# Table of Contents

## All Users

- What is Canvas Catalog? ................................................................. 6
- How do I use my institution's Catalog? .......................................... 9
- How do I enroll in a Catalog course? ........................................... 19
- How do I enroll in a Catalog program? ......................................... 27
- How do I add my name to the wait list for a Catalog course or program? ......................................................... 37
- How do I know when I’ll get added to a course or program from the Catalog wait list? ................................. 42
- How do I complete my registration for a catalog course or program? .............................................................. 46
- How do I log in to my catalog account? ........................................ 49
- How do I use the Catalog dashboard? ............................................ 52
- How do I begin a catalog course or program? .............................. 61
- How do I drop a Canvas Network or Catalog course or program? ................................................................. 65
- How do I view the certificate of completion for a Catalog course or program? .............................................. 67
- How do I view a transcript of my courses or programs in Catalog? ................................................................. 68
- How do I log out of my catalog account? ....................................... 70
- How do I view the Canvas Dashboard through Catalog? ...................... 71

## Admins - Canvas

- How does Canvas Catalog interact with my Canvas Account? ............. 74
- How do I add a user as an admin for a Catalog account in Canvas? ........... 84
- How do I enable Canvas permissions for admins to manage a Catalog account? ........................................... 88

## Admins - Catalog

- How do I access my Catalog beta environment? ............................... 92
- What customization options are available in Canvas Catalog? ............... 96
- What payment gateways are supported in Canvas Catalog? .................. 102
- How do I add a user as a subcatalog admin? ................................... 103
- How do I access the Catalog API? .................................................. 106
How do I manage my catalogs? ............................................................................................................. 108
How do I add a subcatalog for individual departments or organizations? ........................................... 113
How do I manage user defined fields for catalog registration? ................................................................. 118
How do I add a user defined field to customize catalog registration? ..................................................... 123
How do I add a logo, CSS, JavaScript, or HTML file to customize a catalog? ........................................ 127
How do I manage email domain restrictions in Catalog? ........................................................................ 133
How do I enable SKU uploads in a catalog? .............................................................................................. 137
How do I require a user to authenticate into Catalog before viewing my institution's catalog or subcatalog listings? .................................................................................................................................................. 140
How do I show Canvas-enrolled courses in the student dashboard? ....................................................... 143
How do I sync Canvas enrollment changes to Catalog? ........................................................................... 146
How do I manage categories for a catalog? ............................................................................................... 149
How do I add a category to a catalog? ....................................................................................................... 156
How do I manage catalog listings? ........................................................................................................... 161
How do I add a catalog course listing? ..................................................................................................... 172
How do I add a catalog program listing? .................................................................................................. 183
How do enrollment caps and wait lists appear in the catalog for a course or program listing? .......... 193
How do I view the wait list for a catalog course or program? ................................................................ 199
How do I manage catalog program requirements? ................................................................................... 202
How do I add a requirement to a catalog program? ................................................................................... 207
How do catalog requirements appear in program listings? .................................................................... 212
How do I add a certificate of completion for a Catalog course? ............................................................. 216
How do I add a certificate of completion for a Catalog program? .......................................................... 222
How do I add a catalog promotion? ......................................................................................................... 228
How do I manage catalog promotions? .................................................................................................... 232
How do I view catalog reports? ................................................................................................................ 235
How do I export catalog reports? ............................................................................................................. 240
How do I view catalog analytics? ............................................................................................................. 243
How do I export catalog analytics? ................................................................. 246

Subcatalog Admins - Catalog ........................................................................... 249

How do I use Catalog as a subcatalog admin? ............................................ 250
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
View Listings

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 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.
Search for Listing

In the search bar, type the name of the course or program.

Filter Categories

If your institution's catalog has created categories, you can view the Categories link [1]. To filter listings by category, click the name of a category [2].
Filter and Sort Listings

You can always refine your search by filter and sort options. Click the Refine link [1].

In the filter options [2], you can filter by free or paid listings, open enrollment listings, and listings with certificates. More than one filter can be used at once.

In the sort options [3], you can sort listings alphabetically or by start date. For paid listings, sorting is also available by the price in the listing—either from lowest to highest or highest to lowest.
View Listing Types

Each listing in the catalog includes an icon that shows if the listing is a course [1] or a program [2].
Each listing includes an image [1], name [2], and short description [3]. Most listings may include a logo [4], which can represent a listing for a specific department, organization, or team.

You can also view the length of the listing [5]. Some courses or programs may begin on a certain date, but some listings are only offered during a specific date range or include a time limit. Self-paced listings means there are no start or end dates.

You can also view the cost of the listing [6] and any credits offered [7].

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

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

The listing details include the full course description, which contains more information about the listing.
Sometimes a listing may display associated courses or programs below the Enroll button.

If you view a course that is part of a program, the name of the program appears on the listing page [1].

If you view a program that has course requirements, the name of the courses appear on the listing page [2]. If a course listing is visible in the Catalog, the course name also includes a link to the course.
Enroll in Listing

To enroll in a course or enroll in a program, click the Enroll button.
Sometimes you may view a listing with a closed enrollment. If enabled by your administrator, the Catalog wait list will allow you to add your name to the listing and automatically enroll if a spot opens. You can remove yourself from the wait list at any time.

Spots can become available if a student drops the program, or if an administrator increases the enrollment limit. Learn more about Catalog wait lists.
How do I enroll in a Catalog course?

You can enroll in a course by viewing the details of the course listing. If you enroll in a course that requires payment, payment is required as part of the enrollment process.

When you have completed your course enrollment, you can view and begin the course in your Catalog Dashboard.

If you have never enrolled in a course with your institution, you will need to complete your registration before you can begin the course.

Notes:

• You may need to log in to Canvas before you can view your institution's Catalog listings.
• Depending how your institution has set up their enrollment process, you may see additional enrollment fields.

Open Catalog

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

Search for Course

Search for a course in the search field [1], Categories menu (if available) [2], or refined search menu [3].
Open Course

Click the course's arrow icon.
Enroll in Course

Introduction to Quantum Mechanics
May 10 - Sep 30, 2016
4.25 credits
Spots remaining: 3
$25 ENROLL

To enroll in the course, click the Enroll button.

Add to Wait List

Introduction to Quantum Mechanics
May 10 - Sep 30, 2016
4.25 credits
Spots remaining: 0
Enrollment is closed
Add yourself to the wait list and you'll be notified when a spot opens
Add to Wait List
If you want to enroll in a course where the enrollment is closed, you may be able to add your name to a wait list and be automatically enrolled if a spot opens. If this feature is available, you can remove yourself from the wait list at any time.

Spots can become available if a student drops the course, or if an administrator increases the enrollment limit. Learn more about Catalog wait lists.

Complete Enrollment Information

If you have never enrolled in a catalog course or you are not logged in, enter your full name [1] and email address [2]. Depending how your institution has set up their enrollment, you may see additional enrollment fields.

Agree to the Terms of Use by clicking the checkbox [3].

Click the I'm not a robot checkbox to complete the reCAPTCHA form [4].

Click the Enroll in Course button [5].

Notes:

• If you already have an account, click the Sign in here link [6]. Otherwise, enter your full name and email address, and Catalog will locate your account and prompt you to log in.
• Your institution may not use the reCAPTCHA form.
Enroll with Payment

If you enroll in a course that requires payment, payment information appears at the bottom of the enrollment page. If you have a promotion code, you can enter it in the Promotion Code field [1]. Otherwise, click the Proceed to Payment button [2]. You will be redirected to your institution's payment gateway page.
New User: Complete Registration

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 do not have a catalog account, catalog will send a confirmation email to the address you entered during registration. You will not be able to begin the course until you have completed your registration.
Existing User: Enroll in Course

Introduction to Quantum Mechanics
May 10 - Sep 30, 2016

You are currently signed in as Emily Boone. Sign in as another user

Enroll in Course

If you are an existing user and you are logged into your account, click the Enroll in Course button.
Confirm Enrollment

**Introduction to Quantum Mechanics**

Congratulations! You have successfully enrolled in Introduction to Quantum Mechanics!

- Go to your Dashboard
- Return to Catalog

Confirm your enrollment in the course. To go to your Dashboard, click the Go to your Dashboard link [1]. To return to the catalog listings, click the Return to Catalog link [2].
How do I enroll in a Catalog program?

You can enroll in a program by viewing the details of the program listing. Some programs may allow you to enroll in one course requirement at a time. If you enroll in a program that requires payment, payment is required as part of the enrollment process.

When you have completed your program enrollment, you can view and begin the program in your Catalog Dashboard.

If you have never enrolled in a program with your institution, you will need to complete your registration before you can begin the program.

Notes:
- You may need to log in to Canvas before you can view your institution's Catalog listings.
- Depending how your institution has set up their enrollment process, you may see additional enrollment fields.

Open Catalog

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

Search for Program

Search for a program in the search field [1], Categories menu (if available) [2], or refined search menu [3].
Open Program

Click the program's arrow icon.
View Program Requirements

Career Corner
Self-paced
Spots remaining: 11

Courses available in this program:
- Career Corner - Information Technology
- Career Corner - Pharmacist
- Career Corner - Software Developer

If you view a program that has course requirements, the name of the courses appear on the listing page. If a course listing is visible in the Catalog, the course name also includes a link to the course.
Enroll in Program

Career Corner

Self-paced

Spots remaining: 11

ENROLL

Courses available in this program:
Career Corner - Information Technology
Career Corner - Pharmacist
Career Corner - Software Developer

To enroll in the program, click the Enroll button.
If you want to enroll in a course where the enrollment is closed, you may be able to add your name to a wait list and be automatically enrolled if a spot opens. If this feature is available, you can remove yourself from the wait list at any time.

Spots can become available if a student drops the program, or if an administrator increases the enrollment limit. Learn more about Catalog wait lists.
Complete Enrollment Information

If you have never enrolled in a catalog program or you are not logged in, enter your full name [1] and email address [2]. Depending how your institution has set up their enrollment, you may see additional enrollment fields.

Agree to the Terms of Use by clicking the checkbox [3].

Click the I'm not a robot checkbox to complete the reCAPTCHA form [4].

Click the Enroll in Program button [5].

Notes:

• If you already have an account, click the Sign in now link [6]. Otherwise, enter your full name and email address, and catalog will locate your account and prompt you to log in.
• Your institution may not use the reCAPTCHA form.
Enroll with Payment

If you enroll in a program that requires payment, payment information appears at the bottom of the enrollment page. If you have a promotion code, you can enter it in the Promotion Code field [1]. Otherwise, click the Proceed to Payment button [2]. You will be redirected to your institution's payment gateway page.
New User: Complete Registration

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 do not have a catalog account, catalog will send a confirmation email to the address you entered during registration. When you have completed your registration, you can begin the program.
Existing User: Enroll in Program

If you are an existing user and you are logged into your account, click the Enroll in Program button.
Confirm Enrollment

Career Corner

Congratulations! You have successfully enrolled in Career Corner!

1. Go to your Dashboard
2. Return to Catalog

Confirm your enrollment in the program. To go to your Dashboard, click the Go to your Dashboard link [1]. To return to the catalog listings, click the Return to Catalog link [2].
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 and be automatically enrolled if a spot opens. You can remove yourself from the wait list at any time.

Spots can become available if a student drops a course or program, or if an administrator increases the enrollment limit.

You can manage your wait list courses or programs from the catalog 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.
Search for listing

NO WALLS IN THIS CLASSROOM ;-

Catalog: Learn on Your Own Terms

Search for a course or program either by using the search field [1] or using the refined search menu [2].
View Listing

Introduction to Quantum Mechanics

Donec quam feils, utricles nec, tellentesque eu, pretium quis, sem. Fusce vulputate altaecond sapien. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, telius.

The University

May 10 - Sep 30, 2016
$25 | 4.25 credits

Click the listing's arrow icon.
Add to Wait List

Introduction to Quantum Mechanics

May 10 - Sep 30, 2016
4.25 credits

Spots remaining: 0

Enrollment is closed
Add yourself to the wait list and you'll be notified when a spot opens

Add to Wait List

To add your name to the 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

The listing status message will confirm you have been added to the wait list and will be notified when a spot is available.

To remove yourself from the wait list at any time, click the **Remove from Wait List** button. You can also manage your wait list courses or programs from the [catalog 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 and be automatically enrolled if a spot opens. You can remove yourself from the wait list at any time. When a spot is available in a course or program, you will be notified by email.

Spots can become available if a student drops a course or program, or if an administrator increases the enrollment limit.

View Wait List on Listing

Introduction to Quantum Mechanics
May 10 - Sep 30, 2016
4.25 credits
Spots remaining: 0
Enrollment is closed
Add yourself to the wait list and you'll be notified when a spot opens

Add to Wait List

When a course or program listing has been closed for enrollment, you can add your name to the wait list.
Remove from Wait List

The listing status message will confirm you have been added to the wait list and will be notified when a spot is available.
You can remove yourself from the wait list at any time.

View Wait List on Dashboard

The Catalog dashboard also displays a Wait List tab, where you can view the name of the course. You can remove yourself from the wait list at any time.
Receive Email Notification

When a spot is available in a course or program, you will receive an email notification.

Email for Free Listings

If you were wait listed for a free course, you will receive a regular course invitation enrollment and be added to the course automatically.
Email for Paid Listings

If you were waitlisted for a paid course, you will receive an invitation to join the course. You will have 12 hours to accept the course invitation before the invitation expires and the next student is invited to join the course.

If you do not want to be on the waitlist, you can remove yourself by clicking the link at the bottom of the email.
How do I complete my registration for a catalog course or program?

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

Complete Registration

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

In order to set up your account, we'll need a little more information.

1. **Login**: nora.sanderson.canvas@gmail.com
2. **Password**: [Enter password]
3. **Time Zone**: Mountain Time (US & Canada)

4. **Register**

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 your dashboard.

Learn how to use your catalog 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

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

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

View Dashboard

After you log in to catalog, you can view your dashboard. On your dashboard you can access the user menu [1] and view your enrolled courses [2].

View User Menu

The user menu appears on every catalog page. In the user menu, you can view your enrolled courses via the catalog student dashboard [1], view your Canvas account [2], and log out of your catalog account [3].
View In Progress Tab

Courses and programs are shown according to their related status. By default, the dashboard displays the In Progress tab.

The In Progress tab displays enrolled courses and programs that are in progress. The tab displays two types of sections: Courses and Programs.

In Progress listings are organized by the percentage remaining for a course or program, followed by title. If no listings are currently in progress, all listings are organized by title.

View Course Details

The Courses section shows all courses that are available to you. Each course 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].
If a course is available to you, you will be able to begin the course [6].

If you want to drop a course or program, click the respective Settings icon [7].

**View Course Progress**

Catalog listings determine course completion on course modules, which create an organizational structure for the course. If a course requires modules to be completed in order, the listing displays a course progress bar with a percentage of completion.

If a course does not require modules to be completed in order, the listing does not display a progress bar.

**Note:** If your course is not designed with modules, the **Begin Course** button will be replaced with a **Go to Course** button.

If you begin a course and do not finish it right away, the dashboard button will display as the **Resume Course** button.
View Program Details

If you are enrolled in a program, the In Progress tab displays sections for both programs and sections, with programs listed first.

The Programs section displays all details of your program(s). 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].
In the **Requirements** list, you can view all the courses that are part of the program. You can click the Requirements heading to show and hide course requirements.

If a program has a course that is available to you, you will be able to [begin the course][1]. Again, if you begin a course and do not finish it right away, when you return to the dashboard the button will display as the **Resume Course** button.

If a course is not yet available because the course is not yet published by your institution, you cannot begin the course. The course image displays a lock icon [2].

**Note:** If all courses in the Requirements list include a **Begin Course** button, you can complete the courses in any order.
The **Completed** tab displays courses that you have completed.

Completed listings are organized by the time the listing was completed, followed by title.

**View Course and Program Details**

You can view the date that the course or program was completed [1].

If your course or program offers a certificate of completion and you completed the course before the deadline (if applicable), you can also view the certificate [2].

You can also review the course at any time [3].
View Not Completed Tab

The **Not Completed** tab displays courses that have expired, are archived, or that have not yet started.

Completed listings are organized by start date or expiration date, followed by title.

**Note:** If you can't view a course that hasn't started yet, your institution has restricted you from viewing upcoming courses.

View Expired Course

You can view the date that the course or program begins or the date it expired [1]. To review a course, click the **Review Course** button [2].

You can also view archived courses [3].
View Wait List Tab

If you have added your name to a wait list, the Wait List tab shows those listings directly from the Dashboard.

View Course and Program Details

You can view the name of the course or program and the status [1]. If a spot becomes available, the course or program will move to the In Progress tab.

To remove your name from the wait list at any time, click the Remove icon [2].

View Transcript
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] or, in the footer of the browser window, click the Course Catalog link [2].
How do I begin a catalog course or program?

You can begin a course or program in the In Progress tab of your 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.

View In Progress Tab

In the catalog dashboard, view the In Progress tab.
To begin a program, locate the name of the program. In the Requirements list, locate the first course and click the **Begin Course** button.

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

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

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 Catalog 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.

Drop Course or Program

In the In Progress tab, locate the course or program and click the Settings icon [1]. Click the Drop Course or Program link [2].
Confirm Drop

Drop Course?

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 Completed Tab

On the Dashboard, click the **Completed** tab.

View Certificate

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).

View PDF Transcript

In the Student Dashboard, click the PDF Transcript button.
# Learner Transcript

**Emily Boone**

<table>
<thead>
<tr>
<th>Enrolled</th>
<th>Completed</th>
<th>In Progress</th>
<th>Credit Earned</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>9</td>
</tr>
</tbody>
</table>

## Completed

<table>
<thead>
<tr>
<th>ENROLLED</th>
<th>COMPLETED</th>
<th>COURSE/PROGRAM</th>
<th>EARNED CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/08/11</td>
<td>2015/08/11</td>
<td><strong>Program</strong> Career Corner</td>
<td></td>
</tr>
<tr>
<td>No Date Set</td>
<td>2015/04/26</td>
<td>Career Corner - Information Technology</td>
<td></td>
</tr>
<tr>
<td>No Date Set</td>
<td>2015/08/11</td>
<td>Career Corner - Pharmacist</td>
<td></td>
</tr>
<tr>
<td>No Date Set</td>
<td>2014/11/04</td>
<td>Career Corner - Software Developer</td>
<td></td>
</tr>
<tr>
<td>2016/01/05</td>
<td>2016/04/06</td>
<td>US History 101</td>
<td></td>
</tr>
</tbody>
</table>

## In Progress

<table>
<thead>
<tr>
<th>ENROLLED</th>
<th>COURSE/PROGRAM</th>
<th>AVAILABLE CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/04/20</td>
<td><strong>Program</strong> Becoming a True Austinite</td>
<td>6</td>
</tr>
<tr>
<td>2018/01/08</td>
<td>Becoming a True Austinite - Lady Bird Lake</td>
<td>3</td>
</tr>
<tr>
<td>2018/01/08</td>
<td>Becoming a True Austinite - Capitol</td>
<td>3</td>
</tr>
<tr>
<td>No Date Set</td>
<td>Photography 1010</td>
<td>3</td>
</tr>
</tbody>
</table>

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 log out of my catalog account?

When you are finished with your catalog account, you can log out.

*Note:* Logging out of your catalog account will also log you out of your Canvas course(s).

Open User Menu

In the catalog dashboard, click the User Menu.

Log Out

Click the **Logout** link.
How do I view the Canvas Dashboard through Catalog?

Once you have completed your registration for a catalog course or listing, you have access to an account within Canvas. You can link to your Canvas account from your catalog dashboard at any time. Your Canvas account provides an overview of your course(s).

Open User Menu

After you've logged in to your catalog account, in the catalog dashboard, click the User Menu.

Open Canvas

Click the Canvas link.
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.
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

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 section and course dates. Listings are considered active as long as the course falls within the dates specified. Once the course is outside the section or course date, the listing is also moved to the Completed section of the Catalog dashboard.

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

Canvas Course Dates

Course dates can be edited in Course Settings. When setting course dates for Catalog use, the Users can only participate in the course between these dates checkbox [1] must be selected. Course dates also affect the Wait List for a course.

If you select the Restrict students from viewing course before 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 course start date.

If you select the Restrict students from viewing course after end date checkbox [3], the course does not appear in the Dashboard Completed tab.
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.
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

Term: Fall Term 2
Starts: Aug 1, 2017
Ends: Dec 31, 2017

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

**Open Settings**

- Terms
- Authentication
- SIS Import
- Themes
- Developer Keys
- Admin Tools
- Settings

In Account Settings, click the Settings link.

**Open Admins**

- Settings
- Quotas
- Notifications
- Admins
- Announcements
- Reports
- Apps
- Feature Options

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

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Account Admin</th>
<th>Admin 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT PERMISSIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage catalog</td>
<td>✔️</td>
<td>✗</td>
</tr>
</tbody>
</table>
In Account Permissions, locate the user role and enable the **Manage catalog** permission.
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 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.
View Beta Canvas

Beta environments are associated with beta Canvas environments. If you access Canvas from the Catalog beta environment, Canvas will also open in its beta environment.
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 fully customize your users’ experience with Canvas Catalog. You can customize an entire catalog with its own branding, settings, and other customization options.

Add Catalog Logo/Favicon

Canvas Catalog admins can upload a header logo, badge logo, and a browser favicon without using custom CSS. Unless a subaccount specifies its own logo/favicon, logos/favicons uploaded in the parent account apply to all subaccounts.

Learn how to add logos/favicon in a catalog.

Note: The parent catalog logo, which may be different from subcatalog logos, always appears on the enrollment page for the listing or course.
Add Account CSS/JavaScript

You can use cascading style sheets (CSS) and JavaScript (JS) to customize all pages in a catalog. Popular customizations include CSS for custom colors and showing the search field, and JS for a personalized welcome page.

Learn how to [add CSS/JS to a catalog](#).

Add Subcatalog

A subcatalog creates a specific path URL 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.
Listings associated with a subcatalog display as part of the main catalog, but customization allows subcatalogs to promote specific branding.

Additionally, subcatalogs create a specific URL path that can be added to the end of the domain URL so that all subcatalog listings visible within the parent catalog can be viewed together.

Learn how to [add a subcatalog](#).
Add HTML/CSS Certificates

If you prefer not to use a default template, you can add custom certificates with HTML and CSS to course and program listings. You can also use variables in your template to display specific information on the certificate including the student name, institution name, award name, and program/course completion date.

These certificates are issued by Canvas Catalog automatically when a student completes a program or course. Students can view their certificate(s) at any time.

Learn how to add a program certificate or course certificate.
Add Email Layout HTML

You can create custom Hyper Text Markup Language (HTML) for header and footer email layouts. Custom HTML allows you to personalize email templates for students. These emails are generated for students automatically from Canvas Catalog, such as when students enroll in a catalog course or program.

Learn how to add email HTML to a catalog.
Add User Defined Fields

You can create custom user defined fields 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)
- Cashnet (requires both Checkout and Gateway)
- CCP
- CommWeb
- CyberSource
- Nelnet
- OneStop Secure
- PayU
- PayPal
- PayPal Payflow
- TouchNet
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

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

**Account Admins**

<table>
<thead>
<tr>
<th>Name</th>
<th>Canvas User ID</th>
<th>Catalog</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Doe</td>
<td>24</td>
<td>Training Department</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.

Delete Subcatalog Admin

<table>
<thead>
<tr>
<th>Name</th>
<th>Canvas User ID</th>
<th>Catalog</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Doe</td>
<td>24</td>
<td>Training Department</td>
<td>Delete</td>
</tr>
</tbody>
</table>

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.
View API

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 RFC5406.

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

[Catalog image with 'Catalogs' highlighted]
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.

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

Click the Add Catalog button.

Select URL Type

1. Domain (e.g. www.your-domain.edu)
2. Path (e.g. www.yoursite.edu/browse/your-path)
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**

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. *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

Click the name of the parent catalog.

Open User Defined Fields

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**

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

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

- Inherit UDF from catalog ancestry

<table>
<thead>
<tr>
<th>Name</th>
<th>Label</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>newsletter_subscription</td>
<td>Institutional Newsletter</td>
<td>checkbox</td>
</tr>
<tr>
<td>state</td>
<td>Home State</td>
<td>text</td>
</tr>
</tbody>
</table>

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

**Manage Subcatalog Fields**

**Training Department**

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

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

- Inherit UDF from Documentation Account

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>newsletter_subscription</td>
<td>Institutional Newsletter</td>
<td>checkbox</td>
</tr>
<tr>
<td>state</td>
<td>Home State</td>
<td>text</td>
</tr>
</tbody>
</table>
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

### Training Department

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

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

1. Inherit UDF from Documentation Account

<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>

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.
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

Listings  Catalogs  Promotions  Reports  Analytics  API  Subcatalog Admins
Click the **Catalogs** link.

**Open Catalog**

![Catalogs](image)

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

**Open User Defined Fields**

![User Defined Fields](image)

Click the **User Defined Fields** tab.

**Add Field**

![Add Field](image)

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

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, Canvas Catalog lets you add cascading style sheet (CSS), JavaScript (JS), or Hyper Text Markup Language (HTML) files to apply to all pages in your catalogs. You can copy the source code directly into the fields, or you can paste the URL to the external file. Host your files on a secure site, 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.

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

Note: Unless a subaccount specifies its own logo/favicon, logos/favicons uploaded in the parent account apply to all sub-accounts.

Open Admin

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

Click the **Catalogs** link.

### Open Catalog

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.
Add Logo/Favicon Image

You can upload a header logo, badge logo, or favicon. To upload an image, locate the logo type and click the **Upload an Image** button.

Once you have located your photo, you can crop your photo if necessary.
Add CSS/JavaScript

Custom CSS/JS

⚠️ Please note that you take full responsibility for the continuous upkeep of custom CSS and JavaScript. Canvas Catalog does not take any responsibility for conflicts caused by custom CSS or JavaScript as updates and improvements are made to the Canvas Catalog code base.

Custom CSS

Custom JavaScript

To add CSS or JavaScript, paste the code directly into the appropriate fields.

Note: You can also paste a URL to an external template file.
Add Email Layout HTML

To add HTML for the email header and footer, paste the respective code directly into the appropriate fields. You must include HTML for both the header and footer.

Save Catalog

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>X</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/su...</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
   - ✗
   - ✔

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

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

Enable SKU Upload

Click the Enable SKU Upload button.
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

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

Enable Require Authentication Option

Click the Require authentication to access Catalog and its sub-catalogs button.
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><code>catalog-dev.inseng.net</code></td>
<td></td>
</tr>
<tr>
<td>sub catalog (0 listings)</td>
<td><code>catalog-dev.inseng.net/browse/subcatalog</code></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

Show Canvas-enrolled Courses

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 [2].

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.

Open Admin

In the User Menu, click the Admin link.

Open Catalogs

Click the Catalogs link.
Select Catalog

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 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

<table>
<thead>
<tr>
<th>Name</th>
<th>URL</th>
<th>Show in Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account (1 listings)</td>
<td>documentation.beta.catalog.instructure.com</td>
<td></td>
</tr>
<tr>
<td>Training Department (5 listings)</td>
<td>documentation.beta.catalog.instructure.com/browse/training</td>
<td>✔️</td>
</tr>
<tr>
<td>Support (1 listing)</td>
<td>documentation.beta.catalog.instructure.com/browse/training/support</td>
<td>✖️</td>
</tr>
</tbody>
</table>

Click the name of the parent catalog.

Open Categories

| Catalog Info | Customizations | User Defined Fields | Categories |

Click the Categories tab.
View Categories

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

To **add new categories**, select categories from subcatalogs and tabs.

### Documentation Account

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

Inherit categories from catalog ancestry.

Create categories from sub-catalogs and tags below.

- Training
- Support
- Business

Showing sub-catalogs

---

Catalog Guide Updated 2021-05-18
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

<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 (2)**

- Training
- Support

Create categories from sub-catalogs and tags below

- Showing tags
- career
- biology
- cities
- history
- travel
- business

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].
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Catalog</th>
<th>Order</th>
<th>Visibility</th>
<th>Enrollable</th>
<th>Enrolled</th>
<th>Enroll Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becoming a True Austinite</td>
<td>Documentation Account</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0/50</td>
</tr>
<tr>
<td>Becoming a True Austinite - Capitol</td>
<td>Documentation Account</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>0/50</td>
</tr>
<tr>
<td>Becoming a True Austinite - Lady Bird Lake</td>
<td>Documentation Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0/50</td>
</tr>
<tr>
<td>Biology 101</td>
<td>Documentation Account</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td>2/2</td>
</tr>
<tr>
<td>Career Corner</td>
<td>Documentation Account</td>
<td>2</td>
<td></td>
<td></td>
<td>3</td>
<td>6/16</td>
</tr>
<tr>
<td>Career Corner - Information Technology</td>
<td>Training Department</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Career Corner - Pharmacist</td>
<td>Training Department</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Career Corner - Software Developer</td>
<td>Training Department</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

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

<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>[3]</td>
</tr>
<tr>
<td>Biology 101</td>
<td>Documentation Account</td>
<td>1</td>
<td>2/2</td>
<td></td>
</tr>
<tr>
<td>Career Corner - Information Technology</td>
<td>Training Department</td>
<td>0</td>
<td></td>
<td>[1]</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 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>0/90</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>Documentation Account</td>
<td>1</td>
<td>2/2</td>
<td></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.
View Listing

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

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.

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

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 course 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

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

- Introduction to Music Theory
- Advanced Music Theory
  Course Code: catdemo-advmusicP

Introduction to Music Theory
Course Code: music_theory

Music Theory 2
Course Code: music_theory2

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

View Title and Enrollment Status

New Listing

Listing Title
1. Introduction to Music Theory

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

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

1. Teaser
   
   Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Nunc non blandit massa enim nec dul.
   
   A brief paragraph summarizing the course.

2. Days To Complete
   
   14 Days to Complete

3. Credits
   
   3

4. Enrollment Fee (USD)
   
   

5. Hide "Free" Banner and Text
   
   

6. Listing SKU
   

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. To hide the banner and text that indicate the course is free, click the Hide "Free" Banner and Text checkbox [5].

If listing SKUs have been enabled in your account, you can add an 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**
   
   ![Student Cap Input Field]
   
   30

2. **Allow Wait List**
   
   ![Allow Wait List Checkbox]
   
   **View Wait List(0)**

3. **Wait List Cap**
   
   ![Wait List Cap Input Field]
   
   10

To set a 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.

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

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

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.
Select Image File

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

Add Alt Text

1. **Listing Image Attributes**
   - Alt Text (Describe the image)
   - No Alt Text (Decorative Image)

2. 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, a student can enroll in a Catalog listings for no charge and listings display a Free banner. To remove the Free banner, click the Hide "Free" Banner and Text checkbox [3]. Alternatively, you can enter the program cost in the Enrollment Fee field [4]. The Free banner no longer displays on the card when an enrollment fee is included.
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

The **Listing Path** field allows you to enter a path URL for the listing. This URL should contain lower-case letters, numbers, and dashes.

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

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

**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

![Student Cap and Allow Wait List](image)

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

![Wait List Cap](image)

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

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

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

**Adjusted Enrollment Cap**

Enrollment cap was increased to 4. 2 individuals will be enrolled from the waitlist.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Catalog</th>
<th>Order</th>
<th>Enrolled</th>
<th>Visibility</th>
<th>Enrollable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becoming a True Austinite</td>
<td>Documentation Account</td>
<td>0</td>
<td></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>
<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>
<td></td>
</tr>
<tr>
<td>Biology 101</td>
<td>Documentation Account</td>
<td>1</td>
<td>2/2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Corner</td>
<td>Documentation Account</td>
<td>2</td>
<td>6/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Corner - Information Technology</td>
<td>Training Department</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

## View Wait List

### Student Cap

<table>
<thead>
<tr>
<th>Allow Wait List</th>
<th>View List (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

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>

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.
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

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

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

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 will have to set visibility and enrollment details for each course requirement. This lesson will show you 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 will still be shown.

### 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.
View Requirements in Program Listing

College Preparation Program
Time limit: 120 days

$1 ENROLL

Courses available in this program:
College Prep: American History 101
College Prep: Intro to Biology
College Prep: Intro to Music Theory

College Prep: Exploring the Music and Culture of Great European

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.
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 2021-05-18

Page 216


Open Admin

In the User Menu, click the Admin link.

Open Courses

In the Listings drop-down menu, click the Courses link.
Open Course

Click the name of the course 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 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**

**Orientation**

Landscape

**Custom HTML/CSS**

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

In the orientation menu, select either landscape or portrait orientation.

In the Custom HTML/CSS field, 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

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], start date [4], end date [5], and code [6].

- **Status** can be listed as upcoming, active, or expired.
- **Start and end dates** are not required for promotions.

Add Promotion

To [add a catalog promotion](#), click the **Add Promotion** button.
Manage Promotion

To edit or delete a promotion, click the name of the promotion.

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 Reports link.
View All Revenue Reports

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
To view enrollment details for a catalog, click the name of the catalog.

View Catalog Summary

![Documentation Account Revenue Report](image)

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.
### View Report Details

**Documentation Account Revenue Report**  
Catalog ID: 416

#### Start Date  |  End Date  |  Date Preset
--- | --- | ---
No date set | No date set | No preset

<table>
<thead>
<tr>
<th></th>
<th>Enrollments All-time</th>
<th>Revenue All-time</th>
<th>Discounts Used All-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>Catalog</td>
<td>Listing</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>Documentation Account Catalog ID: 416</td>
<td>Becoming a True Austinite Listing ID: 1446</td>
<td>Jan 25, 2019</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>Documentation Account Catalog ID: 416</td>
<td>Becoming a True Austinite Listing ID: 1446</td>
<td>Jan 18, 2019</td>
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<td>Emily Allen</td>
<td>Documentation Account Catalog ID: 416</td>
<td>Becoming a True Austinite Listing ID: 1446</td>
<td>Oct 9, 2018</td>
</tr>
<tr>
<td>Brice McDowell</td>
<td>Documentation Account Catalog ID: 416</td>
<td>Biology 101 Listing ID: 1446</td>
<td>Oct 9, 2018</td>
</tr>
</tbody>
</table>

The body of the report displays the specific enrollment details for the account. Enrollment details include student name [1], account [2], the listing where the student enrolled [3], date of enrollment [4], whether or not a discount was applied [5], the price of the listing [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 **Reports** link.
Export Report

Revenue Reports

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Enrollments</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Account</td>
<td>19</td>
<td>$0</td>
</tr>
</tbody>
</table>

To export all catalog reports, click the Export button.

Open Report Details

Revenue Reports

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Enrollments</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 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], user registrations [3], and completions [4]. 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, Student, 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 Analytics link.
Filter Analytics

Filter the analytics options as necessary to display your desired data.

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.
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><img src="image1.png" alt="Image" /></td>
<td><img src="image2.png" alt="Image" /></td>
<td><img src="image3.png" alt="Image" /></td>
<td><img src="image4.png" alt="Image" /></td>
<td><img src="image5.png" alt="Image" /></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