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# The Catalog Builder

Ester Andersson - 2025-10-08 - [Functions](#)

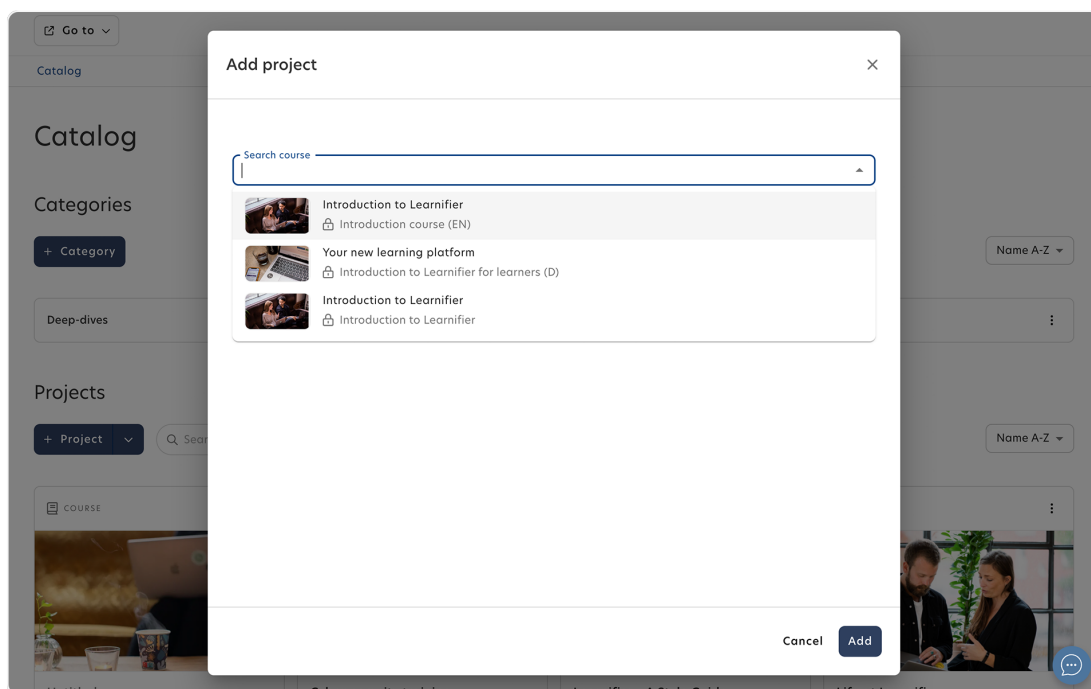
The catalog builder allows you to create a learning academy of your own and is available from price plan Professional.

Note

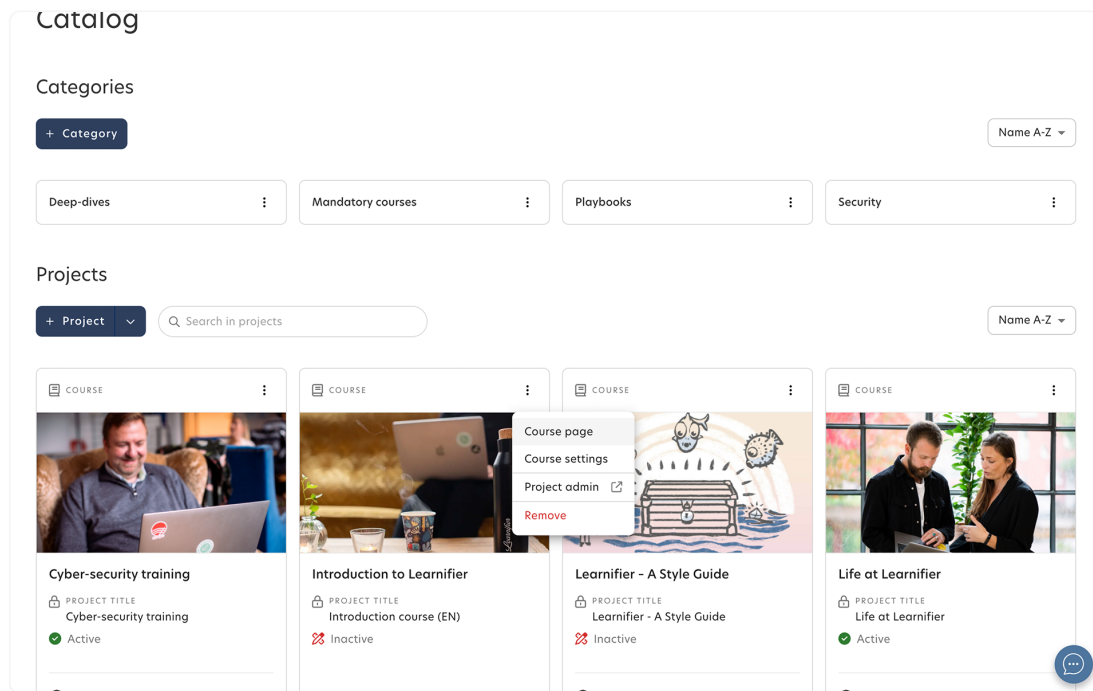
- [How to publish a course in the catalog](#)
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## How to publish a course in the catalog

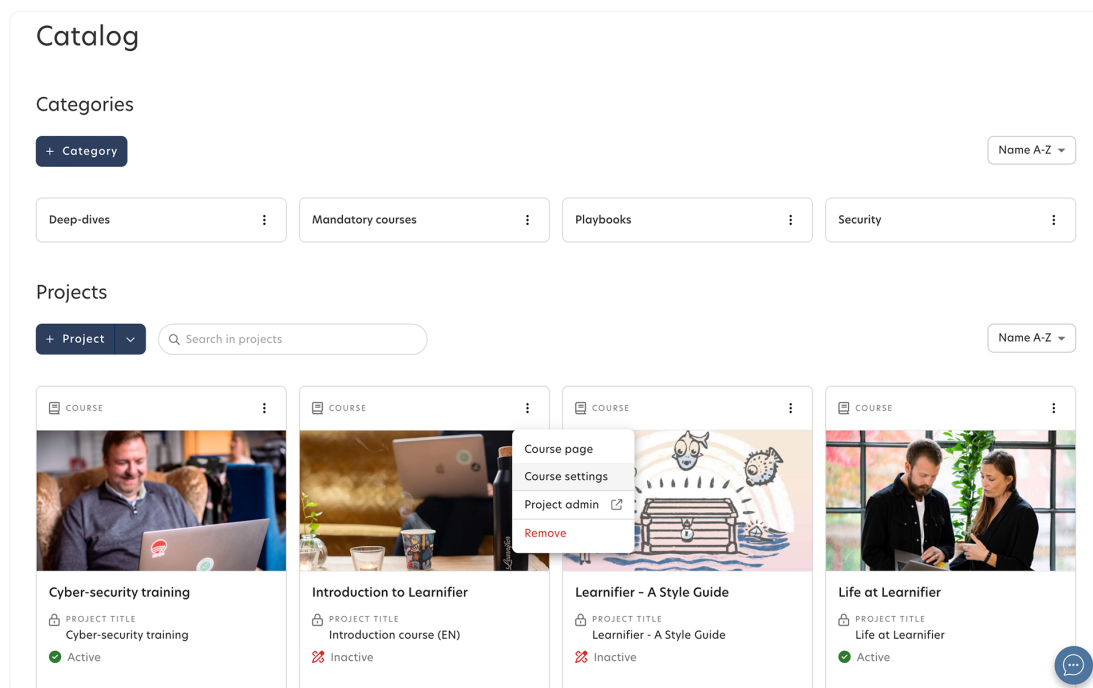
1. Import the course to the catalog by clicking on “+Project”.



1. Edit the course page by clicking on the three dots → “Course page”.



1. Set a description, course image, and a background image.
2. Go back to the overview and to the course settings by clicking on the three dots → “Course settings”



1. Under the “Visibility” tab, choose “Active” (course will be visible at all times) or “Timebound” (course will be visible for a limited time).
2. Under the “Category” tab, choose which (if any) category the course should belong to.
3. Under the “Enrollment dates” tab, choose if you wish to limit the enrollment and unenrollment dates.

“Direct” means the learner will get immediate access to the course when signing up (you can add specific dates for when the enrollment should be open), and “Moderated” means the enrollment must be manually approved by a team manager (if “Managed by team” is turned to on in the project settings”) or an administrator. Unenrollment can only be direct (with specific dates for when the enrollment should be open).

1. The unenrollment button will be added to the course page in the catalog.

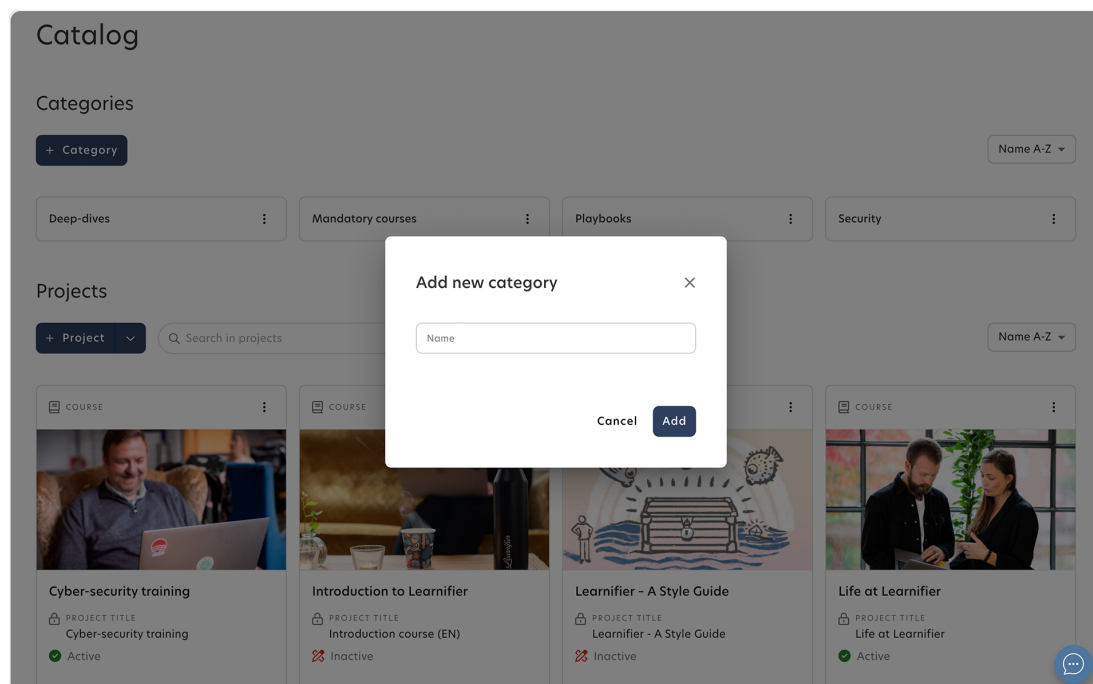
## Audience

Control who can see your project by adjusting the Audience in the course settings.

For example, if you have a custom field called and only want learners from Learnifier to access the course, you can set the rule to: Company is: Learnifier.

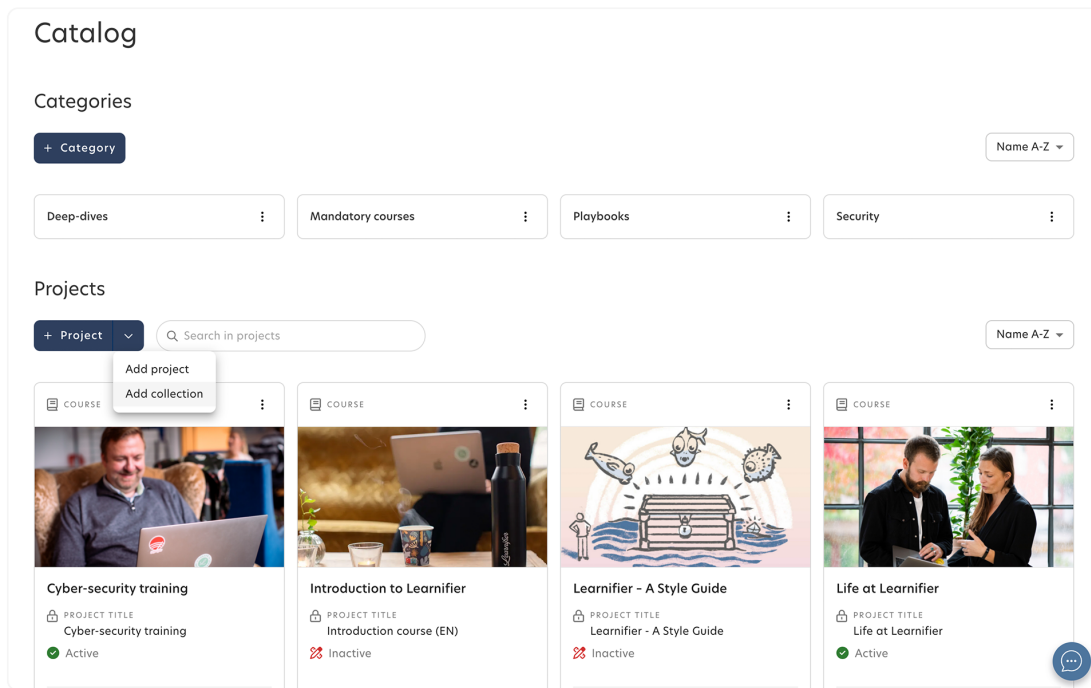
## How to add a category to the catalog

1. Enter the catalog builder.
2. Click “+Category” and name your category.
3. You can also add up to 3 subcategories by entering the category and clicking “Add subcategory”.

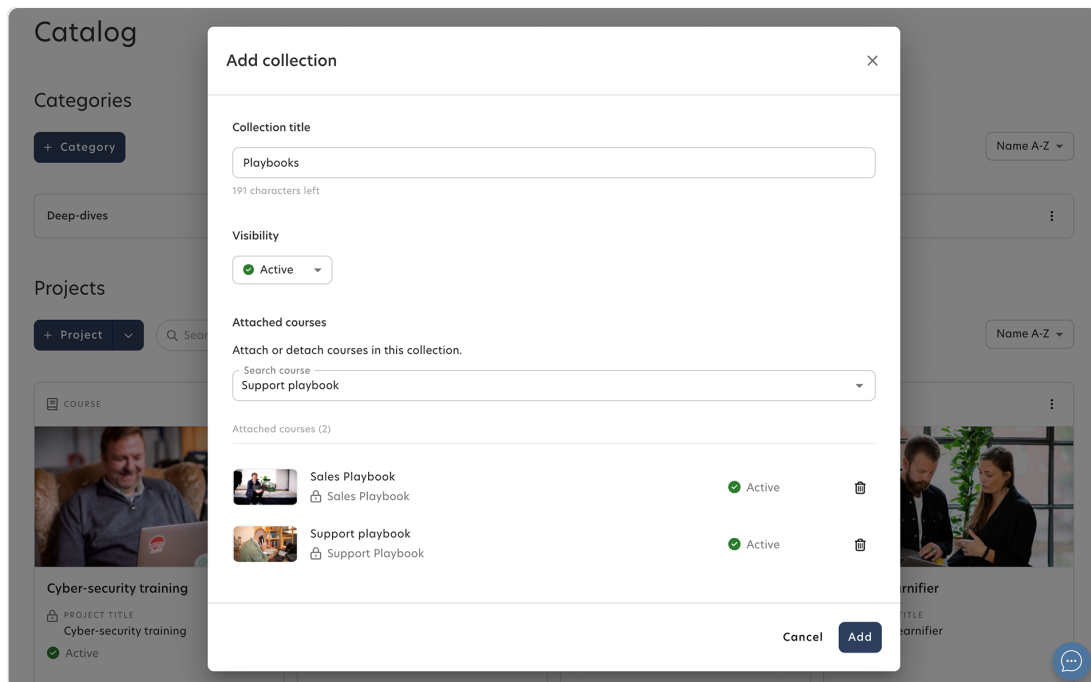


## How to add a collection to the catalog

1. Click on the arrow next to “+Project” and choose “Add collection”.



1. Set a collection title.
2. Choose visibility.
3. Attach courses to your collection.



## How to add optional fields to let the learners filter between courses

1. Go to the "Settings" tab in the project menu.
2. Scroll down to "Filters" and set the course information you would like to allow your learners to filter

courses on.

The screenshot shows the 'Settings' tab for a course. At the top, there's a navigation bar with links: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a sub-navigation bar with: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is titled 'Participation limit' and has a toggle switch set to 'On'. Below it, a text input field is labeled 'Max number of participants allowed' with the value '3'. A section titled 'Filters' contains a note: 'The following fields are optional and won't impact the course settings nor visibility; instead, they're solely for assisting learners in filtering these values within the catalog.' Below this note are several filter settings: 'Dates' with 'COURSE START' (09/19/2023 01:10 PM) and 'COURSE END' (09/26/2023 12:00 AM), both with 'Clear' links; 'Format' set to 'Online'; 'Duration' set to '2' hours; and 'Location' set to 'Stockholm'. At the bottom, there's a section for 'Material settings'.

1. To change which filters are visible in the catalog, go to the catalog builder and click on the settings icon next to "Projects".

The screenshot shows a 'Catalog' settings modal for 'Projects'. The modal has a title bar 'PROJECTS Settings' and a close button. On the left, there's a sidebar with 'Filters' selected. The main area is titled 'Filters' and contains the text: 'Adjust which filters should be visible in the learner facing catalog.' Below this text are six toggle switches, all of which are turned on: 'Format', 'Date', 'Duration', 'Award', 'Location', and 'Language'. At the bottom right of the modal is a green 'Done' button. The background shows a blurred view of the 'Catalog' page with sections for 'Categories', 'Projects', and 'COURSE'.

## Related Content

- [What is the difference between a collection and a category in the catalog?](#)
- [Custom fields](#)