CATALOG GUIDE
# Catalog Guide

## Table of Contents

### All Users

- How do I use my institution's Catalog? ................................................................. 6
- How do I enroll in a Catalog course or program listing? ................................. 17
- How do I enroll in an individual Catalog course or program? ......................... 26
- How do I purchase multiple enrollments in a Catalog course or program listing? 34
- How do I add my name to the wait list for a Catalog course or program? .......... 44
- How do I know when I'll get added to a course or program from the Catalog wait list? 49
- How do I complete my registration for a catalog course or program? .............. 53
- How do I log in to my catalog account? ............................................................ 56
- How do I use the Student Dashboard in Catalog? ............................................. 59
- How do I begin a catalog course or program? .................................................. 68
- How do I drop a Canvas Network or Catalog course or program? .................. 72
- How do I view the certificate of completion for a Catalog course or program? .... 75
- How do I view a transcript of my courses or programs in Catalog? ................. 77
- How do I view my Catalog purchases and enrollments history? ...................... 79
- How do I invite students to a bulk purchased catalog course or program? ......... 83
- How do I view the Canvas Dashboard through Catalog? .................................. 86
- How do I log out of my Catalog account? .......................................................... 88
- What languages does Canvas Catalog support? ................................................. 89

### Admins - Canvas

- How does Canvas Catalog interact with my Canvas Account? ......................... 92
- How do I add a user as an admin for a Catalog account in Canvas? ................. 101
- How do I enable Canvas permissions for admins to manage a Catalog account? .. 105

### Admins - Catalog

- How do I access my Catalog beta environment? .............................................. 108
- What customization options are available in Canvas Catalog? ....................... 112
What payment gateways are supported in Canvas Catalog? ................................................................. 118
How do I add a user as a subcatalog admin? .................................................................................. 119
How do I access the Catalog API? .................................................................................................. 123
How do I manage my catalogs? ....................................................................................................... 125
How do I add a subcatalog for individual departments or organizations? .................................... 130
How do I manage user defined fields for catalog registration? ..................................................... 135
How do I add a user defined field to customize catalog registration? ........................................... 140
How do I add a logo, CSS, JavaScript, or HTML file to customize a catalog? ............................... 144
How do I create custom email templates for a catalog or subcatalog? ........................................... 150
How do I use the email text editor to create a custom email? ....................................................... 158
How do I set a different currency in a catalog? ............................................................................... 167
How do I set measurement options in a catalog? .......................................................................... 171
How do I manage email domain restrictions in Catalog? ............................................................. 174
How do I enable SKU uploads in a catalog? .................................................................................. 178
How do I manage single-listing enrollment behavior in my institution's Canvas Catalog? ............ 181
How do I require a user to authenticate into Catalog before viewing my institution's catalog or subcatalog listings? .................................................................................................................. 184
How do I show Canvas-enrolled courses in the student dashboard? ............................................... 187
How do I sync Canvas enrollment changes to Catalog? ............................................................... 190
How do I integrate Google Analytics with my institution's Canvas Catalog? ............................... 193
How do I manage categories for a catalog? .................................................................................... 196
How do I add a category to a catalog? .............................................................................................. 203
How do I manage catalog listings? ................................................................................................. 208
How do I add a catalog course listing? ............................................................................................ 219
How do I add a catalog program listing? ......................................................................................... 230
How do enrollment caps and wait lists appear in the catalog for a course or program listing? .... 239
How do I view the wait list for a catalog course or program? ....................................................... 245
How do I manage catalog program requirements? ....................................................................... 248
How do I add a requirement to a catalog program? ................................................................. 252
How do catalog requirements appear in program listings? .................................................... 256
How do I add a certificate of completion for a Catalog course? ............................................. 260
How do I add a certificate of completion for a Catalog program? .......................................... 266
How do I add a catalog promotion? .......................................................................................... 272
How do I manage catalog promotions? ...................................................................................... 276
How do I view catalog reports? .................................................................................................... 279
How do I export catalog reports? ................................................................................................. 284
How do I view catalog analytics? .................................................................................................. 287
How do I export catalog analytics? .............................................................................................. 290

Subcatalog Admins - Catalog ...................................................................................................... 293
How do I use Catalog as a subcatalog admin? ............................................................................ 294
All Users
What is Canvas Catalog?

Canvas Catalog is an elegant, 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
Canvas Catalog markets courses and programs that an institution adds to their account. Account listings can be branded with an organization's name, logo, and domain, and accounts fully support custom JavaScript (JS) and cascading style sheets (CSS). Institutions can also create subcatalog listings that are branded to a specific department, organization, or team.

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

**Note:** An institution's Catalog Listings page cannot automatically narrow displayed listings to recommend courses to specific students.
Manage Account

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

Add Certificates

Institutions 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 with HTML/CSS.
How do I use my institution's Catalog?

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 bar.
View your institution's catalog listings page. The 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 Menu link [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 Menu link is replaced by a Login link. Learn about logging into Catalog.
- If you are visiting the catalog for the first time, you may need to register for a catalog account.
Search and Filter Listings

You can easily locate a specific catalog listing using the catalog search and filter options.

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

To filter the 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 an image [1], the listing name [2], and a short description [3]. Listings may also display an institution, department, organization, or team logo [4].

You can also view the listing duration [5]. 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.

You can also view the cost to enroll in the listing [6] and the number of credits offered upon completion [7].

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

Biology 101

Nunc nec neque. Donec elit libero, sodales nec, volutpat a., suscipit non, turpis. Suspendisse feugiat.

Time limit: 60 days
$25 | 3 credits

To view details of a listing, click the listing card.
View Listing Details

The listing details page displays the listing image [1] with the the listing type icon [2]. You can also view the listing title [3], duration [4], the number of credits offered upon completion [5], and the number of spots remaining [6] if a student cap is set.

You can [enroll in the individual listing] from the details page [7], you can [add the listing to your shopping cart] [8], or you can [purchase bulk enrollments] [9].

You can also view the listing's detailed description [10].

**Note:** If the listing includes an enrollment fee, the fee displays on the Enroll button [11].
If you view a course that is part of a program, the program name displays on the listing's details page [1].

If you view a program, the program's included courses display on the listing's details page [2]. Course listings that also display as individual courses in the catalog's listings page, the course name displays as a link to the course [3].
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, and remain in your cart 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.

You can view and access your courses in your Student Dashboard.

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, type your institution's Catalog URL in the address field.
Select Course Listing

Scroll through the course and program listings on the main page to select a course you want to register for. Then, click anywhere on the listing card to view listing details [1].

To search for a specific course or program, enter text in the Search field [1]. You can filter results in the Categories menu [3], and refine listings in the Refine menu [4].
View Enrollment Options

From the listing’s details page, you can [enroll in the listing](#) or add the listing to your shopping cart.

To enroll in the course 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].
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 Sign in to Enroll link [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]. Then, click the Register New Account button to submit [3].
Verify New User Account

Almost there! A confirmation email has been sent. Locate it and follow the instructions to complete the registration process.

Please check your email account now.

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, Catalog displays a Success notification [1], and the shopping cart button displays a badge indicating the number of items currently in the cart [2].

To view items in the cart click the Shopping Cart button [3].

To remove a listing from the cart, click the Delete icon [4]. Alternatively, you can click the Add to Cart button to remove the listing from the cart [5].

To register for the listing, click the Checkout button [6].

Note: The success notification displays even if you click the Enroll Now button. Catalog then automatically navigates to the checkout page.
Checkout

At the top of the Checkout page, Catalog automatically starts a ten-minute timer [1]. To guarantee successful enrollment, you must complete the payment and enrollment process within the ten minute time limit.

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

If you have a promotion code, enter the code in the Promotion Code field [3], then click the Apply button [4]. If you have more than one promotion code, repeat the process to enter each code individually.

Below the Checkout menu, Catalog displays the subtotal for all listings [5], the total of applied promotional discounts [6], and the total amount due [7].

To end checkout, but leave the listings in the cart, click the Cancel button [8].

To complete the payment and enrollment process, click the Pay and Enroll button [9].

Notes:

- If all of your selected listings are free, Catalog displays an Enroll button.
- 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 Cart button [3], and then click the Checkout button [4].
View Enrollment Confirmation

**Ready to Begin**

You have successfully enrolled in the following listing. Go to your Catalog Student Dashboard to begin the course.

**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 enroll in an individual Catalog course or program?

You can enroll in individual catalog listings from your institution's Catalog. Depending on how your institution has configured their catalog, you may be able to enroll in individual courses and programs without using the shopping cart. Learn more about enrolling in multiple courses and programs at one time.

When you 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.

You can view and access your courses in your Student Dashboard.

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, type your institution's Catalog URL in the address field.
Locate the listing in the Catalog Listings page [1].

To search for a specific course or program, enter text in the Search field [2]. You may also be able to filter the displayed results by category [3] or using a refined search menu [4].
Open Listing Details

Cultural Photography

Word on the street, you got somethin' to show me, me. Got a motel and built a fort out of sheets. Calling out my name. Oh my God no exaggeration. I finally found you my missing puzzle piece. I'm complete...

MGU

Started Sep 29, 2014
FREE | 7.25 credits

Click the listing card.
The listing's details page displays enrollment options [1], program listings display course requirements [2].

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 Catalog wait lists.
Enroll In Listing

Cultural Photography

Started Sep 29, 2014
7.25 credits

Enroll Now

Courses available in this program:
ANTH 450 [01] R3 - Archaeology of Ritual and Religion
CINE 327 [01] R3 - Anthropology and Film
ART 501 [02] R1 - History of Photography

Click the Enroll button
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

Almost there! A confirmation email has been sent. Locate it and follow the instructions to complete the registration process.

Please check your email account now.

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.

Select Payment Option

To enter a promotion code to apply toward your payment, enter the code in the Promotion Code field [1]. Then click the Apply button [2]. You can enter multiple promotion codes.
To cancel the checkout process, click the **Cancel** button [3]. The checkout page will redirect to your institution's listings page.

To complete enrollment and pay for your selected listings, click the **Pay and Enroll** button [4].

**Notes:**

- If all of your selected listings are free, Catalog displays an **Enroll** button.
- 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.

### View Enrollment Confirmation

![Ready to Begin](image)

**Ready to Begin**

You have successfully enrolled in the following listing. 
Go to your **Catalog Student Dashboard** to begin the course.

- **Cultural Photography**
  - Program
  - Enrolled

![Go to Courses](image)

**Go to Courses**

![Return to Catalog](image)

**Return to Catalog**

View your enrollment confirmation [1].

To view the listings in your **Catalog Student Dashboard**, click the **Go to Courses** button [2].

To return to your institution's catalog listings page, click the **Return to Catalog** button [3].

**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 purchase multiple enrollments in a Catalog course or program listing?

You can purchase multiple enrollments in catalog listings from your institution's Catalog.

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

Locate the listing in the Catalog Listings page [1].

To search for a specific course or program, enter text in the Search field [2]. You may also be able to filter the displayed results by category [3] or using a refined search menu [4].
Open Listing Details

Click the listing card.

Art History


Time limit: 180 days
FREE | 5 credits
Open Bulk Enrollment or Purchase Options

To select multiple enrollments in a free course, click the **Bulk Enrollment** button.

**Notes:**

- If the course has a cost, it is labeled the **Bulk Purchase** button.
- If you have already enrolled in the course, only the bulk enrollment link is displayed.
To increase or decrease the number of enrollments you want to purchase, click the Bulk Enrollment arrows [1], then click the Claim Seats button [2].

Note: If the course has a student cap enabled, a warning [3] appears if there are not enough spots remaining for your selected amount.
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

Almost there! A confirmation email has been sent. Locate it and follow the instructions to complete the registration process.

Please check your email account now.

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 Enrollment Reservation

The reservation confirmation [1] displays at the top of the check out page. There is a 10 minute timer for reservations in a course with a student cap. The cost of the course will display [2].

To change the number of seats reserved [3], click the Change button [4].

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 Claim Seats button [6].
Select Payment Option

If the listing is not free, it will display the total price of the listing price and seats reserved [1]. To change the number of seats reserved, click the **Change** button [2].

To enter a promotion code to apply toward your payment, enter the code in the **Promotion Code** field [3]. Then click the **Apply** button [4]. You can enter multiple promotion 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.
View Purchase Confirmation

1. **All Done!**
   You have successfully claimed 5 seats for the following listing. You will receive a confirmation email shortly.

   ![Art History](image)

2. **Invite Students to Enroll**
   You can invite students later in Bulk Enrollments under Purchases & Enrollments.

3. **Return to Catalog**

View your enrollment confirmation[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?

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, Catalog will automatically enroll you in the course or program when a spot opens. 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, type your institution's Catalog URL in the address field.
Locate the listing in the Listings page [1]. You can also search for a listing [2], or filter the listings [3].
Open Listing Details

Click the listing card.
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

![Us History 101](image)

**US History 101**

*Self-paced*

Spots remaining: 0

**Enrollment is closed**

You are on the wait list and will be notified via e-mail when a spot opens.

1.  
2.  [Remove from 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](#).
How do I know when I'll get added to a course or program from the Catalog wait list?

If you want to enroll in a listing but enrollment is closed, you may be able to add your name to a wait list. After you add your name to a wait list, you are automatically enrolled when a spot opens. You can remove yourself from the wait list at any time. When a spot is available in a course or program, Catalog sends you an email to notify you of enrollment and/or needed payment.

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

View Wait List Option

US History 101
Self-paced
Spots remaining: 0

1. Enrollment is closed
   Add yourself to the wait list and you'll be auto enrolled when a spot opens.

2. Add to Wait List

If zero spots remain for a listing, the listing details displays a notification that enrollment is closed [1]. If the waitlist option is enabled for the listing, the details page also displays a waitlist notification [2] and an Add to Wait List button [3].
View Wait List Notification

After adding yourself to a wait list, the listing displays a wait list notification [1]. To remove your name from the listing wait list, click the Remove from Wait List button [2].

View Student Dashboard Wait List

You can also view your waitlisted courses and programs in the Student dashboard.
View Enrollment Email for Free Listings

Hi Emily Boone,

A spot on the wait list has opened up in Introduction to Quantum Mechanics. You have now been enrolled!

Please note that you will receive a separate e-mail for confirming your account and setting a password.

Your course has begun and can be accessed here.

For your reference, please save the details of your enrollment below, and retain a copy of this e-mail for your records.

Keep learning.

Documentation Account

Enrollment ID: 52-1963
Listing ID: 1863

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.

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

Create a password in the password field [1]. In the Time Zone drop-down menu [2], choose your preferred time zone. Agree to the terms of use by clicking the terms of use checkbox [3]. Then click the Register button [4].
View Catalog Dashboard

<table>
<thead>
<tr>
<th>Programs</th>
</tr>
</thead>
</table>
| ![Image](image-url) **Becoming a True Austinite**  
**Started December 15, 2021, Self-paced**  
Through this program you'll learn all about this historic Texan city.  
9 credits  
- Becoming a True Austinite Certificate  
Requirements  |

View the [Catalog Student Dashboard](#).
How do I log in to my catalog account?

You can log in to your catalog account from your catalog listing page. Before you can log in to Catalog, you must enroll in a course or program and complete your registration.

If you are having trouble logging in to your account:

- Verify you are using the 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 your password.

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

Enter your catalog email address [1] and password [2], then click the Log In button [3].
View Dashboard

Courses

<table>
<thead>
<tr>
<th>Biology 101</th>
<th>Started January 8, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nunc nec neque. Donec elit libero, sodales nec, volutpat a, suscipit non, turpis. Suspendisse feugiat.</td>
<td></td>
</tr>
<tr>
<td>Biology 101 Certificate</td>
<td></td>
</tr>
</tbody>
</table>

View your dashboard.

Learn how to use the catalog dashboard.
How do I use the Student Dashboard in Catalog?

After you log in to catalog, you can view your enrolled courses and programs in the Student Dashboard. The Student Dashboard displays your enrolled courses by status. You can also access the catalog listings to enroll in additional courses or programs.

Open Student Dashboard

Click the User Menu link [1]. Then click the Student Dashboard option [2]

View Dashboard

From the Student Dashboard, you can view the courses and programs in which you are enrolled. Catalog organizes your course and program enrollments according to status. By default, the dashboard displays the In Progress tab [1].

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

To view the listings that you did not complete within the allotted time, click the Not Completed tab [3].

You can also view your transcript [4].
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].

Listings are organized by the percent complete from most to least, and then by title in descending alphabetical order. If no listings are currently in progress, all listings are organized alphabetically by title.

View Program Details
The Programs section displays your program details. Like courses, each program displays the program name [1], the length of the program (if set) [2], and the program description [3]. If a program includes credit [4], the number is the cumulative of all courses offered in the program. If a certificate is available, the course displays the name of the certificate [5].

**View Course Requirements**

View all courses included in the program in the **Requirements** list [1]. By default, the requirements list is expanded. To collapse the list, click the Requirements heading.

Available program courses display a Begin Course button [2]. Courses you have started display a Resume Course button.

If a course is not yet available, the course image displays a lock icon [3].

**Note:** If all courses in the Requirements list include a Begin Course button, you can complete the courses in any order.
View Course Details

Each course in the Courses section displays the course name [1], the length of the course [2], and the course description [3]. If a course includes credit, you can also view the number of credits offered for the course [4]. If a certificate is available, the course displays the name of the certificate [5].

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

Available courses display a Go To Course or a Begin Course button [7].

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

Notes:

- Catalog determines course progress based upon course module requirements and requirement completion. Therefore, only courses designed with module requirements display a progress bar.
- Courses without module requirements display a Go to Course button.
- Courses you have already begun display a Resume Course button.
View Completed Listings

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

Completed listings display based on completed date then 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].

You can also view archived courses [4] and dropped courses [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 listing wait list.
- When a spot becomes available, you will automatically be enrolled in the listing and the course or program will display in the In Progress tab.
To view a transcript of all 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 catalog at any time, click your institution's logo [1]. Alternatively, you can click the footer 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. However, you cannot begin a course until the course start date. If your course is part of a program, you may be required to complete one course before beginning another.

Note: 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 button for each course requirement in the program.

Open Student Dashboard

Click the User Menu link [1]. Then click the Student Dashboard option [2]

View In Progress Tab

In the catalog dashboard, view the In Progress tab.
Begin Program

To begin a program, locate the name of the program. In the **Requirements** list [1], locate the first course and click the **Begin Course** button [2].

**Note:** If all courses in the Requirements list include a **Begin Course** button, you can complete the courses in any order.

**Begin Course**
To begin a course, locate the name of the course, and depending on the course type, click the **Begin Course** or **Go to Course** button.

View Course Dashboard

---

**BIO 101**

---

**Welcome to Biology 101!**

In this course you will learn the major principles of general biology as they relate to the cellular, organismic and population levels of organization.

Course topics include:

- cell ultrastructure and function
- energy transfer
- reproduction
- genetics
- evolution
- diversity of organisms
- ecology

---

View your Canvas course dashboard.
Return to Catalog Dashboard

BIO 101

Biology 101

Welcome to Biology 101!

In this course you will learn the major principles of general biology as they relate to the cellular, organismic and population levels of organization.

Course topics include:
- cell ultrastructure and function
- energy transfer
- reproduction
- genetics
- evolution
- diversity of organisms
- ecology

To return to the catalog 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 courses or programs from the Student Dashboard. If a course is set to only allow users to participate during a specified date range, Catalog users will only be able to drop the course during the time period between the course start and end dates. Otherwise, users can drop the course at any time. If your course or enrollment status has concluded, you can no longer drop the course. Catalog users can also drop programs as well.

Courses can only be dropped if you enrolled in the course directly through your institution's Catalog. If you were manually added to the course by an instructor or admin, you will have to ask the instructor or admin to remove you from the course.

Open Student Dashboard

Click the User Menu link [1]. Then click the Student Dashboard option [2]

Open Current, Completed, or Not Completed Lists

In the Student Dashboard, you can view your current, completed, and not completed listings.

To drop a listing that is currently in-progress, click the In Progress tab [1].

To drop a completed listing, click the Completed tab [2].
To drop a listing that you did not complete, click the **Not Completed** tab [3].

**Drop Course or Program**

Locate the course or program and click the **Settings** icon [1]. Click the **Drop Course or Program** link [2].

**Confirm Drop**

[Image of a drop confirmation prompt for Biology 101]
Catalog will confirm you want to drop the course or program. 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 with a certificate, a link to the certificate will also be emailed to you.

Open Student Dashboard

Click the User Menu link [1]. Then click the Student Dashboard option [2]

Open Completed Tab

On the Dashboard, click the Completed tab.
View Certificate

Courses

Career Corner - Information Technology

Completed April 28, 2015

In hac habitasse platea dictumst. Ut varius tincidunt libero. Donec orci lectus, aliquam ut, faucibus
non, euismod id, nisl. Praesent nec nisl a purus blandit viverra.

3 credits

1 2

IT Certificate | View | Download

Review Course

To view the certificate in your web browser, click the View link [1]. To download the certificate, click the Download link [2].
How do I view a transcript of my courses or programs in Catalog?

In Catalog, you can view a transcript of all your enrollment information as displayed in your In Progress, Completed, and Not Completed Catalog tabs. If a program has multiple programs, the transcript only shows the first subprogram.

Programs count as one item; no course requirements are included in the total enrollment count. If an enrolled date is not set, the course has not been started or the enrollment date is unavailable. Transcripts also display credits earned as well as credits available to earn (when an enrollment is completed).

Open Student Dashboard

Click the User Menu link [1]. Then click the Student Dashboard option [2]

Open PDF Transcript

In the Student Dashboard, click the PDF Transcript button.
The PDF transcript opens in a new browser tab. You can print or save transcripts to your computer. View the date of the transcript at the bottom of the PDF.
How do I view my Catalog purchases and enrollments history?

You can view a list of your Catalog enrollment history, including details about prices for paid courses.

Open Purchases & Enrollments

Click the User Menu link [1]. Then click the Purchases & Enrollments option [2].

View Self Enrollments List

The Purchases & Enrollments list displays a history of your Catalog enrollments. By default, the list is sorted in chronological order with your most recent enrollment listed last.

For each item in the list, you can view the enrollment order ID [1], the listing name [2], your enrollment date [3], the price [4], the discount applied [5], and the total cost of the listing [6].
View Bulk Enrollments List

<table>
<thead>
<tr>
<th>Order ID</th>
<th>Listing</th>
<th>Date</th>
<th>Invited</th>
<th>Enrolled</th>
<th>Price</th>
<th>Discount</th>
<th>Seats</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>#6358112</td>
<td>Art History</td>
<td>28 June, 2022</td>
<td>0</td>
<td>0</td>
<td>$10.00</td>
<td>—</td>
<td>5</td>
<td>$50.00</td>
</tr>
<tr>
<td>#6358113</td>
<td>Art History</td>
<td>28 June, 2022</td>
<td>0</td>
<td>0</td>
<td>$10.00</td>
<td>—</td>
<td>5</td>
<td>$50.00</td>
</tr>
<tr>
<td>#6358114</td>
<td>Art History</td>
<td>28 June, 2022</td>
<td>0</td>
<td>0</td>
<td>Free</td>
<td>—</td>
<td>5</td>
<td>—</td>
</tr>
<tr>
<td>#6358115</td>
<td>Art History</td>
<td>28 June, 2022</td>
<td>0</td>
<td>0</td>
<td>Free</td>
<td>—</td>
<td>5</td>
<td>—</td>
</tr>
<tr>
<td>#6358116</td>
<td>Biology 101</td>
<td>28 June, 2022</td>
<td>0</td>
<td>0</td>
<td>$25.00</td>
<td>—</td>
<td>5</td>
<td>$125.00</td>
</tr>
<tr>
<td>#6358118</td>
<td>Biology 101</td>
<td>28 June, 2022</td>
<td>0</td>
<td>0</td>
<td>$5.00</td>
<td>$25.00</td>
<td>5</td>
<td>—</td>
</tr>
</tbody>
</table>

To view the list of bulk enrollments you have purchased, click the **Bulk Enrollments** tab [1]. By default, the list is sorted in chronological order with your most recent enrollments listed last.

For each item in the list, you can view the enrollment order ID [2], the listing name [3], your purchase date [4], students invited to the course or program [5], students that have accepted the invitation [6], the price per enrollment [7], the discount applied [8], the number of seats purchased [9], and the total cost of the listing [10].
### View No Enrollments

<table>
<thead>
<tr>
<th>Purchases &amp; Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Enrollments</td>
</tr>
</tbody>
</table>

If you have not enrolled in any Catalog 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].
## Sort Enrollments List

<table>
<thead>
<tr>
<th>Order ID</th>
<th>Listing</th>
<th>Date</th>
<th>Price</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1686854</td>
<td>Becoming a True Austinite</td>
<td>18 January, 2019</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>#240554</td>
<td>Biology 101</td>
<td>11 August, 2015</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>#240605</td>
<td>Biology 101</td>
<td>11 August, 2015</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>#240608</td>
<td>Biology 101</td>
<td>11 August, 2015</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>#240661</td>
<td>Biology 101</td>
<td>11 August, 2015</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>#240656</td>
<td>Career Corner</td>
<td>11 August, 2015</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>#279687</td>
<td>Introduction to Quantum Mechanics</td>
<td>29 September, 2015</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>#410399</td>
<td>US History 101</td>
<td>06 April, 2016</td>
<td>Free</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

You can sort the Purchases & Enrollments list to display list items in ascending or descending order by column.

To sort the list, click the column header [1]. If the list is sorted, the header displays a **Sort** icon [2].

**Note:** The list can only be sorted by one column at a time.
How do I invite students to a bulk purchased catalog course or program?

In Catalog, you can invite students to register for a bulk-purchased course by email and manage their registration status. Emails can be entered individually, or as a group in a CSV upload.

Open Purchases & Enrollments

Click the User Menu link [1]. Then click the Purchases & Enrollments option [2].

Select Bulk Enrollments List

In the Purchases & Enrollments page, click the Bulk Enrollments tab [1]. Then, click the listing name link [2].
Invite Students to Course or Program

To invite a student to the course or program, enter the student's email address in the **Invite Students** text box [1]. To invite multiple students, press the enter key on your keyboard, and then add the next email address.

To import a list of email addresses from a CSV, 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, then send the invitation.

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**

<table>
<thead>
<tr>
<th>Student Email</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>Invited</td>
</tr>
<tr>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>Invited</td>
</tr>
<tr>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>Invited</td>
</tr>
</tbody>
</table>

To edit an invitation, click the More button [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?

Once you have completed registration for a Catalog listing, you can complete the listing course or courses within Canvas. You can access your Canvas with your catalog courses from the Catalog User Menu.

Open Canvas from Catalog

After you've logged in to your catalog account, click the User Menu drop-down menu [1]. Then click the Canvas link [2].
View your Canvas User Dashboard, which contains an overview of all activity in your Canvas account.

To view or begin a specific Canvas course, in Global Navigation, click the Courses link.

**Note:** 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 your Canvas dashboard until you click the Begin Course button for each course requirement in the program.
How do I log out of my Catalog account?

When you are finished with your catalog account, 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 Menu link.

Log Out

Click the Logout link.
What languages does Canvas Catalog support?

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

Supported Languages

Canvas Catalog supports the following languages:

- Arabic (العربية)
- Catalan (Català)
- 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 Canvas Account?

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

Catalog also uses the data within Canvas courses to determine the completion state of each catalog course or listing.

Registration User Defined Fields

When you add and manage user defined fields, the custom user information is stored in Canvas. However, currently custom field information cannot 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 within your Canvas account. Catalog merely references the existing course and provides a location for you to create details about the course so students can enroll.

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

Additionally, when you add a catalog program listing, Catalog references all the courses that have been added as catalog listings. You cannot create a program listing without first adding course listings.

Catalog Course Status

<table>
<thead>
<tr>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 101</td>
</tr>
<tr>
<td>Ends May 30, 2015, 10 Days Remaining</td>
</tr>
</tbody>
</table>

- Biology 101 Certificate

| Begin Course |
The Catalog user dashboard displays a Completed tab that houses courses and programs that have been completed.

To measure activity in the Course Progress indicator, Catalog uses course modules to generate progress data.

If a course is not set up with modules, Catalog cannot identify the status of the course.

**Course Modules**

In a Canvas course, Modules are used to organize course content by weeks, units, or as another organizational structure designed by a course instructor or designer. Modules essentially create a one-directional linear flow of what students should do to complete the course.

Modules should contain course requirements that students must attain in order for the module to be marked as complete. Requirements can include viewing a page, participating in a discussion, or submitting an assignment.

Additionally, students should be required to complete all requirements and move through module requirements in sequential order. If these options are enabled, Catalog can link the user to the next module requirement; otherwise, Catalog will link the user to the entire modules page.

For more information about modules, visit the Canvas Instructor Guide.
Note: At the conclusion of a course, if you want Catalog to add a course certificate or program certificate, Catalog does not support requiring students to complete only one module requirement. All requirements must be complete and completed in sequential order.

Catalog Listing Dates

Catalog listings are based on Canvas course participation dates. Listings are considered active as long as the course falls within the participation dates specified. Once the course is outside the section or course date, the listing moves to the Completed section of the Catalog dashboard.

For more information about course participation dates, visit the Canvas Admin Guide.

Canvas Course Dates

Course participation can be edited in Course Settings. You can allow course participation by term or by course. To change the participation dates, click the Participation drop-down menu [1]. Select Term or Course.

If you select the Restrict students from viewing course before [participation] start date checkbox [2], any students who enroll in the course can view the begin date for the course in the enrollment email, but the course does not appear in the Catalog Dashboard until the participation start date.
If you select the **Restrict students from viewing course after [participation] end date** checkbox, the course does not appear in the Catalog Dashboard Completed tab.

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

**Note:** Participation dates also affect the **Wait List** for a course.

### Catalog Option for New Enrollments

In the New Enrollments catalog course listing menu, Catalog displays the course's default section, along with the course dates.

The course dates are published as part of the course listing.
Courses without Dates

If there are no start and end dates for the course, the section drop-down and the course listing display as self-paced.

Canvas Course Section Dates

Each Canvas course contains a default section for student enrollments. Default sections are given the same name as the course.

If a course contains additional sections, section dates override the course dates. If enabled, students enrolled in a specific section can only access the listing between specified section dates. Section dates can be edited in Course Settings.

When setting section dates for Catalog use, the Users can only participate in the course between these dates checkbox should be selected. Section dates also affect the Wait List for a course.

Note: A default section must exist in your Canvas course to work properly in Catalog.
Catalog Option for New Enrollments

As part of the Catalog course listing, you can specify which section Catalog should use to enroll new students.

The specified section for new enrollments is published as part of the course listing.

**Note:** If an enrollment was created through Catalog, updating the section with a SIS import or deleting the section in Canvas removes the enrollment in Catalog.
Sections without Section Dates

If a course contains sections but they do not contain their own section dates, the section drop-down menu still displays the sections, but they will default to course dates, if any.

Canvas Term Dates

Unlike regular courses in Canvas, Catalog does not verify term dates. If a course does not contain any dates except for the term dates, Catalog sets the course to be permanently self-paced with no start or end dates.
Catalog Program Dates

If a program includes any courses with start and end dates, Catalog displays the start date for the first course in the program.
How do I add a user as an admin for a Catalog account in Canvas?

As an admin, you can add administrative users to a Canvas account in 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.

Once 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, you can add a user as a subcatalog admin directly in your Catalog account instead.

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

In Account Settings, click the Settings link.

Open Admins

Click the Admins tab.

Add Account Admins

Click the Add Account Admins button.
Add Admin Role and Email

In the Add More drop-down menu [1], set the Account Admin role type. In the text field [2], type the email address of the user. Click the Continue... button [3].
Add Account Admins

Verify the user you added is listed in the admin field [1]. Select the OK Looks Good, Add this [#] User button [2]. If you need to adjust any user information, click the Go back and edit the list of users button [3].

Verify New User

Verify the new administrative user was added.
How do I enable Canvas permissions for admins to manage a Catalog account?

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

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 Permissions for institutions that have a Canvas Catalog account and does not apply to subaccount roles.

Open Account

Click the Admin link [1], then click the name of the account [2].
Open Permissions

In Account Navigation, click the Permissions link.

View Account Roles

Click the Account Roles tab.

Enable Catalog Permission

In Account Permissions, locate the user role and enable the Manage catalog permission.
Admins - Catalog
How do I access my Catalog beta environment?

As a 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. 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.

Note: Notifications are not sent from the beta environment.

Access Beta Environment

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

If your institution uses a vanity URL, replace the organization name with your full URL, and switch the periods to hyphens. For example, the beta site for www.example.com is www-example-com.beta.catalog.instructure.com.
Your beta Catalog page will match the content in your production environment. If your Catalog URL includes beta as part of the URL, you are using the beta environment [1]. Additionally, a pink bar displays across the bottom of the screen indicating you are in a Canvas Test Installation [2].

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 Menu link [1] and select the Canvas option [2].
If your Canvas URL includes *beta* as part of the URL, you are using the beta environment [1]. Additionally, a pink bar displays across the bottom of the screen indicating you are in a Canvas Test Installation [2].

Canvas beta environments reset differently than your Catalog environment. For more information about Canvas beta environments, please see the Canvas Admin Guide.
What customization options are available in Canvas Catalog?

As a Catalog admin, you can customize the branding, settings, emails and certificates for your entire Canvas Catalog and for subcatalogs.

Note: If custom branding is not added in a subcatalog, it inherits the parent catalog settings and other customization options.

Custom Catalog Branding

You can upload a header logo, badge logo, and a browser favicon without using custom CSS [1]. Listings in subaccounts may display their own logo or favicon [2]. However, if no logo or favicon is specified for a subaccount, the subaccount inherits the parent account logo or favicon [3]. Learn how to add logos and favicon in a catalog.

Note: 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 on the certificate including the student name, institution name, award name, and program/course completion date.

Canvas Catalog automatically issues certificates 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 the email header and footer content that displays at the top and bottom of the current email layout. These options do not override but extend the email header and footer.

Learn about creating custom email header and footer HTML.
Custom Email Templates

Hi Test User,

You have successfully registered for a new account at https://documentation.beta.catalog.instructure.com with the login ID of test_login_id.
Please set up a password for your new login ID of test_login_id on https://documentation.beta.catalog.instructure.com.

Keep learning,
Documentation Account

Canvas Catalog automatically generates notification emails for students when they create a Catalog account, enroll in a listing, complete a listing, earn a certificate, can enroll 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.
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 payment gateways are supported in Canvas Catalog?

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

Multiple payment gateways can be set up via individual subcatalog. 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 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*
- Stripe
- TouchNet*
- Transact (requires both Checkout and Gateway)
- Xendit*

*Purchase receipts are itemized.
How do I add a user as a subcatalog admin?

As a Catalog admin, you can assign other Catalog users to be subaccount admins over an individual subcatalog. This feature allows you to delegate administration tasks such as downloading reports and managing listings. However, subaccount admins cannot manage API functionality for the subcatalog.

Subcatalog admins can be any user who already has a Catalog account. Please note that any subaccount admin also inherits rights to manage any subcatalogs within a subcatalog.

Open Admin

In the User Menu, click the Admin link.

Open Sub-Catalog Admins

Click the Sub-Catalog Admins link.
Search for User

Account Admins

In the search field [1], enter the name of a Catalog user. When the name displays, click the user's name [2].

Select Catalog

In the Catalog drop-down menu, select the name of the catalog that you want the user to manage.

Create Subcatalog Admin

Click the Create Subcatalog Admin button.
View Subcatalog Admin

<table>
<thead>
<tr>
<th>Name</th>
<th>Canvas User ID</th>
<th>Catalog</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Roberts</td>
<td>69</td>
<td>Documentation Account</td>
<td>Delete</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>12</td>
<td>ProServe</td>
<td>Delete</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>24</td>
<td>Support</td>
<td>Delete</td>
</tr>
</tbody>
</table>

View the user added as an admin.

To add another user, search for another user in the search field.
Sort Subcatalog Admins

Subcatalog admins can be sorted ascending or descending by name, Canvas User ID, or Catalog. To sort a column, click the arrow icons next to the column name [1].

The selected sort option displays a shaded icon next to the column name [2].

Delete Subcatalog Admin

To delete a user as a subcatalog admin, click the Delete button.
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 Catalog API to view information about your Catalog account.

Open Admin

In the User Menu, click the Admin link.

Open API

Click the API link.
Catalog JSON API Documentation

So, you want to develop some tooling around the Catalog API - perhaps some custom reports? Great! This API gives you everything that Catalog has to offer.

Authentication

Visit this page to create an API key. Once you've received your key, treat it like a password.

Use SSL for all requests to the API. Non-SSL requests will result in redirects, and your API key will be sent in the clear.

To authenticate, send the API key as a request header. Here's an example using cURL:

```
curl https://www.my-catalog.edu/api/v1/products -H 'Authorization: Token token="my-api-key"'
```

Pagination

All index endpoints support pagination. Specifically, we implement RFC5986.

Pagination Options

You can use `?page=` to set the page of data you want to retrieve. If no items exist for that page, the response will be a root key with an empty array.

View the Catalog API page.
How do I manage my catalogs?

As a 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: domain catalogs and subcatalogs. A domain 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 creates 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, manage user defined fields, customize catalogs, and manage categories.

Open Admin

In the User Menu, click the Admin link.
Open Catalogs

Click the **Catalogs** link.

**View Catalogs**

The Catalogs page shows your catalogs. You can view the catalog name [1], the catalog URL [2], and whether the subcatalog is shown in the parent catalog [3].
### View Name

In the name column, you can easily tell whether a catalog is a domain catalog or a subcatalog. Domain catalogs are left aligned to the page [1]. Subcatalogs are slightly indented with a path icon [2].

You can also see how many listings have been added to each catalog [3].

**Note:** When you sign up for Canvas Catalog, your domain catalog account will be created for you. Additionally, some subcatalogs may be placed within other subcatalogs.

### View URL

Each catalog shows the catalog's URL, or the link used to access the catalog. You can access any catalog by clicking the appropriate link.

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>documentation.beta.catalog.instructure.com/browse/training/support</td>
<td></td>
</tr>
</tbody>
</table>
Show in Parent Catalog

Subcatalogs can be shown or hidden in the parent catalog. On the catalogs page, you can quickly 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 toggle the Show in Parent button[2].

Add Catalog

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

To view or edit a catalog, click the catalog name.

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

In the User Menu, click the **Admin** link.
Open Catalogs

Click the **Catalogs** link.

Add Catalog

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

1. **Name**
2. **Path**


**Name** is how you want to refer to the account. Portal account name is 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Path</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>english</td>
<td></td>
</tr>
</tbody>
</table>

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 menu [1], select the catalog where you want to associate the path URL. Most commonly you'll set the domain catalog account as the parent catalog, but 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 not display listings in the parent catalog, toggle the Show Listings in Parent Catalog option [2].

Add Payment Details

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

Language is the language for your Catalog users. The default option is English. Learn more about Catalog's supported languages. Note that 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, create a short description about the catalog. This field does not display anywhere else in catalog, but it can help differentiate similar catalog accounts.

**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 manage user defined fields for catalog registration?

As a Catalog admin, you can manage all of your user defined fields for a catalog by managing your catalog. User defined fields display in the user registration page when a user first registers for a course or program. Information in user defined fields can only be collected as part of new user registrations; the fields do not display when existing users enroll in a course.

When user defined fields are created in the parent catalog, the fields can automatically be applied to each subcatalog. However, you can choose to create your own user defined fields in each subcatalog. User defined fields can be exported using the Catalog API.

Open Admin

In the User Menu, click the Admin link.

Open Catalogs
Click the **Catalogs** link.

**Open Parent Catalog**

![Catalogs](image)

Click the name of the parent catalog.

**Open User Defined Fields**

![User Defined Fields](image)

Click the **User Defined Fields** tab.
View Fields

The User Defined Fields tab shows you the field name [1], the label [2], and the field type [3].

Add Field

To add a user defined field, click the Add Field button.
Edit or Delete Fields

Documentation Account

Add additional fields you would like to collect from the user registration for this catalog.

To edit a field, click the Edit icon [1]. To delete a field, click the Delete icon [2].

Manage Subcatalog Fields

Training Department

Add additional fields you would like to collect from the user registration for this catalog.

If you are viewing a subcatalog, any existing user defined fields in the parent catalog will automatically apply when the Inherit UDF from [parent account] button is enabled [1]. The user defined fields will appear but will be uneditable [2].
Add Custom Subcatalog Fields

If you don't want the subcatalog to inherit the fields from the parent account, disable the Inherit UDF... button [1]. Click the Add Field button [2] to add your own custom field.

<table>
<thead>
<tr>
<th>Name</th>
<th>Label</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Fields</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I add a user defined field to customize catalog registration?

When creating or managing a catalog as a Catalog admin, you can create custom user defined fields. These fields allow you to customize your user registration beyond the default fields of Full Name and Email. Information in user defined fields can only be collected as part of new user registrations; the fields do not display when existing users enroll in a course.

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

**Note:** In subcatalogs, you cannot add a new field if the subcatalog is inheriting user defined fields from another catalog.

**Open Admin**

In the User Menu, click the **Admin** link.

**Open Catalogs**
Click the Catalogs link.

**Open Catalog**

![Catalogs screenshot]

Click the name of the catalog where you want to create a user defined field.

**Open User Defined Fields**

![User Defined Fields tab]

Click the User Defined Fields tab.

**Add Field**

![Add Field button]

Click the Add Field button.

**Note:** In subcatalogs, you cannot add a new field if the subcatalog is inheriting user defined fields from the parent catalog.
Choose HTML Input Type

In the HTML Input Type menu, select whether you want to create a text or checkbox field.

Create Name and Label

1. Name
   Enter a name
   Spaces are not allowed, use underscores or dashes between words.

2. Label
   Label for Field

3. This field is required

In the Name field [1], create the name for the field. Spaces are not allowed; you must use underscores or dashes between words.

In the Label field [2], enter the text for the field that users will see during registration.

If the field is required to be completed by users, click the This field is required checkbox [3].
Create Error Message

In the Error Message field, create an error message. This text appears if the user incorrectly enters information in the field.

Save Field

Click the Save Field button.
How do I add a logo, CSS, JavaScript, or HTML file to customize a catalog?

As a Catalog admin, you can customize your Catalog using cascading style sheet (CSS), JavaScript (JS), or Hyper Text Markup Language (HTML) files. Catalog supports both a copy the source code, or links to external files. It is recommended that you use a secure site to host your custom style files, otherwise they may break when trying to load. HTML/CSS can also be used to customize a program certificate or course certificate.

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

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)

Note: If custom branding is not added in a sub-catalog, it inherits the parent catalog settings, and other customization options.

Open Admin

In the User Menu, click the Admin link.
Open Catalogs

Click the Catalogs link.

Open Catalog

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td>✔️</td>
</tr>
<tr>
<td>Support</td>
<td>documentation.beta.catalog.instructure.com/browse/training/support</td>
<td>X</td>
</tr>
</tbody>
</table>

To open an existing catalog, click the name of the catalog.
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], style 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]: display in your catalog or subcatalog page headers.
• **Logo** [2]: display in listing tiles, listing pages, email notifications, enrollment forms, and student dashboards.
• **Favicon** [3]: display in browser tabs.

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].

### Add Custom CSS and JavaScript

**Custom CSS & JS**

- **Custom CSS**
  - Enter your custom CSS here

- **Custom JS**
  - Enter your custom JS here

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

**Email Header & Footer**

The content you add here will appear at the top and the bottom of the current email layout. These options will not override but extend the email header and footer.

**Custom Layout HTML Header**

Enter HTML here

1

**Custom Layout HTML Footer**

Enter HTML here

2

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 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

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
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 a 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 them to a course or program they purchased in bulk.
- **Bulk Purchase Email [8]**: sent when a user claims multiple seats through bulk purchase.
Open Email Template

Catalog Info  Customizations  User Defined Fields  Categories

Branding

Registration Email  1
Enrollment Email
Listing Completion Email
Failed Payment Email
Certificate Email
Waitlist Invite Email
Enrollment Invite Email
Bulk Purchase Email

Create a Custom Registration Email

This email overrides the default registration email and will be sent to users who create a new Catalog account.

Create Email
Show Preview

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

1. **Account Registration Email**
   Users will receive this email after creating a new Catalog account.
   - **Subject**

2. **Welcome to Catalog**

3. **Body**
   - **Headline**
   - **Welcome to Catalog**
   
   
   **File Edit View Insert Format Tools Variables Help**
   
   1. Hi {{user_name}},
   2. You have successfully registered for a new account at {{catalog_link}} with the login ID of {{login_id}}.
   3. Please set up a password for your new login ID of {{login_id}} or {{catalog_link}}.
   4. Keep learning,
   5. {{account_name}}

4. **Action Button Text**
   - **Complete Registration**

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

You’ll send a test email to accounts@instructure.com [1]. Click the Send Email button [2].

View Test Email

Welcome to Catalog

Hi Test User,

You have successfully registered for a new account at https://documentation.beta.catalog.instructure.com with the login ID of accounts@instructure.com. Please set up a password for your new login ID of accounts@instructure.com on https://documentation.beta.catalog.instructure.com.

Keep learning,
Documentation Account

Complete Registration
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 an 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

Hi {{user_name}},

You have successfully registered for a new account at {{catalog_link}} with the login ID of {{login_id}}. Please set up a password for your new login ID of {{login_id}} on {{catalog_link}}.

Keep learning,

{{account_name}}

To format your email text, use the text editor Menubar [1] and Toolbar [2].
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.

Hi {{user_name}},

You have successfully registered for a new account at {{catalog_link}} with the login ID of {{login_id}}.
Please set up a password for your new login ID of {{login_id}} on {{catalog_link}}.

Keep learning,

{{account_name}}
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].

View Edit Menu

To view the 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].
View View Menu

To view the View menu, click the View link [1]. From the View menu, you can open the HTML editor [2] and manage visual aids display [3].

View Insert Menu

To open the 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, click the Source icon [1], and select an image from your computer.

Enter a description of the image in the Image description field [2].

Catalog will automatically add the image dimensions to the Width and Height fields [3]. To manually adjust the dimensions of the image, adjust the value in either field. To scale the image proportionally, click the Lock icon [4].

To view additional options for uploading an image from your computer, click the Upload tab [5]. Drag and drop an image file in the image upload area [6], or click the Browse For An Image button [7] and select an image.

To insert the image into the email, click the Save button [8].
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].
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].
View 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].

View 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 set a different currency in a catalog?

As a Catalog admin, you can customize the currency settings for your Canvas Catalogs and subcatalogs.

Open Admin

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
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 the name of the catalog or subcatalog [2].
Select Currency

In the catalog or subcatalog page, click the **Currency** drop-down menu.
Select Currency Type

Select a currency option. A check mark will appear 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 an admin, you can set a measurement type to apply to all listings in a catalog and its sub-catalogs. The measurement option specifies the type of credit that a user will receive 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 sub-catalog level.

Open Admin

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
Select Catalog

Catalogs

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>ProServe</td>
<td>proserve.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
</tbody>
</table>

Click the name of the catalog you want to view.

Open Measurement Menu

<table>
<thead>
<tr>
<th>Catalog Info</th>
<th>Customizations</th>
<th>User Defined Fields</th>
<th>Categories</th>
</tr>
</thead>
</table>

Name
- Documentation Account

Domain
- documentation.beta.catalog.instructure.com

Language
- English (US)

Country
- United States

Measurement
- Credit

About

Catalog Guide Updated 2022-11-21
Click the **Measurement** drop-down menu.

**Select Measurement Type**

- Credit
- Point
- CEU

Select the measurement option. The selected measurement will apply to all listings in the catalog and sub-catalogs.

**Save Catalog Info**

Click the **Save** button.
How do I manage email domain restrictions in Catalog?

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

In the User Menu, click the Admin link.

Open Catalogs
Click the Catalogs link.

**Select Catalog**

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account (15 listings)</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>ProServe (0 listings)</td>
<td>proserve.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department (3 listings)</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
<tr>
<td>Support (0 listings)</td>
<td>documentation.beta.catalog.instructure.com/browse/training/support</td>
<td></td>
</tr>
</tbody>
</table>

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

**Manage Domain Registration Restrictions**

- **Restrictions on Registration Email Domains**
  - None  
  - Allowed  
  - Blocked

1. Enable SKU Upload
2. Require authentication to access Catalog and its sub-catalogs
3. Show Canvas-enrolled Courses on Dashboard
4. Sync Canvas enrollment changes to Catalog

Save

To disable all registration restrictions, select the **None** option [1].

To allow a specified list of email domains, select the **Allowed** option [2].

To block a specified list of email domains, select the **Blocked** option [3].
Allow Email Domains

Restrictions on Registration Email Domains

- [ ] None  [ ] Allowed  [ ] Blocked

This list allows you to limit which domains can be used for new user registration. Only domains you add to the list below will be allowed to register. For example, "schoolname.edu" or "gmail.com".

```
teampanda.edu,instructure.com
```

Comma Separated, No Spaces

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

Restrictions on Registration Email Domains

- [ ] None  [ ] Allowed  [ ] Blocked

This list allows you to block certain domains from being used for new user registration. Any domains you add to the list below will not be allowed to register. For example, "schoolname.edu" or "gmail.com".

```
badstuff.net,spammysite.com
```

Comma Separated, No Spaces

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?

The Catalog Info page includes an Enable SKU Upload option that is currently only compatible with the Common Checkout Page (CCP) payment gateway. When this option is enabled within a catalog, SKUs can be added manually to individual listings or bulk uploaded via API. By default, this option is disabled and can be enabled in a catalog or by sub-catalog.

Open Admin

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
Select Catalog

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account (26 listings)</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>ProServe (0 listings)</td>
<td>preserve.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department (3 listings)</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
<tr>
<td>Support (0 listings)</td>
<td>documentation.beta.catalog.instructure.com/browse/training/support</td>
<td></td>
</tr>
</tbody>
</table>

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

Enable SKU Upload

Documentation Account

Catalog Info  Customizations  User Defined Fields  Categories

Name: Documentation Account

Domain: documentation.beta.catalog.instructure.com

Language: English (US)

Country: United States

Currency: USD - $ Credit

Restrictions on Registration Email Domains

None  Allowed  Blocked

Enable SKU Upload

Require authentication to access Catalog and its sub-catalogs

Click the Enable SKU Upload button.
Save Catalog Info

Click the Save button.
How do I manage single-listing enrollment behavior in my institution's Canvas Catalog?

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

Currently, 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

In the User Menu, click the Admin link.

Open Catalogs
Click the Catalogs link.

Select Catalog

![Catalogs](image)

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

Manage Enroll Button Behavior

![Documentation Account](image)

In the Catalog Info tab, view the Enroll Button Behavior options [1].
By default, the option **Add listing to the shopping cart and starts checkout** is selected [2]. When students click the listing details Enroll button, the listing is added to the shopping cart before Catalog navigates to the checkout page.

To skip adding the listing to the shopping cart and navigate straight to the checkout page, click the **Starts enrollment only for the specific listing** radio button [3].

**Save Catalog Info**

Click the **Save** button.
How do I require a user to authenticate into Catalog before viewing my institution's catalog or subcatalog listings?

You can require users to authenticate into Catalog before viewing your institution's listings. When this option is enabled for your catalog or for subcatalogs, all listings in the catalog are restricted from view until after they log in to their Canvas account.

Open Admin

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
Select Catalog

Catalogs

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>ProServe (0 listings)</td>
<td>preserve.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department (0 listings)</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
<tr>
<td>Support (0 listings)</td>
<td>documentation.beta.catalog.instructure.com/browse/training/support/</td>
<td></td>
</tr>
</tbody>
</table>

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

Enable Require Authentication Option

Documentation Account

- Catalog Info
- Customizations
- User Defined Fields
- Categories

Name: Documentation Account

- Domain: documentation.beta.catalog.instructure.com

- Language: English (US)
- Country: United States
- Currency: USD - $
- Measurement: Credit

Restrictions on Registration Email Domains:
- Allowed
- Blocklist

- Enable SKU Upload

- Require authentication to access Catalog and its sub-catalogs

- Show Canvas-embedded Courses on Dashboard
- Sync Canvas enrollment changes to Catalog

Form Button Behavior:
- Ends listing to the shopping cart and starts checkout
- Starts enrollment only for the specific listing

Google Analytics Measurement ID: "SKTRMPY23"
Save Catalog Info

Click the Save button.

View Catalogs that Require Authentication

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog Dev (18 listings)</td>
<td>catalog-dev.inseng.net</td>
<td></td>
</tr>
<tr>
<td>→ sub catalog (0 listings)</td>
<td>catalog-dev.inseng.net/browse/subcatalog</td>
<td></td>
</tr>
</tbody>
</table>

When authentication is required, the catalog displays a Key icon.
How do I show Canvas-enrolled courses in the student dashboard?

Catalog administrators can choose to display Canvas-enrolled courses in the Catalog student dashboard. This setting is only available in the root catalog and is enabled by default.

**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

In the User Menu, click the **Admin** link.

Open Catalogs

Click the **Catalogs** link.
Select Catalog

Catalogs

Name | URL | Show in Parent
---|---|---
**Documentation Account** (4 listings) | documentation.beta.catalog.instructure.com | 
**ProServe** (0 listings) | preserve.beta.catalog.instructure.com | 
**Training Department** (0 listings) | documentation.beta.catalog.instructure.com/browse/training | 
**Support** (0 listings) | documentation.beta.catalog.instructure.com/browse/training/su... | 

Click the name of the root catalog.

Show Canvas-enrolled Courses

Documentation Account

1. **Catalog Info**

   - Name: Documentation Account
   - Domain: documentation.beta.catalog.instructure.com
   - Language: English (US)
   - Country: United States
   - Currency: USD - $
   - About:
   
   **Restrictions on Registration Email Domains**
   - None
   - Allowed
   - Blocked
   - Enable SKU Upload
   - Require authentication to access Catalog and its sub-catalogs
   
   2. **Show Canvas-enrolled Courses on Dashboard**
   - Sync Canvas enrollment changes to Catalog
   - Google Analytics Measurement Id: G-S4H7RJAN

   Save

Click the **Catalog Info** tab [1].
To show Canvas-enrolled courses on the student dashboard in Catalog, enable the **Show Canvas-enrolled Courses on Dashboard** setting.

To hide Canvas-enrolled courses on the student dashboard and only show courses enrolled in through Catalog, disable the **Show Canvas-enrolled Courses on Dashboard** setting.

### Save Catalog Info

Click the **Save** button.
How do I sync Canvas enrollment changes to Catalog?

You can set your Catalog account to sync Canvas enrollment changes. When this setting is enabled in your Catalog account, Catalog will sync enrollment data changes when enrollments are added to or removed from Canvas. This setting is disabled by default.

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

Open Admin

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
Select Catalog

Catalogs

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>ProServe</td>
<td>proserve.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td></td>
</tr>
</tbody>
</table>

Click the name of the root catalog.

Enable Canvas Enrollment Sync

Click the Catalog Info tab [1].

To sync Canvas enrollment changes to Catalog, enable the Sync Canvas enrollment changes to Catalog setting [2].
To stop syncing Canvas enrollment changes to Catalog, disable the *Sync Canvas enrollment changes to Catalog* setting.

**Save Catalog Info**

Click the **Save** button.
How do I integrate Google Analytics with my institution's Canvas Catalog?

As a Catalog admin, you can integrate Google Analytics with your domain Catalog by adding your Google Analytics ID to the Catalog settings.

**Notes:**

- Google Analytics IDs can only be added at the root account and to the domain Catalog. Google Analytics cannot be integrated in a subcatalog.
- To integrate Google Analytics, you must know your [Google Analytics Measurement ID or UA ID](https://support.google.com/analytics/answer/272171).
- Starting in 2023, Universal Analytics will no longer process data. Switch to a Google Analytics 4 ID as soon as possible.

**Open Admin**

In the User Menu, click the **Admin** link.
Open Catalogs

Click the **Catalogs** link.

Open Domain Catalog

Click the name of the root catalog.
Enter Google Analytics ID

Documentation Account

Enter the Google Analytics ID in the Google Analytics Tracking/Measurement ID field.

Notes:

- Starting in 2023, Universal Analytics will no longer process data. Switch to a Google Analytics 4 ID as soon as possible.
- Google Analytics IDs can only be added at the root account and to the domain Catalog. Google Analytics cannot be integrated in a subcatalog.

Save Catalog Info

Click the Save button.
How do I manage categories for a catalog?

As a Catalog admin, you can view all of your categories for a catalog by managing your catalog. When categories are created in the parent catalog, the categories can automatically be applied to each subcatalog. However, custom categories can be created in each subcatalog.

*Categories will be used as part of an additional search functionality available in a future release.*

Open Admin

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
Open Parent Catalog

Click the name of the parent catalog.

Open Categories

Click the **Categories** tab.
## View Categories

### Documentation Account

<table>
<thead>
<tr>
<th>Catalog Info</th>
<th>Customizations</th>
<th>User Defined Fields</th>
<th>Categories</th>
</tr>
</thead>
</table>

- **Inherit categories from catalog ancestry**

### Categories (6)

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Categories</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>history</td>
<td></td>
<td></td>
</tr>
<tr>
<td>travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>career</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Create categories from sub-catalogs and tags below:

- Training
- Support
- Business

The Categories tab shows you the category name [1] and the type of category [2].
Add Categories

### Documentation Account

<table>
<thead>
<tr>
<th>Catalog Info</th>
<th>Customizations</th>
<th>User Defined Fields</th>
<th>Categories</th>
</tr>
</thead>
</table>

- **Inherit categories from catalog ancestry**

#### Categories (6)

- **Training**
  - sub-catalog
- **Support**
  - sub-catalog
- **biology**
  - tag
- **history**
  - tag
- **travel**
  - tag
- **career**
  - tag

Create categories from sub-catalogs and tags below

- Showing sub-catalogs

To **add new categories**, select categories from subcatalogs and tabs.
Edit or Delete Categories

Documentation Account

Catalog Info  Customizations  User Defined Fields  Categories

Inherit categories from catalog ancestry

<table>
<thead>
<tr>
<th>Categories (6)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>sub-catalog ×</td>
</tr>
<tr>
<td>Support</td>
<td>sub-catalog ×</td>
</tr>
<tr>
<td>biology</td>
<td>tag ×</td>
</tr>
<tr>
<td>history</td>
<td>tag ×</td>
</tr>
<tr>
<td>travel</td>
<td>tag ×</td>
</tr>
<tr>
<td>career</td>
<td>tag ×</td>
</tr>
</tbody>
</table>

Create categories from sub-catalogs and tags below

Showing sub-catalogs

- Training
- Support
- Business

To remove a category, locate the category and click the Remove icon.
Manage Subcatalog Fields

If you are viewing a subcatalog, any existing categories will automatically apply when the Inherit categories from catalog ancestry button is enabled [1]. The categories will appear but will be uneditable [2].
Add Subcatalog Categories

If you don't want the subcatalog to inherit categories, disable the Inherit categories button [1]. Add new categories using the categories drop-down menu [2].
How do I add a category to a catalog?

When managing catalog categories as a Catalog admin, you can create categories for your catalog and subcatalogs. Categories are created from tags added to course or program listings, as well as 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.

- When viewing the parent catalog, the subcatalog list displays all subcatalogs in the account.
- When viewing a subcatalog and inheriting categories is disabled, the subcatalog list is filtered to only show subcatalogs that descend directly from the subcatalog you are viewing.
- The tags list always shows tags from all subcatalogs across the entire account.

Note: In subcatalogs, you cannot add a new category if the subcatalog is inheriting categories from another catalog.

Open Admin

In the User Menu, click the Admin link.
Open Catalogs

Click the Catalogs link.

Open Catalog

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

Open Categories

Click the Categories tab.
Select Subcatalog Categories

Categories defaults to the subcatalogs drop-down menu [1] and displays all subcatalogs for the account. Locate the name of a subcatalog and select the checkbox [2]. You can select multiple subcatalogs at one time.

Manage Subcatalog Categories

Selected subcatalogs added as categories appear under the Categories heading. To remove a category, locate the subcatalog category and click the Remove icon [1], or deselect the subcatalog checkbox [2].
Select Tag Categories

To add tags as a category, use the drop-down menu to show tags [1]. Locate the name of a tag and select the checkbox [2]. You can select multiple tags at one time.

Manage Tag Categories
Selected tags added as categories appear under the Categories heading. To remove a tag category, locate the tag and click the **Remove** icon [1], or deselect the tag checkbox [2].

**Save Catalog**

Click the **Save** button.
How do I manage catalog listings?

As a Catalog admin, you can manage all courses and programs in Canvas Catalog on the Listings page. The Listings page shows an overview and status of all course and program listings. You can also add a new course or program.

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

Open Admin

In the User Menu, click the Admin link.
View Listings

By default, the admin console opens to the Listings page and displays all items in Canvas Catalog.

Sort Listings

By default, Canvas Catalog displays all catalog items. You can sort catalog listings by searching for a listing in the search field [1] or sorting by courses or programs in the Listings menu [2].
Each listing displays the listing name [1], listing catalog [2], listing order [3], enrollment count [4], visibility status [5], and enrollment status [6].
The Name column includes the name of the listing, as well as additional details:

**Courses vs Programs:** Each listing name displays an icon for the type of listing: course [1] or program [2]. Course listing details are preceded with a numbered link, which is the number of the course as linked to your Canvas account [3]. To quickly open the Canvas course in a new browser window, click the number.

**Certificates:** If a certificate has been added to the listing, you can view the name of the certificate [4].
View Catalog

The Catalog column shows the name of the catalog. You can access the catalog details page by clicking the catalog name.
The Order column shows the order that the listings display 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 will appear after all other visible priority listings.
View Enrollment Count

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

If a listing contains a fraction in the enrollment column, the listing includes an enrollment limit [2]. You can view the current number of enrollments compared to the maximum number of enrollments.
View Visibility

The Visibility column displays the visibility option set for the listing. Options include:

- Hide listing from catalog (no icon) [1]
- Show listing in catalog [2]
- Accessible via direct link only [3]
### View Enrollment Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Catalog</th>
<th>Order</th>
<th>Enrolled</th>
<th>Visibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becoming a True Austinite</td>
<td>Documentation Account</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Becoming a True Austinite - Capitol</td>
<td>Documentation Account</td>
<td>0/50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Becoming a True Austinite - Lady Bird Lake</td>
<td>Documentation Account</td>
<td>0/50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology 101</td>
<td>#12</td>
<td>Biology 101 Certificate</td>
<td>Documentation Account</td>
<td>1</td>
</tr>
<tr>
<td>Career Corner</td>
<td>Documentation Account</td>
<td>2</td>
<td>6/15</td>
<td></td>
</tr>
<tr>
<td>Career Corner - Information Technology</td>
<td>Training Department</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Corner - Pharmacist</td>
<td>Training Department</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Corner - Software Developer</td>
<td>Training Department</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Enrollable column shows if the listing is open for enrollment. A check mark means enrollment is open.
To view the details of a listing, click the name of the listing.
Manage Listings

To **add a program listing**, click the **Add Program** button [1]. To **add a course listing**, click the **Add Course** button [2].

To manage an existing listing, click the check mark next to the listing [3]. You can select more than one listing if you want to manage multiple listings at the same time. In the **Actions** menu [4], select a management option. You can change visibility settings, change enrollment settings, and delete the listing(s).
How do I add a catalog course listing?

As a Catalog admin, you can create a course listing using any existing course in your Canvas account.

Open Admin

In the User Menu, click the Admin link.

Add Course

In the Listings page, click the Add Course button.
Search Canvas Courses

Add a Course
Choose the Canvas course you want to list in Catalog.

Search Canvas courses...

In the search field, search for the name of a Canvas course.

Note: Catalog listings are linked to their associated Canvas courses. If you want to add a course that is not yet created in Canvas, you must add the Canvas course before you can create the course listing.
Select Course

To add a course, click the course name [1], then click the Create Listing button [2].

View Title and Enrollment Status

When you add a Canvas course as a catalog listing, the name of the course is automatically populated. If necessary, you can modify the listing title in the Listing Title field [1].
By default, the course is not open for enrollment. To enable students to register for the course, click the **Open for enrollment** button [2].

**Add Listing Image**

To add an image for your course, drag an image into the **Listing Image** window [1] or click the window to select a file to upload [2].
Open Image

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

Note: Listings support PNG, JPG, GIF, and SVG images that are 768 pixels high and 1050 pixels wide.
Add Alt Text

Drag an image here, or
Choose a file to upload

View your course image [1].
To add alt text to your image, enter the text in the Listing Image Attributes field [2]. To add your image without alt text, click the No Alt Text (Decorative Image) checkbox [3].
Add Course Card Details

To add a teaser, enter the text in the **Teaser** field [1]. The teaser is a brief paragraph summarizing the course and displays with the listing on the catalog page. The teaser cuts off from view in the listing 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.

If you want to add a number of credits a student can receive by taking the course, enter a number in the **Credits** field [3]. You can enter whole or decimal numbers. Programs display the cumulative number of credits for all courses added to the program.

If you want to set an enrollment fee for the course, enter a price in the **Enrollment Fee (USD)** field [4]. By default, there is no enrollment fee.

By default, bulk purchasing is enabled. To disable bulk purchasing for the course, click the toggle to **Disabled** [5].

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

To add a course description, enter your text in the **Full Description** field [1]. You can format text, create lists, indent content, insert links and images, and edit HTML using the Rich Content Editor [2]. There is no character limit for the full description.

To add a tag, type the name of the tag in the **Tags** field [3]. If a tag already exists in your account, click the name of the tag when it displays [4]. To create a new tag in your account, enter the tag name and click the **Create Tag** button [5].

Added tags appear in the Tags field. To remove a tag, click the tag’s **Remove** icon [6].
Select Catalog

To select the catalog that you want to associate with the listing, click the Catalog drop-down menu [1]. Then select the catalog you want to use [2].

View Visibility and Listing Settings

To manage visibility settings, click the Visibility drop-down menu [1]. By default, the course listing is hidden in the catalog. You can change the visibility to show listing in Catalog or be accessible via direct link.

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**

1. **Student Cap**
   - Enter the maximum number of students who can enroll in the course in the **Student Cap** field [1]. By default, there is no cap limit.

2. **Allow Wait List**
   - If you want to enable a wait list for your enrollment cap, click the **Allow Wait List** checkbox [2].

3. **Wait List Cap**
   - To set a cap for the course wait list, enter the cap in the **Wait List Cap** field [3].

Learn more about [enrollment caps and wait lists](#).
View Preview

You can view how your course card displays to users in the Preview window [1]. The preview includes the course title [2], teaser [3], days to complete [4], enrollment fee [5], and credits [6].

Create Listing

To create your listing, click the Create button.

Note: Catalog will notify you if there are errors in your listing. If there are any course errors, correct them and then click the Create button again.
How do I add a catalog program listing?

As a Catalog admin, you can create program listings in Canvas Catalog. Programs consist of required courses or programs that students must complete.

Even when a catalog course is associated with a program, it exists as an independent listing. You should set course visibility and enrollment details before adding them as requirements in a program. Learn how various visibility and enrollment statuses apply to course requirements in program listings.

Note: You must create catalog course listings before you can create a catalog program listing.

Open Admin

In the User Menu, click the Admin link.

Add Program

In the Listings page, click the Add Program button.
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], preview the course listing card [4], and add course details [5].

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**

![Open For Enrollment]

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

**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.

![Listing Image]

Drag an image here, or
Choose a file to upload
Select Image File

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

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 course, enter a price in the Enrollment Fee (USD) field [3].

By default, bulk purchasing is enabled. To disable bulk purchasing for the course, click the toggle to Disabled [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

You can add tags to your program listing to make it easier to search in the catalog. To add tags to your 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].
Select Catalog

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

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 the path in the Listing Path field [1]. You can copy the URL by clicking the Copy URL button [2]. Lower-case letters, numbers, and dashes are allowed.
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].

**Note:** If the listing visibility is set to hidden, you will not be able to view the listing URL.

### 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 in the **Wait List Cap** field.
Preview Program Listing Card

Preview

FREE

Art History Through the Ages

An overview of art and its historical impact throughout history.

Time limit: 120 days
FREE

Preview the program listing card.

Create Listing

Click the Create button.
How do enrollment caps and wait lists appear in the catalog for a course or program listing?

When you create a course or program listing as a Catalog admin, you can set an enrollment cap for that course or program. Enrollment caps let you set a limit to the number of students who can enroll in the course or program. A wait list can be added to a listing as part of an enrollment cap.

When an enrollment cap is added to a listing, the enrollment number always begins at zero, regardless if students are already enrolled in the listing. Please make sure that you set your enrollment cap before inviting users to enroll for the listing. Catalog does not verify enrollments against any users who may already be enrolled in a course or program. Users who are already enrolled in a course or program when the enrollment cap is added will not appear in the enrollment count for that listing.

Notes:

- Enrollment caps are applied per listing.
- Course and program listings can have separate enrollment caps, regardless if a course is listed individually or as part of a program.
- If a course is listed individually for enrollment and as part of a program, and both the program and the course have enrollment caps, the total number of enrollments allowed would be the sum of those cap limits.
- For the wait list feature to take effect, students must drop courses from the Catalog dashboard. If a student drops a course from the Canvas dashboard, the course will be dropped, but the wait list feature will not know that a spot has become available in the course or program and will not notify the student next in line.
- Although as an admin you can manage enrollments in Canvas, you cannot directly manage enrollments through Catalog directly. Enrollments should always be managed through the Canvas dashboard to ensure accurate Catalog reports and analytics. If you ever 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

Listings page displays the number of enrolled students in a course or program in the **Enrolled** column [1]. Courses with an enrollment cap display the current number of enrollments compared to the number of allowed enrollments [2].

Add Enrollment Cap

You can also view enrollment caps when editing a course or program listing. By default, Catalog listings have no enrollment cap. However, you can limit the number of students who can enroll in a listing.

To set a cap, enter a number in the **Student Cap** field.
Add Wait List

If you set an enrollment cap for a listing, you may choose to enable a wait list. A wait list allows students to add their names to a list to join a course or program once the enrollment cap is reached.

Note: If your listing enrollments observe Canvas course or section dates, the Users can only participate in the course between these dates checkbox should be selected.

View Total Enrollments for Courses within Programs

Course and program listings can have separate enrollment cap limits, regardless if a course is listed individually or as part of a program.

If a course is listed for individual enrollment and as part of a program, and both the program and the course have enrollment caps, then the total number of enrollments allowed in the course is the sum of the course cap and the program cap. For example, if a program with 20 enrollments also contains a course that is listed for individual enrollment with a 3-student cap, the total allowed enrollments for the course is 23.
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

US History 101

Time limit: 60 days
3.0 credits

Spots remaining: 1

$30 Enroll  Add to Cart

Users won't know the number of seats remaining for a listing until there are fewer than 20 enrollments. After that number, users can view the number of spots remaining.
If a wait list is enabled, once enrollment is closed, students can add their name to the wait list and be automatically enrolled if a spot opens. You can view the wait list at any time.

Spots can become available if a student drops a course or program, or if you increase the enrollment cap in the listing.

**Note:** Students must drop courses from the Catalog dashboard for the wait list feature to take effect. If a student drops a course from the course dashboard in Canvas, the course will be dropped, but the wait list feature will not know that a spot has become available in the course or program.
Increase Enrollment Cap

If the wait list is enabled and you increase the enrollment cap for a listing, Catalog alerts you about the wait list changes. When you click the Save button for the listing, Catalog shows the new enrollment cap, as well as the number of wait list individuals who will be enrolled. To save the enrollment cap changes, click the OK button.
How do I view the wait list for a catalog course or program?

As a Catalog admin, if you set an enrollment cap as part of adding a course or adding a program, you can enable a wait list for the listing. A wait list allows students to add their names to a list to join a course or program when the enrollment cap limit has been reached.

When a student drops out of the course or program, the first student on the wait list will be added to the course. You can manage each course or program and view the wait list for students who have added their names to the wait list.

If no students drop a course or program, you can manually add students to a course from a wait list by changing the enrollment cap.

Open Admin

In the User Menu, click the Admin link.
Open Listing

To open a listing, click the name of the listing.

View Wait List

Click the Wait List link.
The wait list shows the order that each student joined the wait list. You can view the student's name, email address, and wait list status. The top student will be the next student to receive a course invitation if a spot becomes available.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>Pending</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>Pending</td>
</tr>
</tbody>
</table>
How do I manage catalog program requirements?

Requirements are the courses that students are required to finish to complete a catalog program. As a Catalog admin, you can view current requirements within a program and add or delete requirements.

Each course listing in catalog is independent, 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.

Open Admin

In the User Menu, click the Admin link.

Filter Programs

In the Listings drop-down menu, click the Programs option.
Open Program

Click the name of the program listing.

Open Requirements

Click the Requirements tab.

View Requirements

**College Preparation Program**

- Student must complete requirements in the order shown below
  - College Prep: Intro to Biology
  - College Prep: Intro to Music Theory
The Requirements page shows all the 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 program is independent of the program listing. Learn how various visibility and enrollment statuses apply to requirement displays in program listings.

Manage Requirement Completion Order

By default, students must complete program requirements in the order in which they appear on the Requirements page. To disable this setting, click the Student must complete requirements in the order shown below toggle.
Manage Program Requirements

To remove a program requirement, click the item's 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 program as a Catalog admin, you must add requirements, which are the courses that students are required to finish to complete the program. Requirements can also include other programs added as subprograms. Learn how to manage program requirements.

When adding requirements, courses and programs are set to be completed in the order they are added. However, you do have the option to allow students to complete the requirements in any order.

Open Admin

In the User Menu, click the Admin link.

Filter Programs

In the Listings drop-down menu, click the Programs option.
Open Program

Click the name of the program listing.

Open Requirements

Click the **Requirements** tab.

Add Requirement

**College Preparation Program**

- Student must complete requirements in the order shown below

  - [ ] College Prep: Intro to Biology
  - [ ] College Prep: Intro to Music Theory
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 Select Course or Program

Add Requirement

Select a listing

American History: Founding of a New Nation

Cancel Add Requirement

Click the Add Requirement button.
How do catalog requirements appear in program listings?

Each course listing in catalog is independent, even when it is associated with a program listing. Depending on how you want to create a program as a Catalog admin, you must set visibility and enrollment details for each course requirement. This lesson demonstrates various scenarios you can create for a program listing.

Note: Even if you restrict course visibility in a program listing, when a student reaches the registration page, the names of all course listings still display.

View Program Requirements

Each program can include a specific number of course requirements. The requirements are shown in the program listing according to the order they are added as a requirement.
By default, students can view program requirements as part of the program listing.
Create Listed Course Requirements

If you set any course visibility as listed in Catalog, the course also appears as a listing publicly within the Catalog. Setting a course's visibility as listed in Catalog is good for courses that are offered individually but can be taken as part of a program at a discounted rate.
View Linked Requirements in Program Listing

Becoming a True Austinite

Started Oct 1, 2020
9.0 credits

Courses available in this program:
- Becoming a True Austinite - 6th Street
- Becoming a True Austinite - Capitol
- Becoming a True Austinite - Congress Avenue Bats
- Becoming a True Austinite - Lady Bird Lake

Any program requirements that are visible in the Catalog also include a link on the program listing. Students can click the link to view the details of the course.

**Note:** The course links are only generated based on course visibility. If you allow requirements to be viewed as independent listings, make sure you review each listing's settings so you know how the page is being viewed by students.
Catalog Guide

How do I add a certificate of completion for a Catalog course?

As a Catalog admin, you can create a course certificate on a course-by-course basis. When created, certificates are
automatically issued to students when they have completed all requirements in a modules-based course. You can add a
pre-designed template or create a custom template from HTML/CSS.
Notes:
• Courses 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 course, the user will not receive a certificate upon completion of the
course. To ensure users receive certificates of completion, have them self-enroll. However, if a user is enrolled in a
course through Canvas and if Canvas-enrolled courses are displayed on the dashboard, the user can view the
certificate of completion for the course but will not receive the certificate via email.

Custom Certificates
You can create a custom certificate for a catalog 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: <img src="{{catalog_logo}}" />
award_name: The name of the certificate
completion_date: The date of completion

Catalog Guide Updated 2022-11-21

Page 260


Open Admin

In the User Menu, click the Admin link.

Open Courses

In the Listings drop-down menu, click the Courses link.
Click the name of the course listing.

### Open Certificate

**Advanced Benefits Workshop**

Click the **Certificate** tab.

### Include Certificate
Include the certificate in your course by toggling the Include Certificate button.

Add Certificate Name

Create a name for the certificate.

Select Template

Click the radio button for the template you want to use for your certificate. You can choose the default template, traditional template, or a custom HTML/CSS template.

The default template includes the catalog logo, certificate name, student name, and date.

The traditional template includes the certificate name, student name, account name, and date.

The custom template requires custom HTML/CSS. Any coding you include here will be retained if you choose to switch to one of the pre-designed templates at a later time.
Add Custom Template

For custom templates, select the orientation for the template and add the custom code.

In the orientation menu [1], select either landscape or portrait orientation.

In the Custom HTML/CSS field [2], enter your template information in an HTML/CSS format. You can paste the code directly into the template field, or you can paste a URL to an external template file.

Add Expiration Date

To include a certificate expiration date, click the Include Expiration Date checkbox.

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, select the Certificate Expiration Date option. Click the Select a date field and choose a date from the calendar.

To set the number of days for which the certificate is valid, select the Number of Days Valid option. Type the number of days that you want the certificate to remain valid.
Preview Certificate

To preview a certificate, click the Preview icon.

Save Certificate

Click the Save button. Confirm your certificate was added successfully.

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 Catalog admin, you can create a certificate of completion for programs in Catalog. Certificates are automatically issued to students when they have completed all requirements in the program. You can add a pre-designed template or create a custom template from HTML/CSS.

Notes:

- Courses within each 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.

Custom Certificates

You can create a custom certificate for a catalog 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: `<img src="{{catalog_logo}}" />`
- **award_name**: The name of the certificate
- **completion_date**: The date of completion
Open Admin

In the User Menu, click the Admin link.

Open Programs

In the Listings drop-down menu, click the Programs link.
Open Program

Click the name of the program listing.

Open Certificate

Click the Certificate tab.

Include Certificate

Include the certificate in your course by toggling the Include Certificate button.
Add Certificate Name

Create a name for the certificate.

Select Template

Click the radio button for the template you want to use for your certificate. You can choose the default template, traditional template, or a custom HTML/CSS template.

The **default template** [1] includes the catalog logo, certificate name, student name, and date.

The **traditional template** [2] includes the certificate name, student name, account name, and date.

The **custom template** [3] requires custom HTML/CSS. Any coding you include here will be retained if you choose to switch to one of the pre-designed templates at a later time.
Add Custom Template

For custom templates, select the orientation for the template and add the custom code.

In the orientation menu [1], select either landscape or portrait orientation.

In the Custom HTML/CSS field [2], enter your template information in an HTML/CSS format. You can paste the code directly into the template field, or you can paste a URL to an external template file.

Add Expiration Date

To include a certificate expiration date, click the Include Expiration Date checkbox.

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, select the Certificate Expiration Date option. Click the Select a date field and choose a date from the calendar.

To set the number of days for which the certificate is valid, select the Number of Days Valid option. Type the number of days that you want the certificate to remain valid.
Preview Certificate

To preview a certificate, click the Preview icon.

Save Certificate

Click the Save button. Confirm your certificate was added successfully.

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 catalog promotion?

For paid listings, as a Catalog admin you can add a discount promotion code. Discount codes can be applied to all listings or for a specific listing.

**Note:** Promotions only apply to listings with an enrollment fee and are not case sensitive.

Open Admin

In the User Menu, click the **Admin** link.

Open Promotions

Click the **Promotions** link.
Add Promotion

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Discount</th>
<th>Catalog</th>
<th>Active</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Back to School</td>
<td>$10</td>
<td>Documentation Account</td>
<td>No Date Set</td>
<td>6OC5ZZ</td>
</tr>
</tbody>
</table>

Click the Add Promotion button.

Choose Catalog

In the Catalog menu, select the catalog where you want to apply the promotion code.

Choose Promotion Type

Choose the type of code you want to add. By default, the radio button is set to apply to all listings.
If you want to select a specific listing, click the **Specific Listing** radio button [1]. In the search field [2], search for the name of the listing.

**Choose Usage**

In the Usage drop-down menu, select the usage type for the promotion code. The code can either be restricted to one time per user or used unlimited times.

**Add Promotion Details**

Add the details of your promotion.

**Name** [1] is the name of your promotion code.

**Type** [2] is whether the discount should be applied as a currency amount or percentage. **Amount** [3] is the number for the promotion as applied to the type (i.e. entering 10 in the field applies to either 10% or $10, according to the selected type).
Start Date [4] is the start date of the promotion code (leave blank for no date). End Date [5] is the end date of the promotion code (leave blank for no date).

Add Promotion Code

Add the code you want to use for the promotion [1]. You can customize your own code up to 15 characters (with no spaces). If you want Canvas Catalog to generate a 6-character code for you, click the Generate Code link [2].

Save Promotion

Click the Save Promotion button.
How do I manage catalog promotions?

As a 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.

Note: Promotions only apply to listings with an enrollment fee.

Open Admin

In the User Menu, click the Admin link.

Open Promotions

Click the Promotions link.
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

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Discount</th>
<th>Catalog</th>
<th>Active</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expired</td>
<td>Back to School</td>
<td>$10</td>
<td>Documentation Account</td>
<td>Jul 20, 2015 - Jul 24, 2015</td>
<td>60CSZZ</td>
</tr>
<tr>
<td>Active</td>
<td>First Course</td>
<td>20%</td>
<td>Training Department</td>
<td>Jun 12, 2022 - Jun 18, 2022</td>
<td>K1LIUL</td>
</tr>
</tbody>
</table>

To edit or delete a promotion, click the name of the 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 catalog reports?

As a Catalog admin, you can view all reports in Canvas Catalog on the Reports page. The Reports page shows an overview of all catalog enrollments, revenue, and discounts for each account. You can also view enrollment details for a specific account.

Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog reports.

Open Admin

In the User Menu, click the Admin link.

Open Reports

Click the Promotions link.
View All Revenue Reports

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Enrolls</th>
<th>Revenue</th>
<th>Discounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>19</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Training Department</td>
<td>2</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Support</td>
<td>0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>ProServe</td>
<td>0</td>
<td>$0</td>
<td>0</td>
</tr>
</tbody>
</table>

The report will show the Catalog [1], number of Enrollments [2], Revenue [3], and number of discounts applied to the account [4].

Catalog information includes Catalog Name and Catalog ID.

To export the report, click the Export button [5].

View Catalog Report Details

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Enrolls</th>
<th>Revenue</th>
<th>Discounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>19</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Training Department</td>
<td>2</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Support</td>
<td>0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>ProServe</td>
<td>0</td>
<td>$0</td>
<td>0</td>
</tr>
</tbody>
</table>

To view enrollment details for a catalog, click the name of the catalog.
You can view an overall summary for the catalog, including the number of all-time enrollments [1], all-time revenue [2], and all-time discounts [3]. Enrollments are ordered with the most recent transaction.
The body of the report displays the specific enrollment details for the account. Enrollment details include purchaser's name [1], the listing where the student enrolled [2], date of enrollment [3], the price of the listing [4], the number of seats purchased [5], whether or not a discount was applied [6], and the total amount paid [7].

To export the catalog report, click the Export button [8].
Sort Report Details

You can filter report details by date and sort report details by column headers.

To filter report details by date, enter a start date and end date in the Start Date and End Date fields [1]. You can also select a date preset from the Date Preset drop-down menu [2].

To sort report details by a specific column, click the column header [3]. This will sort the column in descending order. To sort in ascending order, click the column header again.
How do I export catalog reports?

As a Catalog admin, you can export all your catalog reports or a specific catalog report into a comma separated values (CSV) file.

Currently there are no custom filter options for catalog report exports.

Open Admin

In the User Menu, click the Admin link.

Open Reports

Click the Promotions link.
Export Report

Revenue Reports

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Enrollments</th>
<th>Revenue</th>
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<tr>
<td>Support</td>
<td>0</td>
<td>$0</td>
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</tr>
<tr>
<td>ProServe</td>
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<td>$0</td>
<td>0</td>
</tr>
</tbody>
</table>

To export all catalog reports, click the Export button.

Open Report Details

Revenue Reports

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</table>

To view report details for a catalog report, click the name of the catalog.
Export Catalog Report

To export the catalog report, click the Export button.

**Note:** The date range filters and column sorting do not affect the catalog report export file.

Open CSV File

Locate and open the CSV file.
How do I view catalog analytics?

As a Catalog admin, you can view analytics in Canvas Catalog in the Analytics page. The Analytics page displays summaries and user data for enrollments, revenue, user registrations, and completions.

Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin

In the User Menu, click the Admin link.

Open Analytics

Click the Analytics link.
Select Analytics Options

By default, analytics shows options for the parent catalog and listings for the past 30 days. However, you can use the filter options to view analytics for the following:

- **Catalog [1]**: view results for a specific catalog or subcatalog.
- **Listing [2]**: view results for a specific listing.
- **User [3]**: view results for a specific user; enter the user’s name or email address and select the user from the displayed list.
- **Start Date [4]**: view results starting with the specified date; results display in descending order starting with this date. You can enter a start date only, or you can enter an end date to view results within a specified date range.
- **End Date [5]**: view results until the specified date; results display in descending order ending with this date. You can enter an end date only, or you can enter a start date to view results within a specified date range.
- **Date Preset [6]**: view results within a specified preset of dates. Preset options include Today, Past week, Past 30 days, Past year, and All time.

**Note:** You can filter the report dates using start and end dates or by selecting a date preset option. The last selected option will override any other filter options you selected previously.
View Analytics Data

The filtered data displays a summary of the enrollments [1], revenue [2], and user registrations [3]. By default, analytics defaults to the Enrollments tab. To view the graph or specific details for analytics data, click the name of the tab.

Below each graph you can view up to 100 individual data results:

- **Enrollments tab**: Student Name, Listing Name, Enrollment Date, Completion Date, Status
- **Revenue tab**: Order ID, Reference ID, Purchaser, Listing, Purchase Date, Total
- **User Registration tab**: Canvas ID, Name, E-mail, Custom fields, Date, Transcript
- **Completions tab**: Student Name, Listing Name, Enrollment Date, Completion Date, Certificate

If you want to view all user data for a tab, you can export analytics.
How do I export catalog analytics?

As a Catalog admin, you can export and download analytics into a comma separated values (CSV) file. Data is downloaded for the tab of the analytics graph you are viewing. Complete catalog analytics data is available in each download file.

Open Admin

In the User Menu, click the Admin link.

Open Analytics

Click the Promotions link.
Open Admin

Download Analytics

Click the tab of the analytics graph you want to download [1]. Click the Download button [2].
Open CSV File

Locate and open the CSV file.
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 or subcatalog from the Catalog 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

In the User Menu, click the Admin link.
View Catalog Listings

Catalog defaults to the catalog or subcatalog you have access to manage [1] and displays all listings for the catalog or subcatalog [2].

View Subcatalogs

Your catalog may also include additional subcatalogs, which you can view in the catalog menu. To view a subcatalog, click the name of the subcatalog.
View Catalog Menu

<table>
<thead>
<tr>
<th>Listings</th>
<th>Catalogs</th>
<th>Promotions</th>
<th>Reports</th>
<th>Analytics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

For each catalog or subcatalog, you can view the following Catalog features:

- **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 Reports** [4]: View user, listing, and revenue reports for an entire catalog
- **View Analytics** [5]: View analytics for course and program enrollments filtered by catalog, listing, user, or date