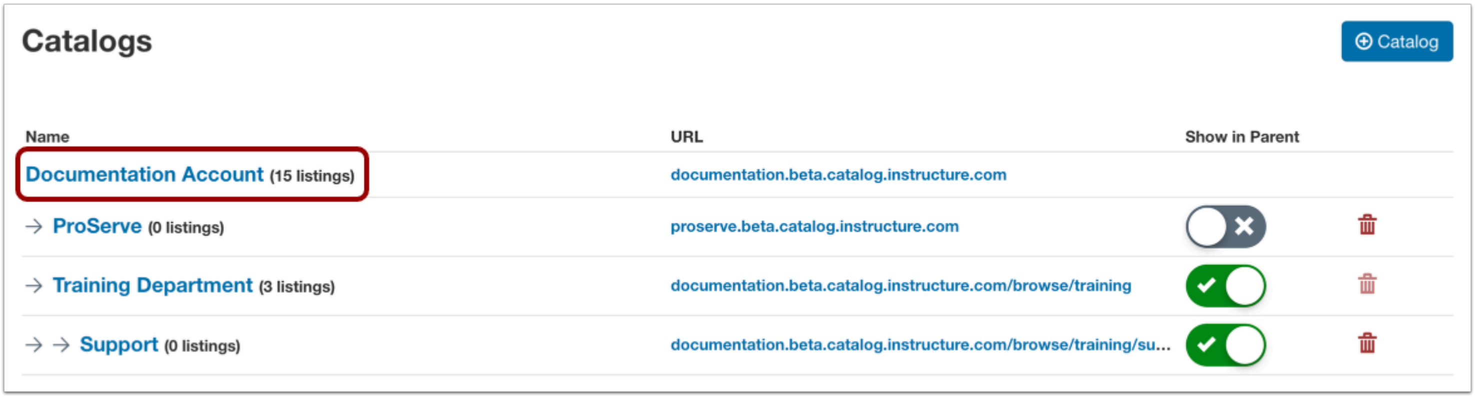
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



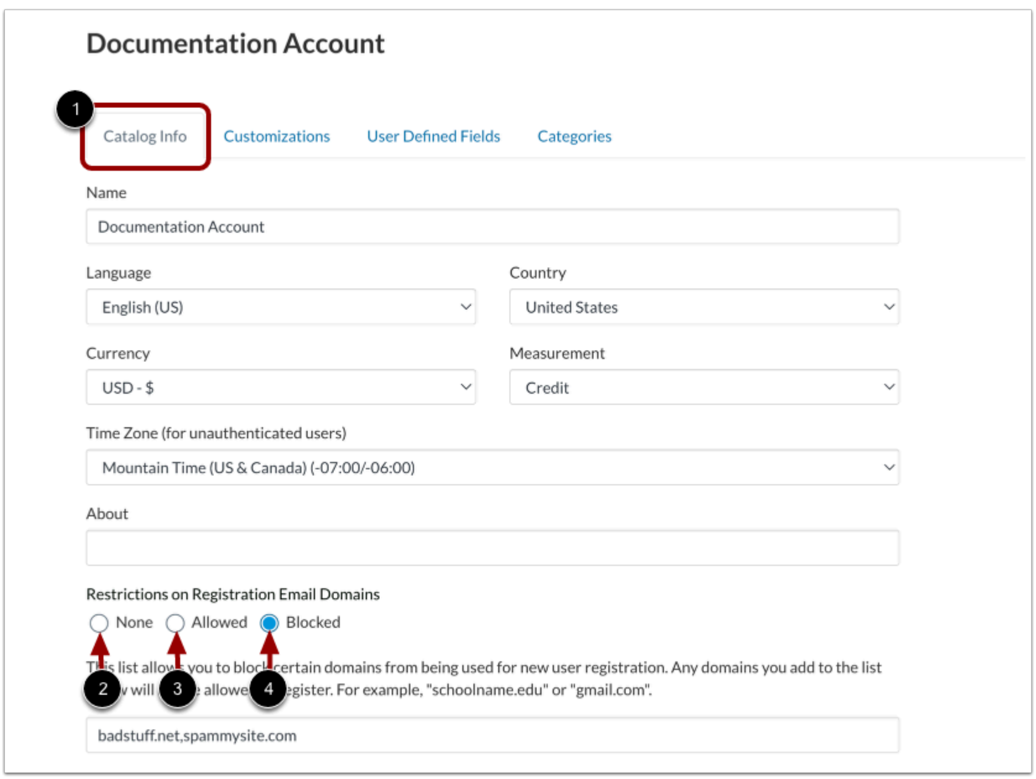
Click the **Catalogs** tab.

Select Catalog



Click the catalog or subcatalog name link.

Manage Domain Registration Restrictions



In the Account Navigation menu, the Catalog Info tab opens by default [1].

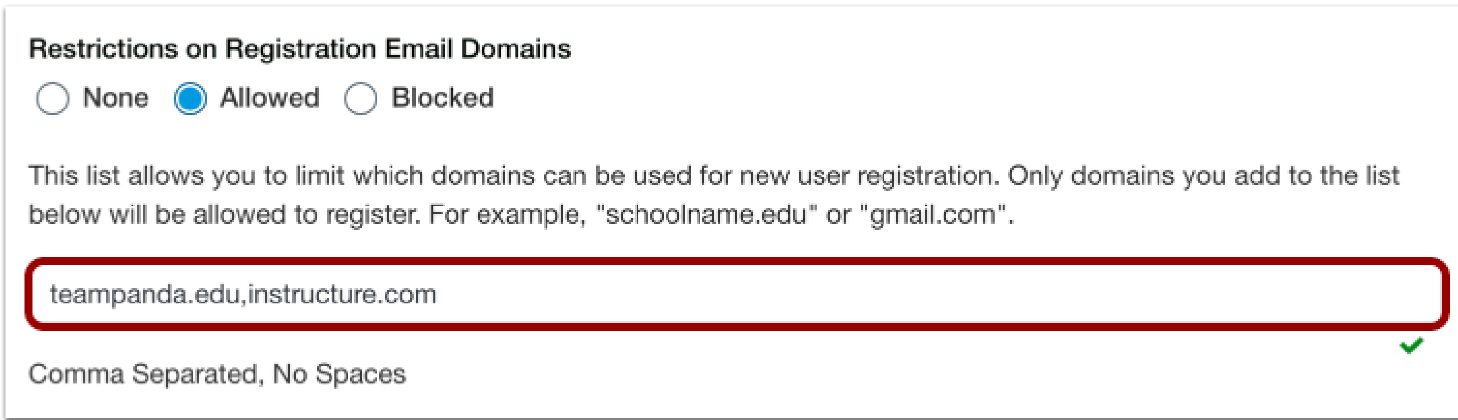
In the Restrictions on Registration Email Domains section, you can manage registration restrictions.

To disable all registration restrictions, click the **None** radio button [2].

To allow a specified list of email domains, click the **Allowed** radio button [3].

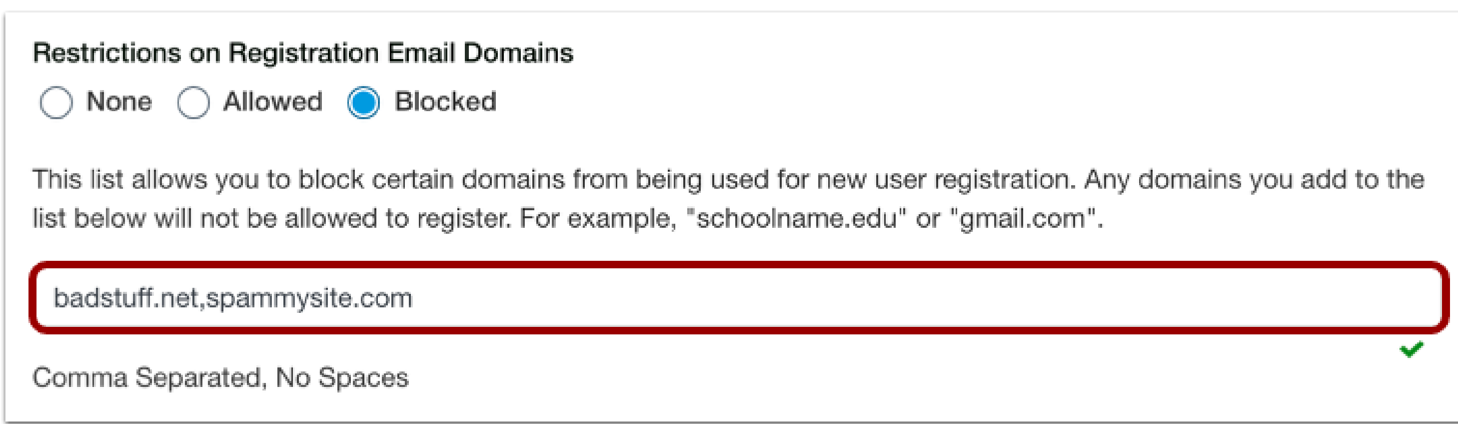
To block a specified list of email domains, click the **Blocked** radio button [4].

Allow Email Domains



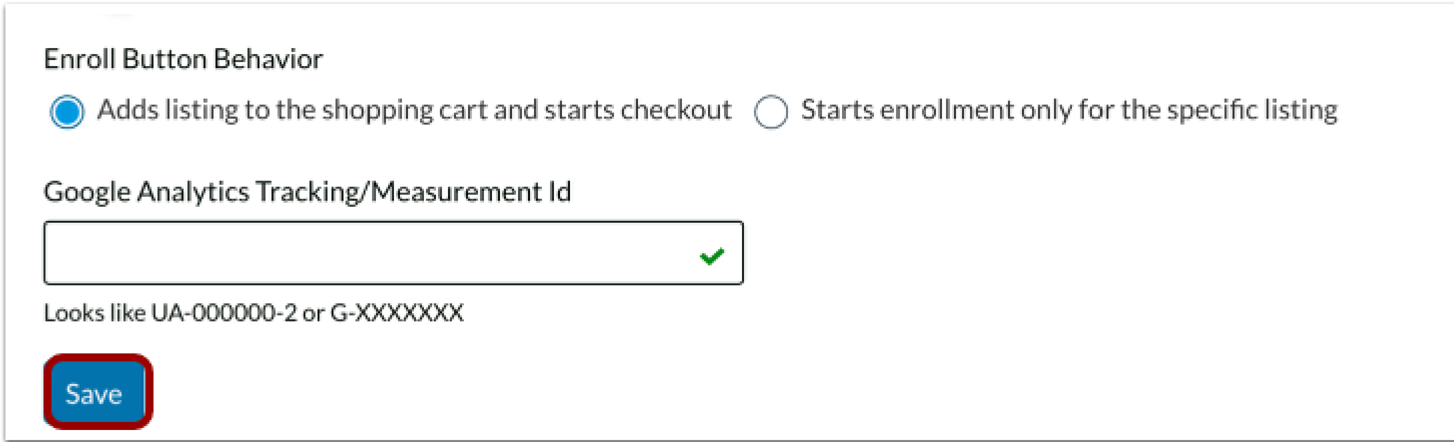
If you choose to allow specified email domains for account registration, you can list domains in the **Allowed Domains** field. Domains must include only the domain name, e.g., "schoolname.edu", and must be separated by commas with no spaces, e.g., "schoolname.edu,myschool.com".

Block Email Domains



If you choose to block specified email domains for account registration, you can list domains in the **Blocked Domains** field. Domains must include only the domain name, e.g., "schoolname.edu", and must be separated by commas with no spaces, e.g., "schoolname.edu,myschool.com".

Save Catalog Info



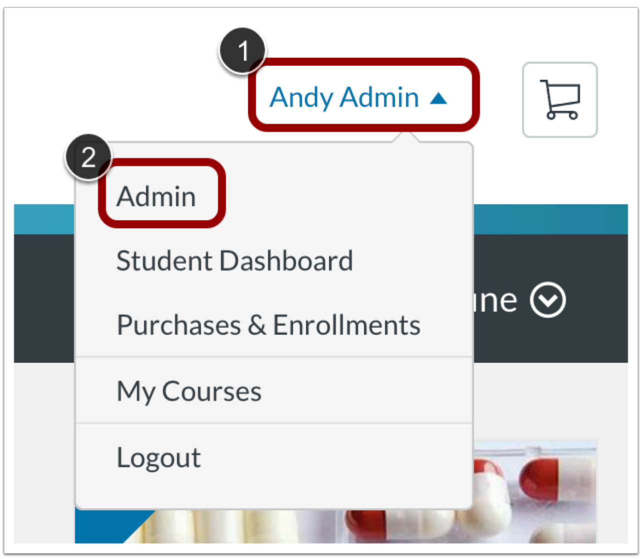
Click the **Save** button.

How do I enable SKU uploads in a catalog?

As a Canvas Catalog admin, you can enable SKU uploads in the Catalog Info page. By default, SKU uploads are not allowed. However, you can edit a catalog or subscatalog's Info page to allow SKUs to be added manually to individual listings or bulk uploaded via API.

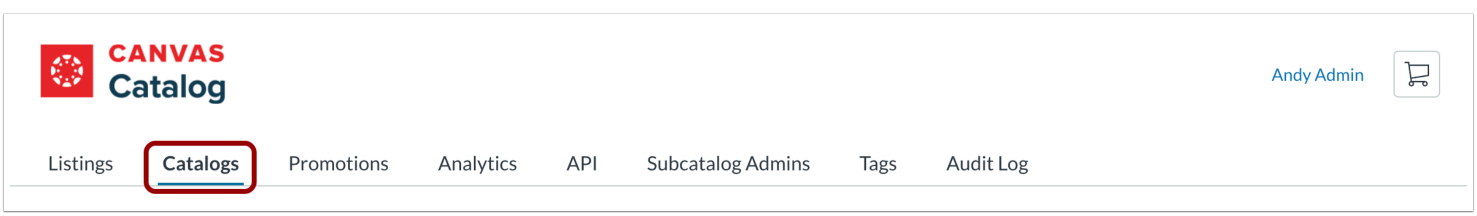
Note: Currently, you can enable SKU uploads for the Common Checkout Page (CCP) payment gateway only.

Open Admin



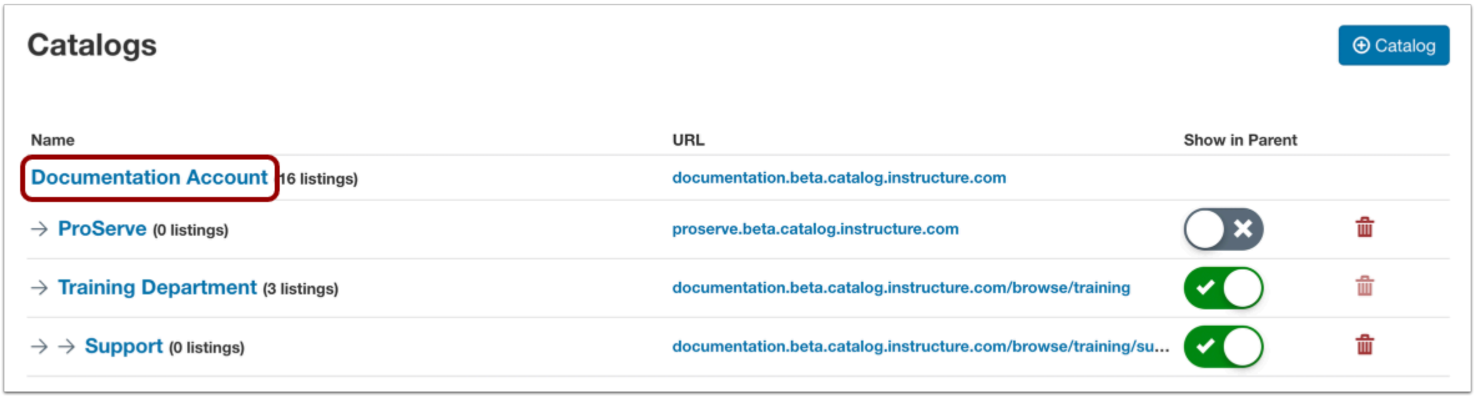
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



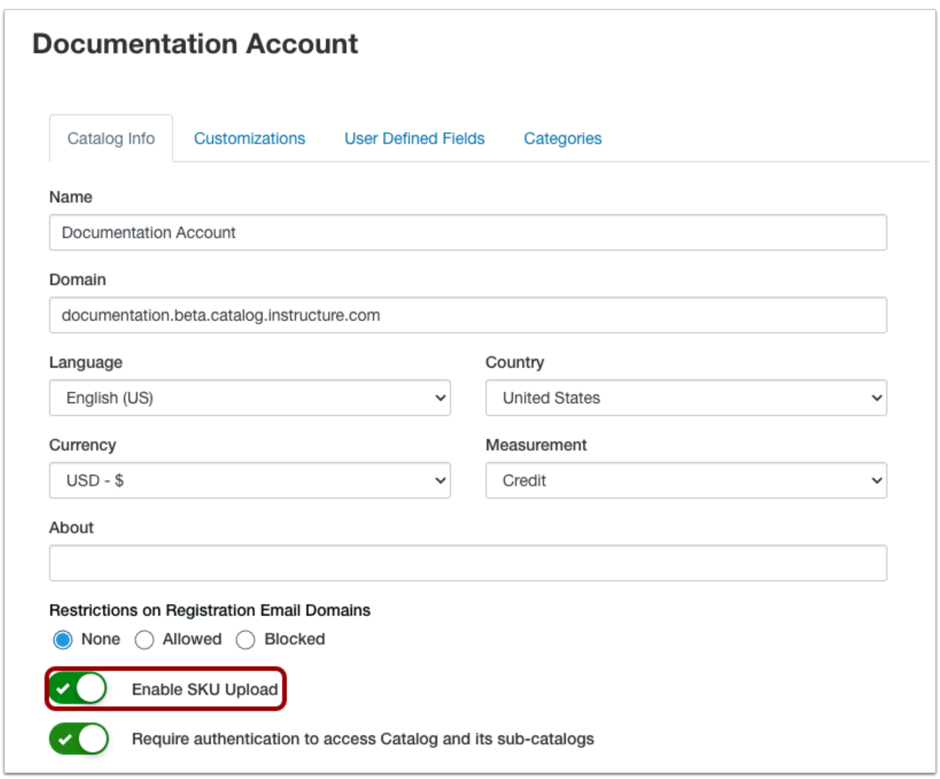
Click the **Catalogs** tab.

Select Catalog



Click the catalog or subcatalog name link.

Enable SKU Upload



Click the **Enable SKU Upload** toggle button on.

Save Catalog Info

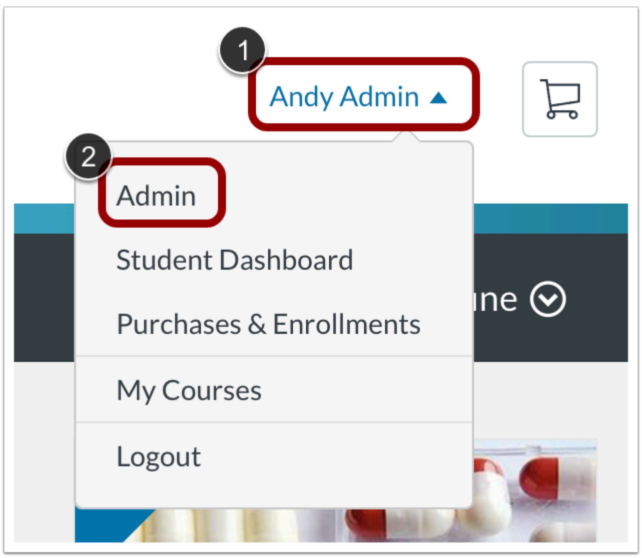
Click the **Save** button.

How do I manage single-listing enrollment behavior in my institution's Canvas Catalog?

As a Canvas Catalog admin, you can manage the user experience when students enroll in a single catalog listing.

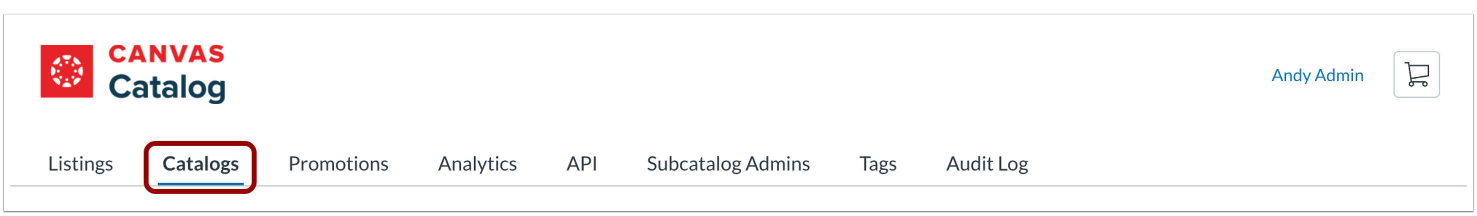
Catalog supports a [shopping cart]() feature that allows students to select multiple catalog listings for enrollment before completing the checkout process. By default, when a student selects to enroll in a listing from the listing's details page, the listing is first added to the shopping cart and then the student is redirected to the checkout page. However, you can change this default behavior so that single-listing enrollments bypass the shopping cart and navigate straight to the checkout page.

Open Admin



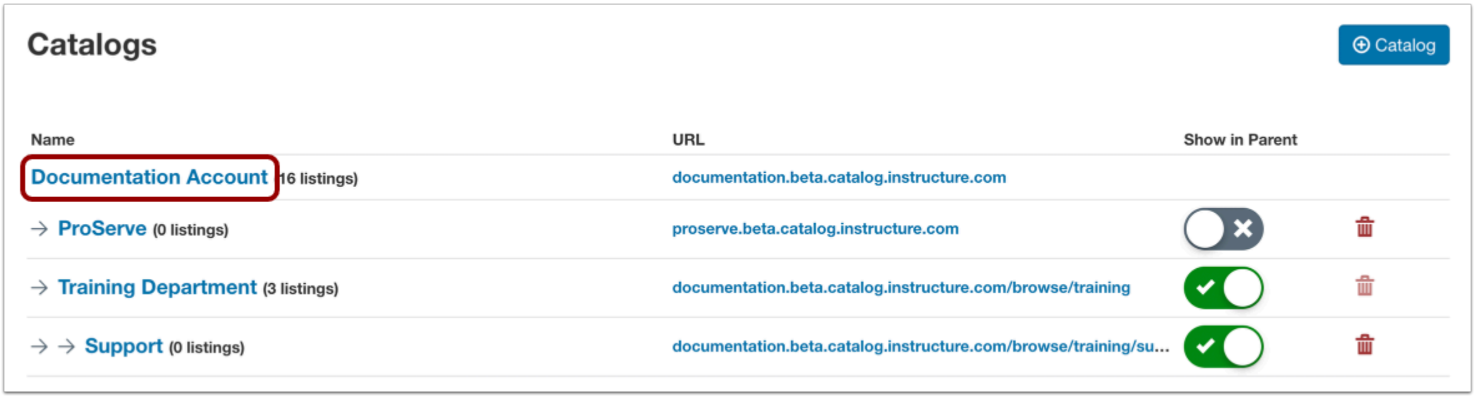
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



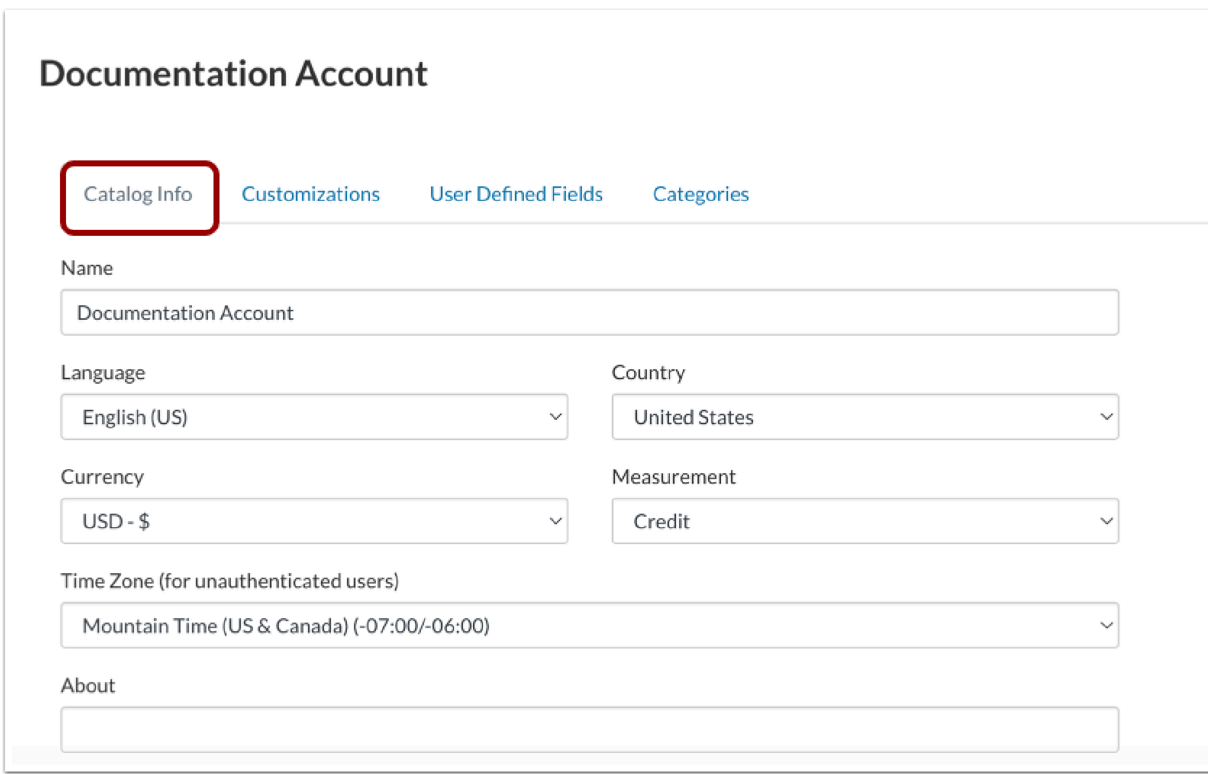
Click the **Catalogs** tab.

Select Catalog



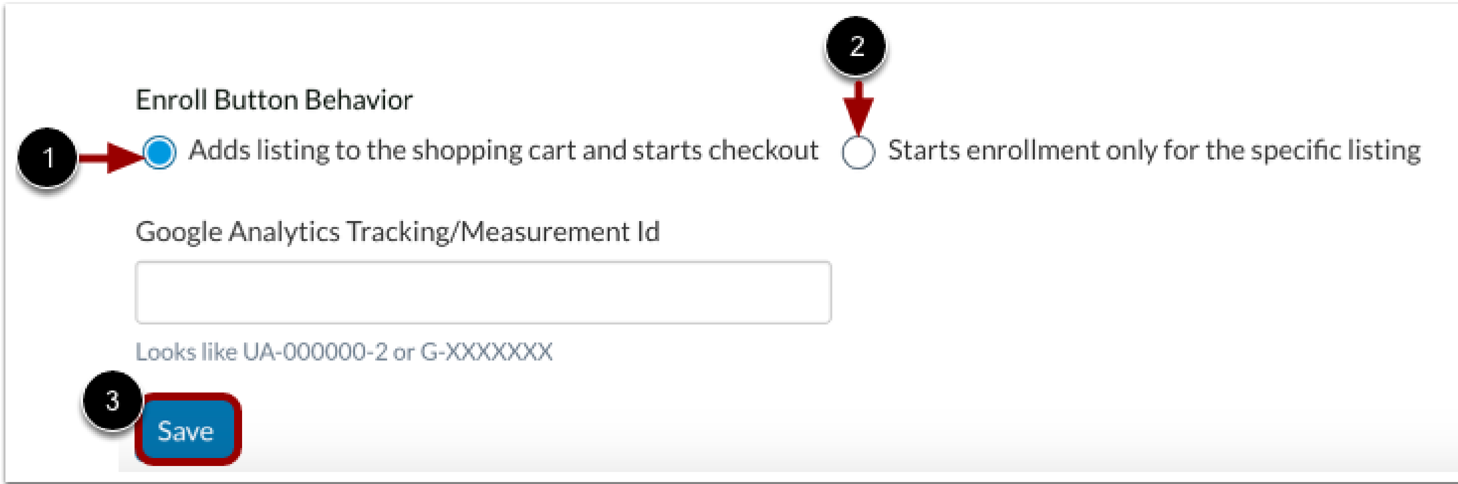
Click the root catalog name link.

View Catalog Info



In the Catalog Navigation menu, the Catalog Info tab opens by default.

Manage Enrollment Button



In the Enroll Button Behavior section, the Adds listing to the shopping cart and starts checkout radio button is selected by default [1]. When a student clicks the Enroll button for a listing, the listing is added to the shopping cart before Catalog navigates to the checkout page.

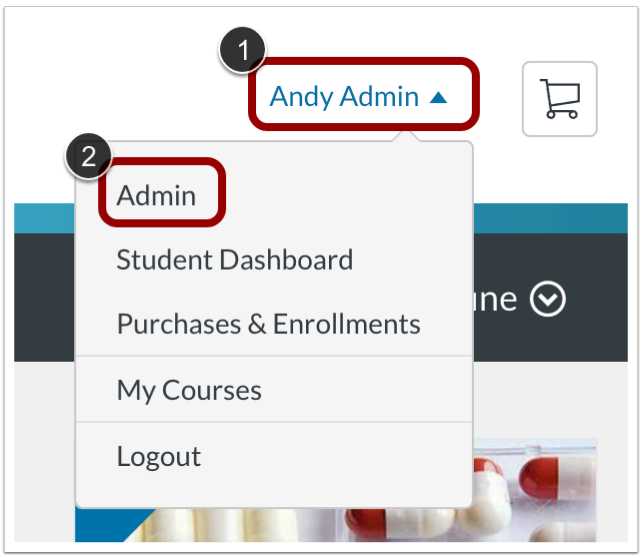
To prevent the listing from being added to the shopping cart and force navigation directly to the checkout page, click the **Starts enrollment only for the specific listing** radio button [2].

To save your selection, click the **Save** button [3].

How do I require a user to authenticate into Catalog before viewing my institution's catalog or subcatalog listings?

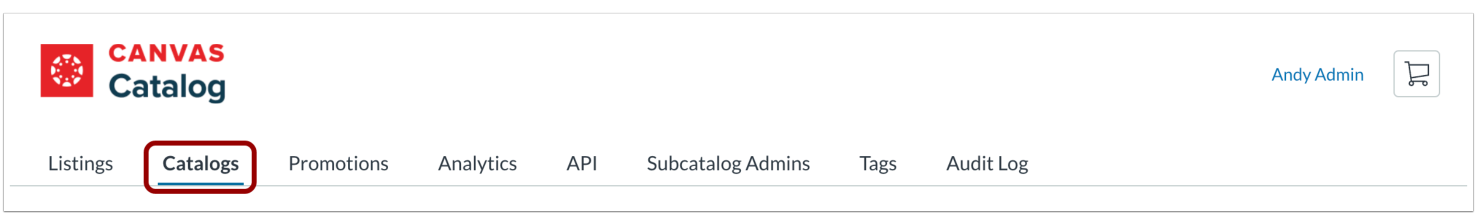
As a Canvas Catalog admin, you can require users to authenticate into Catalog before viewing your institution's listings. When you require user authentication for a catalog or a subcatalog, all listings in the catalog are restricted from view until after users log in to their Canvas accounts.

Open Admin



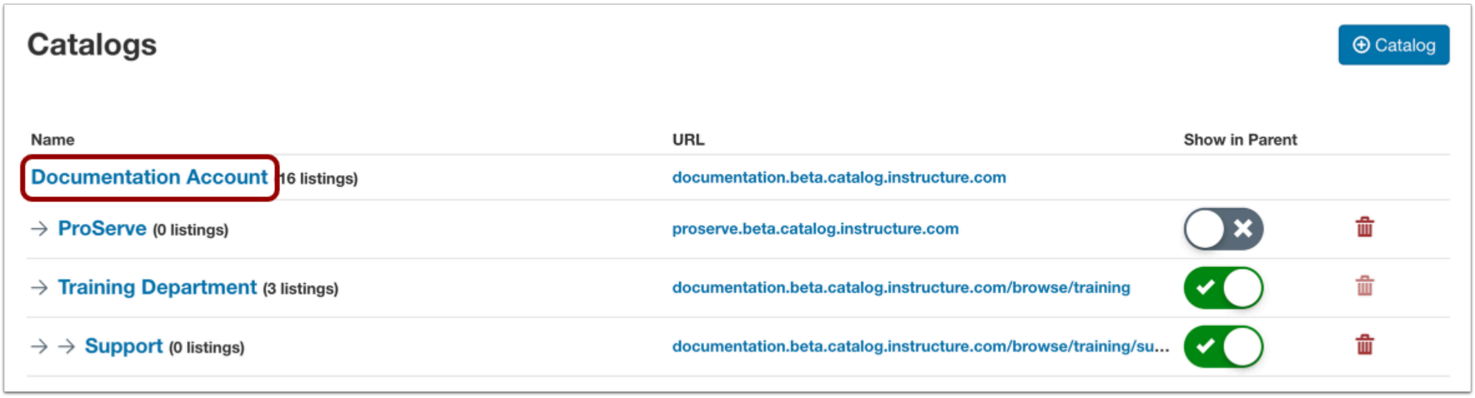
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



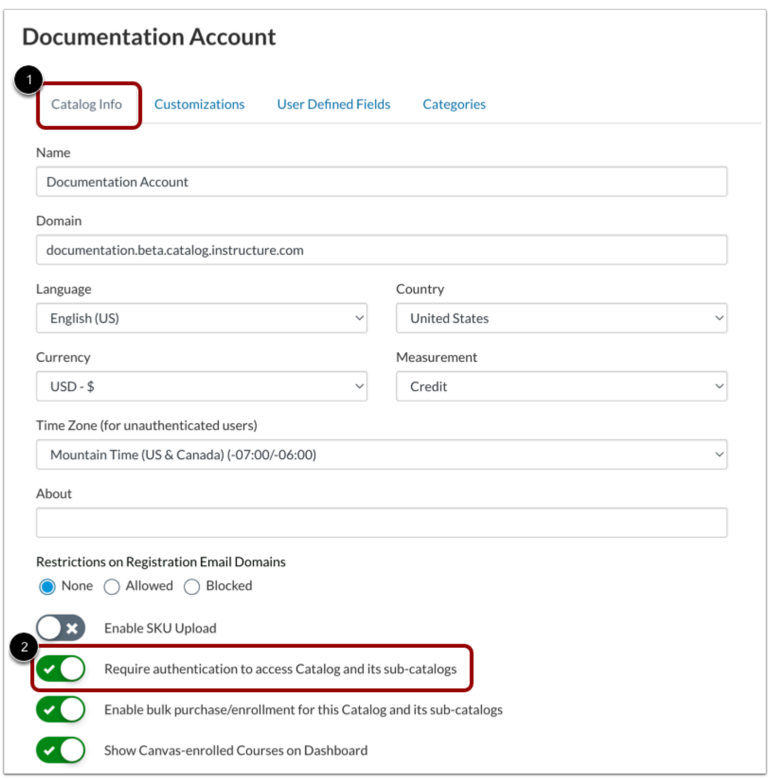
Click the **Catalogs** tab.

Select Catalog



Click the name of the catalog or subcatalog you want to manage.

Enable Require Authentication Option



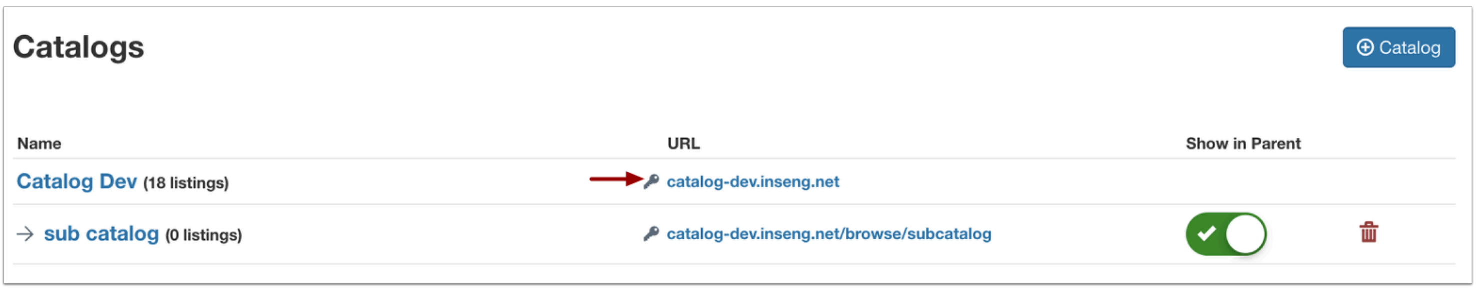
Click the **Catalog Info** tab [1].

To require authentication, click the **Require authentication to access Catalog and its sub-catalogs** toggle on [2].

Save Catalog Info

Click the **Save** button.

View Catalogs that Require Authentication



When authentication is required, the catalog displays a **Key** icon on the Catalogs page.

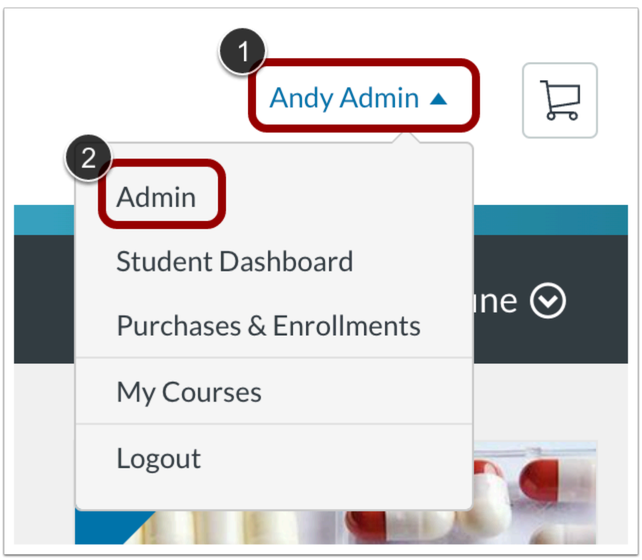
How do I display or hide Canvas-enrolled courses in the Student Dashboard?

As a Canvas Catalog admin, you can choose to display or hide Canvas-enrolled courses in the Catalog Student Dashboard through the root catalog settings. Canvas-enrolled courses are courses that students enrolled in through Canvas rather than Catalog.

By default, Canvas-enrolled courses are displayed in the Student Dashboard.

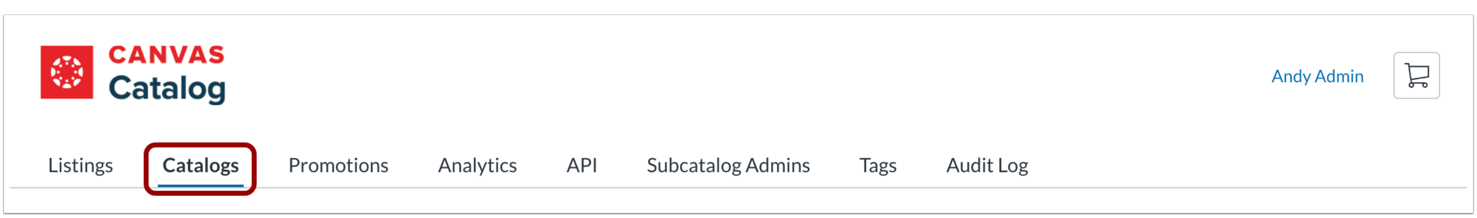
Note: If a user is enrolled in a course through Canvas, the user will not display in Catalog analytics and the user will only be able to view a certificate of completion in Catalog. A certificate of completion is not sent via email for Canvas-enrolled courses.

Open Admin



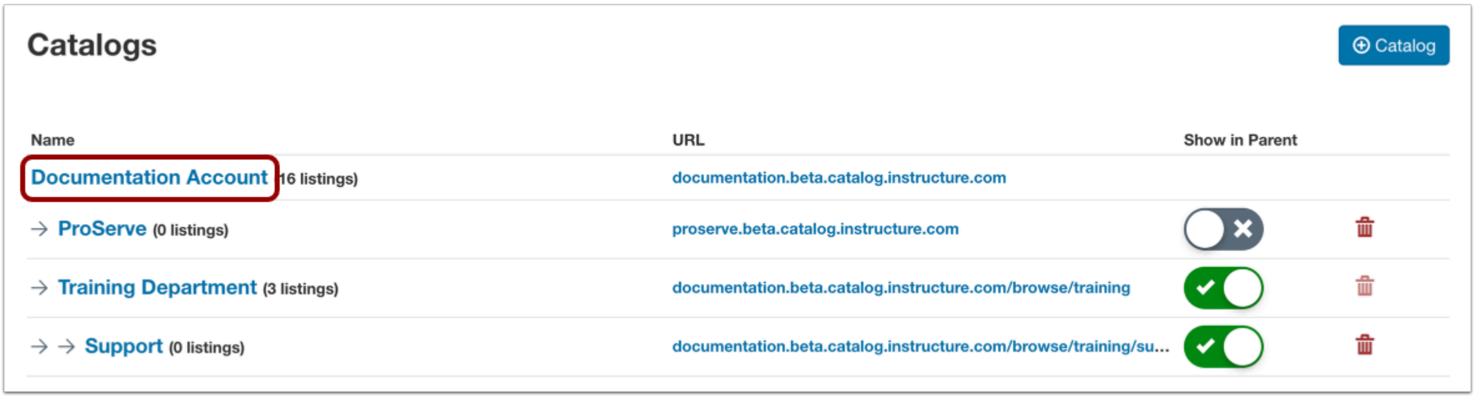
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



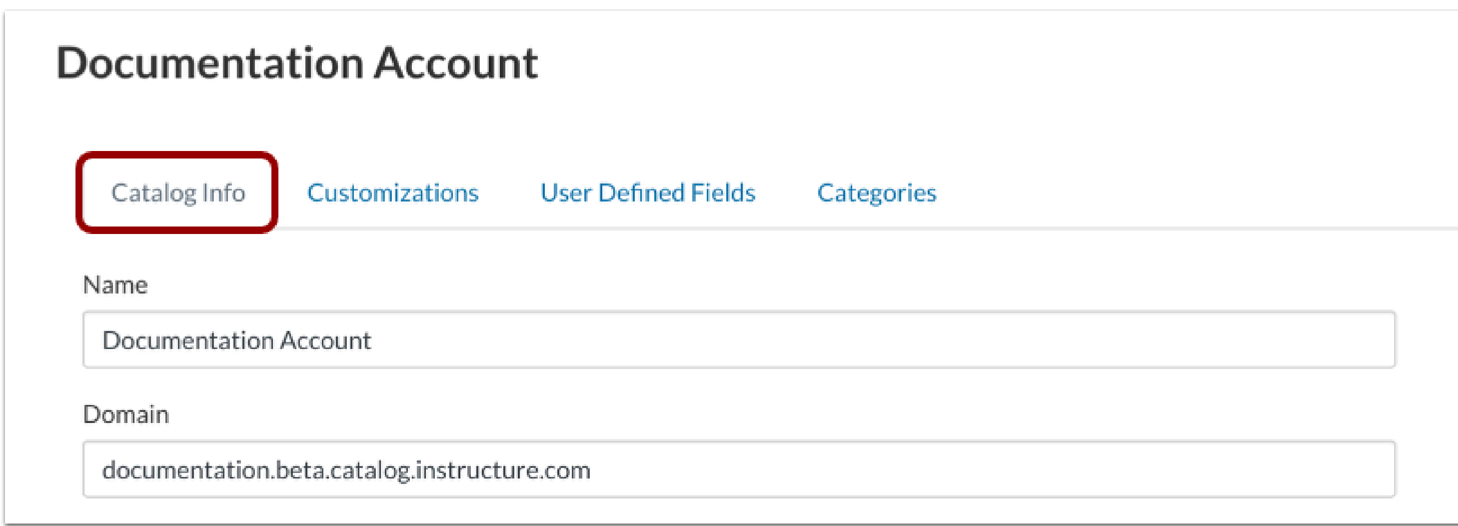
Click the **Catalogs** tab.

Select Catalog



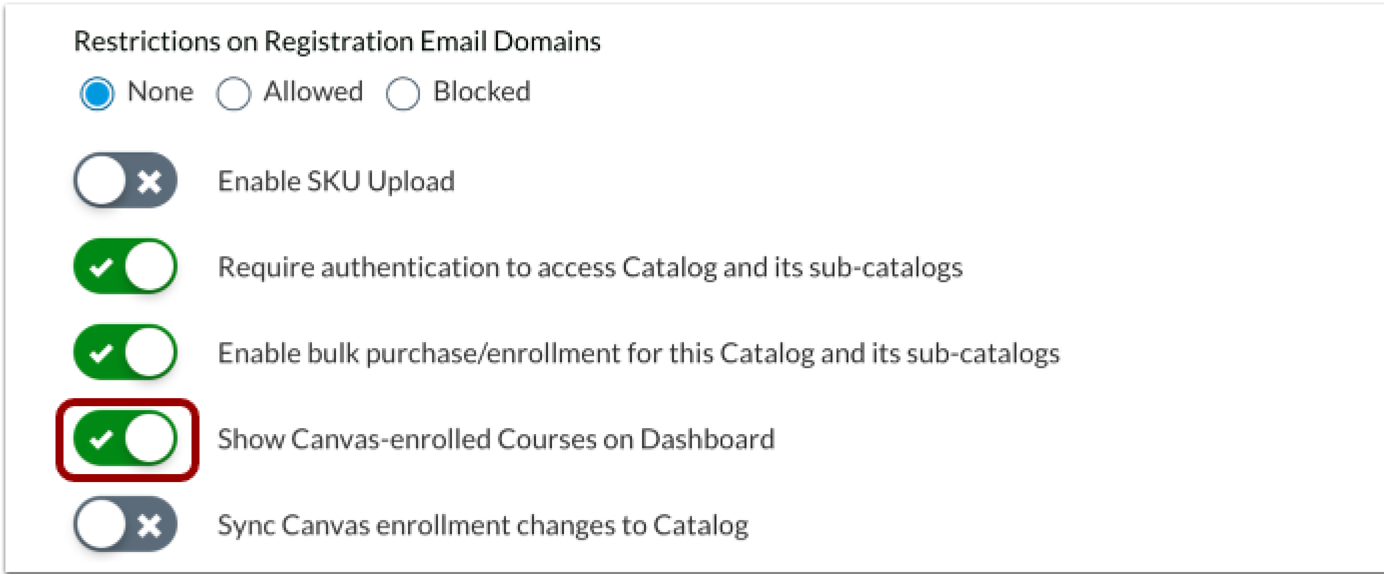
Click the name of the root catalog.

View Catalog Info



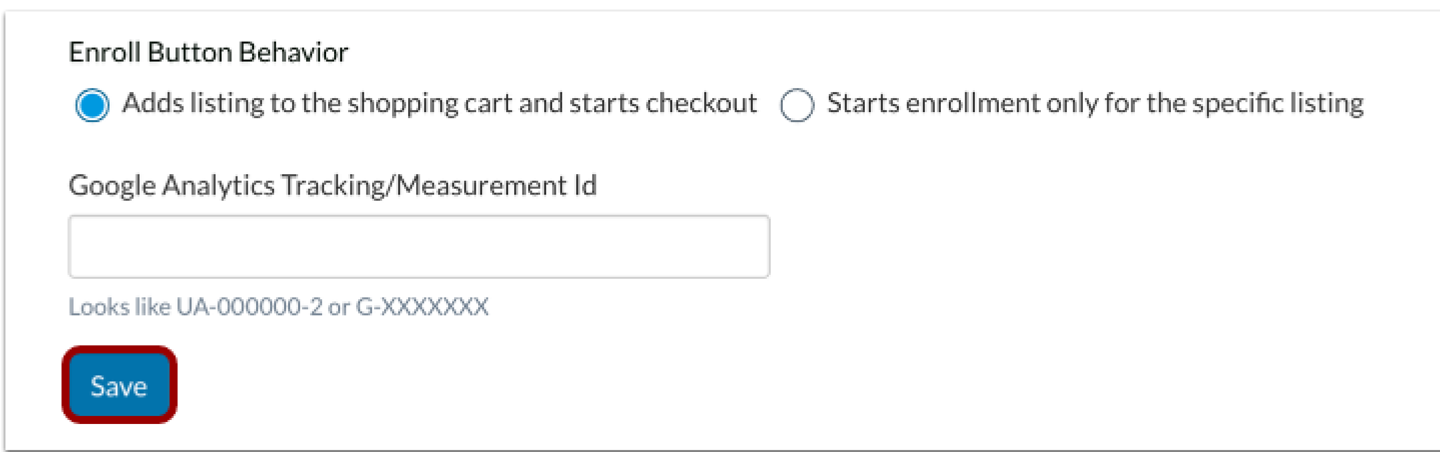
In the Account Navigation menu, the Catalog Info tab displays by default.

Show Canvas-enrolled Courses



To show Canvas-enrolled courses on the Student Dashboard in Catalog, click the **Show Canvas-enrolled Courses on Dashboard** toggle on.

Save Catalog Info



Click the **Save** button.

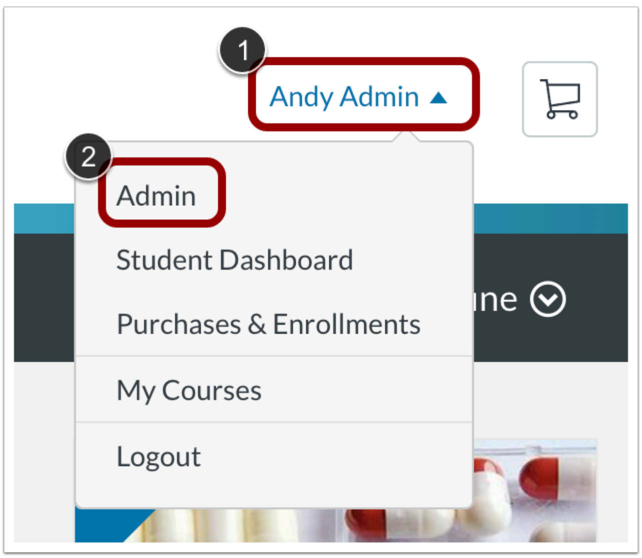
How do I sync Canvas enrollment changes to Catalog?

As a Canvas Catalog admin, you can set your Catalog account to sync Canvas enrollment changes. When you sync your Catalog account to Canvas, Catalog updates enrollment data when enrollments are added to or removed from Canvas.

By default, a Catalog account does not sync Canvas enrollment changes.

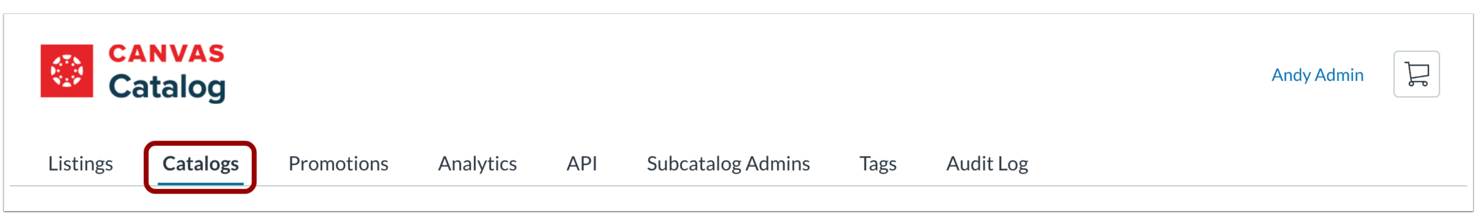
Note: If an enrollment was created through Catalog, deleting the section in Canvas removes the enrollment in Catalog.

Open Admin



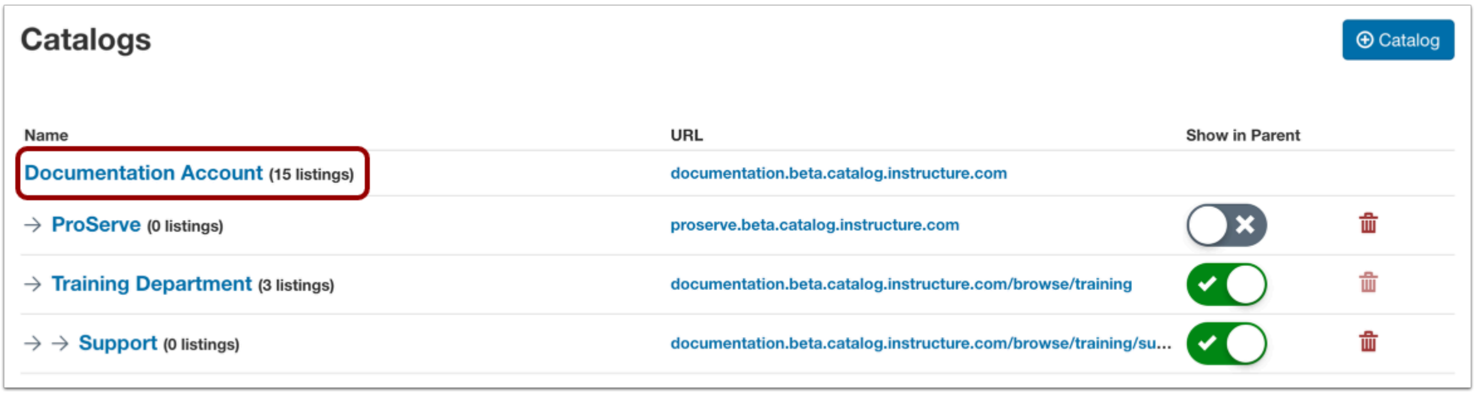
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



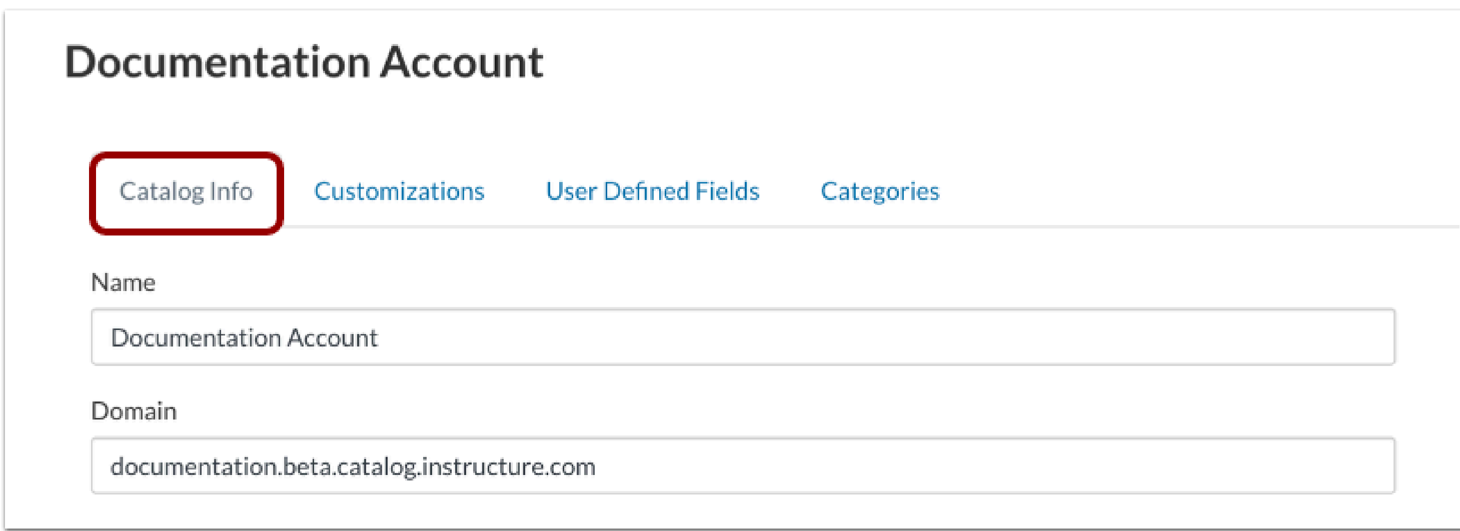
Click the **Catalogs** tab.

Select Catalog



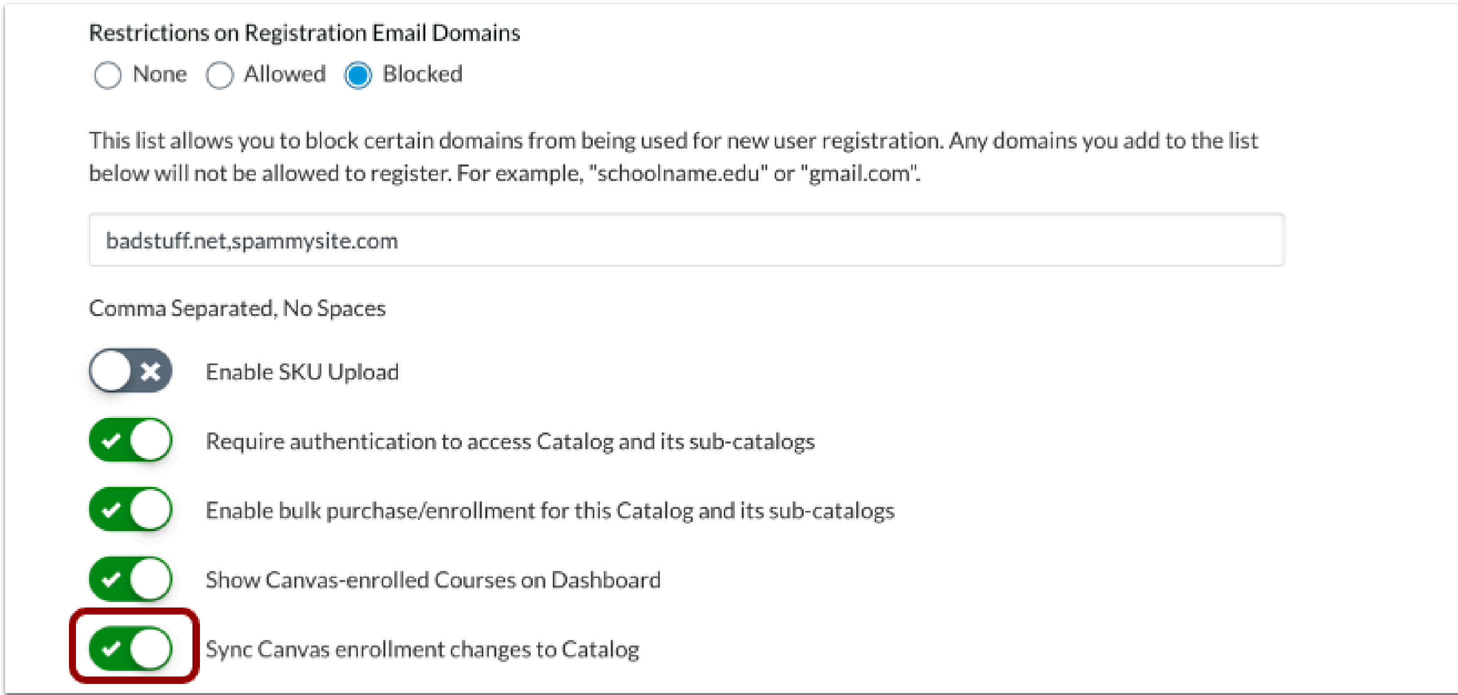
Click the name of the root catalog.

View Catalog Info



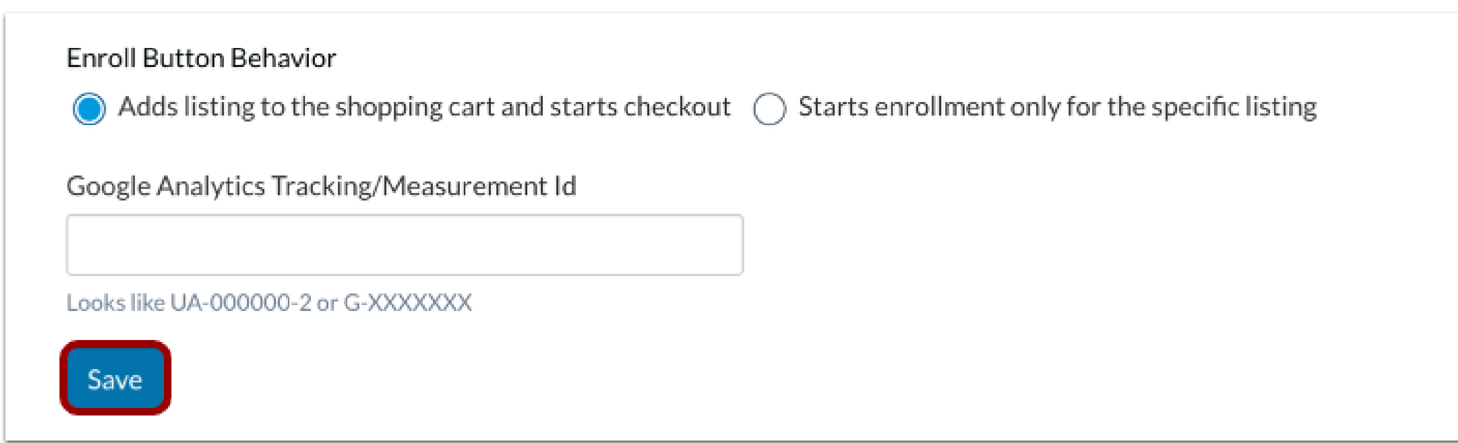
In the Account Navigation menu, the Catalog Info tab displays by default.

Enable Canvas Enrollment Sync



To sync Canvas enrollment changes to Catalog, click the **Sync Canvas enrollment changes to Catalog** toggle on.

Save Catalog Info



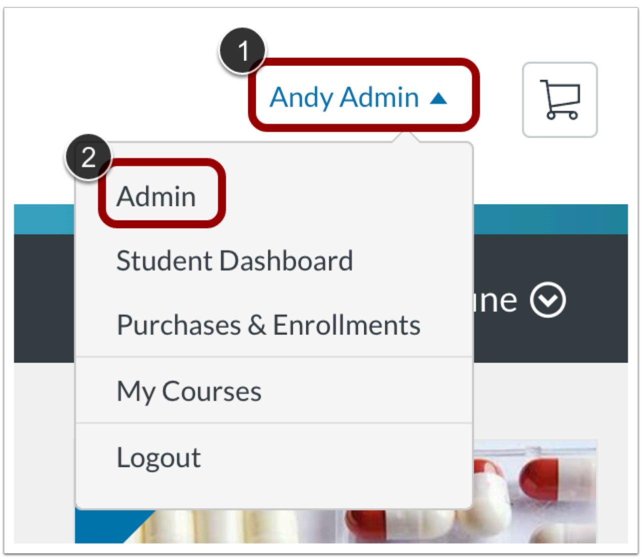
Click the **Save** button.

How do I enable self-registration in Catalog?

As a Canvas Catalog admin, you can enable self registration for catalog listings. Self registration allows students who do not have a Canvas account to sign up for one when they register for a course in Catalog.

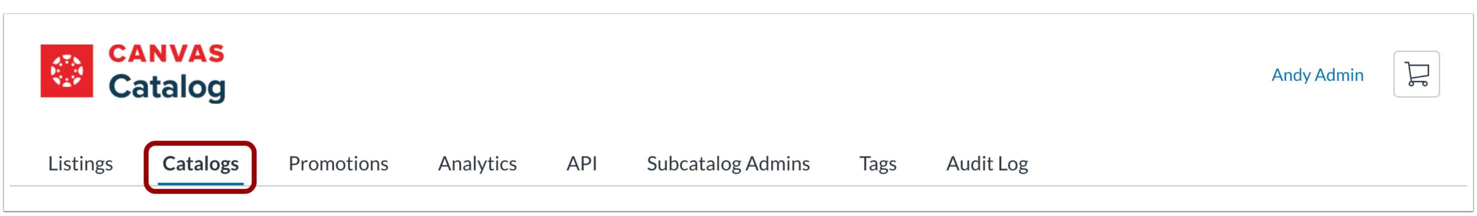
Note: When self registration is disabled, students must have a Canvas account created for them by an administrator before they can enroll in a Catalog listing.

Open Admin



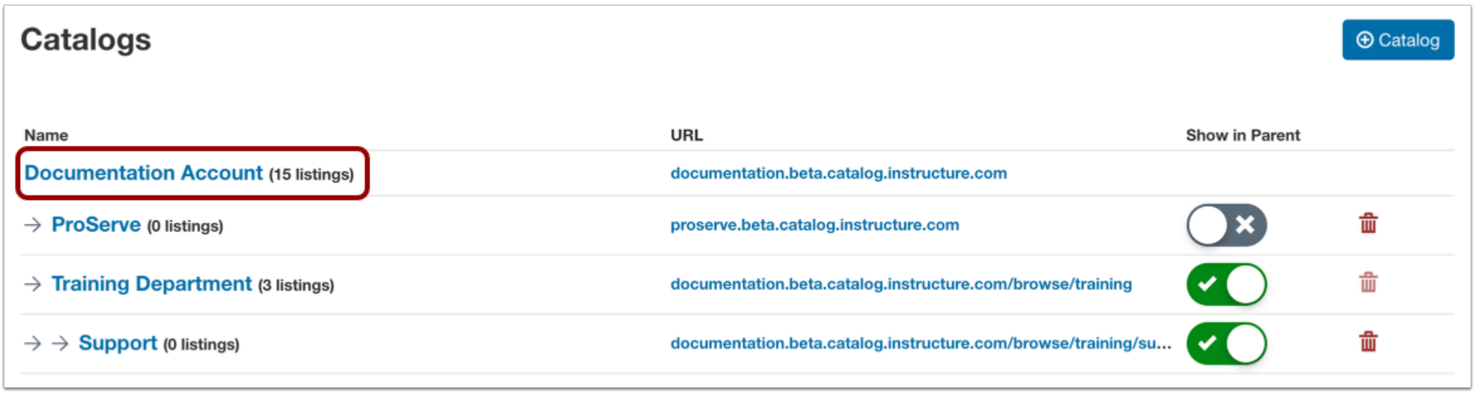
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



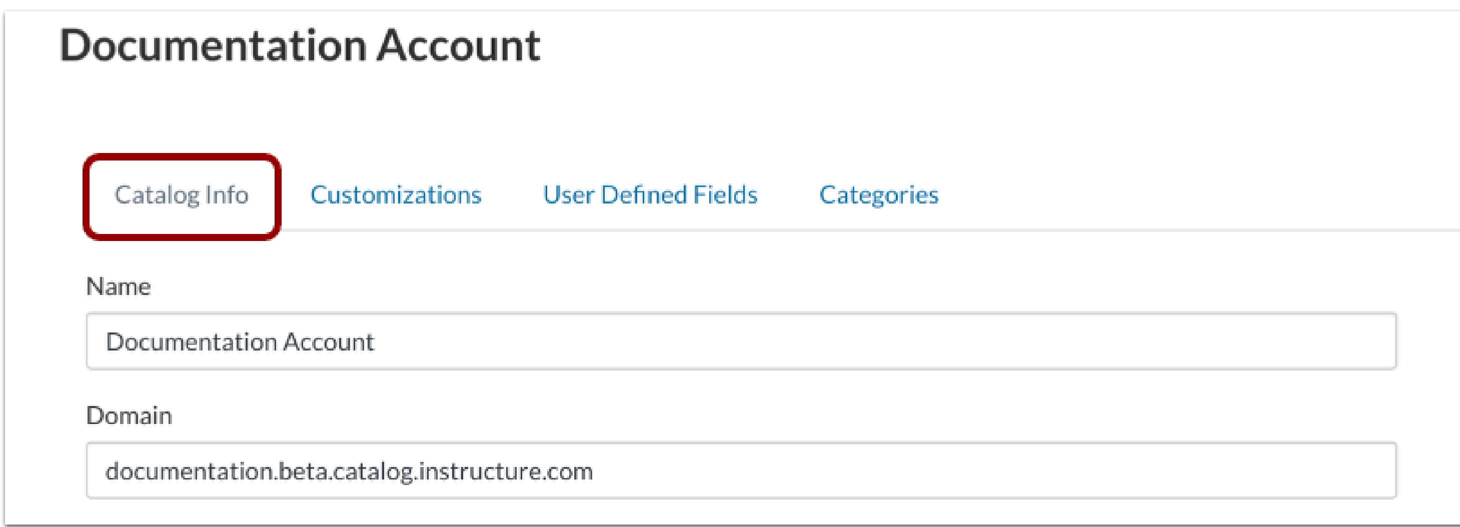
Click the **Catalogs** tab.

Select Catalog



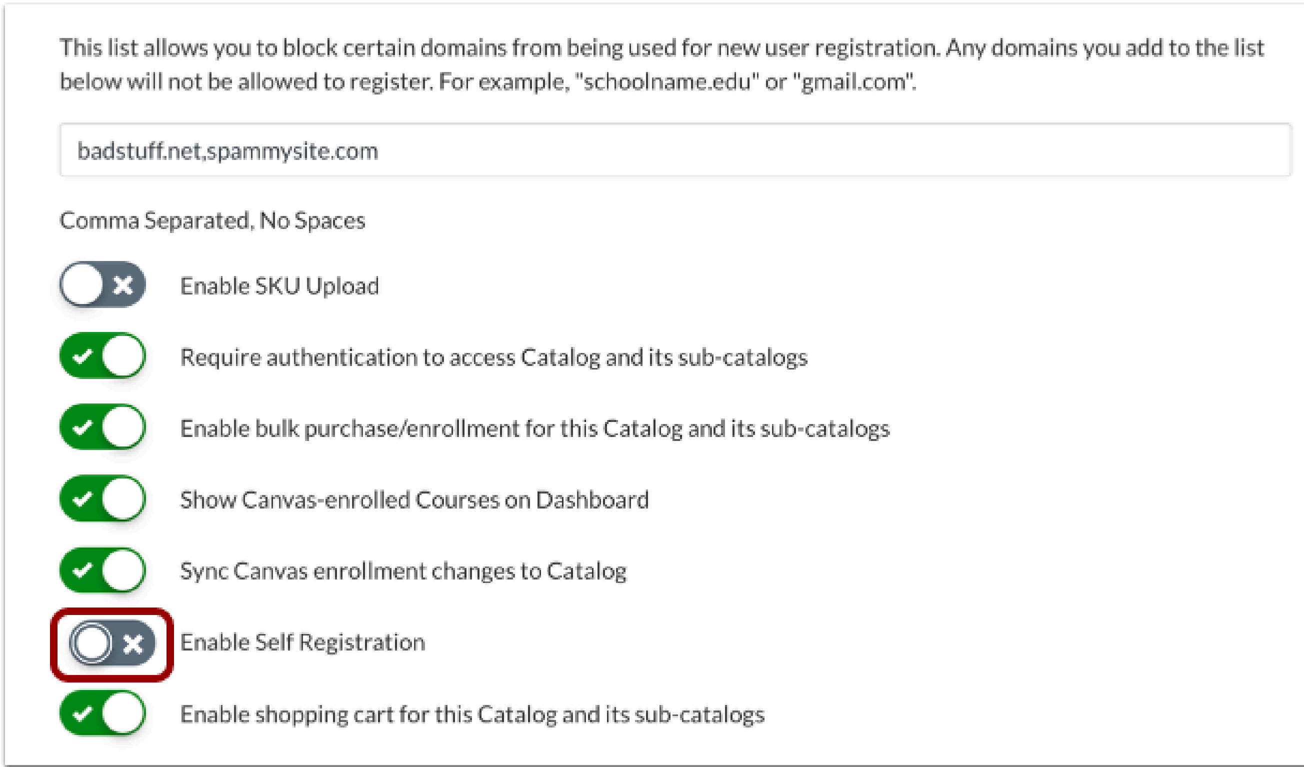
Click the root catalog name link.

View Catalog Info



In the Account Navigation menu, the **Catalog Info** tab displays by default.

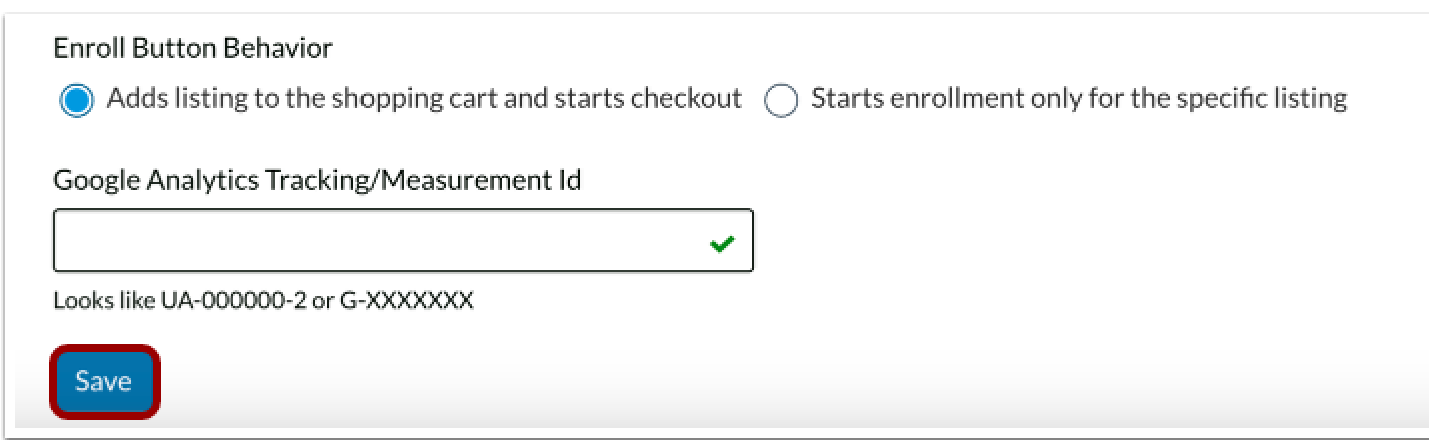
Enable Self Registration



By default, self registration is enabled and the Enable Self Registration toggle button is on.

To disallow self registration, click the **Enable Self Registration** toggle button off.

Save Catalog Info

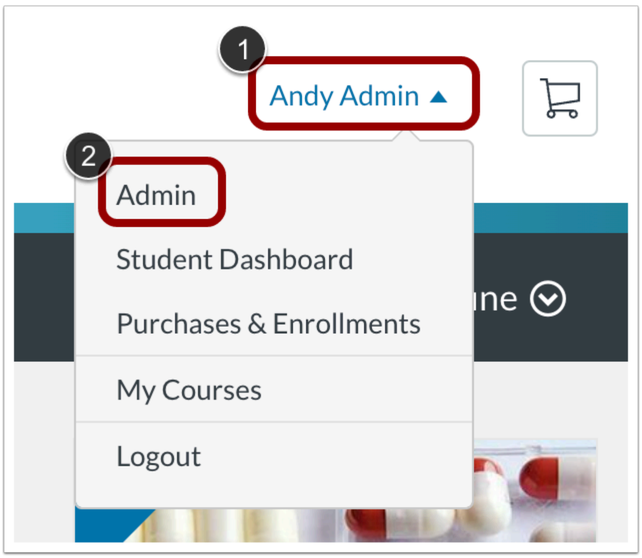


Click the **Save** button.

How do I allow or remove a shopping cart in my institution's Canvas Catalog?

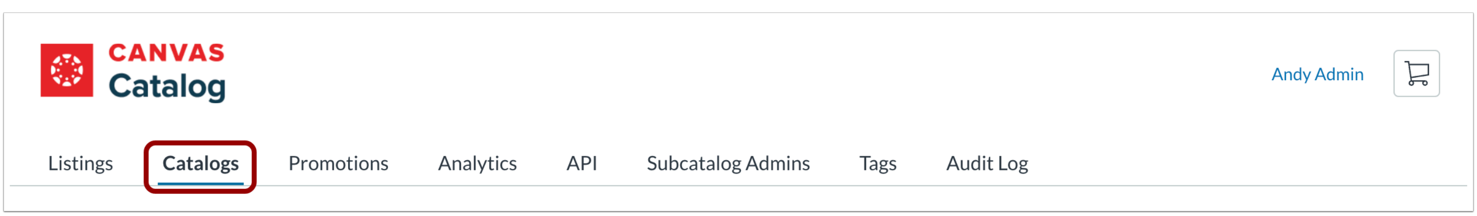
As a Canvas Catalog admin, you can allow or remove a shopping cart for a catalog and its subcatalogs through the root catalog's Catalog Info page.

Open Admin



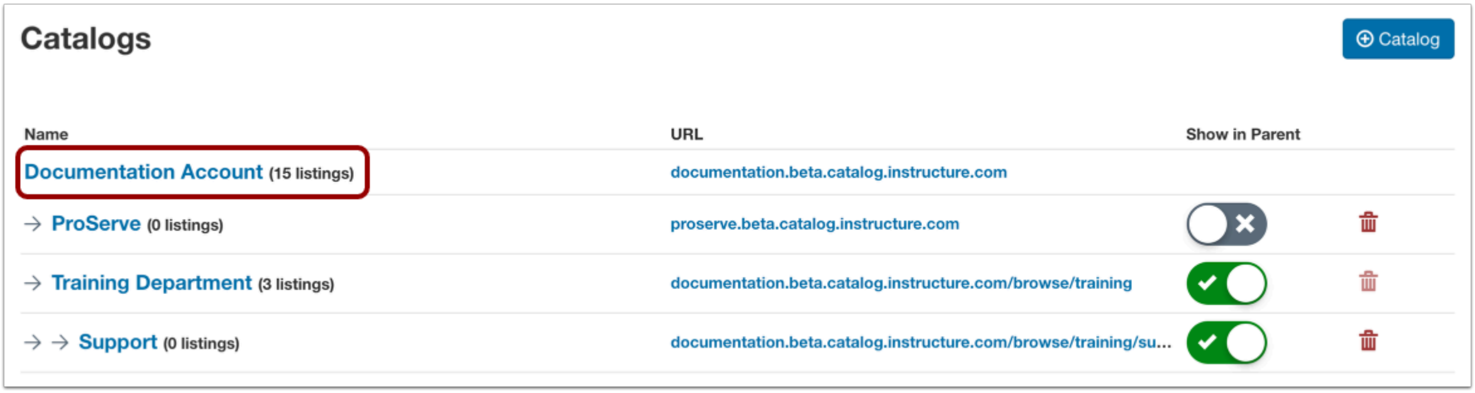
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



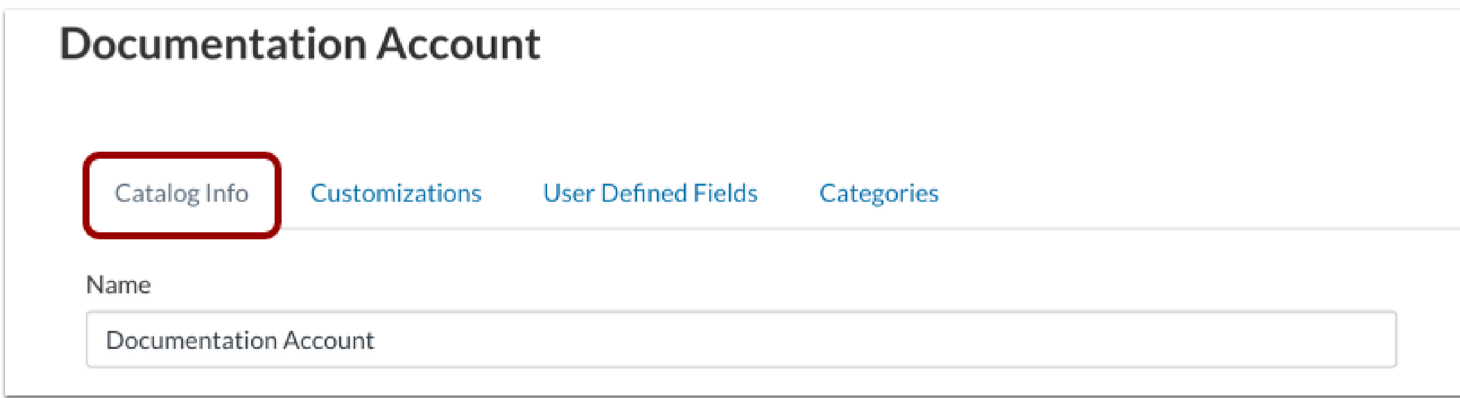
Click the **Catalogs** tab.

Select Catalog



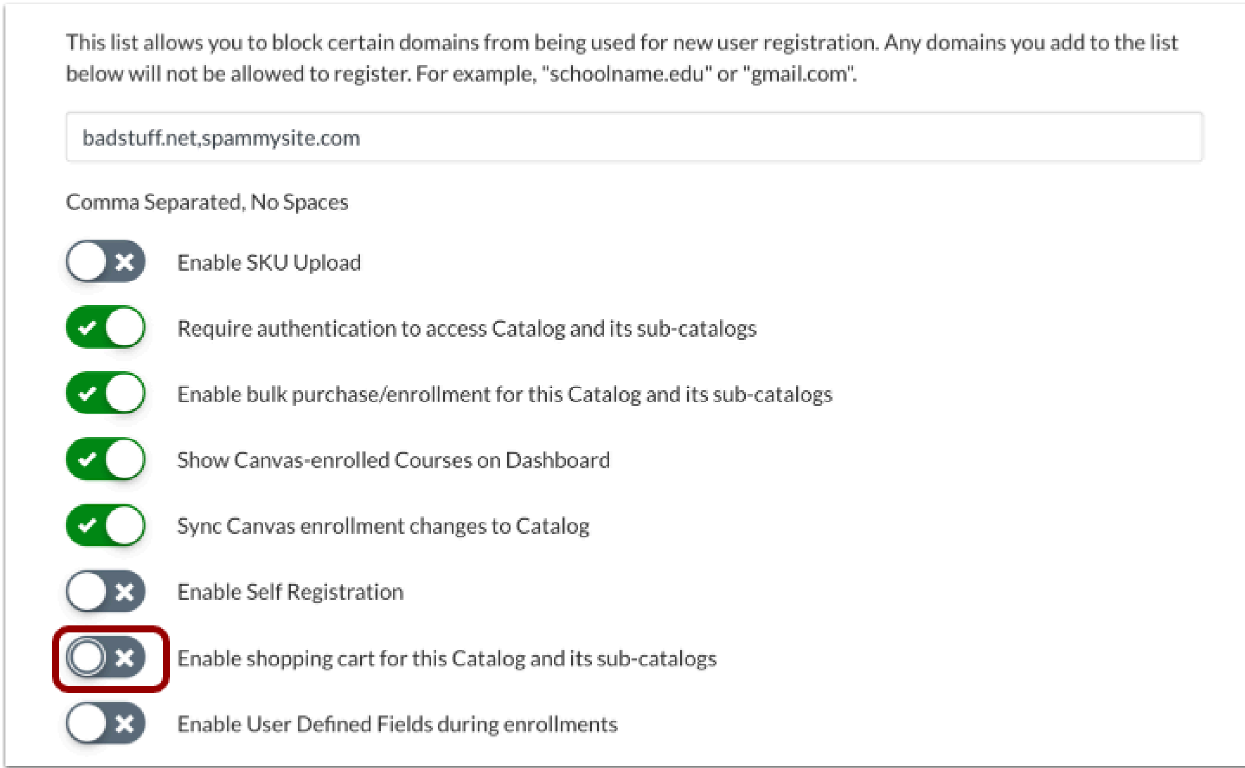
Click the root catalog name link.

View Catalog Info



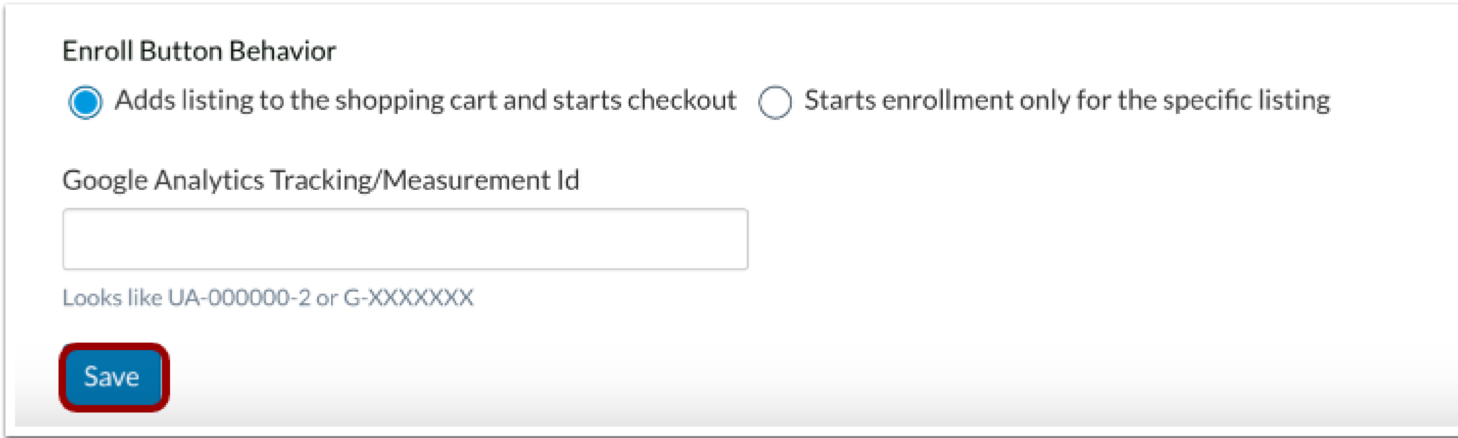
In the Account Navigation Menu, the Catalog Info tab displays by default.

Disable Shopping Cart



By default, the shopping cart is allowed for the catalog and sub-catalogs, and the Enable shopping cart for this Catalog and its sub-catalogs toggle button is on. To disable the shopping cart, click the **Enable shopping cart for this Catalog and its sub-catalogs** toggle button off.

Save Catalog Info



Click the **Save** button.

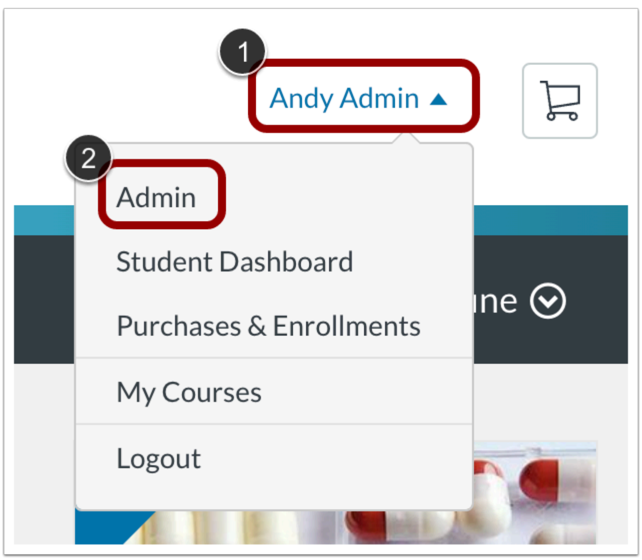
How do I integrate Google Analytics with my institution's Canvas Catalog?

As a Canvas Catalog admin, you can integrate Google Analytics with your root catalog by adding your Google Analytics ID to the Catalog Info page settings.

Notes:

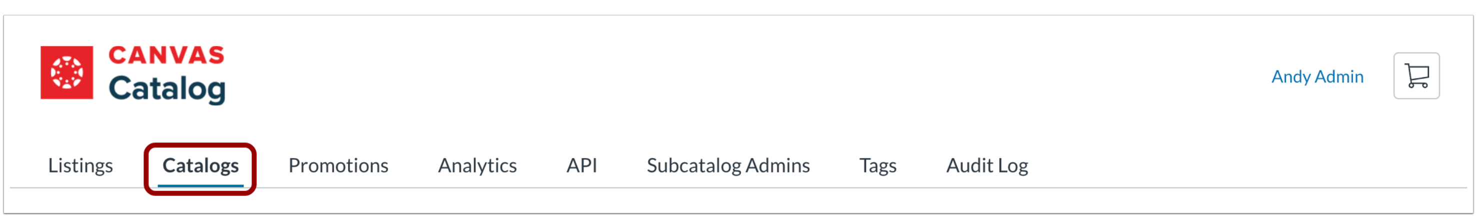
- Google Analytics IDs can only be added at the root account and to the root Catalog. Google Analytics cannot be integrated in a subcatalog.
- To integrate Google Analytics, you must know your [Google Analytics Measurement ID or UA ID.]

Open Admin



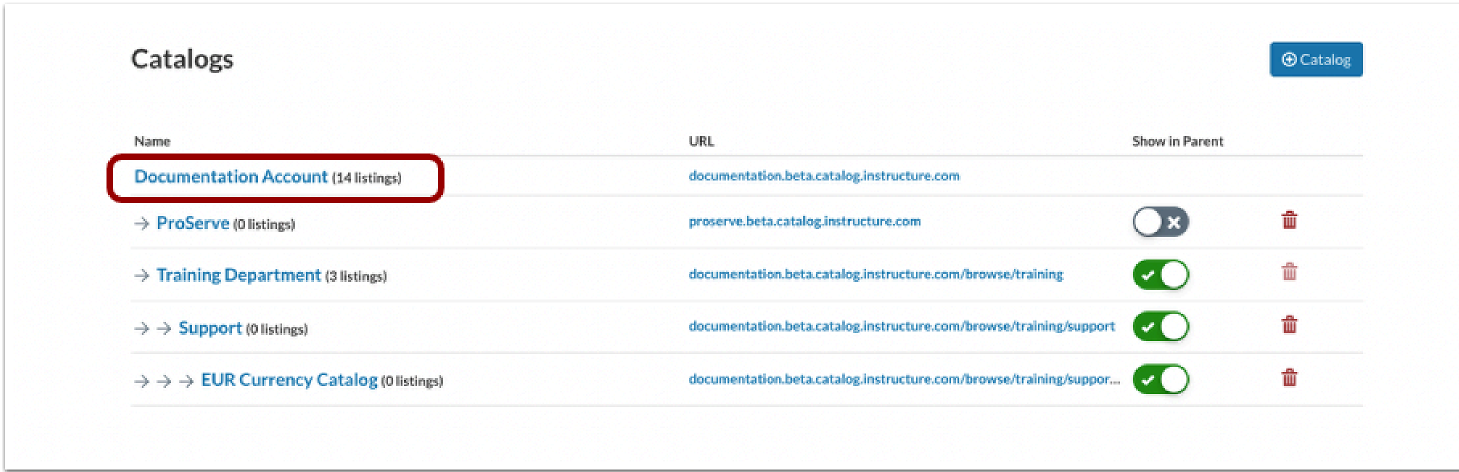
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



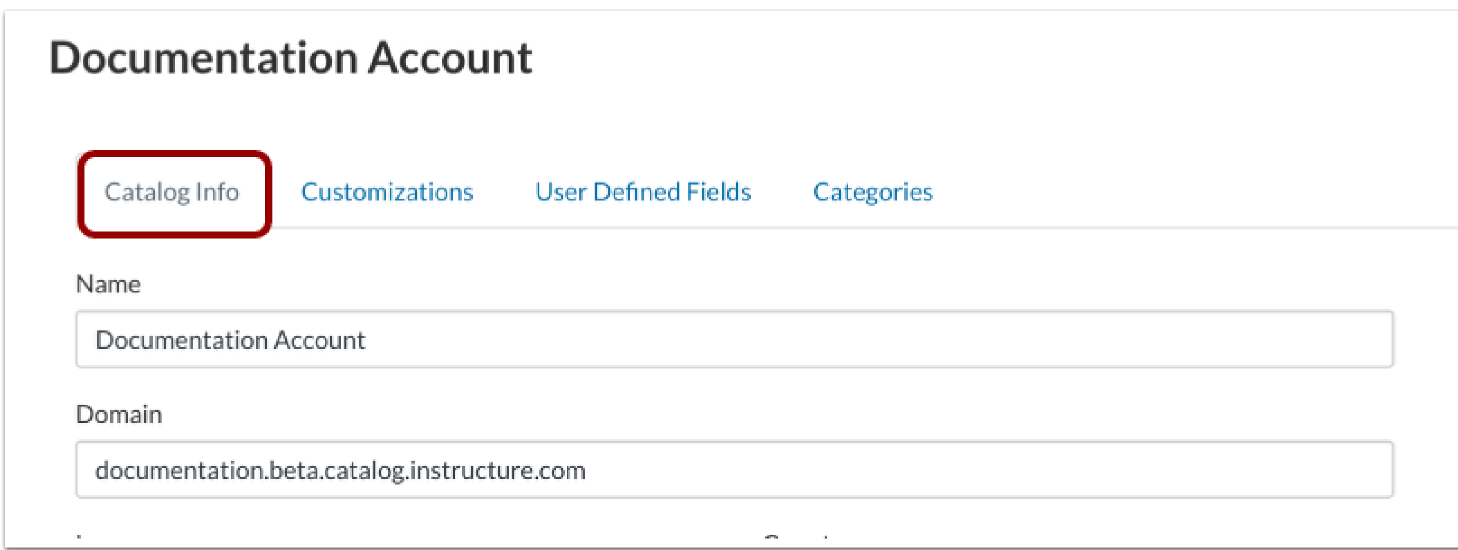
Click the **Catalogs** tab.

Open Root Catalog



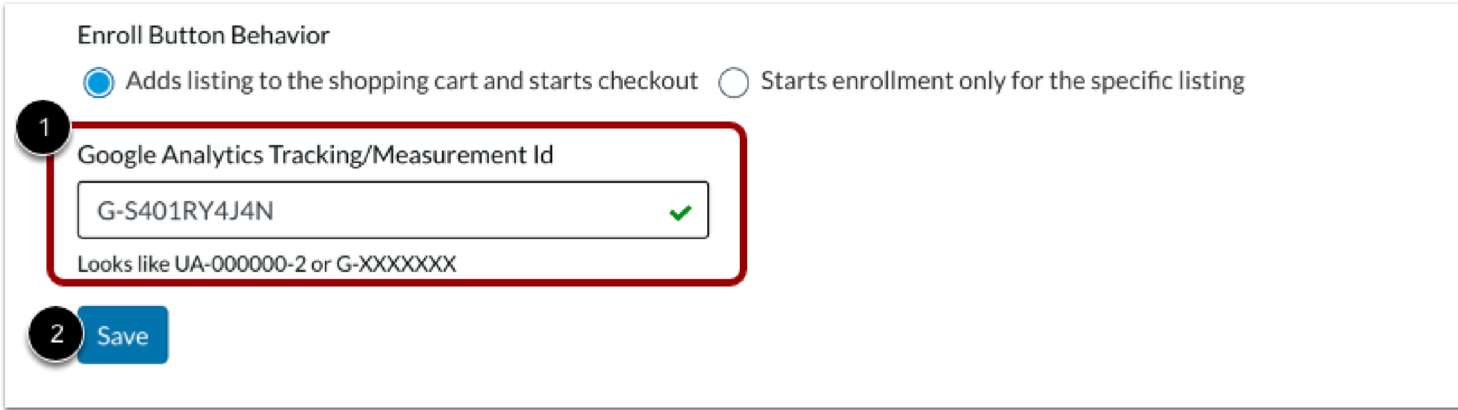
Click the root catalog name link.

View Catalog Info



In the Catalog Navigation menu, the Catalog Info tab displays by default.

Enter Google Analytics ID



Enter the [Google Analytics ID] in the **Google Analytics Tracking/Measurement ID** field [1]. Then, click the **Save** button [2].

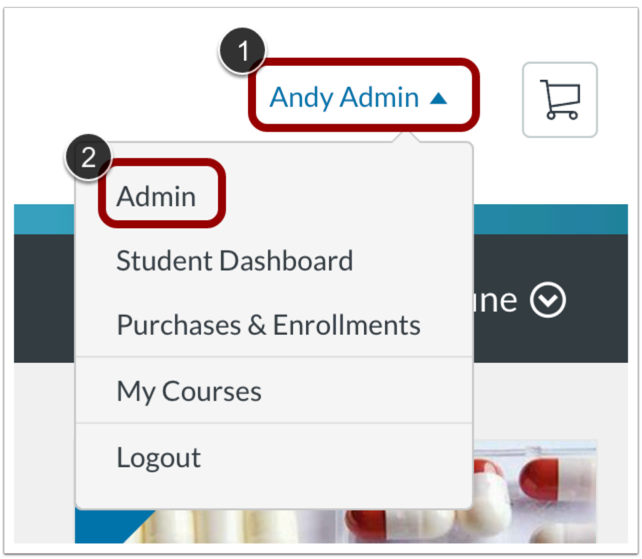
Note: Google Analytics IDs can only be added at the root account and to the domain Catalog. Google Analytics cannot be integrated in a subcatalog.

How do I manage categories for a catalog?

As a Canvas Catalog admin, you can manage your categories though a catalog's Categories page. You can view your category names and types. You can also edit, add, or delete categories. Categories are based either on a tag or on a subcatalog name.

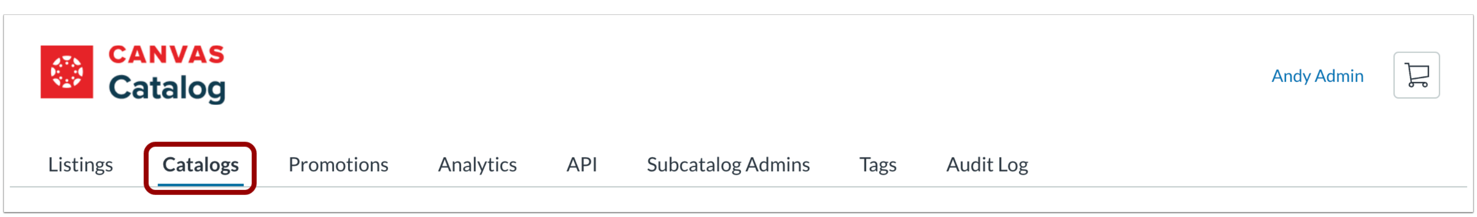
When you create categories in a parent catalog, you can set a subcatalog to automatically use those categories. However, you can also disassociate a subcatalog's categories from the parent and create custom categories in a subcatalog.

Open Admin



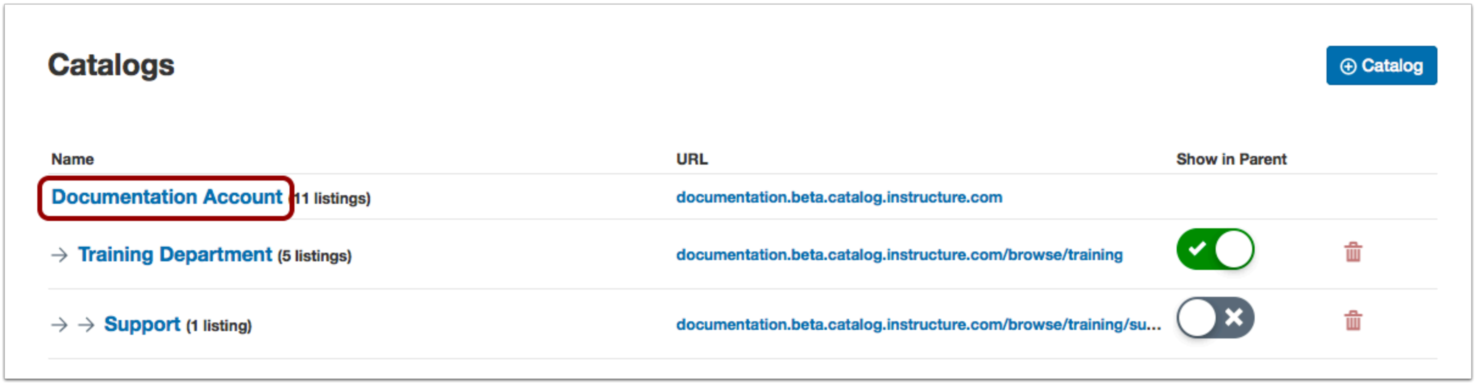
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



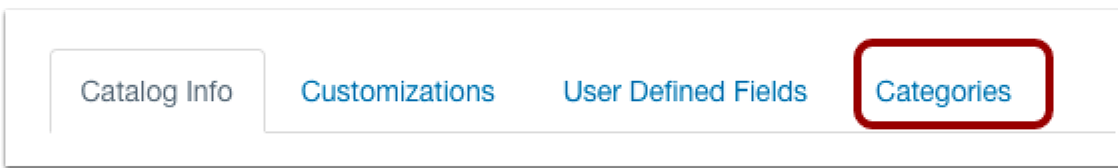
Click the **Catalogs** tab.

Open Catalog



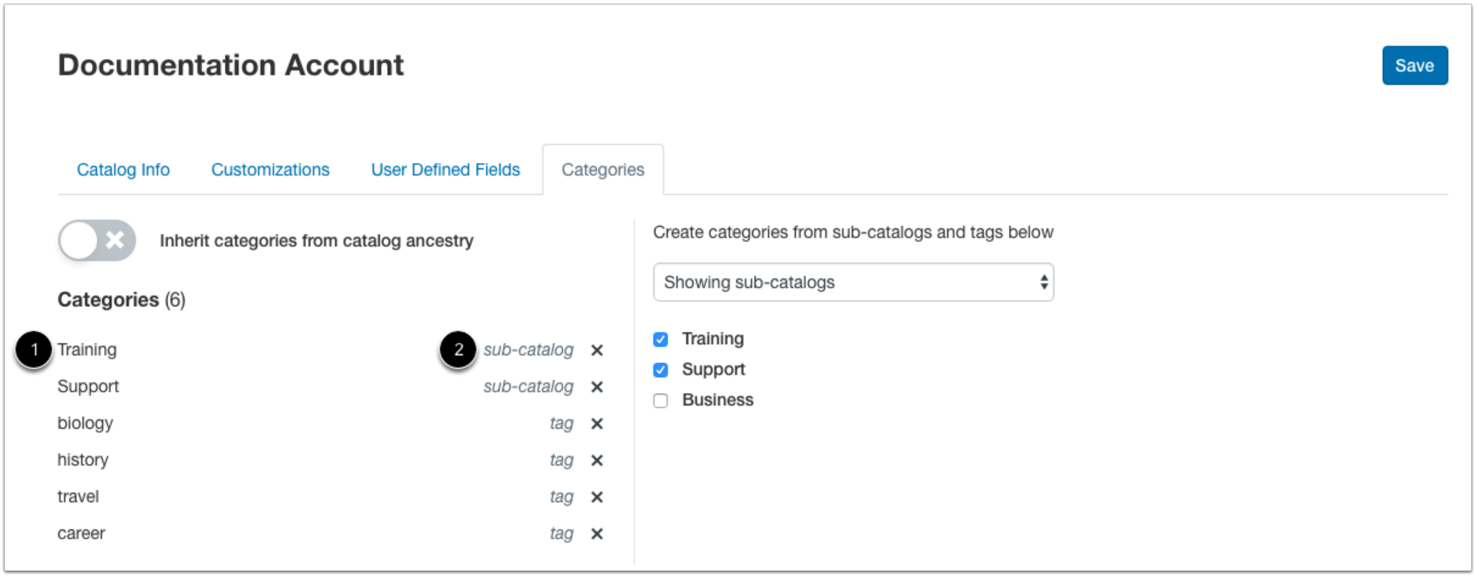
Click a catalog name link.

Open Categories



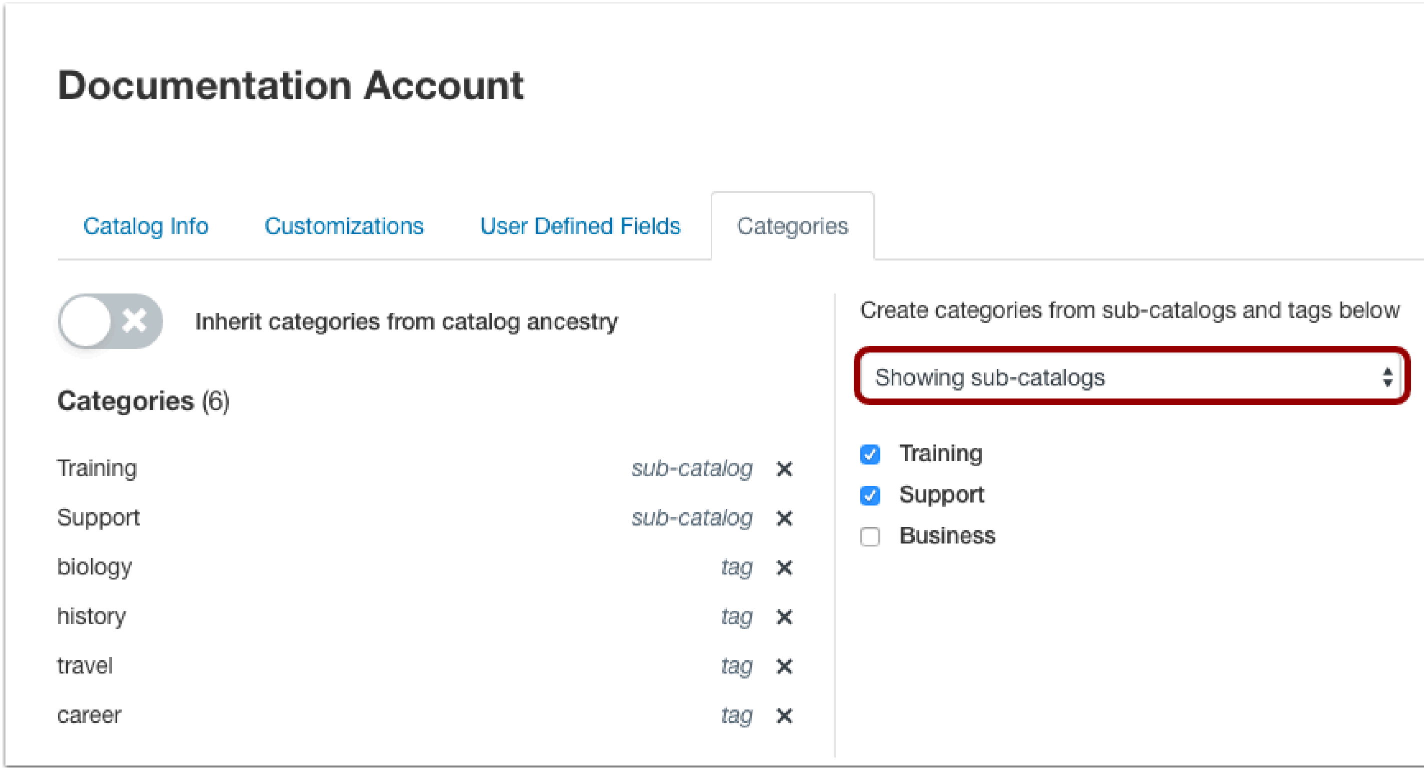
Click the **Categories** tab.

View Categories



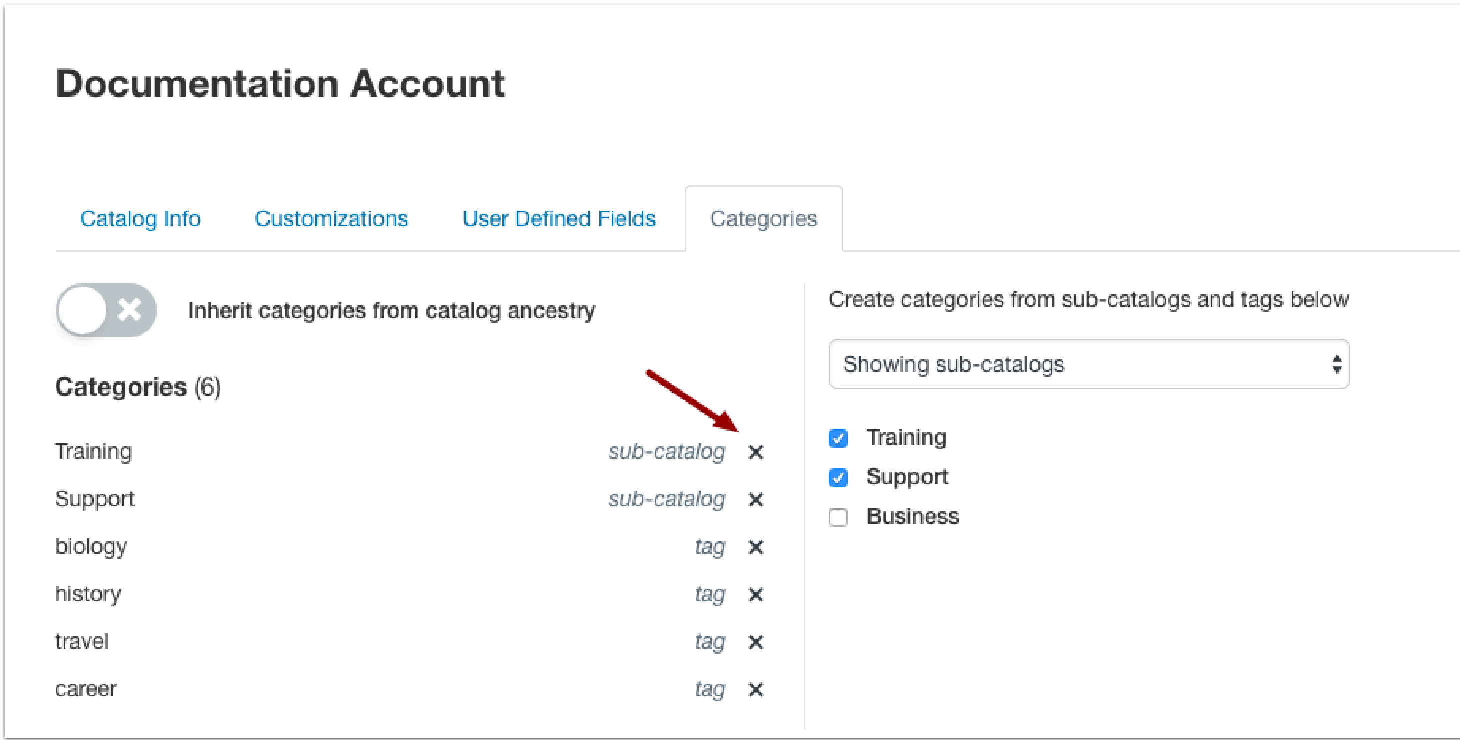
The Categories tab displays the category name [1] and the type of category [2]. Categories are either tags or subcatalog names.

Add Categories



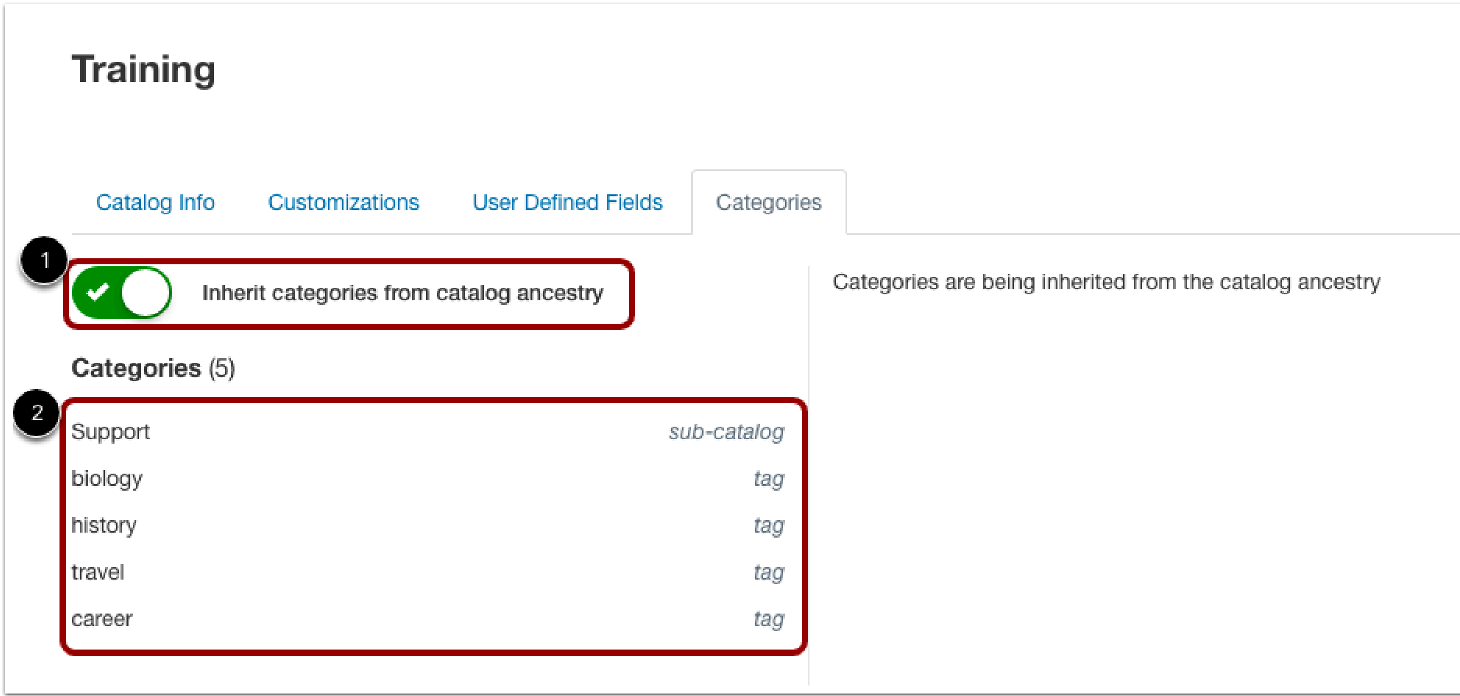
To add new categories from subcatalogs or tags, select an option from the drop-down menu. To view a list of subcatalog names, select the **Showing sub-catalogs** option. To view a list of tags, select the **Showing tags** option.

Delete Categories

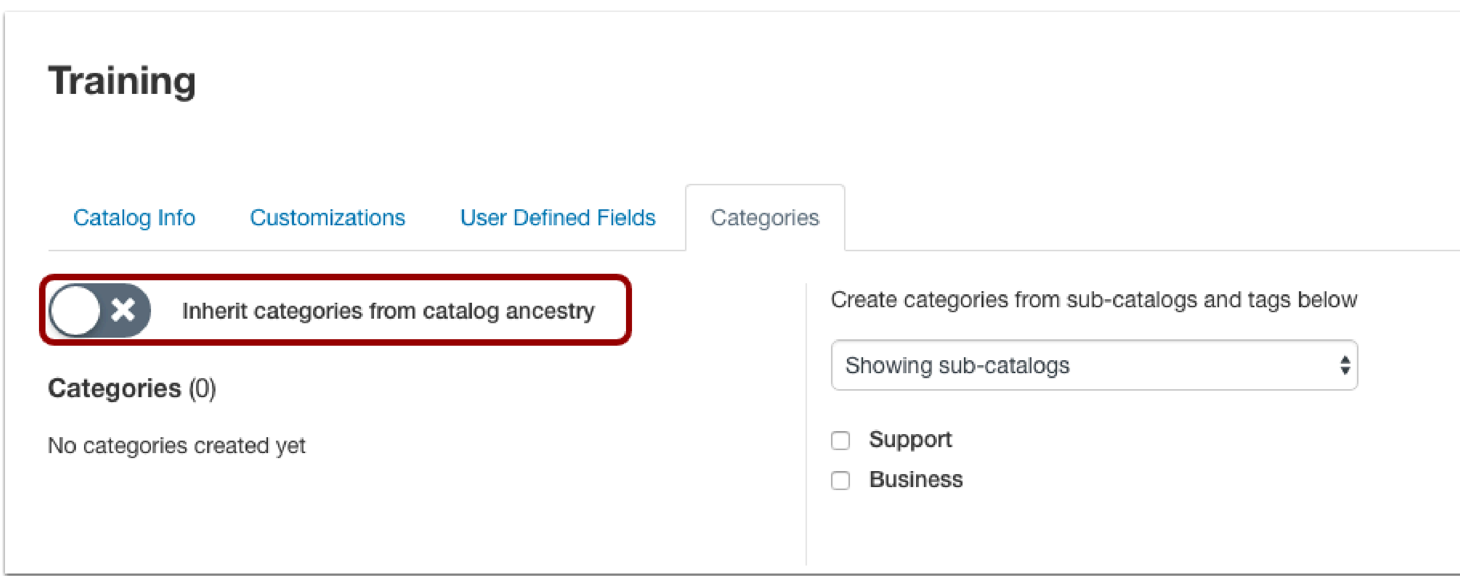


To remove a category, click its **Remove** icon.

Manage Subcatalogs



If you are viewing a subcatalog, categories from the parent catalog already exist when the **Inherit categories from catalog ancestry** toggle button is on [1]. The categories display but are uneditable [2].



If you don't want the subcatalog to use categories from the parent catalog, click the **Inherit categories from catalog ancestry** toggle button off [1].

You can create new categories or remove them.

How do I add a category to a catalog?

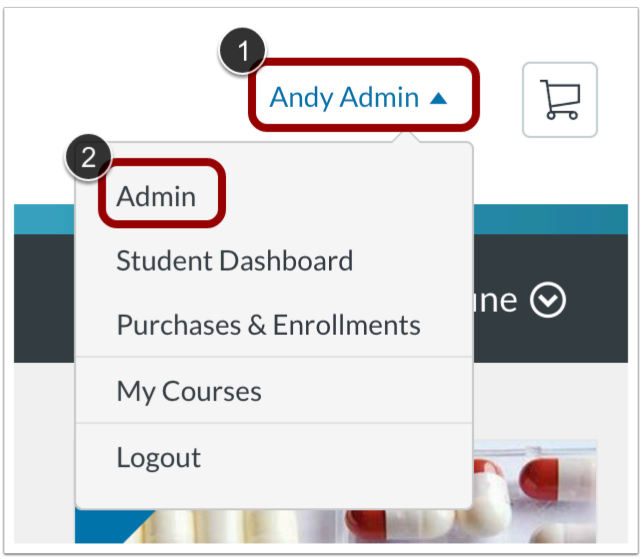
When managing catalog categories as a Canvas Catalog admin, you can create categories for your catalog and subcatalogs. Categories are created from tags and subcatalog names.

Any categories in the parent catalog can automatically apply to subcatalogs. However, you can choose to create your own categories for a subcatalog.

Notes:

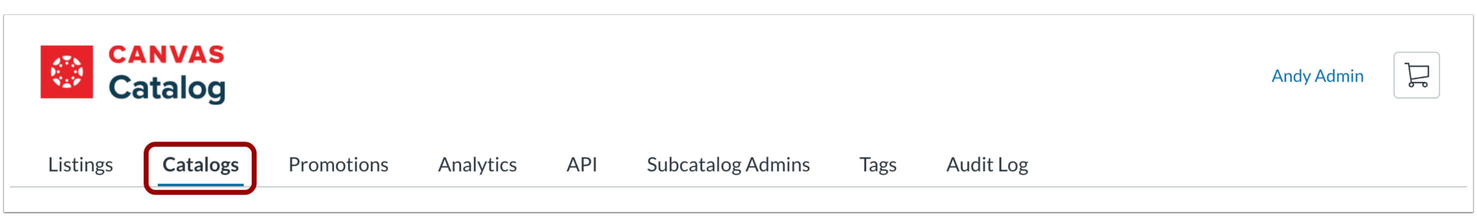
- If a subcatalog is inheriting categories from a parent catalog, you cannot add a new category.
- When viewing a parent catalog, the subcatalog list displays all subcatalogs in the account.

Open Admin



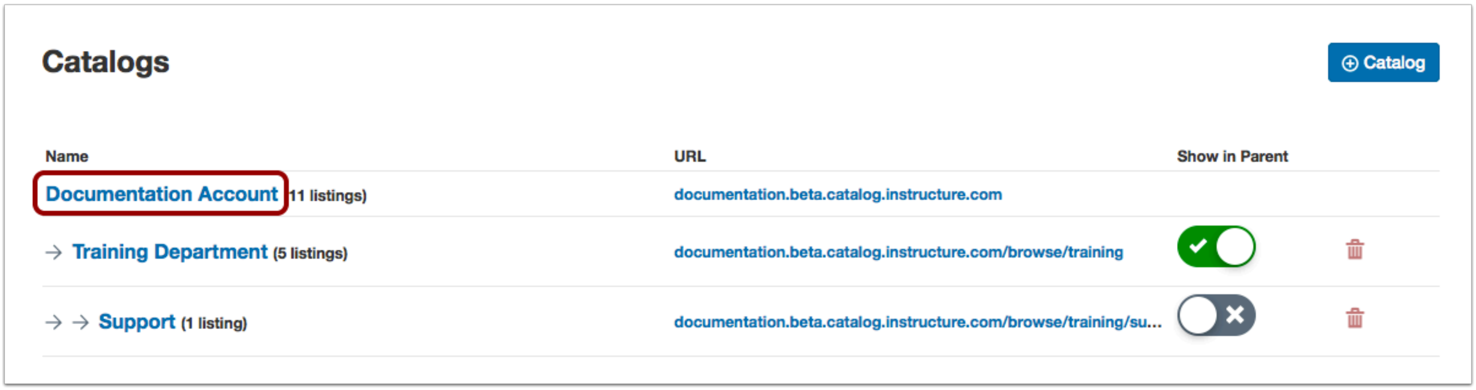
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



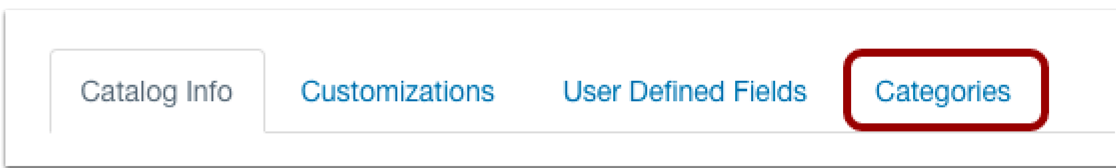
Click the **Catalogs** tab.

Open Catalog



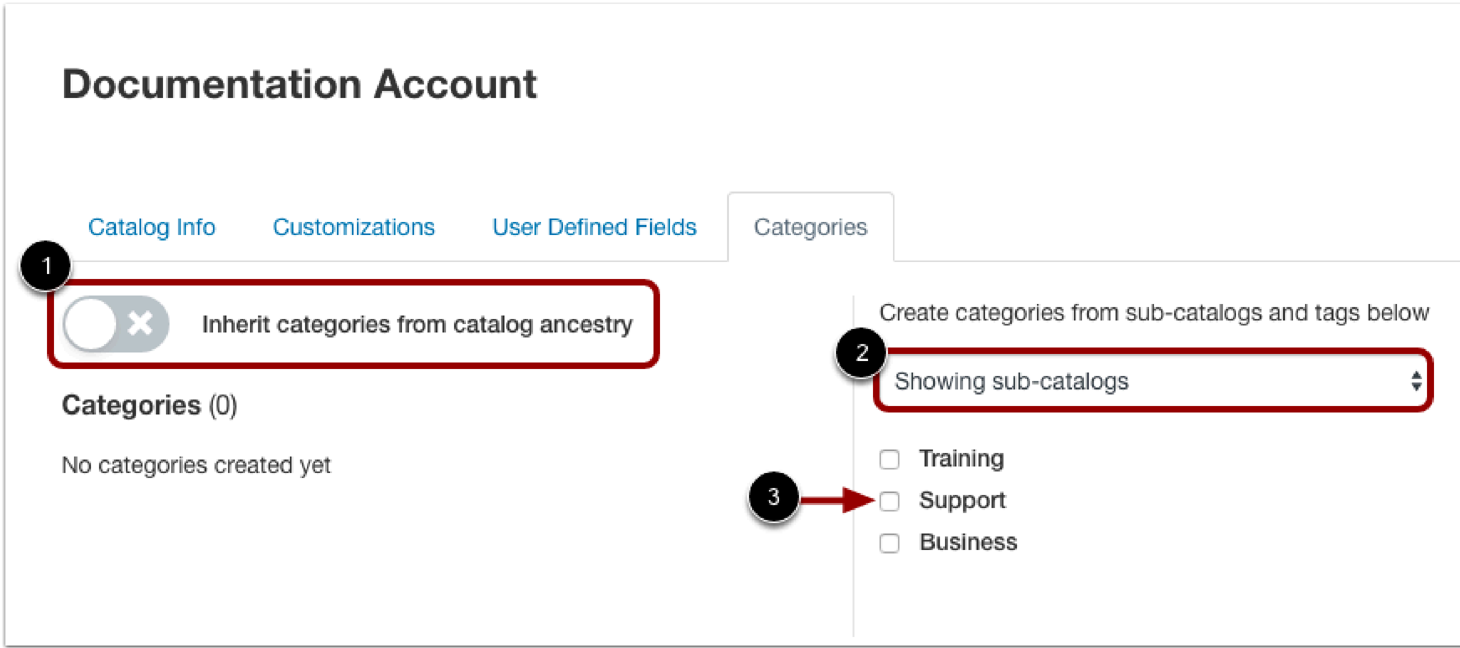
Click the name of the catalog where you want to create a category.

Open Categories



Click the **Categories** tab.

Select Subcatalog Categories

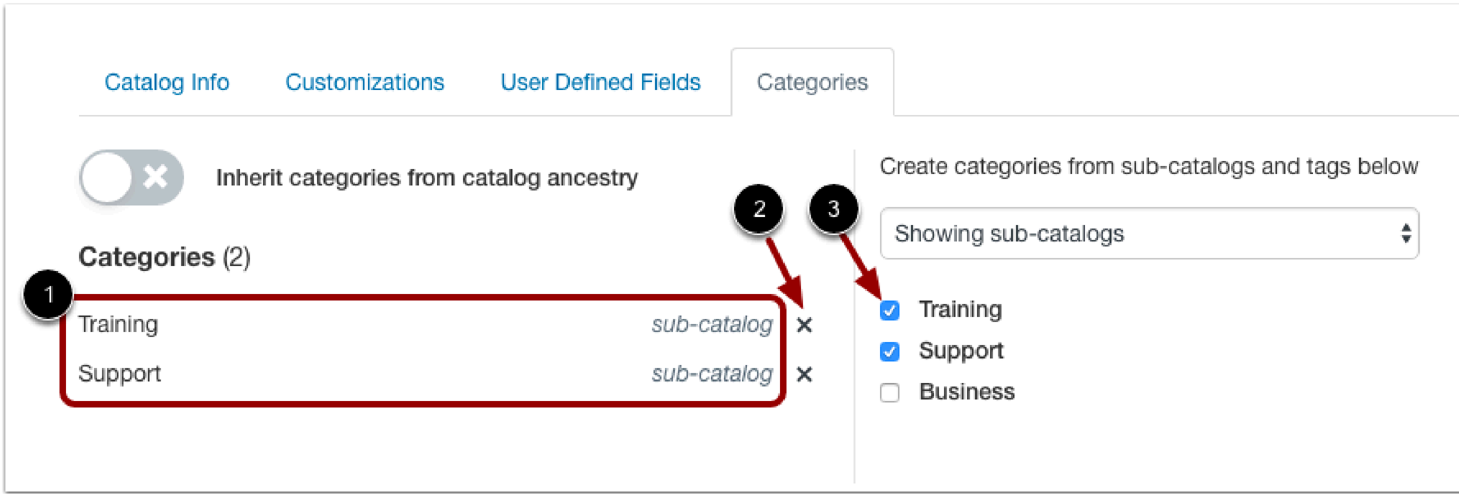


Click the **Inherit categories from catalog ancestry** toggle off [1].

To add a category based on the name of a subcatalog, select the **Showing sub-catalogs** option in the drop-down menu [2]. Locate the name of a subcatalog and select its checkbox [3]. You can select multiple subcatalogs at one time.

Note: When viewing a subcatalog, the subcatalog list only displays subcatalogs that descend directly from the subcatalog you are viewing.

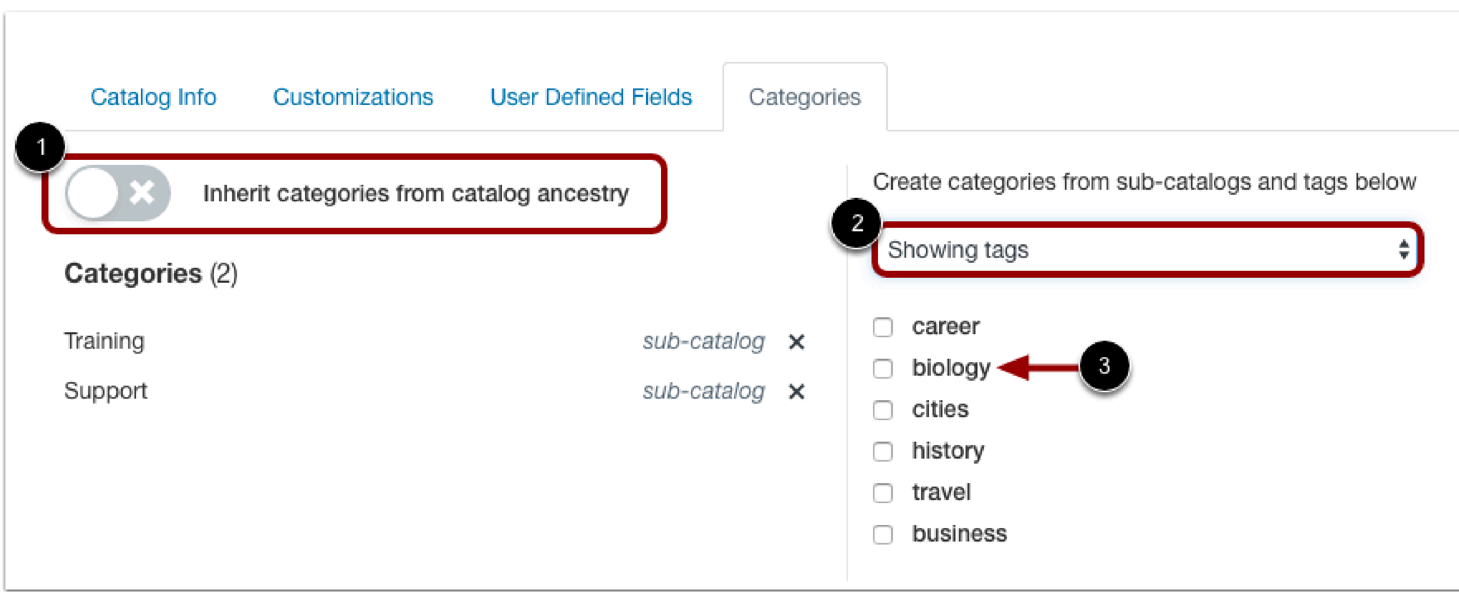
Manage Subcatalog Categories



Selected subcatalog names display as categories [1].

To remove a category, locate the subcatalog category and click the **Remove** icon [2], or deselect the subcatalog checkbox [3].

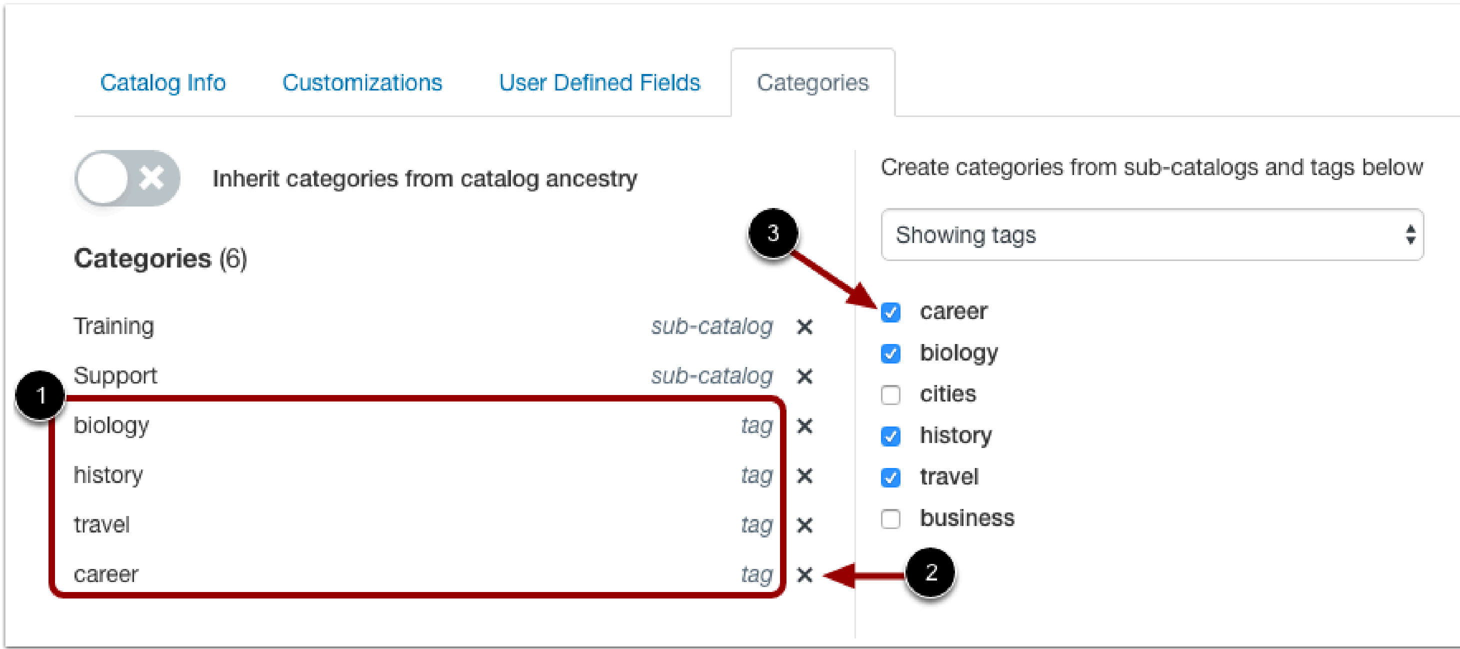
Select Tag Categories



Click the **Inherit categories from catalog ancestry** toggle off [1].

To add a category based on a tag, select the **Showing tags** option in the drop-down menu [2]. Locate a tag name and select its checkbox [3]. You can select multiple tags at one time.

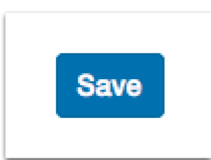
Manage Tag Categories



Selected tags display as categories [1].

To remove a tag category, locate the tag and click the **Remove** icon [2], or deselect the tag checkbox [3].

Save Catalog

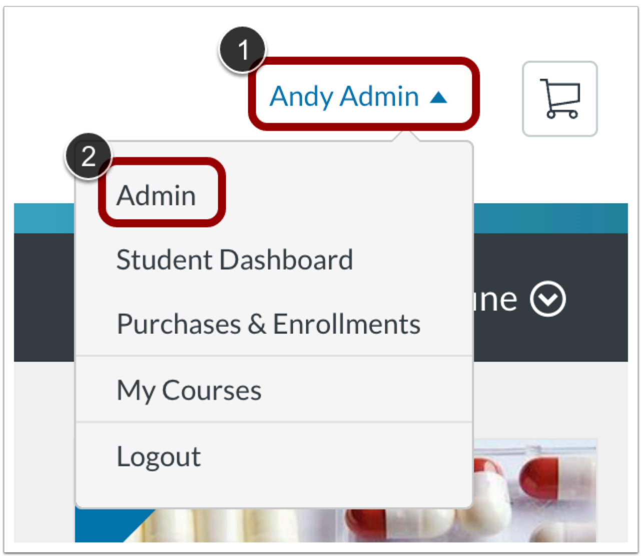


Click the **Save** button.

How do I manage catalog listings?

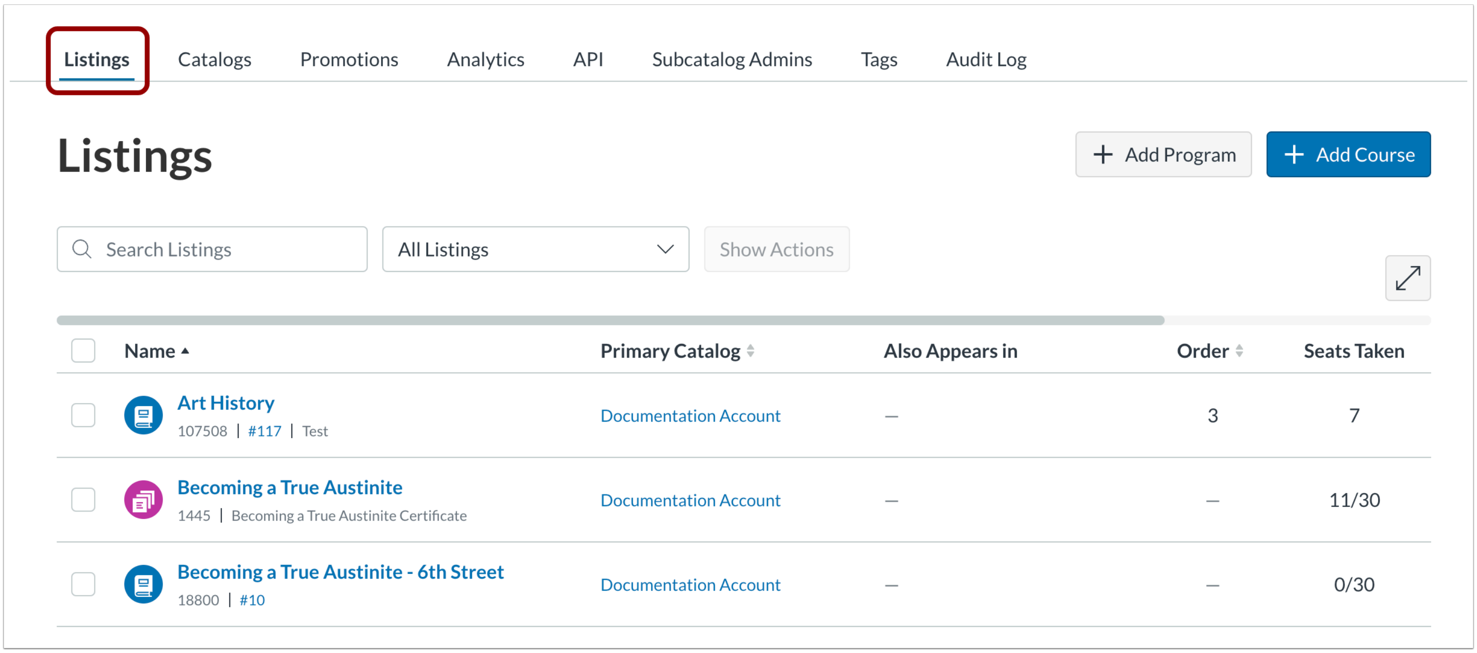
As a Canvas Catalog admin, you can manage all courses and programs on the Listings page. The Listings page displays course and program listing details. From the Listings page, you can add a new course or program. You can also select one or more listings and use the Actions tray to edit listing visibility, enrollment status, or to delete the listing.

Open Admin



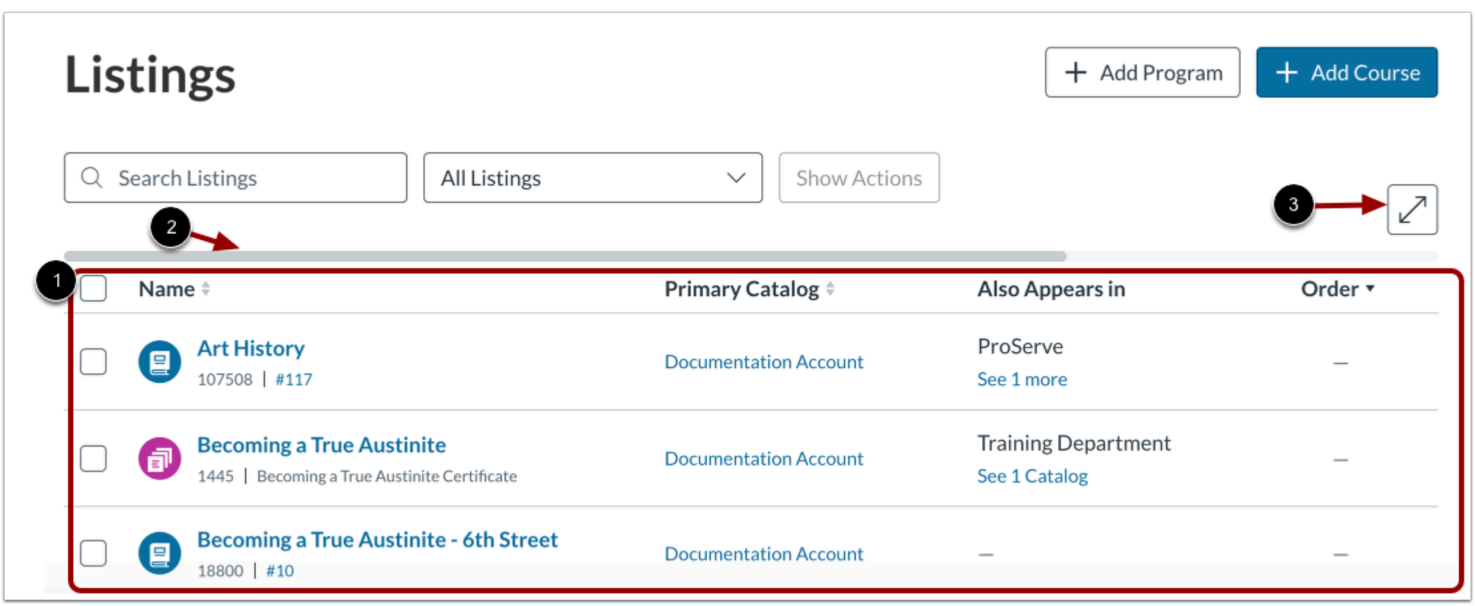
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings



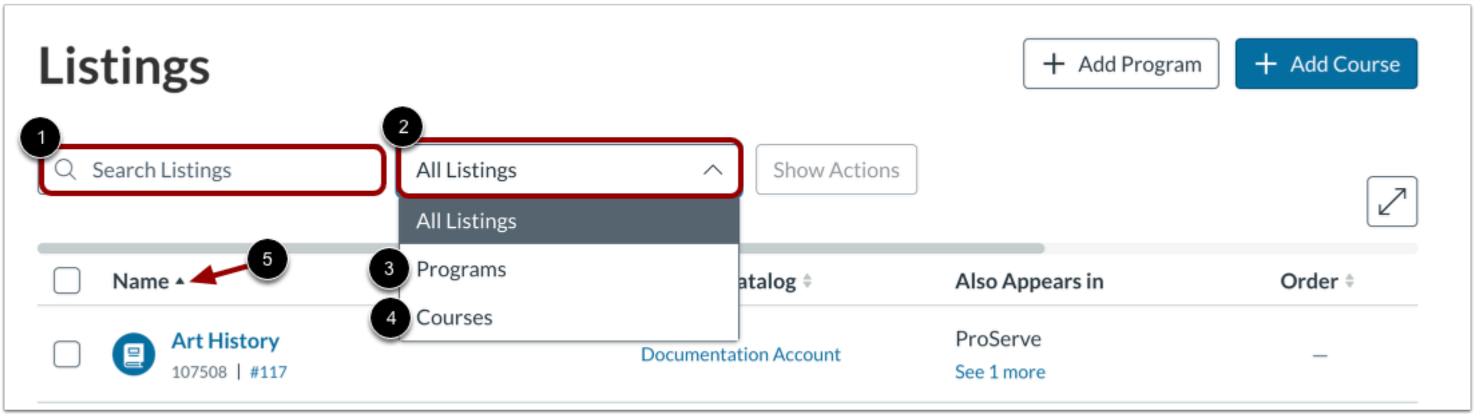
By default, the Listings page displays.

View Listings Table



The listings table displays the first few listing details [1]. To view all details, use the scrollbar [2], or click the **Toggle Table Width** button [3].

Search, Filter, or Sort Listings



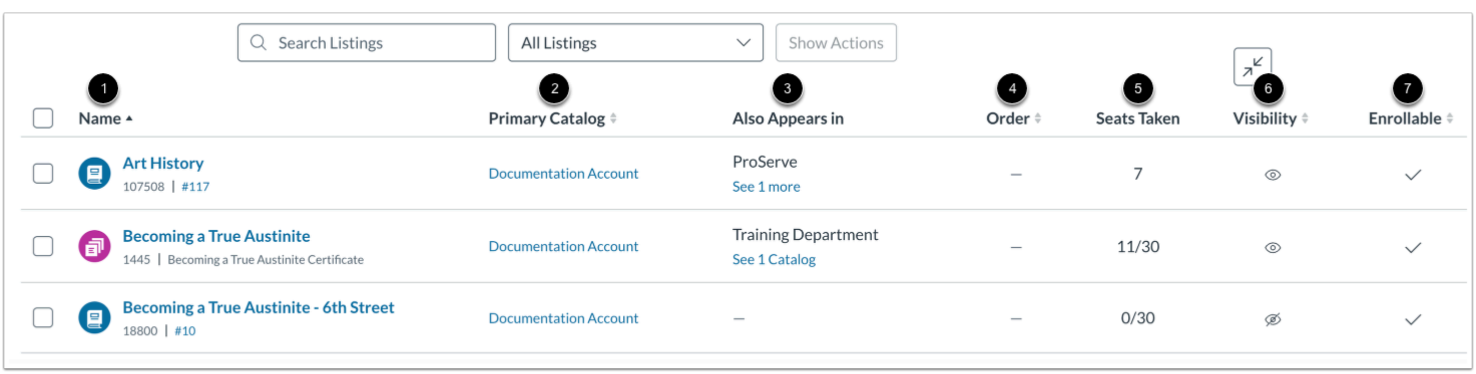
By default, the Listings page displays all catalog listings.

To filter or search the listings, enter text in the **Search Listings** field [1].

To view only programs or only courses, click the **Listings** drop-down menu [2], and select the **Programs** option [3] or **Courses** options [4].

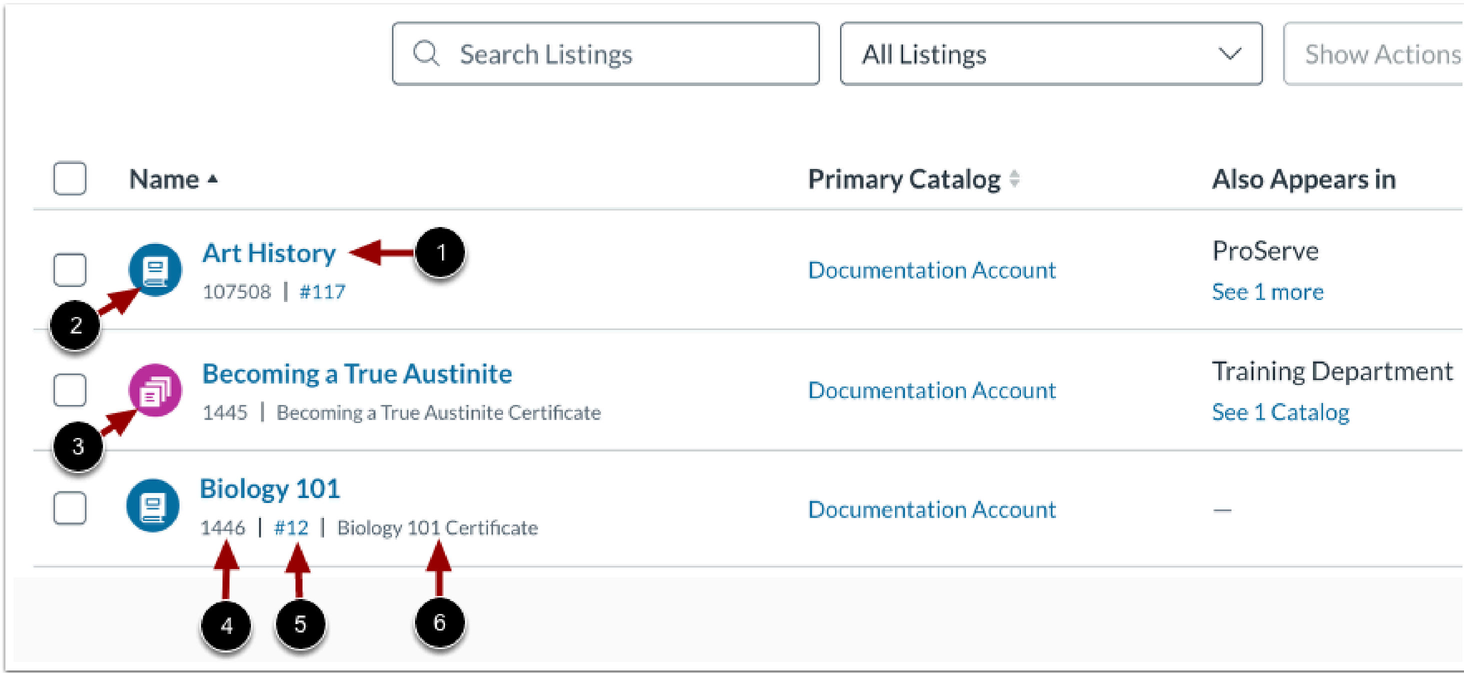
By default, the catalog listings are sorted alphabetically by name. To change the sort order by another column or in a different direction, click a column heading [5].

View Listing Details



View listing details in the Listings table. Each listing displays the listing name [1], primary catalog [2], additional catalogs containing the listing [3], listing order [4], seats taken by enrollment [5], visibility status [6], and enrollment status [7].

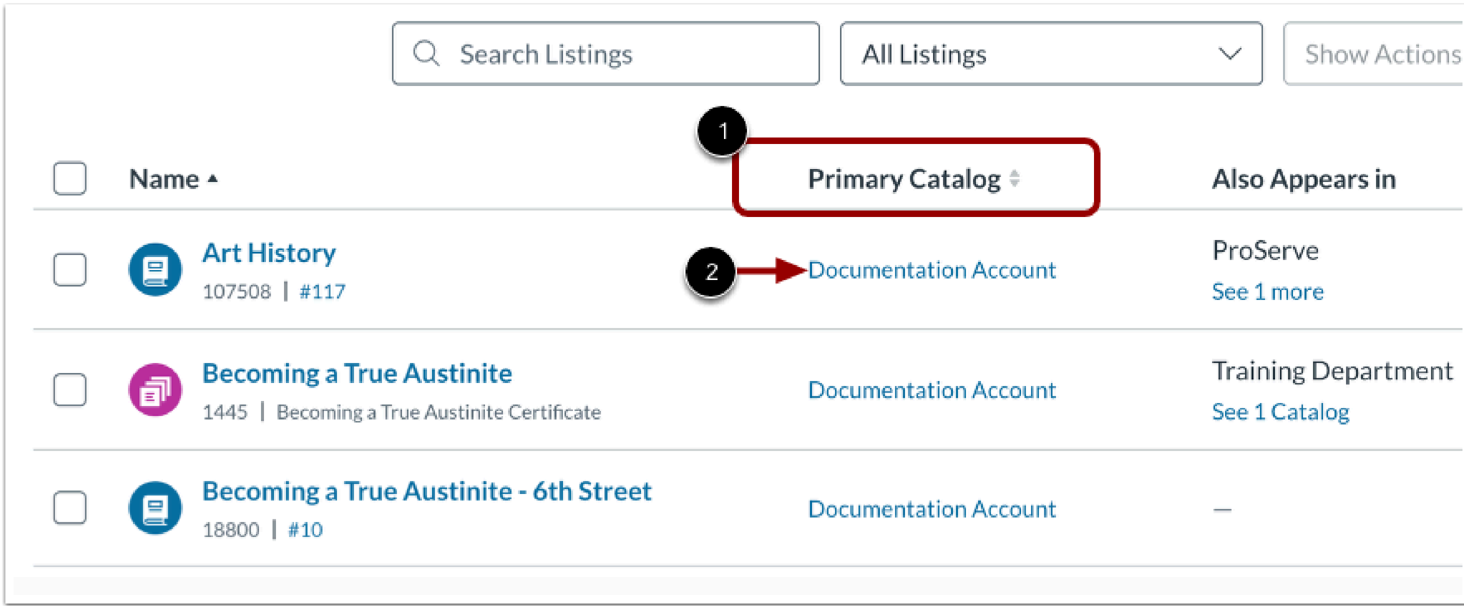
View Name



The Name column includes the listing name link [1], as well as the following additional information:

- **Course Listing Icon** [2]: indicates the listing is a course
- **Program Listing Icon** [3]: indicates the listing is a program
- **Listing Number** [4]: the number of the listing in Canvas Catalog
- **Canvas Course Number** [5]: the ID of the course linked to your Canvas account. To quickly open the Canvas course in a new browser window, click the number link.
- **Certificate Name** [6]**:** name of the certificate, if a certificate is available

View Primary Catalog

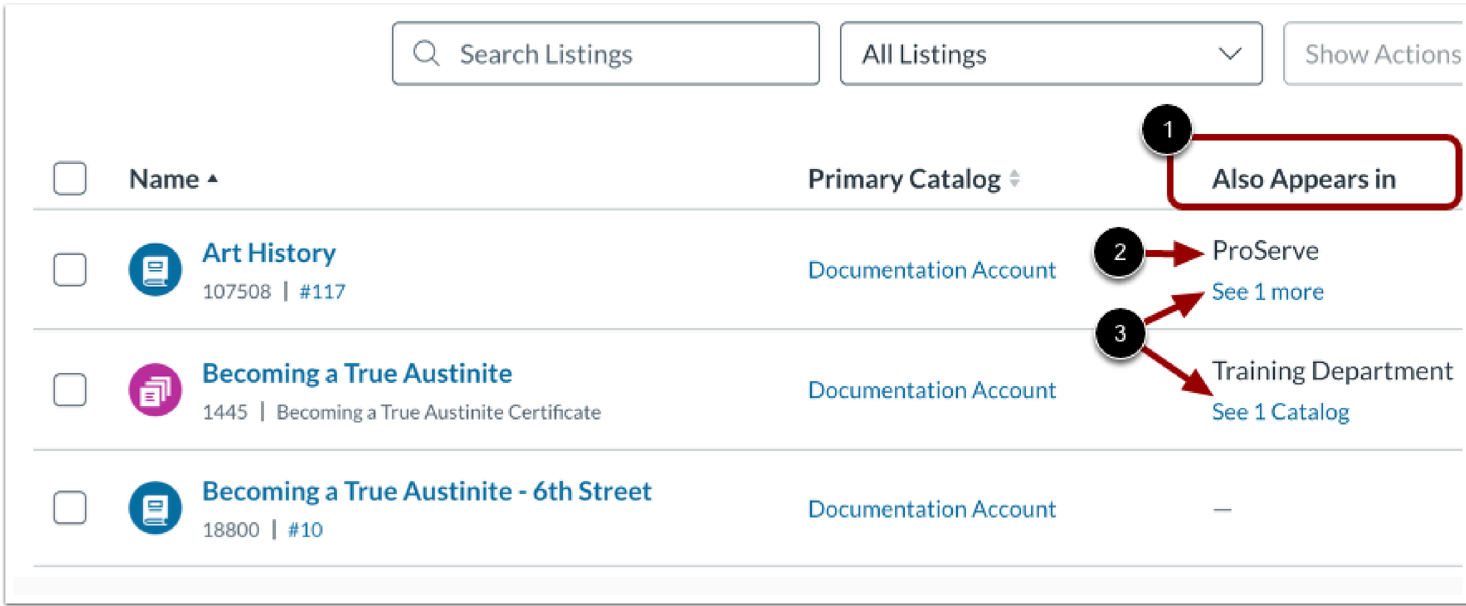


The Primary Catalog column [1] displays the linked name of the primary catalog containing the listing.

To view the primary catalog details, click the primary catalog name link [2].

Note: All listing revenue goes to the primary catalog.

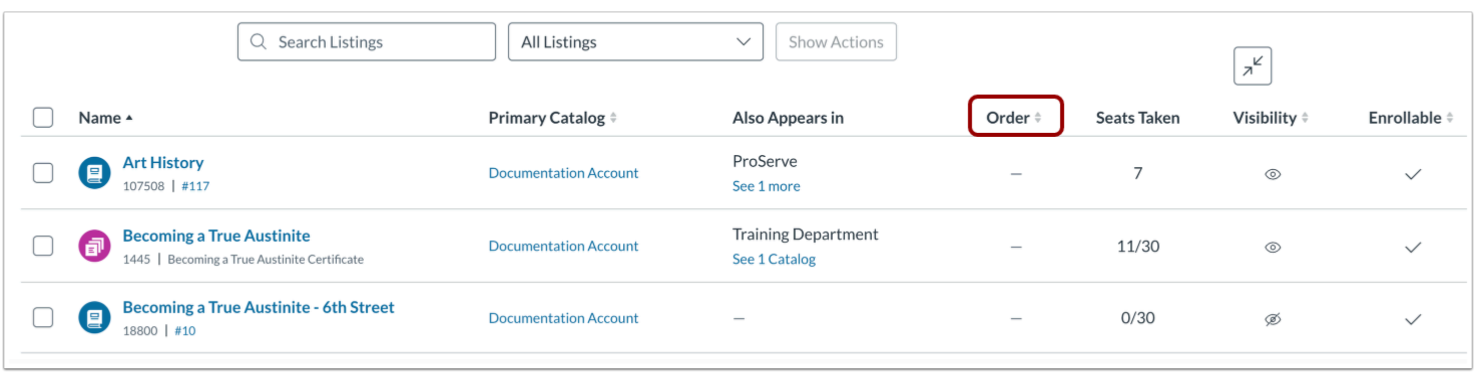
View Additional Catalogs



If a listing is cross listed in other catalogs, the Also Appears in column displays the name of one additional catalog [1].

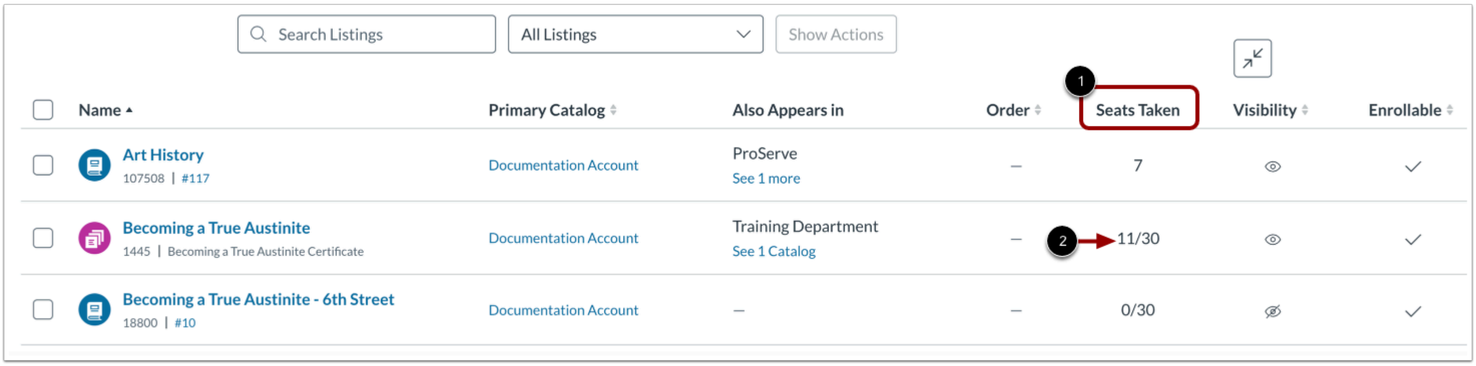
To view links and names of all the catalogs in which the listing also appears, click the **See [number of additional catalogs] more** link or the **See 1 Catalog** link [3].

View Order



The Order column displays the order that the listings appear within the Catalog when they are listed (visible) in the Catalog. Setting an order shows priority in the Catalog; if a listing does not include an order number, the listing appears after all other visible priority listings.

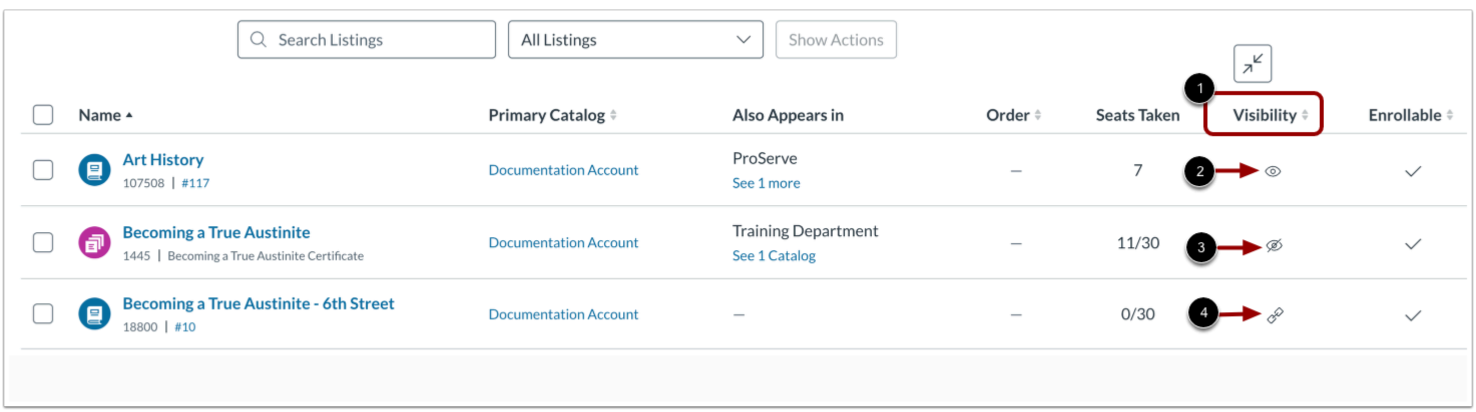
View Seats Taken



The Seats Taken column displays the number of users enrolled for the listing [1].

If a listing includes an enrollment limit, a fraction displays [2]. The fraction indicates the current number of enrollments compared to the maximum number of enrollments.

View Visibility

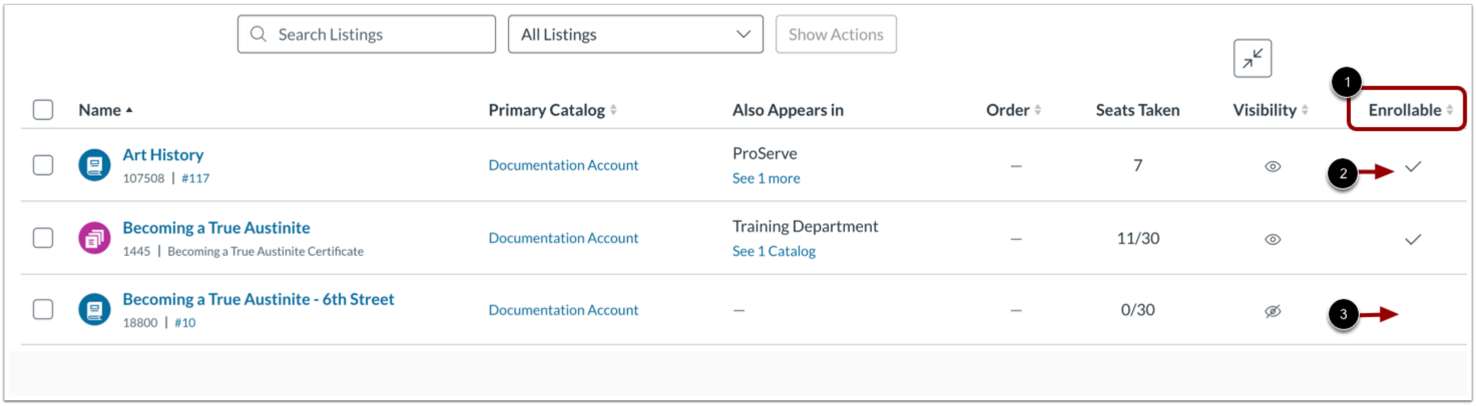


The Visibility column displays a visibility icon for each listing [1]. The following icons display:

- **Visible** [2]: listing is shown publicly in the catalogs
- **Hidden** [3]: listing is hidden in the catalogs
- **Listed by Link Only** [4]: listing is accessible by direct link only

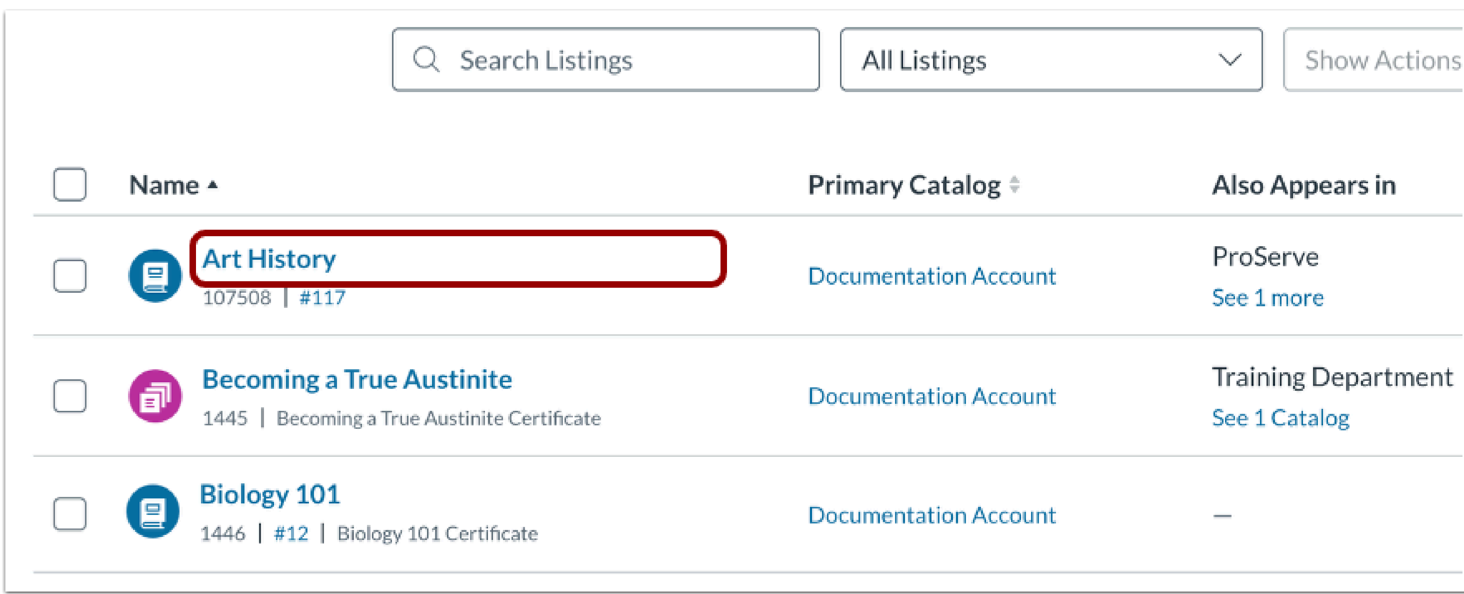
Note: An institution's catalog is always public facing, even if students are not logged in. However, you can manage the visibility of each listing in the catalog.

View Enrollment Status



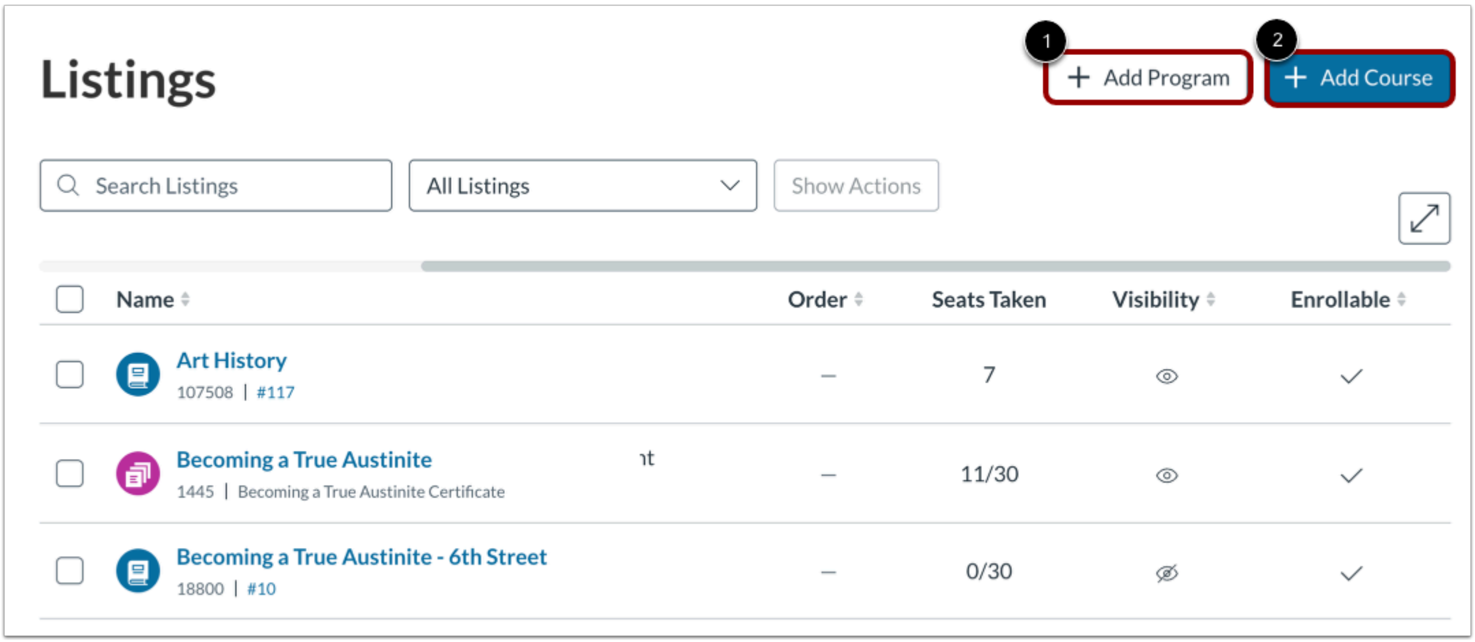
The Enrollable column indicates whether a list is open for enrollment [1]. If a listing is open for enrollment, a check mark displays [2]. If a listing is closed for enrollment, no check mark displays [3].

View All Listing Details



To view or edit all listing details and settings, click the listing name link.

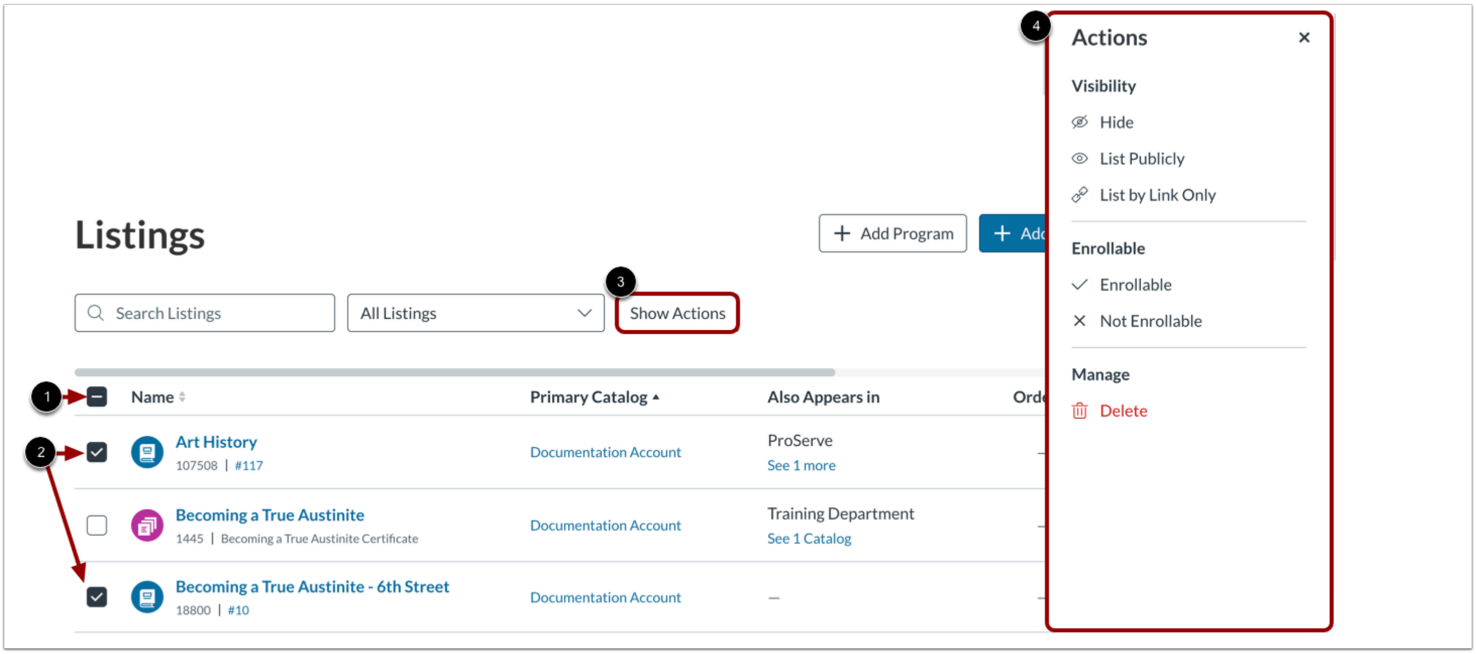
Add Listings



To add a program listing, click the **Add Program** button [1].

To add a course listing, click the **Add Course** button [2].

Manage Listing Settings



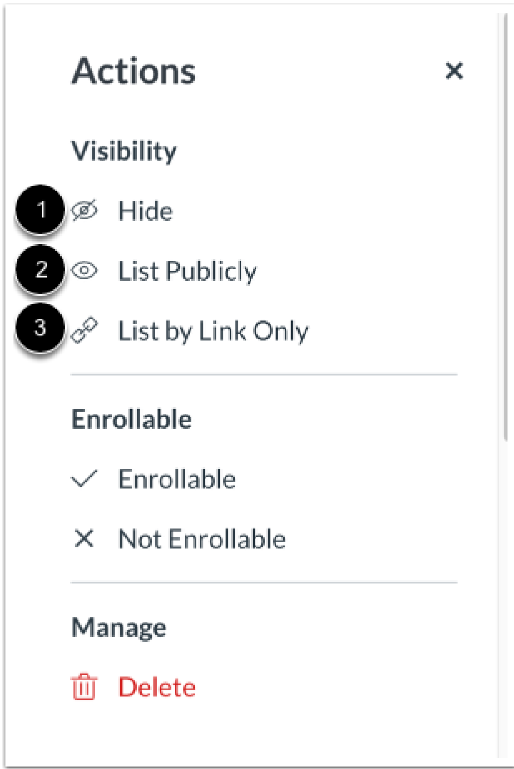
From the Listings page, you can manage listing visibility or enrollment status. You can also delete one or more listings.

To manage all listings, click the **Select All** checkbox [1]. Alternatively, to manage one or more listings, click the checkbox next to one or more listings [2].

Click the **Show Actions** button [3].

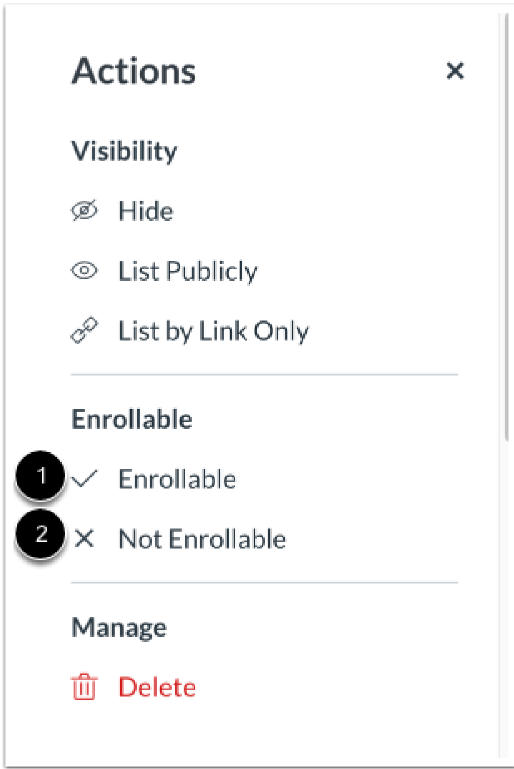
In the Actions tray, select options for visibility, enrollment status, or deletion [4].

Manage Visibility



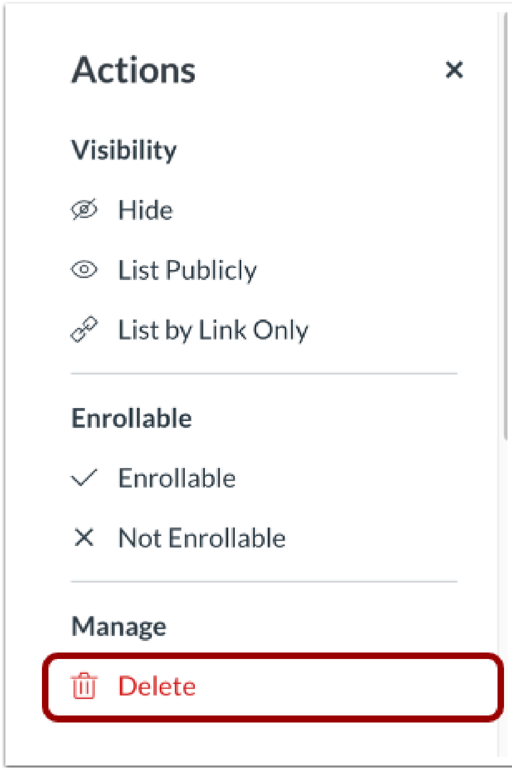
To set visibility settings, select the **Hide** [1], **List Publicly** [2], or **List by Link Only** option [3].

Manage Enrollment Status

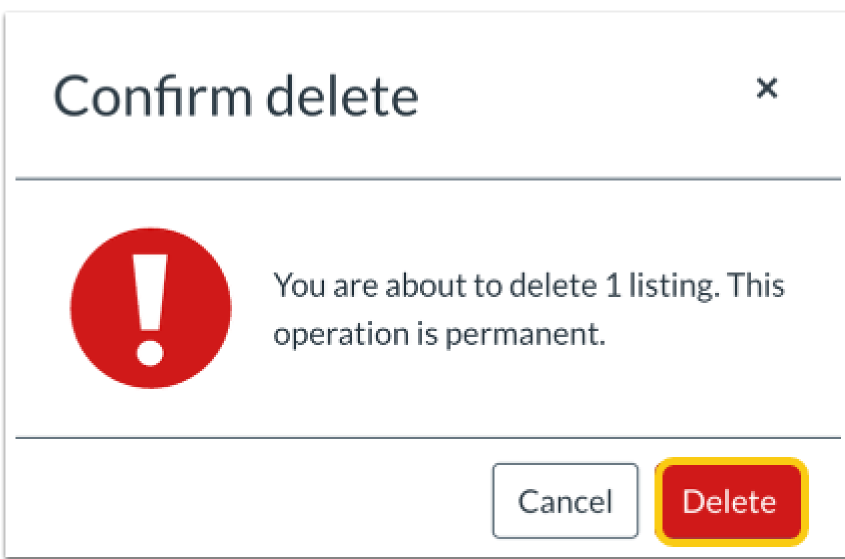


To set enrollment status, select the **Enrollable** [1] or the **Not Enrollable** [2] option.

Delete Listing



To delete the selected listing(s), click the **Delete** option.



To confirm the deletion, click the **Delete** button.

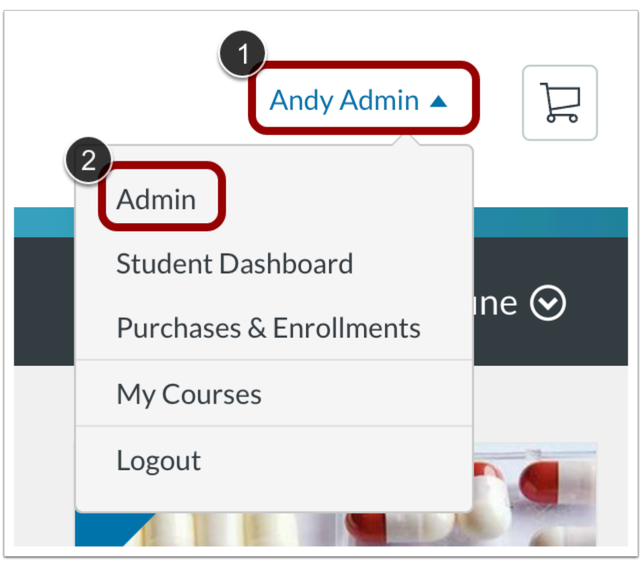
How do I add a course listing in Canvas Catalog?

As a Canvas Catalog admin, you can create a Catalog listing using any course in your Canvas account. Catalog courses must be linked to a pre-existing Canvas course, and if a Canvas course has multiple sections, you can select one section in which you want to enroll students who register with Catalog. Listings can also be self-paced. Self-paced listings enroll each student in their own section and do not support group work.

Notes:

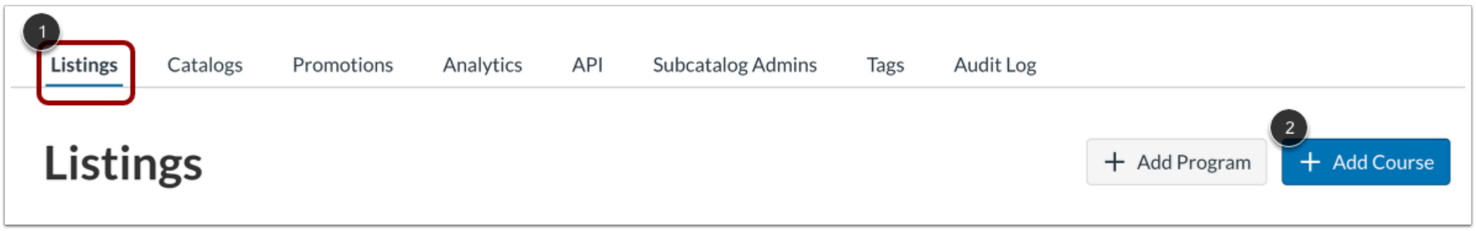
- This lesson describes the process for adding a course listing using the original Listings tab. To add a course using newer features, use the Listings (new) tab.
- If a course that you want to list in Catalog is not already in your Canvas account, you must first add it to Canvas before you can add it as a listing in Catalog.
- A Canvas course can only be linked to a single Catalog listing at one time. This includes multiple sections of the same course.
- Learn more about how Canvas Catalog interacts with your institution's Canvas account.

Open Admin



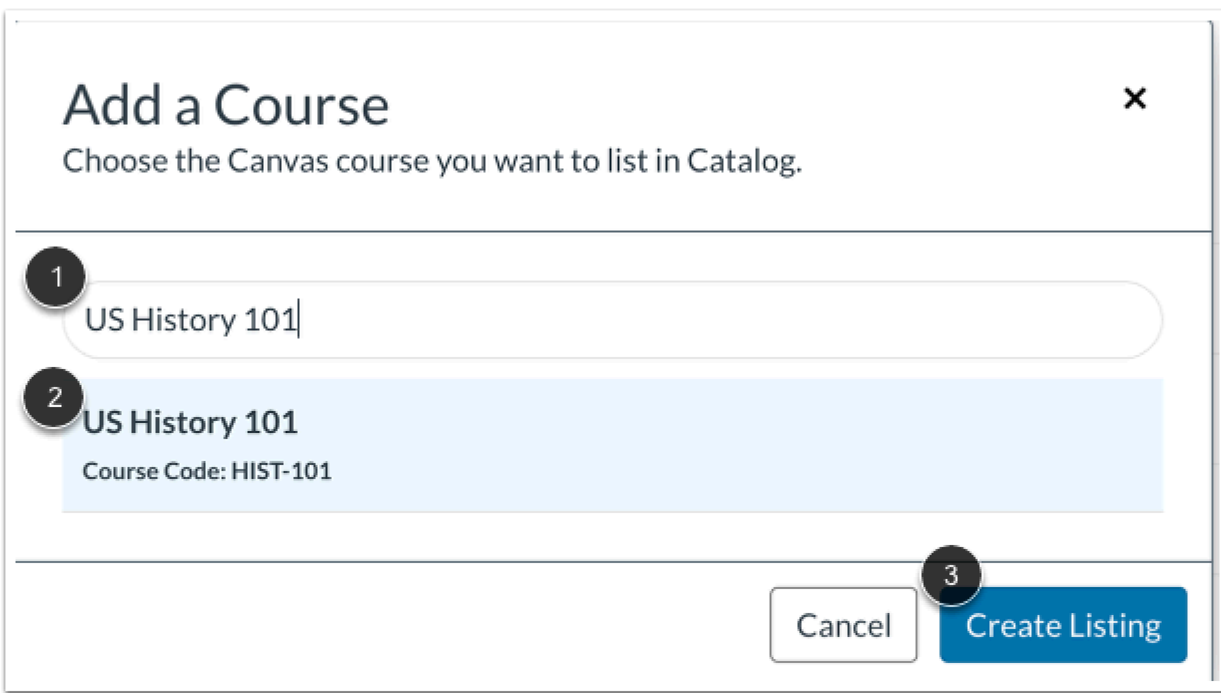
In the User drop-down menu, click the **Admin** link.

Add Course



Click the **Listings** tab [1]. Then, click the **Add Course** button [2].

Search Canvas Courses

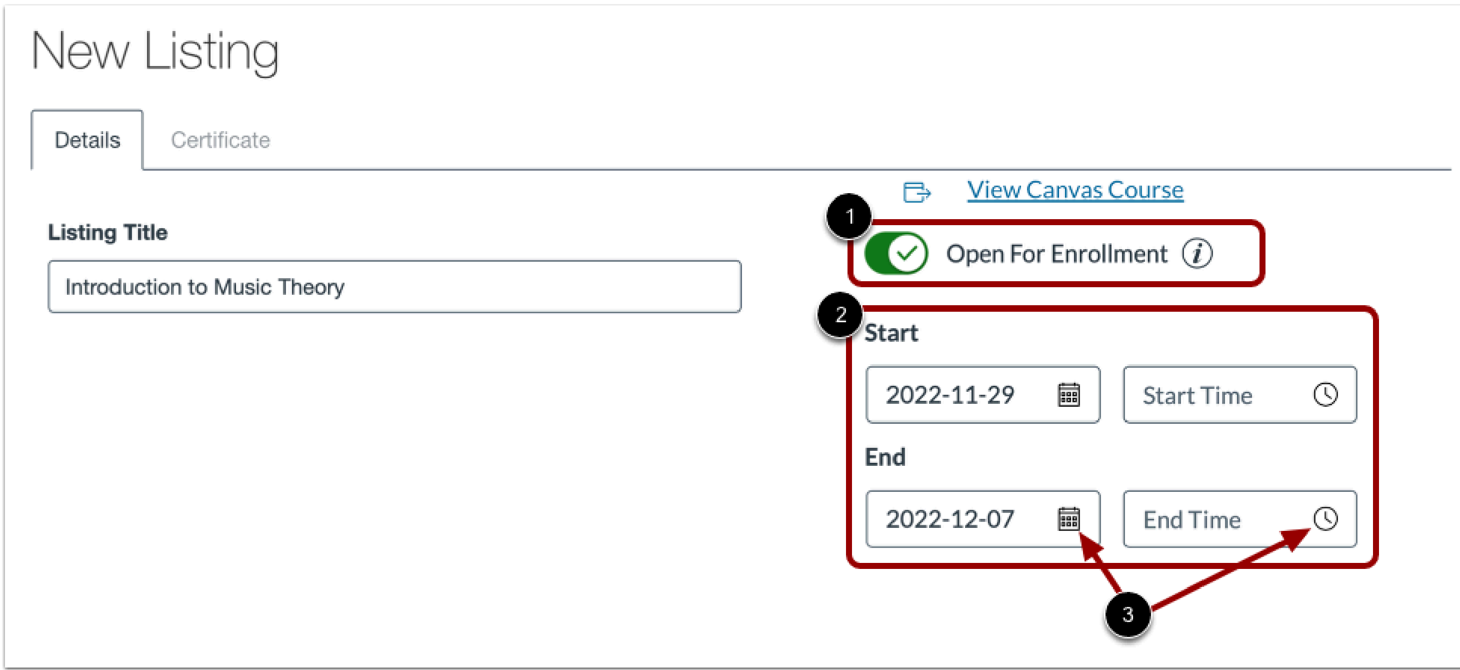


Enter the name of the course you want to list in Catalog in the **Add a Course** field [1].

To select a course from the list, click the course name [2]. Then, click the **Create Listing** button [3].

Notes: A Canvas course, including all of its sections, can only be linked to one Catalog listing at a time. If a Canvas course is already in use in another Catalog listing, the course name does not display in the search results.

Manage Enrollment Status



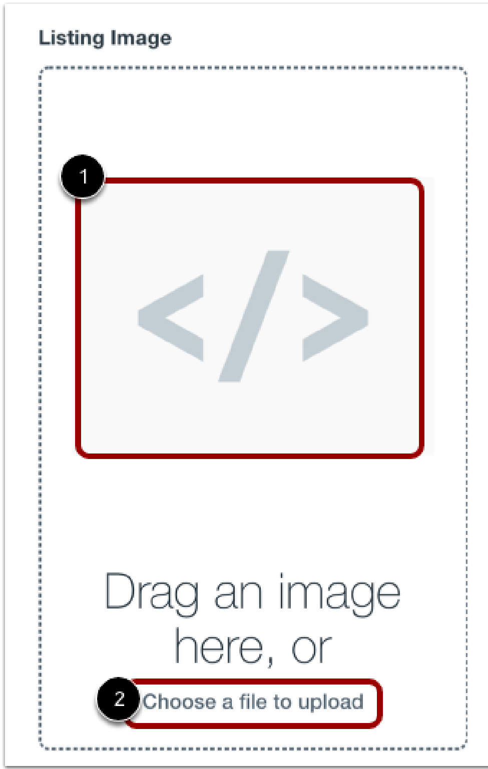
By default, listings are not open for enrollment. To allow students to register for the listing, click the **Open For Enrollment** toggle [1].

When the Open for Enrollment toggle is switched on, the optional Start and End fields display. To add optional start and end dates and times for the course, enter them in the **Start** and **End** fields [2]. Alternatively, you can click the **Date** and **Time** icons to enter dates and times [3].

Notes:

- When the Open For Enrollment toggle is on and start or end dates are entered, the listing displays in the catalog, but enrollment is allowed only during the set dates/times.
- If no start or end dates are entered, the listing is labeled as self-paced.

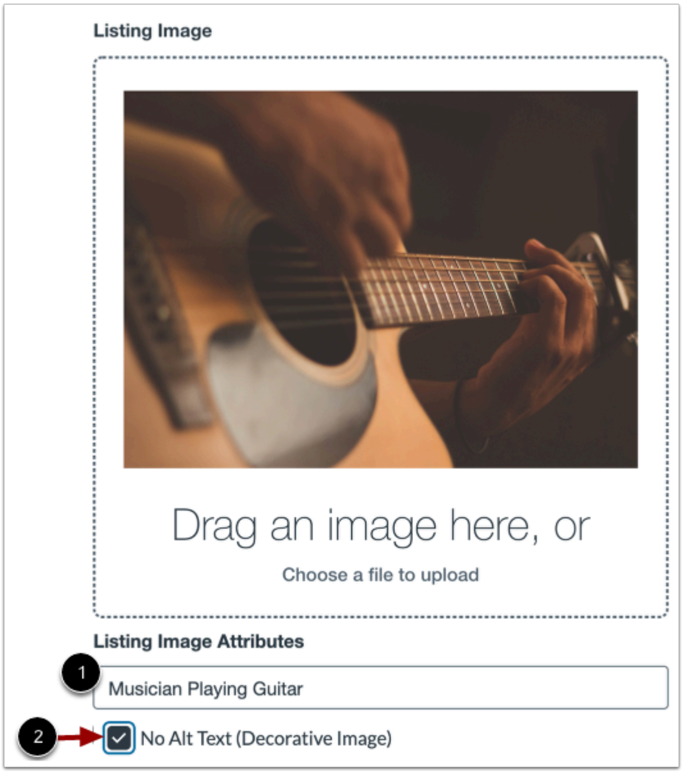
Add Listing Image



To add an image to your Catalog listing, drag an image into the **Listing Image** window [1].

To select a file to upload from your computer, click the **Choose a file to upload** link [2].

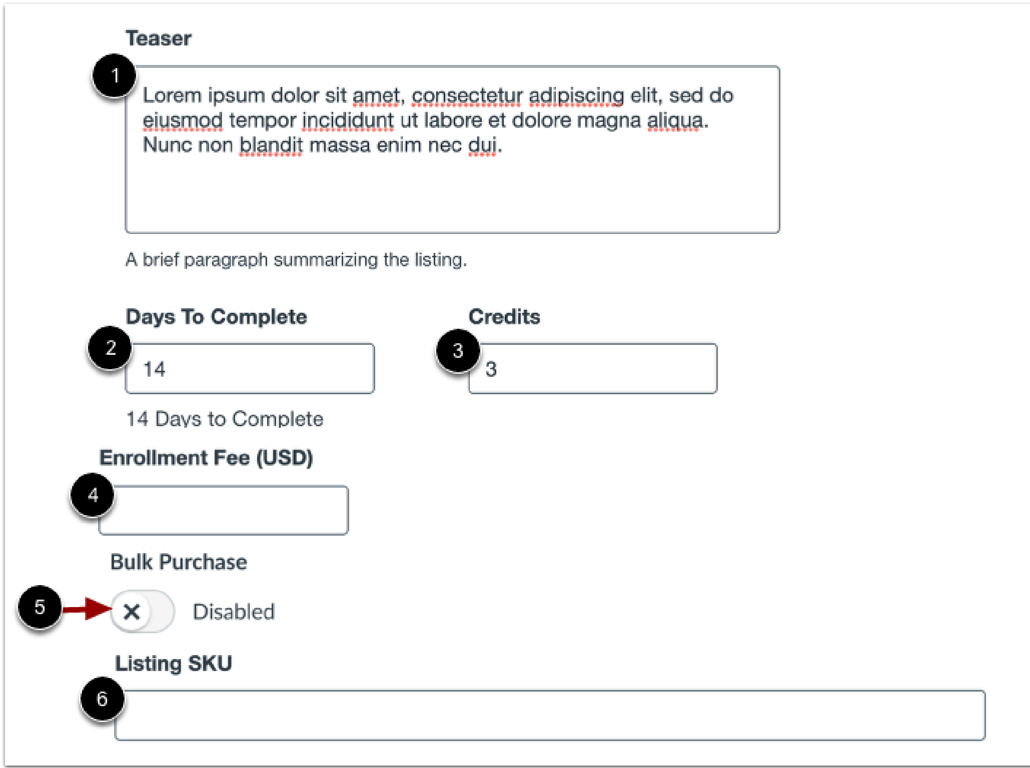
Add Alt Text



To add alt text to your image, enter the text in the **Listing Image Attributes** field [1].

To add an image without alt text, click the **No Alt Text (Decorative Image)** checkbox [2].

Add Course Card Details



To add an optional paragraph summarizing the course that displays on the listing page, enter text in the **Teaser** field [1].

Enter an optional number of days that the course will be available for each enrolled student in the **Days to Complete** field [2].

Enter an optional number of credits awarded for the course in the **Credits** field [3]. You can enter whole or decimal numbers.

Enter an optional fee for the course in the **Enrollment Fee (USD)** field [4].

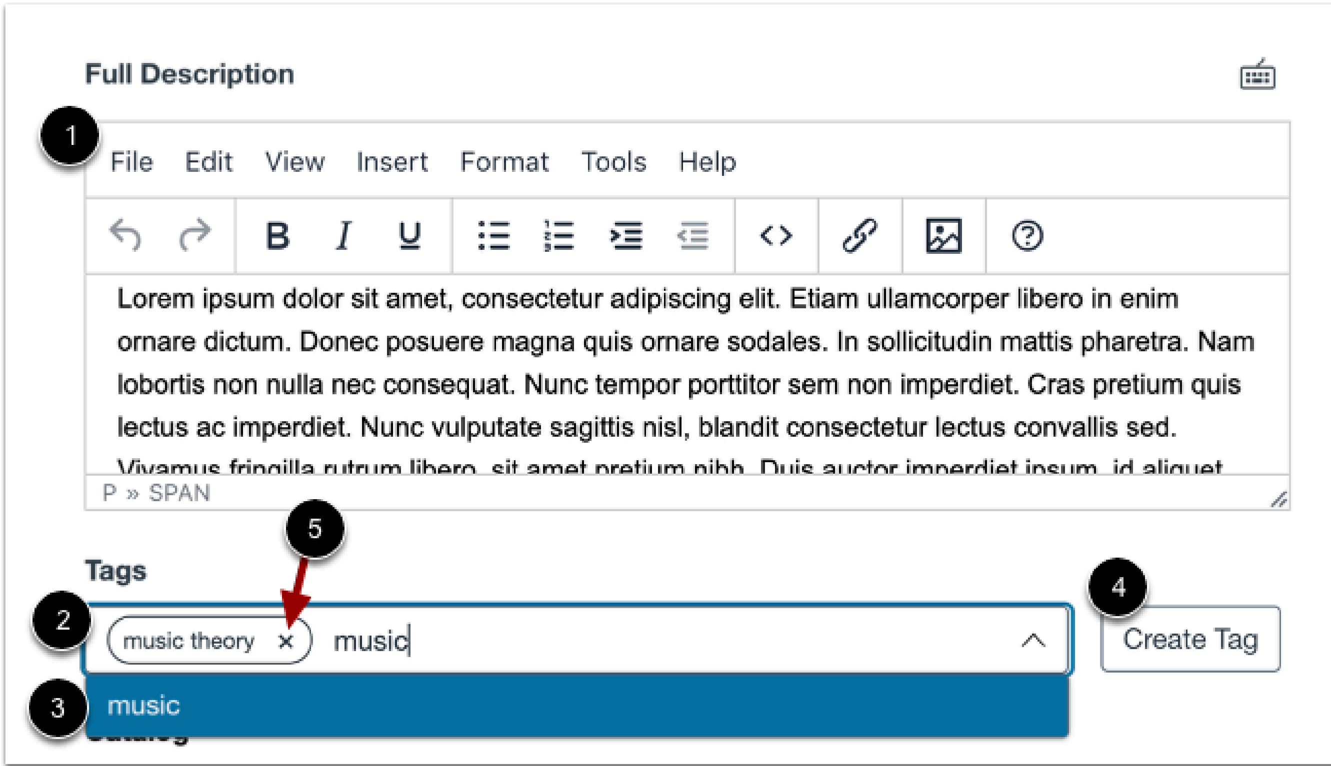
Bulk purchasing is enabled or disabled by default, depending on how it is set in the your institution's catalog or subcatalog. To disable or enable bulk purchasing for the course, click the **Bulk Purchase** toggle [5].

If listing SKUs have been enabled for your account, you can add a SKU in the **Listing SKU** field [6].

Notes:

- The Teaser text field supports up to 1,000 characters. On the listing page approximately 280 characters display without expanding the text.
- In Catalog, the countdown of days to complete begins the day the student enrolls in the course.
- If the Days to Complete field is left blank, the listing will be designated as self-paced. Self-paced listings enroll each student in their own section, and do not support group work.

Add Description and Tags



To add a full course description, enter text in the **Full Description** field [1].

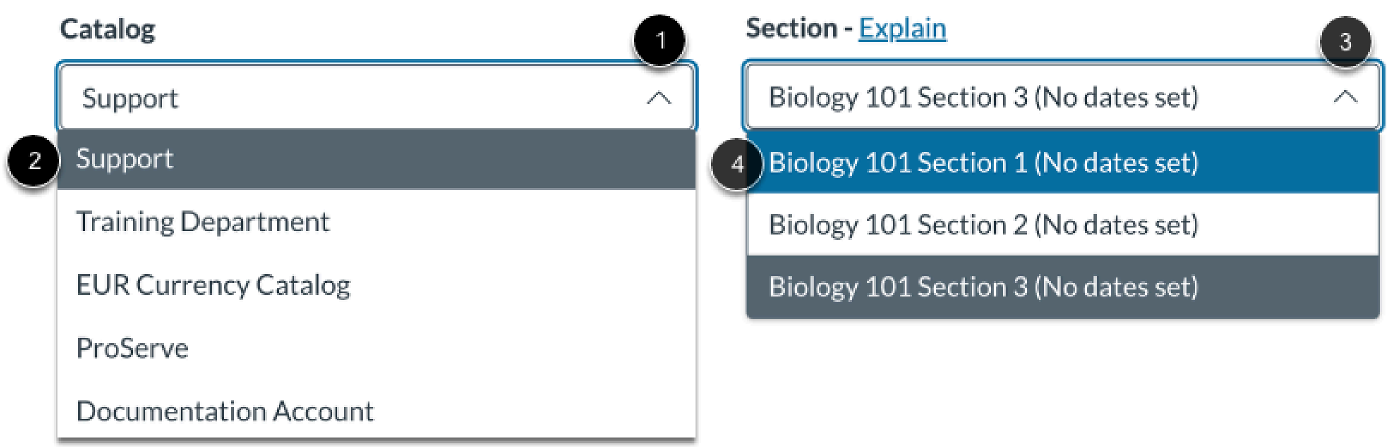
To add a tag, enter it in the **Tags** field [2]. Tags that already exist in the account display in the drop-down menu. To select a pre-existing tag from the list, click a tag name [3].

To create a new tag in your account, enter it in the Tags field and click the **Create Tag** button [4].

To remove a tag, click the tag's **Remove** icon [6].

Note: There is no character limit for a full course description.

Select Catalog and Section

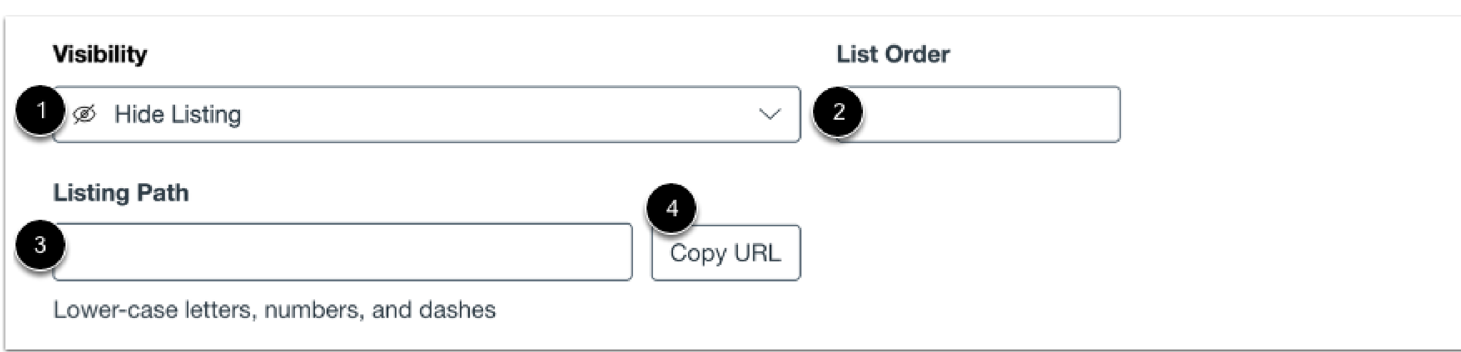


To select the Catalog where you want the listing to appear, click the **Catalog** drop-down menu [1]. Then select a catalog name [2].

If the linked Canvas course has more than one section, the most recently added section displays by default. To link the Catalog listing to a different section, click the **Section** drop-down menu [3]. Then, click a section name [4].

Note: A Canvas course can only be linked to a single Catalog listing at one time. This includes multiple sections of the same course.

View Visibility and Listing Settings



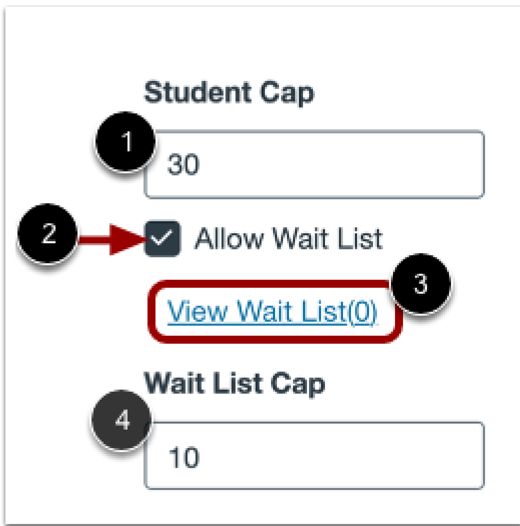
By default, listing visibility is set to Hide Listing. To mange visibility settings, click the **Visibility** drop-down menu [1].

To designate the order the course should display in catalog listings, enter a number in the **List Order** field [2]. If not specified, the course will have no priority list order.

The **Listing Path** field [3] is the name of the listing added to the end of the catalog URL, e.g. *[domain URL]/courses/[listing path]*. The listing path will be generated for you based on the Canvas course code. If necessary, you can modify the listing path in the text field. Listing paths should be unique per catalog account and support lowercase letters, numbers, and dashes.

To copy the listing path URL, click the **Copy URL** button [4].

Set Enrollment Cap and Wait List



To set an optional maximum number of students who can enroll in the course, enter a number in the **Student Cap** field [1].

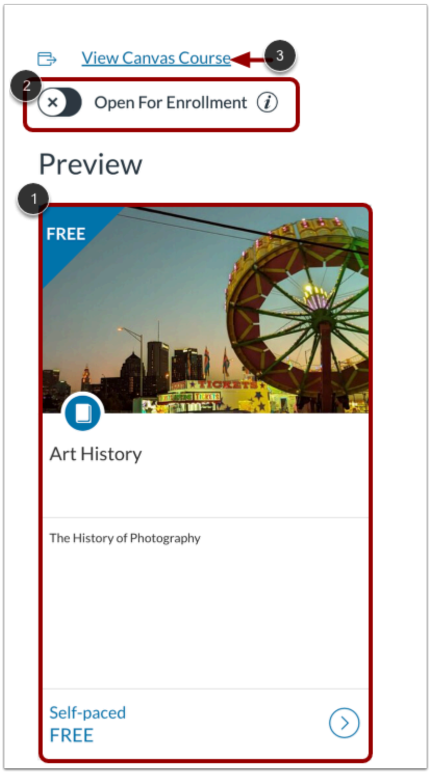
To enable a wait list after the enrollment cap is reached, click the **Allow Wait List** checkbox [2].

To view the wait list, click the **View Wait List** link [3].

To set a cap for the course wait list, enter a number in the **Wait List Cap** field [4].

Learn more about enrollment caps and wait lists.

View Preview

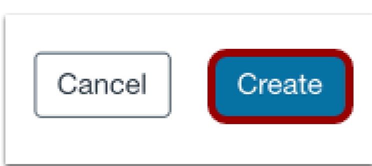


To view the course card as it displays to users, click the **Preview** window [1].

To open the course for enrollment, click the **Open for Enrollment** toggle on [2].

To view the Canvas course to which the Catalog listing is linked, click the **View Canvas Course** link [3].

Create Listing



To save changes and create the listing, click the **Create** button.

How do I add a Catalog program listing?

In Canvas Catalog, a Program consists of a group of required courses that students must complete. As a Canvas Catalog admin, you can create a program listing using existing courses in your Catalog account.

When a catalog course is associated with a program, it also exists as an independent listing. You should set course visibility and enrollment details before adding them as requirements in a program. Learn how various course and program listings display in Canvas Catalog.

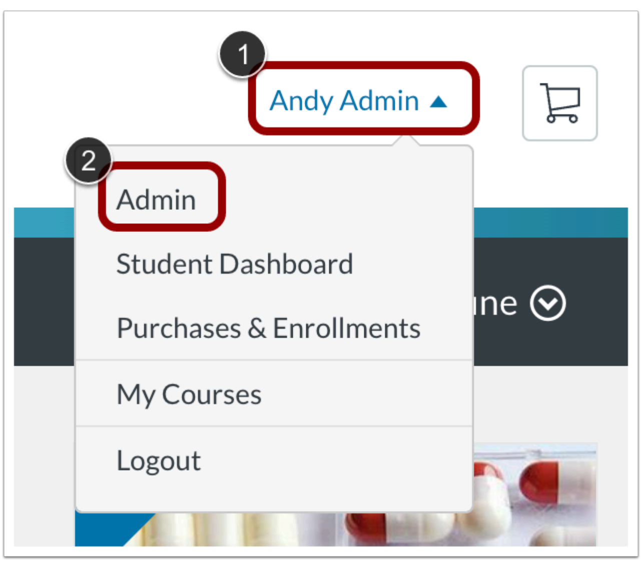
You can add tags to listings. Subcatalog admins can add tags to listings but can create and manage tags only if tag permission is enabled for their account. Learn more about managing tags.

Program listings are assigned to a primary catalog. As an admin, you can elect to cross list a program in additional catalogs. Subcatalog admins can access the cross listing feature only if it has been enabled for their account. Learn more about managing subcatalog admin permissions.

Notes:

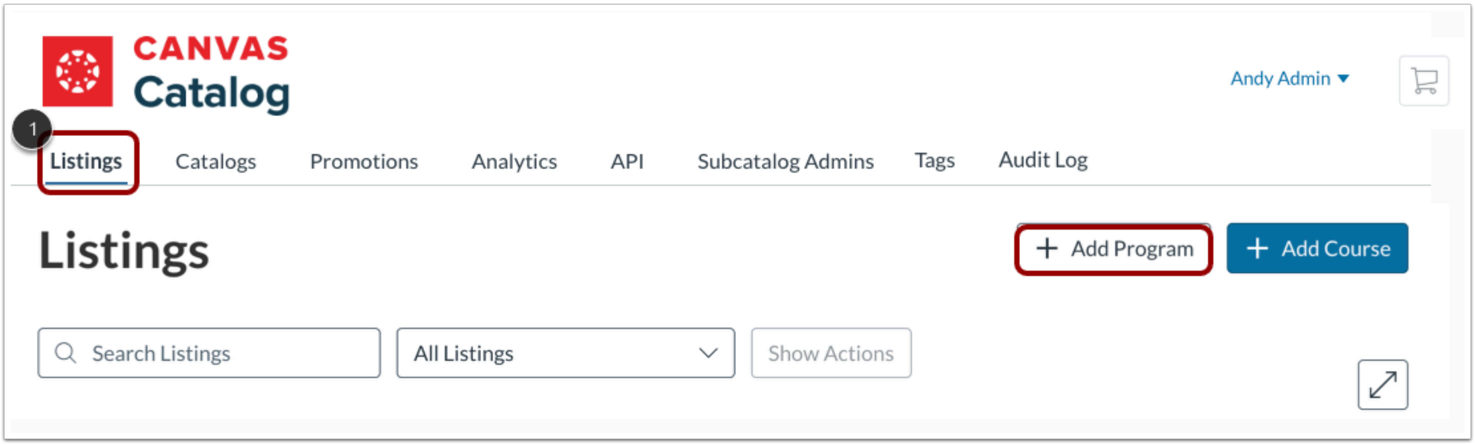
- You must create catalog course listings before you can create a catalog program listing.
- When a program is visible in multiple catalogs, any program revenue is assigned to the primary catalog.
- Learn more about how Canvas Catalog interacts with your institution's Canvas account.

Open Admin



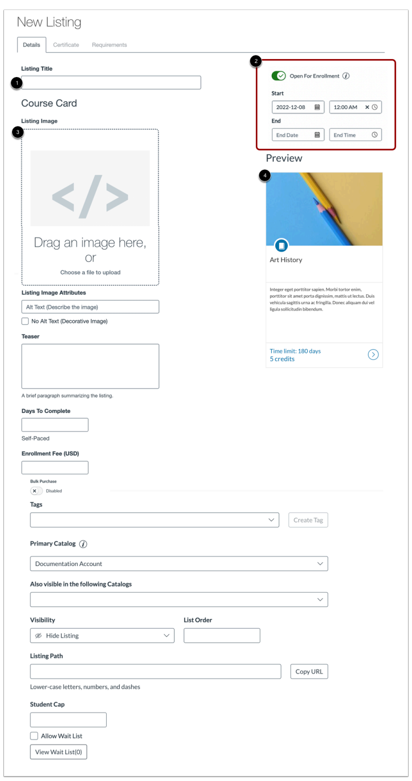
Click the **User name** drop-down menu [1]. Then, click the **Admin** link [2].

Add Program



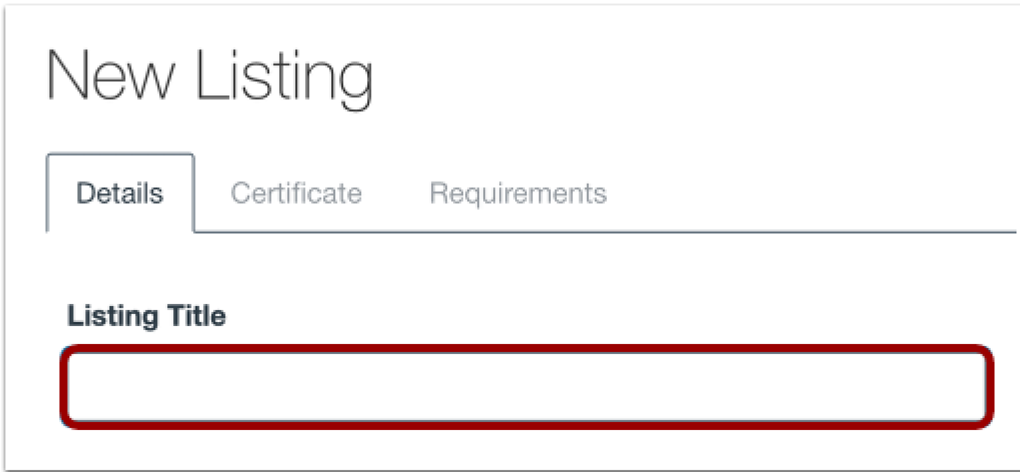
Click the **Listings** tab [1]. Then, click the **Add Program** button [2].

View New Listing Details Page



From the New Listing Details page you can title your program [1], manage program enrollment availability status [2], create the course listing card [3], and preview the course listing card [4].

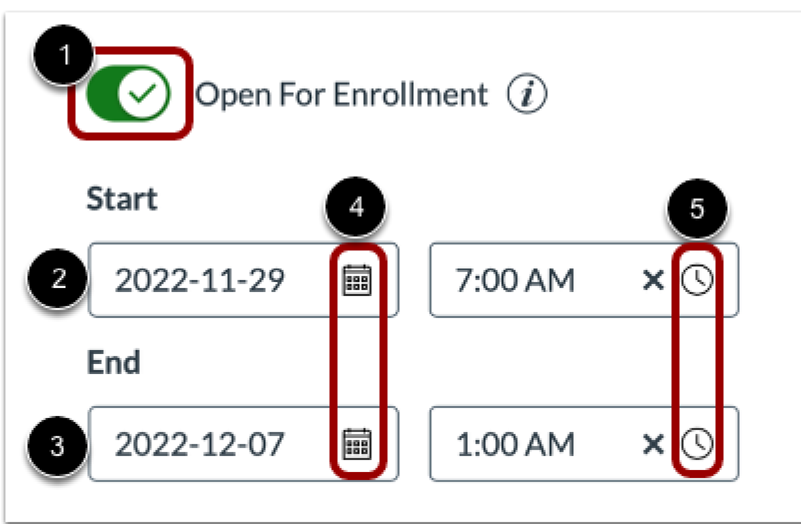
Add Listing Title



Enter a name for your program listing in the **Listing Title** field.

Note: A program must have a listing title before it can be created.

Set Enrollment Status



By default, the program is not open for enrollment. To enable students to register for the program, click the **Open For Enrollment** toggle on [1].

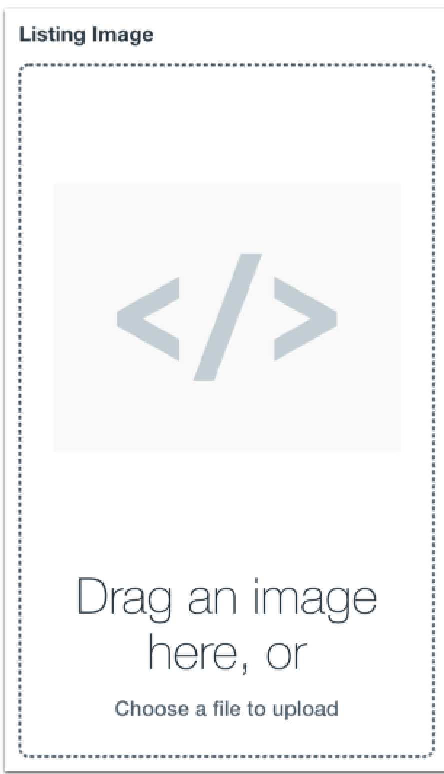
When the Open for Enrollment toggle is switched on, optional start and end text fields display. If start and end dates are not entered, the program is listed as self-paced.

To set the start of enrollment for a date in the future, enter a start date in the **Start** text field [2] or click the calendar icon [4]. To set a closing date for enrollment, enter an end date in the **End** text field [3] or click the calendar icon [4]. To enter optional start and end times, click the **Time** icon and select a time in the list [5].

Notes:

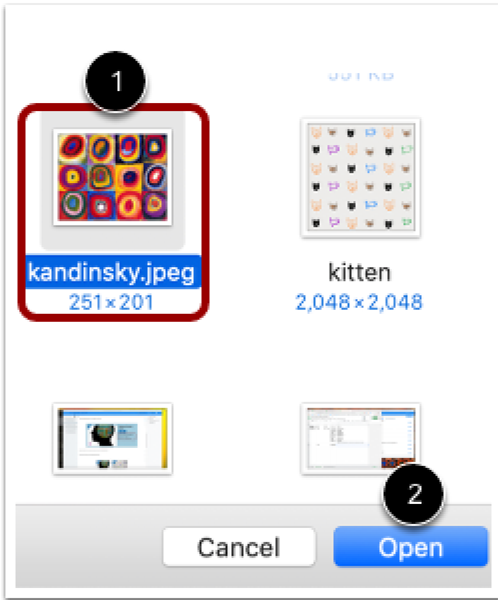
- When the Open For Enrollment toggle is on and start or end dates are entered, the listing can still display in the catalog, but enrollment is allowed only during the set dates/times.
- When the Open For Enrollment toggle is on, the listing always displays as enroll-able on the Listings page.

Add Listing Card Image



To add an image to your listing card, drag and drop an image from your computer or click the **Listing Image** field.

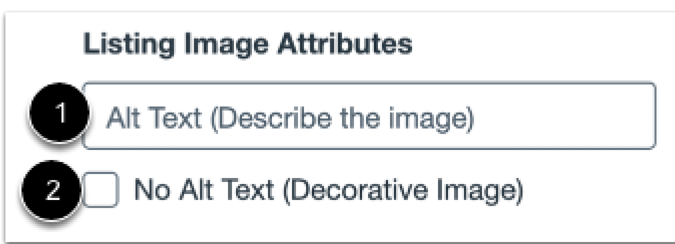
Select Image File



Locate an image on your computer [1]. Depending on your browser, click the **Choose** or **Open** button [2].

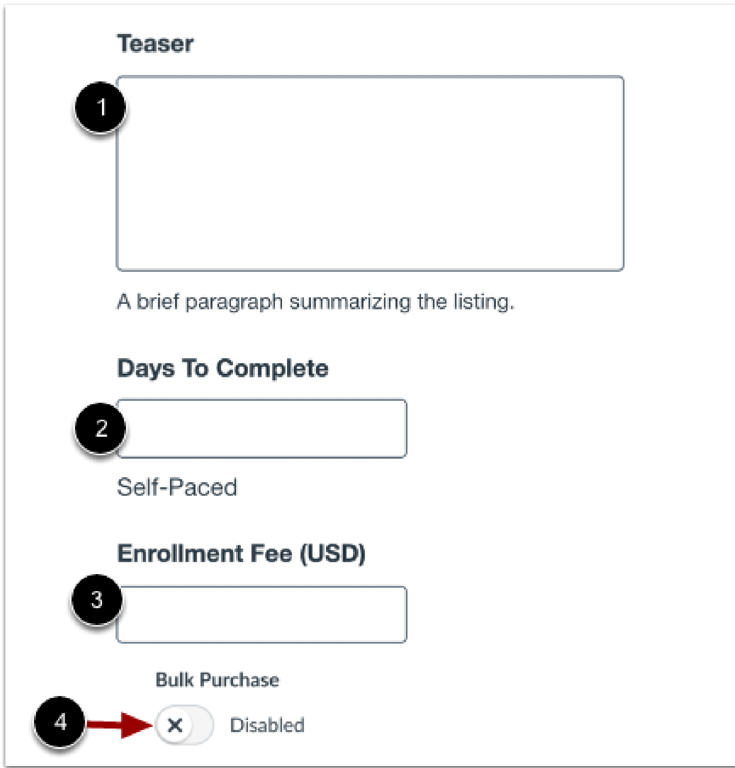
Note: Catalog supports PNG, JPG, GIF, and SVG images with a recommended size of 768 pixels high and 1050 pixels wide.

Add Alt Text



To improve accessibility, enter alternative text for your listing card image in the **Listing Image Attributes** field [1]. If the image is decorative and should not be read by a screen reader, click the **No Alt Text (Decorative Image)** checkbox [2].

Add Listing Card Details



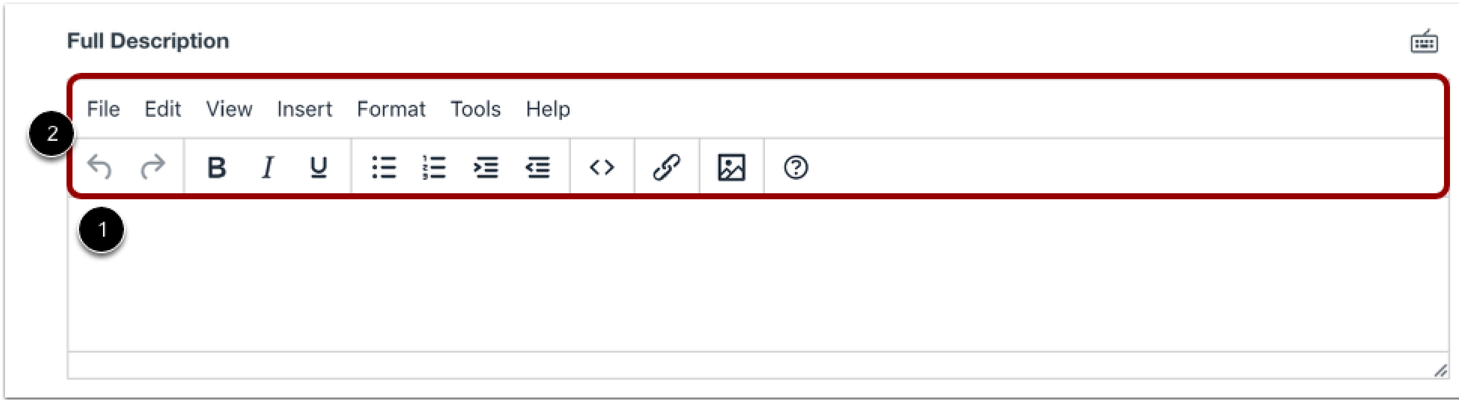
Each listing must include a brief explanation. To enter your program listing explanation, type in the **Teaser** field [1]. The teaser cuts off from view at approximately 280 characters, though the text field supports up to 1,000 characters.

If you want to set the number of days that the course will be available to the student, enter the number in the **Days to Complete** field [2]. The countdown begins for a student the day a student enrolls in the course. If this field is left blank, the listing will be designated as self-paced.

By default, there is no enrollment fee. If you want to set an enrollment fee for the listing, enter a price in the **Enrollment Fee (USD)** field [3].

By default, bulk purchasing is enabled or disabled, depending on how it is set for the catalog or subcatalog. To disable or enable bulk purchasing for the listing, click the **Bulk Purchase** toggle [4].

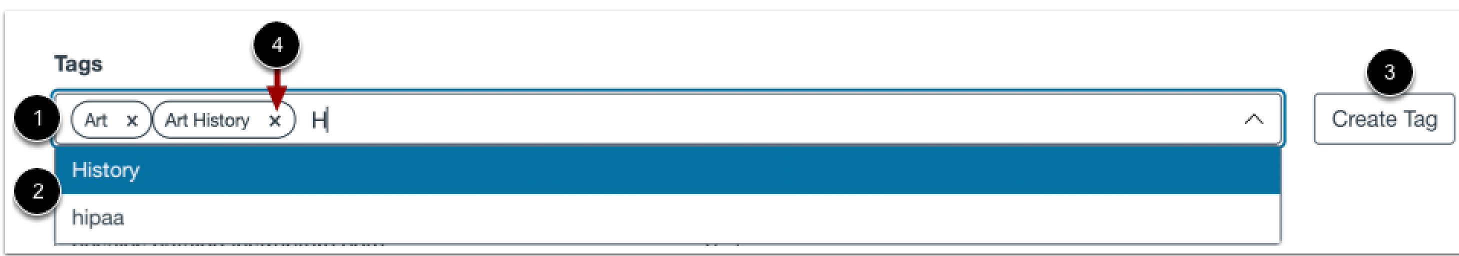
Add Description



To create a program description, enter a description in the **Full Description** field [1]. Students can view this description when they click to view the program listing from the catalog.

The content editor allows you to format text, create lists, indent content, insert links and images, and edit HTML content using the content editor [2]. There is no character limit for the full description.

Add Tags



To add tags to a program listing, type in the **Tags** field [1]. Select a tag from the list of preexisting tags [2]. If your text does not match an existing tag, you can create and add the tag to your listing. Click the **Create Tag** button [3].

Associated tags display in the Tags field. To remove a tag from your listing, click the tag's **Remove** icon [4].

You can manage tags from the Tags tab.

Notes:

- If tag options are disabled or unavailable, tag management permissions have been disabled for your subcatalog admin account.
- When you create a tag, it becomes available for all catalogs at your institution.

Select Catalog

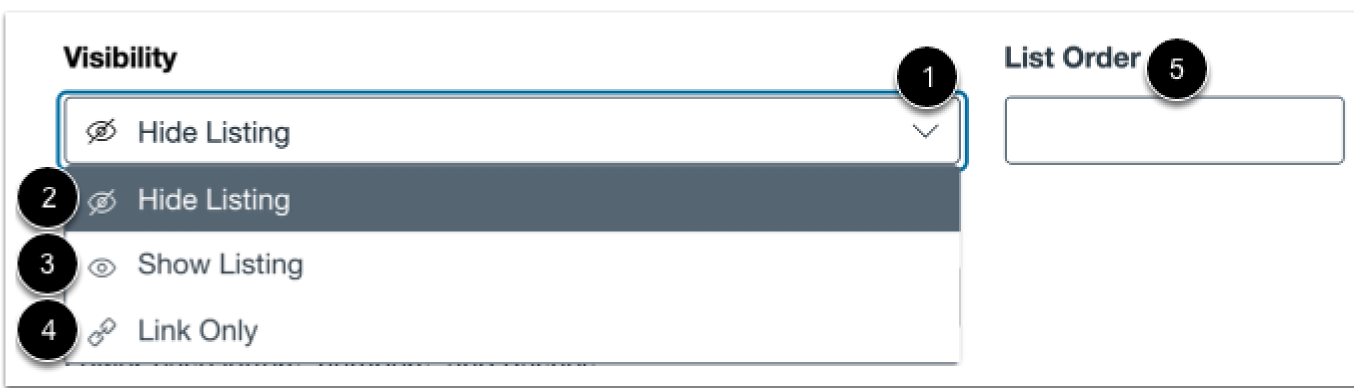
To select the primary catalog for the program listing, click the **Catalog** drop-down menu. You can choose from your domain catalog or a custom subcatalog (path URL).

To cross list the program in additional catalogs, click the **Also visible in the following Catalogs** drop-down menu and select a catalog from the list [2].

To delete a program from an additional catalog, click the catalog's **Delete** icon [3].

Note: If the Also visible in the following Catalogs option does not display, cross listing has not been enabled for your account.

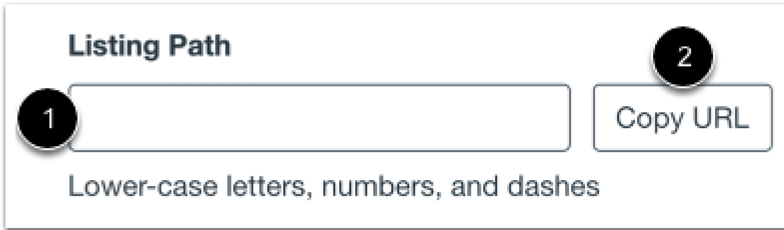
Set Visibility



To change the program's visibility, click the **Visibility** drop-down menu [1]. You can hide the listing [2], show the listing in the catalog [3], or make the listing only accessible via a direct link [4]. By default, the listing is hidden in the catalog.

To set the program listing order, enter a number in the **List Order** field [5]. If not specified, the program will have no priority list order.

Add Listing Path



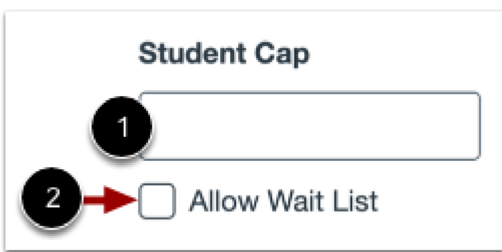
To add a listing path, enter a path in the **Listing Path** field [1]. The Listing Path is the name of the listing added to the end of the catalog URL, e.g., *[domain URL]/programs/[listing path]*. Listing paths should be unique per Catalog account and support lowercase letters, numbers, and dashes.

To copy the listing path, click the **Copy URL** button [2].

Notes:

- If the listing visibility is set to hidden, you will not be able to view the listing URL.
- When visibility is set to Link Only, copy the URL to distribute the program listing.

Set Enrollment Cap and Wait List



You can set an enrollment cap for your program. To set the maximum number of students who can enroll in the program, type in the **Student Cap** field [1]. By default, there is no cap limit.

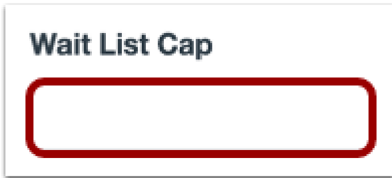
If you want to enable a wait list for your enrollment cap, click the **Allow Wait List** checkbox [2]. By default, wait listing is not enabled.

Learn more about enrollment caps and wait lists.

Notes:

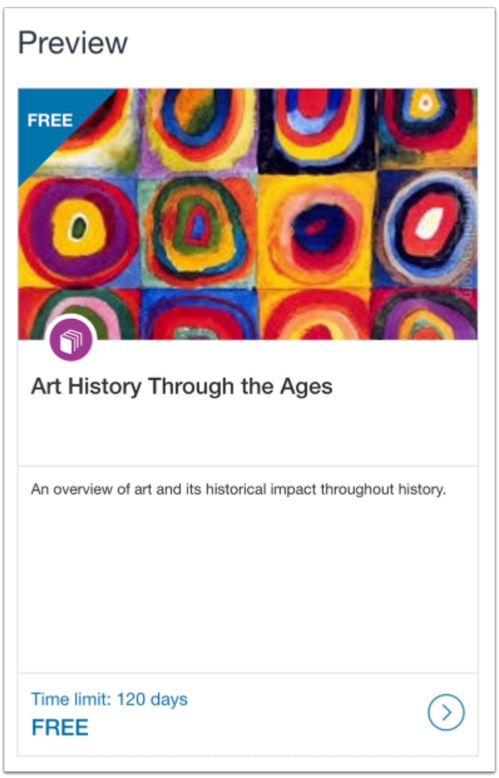
- When an enrollment cap is added to a listing, the enrollment number begins at zero, even if students have already enrolled in the listing. To maintain an accurate student count, it is best practice to set the enrollment cap prior to publishing the listing.

Set Wait List Cap



To set the maximum number of students who can waitlist for the program, type a number in the **Wait List Cap** field.

Preview Program Listing Card



Preview the program listing card.

Create Listing

Click the **Create** button.

How do enrollment caps and waitlists display for a course or program listing in Catalog?

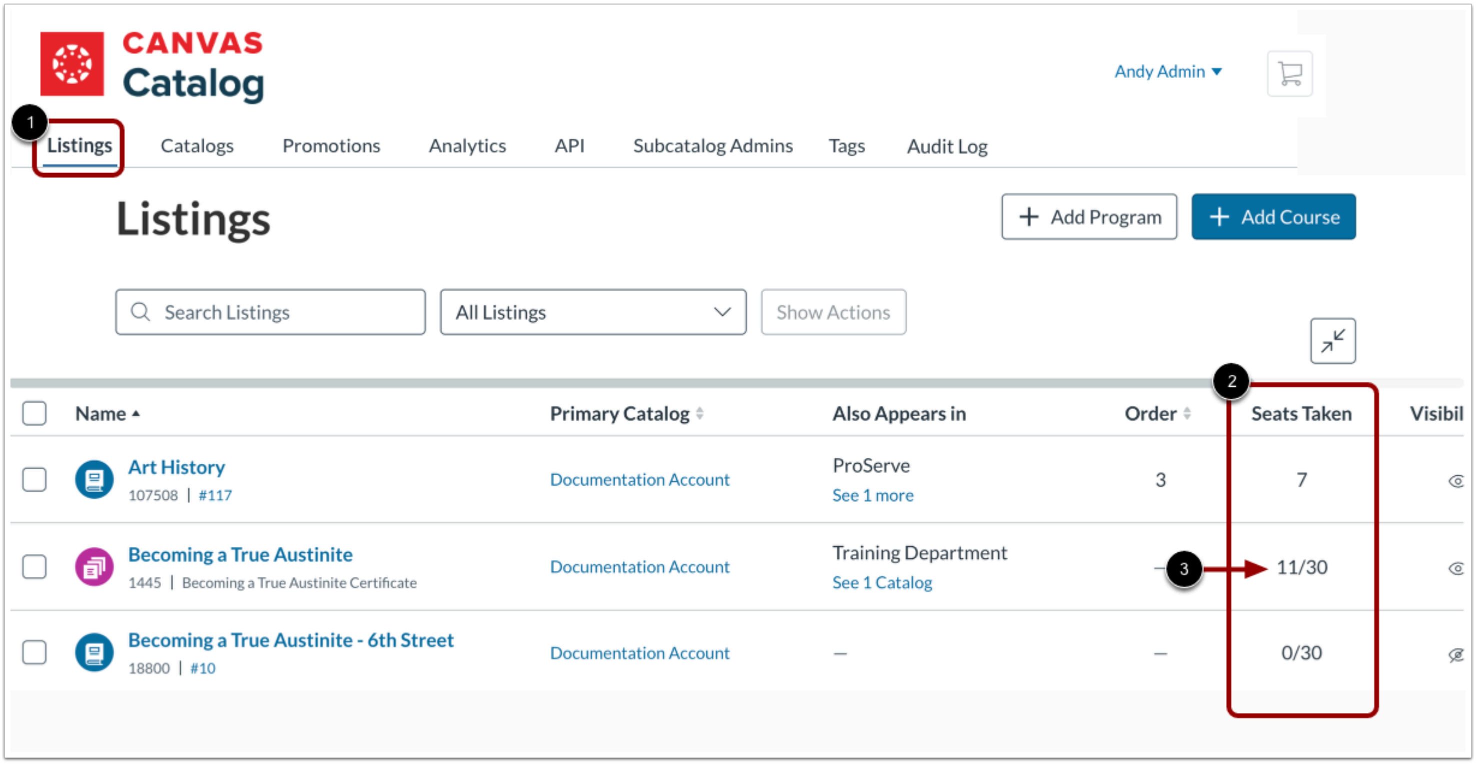
As a Canvas Catalog admin, you can set an optional enrollment cap and waitlist when you add a course listing or add a program listing. An enrollment cap allows you to limit the number of students who can enroll in a listing. When an enrollment cap is set, you can add a waitlist for the course or program.

Although it is possible as a Catalog admin to manage enrollments in the Canvas dashboard, it is best practice to use the Catalog dashboard to manage Catalog enrollments. Managing enrollments in the Catalog dashboard ensures the accuracy of enrollment caps and waitlist counts.

Notes:

- When an enrollment cap is added to a listing, the enrollment number begins at zero, even if students have already enrolled in the listing. To maintain an accurate student count, it is best practice to set enrollment caps prior to publishing a course or program listing.
- Enrollment caps are applied per listing. A single listing can have an enrollment cap as both a stand-alone course and as part of a program.
- Enrollment caps and waitlists are only recognized in Catalog when listings are added or dropped in Catalog. If you need to drop a student from a course, create a secondary login for the student in Canvas, log in as the student in Catalog, and drop the course through the Catalog dashboard.

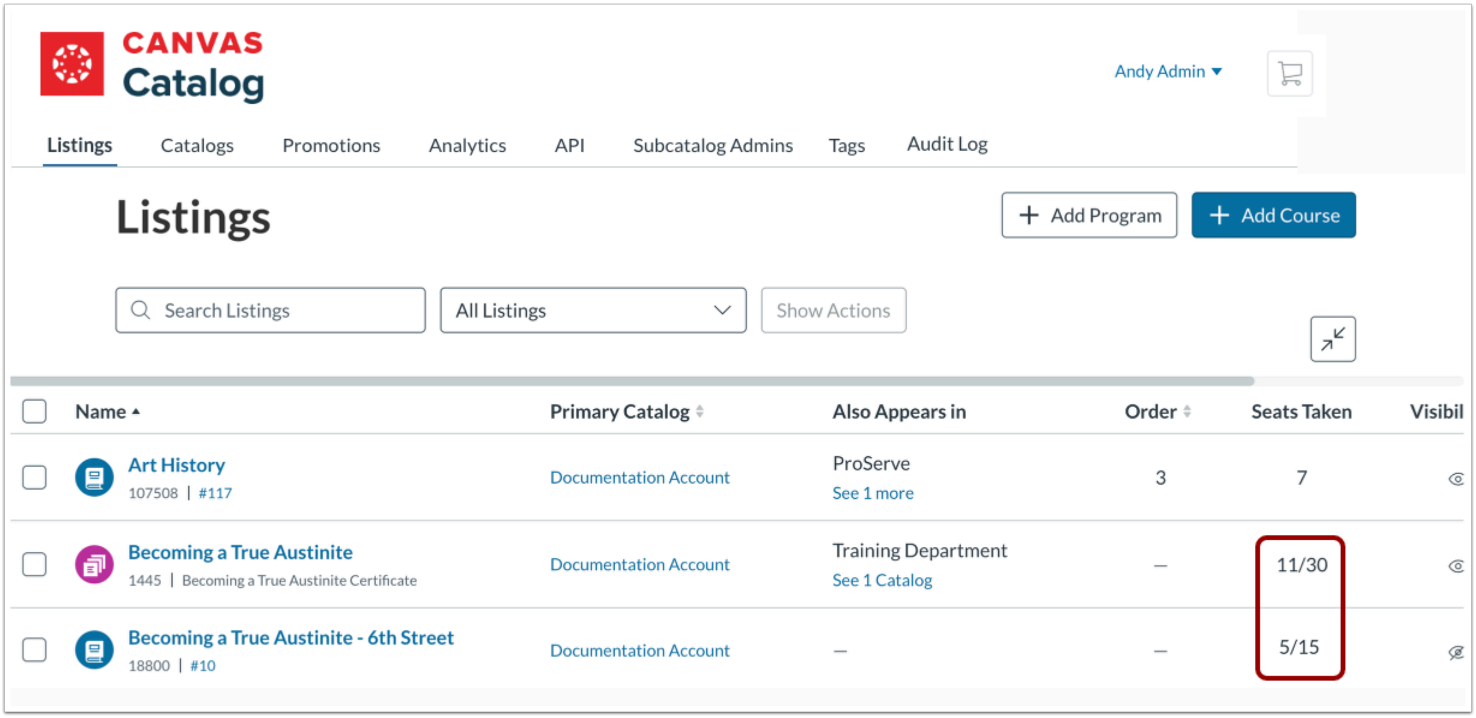
View Listing Enrollments



To view enrollment details for a listing, click the **Listings** tab [1].

On the list, the number of enrolled students in a course or program displays in the **Seats taken** column [2]. Courses with an enrollment cap display the current number of enrollments compared to the number of allowed enrollments [3].

View Total Enrollments for Courses within Programs



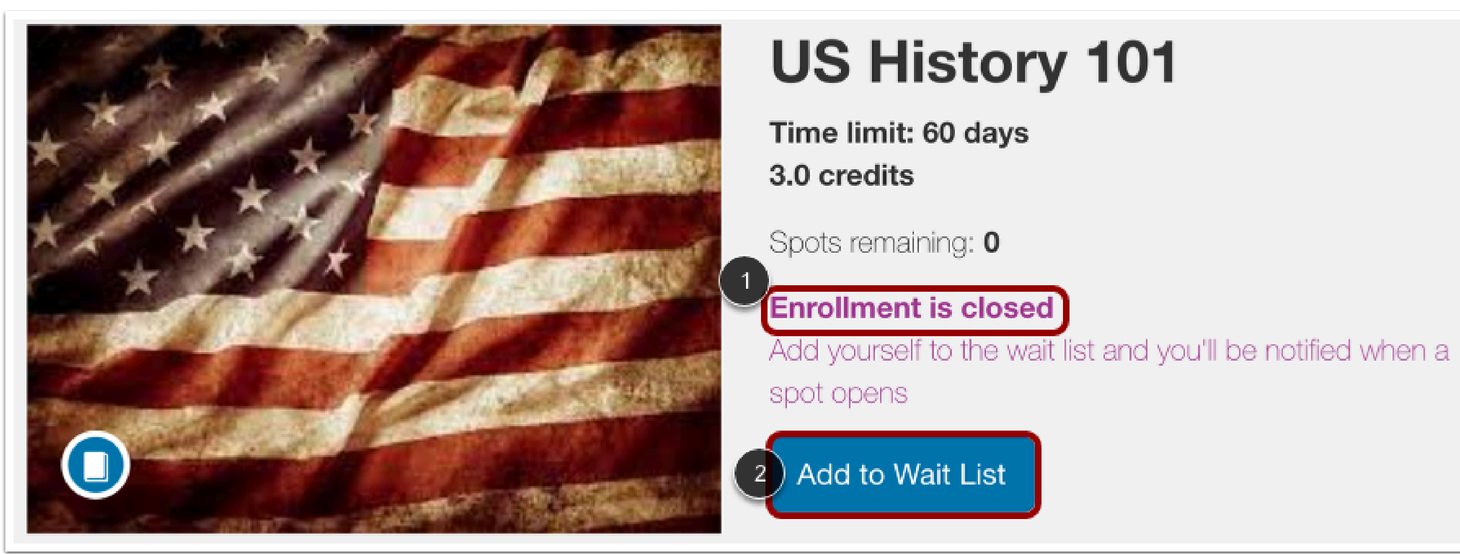
When a course is listed both individually and as part of a program, each listing has a separate enrollment cap. The total number of enrollments allowed for the course is the sum of the enrollments allowed for both the course and the program.

Note: Enrollment caps are only enforced at the level for the listing where you want to apply the limit; any nested listings (such as another subprogram) don't apply to the limit.

View Limit on Enrollment Page

On the enrollment card, the number of spots remaining displays when the number of spots remaining drops to 20 or fewer.

View Waitlist on Enrollment Page



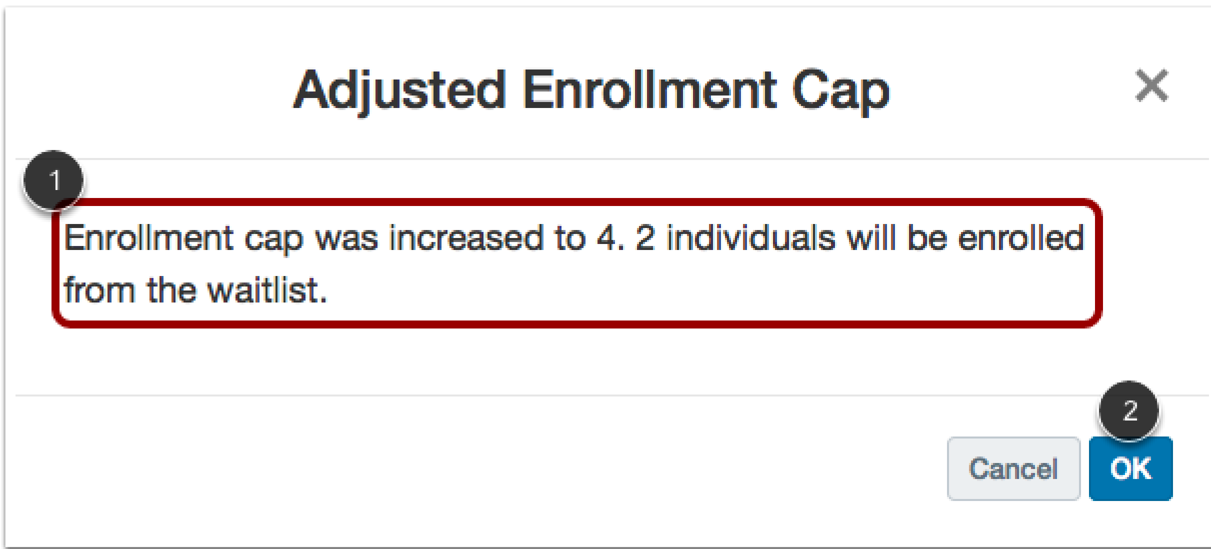
When the enrollment cap is reached, the Enrollment is closed message displays [1].

If a waitlist has been enabled for the listing, the Add to Wait List button displays [2].

Notes:

- When a spot opens, students who add their name to the waitlist are automatically enrolled in free listings, and notified to register for paid listings.
- Spots can become available if a student drops a course or program, or if you increase the enrollment cap for the listing.
- To activate the waitlist, a course or program must be dropped in the Catalog dashboard. Courses dropped in the Canvas dashboard are not recognized by Catalog.

View Enrollment Changes



When you increase the enrollment cap for a listing with a waitlist, Catalog displays the number of students to be enrolled from the waitlist [1].

To approve the enrollment changes, click the **OK** button [2].

How do I view the waitlist for a Catalog course or program?

As a Catalog admin, if you set an enrollment cap when you add a course or add a program, you can create a waitlist for the listing. When the enrollment cap limit is reached, the listing displays a waitlist option for students to join the course or program when additional spots become available.

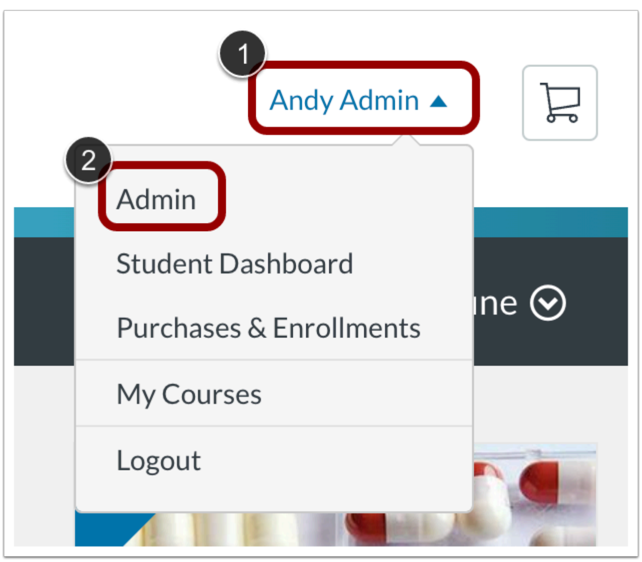
When a student drops out of a course or program from the Catalog dashboard, the first student on the waitlist will be added to the course (for free courses) or be notified of the opening and given enrollment instructions (for paid courses).

If no students drop a course or program, you can manually add students to a course from the waitlist by increasing the enrollment cap.

Notes:

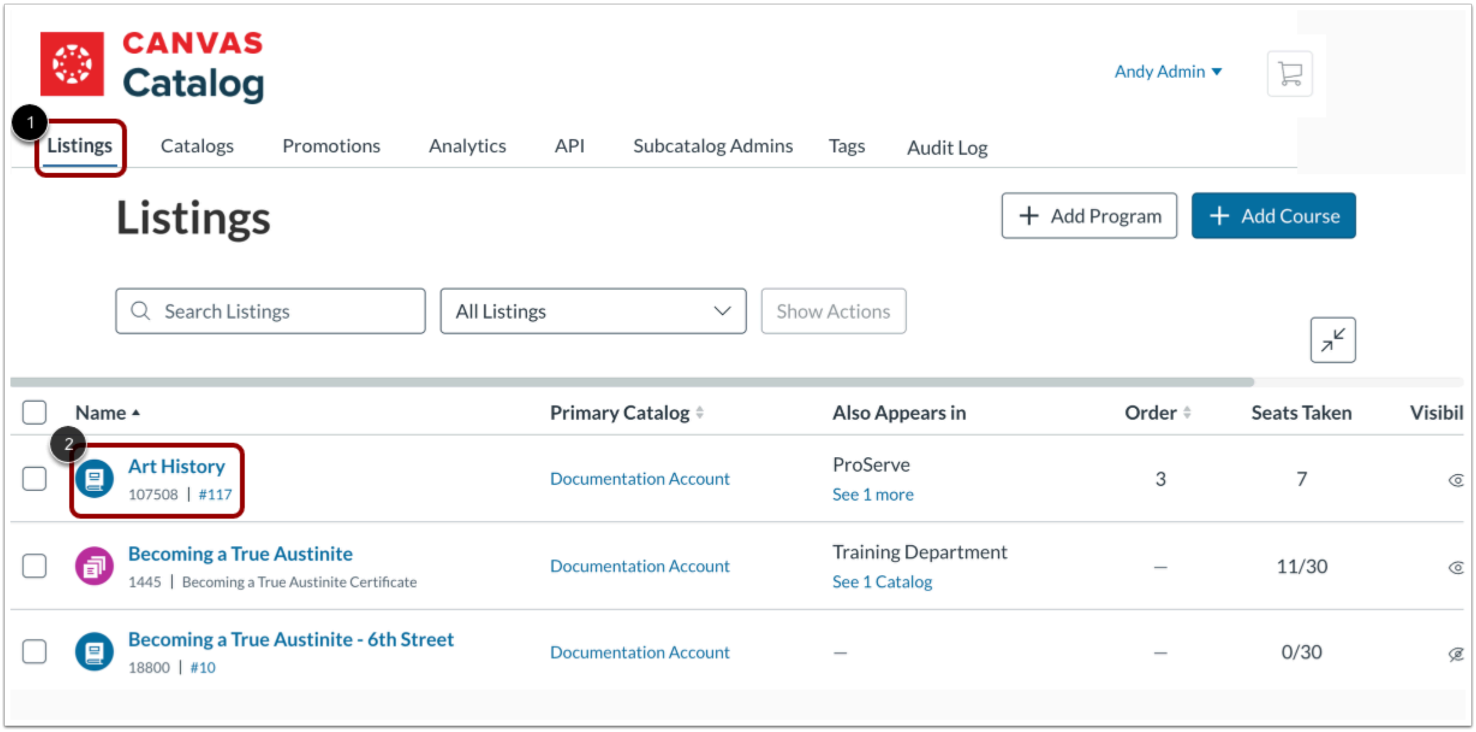
- For a waitlist to activate for a dropped course, the course must be dropped in the Catalog dashboard. If a student drops a course from the Canvas dashboard, the action is not recognized by Catalog, and the waitlist does not open for that listing in Catalog.

Open Admin



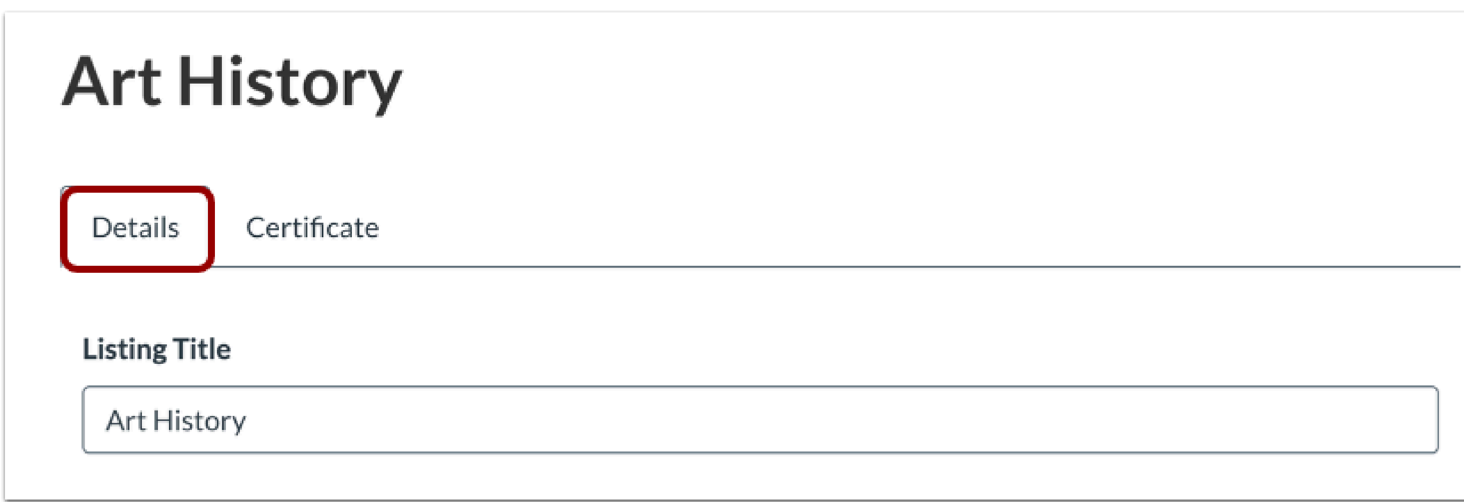
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Listing



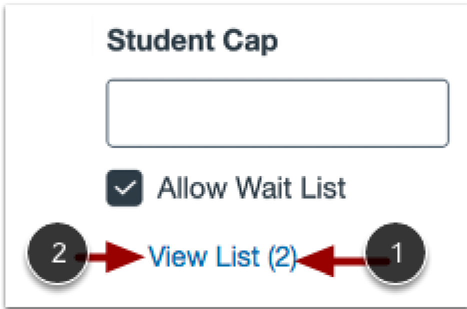
Click the **Listings** tab [1]. Then, click the listing name [2].

Open Listing Details



Click the **Details** tab.

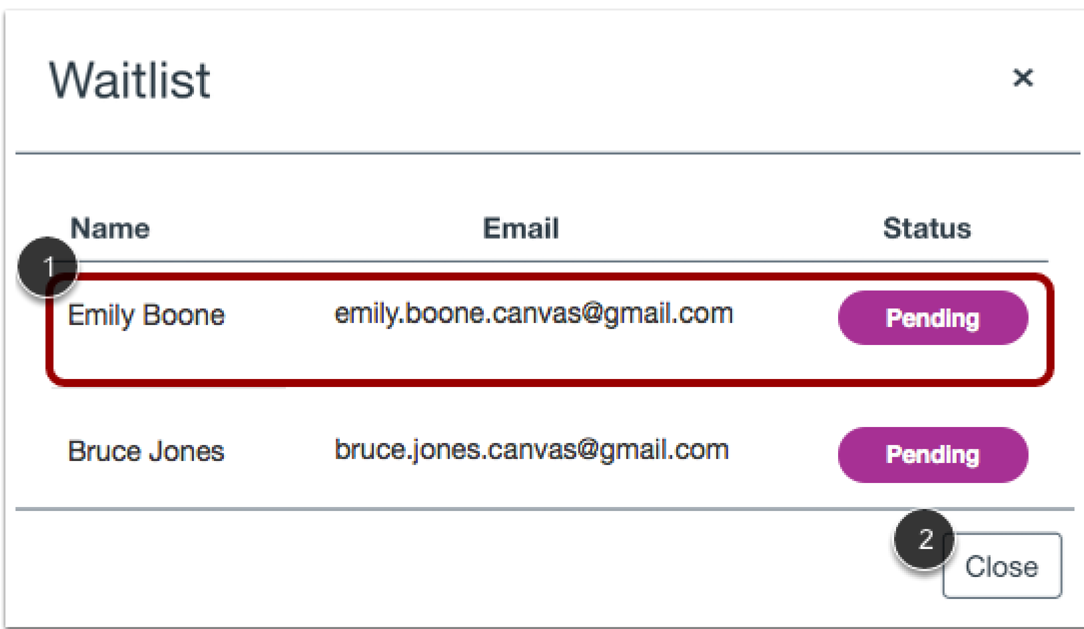
Open Wait List



Scroll down the listing to the Student Cap section. The number of students on the waitlist displays [1]. To open the waitlist, click the **View List** link [2].

Note: The View List link displays only if there are students on the waitlist.

View Waitlist



The Waitlist window displays the student information in the order in which they were added [1]. The first name on the list is the first to be enrolled or receive an enrollment invitation when a spot opens.

To close the Waitlist window, click the **Close** button [2].

How do I manage program requirements in Canvas Catalog?

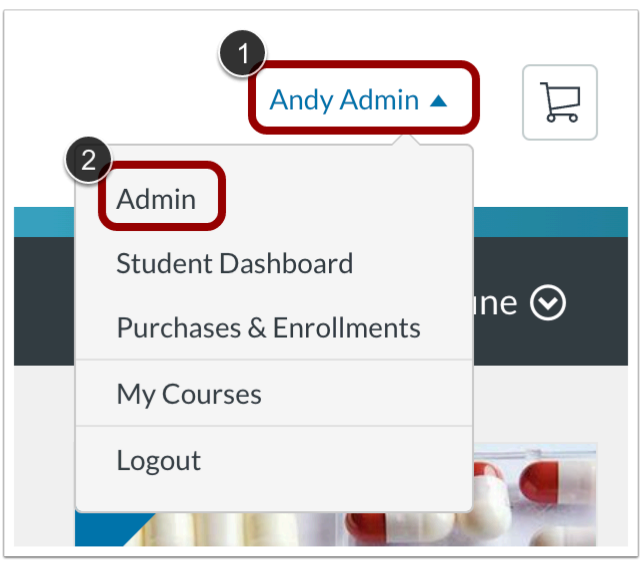
In Canvas Catalog, programs are comprised of requirements that students must finish to complete the program. Requirements can be Catalog courses or other Catalog programs added as subprograms. As a Catalog admin, you can view current requirements within a program and add or delete requirements.

Each course listing in Catalog exists as a stand alone listing, even when it is associated with a program listing. Each requirement within the program has its own visibility and enrollment details. Learn how catalog requirements appear in program listings.

Notes:

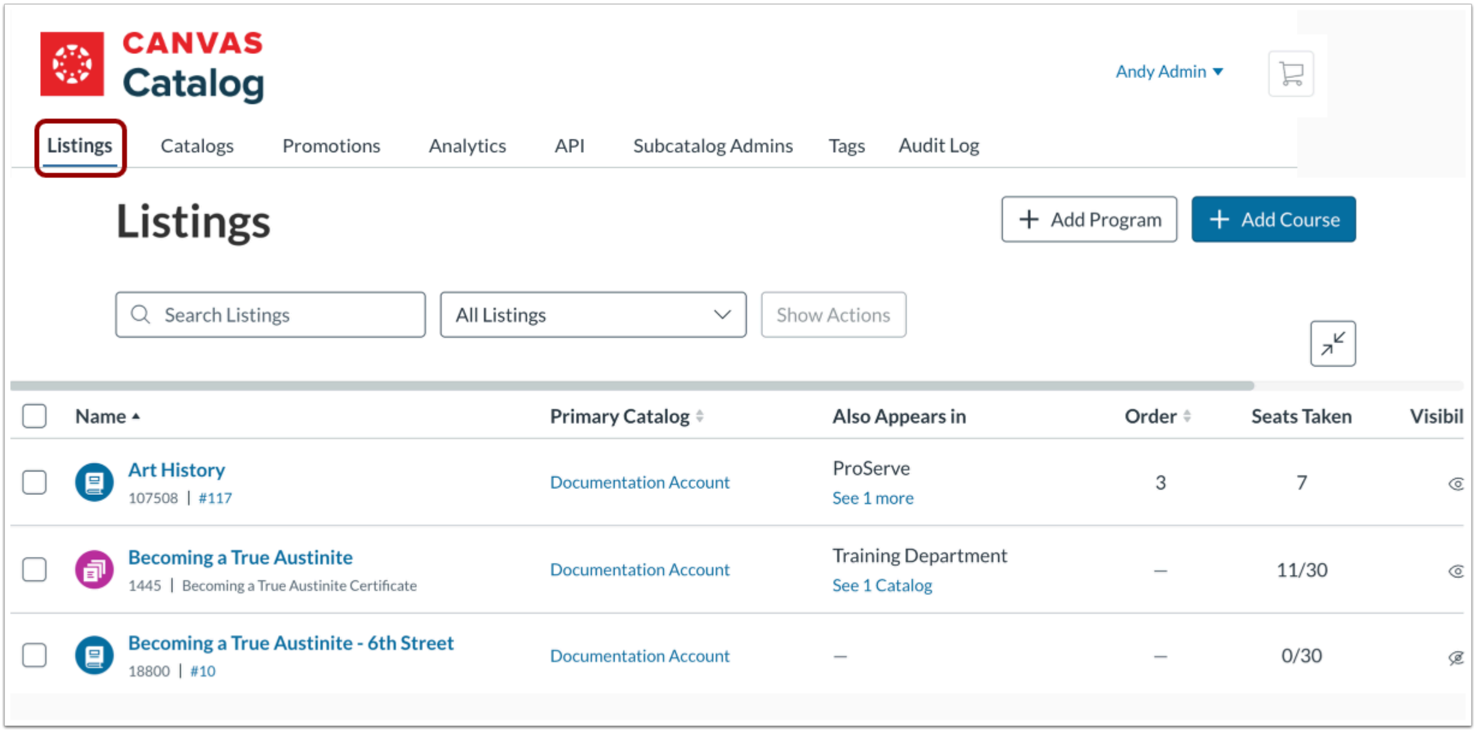
- Catalog does not prevent you from adding a requirement to more than one program, but doing so is discouraged, and performance can not be guaranteed.
- In a Catalog program, each course includes a series of module requirements that students must fulfill before they can move on to the next course in the program. These module requirements are set in the Canvas course. Learn more about course module requirements in Canvas.

Open Admin



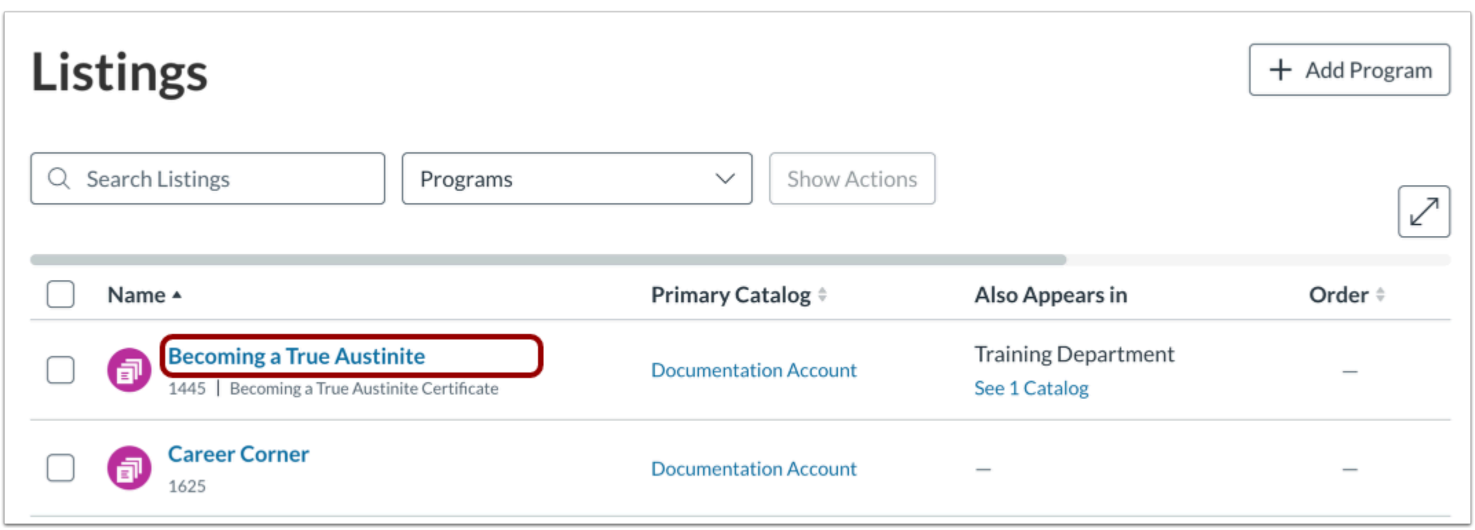
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings Page



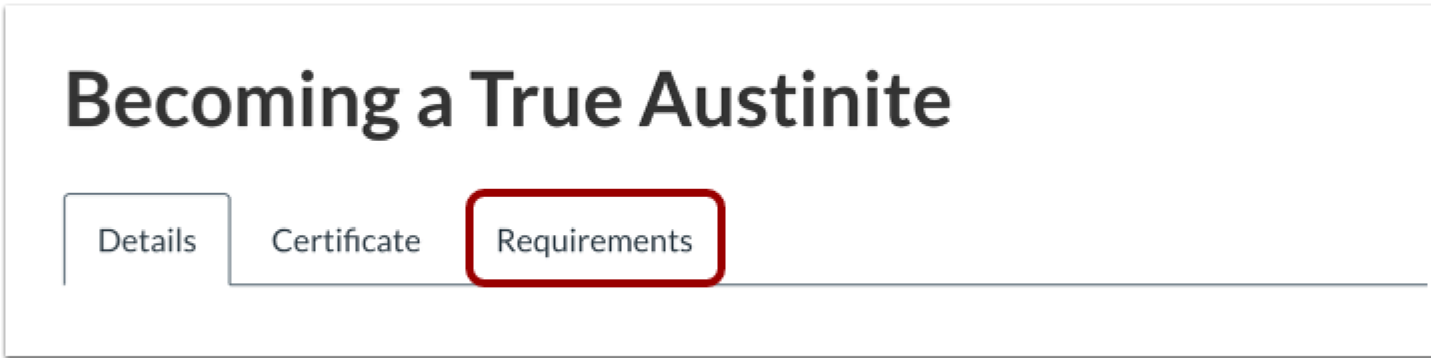
Click the **Listings** tab.

Open Program



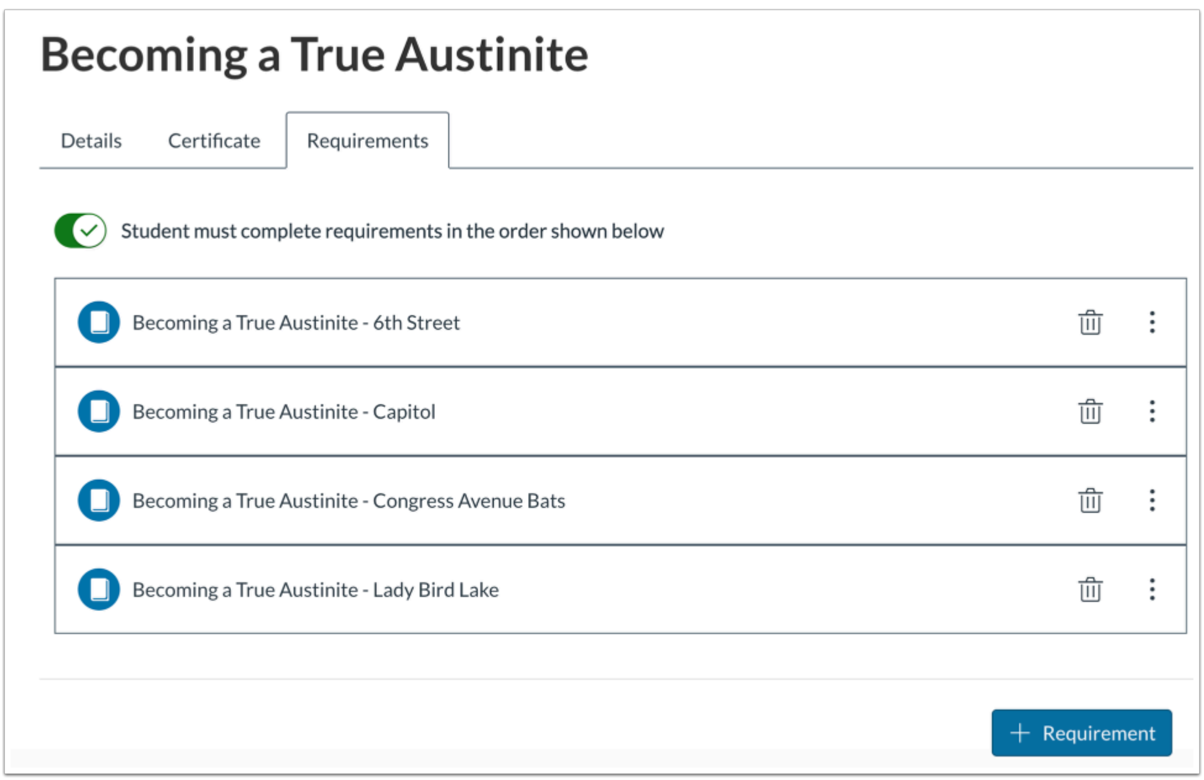
Click the program name link.

Open Requirements



Click the **Requirements** tab.

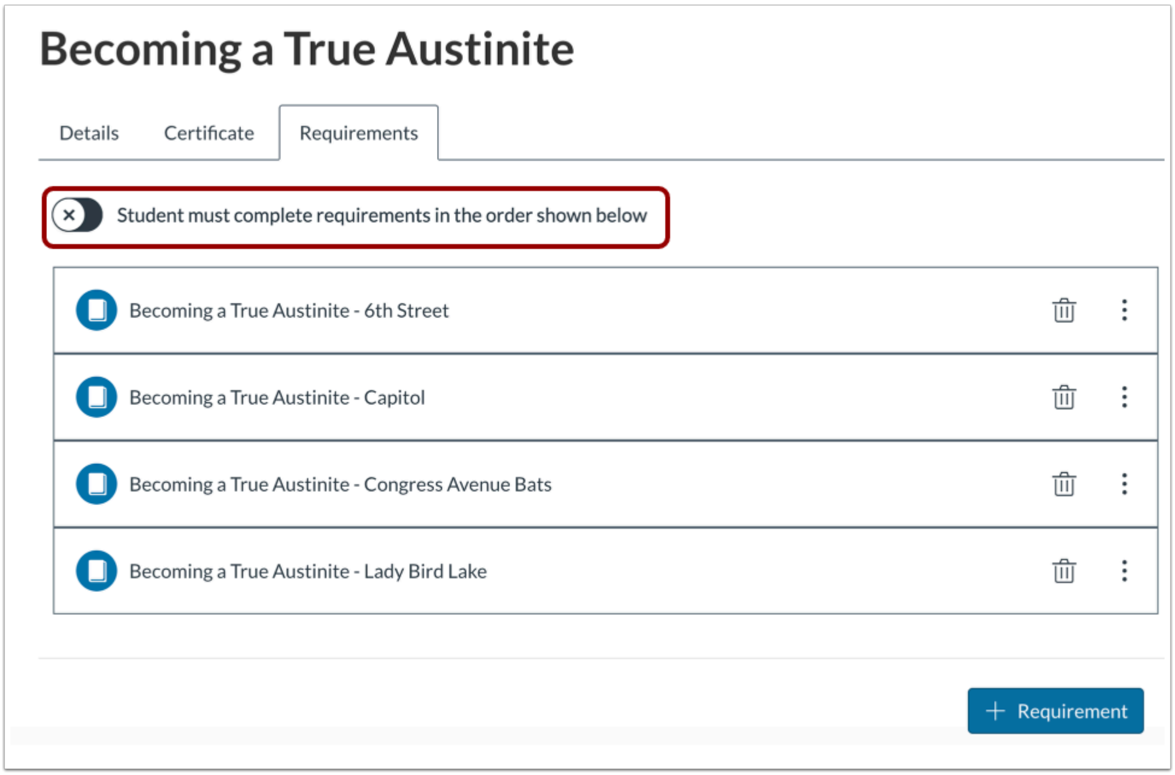
View Requirements



The Requirements page shows requirements added as part of the program. You can view the name of the course or program that has been added as a requirement.

Each course or subprogram that is part of a program listing also exists as a stand alone listing. Learn how various visibility and enrollment statuses display in Catalog.

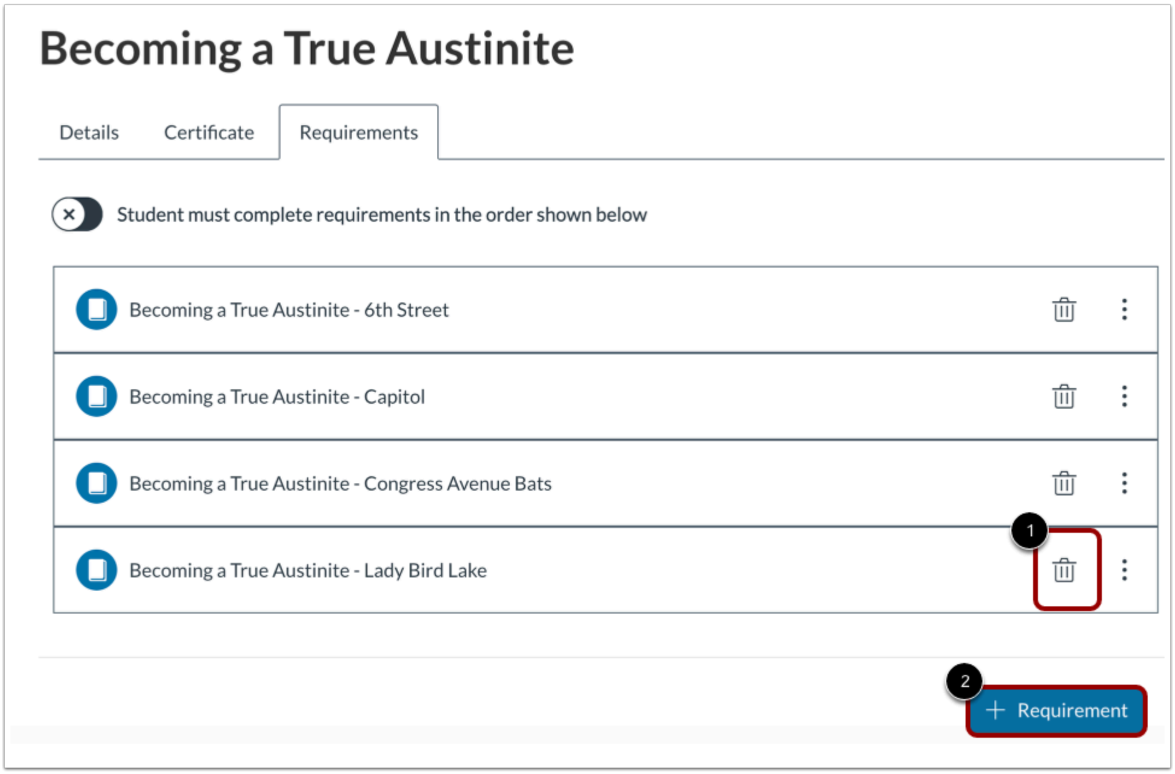
Manage Requirement Completion Order



By default, students must complete program requirements in the order in which they appear on the Requirements page.

To allow students to complete program requirements in any order, click the **Student must complete requirements in the order shown below** toggle off.

Manage Program Requirements



To remove a program requirement from the list, click the **Delete** icon [1].

To add a program requirement, click the **Add Requirement** button [2].

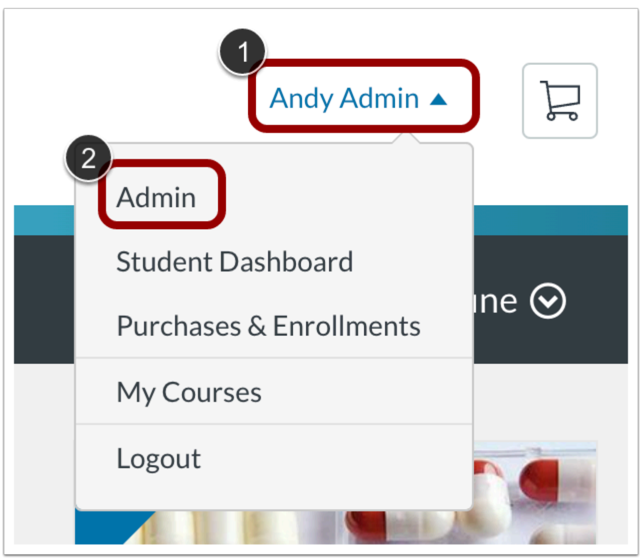
How do I add a requirement to a Catalog program?

To create a Catalog program, you must add course requirements that students must finish to complete the program. Requirements can also include other programs added as subprograms. Learn how to manage program requirements.

Notes:

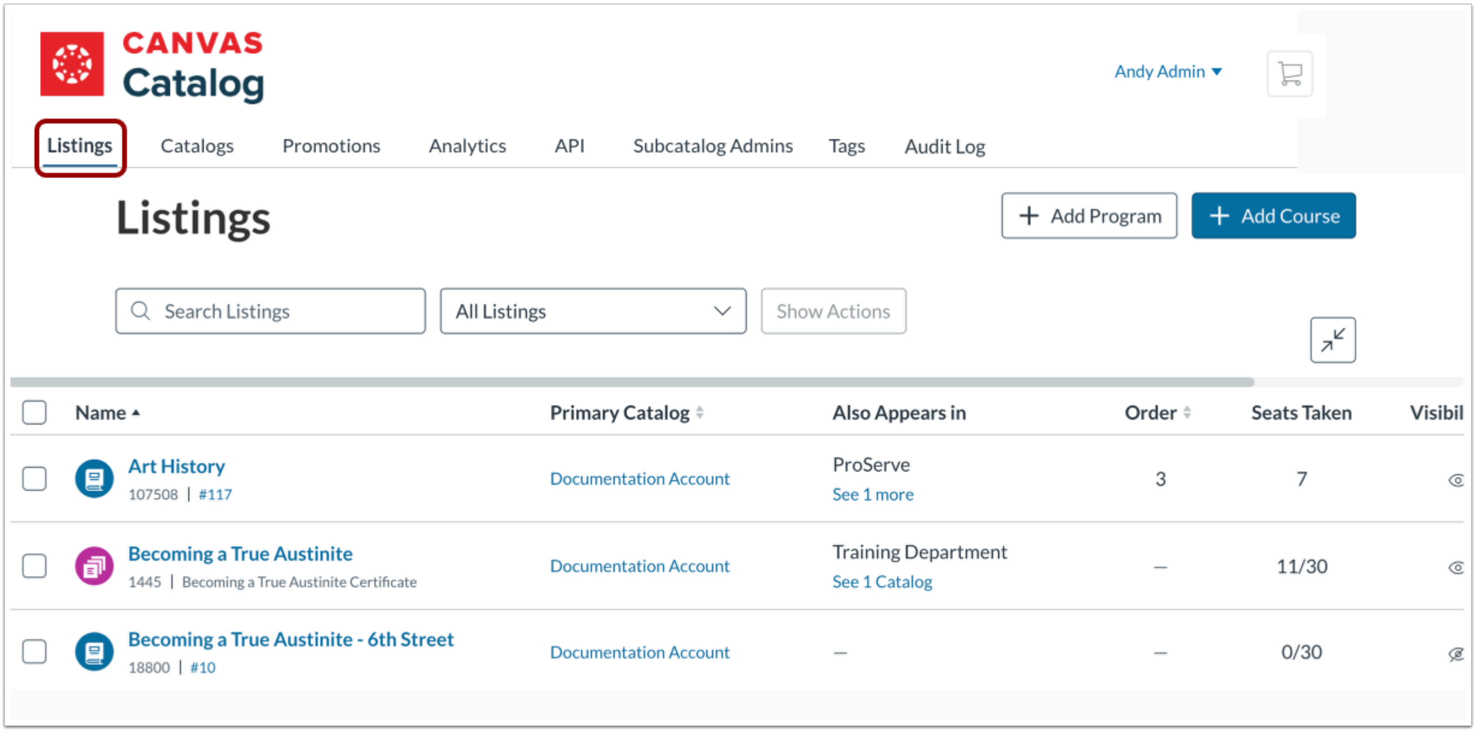
- Catalog does not prevent you from adding a requirement to more than one program, but doing so is discouraged and performance can not be guaranteed.
- In a Catalog program, each course includes a series of module requirements that students must fulfill before they can move on to the next course in the program. These module requirements are set in the Canvas course. Learn more about course module requirements in Canvas.

Open Admin



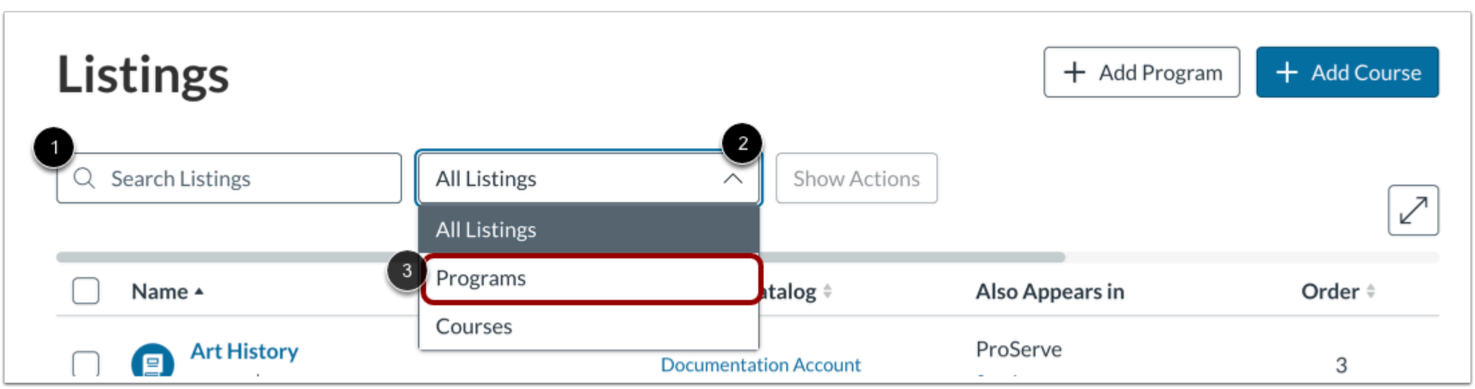
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings Page



Click the **Listings** tab.

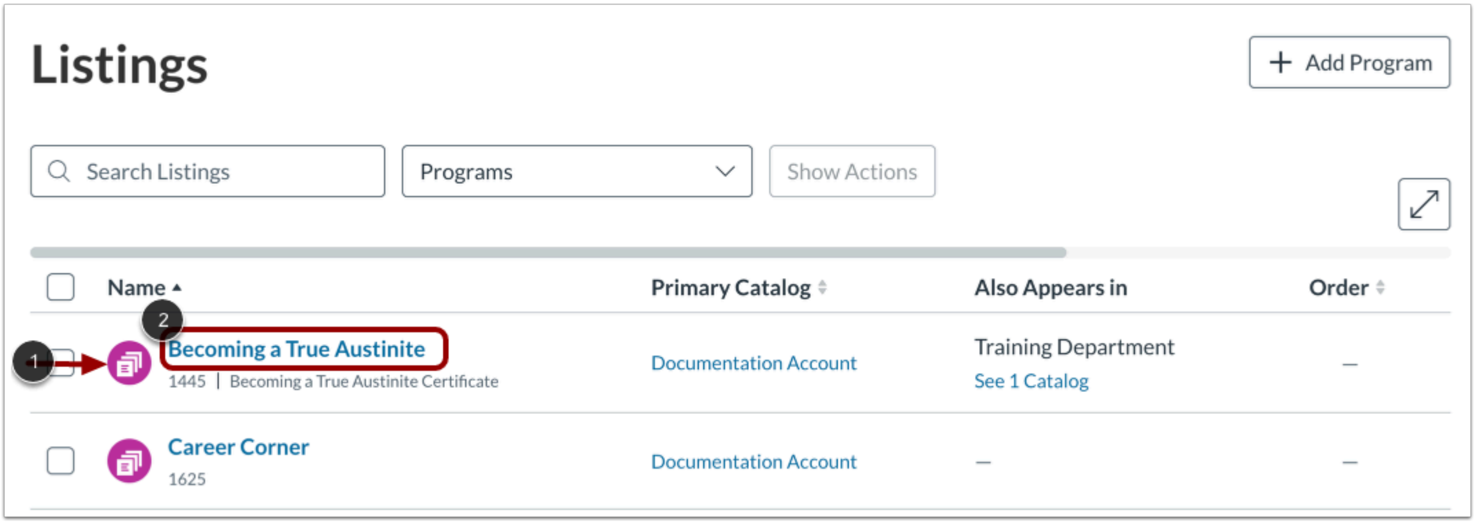
Filter Programs



To search for a program by name, enter text in the Search Listings field [1].

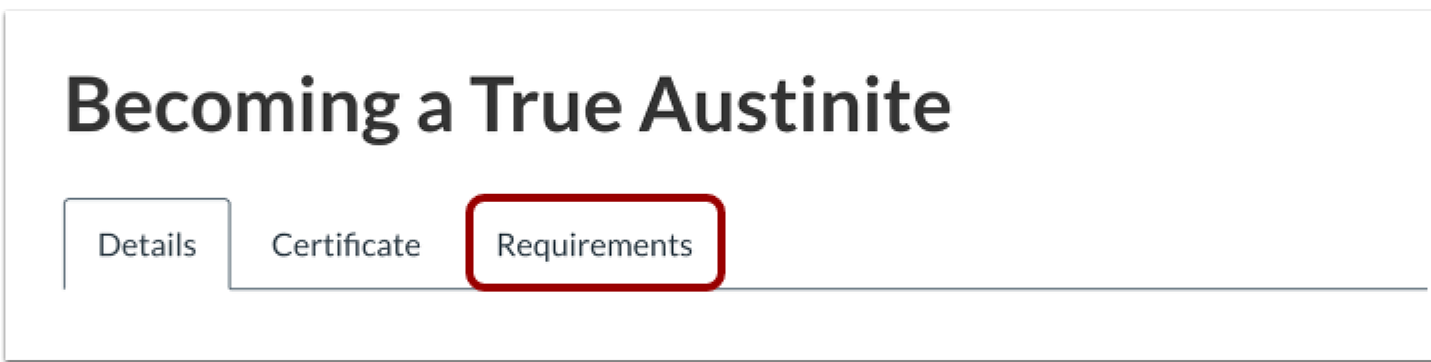
To filter the search to view only programs in the results, click the **Listings** drop-down menu [2]. Then, click the **Programs** link [3].

Open Program



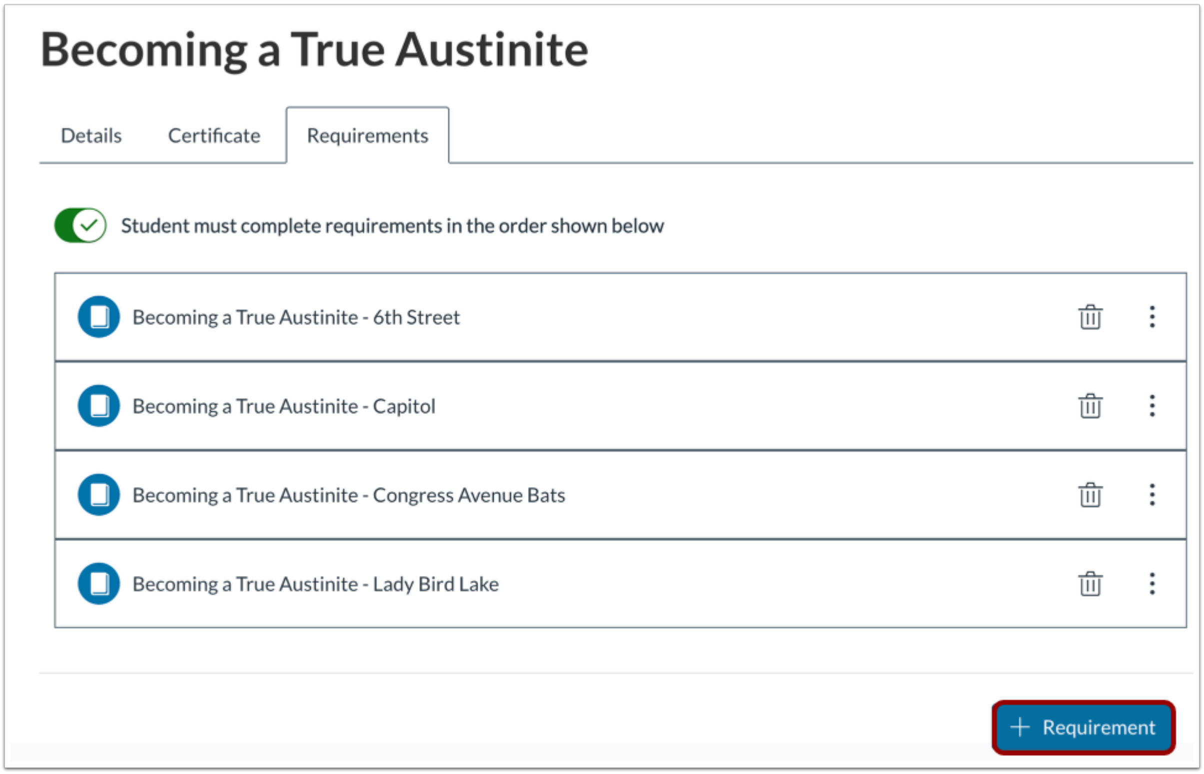
In the list, the Program icon displays [1]. To select a program, click the program name link [2].

Open Requirements



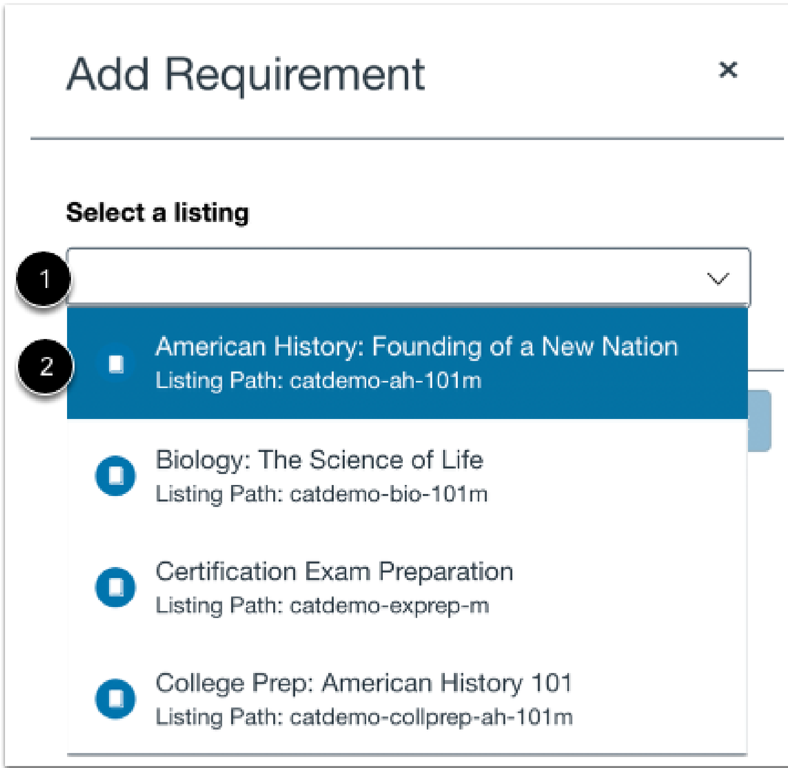
Click the **Requirements** tab.

Add Requirement



Click the **Add Requirement** button.

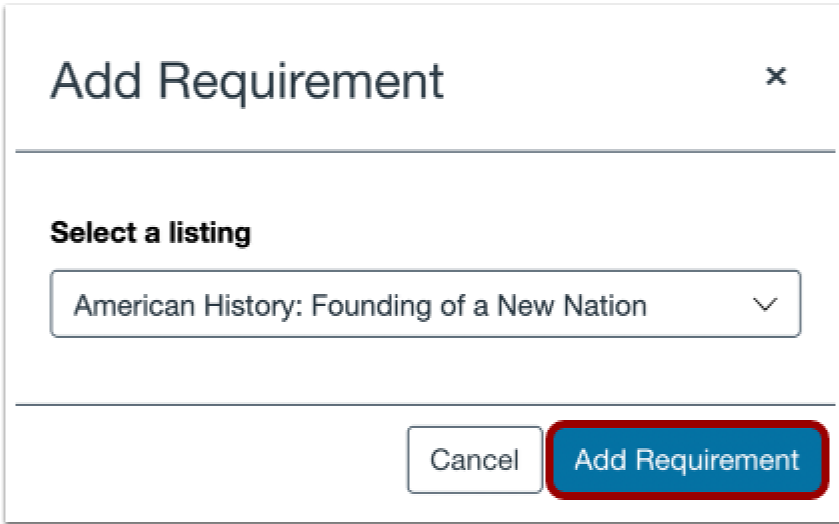
Search Canvas Courses or Programs



To search for a course or program, click to type in the **Select a listing** field [1].

To select a course or program, click the item in the list [2].

Add Course or Program



Click the **Add Requirement** button.

How do course and program listings display in Canvas Catalog?

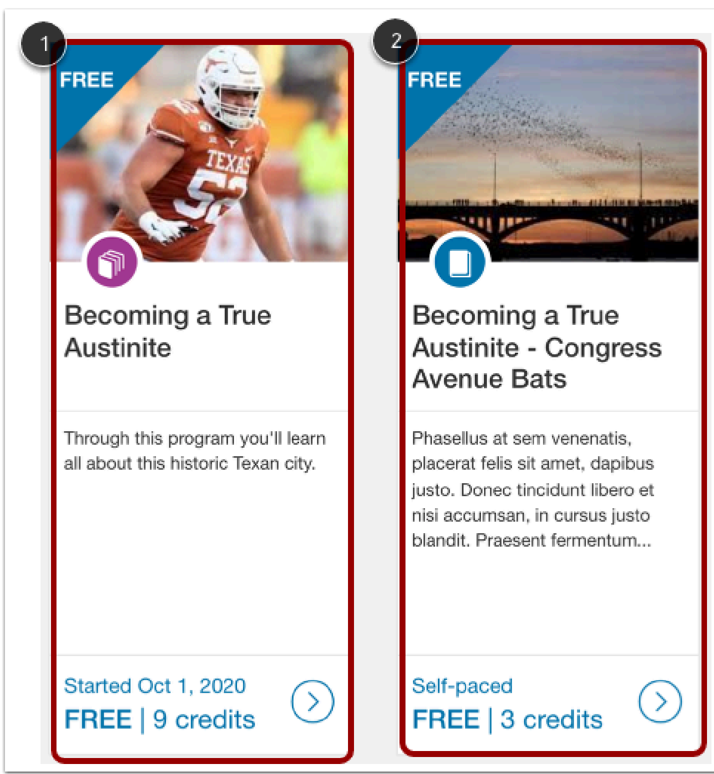
As a Canvas Catalog admin, you create a stand-alone listing in Catalog using a Canvas course, and you can add a program listing that uses a group of Catalog course listings as requirements to complete the program.

When you create a course or add a program, you can select visibility details for each individual listing. The selections you make affect the way course and program listings display in Catalog.

Notes:

- All courses in Catalog exist as independent listings, even if they are associated with a program listing. It is recommended that you set visibility and enrollment details for a course listing before you include it as a requirement in a program.
- If a visibility option is not selected for a course, Hide Listing is selected by default.

View Program and Course Listings



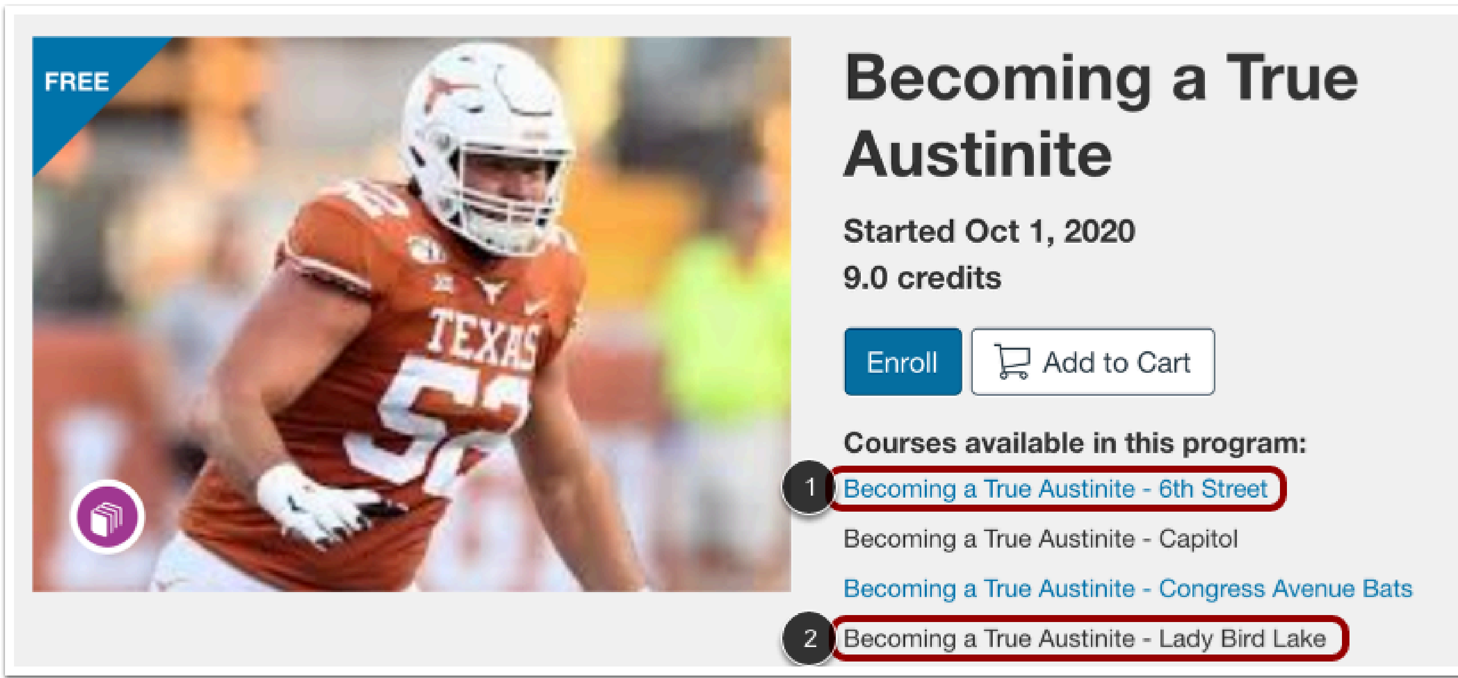
When a program's visibility option is set to Show Listing, the program listing displays as a public listing in the catalog [1].

When a course's visibility option is set to Show Listing, the course displays as a stand-alone public listing in the catalog in addition to displaying in any program where it is included as a requirement.

Notes:

- When you select a course as a requirement in a program, the course name displays on the registration page for the program no matter which visibility option you select for the course.
- When offering a course both individually and as part of a program, it is recommended that course visibility be set to Show Listing.

View Course Requirements in Program Listing



All course requirements, regardless of their visibility settings, display on the registration page of the program listing.

If course visibility is set to Show Listing, a link to course details displays [1].

If course visibility is set to Hide Listing or LInk Only, only the course name displays [2].

Notes:

- When course or program visibility is set to Link Only, students can register only using a provided link.
- When a program's visibility is set to Hide Listing, the program does not display anywhere in the catalog.

How do I add a certificate of completion for a Catalog course?

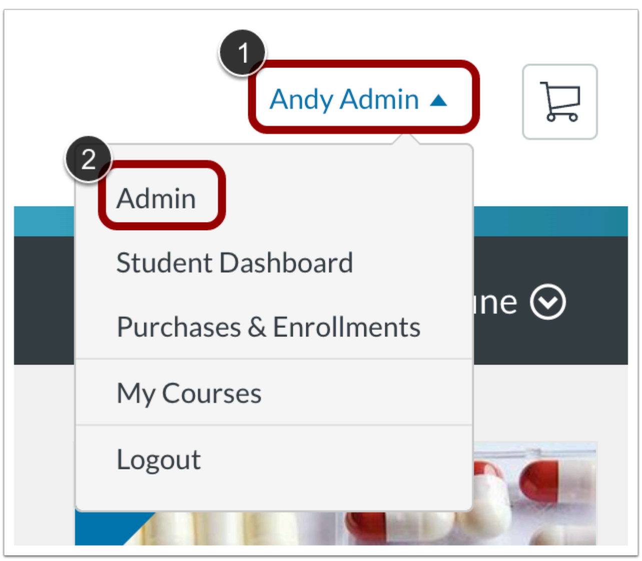
As a Canvas Catalog admin, you can create and distribute certificates of completion for courses that contain modules in Canvas.

Certificates are automatically issued to students when they have completed all requirements in a course. You can add certificates using pre-designed templates in Catalog, or you can create a custom template using HTML/CSS or from an external file.

Notes:

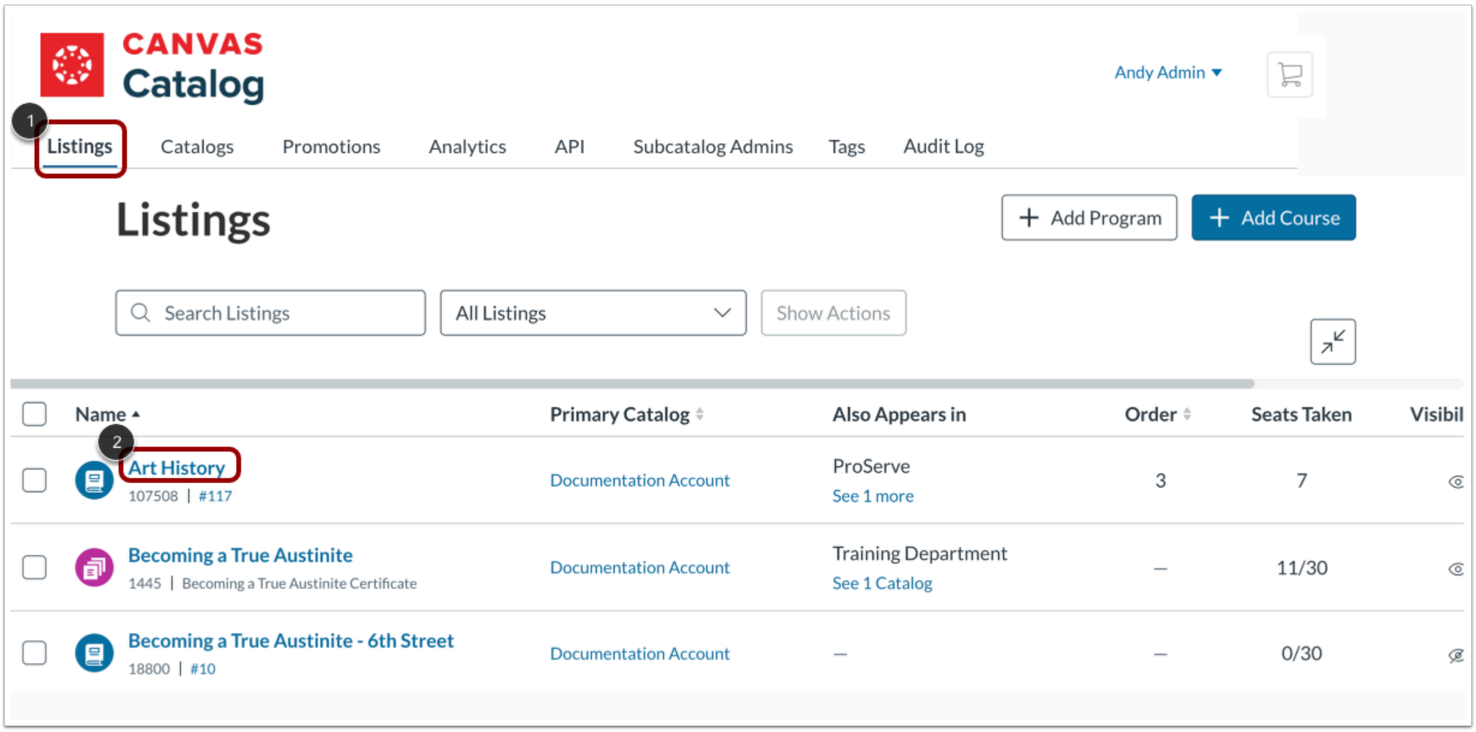
- Courses can only be identified as complete if they contain modules in Canvas. Learn how Catalog works with Canvas.
- If an admin manually enrolls a user in a Catalog course, the user will not receive a certificate upon completion of the course. To ensure users receive certificates of completion, they must self-enroll.
- If a user is enrolled in a Catalog course through Canvas and if Canvas-enrolled courses are displayed on the dashboard, the user can view the certificate of completion for the course. They will not, however, receive the certificate via email.

Open Admin



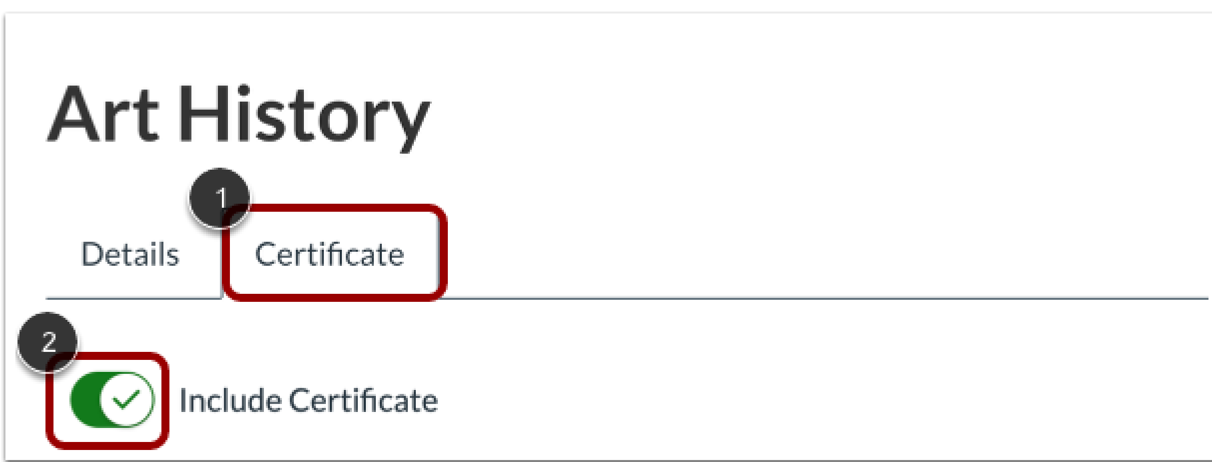
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Course



Click the **Listings** tab [1]. Then, click a course name link [2].

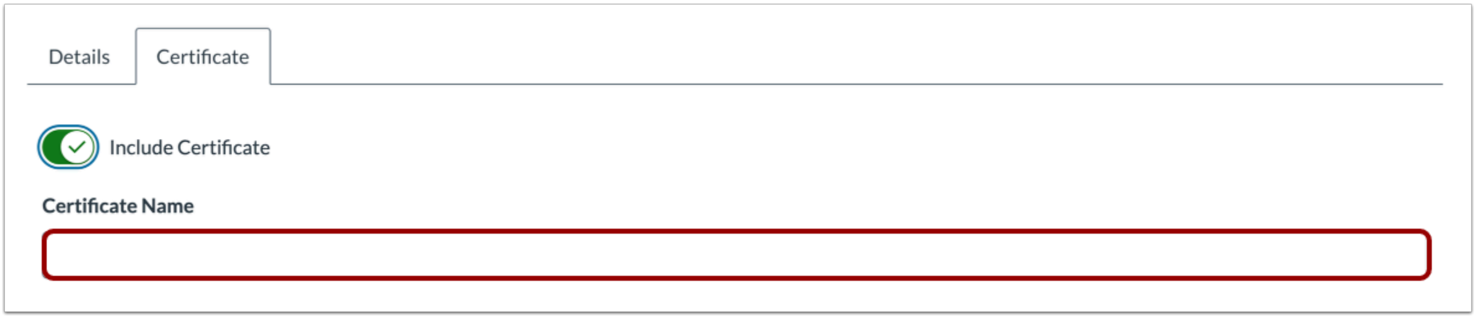
Include Certificate



Click the **Certificate** tab [1]. Then, click the **Include Certificate** toggle on [2].

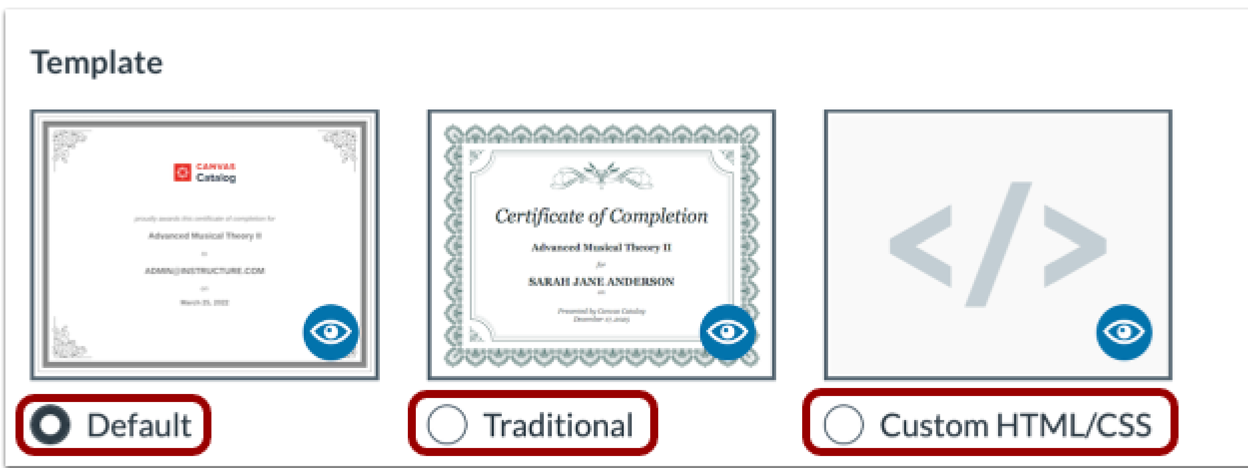
Note: By default, the Include Certificate toggle is turned off.

Add Certificate Name



Enter a name for the certificate in the **Certificate Name** field.

Select Certificate Template



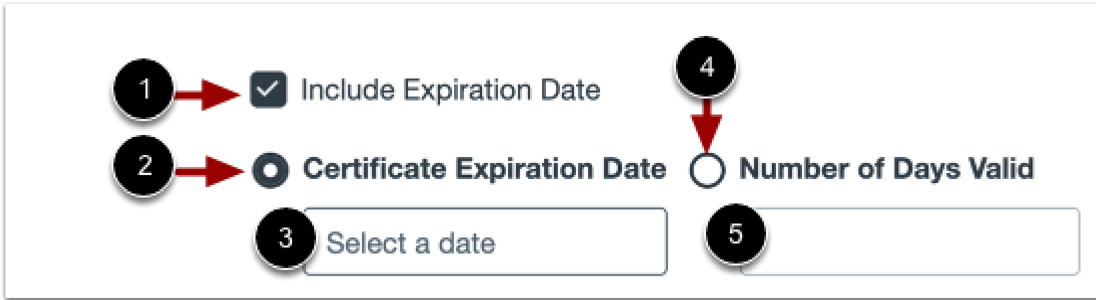
To select a branded certificate that includes the Catalog logo, certificate name, student name, and date click the **Default** radio button [1].

To select a generic certificate that includes the certificate name, student name, account name, and date click the **Traditional** radio button [2].

To create a custom template using HTML/CSS or a link to an external file, click the **Custom HTML/CSS** radio button [3].

Note: If you create a custom template, but choose to switch to one of the pre-designed templates at a later time, any coding you include in this template is retained.

Include Expiration Date

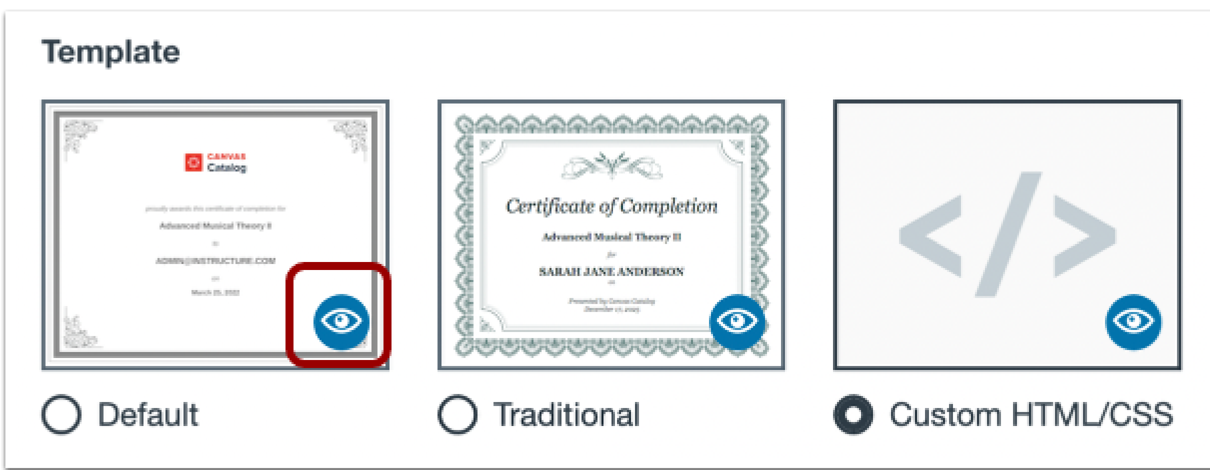


Click the **Include Expiration Date** checkbox [1].

You can select a specific date on which the certificate expires or set a number of days for which the certificate is valid.

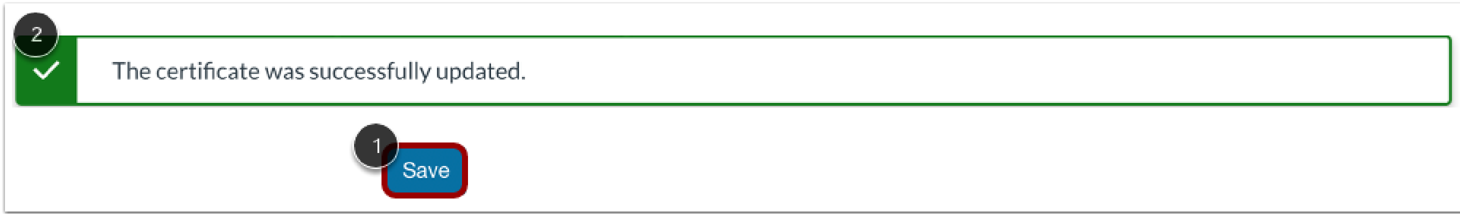
- To add a certificate expiration date, click the **Certificate Expiration Date** radio button [2]. Then, click the **Select a date** field and choose a date from the calendar [3].
- To set a number of days for which the certificate is valid, select the **Number of Days Valid** radio button [4]. Then, enter the number of days that you want the certificate to remain valid [5].

Preview Certificate



To preview a certificate, click the **Preview** icon.

Save Certificate



Click the **Save** button [1].

The successfully updated banner displays [2].

Note: Catalog will notify you if there are errors with your certificate. If there are any errors, correct them and then click the **Save** button again.

How do I add a certificate of completion for a Catalog program?

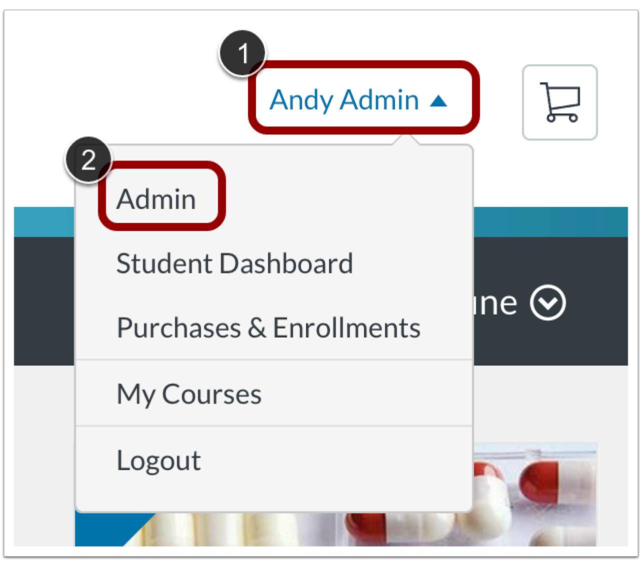
As a Canvas Catalog admin, you can create and distribute certificates of completion for programs that contain courses with modules in Canvas.

Certificates you create are automatically issued to students when they have completed all requirements for a program. You can add a pre-designed template or you can create a custom certificate template.

Notes:

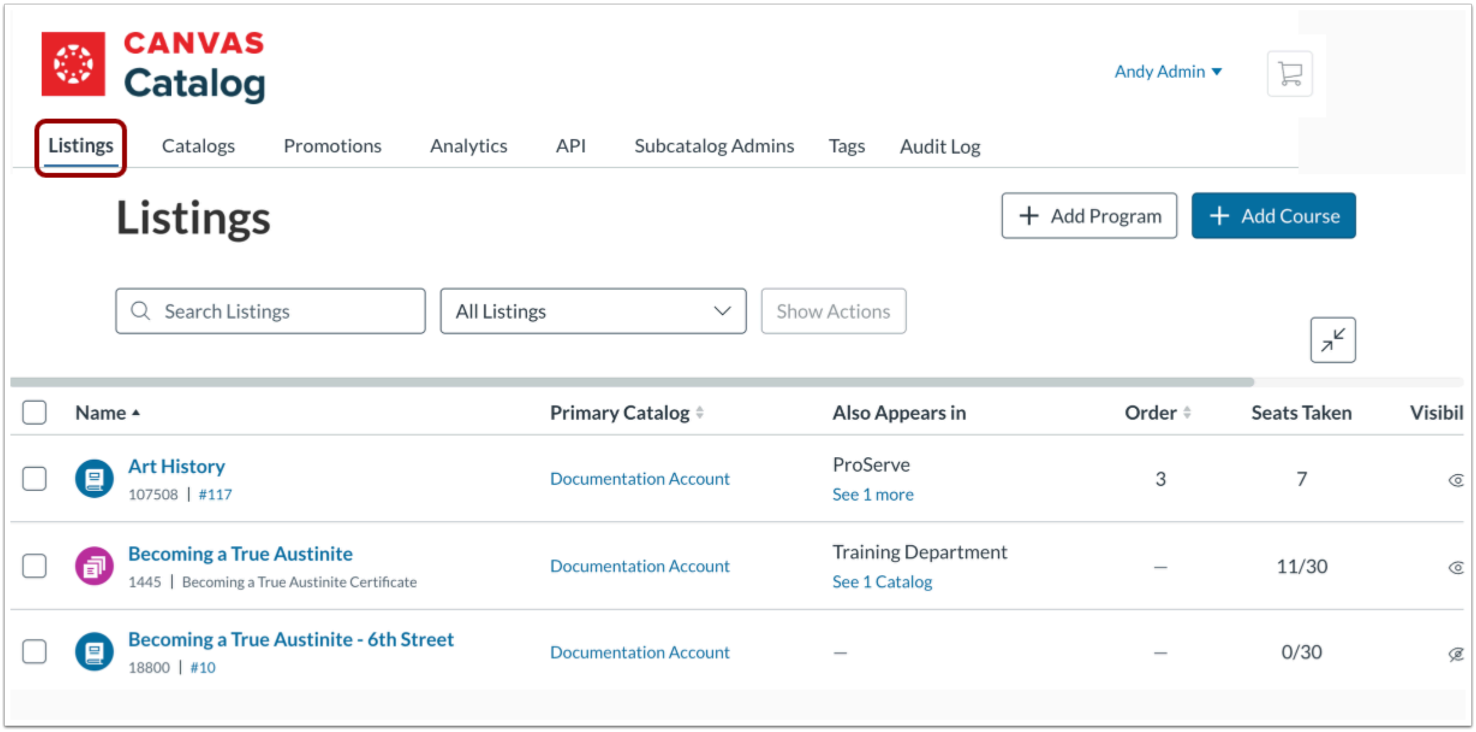
- Courses within a program can only be identified as complete if the courses include modules. Learn how Catalog works with Canvas.
- If an admin manually enrolls a user in a Catalog program, the user will not receive a certificate upon completion of the program. To ensure users receive certificates of completion, have them self-enroll.

Open Admin



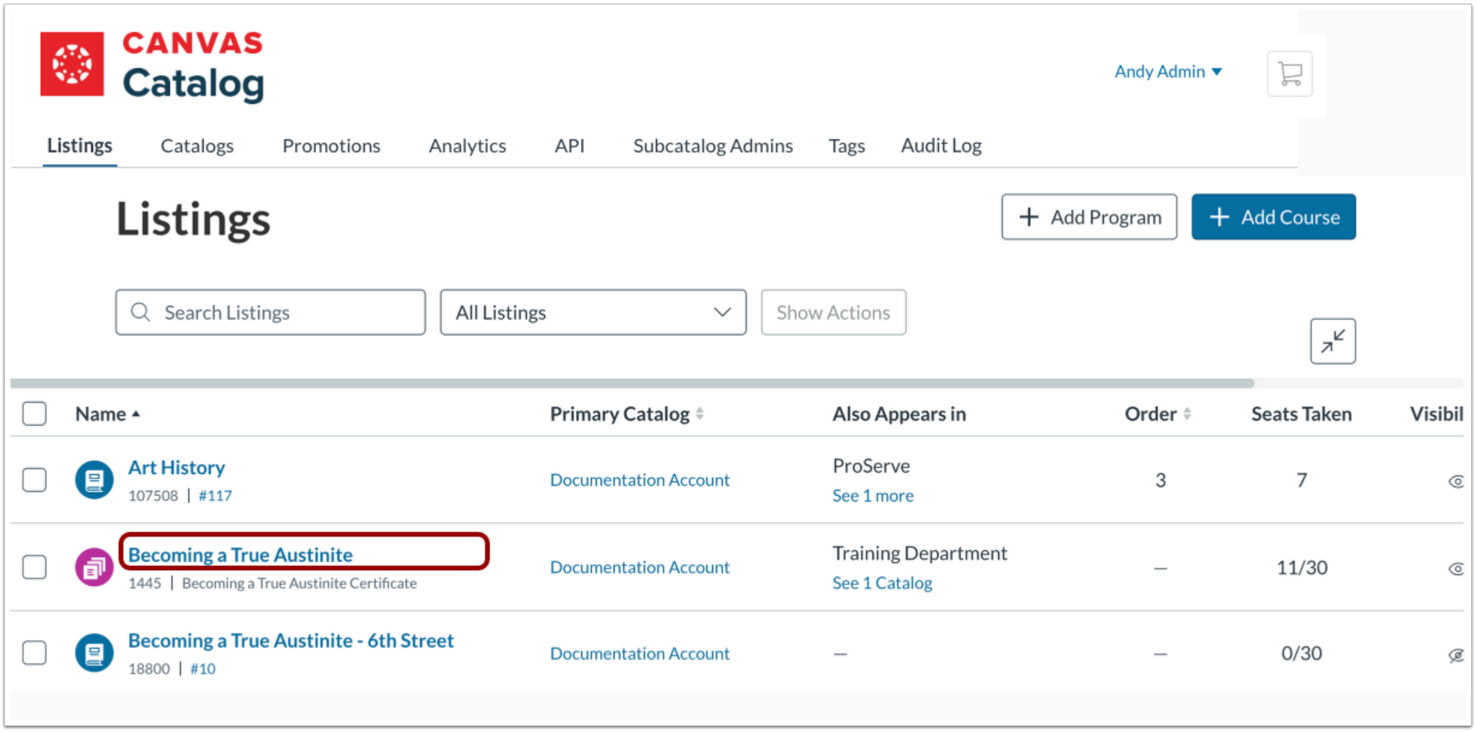
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings Page



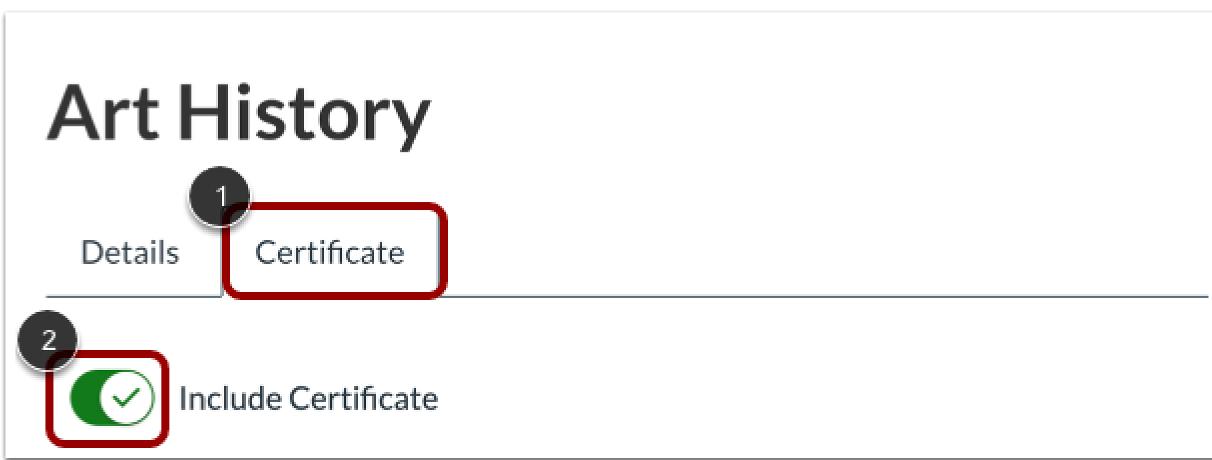
Click the **Listings** tab.

Open Program



Click the program name link.

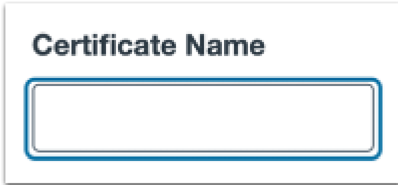
Include Certificate



Click the **Certificate** tab [1]. Then, click the **Include Certificate** toggle on [2].

Note: By default, the Include Certificate toggle is turned off.

Add Certificate Name



Create a name for the certificate.

Select Certificate Template

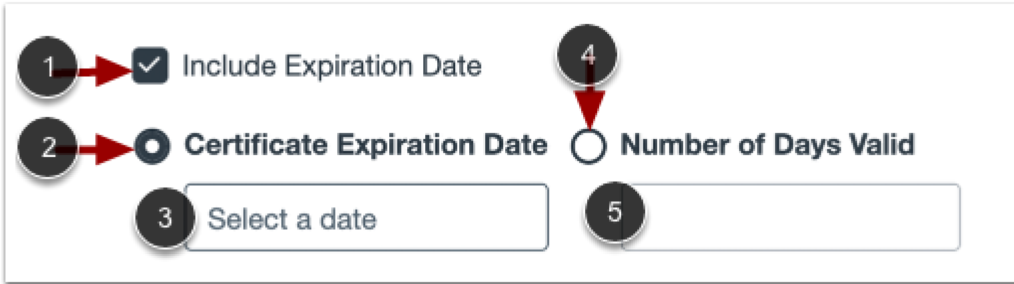
To select a branded certificate that includes the Catalog logo, certificate name, student name, and date click the **Default** radio button [1].

To select a generic certificate that includes the certificate name, student name, account name, and date click the **Traditional** radio button [2].

To [create a custom template](#) using HTML/CSS or a link to an external file, click the **Custom HTML/CSS** radio button [3].

Note: If you create a custom template but choose to switch to one of the pre-designed templates at a later time, any coding you include in this template is retained.

Include Expiration Date

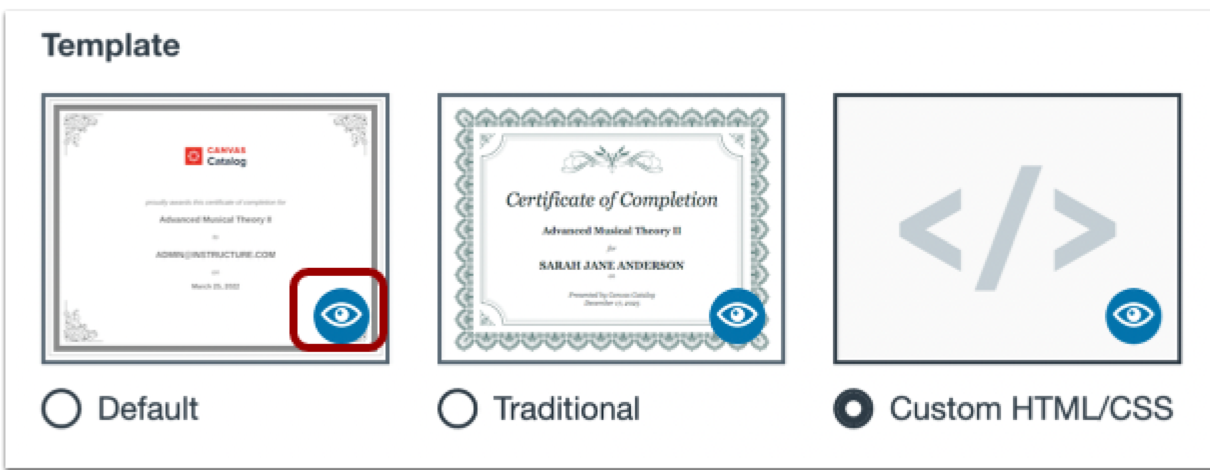


Click the **Include Expiration Date** checkbox [1].

You can select a specific date on which the certificate expires or set a number of days for which the certificate is valid.

- To add a certificate expiration date, click the **Certificate Expiration Date** radio button [2]. Then, click the **Select a date** field and choose a date from the calendar [3].
- To set a number of days for which the certificate is valid, select the **Number of Days Valid** radio button [4]. Then, enter the number of days that you want the certificate to remain valid [5].

Preview Certificate



To preview a certificate, click the **Preview** icon.

Save Certificate

Click the **Save** button [1].

The successfully updated banner displays [2].

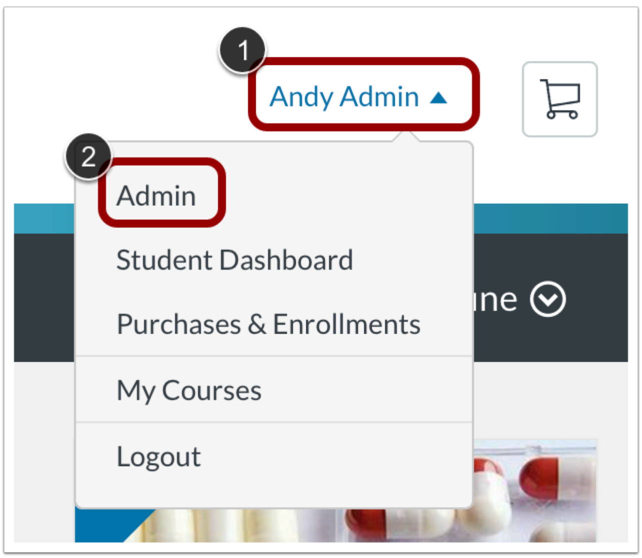
Note: Catalog will notify you if there are errors with your certificate. If there are any errors, correct them and then click the **Save** button again.

How do I add a promotion code to a listing in Canvas Catalog?

As a Canvas Catalog admin, you can add a promotion code to your paid listings. A promotion code enables a discount that can be applied to all listings in a catalog, or to an individual listing.

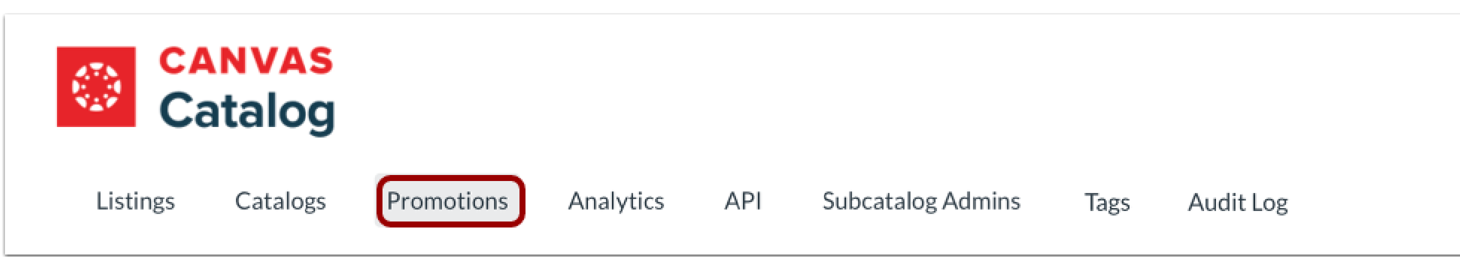
Note: Promotion codes can be applied only to listings with an enrollment fee.

Open Admin



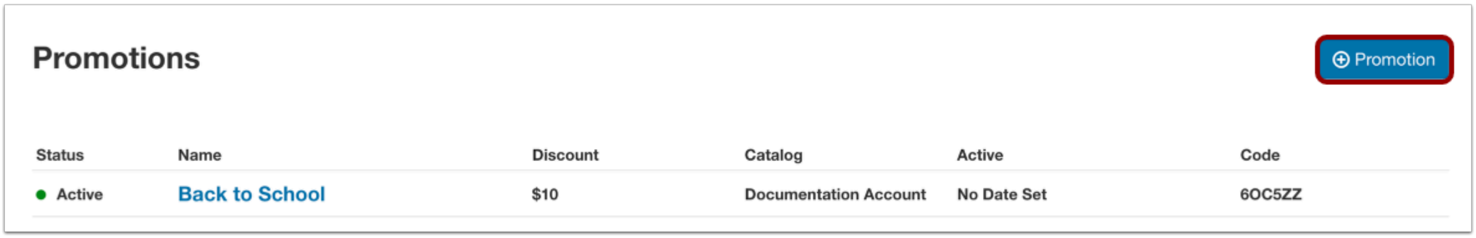
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Promotions



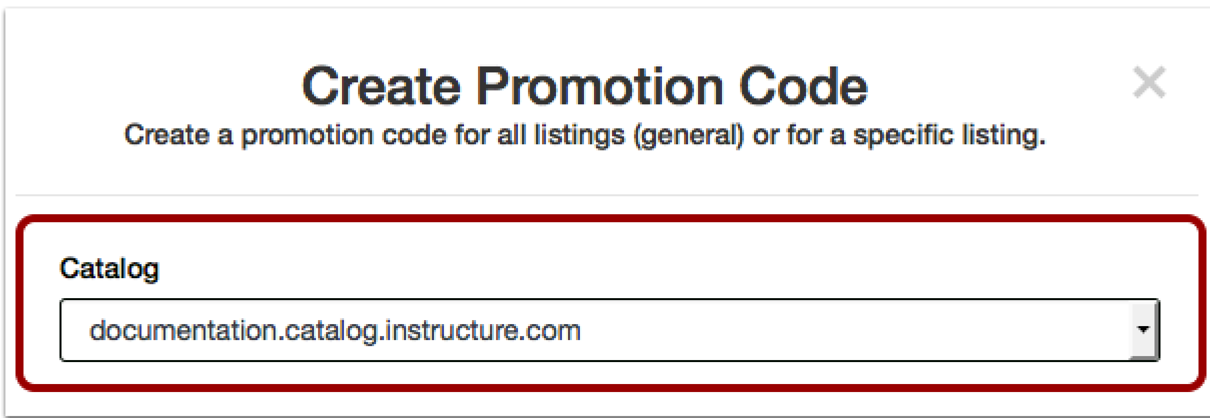
Click the **Promotions** tab.

Add Promotion



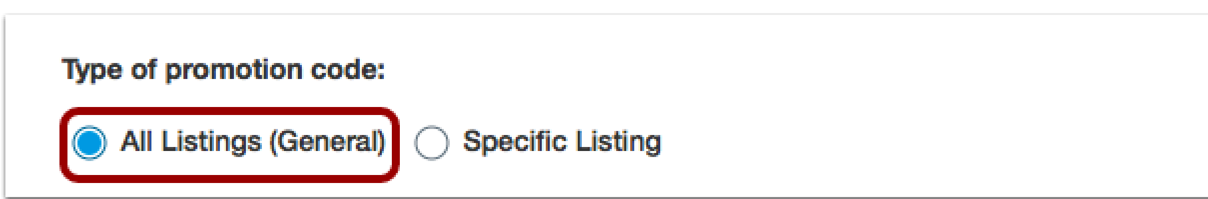
Click the **Add Promotion** button.

Choose Catalog



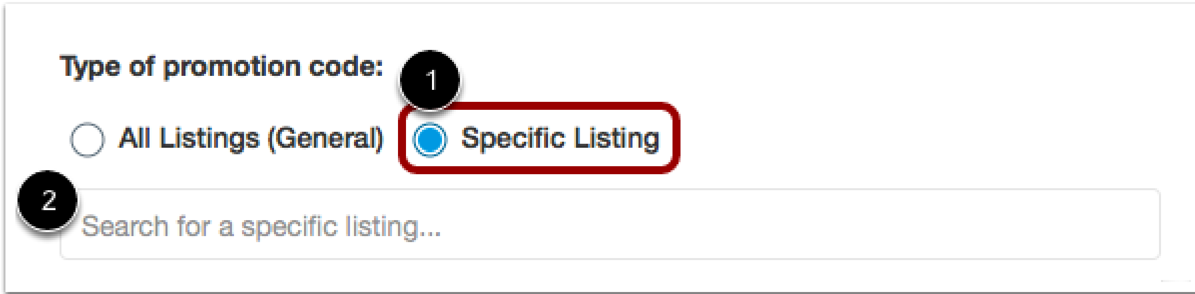
To select the catalog where you want to add the promotion, click the **Catalog** drop-down menu.

Select Promotion Type



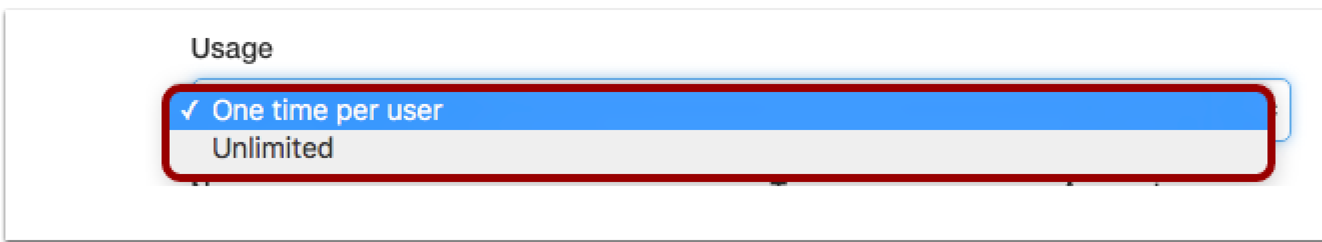
To create a promotion code that applies to all listings in the catalog, click the **All Listings (General)** radio button.

Note: By default, the All Listings (General) promotion code type is selected.



To apply a promotion code to a single listing, click the **Specific Listing** radio button [1]. Then, enter the listing name in the **Search for a specific listing** field [2].

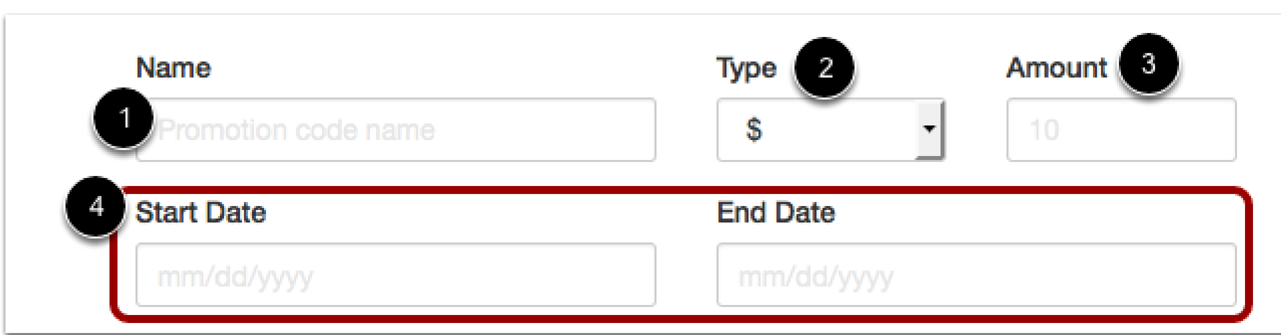
Choose Usage



Click the **Usage** drop-down menu and select a code type.

"One time per user" means that an individual code can be used only one time per user. Users can also add other additional promotion codes to the same registration. "Unlimited" means a single promotion code can be used multiple times per user, with no limit. Users can also add additional promotion codes to the same registration.

Add Promotion Details



Enter a name for the promotion in the **Name** field [1].

To select if the discount should be applied as a currency amount, or a percentage amount, click the **Type** drop-down menu and select a discount type [2].

To select an amount for the currency or percentage type, enter it in the **Amount** field [3].

To enter a time frame for the promotion, enter dates in the **Start Date** and **End Date** fields [4].

Add Promotion Code

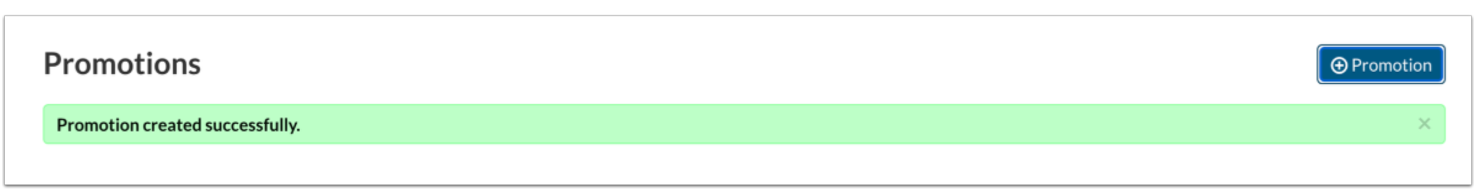
Enter a code for the promotion in the **Promotion Code** field [1]. Alternatively, Canvas Catalog can generate a 6-character code for you. To generate a code, click the **Generate Code** link [2].

Click the **Save Promotion** button [3].

Notes:

- Promotion codes are not case sensitive.
- Self-created promotion codes can consist of no more than 15 characters with no spaces.

Confirm Save



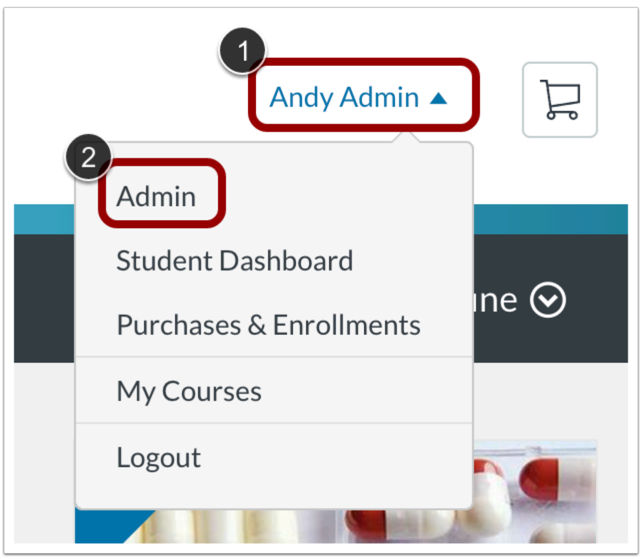
When the promotion has been saved, the Promotion created successfully banner displays.

How do I manage catalog promotions?

As a Canvas Catalog admin, you can manage all promotions in Canvas Catalog on the Promotions page. The Promotions page shows an overview and status of all available promotion codes. From the Promotions page, you can add, edit, or delete promotions.

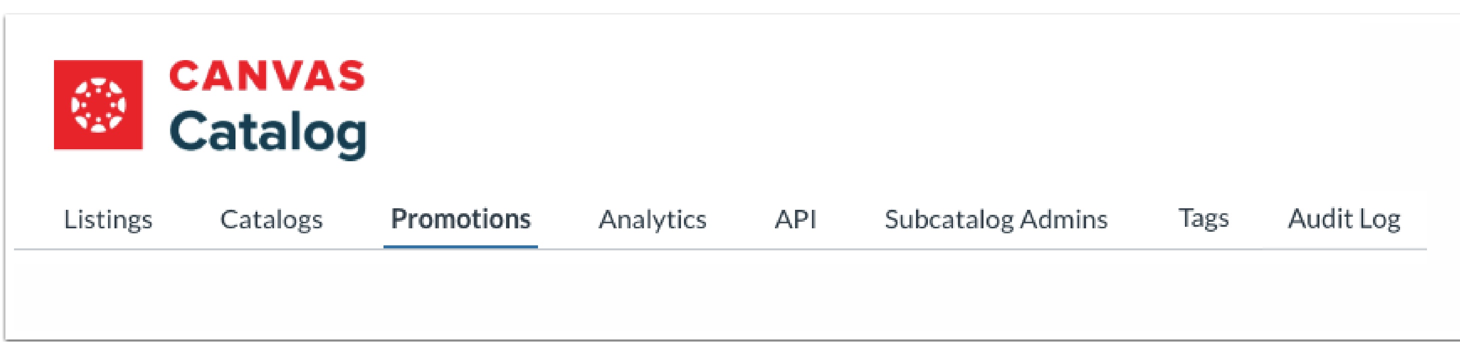
Note: Promotions only apply to listings with an enrollment fee.

Open Admin



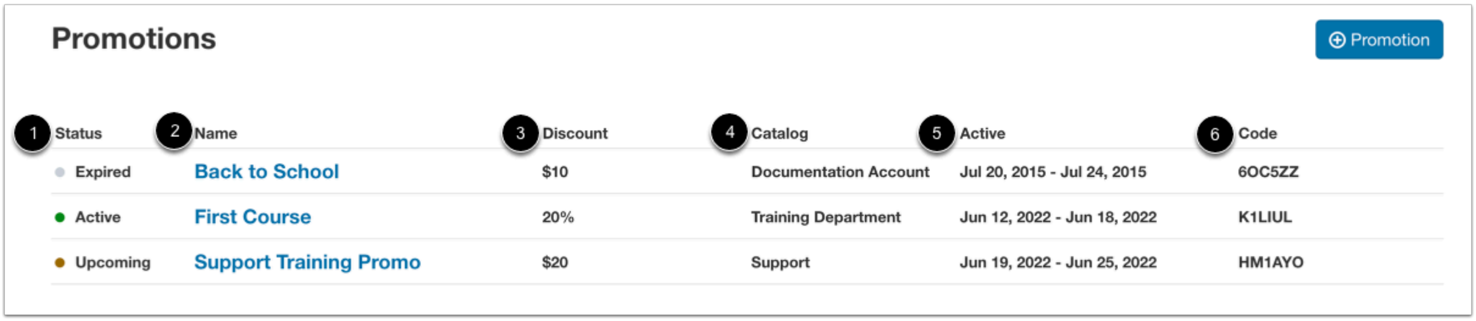
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Promotions



Click the **Promotions** tab.

View Promotions

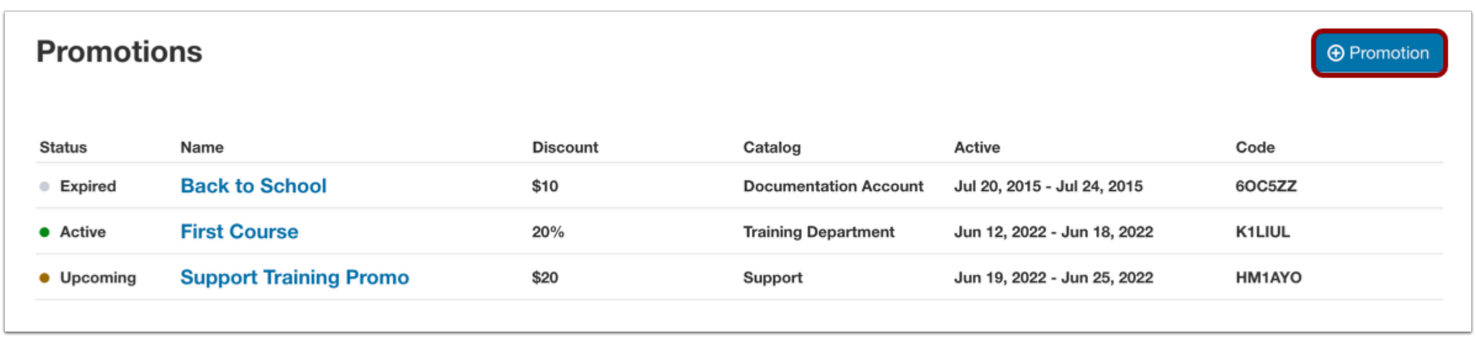


The Promotions page displays the promotion status [1], name [2], discount [3], catalog name [4], active dates [5], and code [6].

Notes:

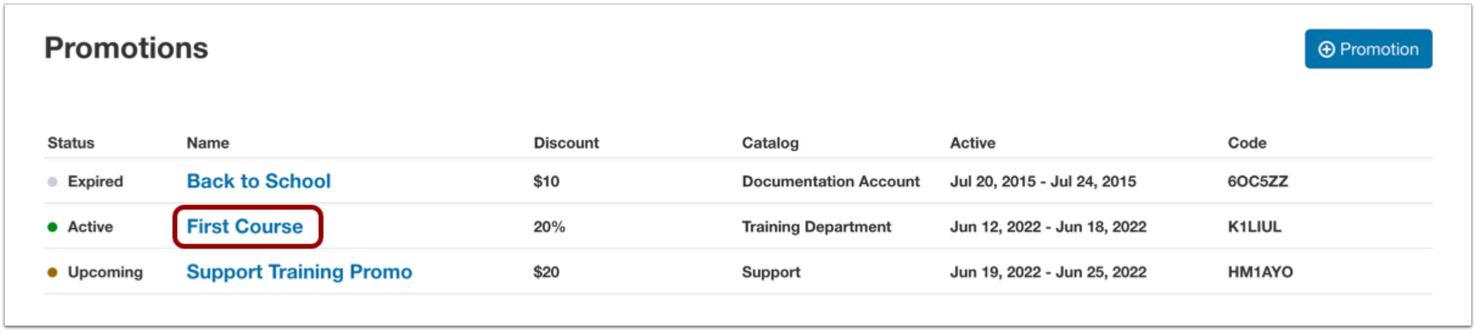
- Promotions are sorted by status. Upcoming promotions are listed first, then descend by date to expired promotions.
- Status can be listed as upcoming, active, or expired.
- Start and end dates are not required for promotions.

Add Promotion



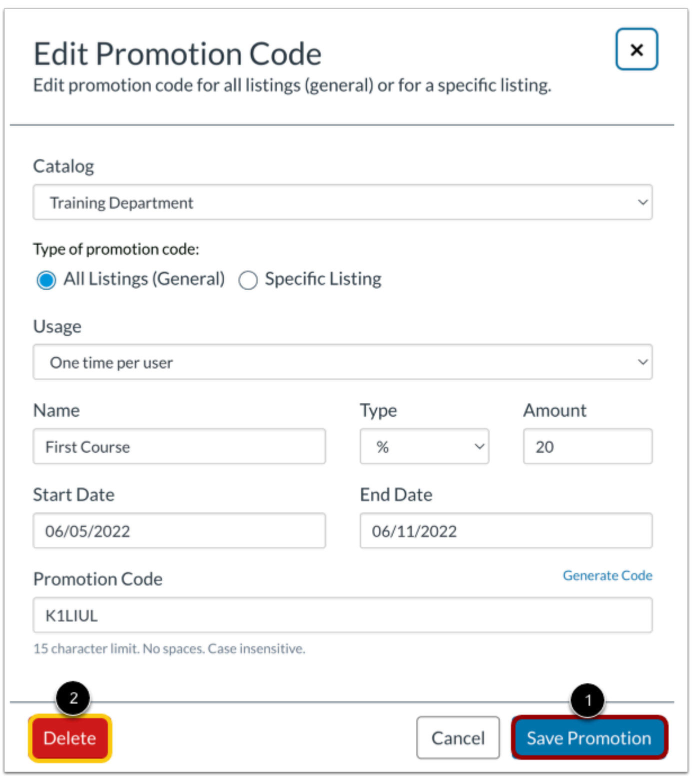
To [add a catalog promotion](), click the **Add Promotion** button.

Manage Promotion



To edit or delete a promotion, click the name of the promotion.

Save or Delete Promotion



To edit a promotion, update the appropriate fields, then click the **Save Promotion** button [1].

To delete a promotion, click the **Delete** button [2].

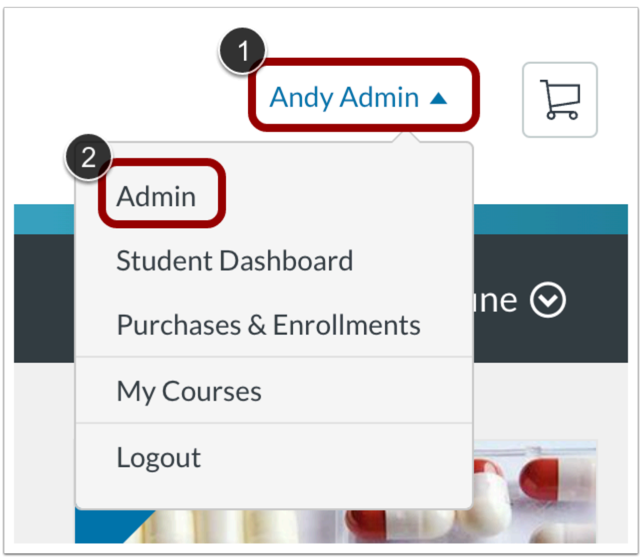
How do I view the Catalog Analytics page?

As a Canvas Catalog admin, you can view and manage catalog data and generate custom reports in the Analytics page. Tabs in the Analytics page allow you to view summary and detailed data for listings, enrollments, orders, and users.

Catalog data can be viewed in both chart and list views in the Analytics page.

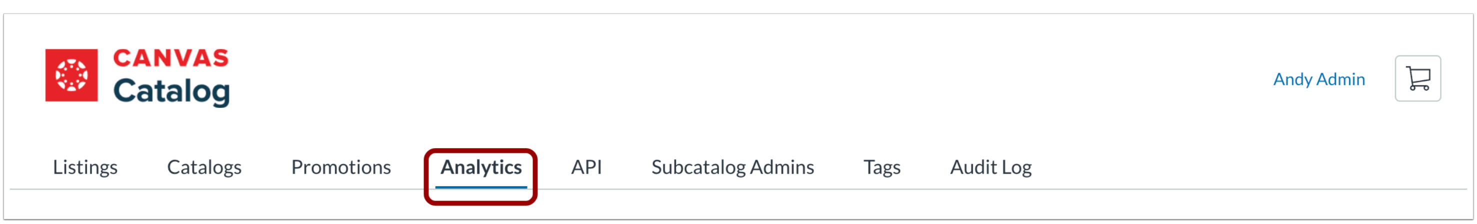
Note: Enrollments that are not added to a course through the Catalog enrollment page are included in Catalog analytics only if the two are synced.

Open Admin



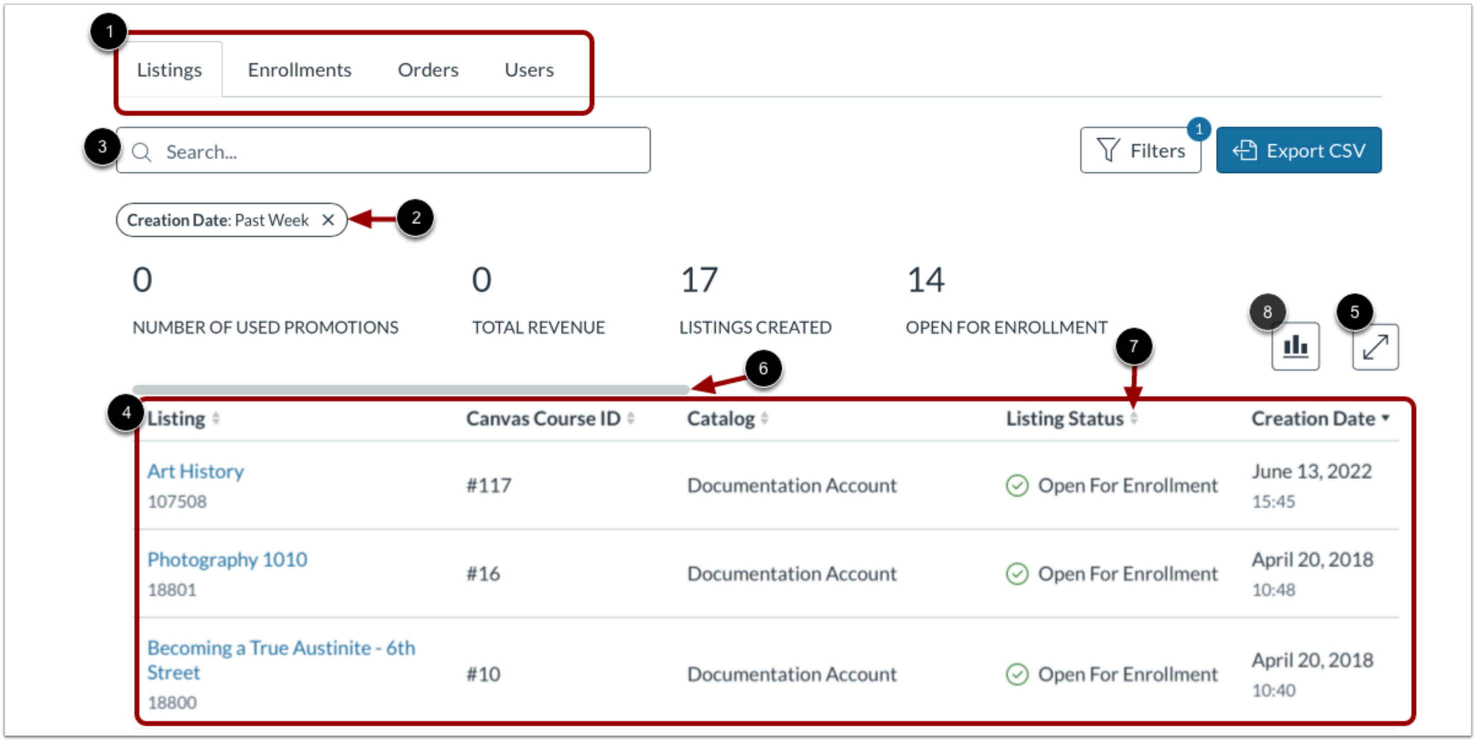
Click the **User Name** link [1]. Then, click the **Admin** link [2].

Open Analytics



Click the **Analytics** tab.

View Analytics



Category tabs for Listings, Enrollments, Orders, and Users display [1].

Filters may be selected by default. To delete filters and view all listings, click the filter label [2].

To search for a specific item on a page, type all or part of an item name in the **Search** field [3].

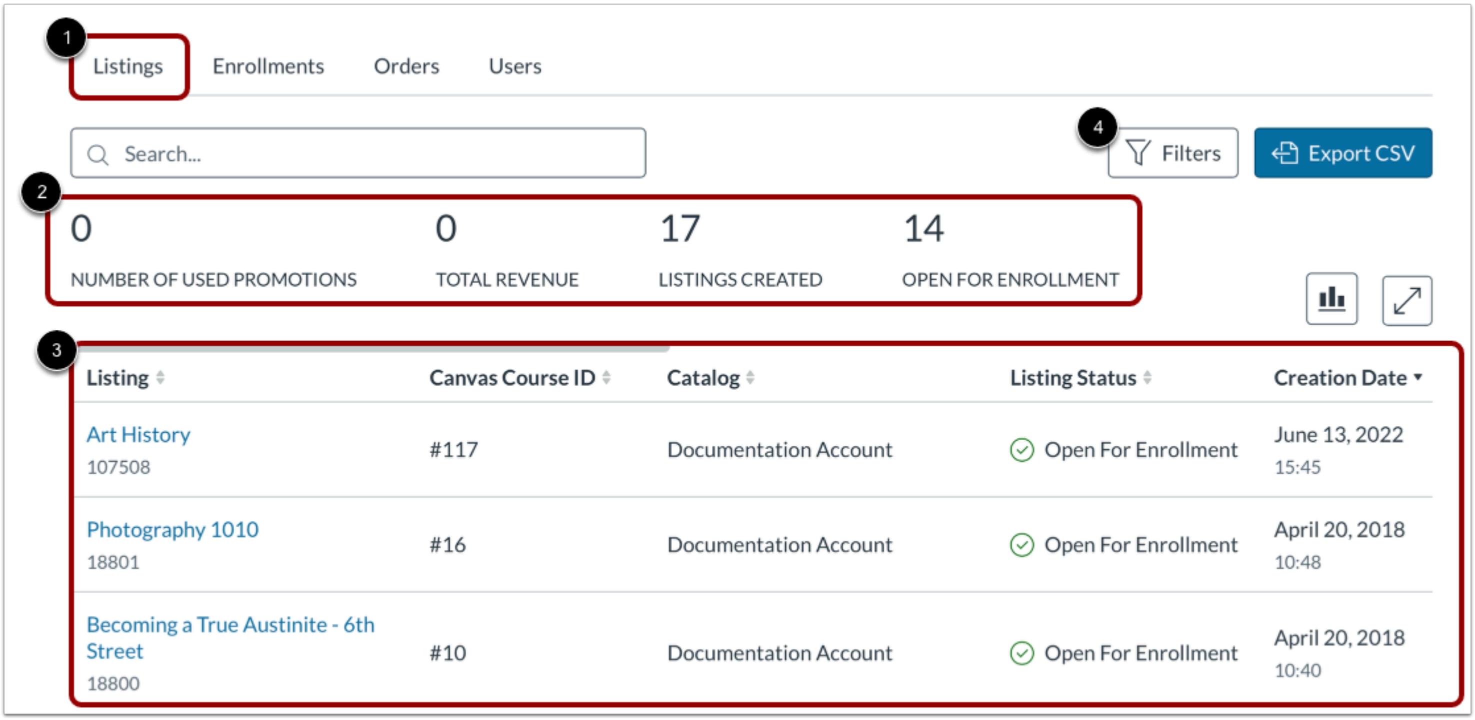
Details for each category displays in a table [4].

By default, only the first several columns display in a table. To display additional columns, click the **Toggle table width** icon [5]. Alternatively, to view additional columns, use the horizontal scroll bar [6].

To sort a table by a column in alphabetical or numerical order, click the **Order** icon for the header name [7]. To reverse the sort order, click the **Order** icon again.

To display data in a chart view, click the **Chart** button [8].

View Listings Tab



In Analytics, the Listings tab opens by default [1].

Summary data displays [2]. The following data is available:

- Number of used promotions
- Total revenue
- Total number of listings
- Total number of listings open for enrollment

The following data displays in the Listings table [3]:

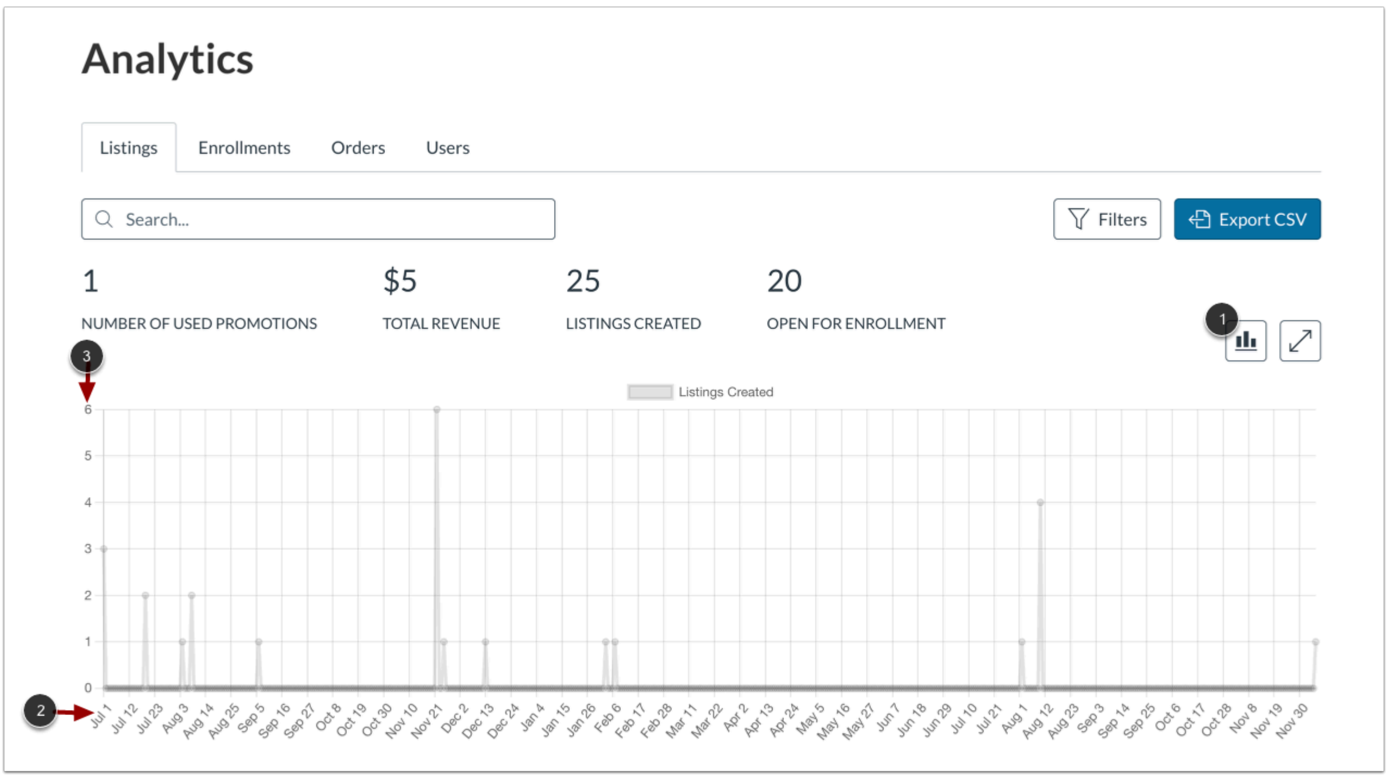
- Listing - listing name link and listing number
- Canvas Course ID - course ID number in Canvas LMS (if applicable)
- Catalog - home catalog for the course
- Listing Status - status of the listing
- Creation Date - month, day, year, and time listing was created
- Certificate - yes or no, indicating whether the listing offers a certificate
- Enrollment Count - number of students enrolled
- Completion Count - number of students who completed
- Dropped Count - number of students who dropped
- List Price - list price for registration (if applicable)

- Promotion - promotion code (if applicable)
- Discount - amount of promotional discount applied (if applicable)
- Revenue - net amount earned on registrations after discounts are applied

Notes:

- To search and filter listings data, click the **Filters** button [4].
- Both summary and table data are based on filters and search criteria.

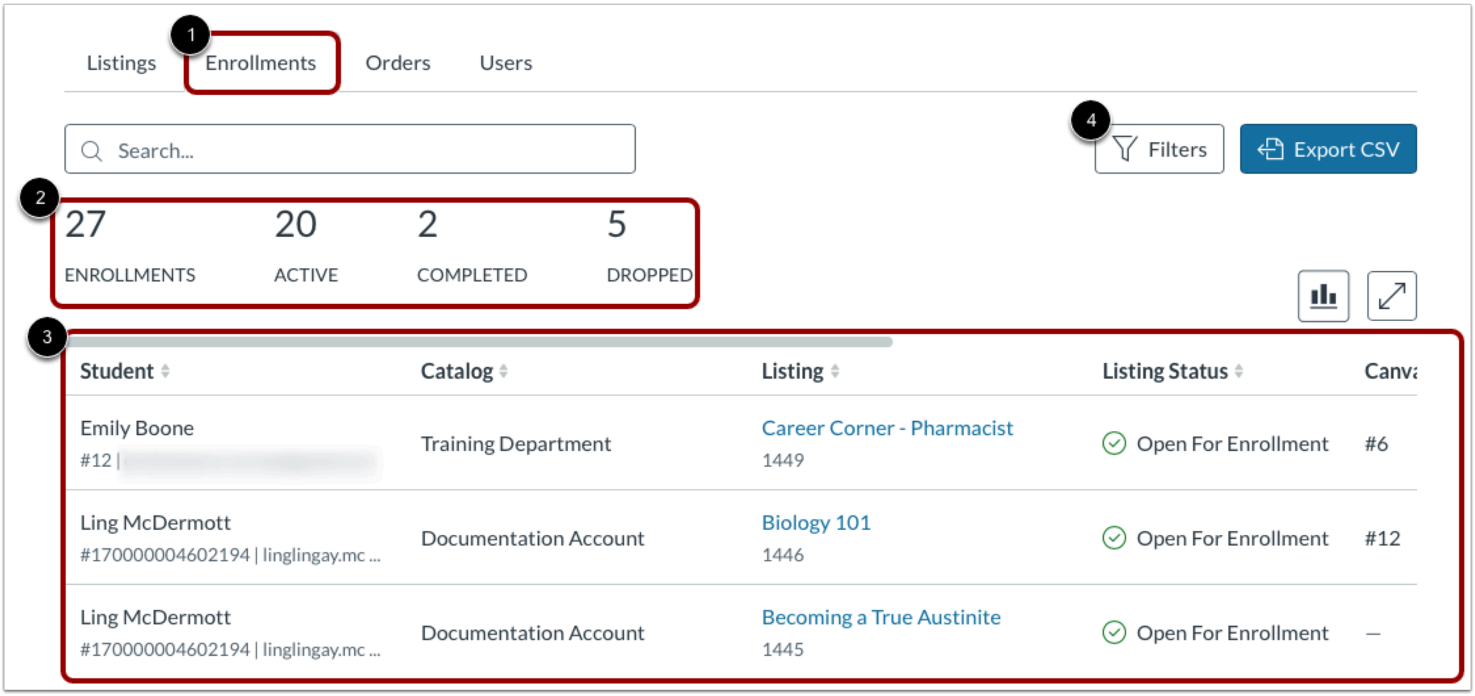
View Listings Chart



To view listings data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the listings created on that date [3].

View Enrollments Tab



Click the **Enrollments** tab [1].

Summary data displays [2]. The following data is available:

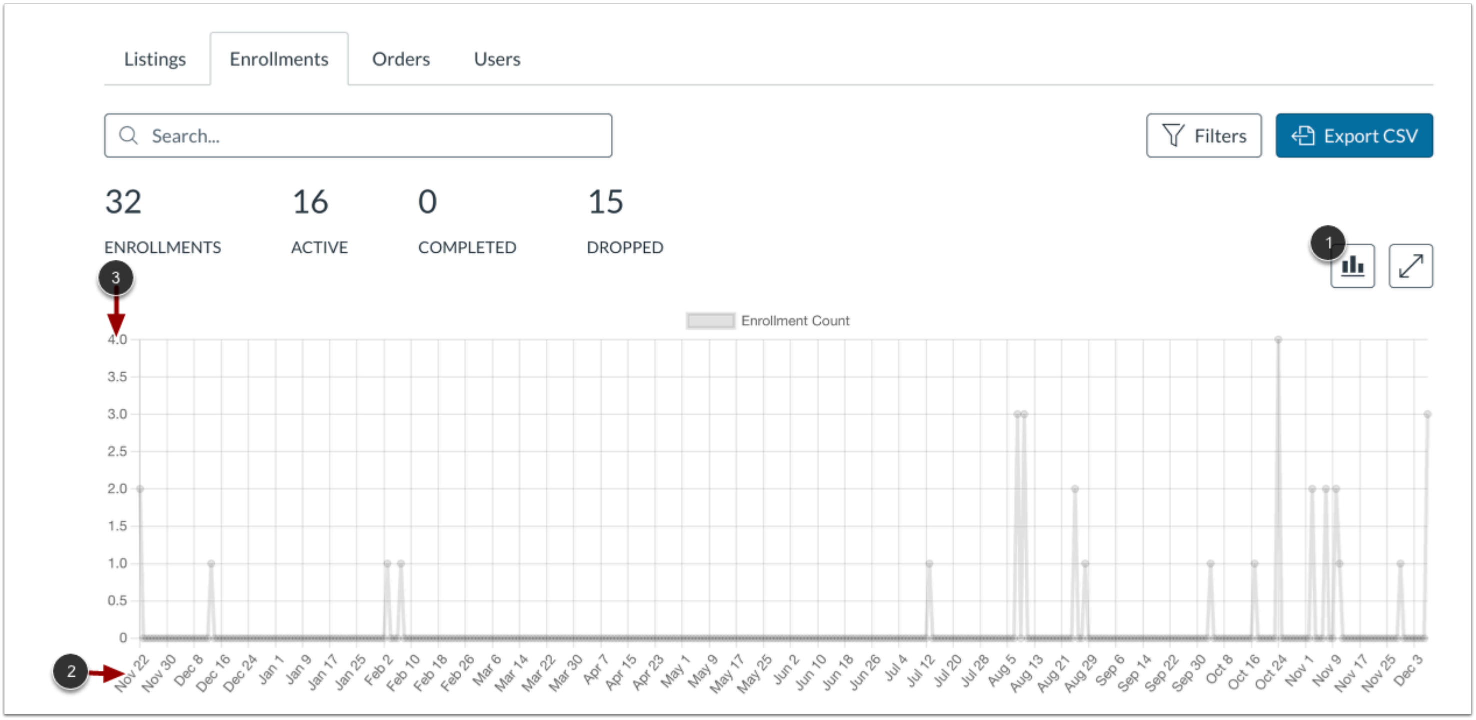
- Total enrollments
- Active enrollments
- Completed enrollments
- Dropped enrollments

Data collected during enrollment, including data collected with user defined fields displays in the Enrollments table [3].

Notes:

- To search and filter enrollments data, click the **Filters** button [4].
- User defined field information for registrations completed outside of Catalog displays in the Enrollments table only.
- Both summary and table data are based on filters and search criteria.

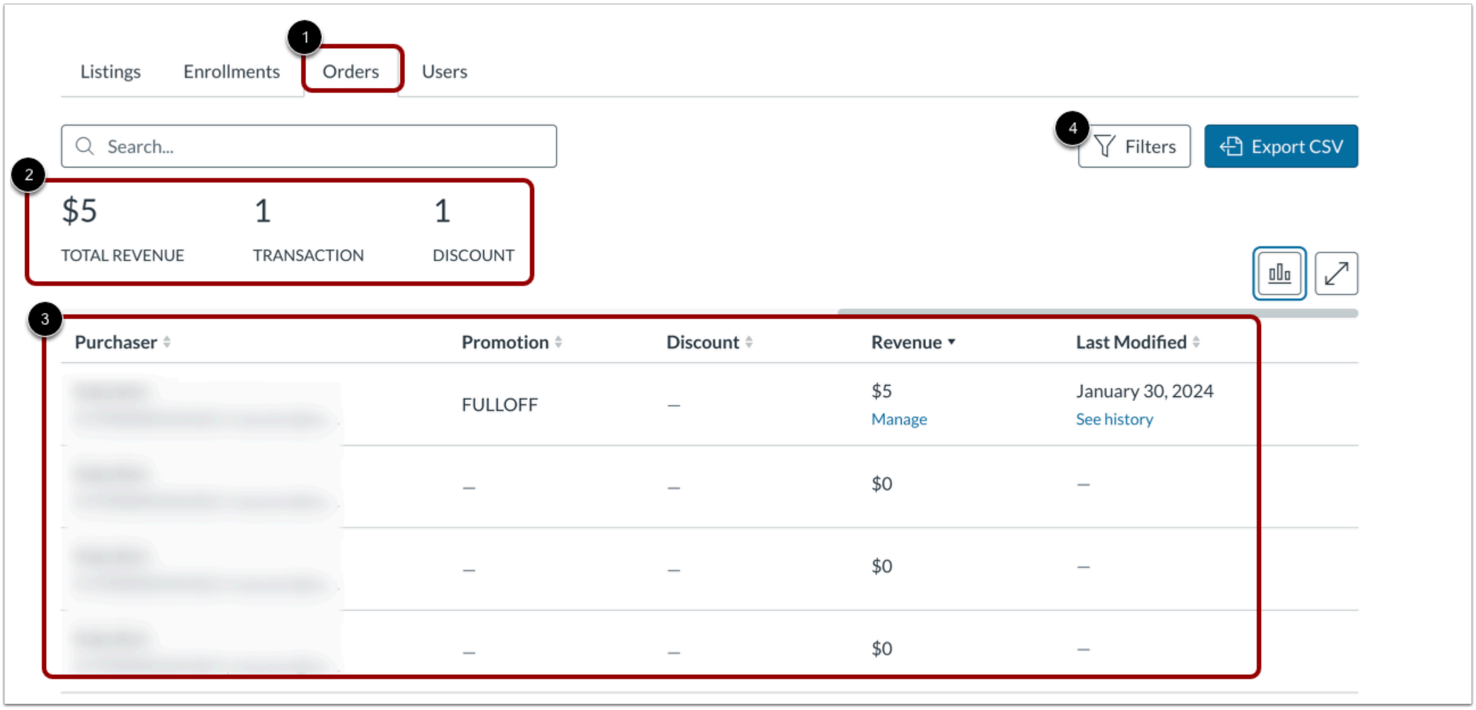
View Enrollments Chart



To view enrollment data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the enrollments created on that date [3].

View Orders Tab



Click the **Orders** tab [1].

Summary data displays [2]. The following data is available:

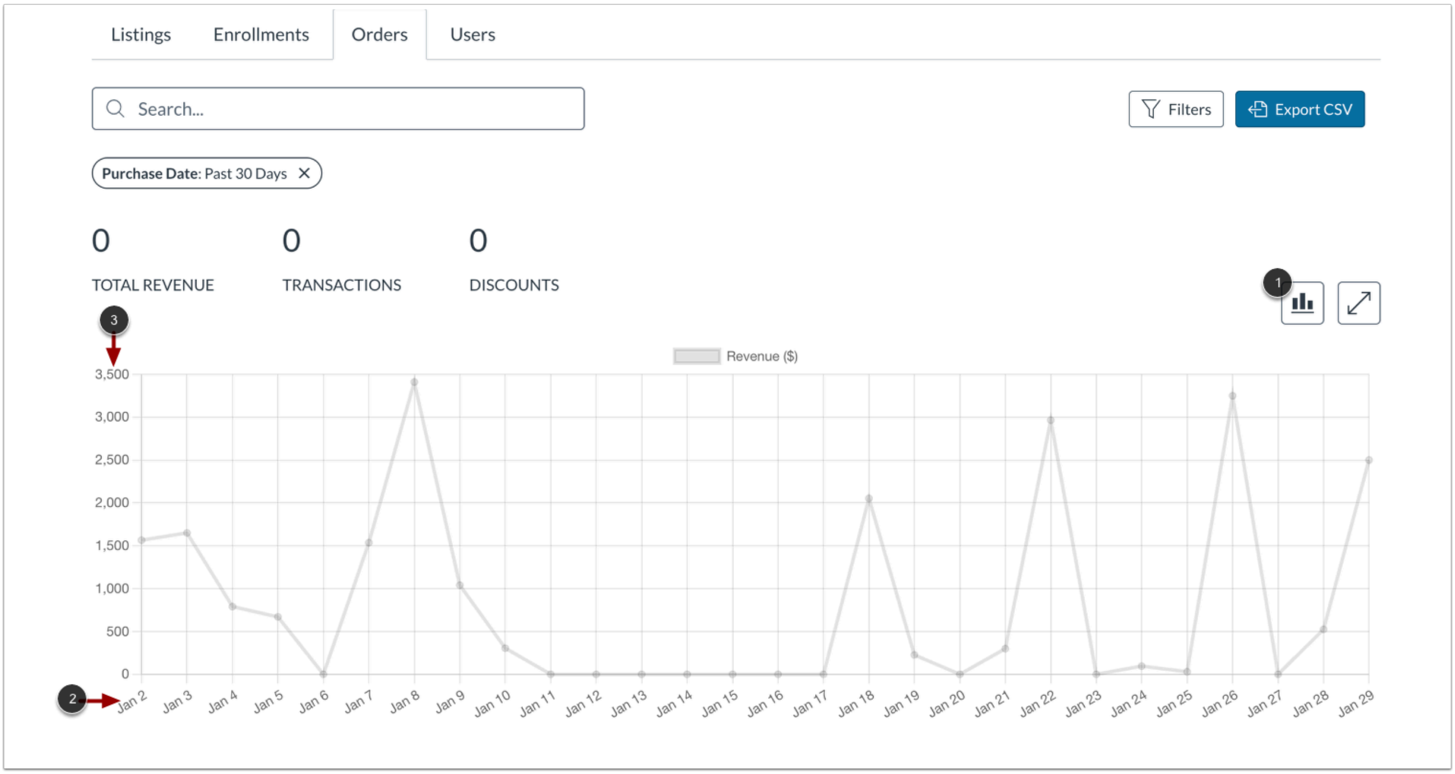
- Total revenue
- Total number of transactions
- Total number of promotional discounts available

The Orders table displays purchase-related data and revenue, or data related to free courses [3].

Notes:

- To search and filter orders data, click the **Filters** button [4].
- Learn more about modifying revenue data.
- Both summary and table data are based on filters and search criteria.

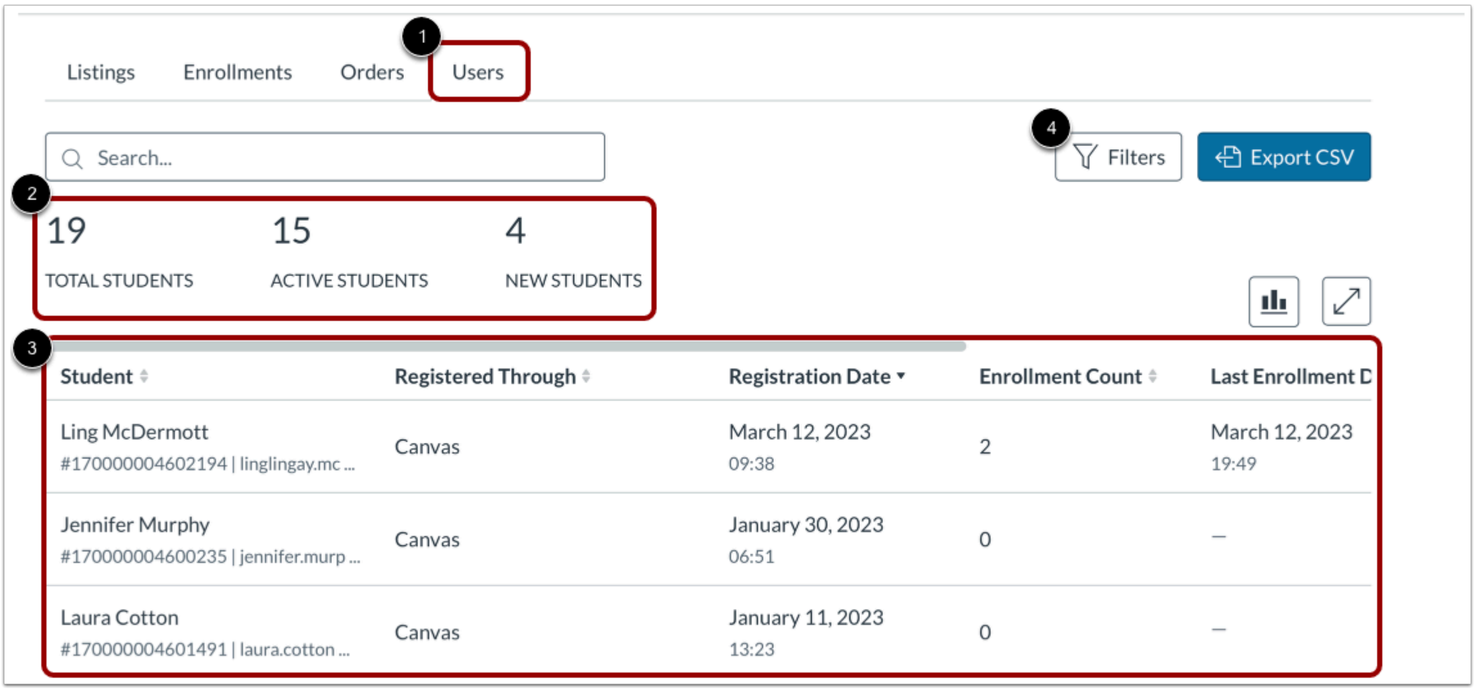
View Orders Chart



To view orders data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the revenue recorded on that date [3].

View Users Tab



Click the **Users** tab [1].

The following summary data displays [2]:

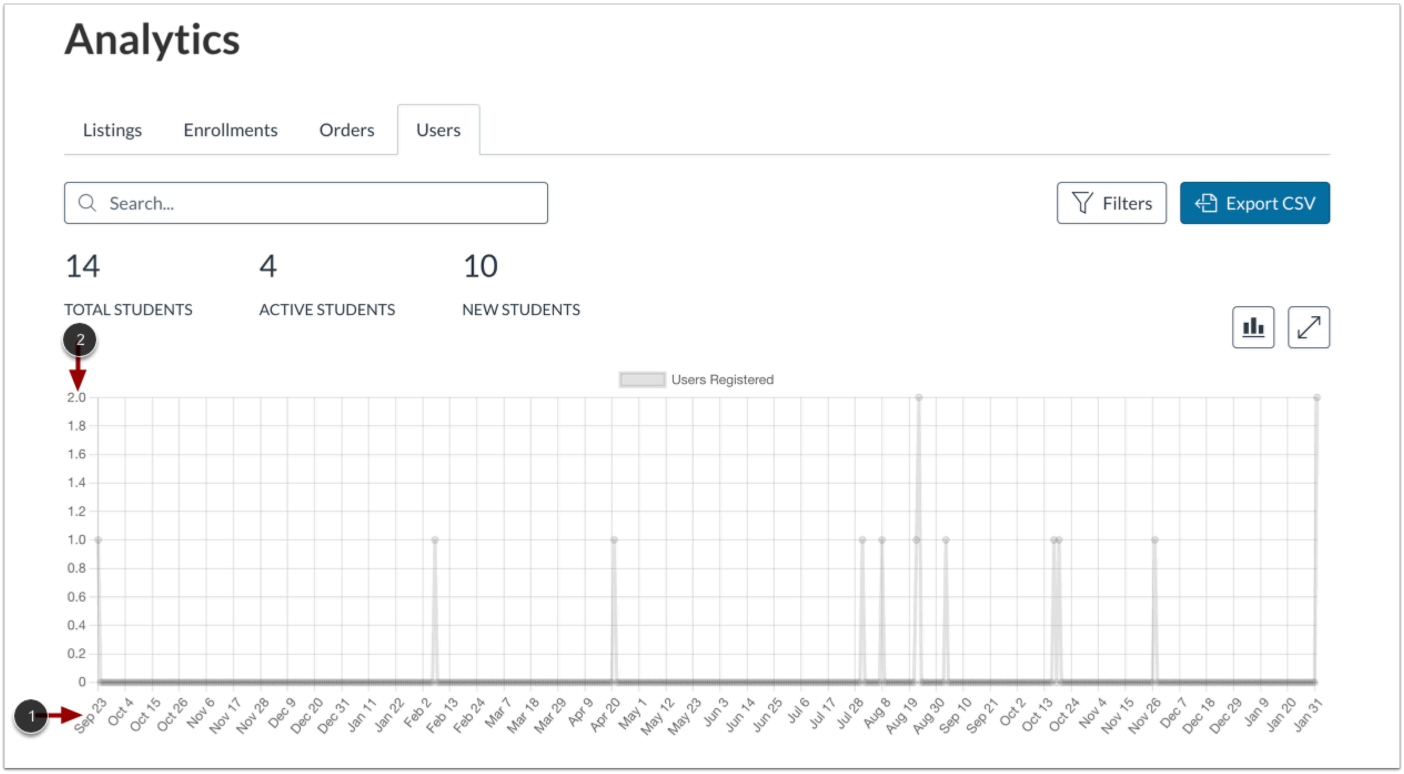
- Total Students - total number of registered students (not newly registered) in the time period defined by the filter
- Active Students - total number of registered students with at least one active (not completed) enrollment
- New Students - total number of newly registered students who have not yet enrolled

Registration data for all students, including data collected with user defined fields displays in the Users tab [3].

Notes:

- To search and filter user data, click the **Filters** button [4].
- User defined field information for registrations completed within Catalog displays in the Users table. For all other registrations, user defined field information displays in the Enrollments table only.
- Both summary and table data are based on filters and search criteria.

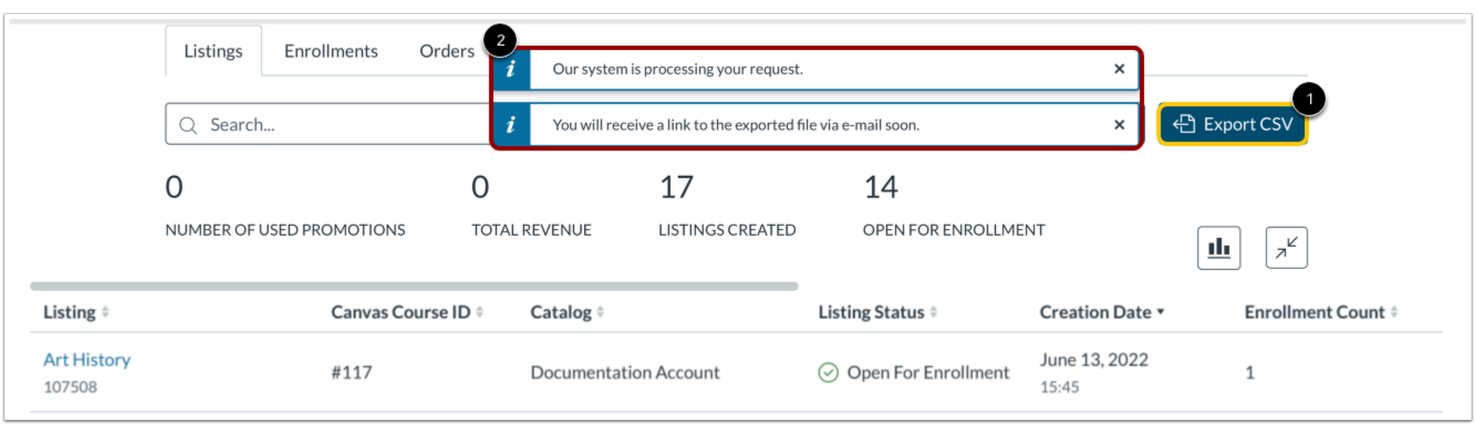
View Users Chart



To view user data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the users registered on that date [3].

Export CSV



To export a custom report of the data displaying in a table, click the **Export CSV** button [1].

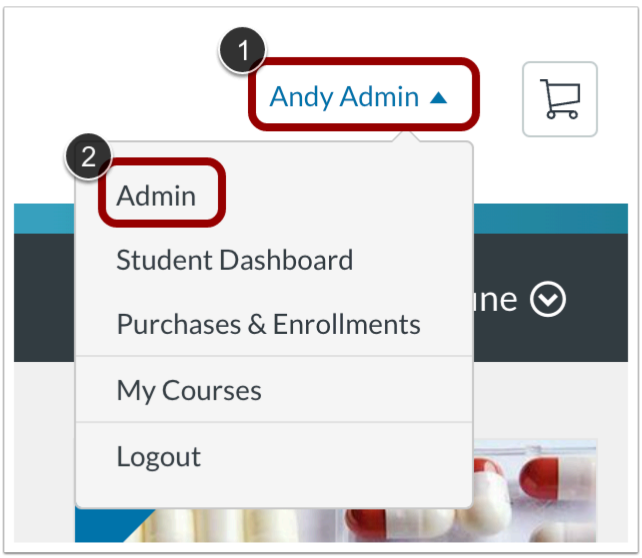
The confirmation banner displays [2]. A link to the requested file is sent to the email address for the account.

How do I create a custom listings report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter listings data to generate a custom report in the Analytics page.

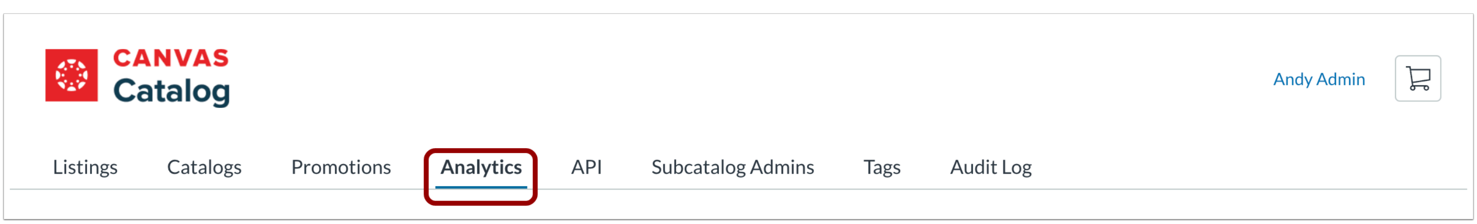
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



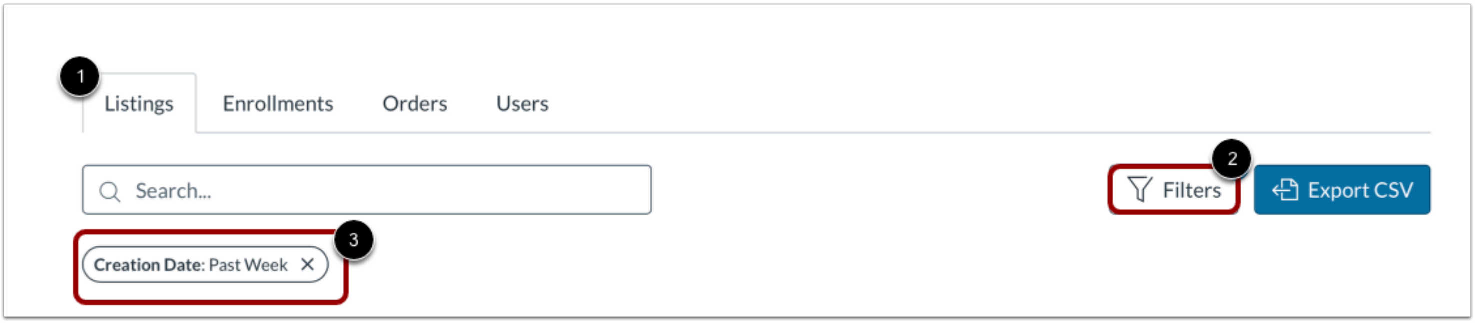
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

Open Listings Filter

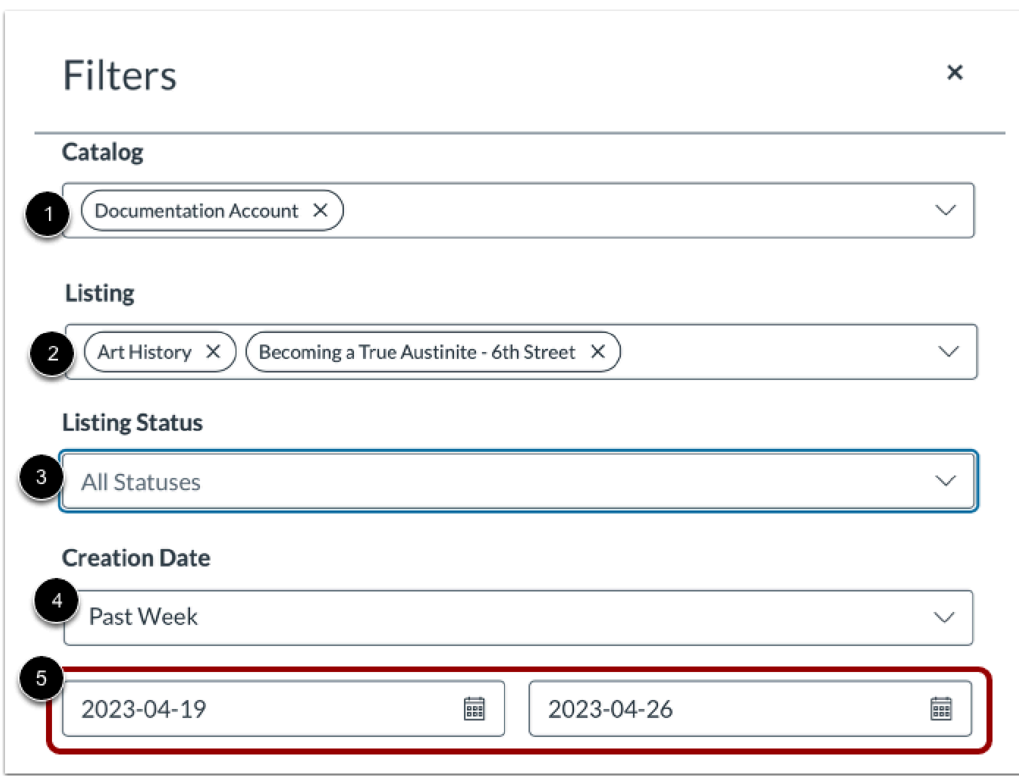


The Listings tab allows you to view course data by listing status and revenue generated. In Analytics, the Listings tab is selected by default [1].

To search listings data using filters, click the **Filters** button [2].

By default, a creation date filter may be set. To delete the filter and view all course listings, click the **Creation Date** filter [3].

Filter Listings



To filter by catalog, click the **Catalog** drop-down menu and select a catalog to include in the search [1]. Repeat to select additional catalogs.

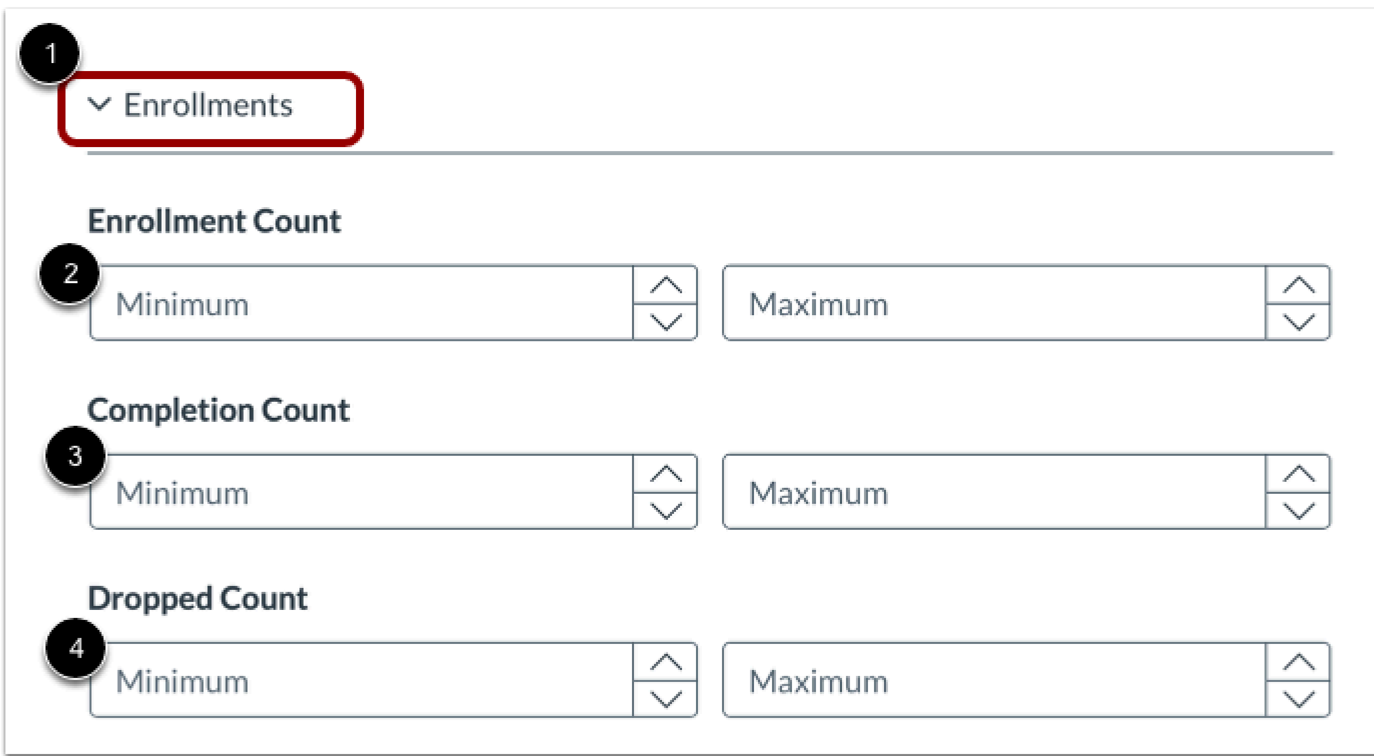
To filter by listing, type all or part of a listing name in the **Listing** field [2]. Select an option from the drop-down list of possible matches and repeat to select additional listings.

To select a listing status filter from a list, click the **Listing Status** drop-down menu [3].

To select a creation date time-frame filter from a list, click the **Creation Date** drop-down menu [4].

To filter by a specific creation date or date range, type dates in the **From** and **To** fields [5]. Alternatively, click a calendar icon and select dates on the calendar.

Filter Enrollments



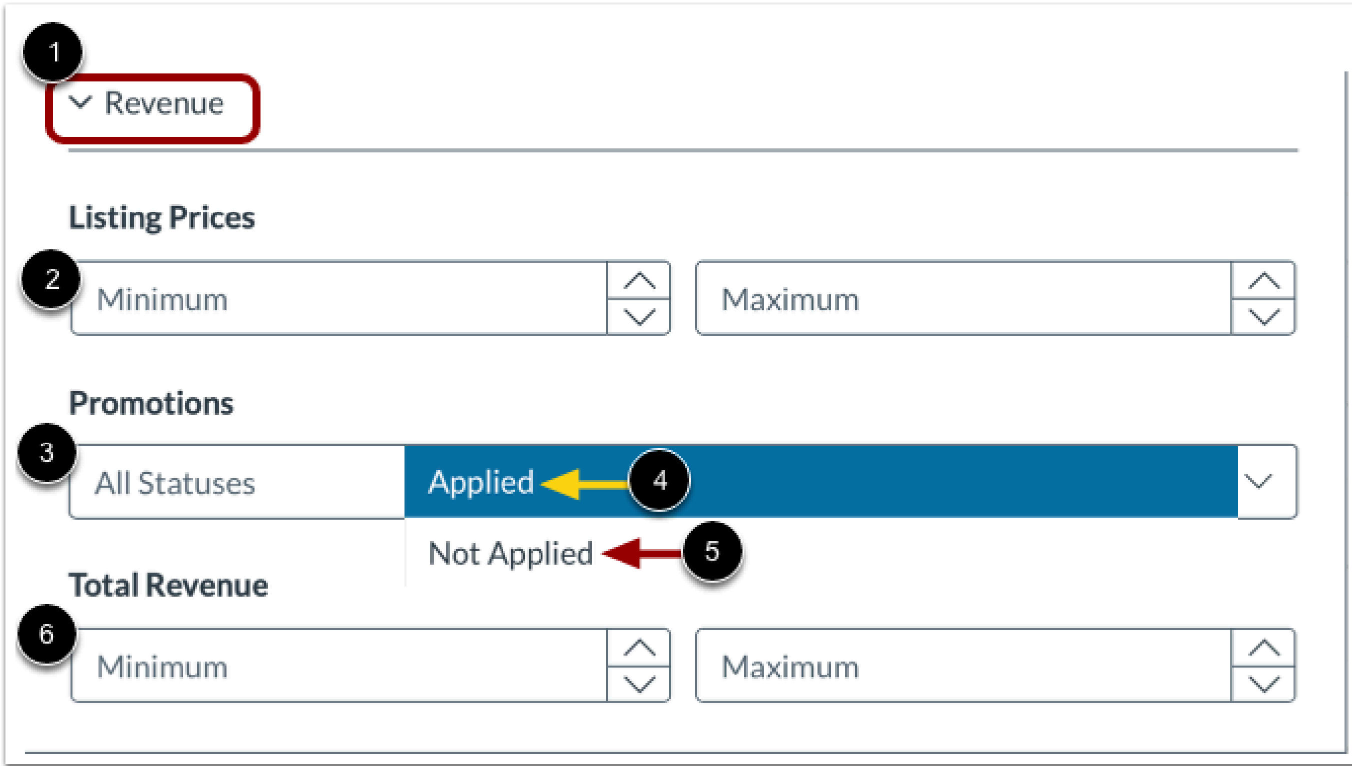
To expand the filter window to view enrollment filters, click the **Expand Enrollments** icon [1].

To filter by minimum and maximum number of students enrolled, click the **Enrollment Count** indicators [2].

To filter by minimum and maximum number of students who completed the course, click the **Completion Count** indicators [3].

To filter by minimum and maximum number of students who dropped the course, click the **Dropped Count** indicators [4].

Filter Revenue



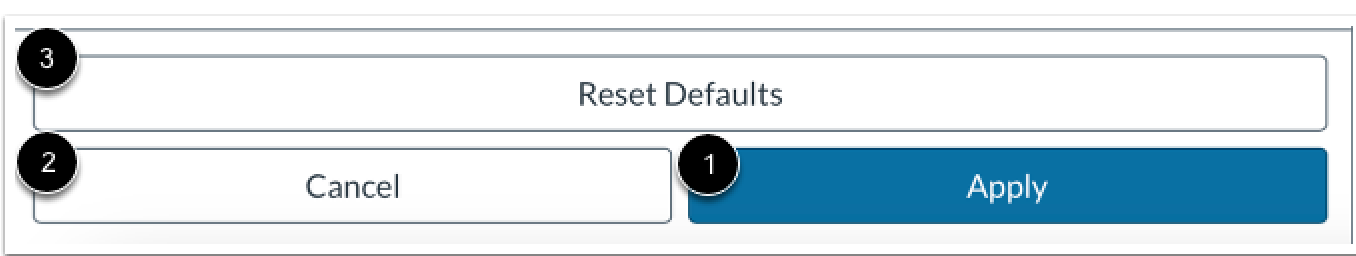
To expand the filter window to display revenue data, click the **Expand Revenue** icon [1].

To filter by minimum and maximum registration price, click the **Listing Prices** indicators [2].

To filter by listing promotion status, click the **Promotions** drop-down menu [3]. Then, to include only listings where a promotional discount was applied, click the **Applied** option [4]. To include only listings where no promotional discount was applied, click the **Not Applied** option [5].

To filter by minimum and maximum revenue earned, click the **Total Revenue** indicators [6].

Apply or Delete Filters

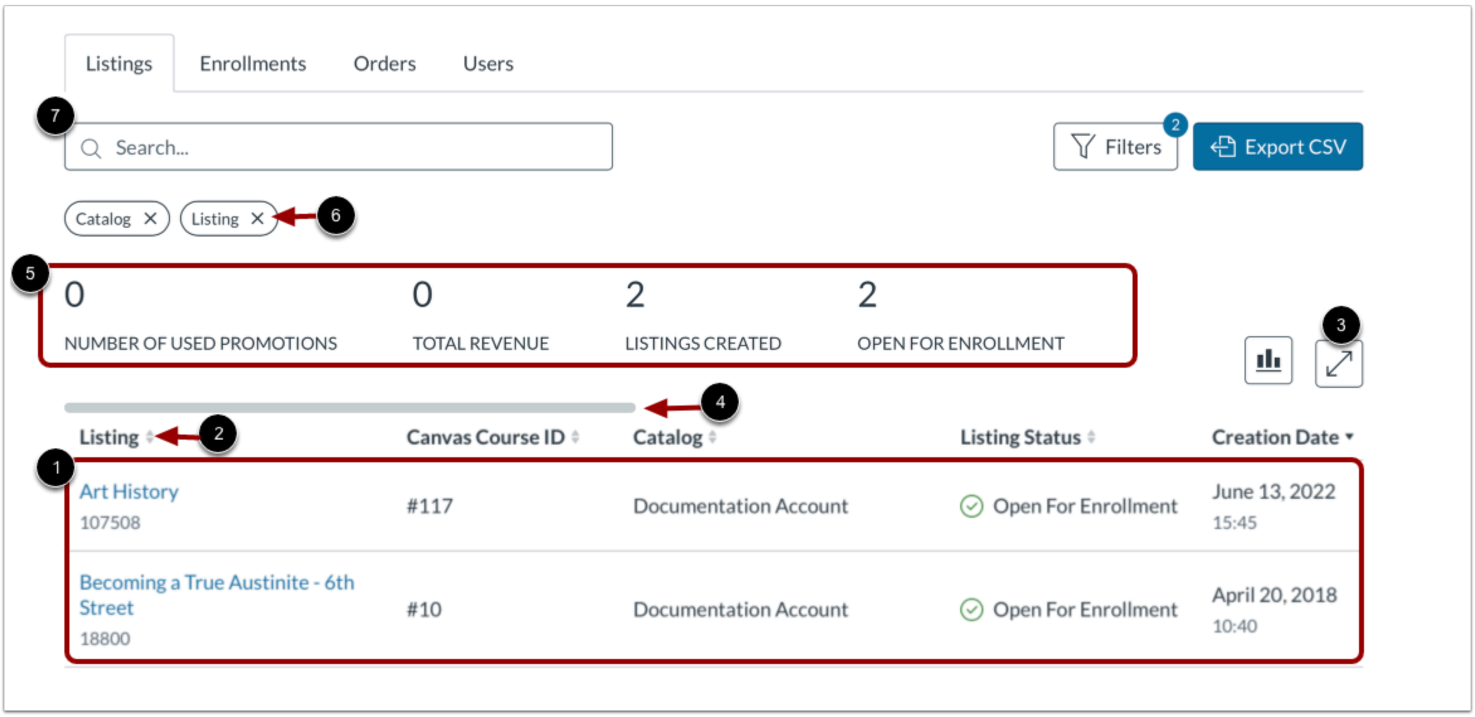


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Listings page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



When filters are applied, the filtered list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

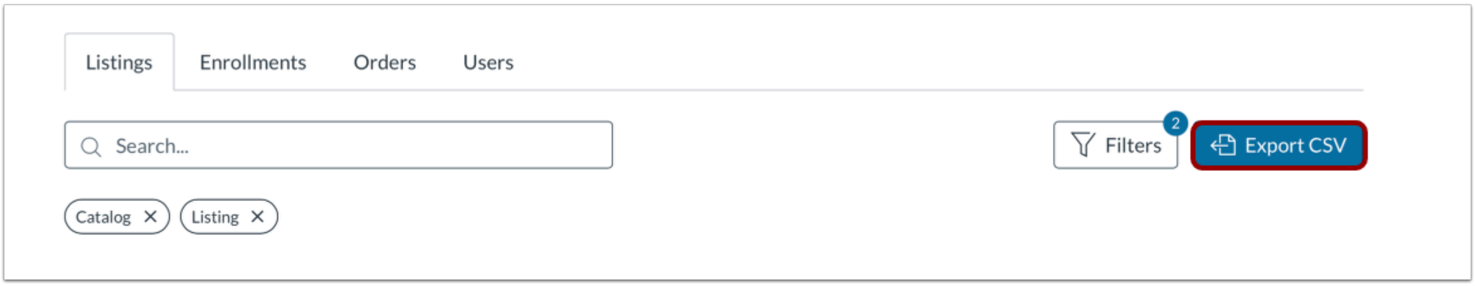
All columns in the table do not display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scroll bar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

To search for an item in the filtered list, enter all or part of a search parameter in the **Search** field [7].

Export Filtered Data



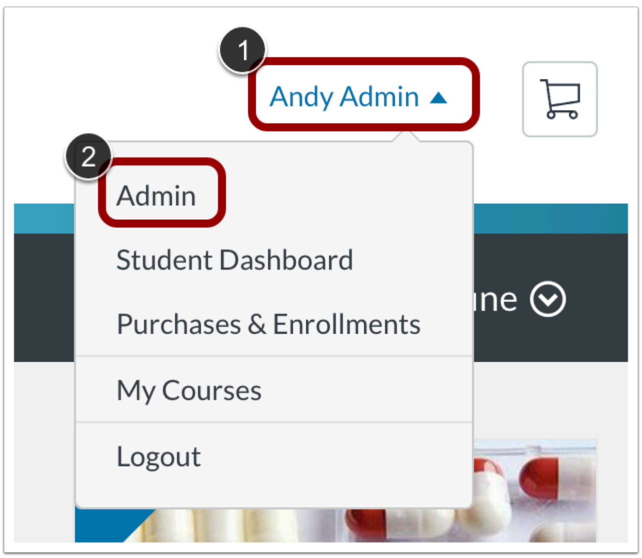
To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

How do I create a custom enrollments report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter enrollment data to generate custom reports in the Analytics page.

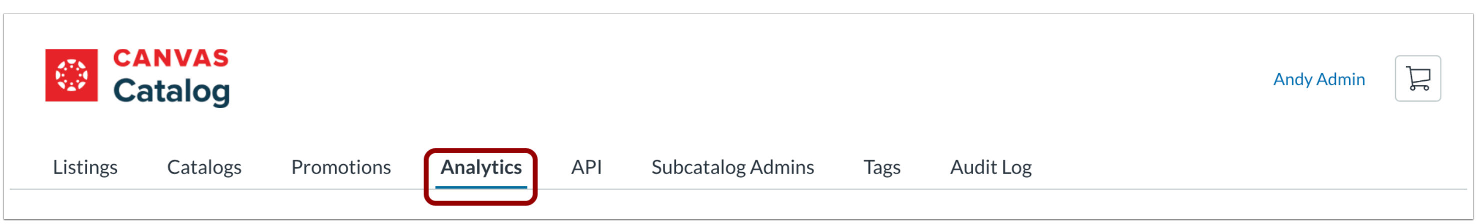
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



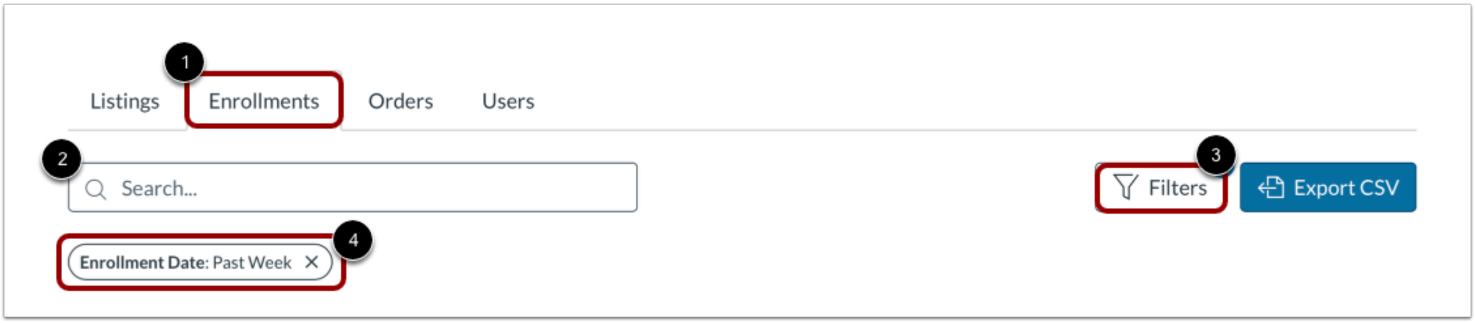
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

Search Enrollments



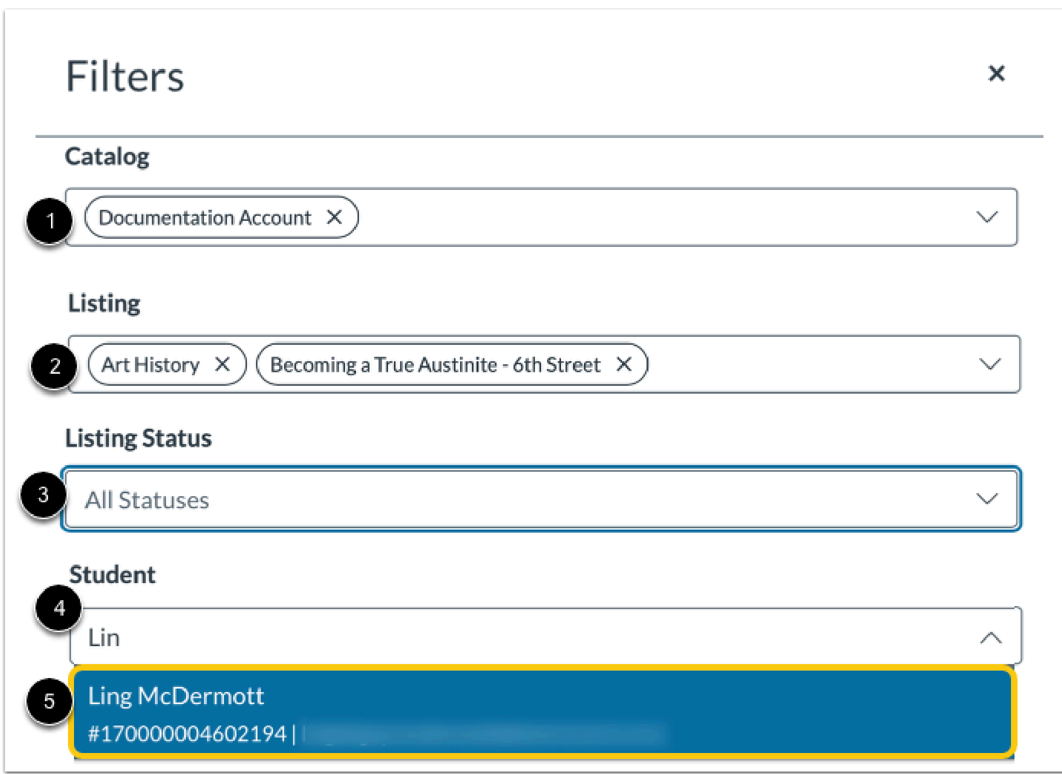
Click the **Enrollments** tab [1].

To search enrollments, type all or part of a search parameter in the **Search** field [2].

To search enrollments using filters, click the **Filters** button [3].

By default, the creation date filter is set to past week. To delete the filter and view all course listings, click the filter icon [4].

Select Filters



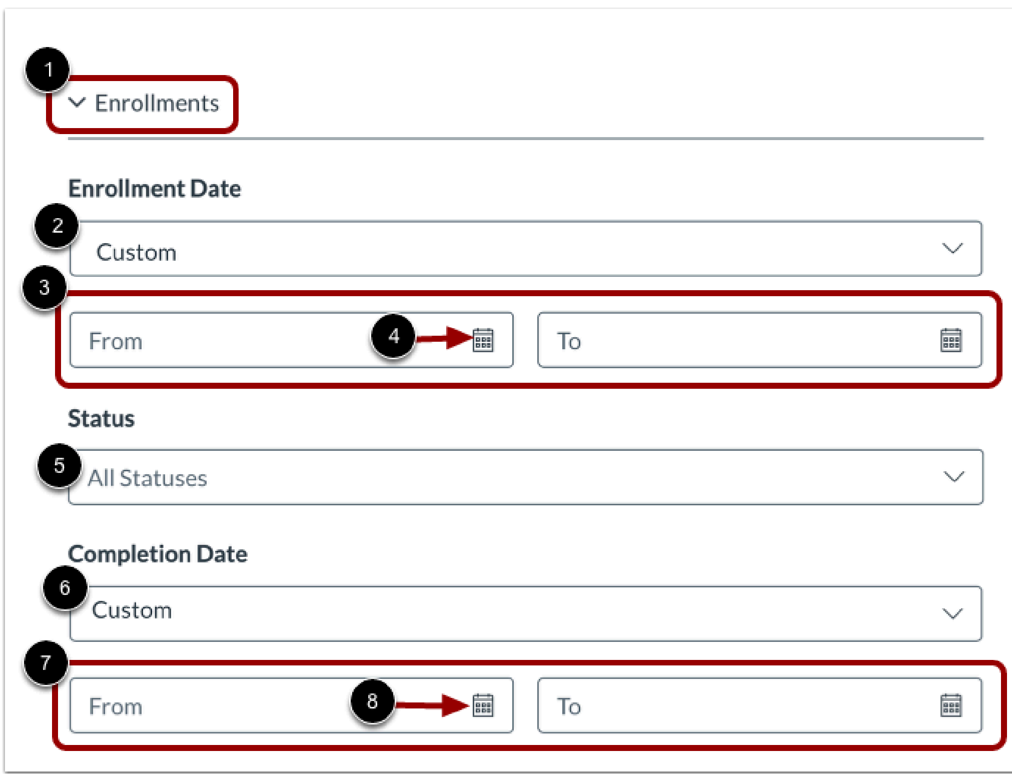
To filter by catalog, click the **Catalog** drop-down menu and select a catalog to include in the search [1]. Repeat to select additional catalogs.

To filter by listing, type all or part of a listing name in the **Listing** field [2]. Select an option from the drop-down list of possible matches and repeat with additional listings.

To filter by listing status, click the **Listing Status** drop-down menu [3].

To filter by student, click the **Student** field [4]. Then, enter all or part of a student name and in the list, and click to select a student name [5].

View Additional Filters



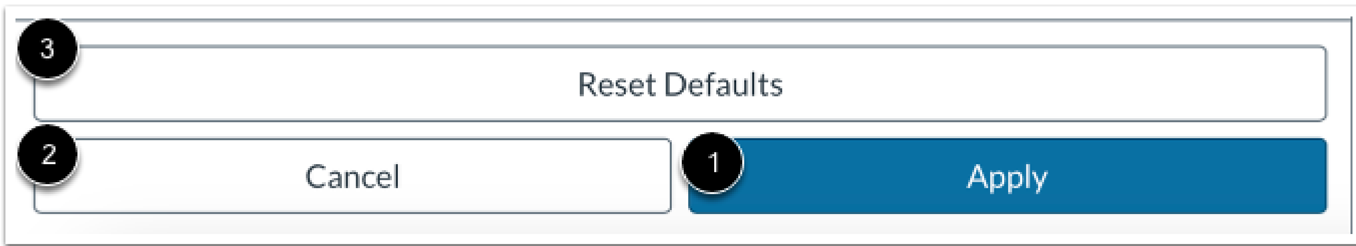
To expand the filter window to display enrollments filters, click the **Expand Enrollments** icon [1].

To filter by an enrollment time frame, click the **Enrollment Date** drop-down and select a time frame [2]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [3]. Alternatively, to select a date from the calendars, click a calendar icon [4].

To filter by enrollment status, click the **Status** drop-down menu [5].

To filter by completion date click the **Completion Date** drop-down and select a time frame [6]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [7]. Alternatively, to select a date from the calendars, click a calendar icon [8].

Apply or Delete Filters

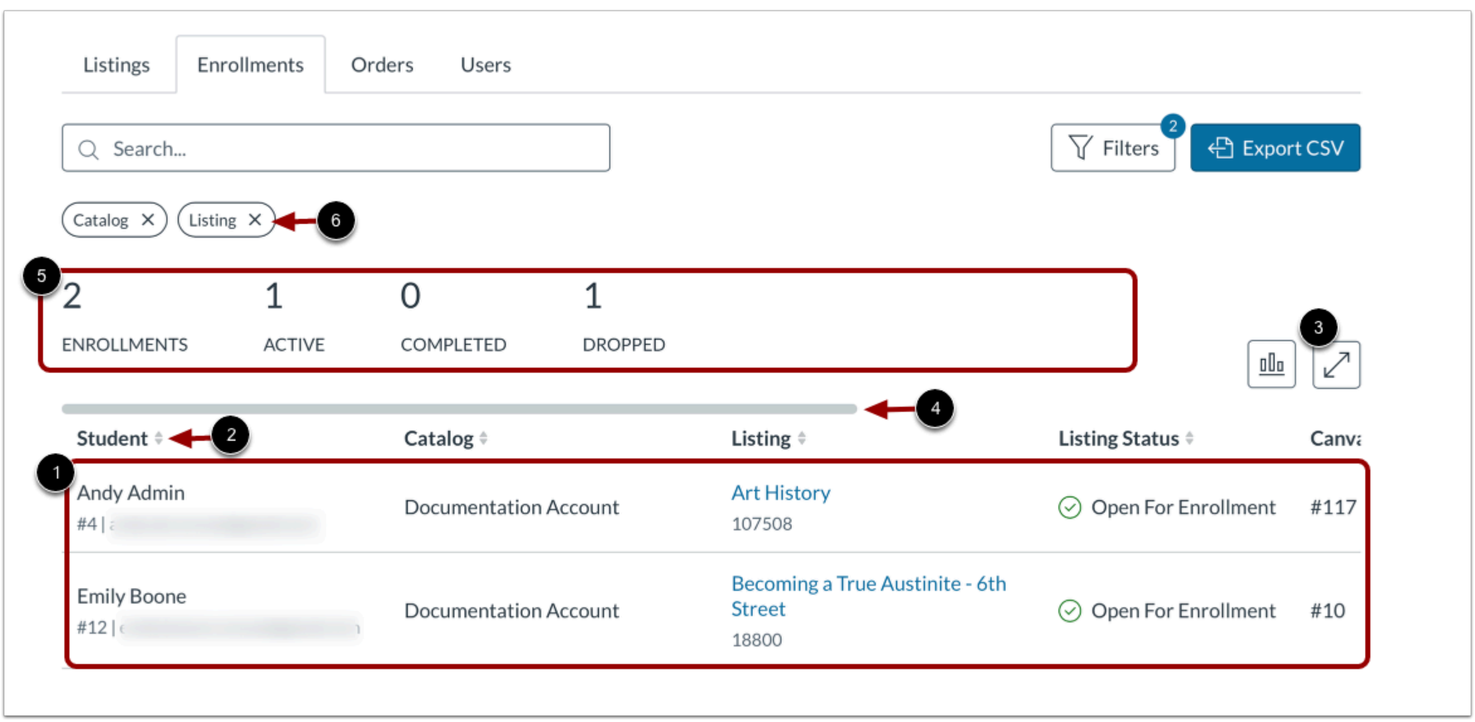


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Enrollments page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



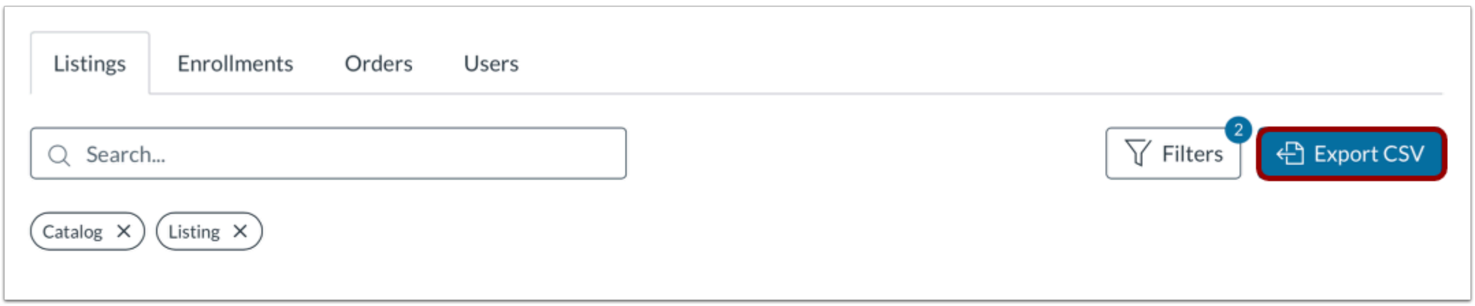
When filters are applied, the filtered list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

All columns in the table do not display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scrollbar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

Export Filtered Data



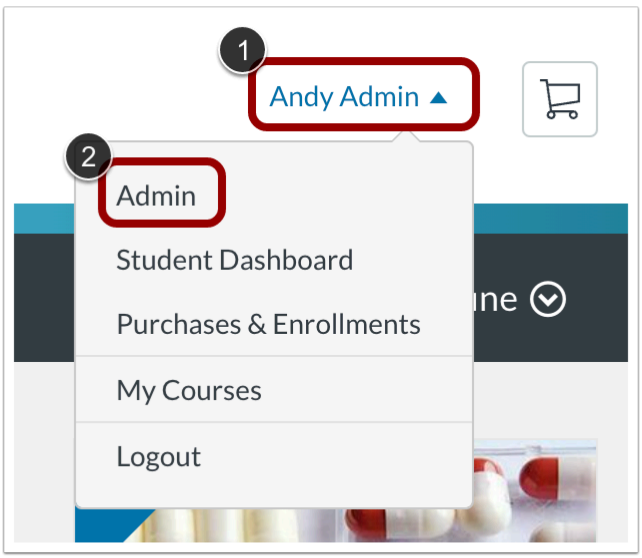
To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

How do I create a custom orders report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter order data to create custom reports in the Analytics page.

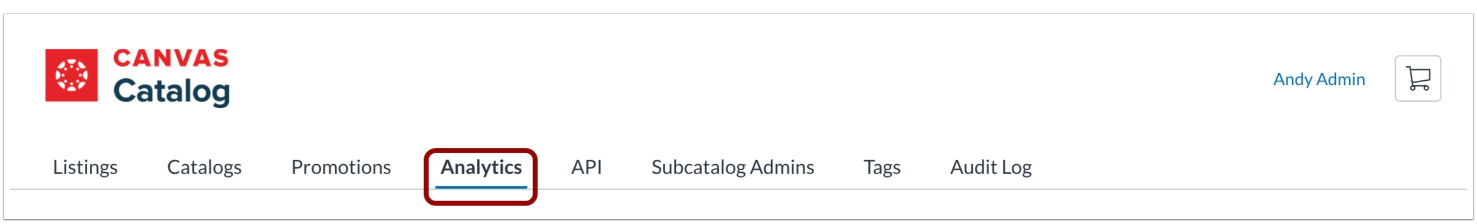
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



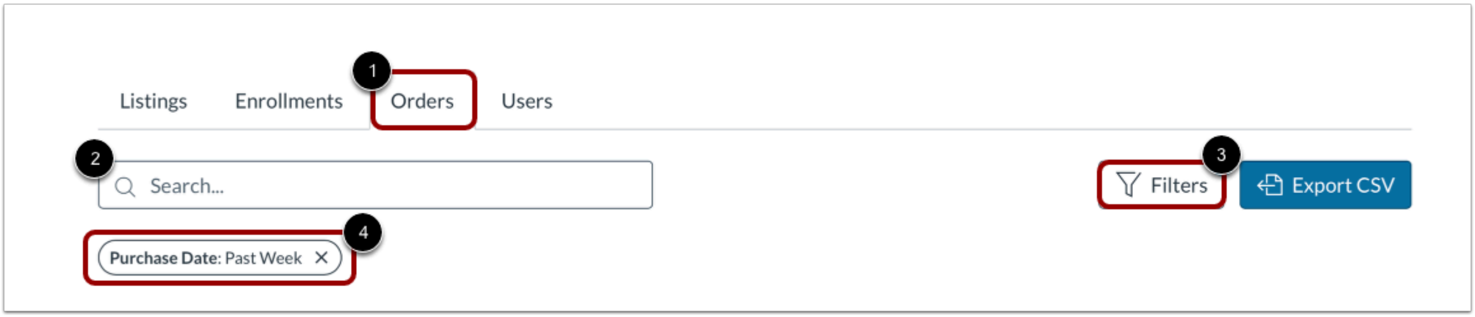
Click the **User Name** menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

Search Orders



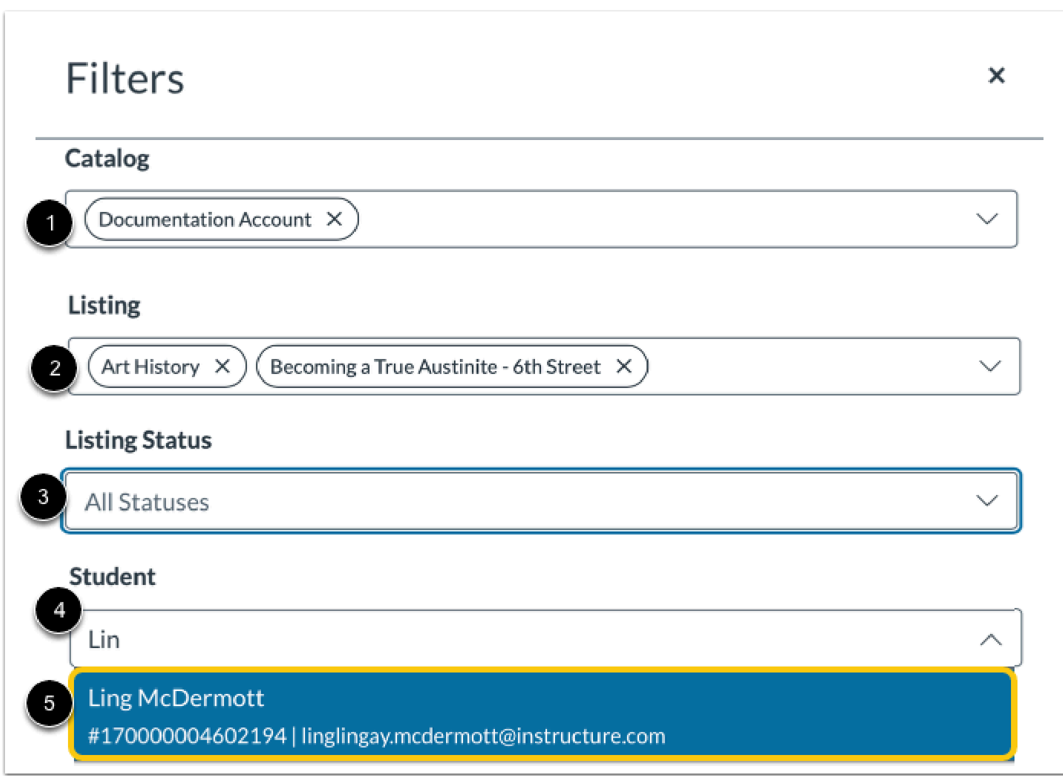
Click the **Orders** tab [1].

To search orders, type all or part of a search parameter in the **Search** field [2].

To search order data using filters, click the **Filters** button [3].

By default, a creation date filter may be set. To delete the filter and view all course listings, click the **Creation Date** icon [4].

Filter Orders



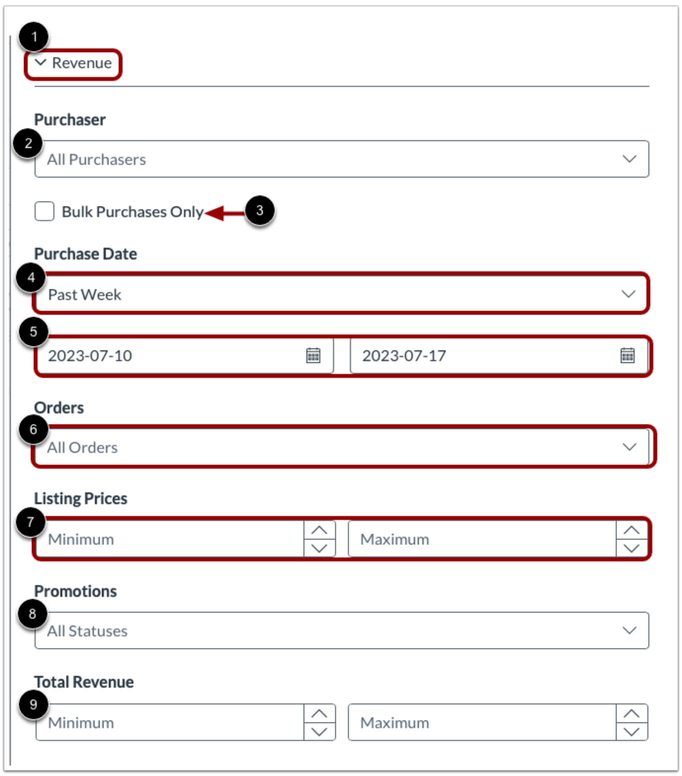
To filter by catalog, click the **Catalog** drop-down menu and select a catalog on which to filter[1]. Repeat with additional catalogs.

To filter by listing, type all or part of a listing name in the **Listing** field [2]. Select an option from the drop-down list of possible matches and repeat with additional listings.

To filter by listing status, click the **Listing Status** drop-down menu [3].

To filter by student, click the **Student** field [4]. Then, enter all or part of a student name and click the student name in the list [5].

View Additional Filters



To expand the filter window to display revenue filters, click the **Expand Revenue** icon [1].

To filter by purchaser, click the **Purchaser** field and enter all of part of a purchaser name [2].

To search bulk purchases only, click the **Bulk Purchases Only** checkbox [3].

To filter by date, click the **Purchase Date** drop-down and select a time frame [4]. To select a custom time-frame, click the calendar icons to select start and end dates [5].

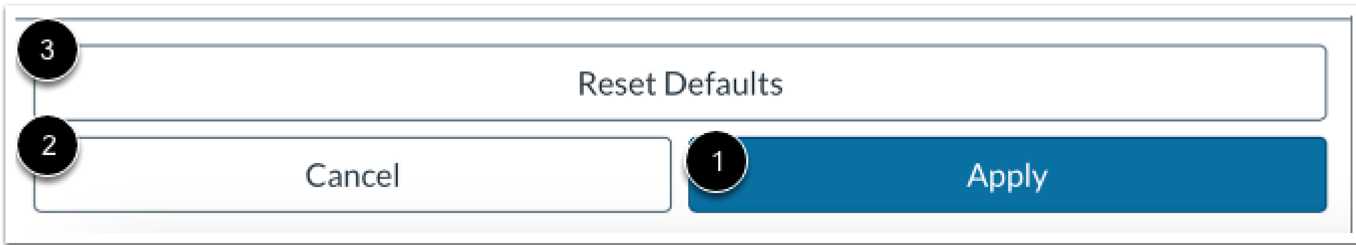
To filter by free or paid orders, click the **Orders** drop-down menu [6].

To select a minimum and maximum price range for paid orders, enter prices in the **Listing Prices** fields [7].

To filter by promotion status, click the **Promotions** drop-down menu [8].

To filter by minimum and maximum revenue range, enter values in the **Total Revenue** fields [9].

Apply or Delete Filters

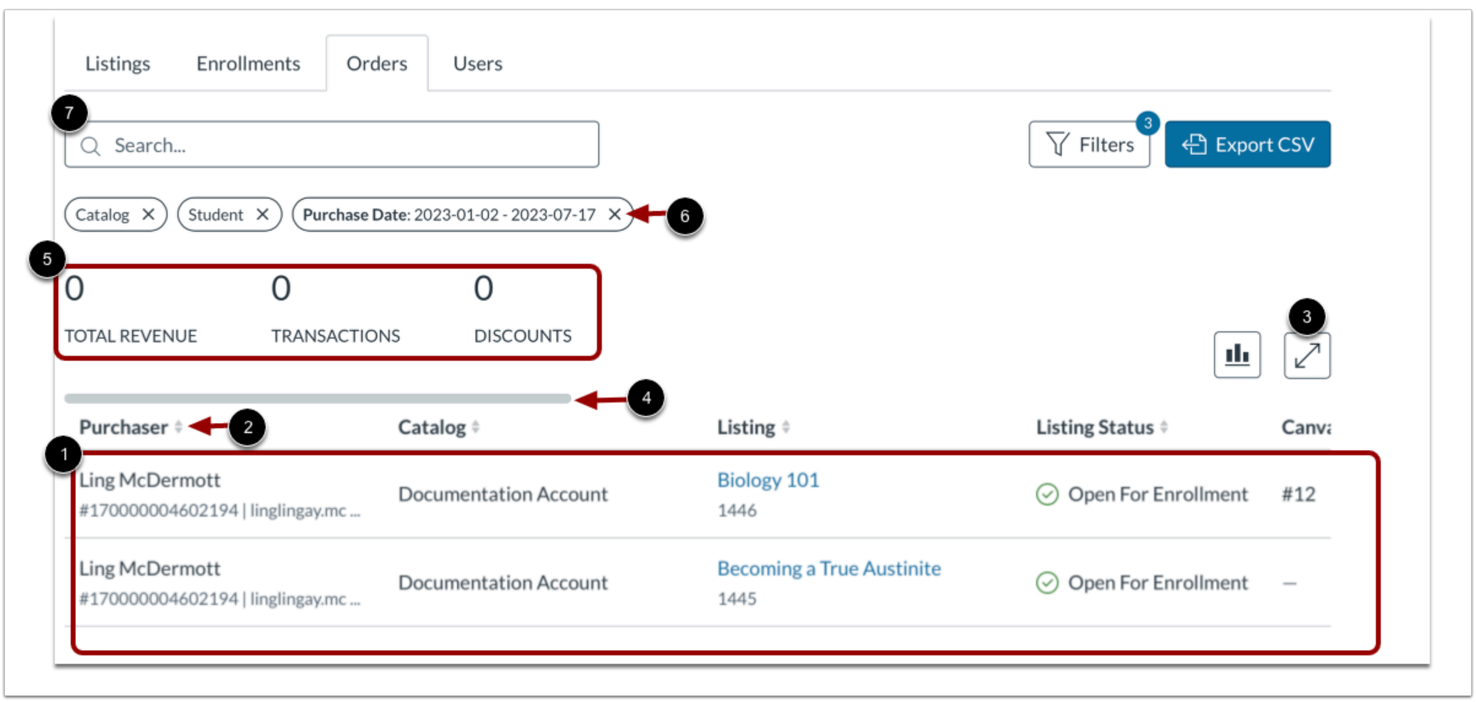


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Orders page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



The filtered list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

All columns in the table do not display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scrollbar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

To search for an item in the filtered list, enter all or part of a search parameter in the **Search** field [7].

Export Filtered Data

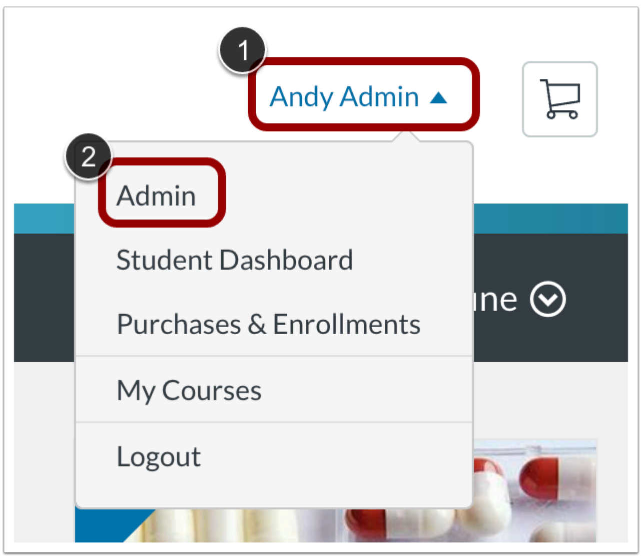
To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

How do I create a custom users report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter user data to generate custom reports in the Analytics page.

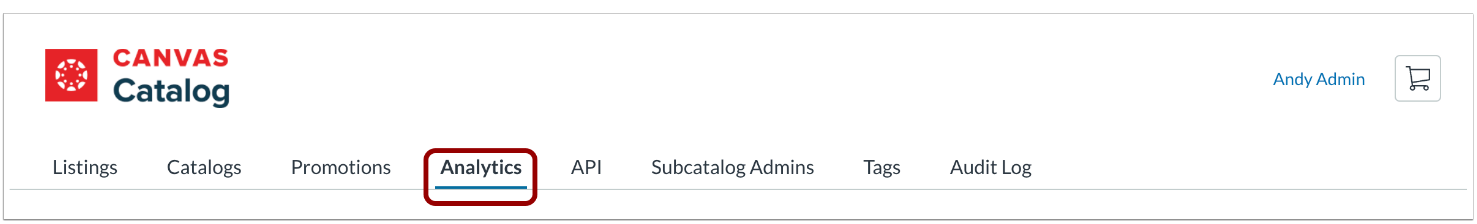
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



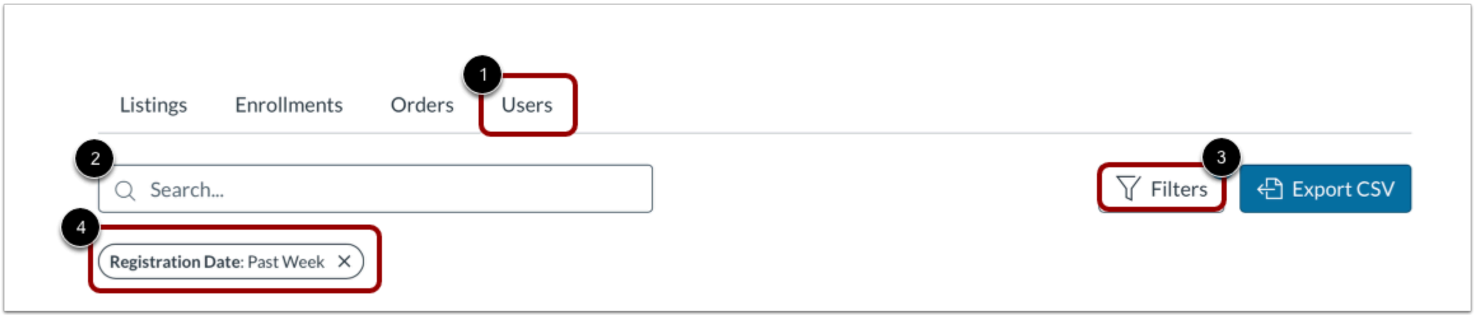
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

Search Users



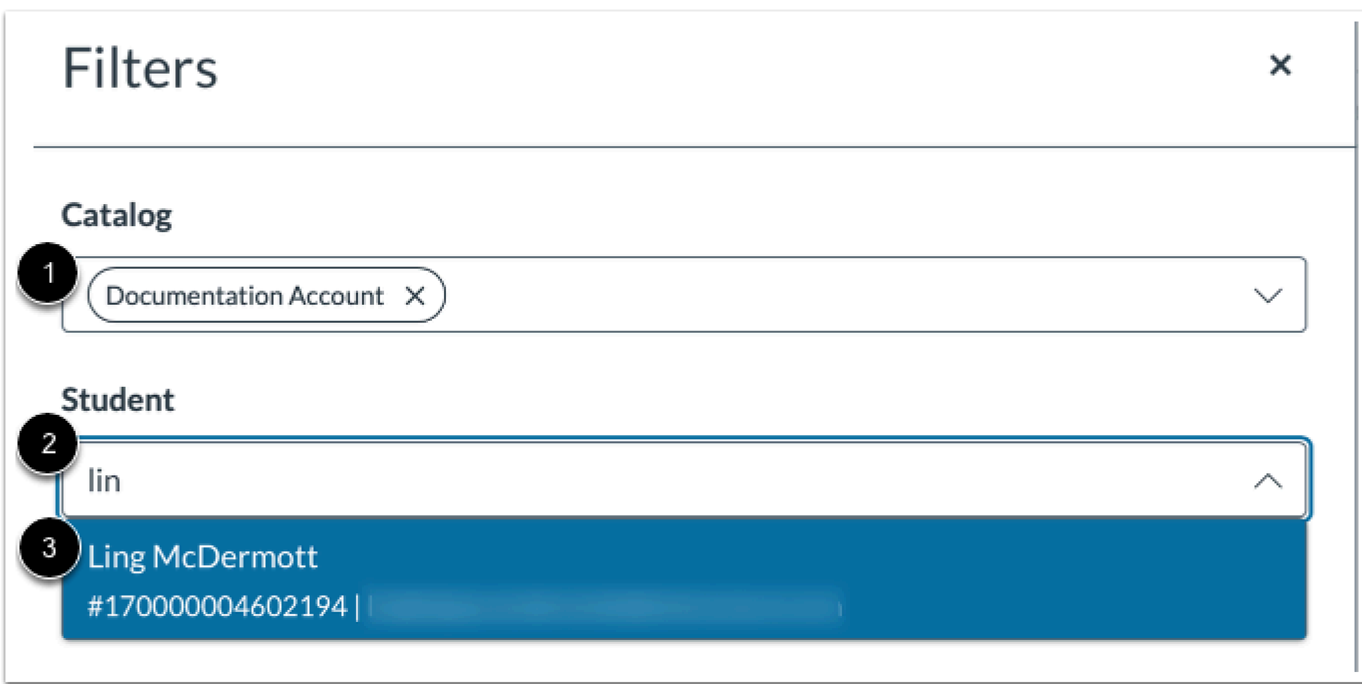
Click the **Users** tab [1].

To search users, type all or part of a search parameter in the **Search** field [2].

To search order data using filters, click the **Filters** button [3].

By default, a Registration Date filter may be set. To delete the filter and view all users, click the **Registration Date** button [4].

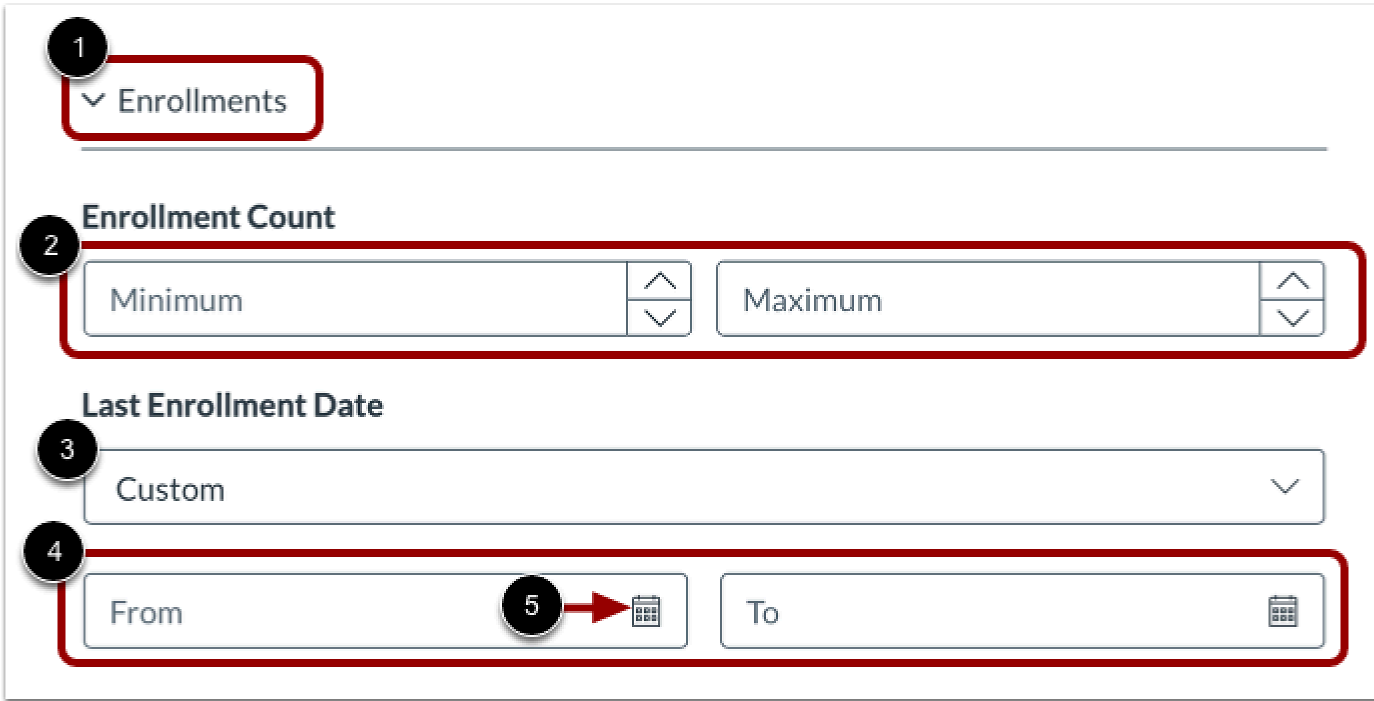
Filter Users



To filter by catalog, click the **Catalog** drop-down menu and select a catalog to include in the search [1]. Repeat with additional catalogs.

To filter by student, click the **Student** field [2]. Then, enter all or part of a student name and in the list, and click the student name [3].

Select Enrollments Filters

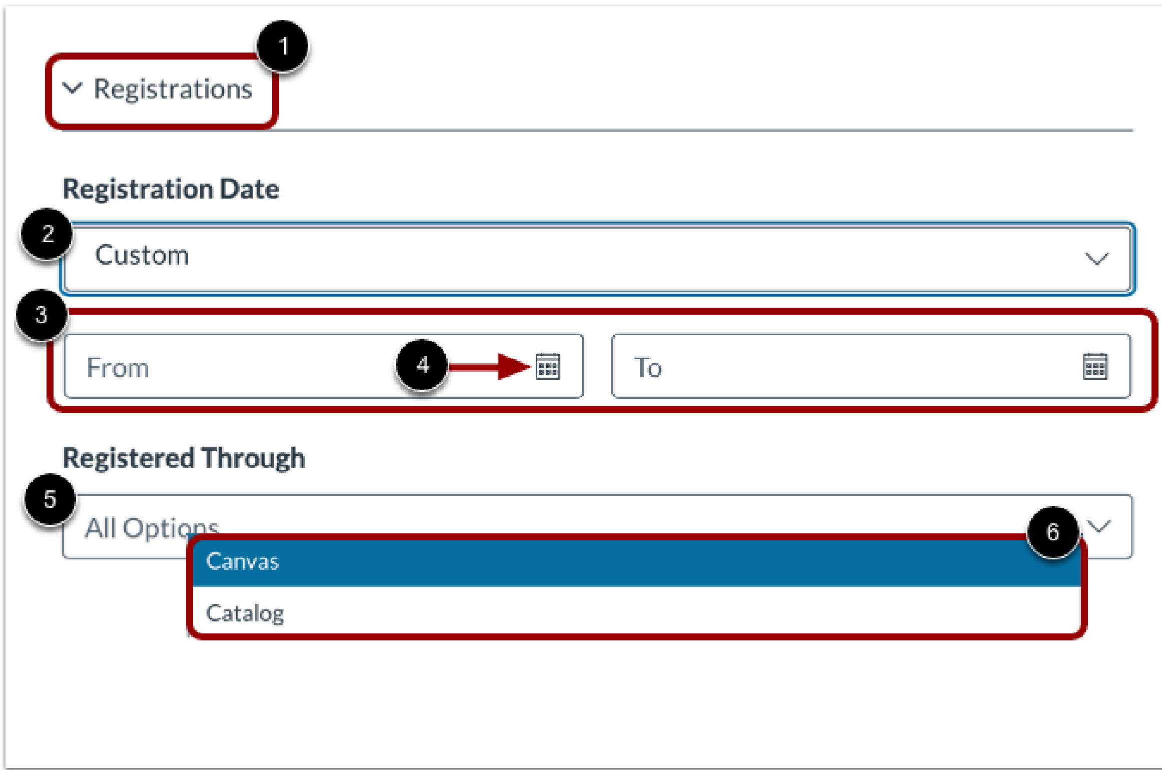


To expand the filter window to display user enrollments filters, click the **Expand Enrollments** icon [1].

To filter by number of user enrollments, click the **Enrollment Count** indicators [2].

To filter the users last enrollment date by a time frame, click the **Last Enrollment Date** drop-down and select a time frame [3]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [4]. Alternatively, to select a date from the calendars, click a calendar icon [5].

Select Registration Filters

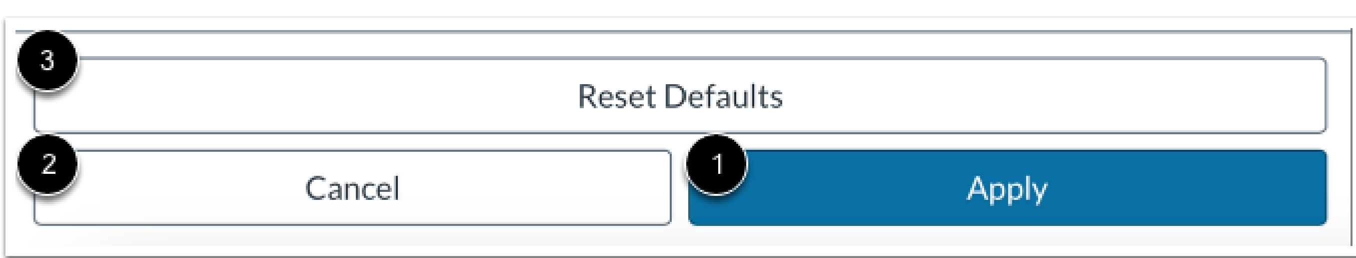


To expand the filter window to display user registration filters, click the **Expand Registrations** icon [1].

To filter the users registrations by a time frame, select a time frame from the **Registration Date** drop-down menu [2]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [3]. Alternatively, to select a date from the calendars, click a calendar icon [4].

To filter by user registration method, click the **Registered Through** drop-down menu [5]. Then select the **Canvas** or **Catalog** option [6].

Apply or Delete Filters

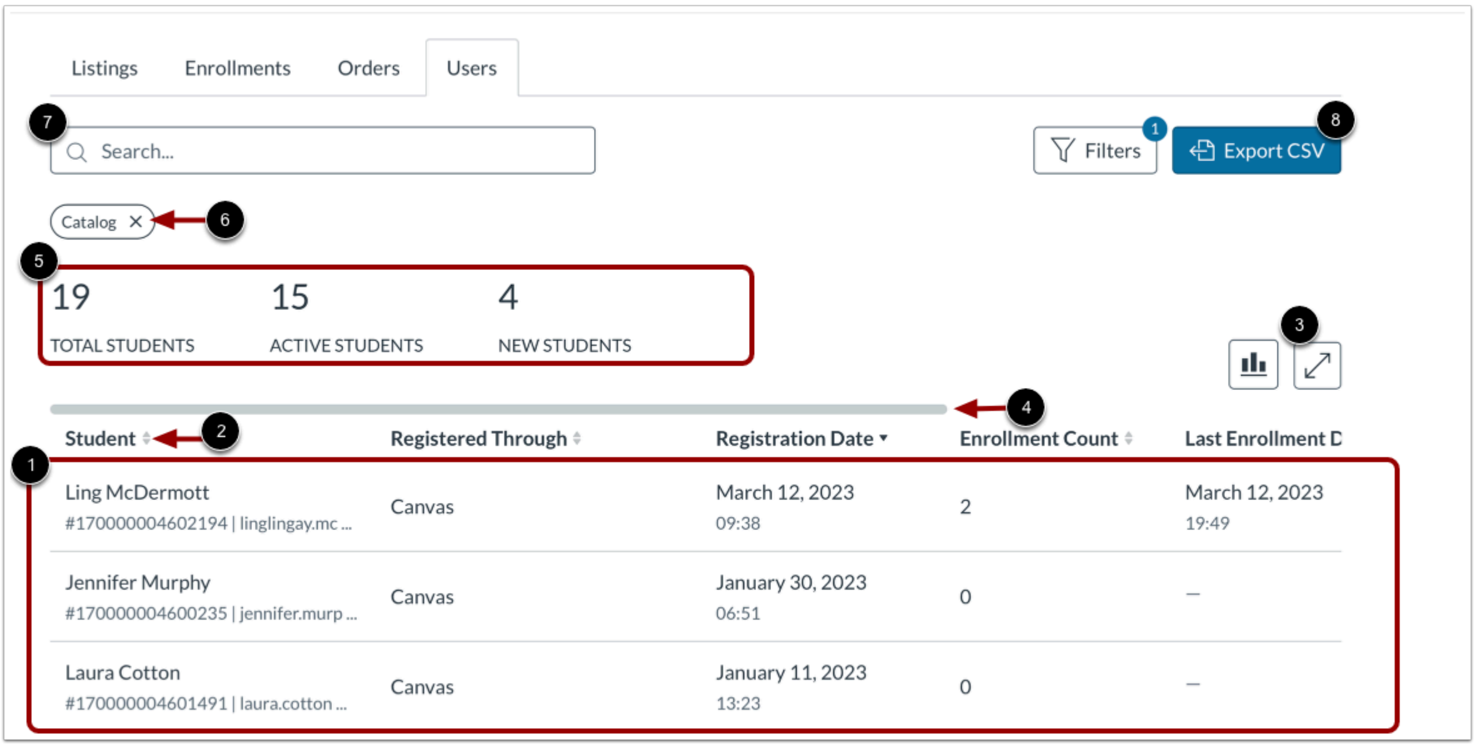


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Listings page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



When filters are applied, the list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

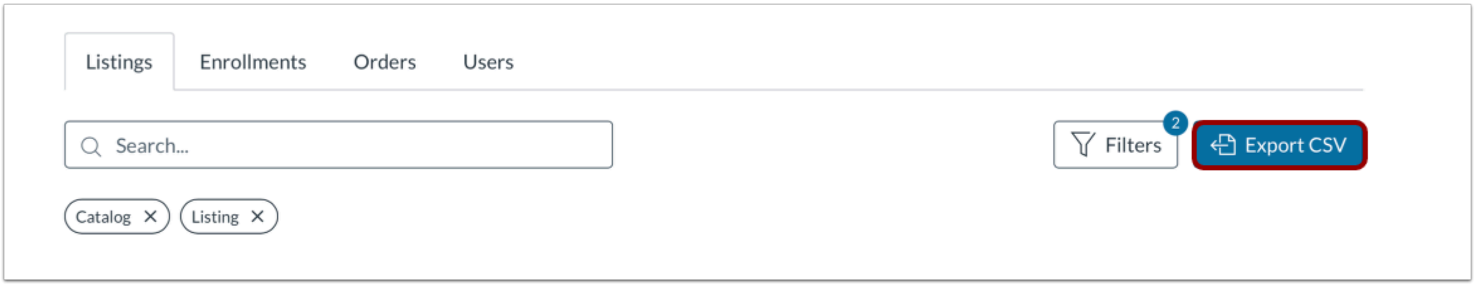
All columns in the table do not display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scrollbar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

To search for an item in the filtered list, enter all or part of a search parameter in the **Search** field [7].

Export Filtered Data



To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

How do I view and manage tags in Canvas Catalog?

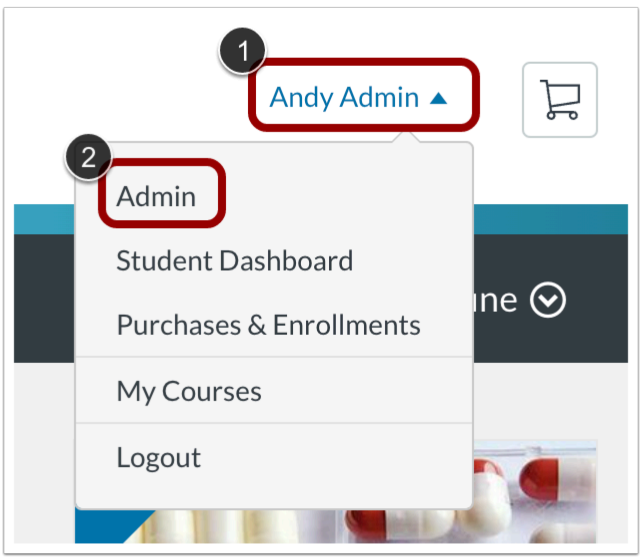
In Canvas Catalog, tags can be used to create categories for user searches. As an admin, you can add tags when when you create course or program listings. You can also view and manage tags in the Tags tab.

Subcatalog admins can add and manage tags unless tagging permissions have been disabled for their account. Learn more about managing subcatalog admin permissions.

Notes:

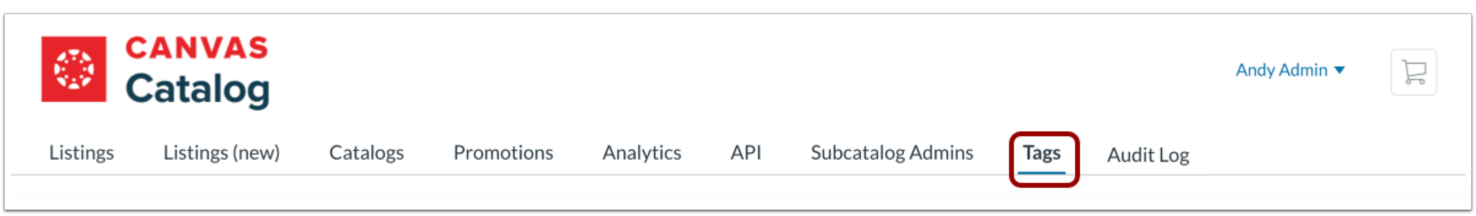
- When tagging permissions are enabled, subcatalog admins can view and manage all tags in the institution's account.
- If the Tags tab does not display, tagging permissions have been disabled for your account.

Open Admin



Click the **User** drop-down menu [1]. Then, click the **Admin** link [2].

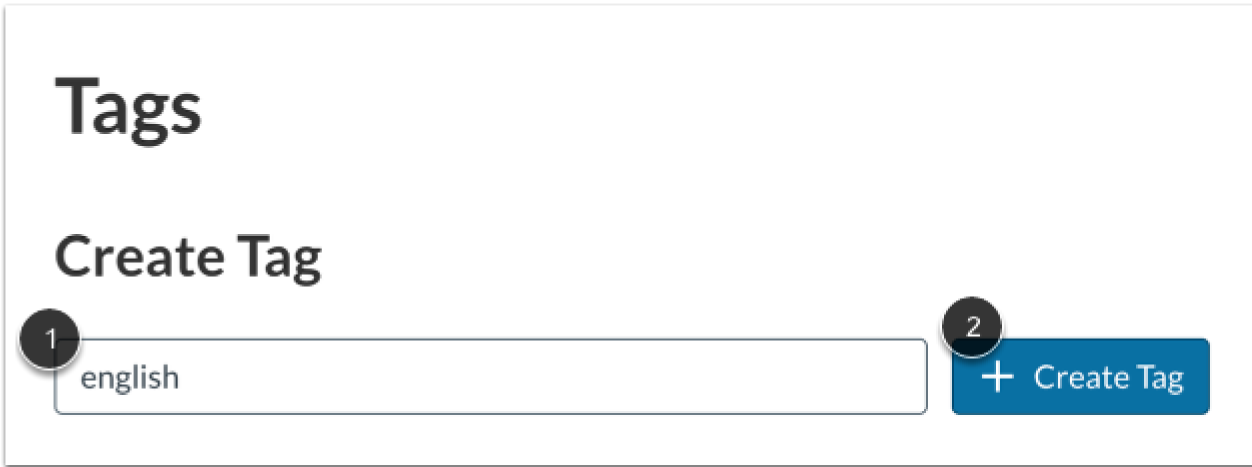
Open Tags



Click the **Tags** tab.

Note: If the Tags tab does not display, tagging permissions have not been enabled for your subcatalog admin account.

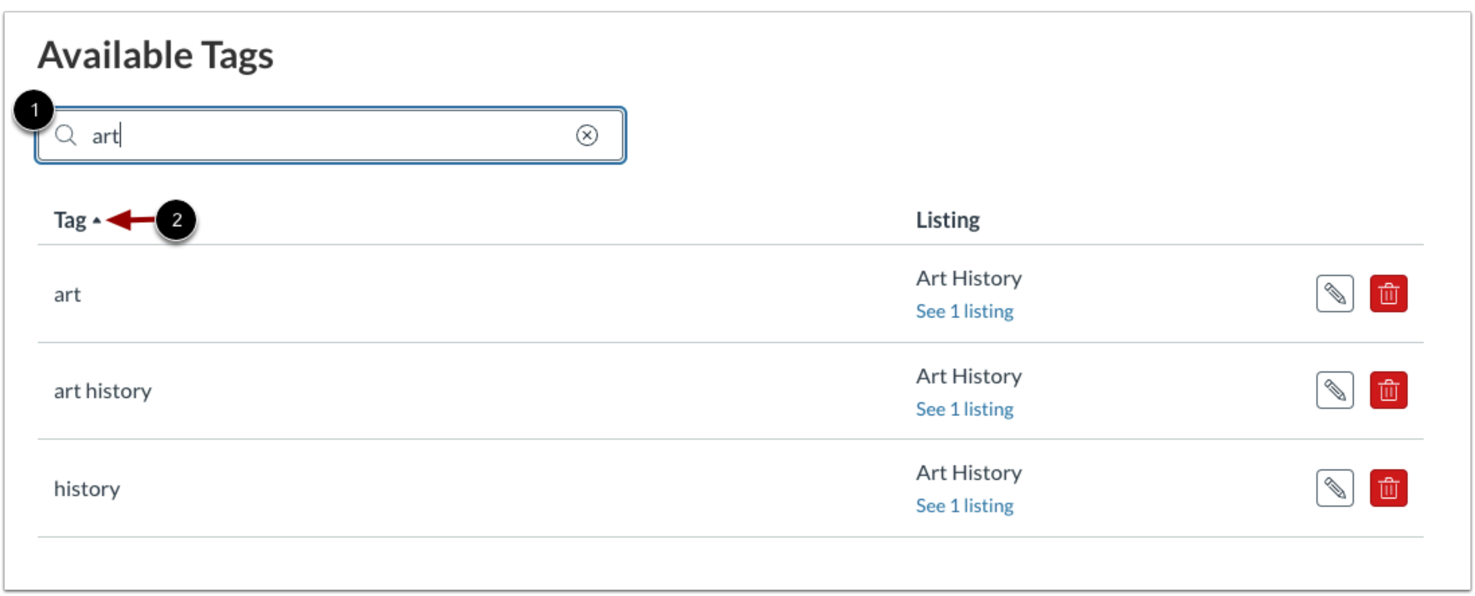
Create Tag



To create a new tag, enter text in the **Create Tag** field [1]. Then, click the **Create Tag** button [2].

Note: If an error message appears when the Create Tag button is clicked, confirm that the tag does not already exist by using the Available Tags search.

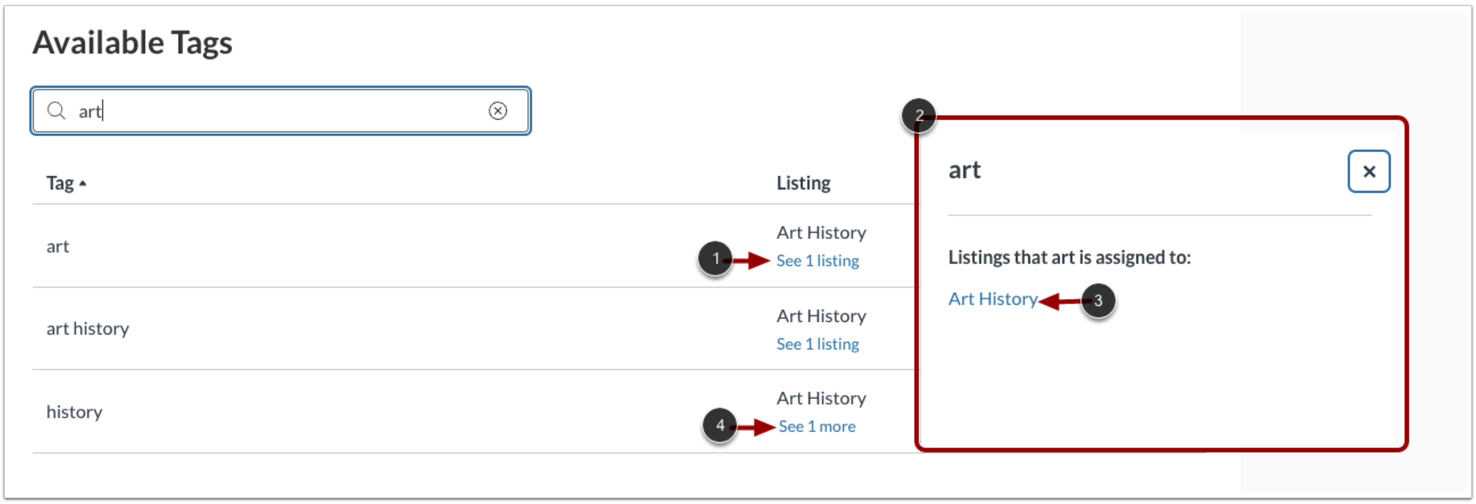
Search Available Tags



To search for a tag, enter all or part of its name in the **Available Tags** field [1].

By default, tag names display in the list in alphabetic order. To sort in reverse alphabetic order, click the **Sort** icon [2].

View Tag Details

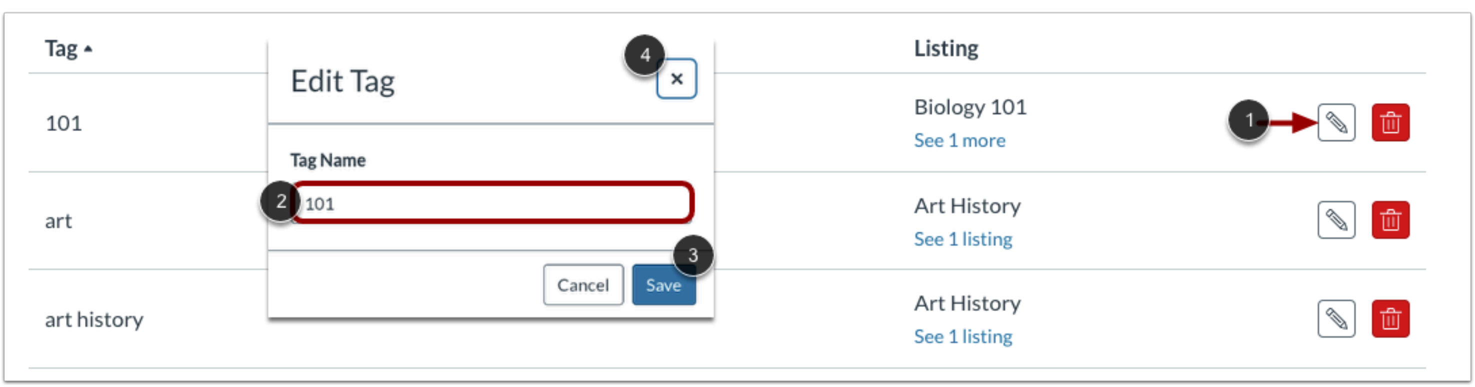


To view tag details, click the **See 1 listing** link [1].

In the pop-up window, the listings where the tag is assigned display [2]. To open a listing, click the listing name link [3].

Note: If a tag is assigned to more than one listing, the See (#) more link displays the number of listings where the tag is assigned [4].

Edit Tag

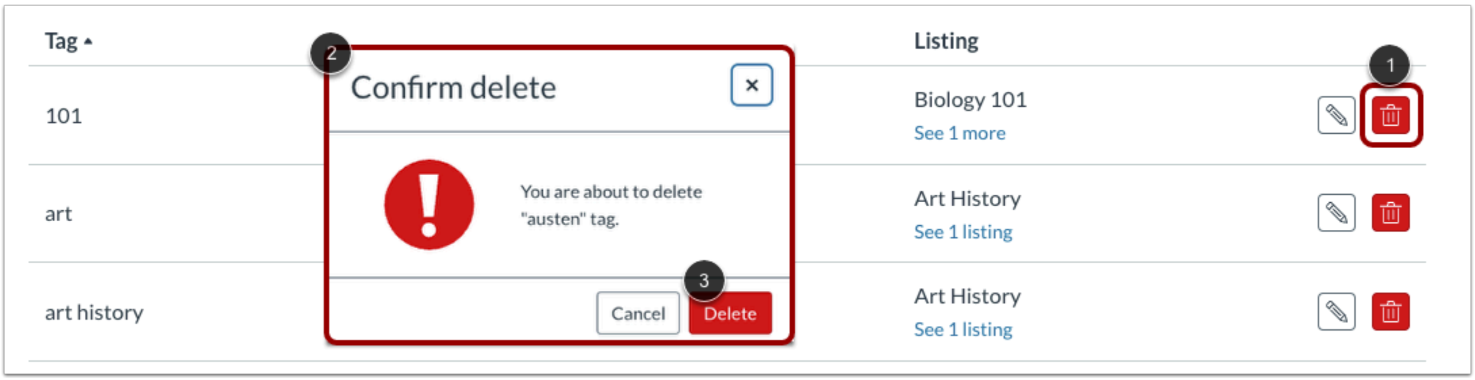


Locate the tag you want to edit and click the **Edit** button [1].

In the Edit Tag window, enter a new name in the **Tag Name** field [2]. To save changes and close the window, click the **Save** button [3].

To close the window without saving changes, click the **Close** button [4].

Delete Tag



To delete a tag, click the **Delete** button [1].

The Confirm delete window displays [2]. To confirm the deletion, click the **Delete** button [3].

Note: Deleted tags are removed everywhere they are in use and can not be restored.

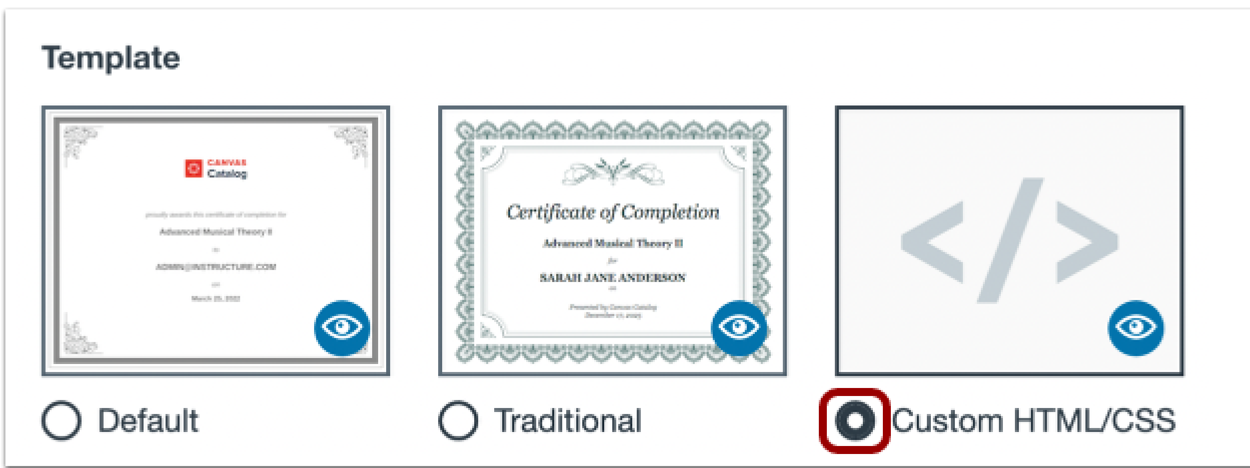
How do I create a custom template for a certificate of completion for a Catalog course or program?

As a Catalog admin, you can create a custom certificate for a Catalog course or program. Certificates must be in HTML/CSS format and can be customized with some supported variables, such as "Congratulations, {{student_name}}!" View an example CSS certificate file.

To customize a certificate, you can use the following supported variables in your template:

- **student_name**: The name of the student
- **catalog_name**: The name of the school or institution
- **catalog_logo**: The URL of your catalog logo; usage:
- **award_name**: The name of the certificate
- **completion_date**: The date of completion

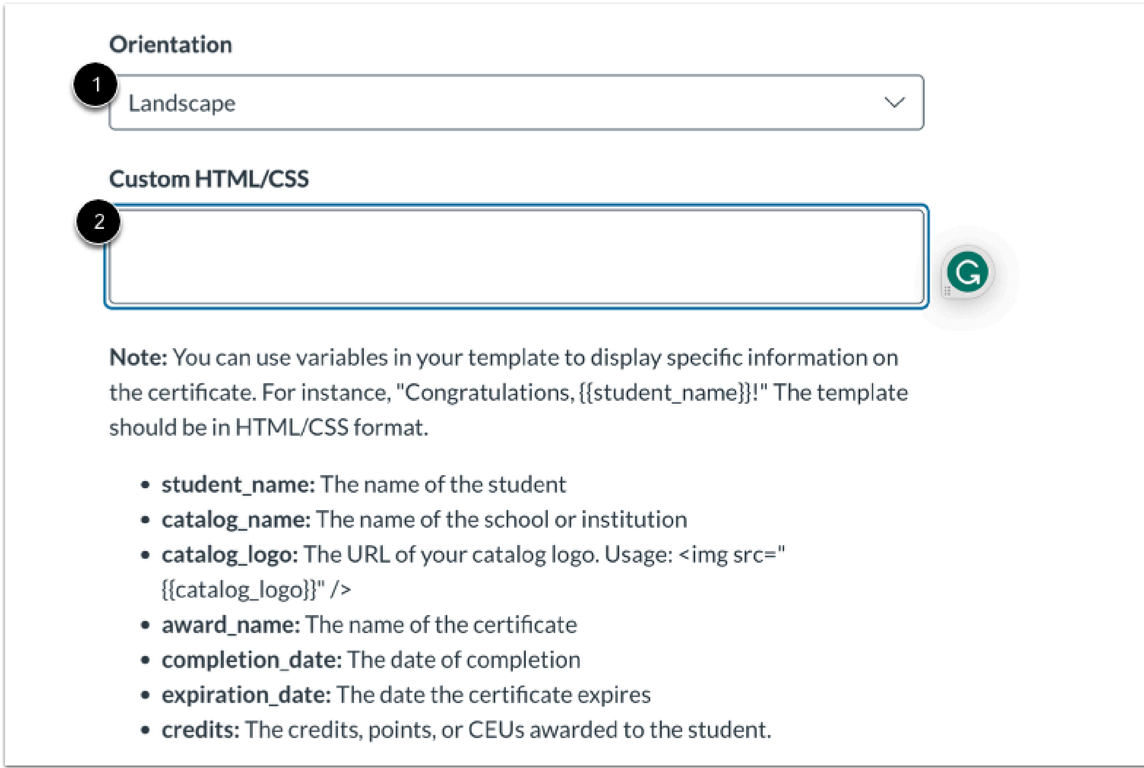
Select Custom Template



Follow the steps to add a certificate of completion for a Catalog course or program.

In the Template section, click the **Custom HTML/CSS** radio button.

Add Custom Template Details



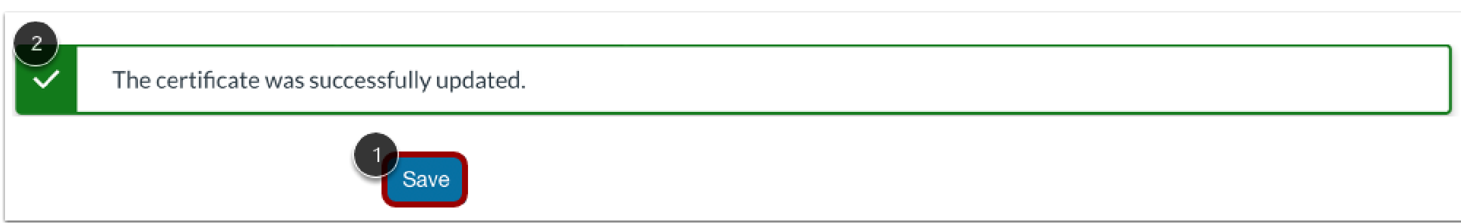
To select the orientation for the template, click the **Orientation** drop-down menu [1].

To enter custom code, enter HTML/CSS code or paste a link to an external template file in the **Custom HTML/CSS** field [2].

Preview Certificate

To preview a certificate, click the **Preview** icon.

Save Certificate



Click the **Save** button [1].

The successfully updated banner displays [2].

Note: Catalog will notify you if there are errors with your certificate. If there are any errors, correct them and then click the **Save** button again.

How do I add a course listing in Canvas Catalog ?

As a Canvas Catalog admin, you can create a Catalog course listing using any course in your Canvas account. Catalog courses must be linked to a pre-existing Canvas course. If a course has more than one section, you must select a single section to enroll students via Catalog.

You can optionally select start and end dates for a course listing. If you do not select start and end dates for a course listing, the course is labeled as self-paced and each student is enrolled in their own section.

You can add tags to course listings. Subcatalog admins can add tags to course listings but can create and manage tags only if tagging is enabled for their account. Learn more about managing tags.

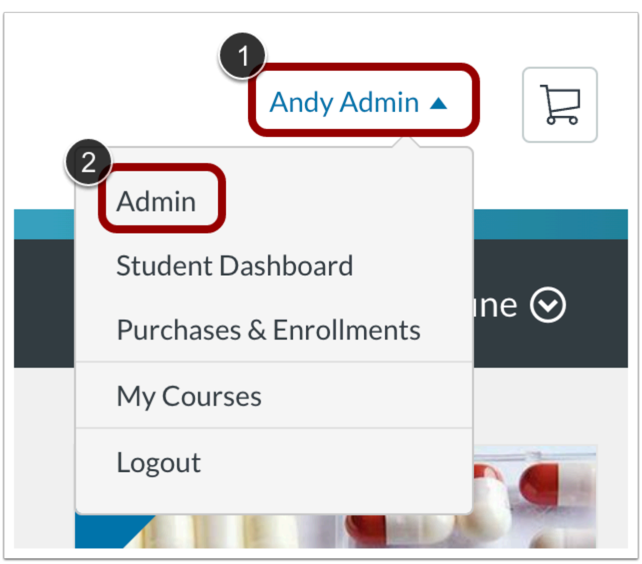
Course listings are assigned to a primary catalog. As an admin, you can elect to cross list a course in additional catalogs. Subcatalog admins can cross list courses if permissions have been enabled for them by an admin.

Learn more about managing subcatalog admin permissions.

Notes:

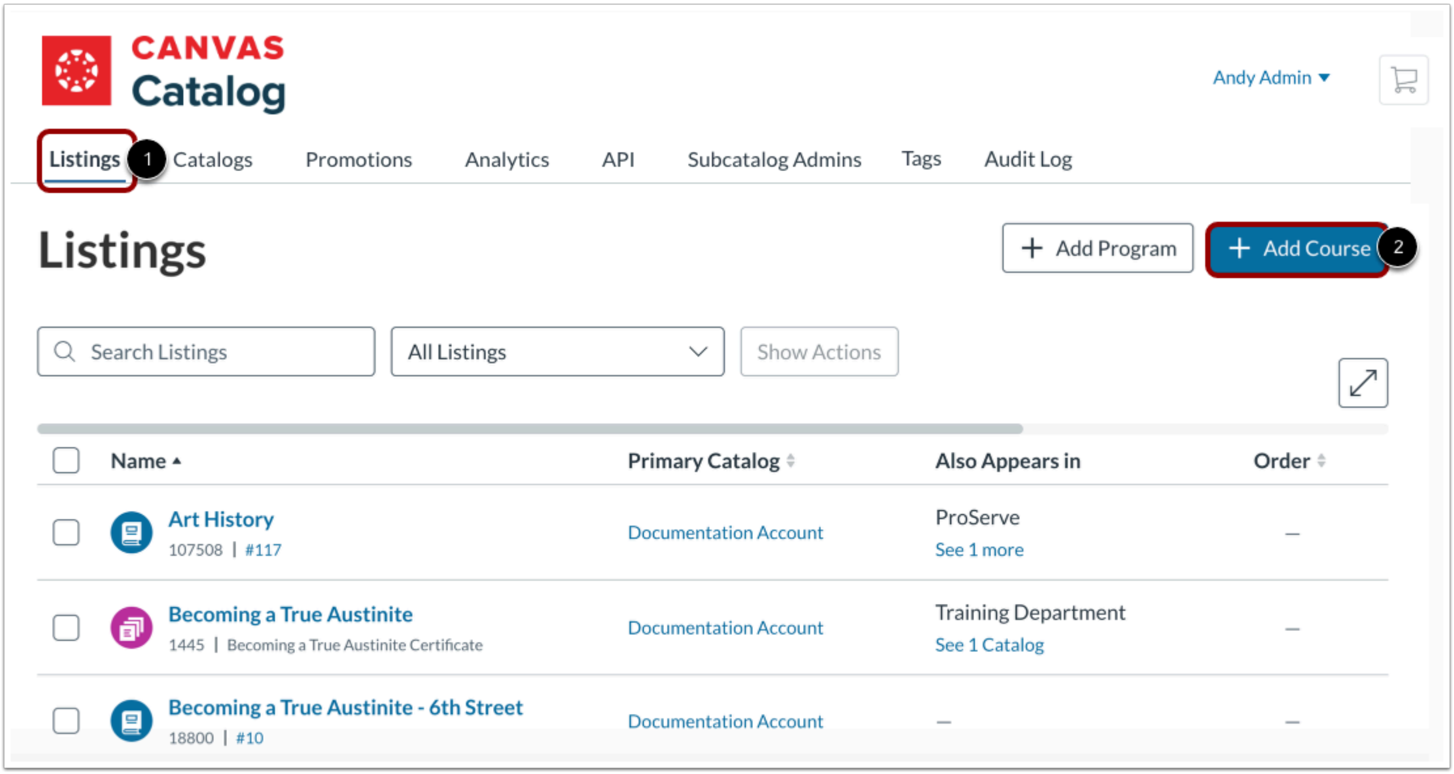
- This lesson describes the process for adding a course listing using the new Listings tab features. The original process for adding a course listing can be found in the Listings tab.
- Self-paced listings enroll each student in their own section and do not support group work.
- When a course is visible in multiple catalogs, any course revenue is assigned to the primary catalog.
- Learn more about how Canvas Catalog interacts with your institution's Canvas account.

Open Admin



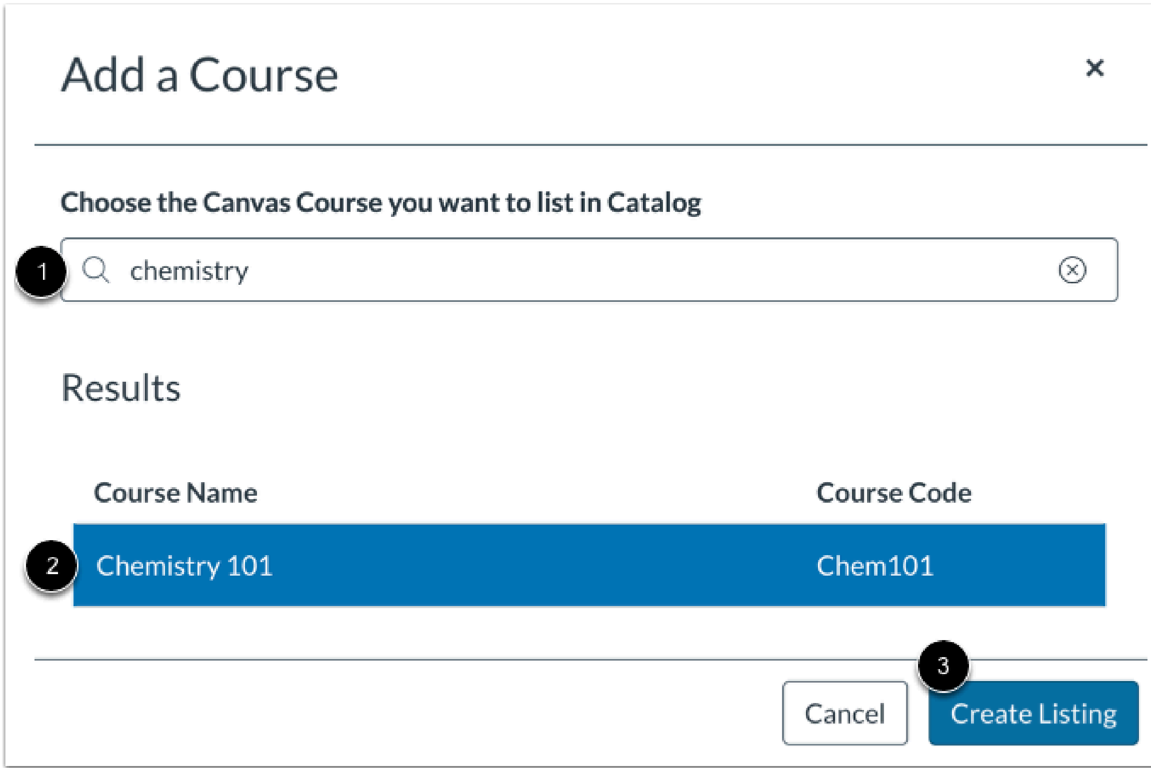
Click the **User name** drop-down menu [1]. Then, click the **Admin** link [2].

Add Course



Click the **Listings** tab [1]. Then, click the **Add Course** button [2].

Search Canvas Courses

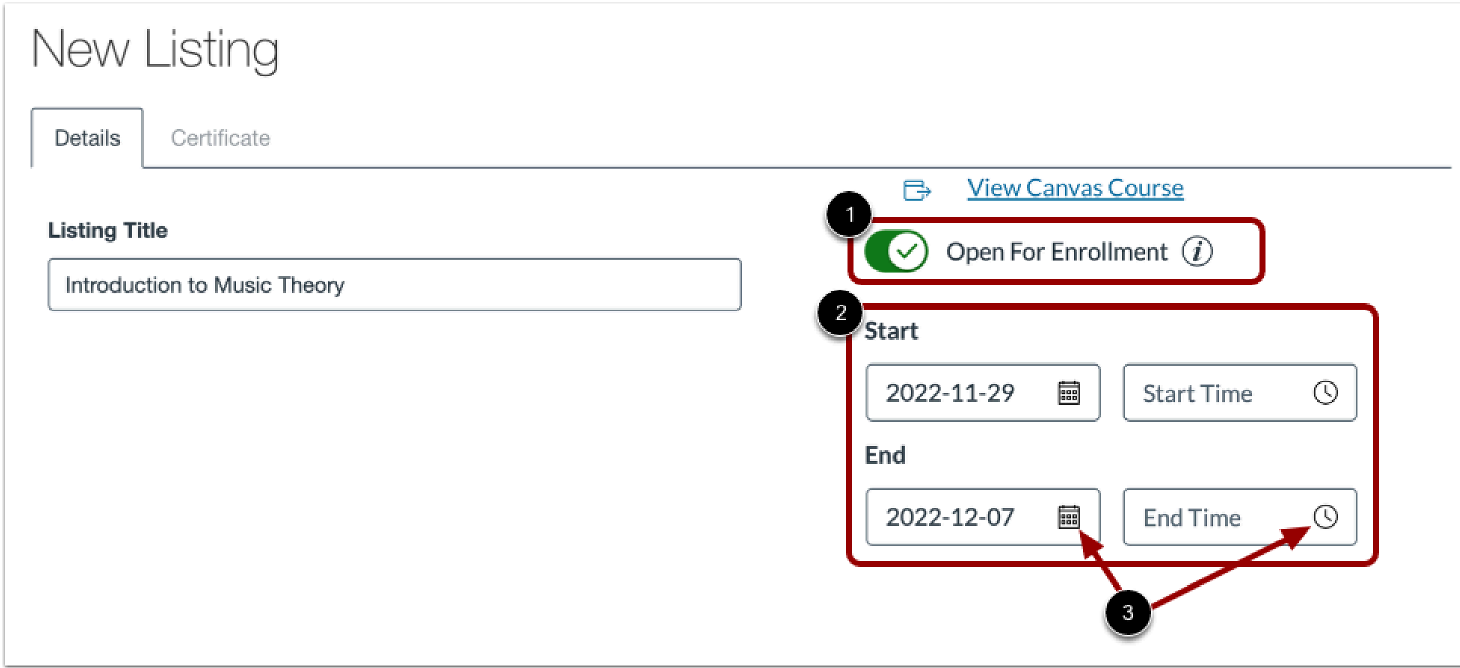


Enter the name of the course you want to list in Catalog in the **Choose the Canvas Course you want to list in Catalog** field [1].

To select a course from the list, click the course name [2]. Then, click the **Create Listing** button [3].

Note: A Canvas course can only be linked to one Catalog listing at a time.

Manage Enrollment Status



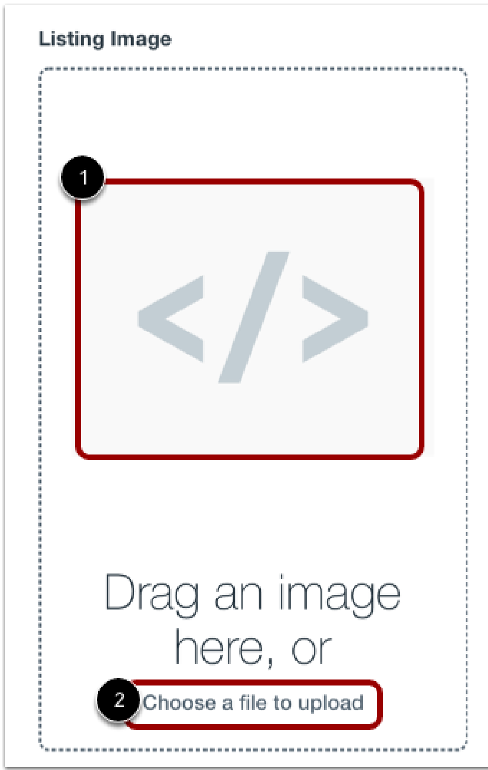
By default, listings are not open for enrollment. To allow students to register for the listing, click the **Open For Enrollment** toggle on [1].

When the Open for Enrollment toggle is on, the optional Start and End fields display. To add optional start and end dates and times for the course, enter them in the **Start** and **End** fields [2]. Alternatively, you can click the **Date** and **Time** icons to enter dates and times [3].

Notes:

- When the Open For Enrollment toggle is on and start or end dates are entered, the listing displays in the catalog, but enrollment is allowed only during the set dates/times.
- If no start or end dates are entered, the listing is labeled as self-paced and each student is enrolled in their own section.

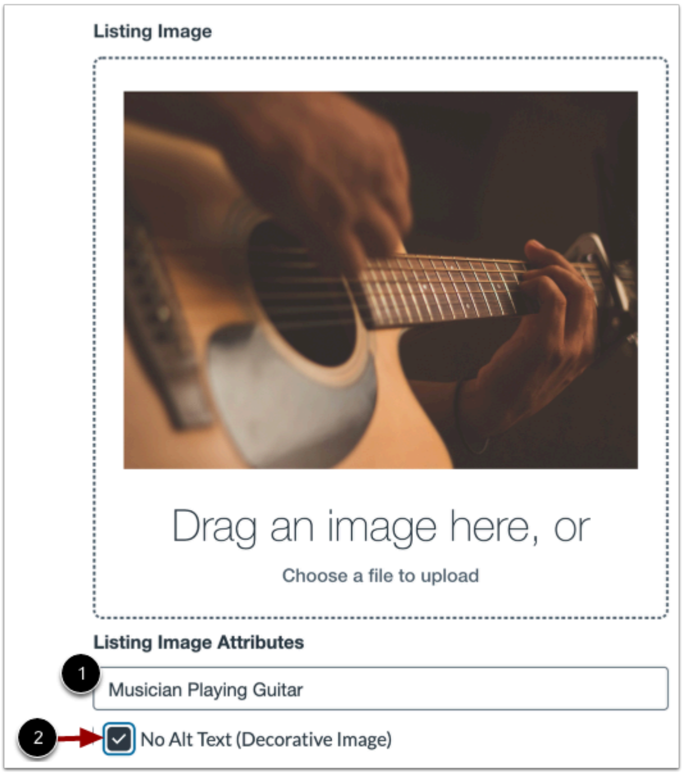
Add Listing Image



To add an image to your Catalog listing, drag an image into the **Listing Image** window [1].

To select a file to upload from your computer, click the **Choose a file to upload** link [2].

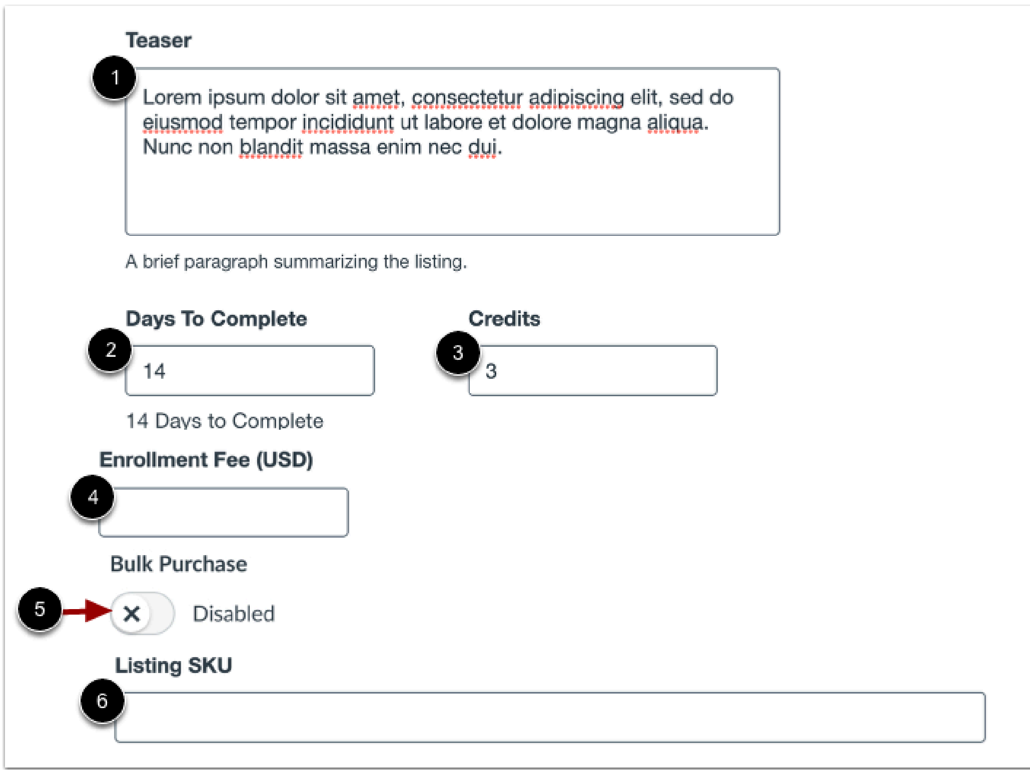
Add Alt Text



To add alt text to your image, enter the text in the **Listing Image Attributes** field [1].

To add an image without alt text, click the **No Alt Text (Decorative Image)** checkbox [2].

Add Course Card Details



To add a paragraph summarizing the course that displays on the listing page, enter text in the **Teaser** field [1].

Enter an optional number of days that the course will be available for each enrolled student in the **Days to Complete** field [2].

Enter an optional number of credits awarded for the course in the **Credits** field [3]. You can enter whole or decimal numbers.

Enter an optional fee for the course in the **Enrollment Fee (USD)** field [4].

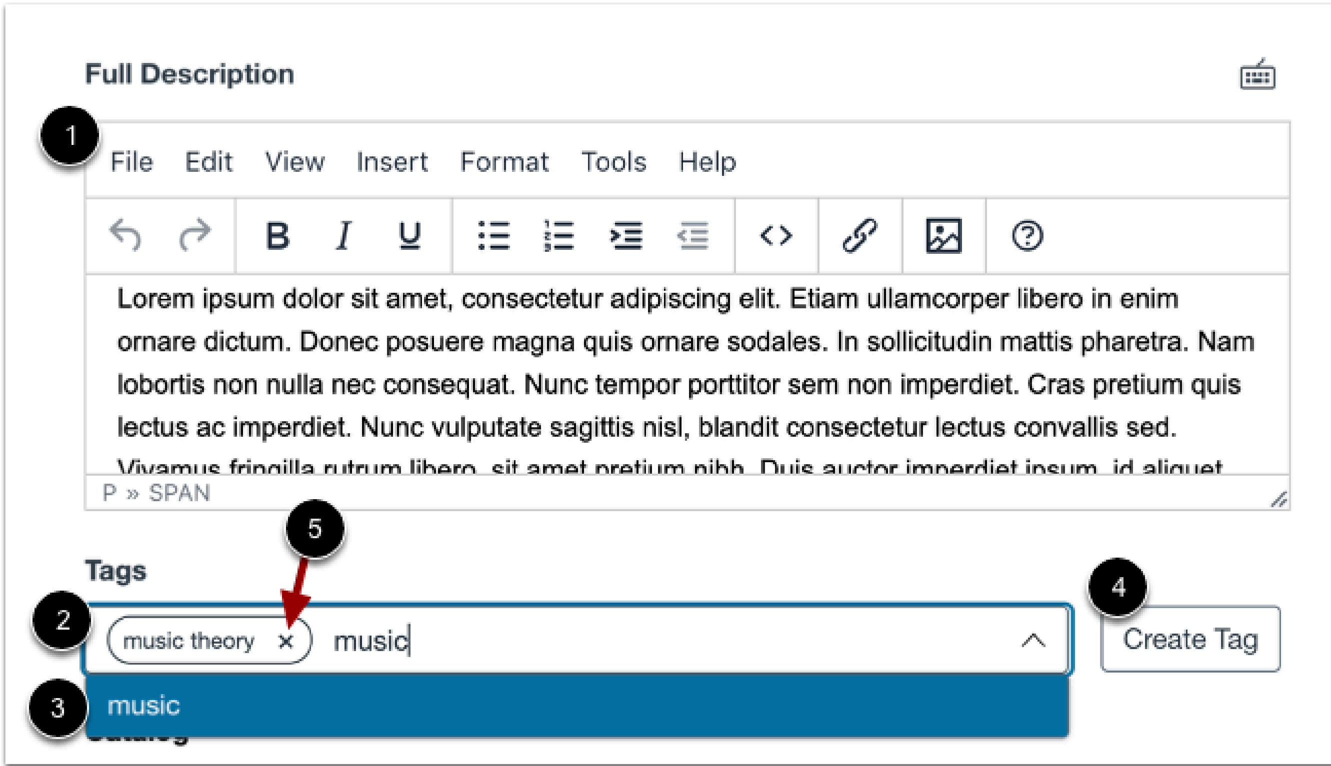
Bulk purchasing is enabled or disabled by default, depending on how it is set in the your institution's catalog or subcatalog. To disable or enable bulk purchasing for the course, click the **Bulk Purchase** toggle [5].

If listing SKUs have been enabled for your account, you can add a SKU in the **Listing SKU** field [6].

Notes:

- The Teaser text field supports up to 1,000 characters. On the listing page, approximately 280 characters display without expanding the text.
- In Catalog, the countdown of days to complete begins the day the student enrolls in the course.
- If the Days to Complete field is left blank, the listing is designated as self-paced. Self-paced listings enroll each student in their own section and do not support group work.

Add Description and Tags



To add a full course description, enter text in the **Full Description** field [1].

To add a tag, enter it in the **Tags** field [2]. Tags that already exist in the account display in the drop-down menu. To select a pre-existing tag from the list, click a tag name [3].

To create a new tag in your account, enter it in the **Tags** field and click the **Create Tag** button [4].

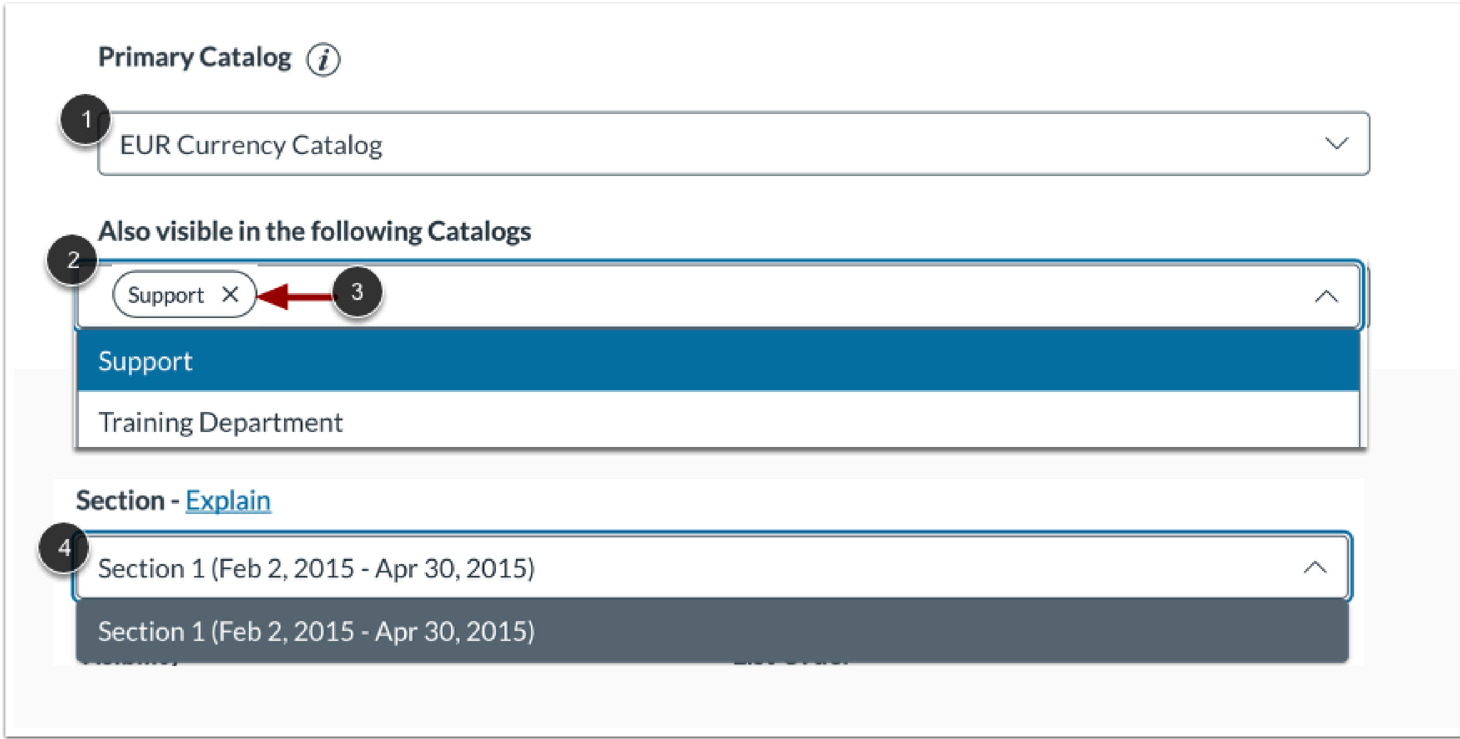
To remove a tag, click the tag's **Remove** icon [6].

You can manage tags from the Tags tab.

Notes:

- There is no character limit for a full course description.
- If tag options are disabled or unavailable, tag management permissions have been disabled for your subcatalog admin account.
- When you create a tag, it becomes available for all catalogs at your institution.

Select Catalog and Section



To select the primary catalog where you want the listing to appear, click the **Primary Catalog** drop-down menu [1].

To cross list the course in additional catalogs, click the **Also visible in the following Catalogs** drop-down menu, and select a catalog from the list [2].

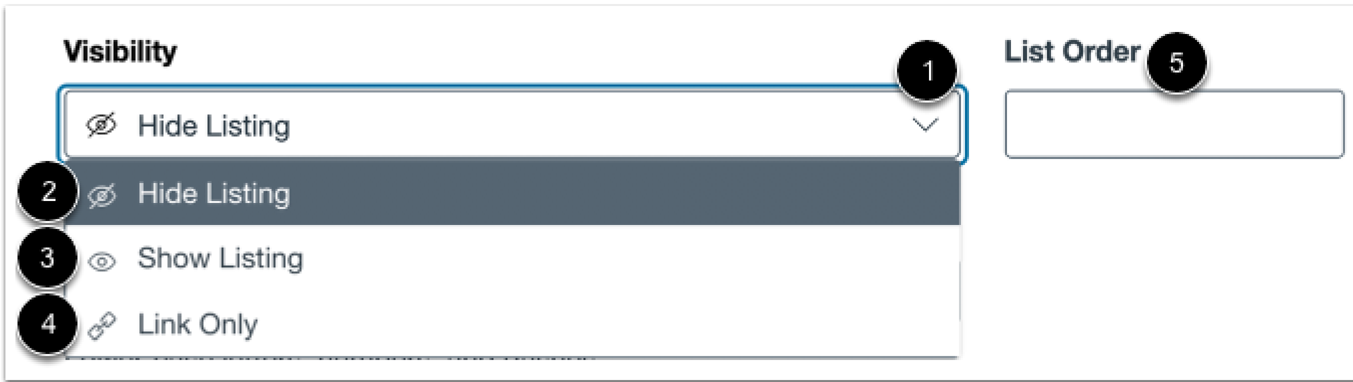
To delete a course from an additional catalog, click the catalog's **Delete** icon [3].

If the linked Canvas course has more than one section, the most recently added section displays by default. To link the Catalog listing to a different section, click the **Section** drop-down menu and select a section [4].

Notes:

- A Catalog course can only be linked to a single Canvas section at one time.
- If the Also visible in the following Catalogs option does not display, cross listing has not been enabled for your account.

Set Visibility and Order



To change the listing's visibility, click the **Visibility** drop-down menu [1]. You can hide the listing [2], show the listing in the catalog [3], or make the listing only accessible via a direct link [4]. By default, the listing is hidden in the catalog.

To the order in which the listing displays, enter a number in the **List Order** field [5]. If not specified, the course will have no priority list order.

Notes:

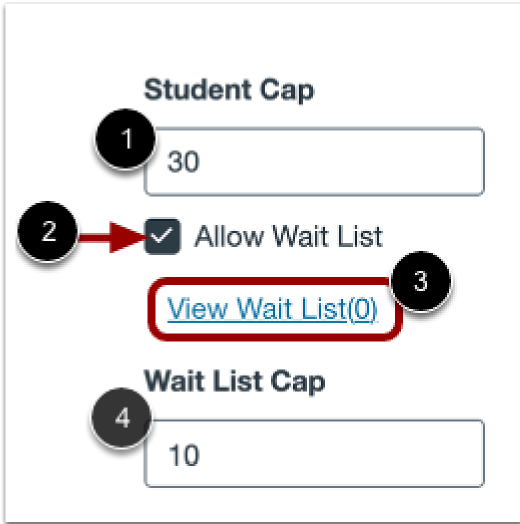
- To offer a listing as both a stand-alone course and a program requirement, it is recommended that Show Listing be selected in the Visibility drop-down menu.
- When a course is selected as a program requirement, the course name displays in the program listing regardless of visibility setting.
- When Show Listing is selected, if a course is selected as a program requirement a link to the stand-alone course displays in the program listing.

Set Listing Path

The **Listing Path** field [1] is the name of the listing added to the end of the catalog URL, e.g. *[domain URL]/courses/[listing path]*. The listing path is generated for you based on the Canvas course code. If necessary, you can modify the listing path in the text field. Listing paths should be unique per catalog account. Listing paths may contain lowercase letters, numbers, and dashes.

To copy the listing path URL, click the **Copy URL** button [4].

Set Enrollment Cap and Wait List



To set an optional maximum number of students who can enroll in the course, enter a number in the **Student Cap** field [1].

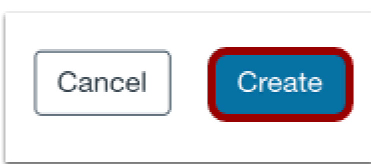
To enable a wait list after the enrollment cap is reached, click the **Allow Wait List** checkbox [2].

To view the wait list, click the **View Wait List** link [3].

To set a cap for the course wait list, enter a number in the **Wait List Cap** field [4].

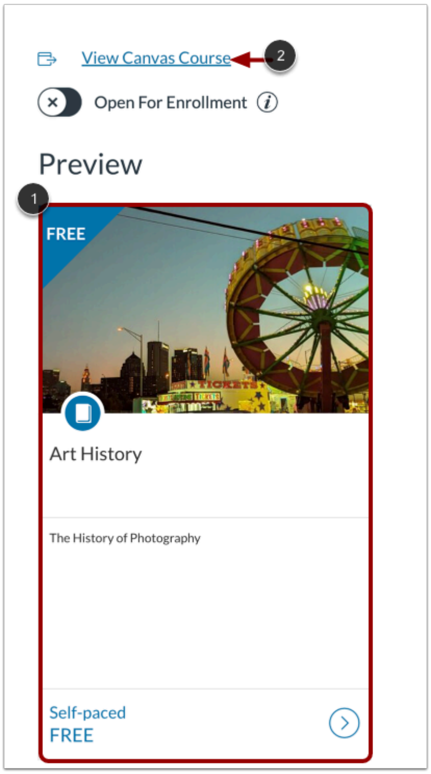
Learn more about enrollment caps and wait lists.

Create Listing



To save changes and create the listing, click the **Create** button.

View Preview



To view the course card as it displays to users in the catalog, click the **Preview** window [1].

To view the Canvas course to which the Catalog listing is linked, click the **View Canvas Course** link [2].

How do I add a program listing in Canvas Catalog ?

In Canvas Catalog, a Program consists of a group of required courses that students must complete. As a Canvas Catalog admin, you can create a program listing using existing courses in your Catalog account.

When a Catalog course is associated with a program, it also exists as an independent listing. You should set course visibility and enrollment details before adding them as requirements in a program. Learn how various course and program listings display in Canvas Catalog.

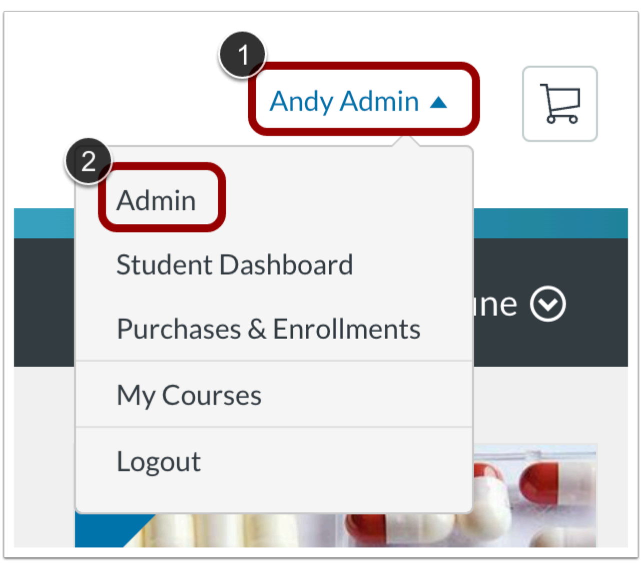
You can add tags to listings. Subcatalog admins can add tags to listings but can create and manage tags only if tag permission is enabled for their account. Learn more about managing tags.

Program listings are assigned to a primary catalog. As an admin, you can elect to cross list a program in additional catalogs. Subcatalog admins can access the cross listing feature only if it has been enabled for their account. Learn more about managing subcatalog admin permissions.

Notes:

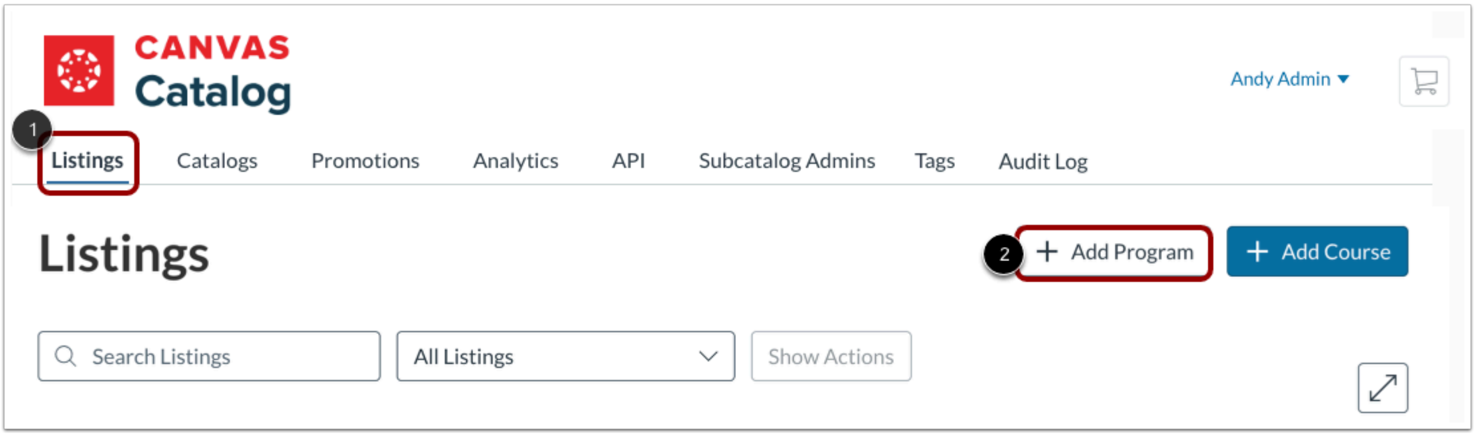
- This lesson describes the process for adding a program listing using updated features in the Listings (new) tab. To add a program using the original features, use the original Listings tab.
- You must create catalog course listings before you can create a catalog program listing.
- When a program is visible in multiple catalogs, any program revenue is assigned to the primary catalog.
- Learn more about how Canvas Catalog interacts with your institution's Canvas account.

Open Admin



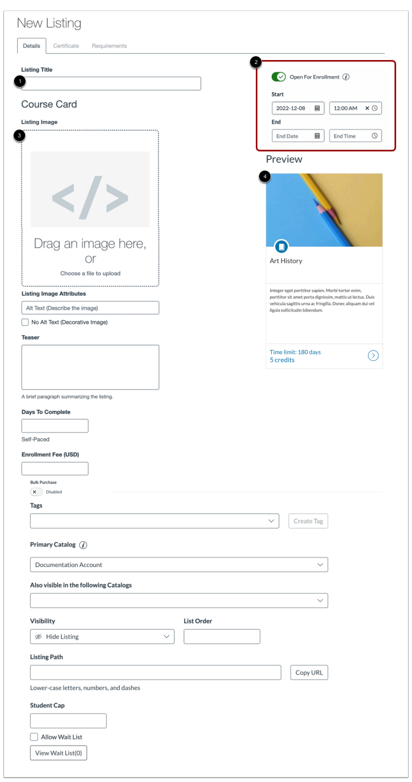
Click the **User name** drop-down menu [1]. Then, click the **Admin** link [2].

Add Program



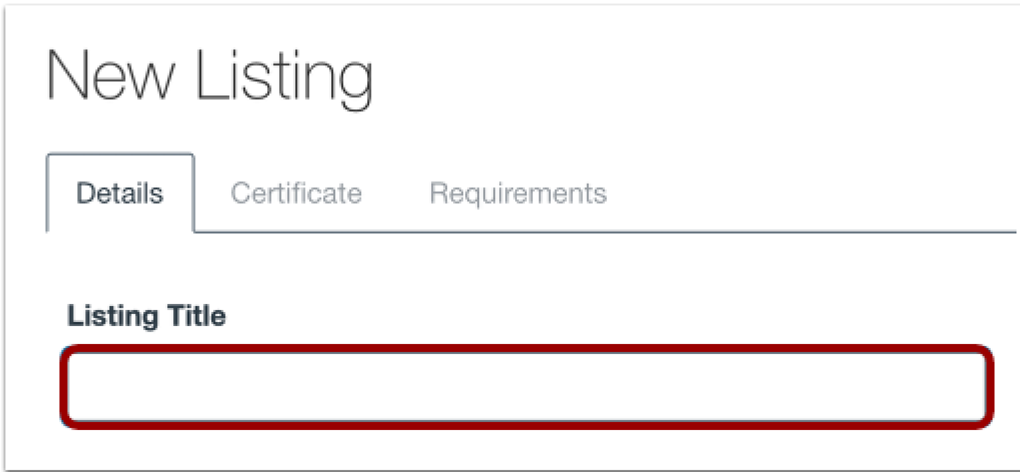
Click the **Listings** tab[1]. Then, click the **Add Program** button [2].

View New Listing Details Page



From the New Listing Details page you can title your program [1], manage program enrollment availability status [2], create the course listing card [3], and preview the course listing card [4].

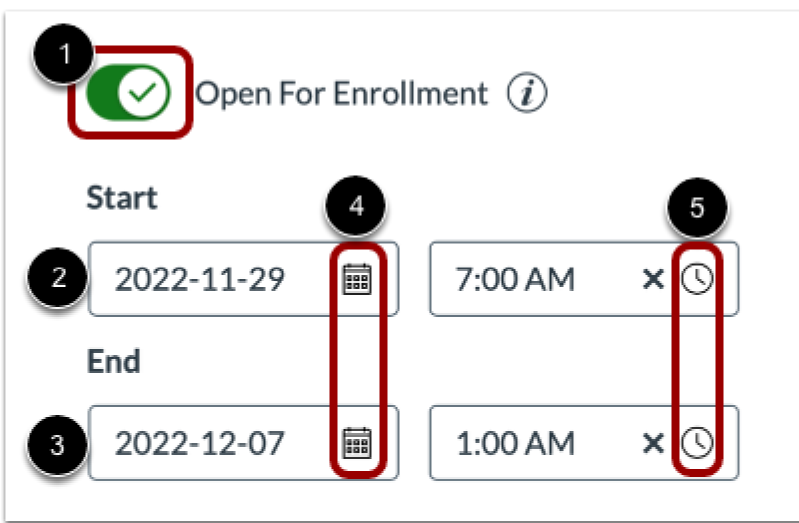
Add Title



Enter a name for your program listing in the **Listing Title** field.

Note: A program must have a listing title before it can be created.

Set Enrollment Status



By default, the program is not open for enrollment. To enable students to register for the program, click the **Open For Enrollment** toggle on [1].

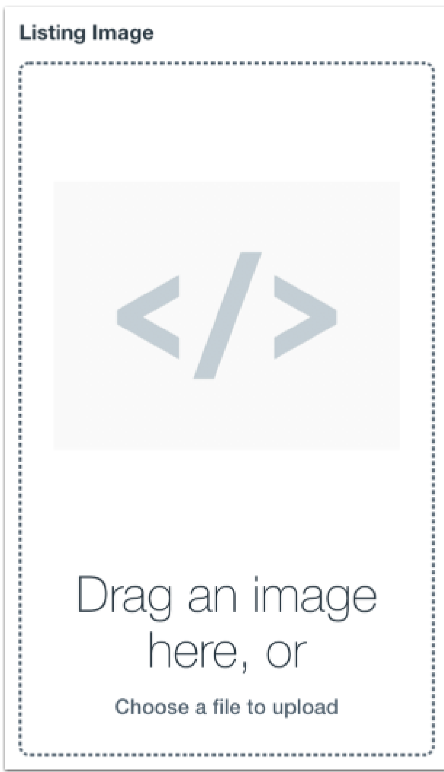
When the Open for Enrollment toggle is switched on, optional start and end text fields display. If start and end dates are not entered, the program is listed as self-paced.

To set the start of enrollment for a date in the future, enter a start date in the **Start** text field [2] or click the calendar icon [4]. To set a closing date for enrollment, enter an end date in the **End** text field [3] or click the calendar icon [4]. To enter optional start and end times, click the **Time** icon and select a time in the list [5].

Notes:

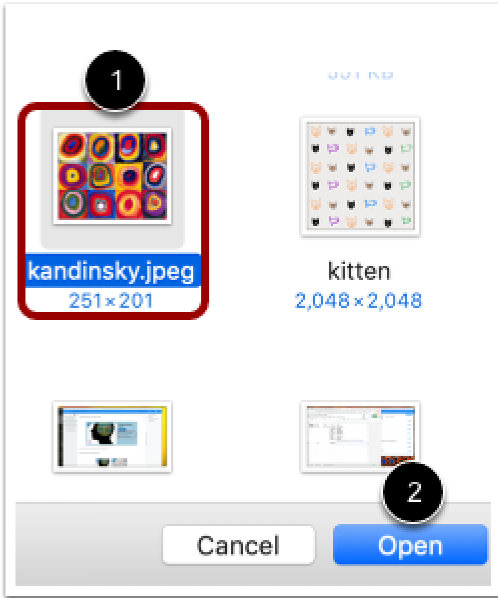
- When the Open For Enrollment toggle is on and start or end dates are entered, the listing can still display in the catalog, but enrollment is allowed only during the set dates/times.
- When the Open For Enrollment toggle is on, the listing always displays as enroll-able on the Listings page.

Add Image



To add an image to your listing card, drag and drop an image from your computer or click the **Listing Image** field.

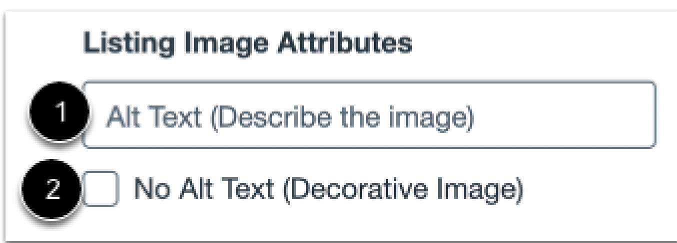
Select Image File



Locate an image on your computer [1]. Depending on your browser, click the **Choose** or **Open** button [2].

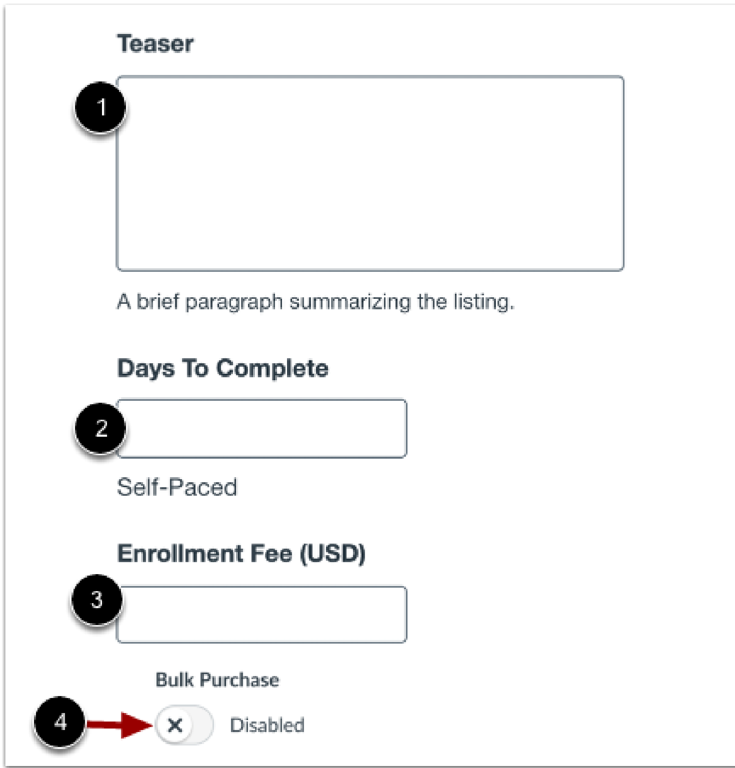
Note: Catalog supports PNG, JPG, GIF, and SVG images with a recommended size of 768 pixels high and 1050 pixels wide.

Add Alt Text



To improve accessibility, enter alternative text for your listing card image in the **Listing Image Attributes** field [1]. If the image is decorative and should not be read by a screen reader, click the **No Alt Text (Decorative Image)** checkbox [2].

Add Listing Details



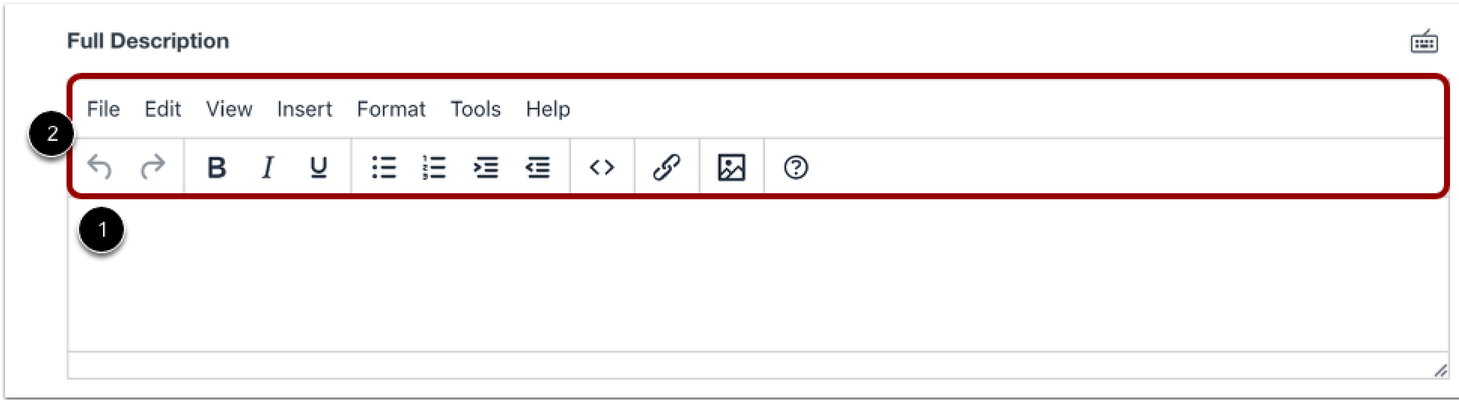
Each listing must include a brief explanation. To enter your program listing explanation, type in the **Teaser** field [1]. The teaser cuts off from view at approximately 280 characters, though the text field supports up to 1,000 characters.

If you want to set the number of days that the course will be available to the student, enter the number in the **Days to Complete** field [2]. The countdown begins for a student the day a student enrolls in the course. If this field is left blank, the listing will be designated as self-paced.

By default, there is no enrollment fee. If you want to set an enrollment fee for the listing, enter a price in the **Enrollment Fee (USD)** field [3].

By default, bulk purchasing is enabled or disabled, depending on how it is set for the catalog or subcatalog. To disable or enable bulk purchasing for the listing, click the **Bulk Purchase** toggle [4].

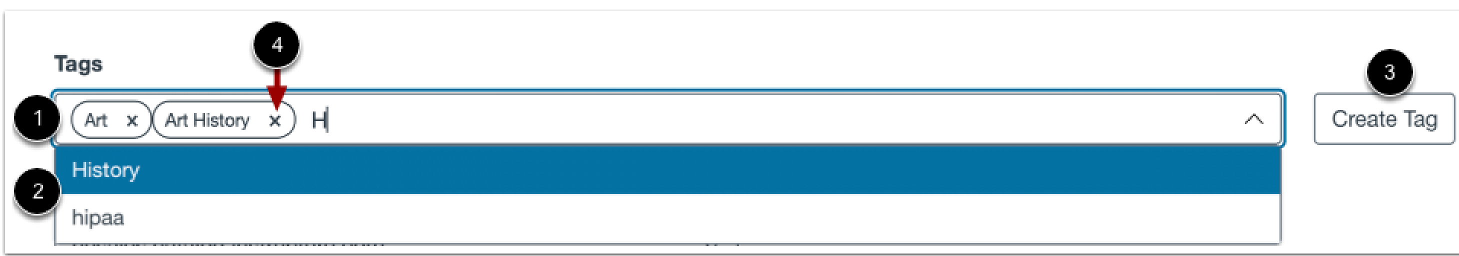
Add Description



To create a program description, enter a description in the **Full Description** field [1]. Students can view this description when they click to view the program listing from the catalog.

The content editor allows you to format text, create lists, indent content, insert links and images, and edit HTML content using the content editor [2]. There is no character limit for the full description.

Add Tags



To add tags to a program listing, type in the **Tags** field [1]. Select a tag from the list of preexisting tags [2]. If your text does not match an existing tag, you can create and add the tag to your listing. Click the **Create Tag** button [3].

Associated tags display in the Tags field. To remove a tag from your listing, click the tag's **Remove** icon [4].

You can manage tags from the Tags tab.

Notes:

- If tag options are disabled or unavailable, tag management permissions have been disabled for your subcatalog admin account.
- When you create a tag, it becomes available for all catalogs at your institution.

Select Catalog

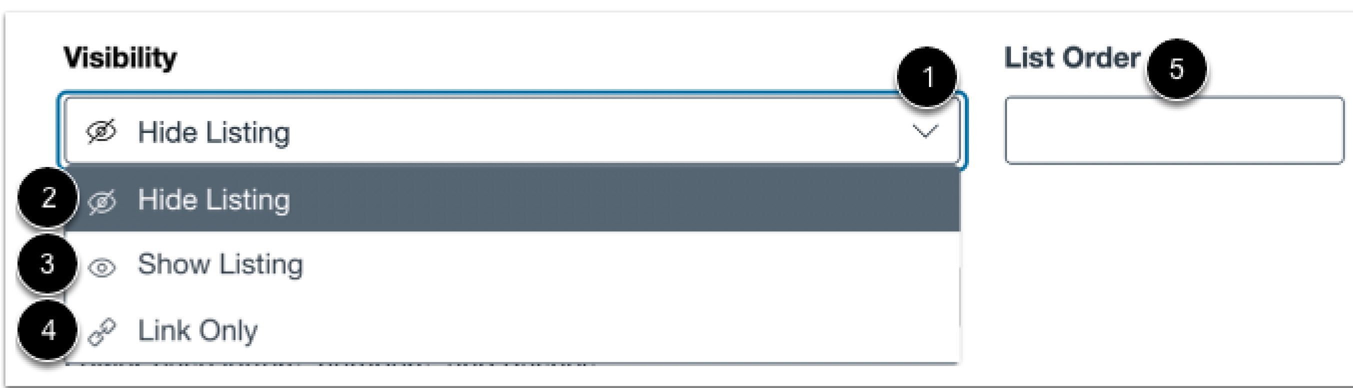
To select the primary catalog for the program listing, click the **Catalog** drop-down menu. You can choose from your domain catalog or a custom subcatalog (path URL).

To cross list the program in additional catalogs, click the **Also visible in the following Catalogs** drop-down menu and select a catalog from the list [2].

To delete a program from an additional catalog, click the catalog's **Delete** icon [3].

Note: If the Also visible in the following Catalogs option does not display, cross listing has not been enabled for your account.

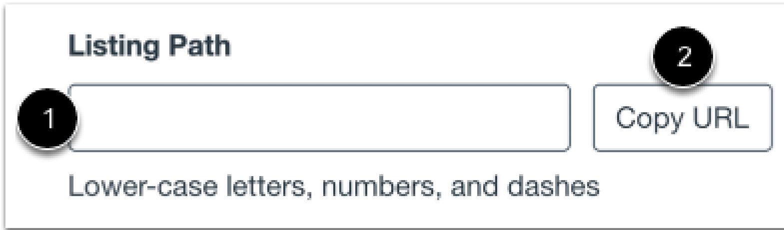
Set Visibility



To change the program's visibility, click the **Visibility** drop-down menu [1]. You can hide the listing [2], show the listing in the catalog [3], or make the listing only accessible via a direct link [4]. By default, the listing is hidden in the catalog.

To set the program listing order, enter a number in the **List Order** field [5]. If not specified, the program will have no priority list order.

Add Listing Path



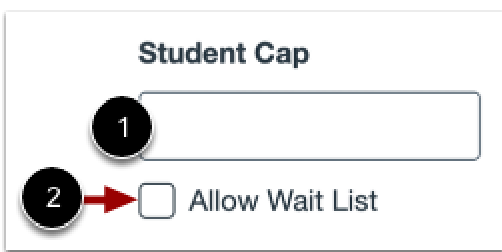
To add a listing path, enter a path in the **Listing Path** field [1]. The Listing Path is the name of the listing added to the end of the catalog URL, e.g., *[domain URL]/programs/[listing path]*. Listing paths should be unique per Catalog account and support lowercase letters, numbers, and dashes.

To copy the listing path, click the **Copy URL** button [2].

Notes:

- If the listing visibility is set to hidden, you will not be able to view the listing URL.
- When visibility is set to Link Only, copy the URL to distribute the program listing.

Set Enrollment Cap and Wait List

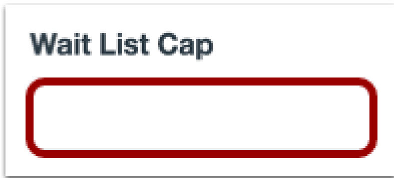


You can set an enrollment cap for your program. To set the maximum number of students who can enroll in the program, type in the **Student Cap** field [1]. By default, there is no cap limit.

If you want to enable a wait list for your enrollment cap, click the **Allow Wait List** checkbox [2]. By default, wait listing is not enabled.

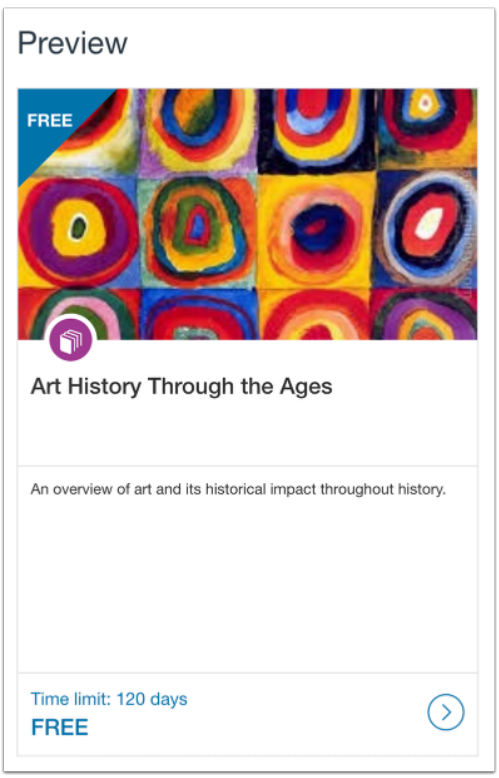
Learn more about enrollment caps and wait lists.

Set Wait List Cap



To set the maximum number of students who can waitlist for the program, type a number in the **Wait List Cap** field.

Preview Program Listing Card



Preview the program listing card.

Create Listing

Click the **Create** button.

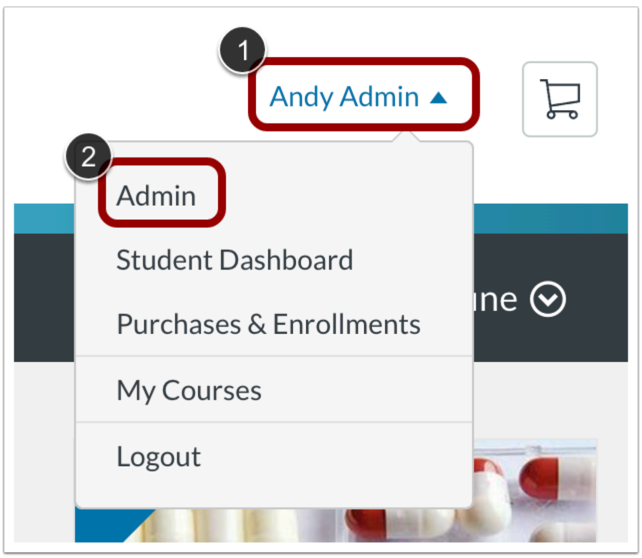
How do I manage and view revenue modifications as a Catalog admin?

As a Canvas Catalog admin, or a subcatalog admin with permissions enabled, you can modify listing revenue data and view revenue modification information from the Analytics page.

Learn more about managing subcatalog admin access.

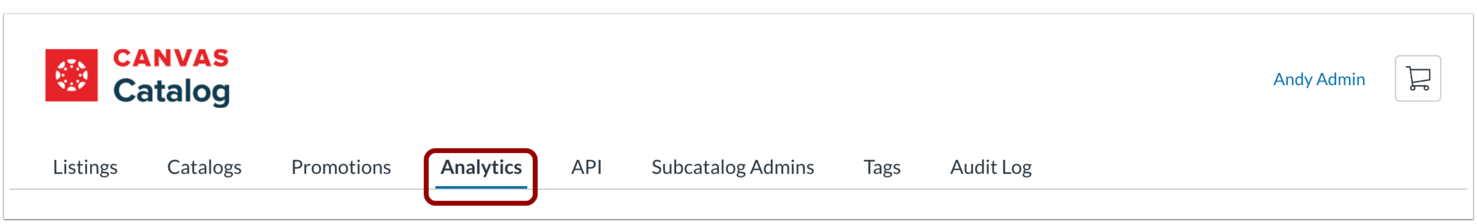
Note: Root catalog admins can view a detailed history of revenue modifications in the Audit Log.

Open Admin



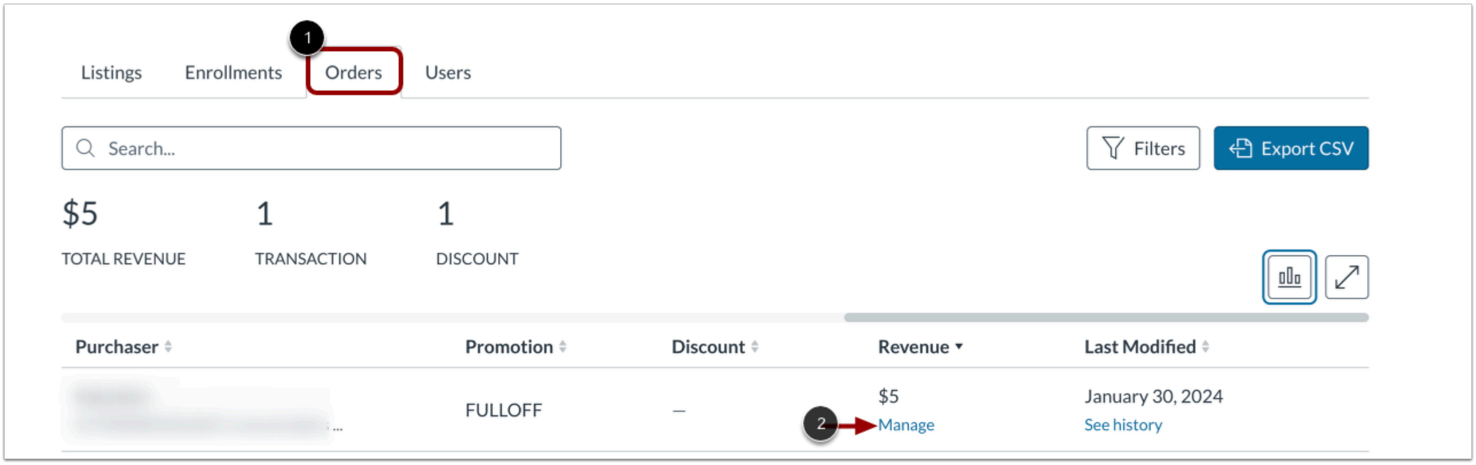
Click the **User Name** link [1]. Then, click the **Admin** link [2].

Open Analytics



Click the **Analytics** tab.

Manage Revenue

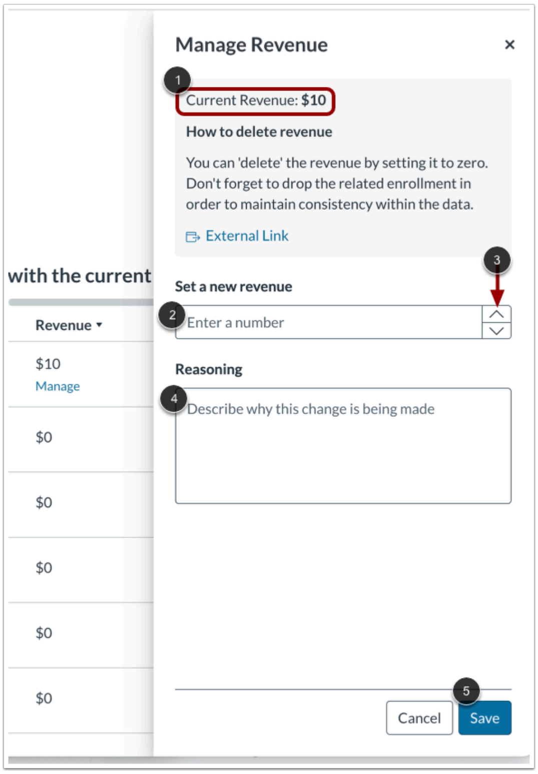


Click the **Orders** tab [1].

In the list, locate the purchase with the revenue you want to modify, and click the **Manage** link [2].

Note: The Manage link appears only if the listing revenue is greater than $0.

Adjust Revenue



In the Manage Revenue tray, the current revenue displays [1].

To set a new revenue amount, enter it in the **Set a new revenue** field [2]. Alternatively, you can adjust the amount in $1 increments by clicking the **Up** and **Down** buttons [3].

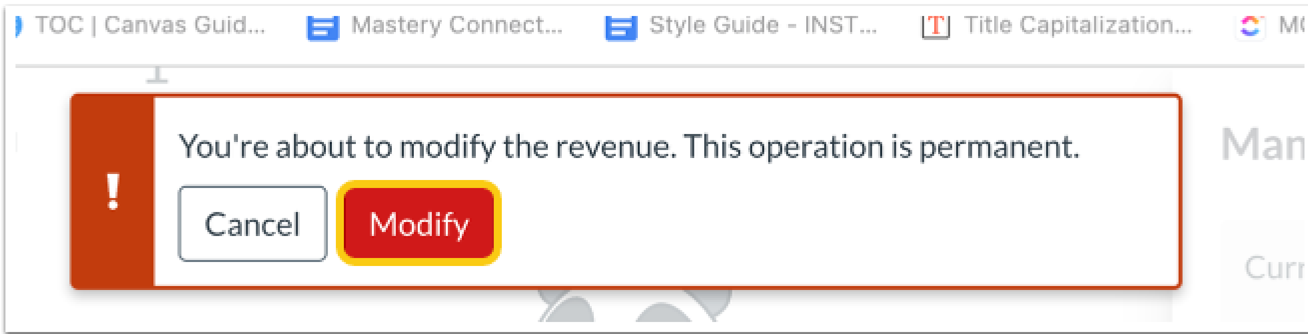
Enter a reason for the change in the **Reasoning** field [4].

To save changes, click the **Save** button [5].

Notes:

- To add or subtract revenue, enter the new revenue total including any previous revenue amount. For example, if the existing revenue was $10 and you wish to add an additional $5, enter $15 as the new revenue amount.
- To delete all revenue, enter $0 in the Set a new revenue field.

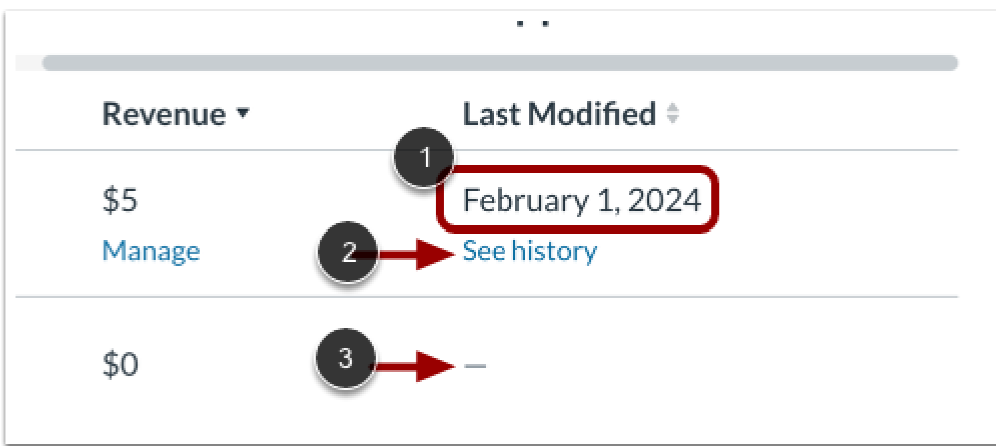
Confirm Modification



The confirmation window displays.

To confirm the action and modify the revenue total, click the **Modify** button.

Open History Tray

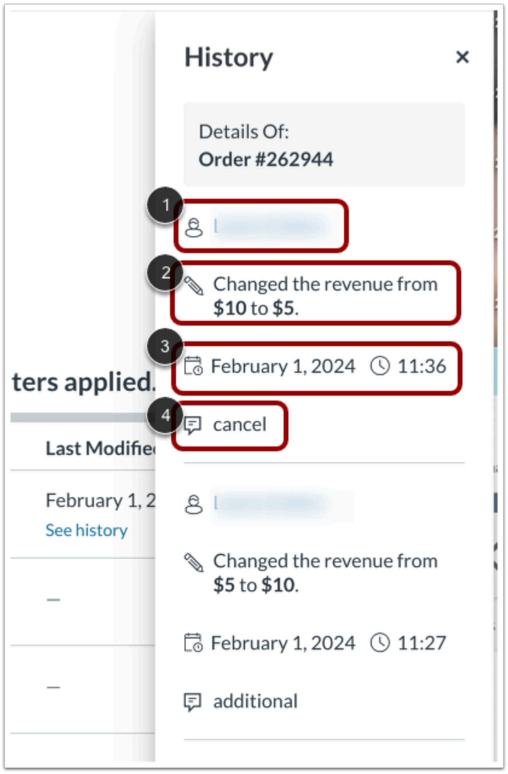


In the Last Modified column, the date of the most recent revenue modification displays [1].

To view the modification history, click the **See history** link [2].

Note: If revenue for the listing has not been modified, an em dash displays [3].

View Modification History



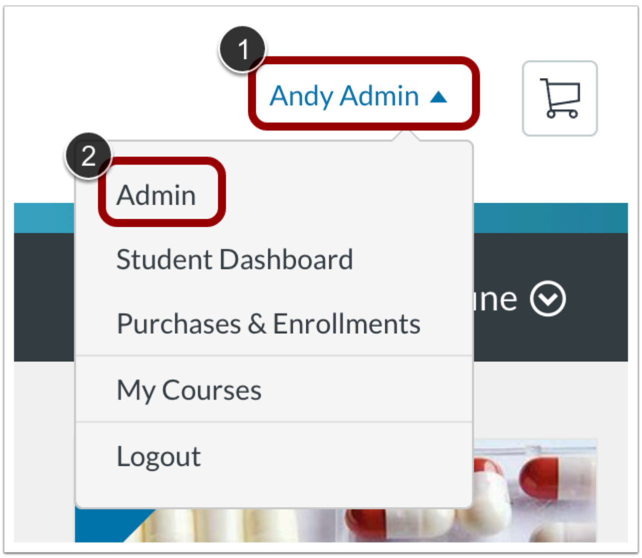
The History tray displays revenue modification details.

Each revenue modification listing displays the name of the user who made the modification [1], the modification amount [2], the date and time of the modification [3], and the reason for the modification [4].

How do I view the Catalog Audit Log?

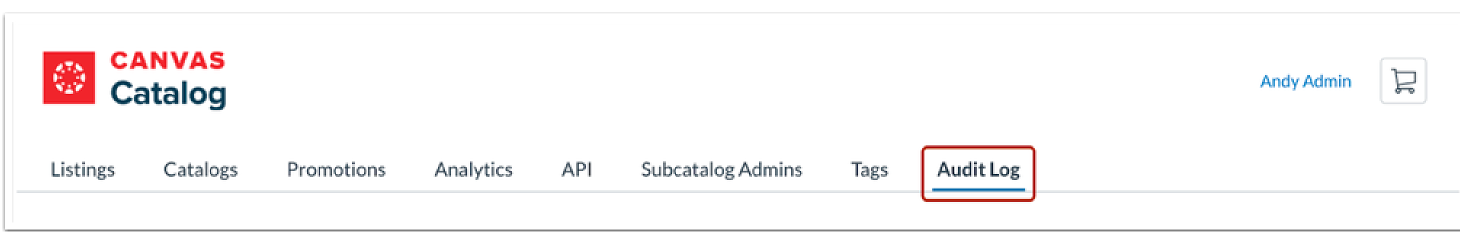
In the Audit Log page, Catalog users with root admin permissions can view a detailed list of all listing revenue changes made by admins and subcatalog admins.

Open Admin



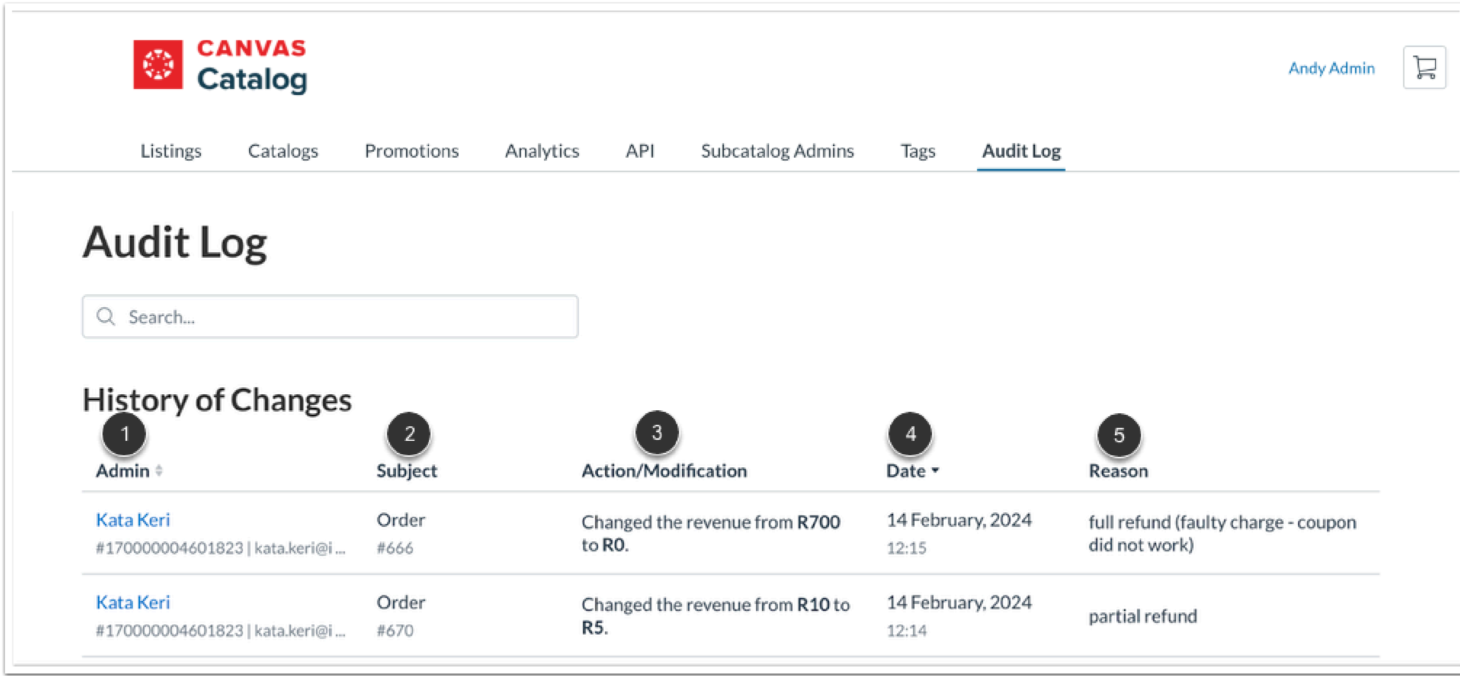
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Audit Log



Click the **Audit Log** tab.

View Catalog Audit Log



In the Audit Log page, root admins can view a detailed history of all revenue changes including:

- Admin user name and ID information [1]
- Order number [2]
- Action performed [3]
- Action date [4]
- Modification reason [5]

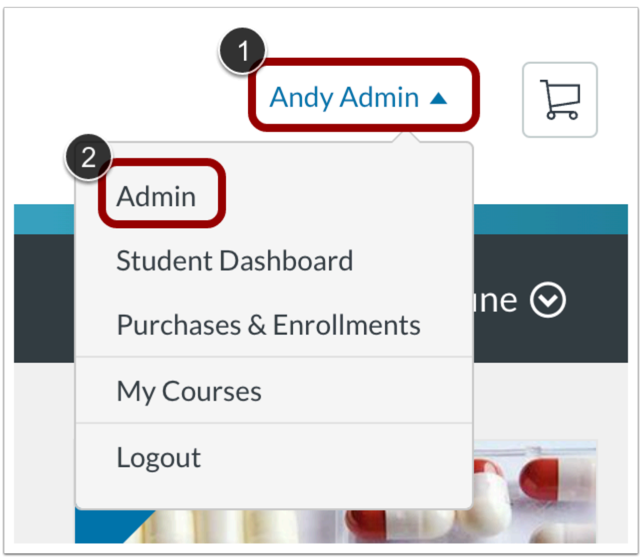
Subcatalog Admins - Catalog

How do I use Catalog as a subcatalog admin?

If your institution allows you to manage a catalog or subcatalog, you can view the catalog and subcatalogs from the Admin menu as a subcatalog admin.

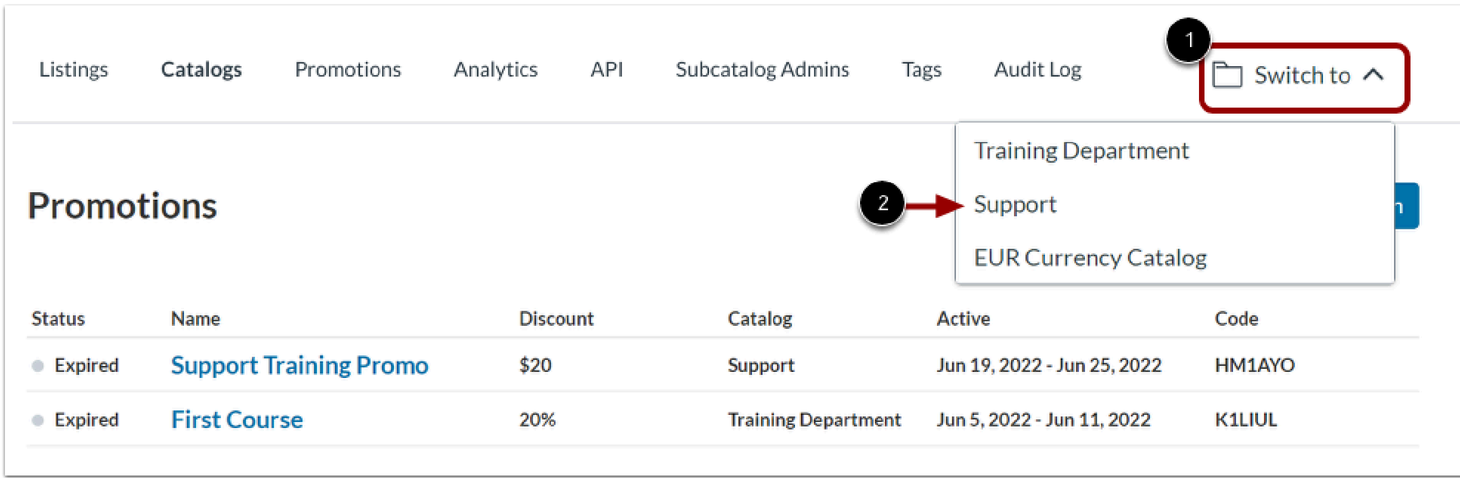
Although your admin access may be limited to a specific catalog or subcatalog, Catalog functionality is the same as given to full Catalog admins.

Open Admin



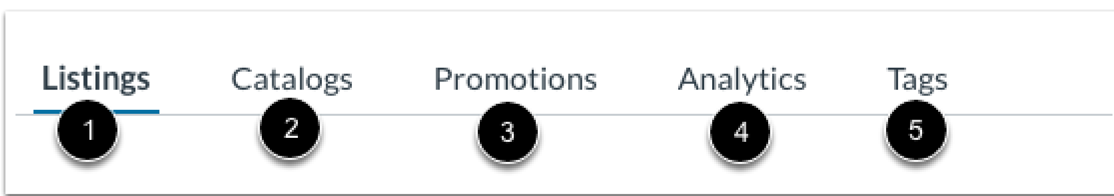
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Catalogs and Subcatalogs



By default, Catalog displays data for all the catalogs and subcatalogs you have access to. To view data for a specific catalog or subcatalog, click the **Switch to** drop-down menu [1]. Then, select a catalog or subcatalog name option [2].

View Catalog Menu



For each catalog or subcatalog, you can do the following:

- Manage Listings [1]: View and manage course and program listings
- Manage Catalogs [2]: View and manage catalogs and subcatalogs
- Manage Promotions [3]: View and manage all catalog-specific or listing-specific promotion codes for course or program enrollments
- View Analytics [4]: View analytics and generate reports for listings, enrollments, orders, and users
- Tags [5]: View, manage, and create listing tags