The Catalog Builder

Ester Andersson - 2025-12-23 - Functions

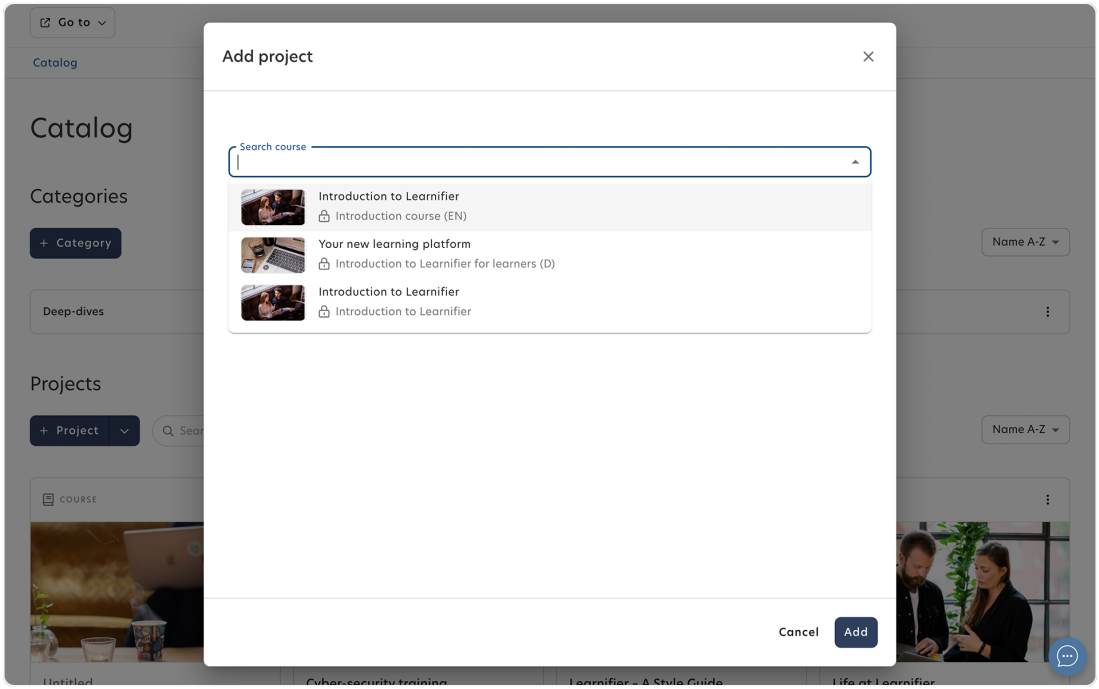
The catalog builder allows you to create a learning academy of your own and is available from price plan Professional.

Note

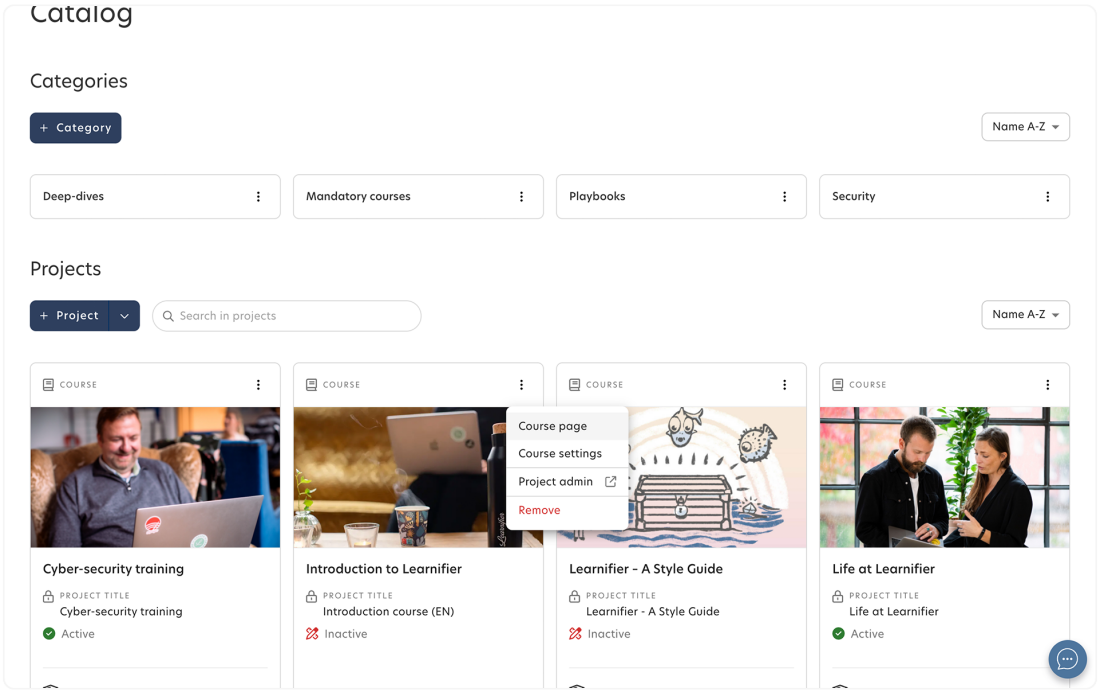
- How to publish a course in the catalog
- How to add a category to the catalog
- How to add a collection to the catalog
- How to add optional fields to let the learners filter between courses

How to publish a course in the catalog

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

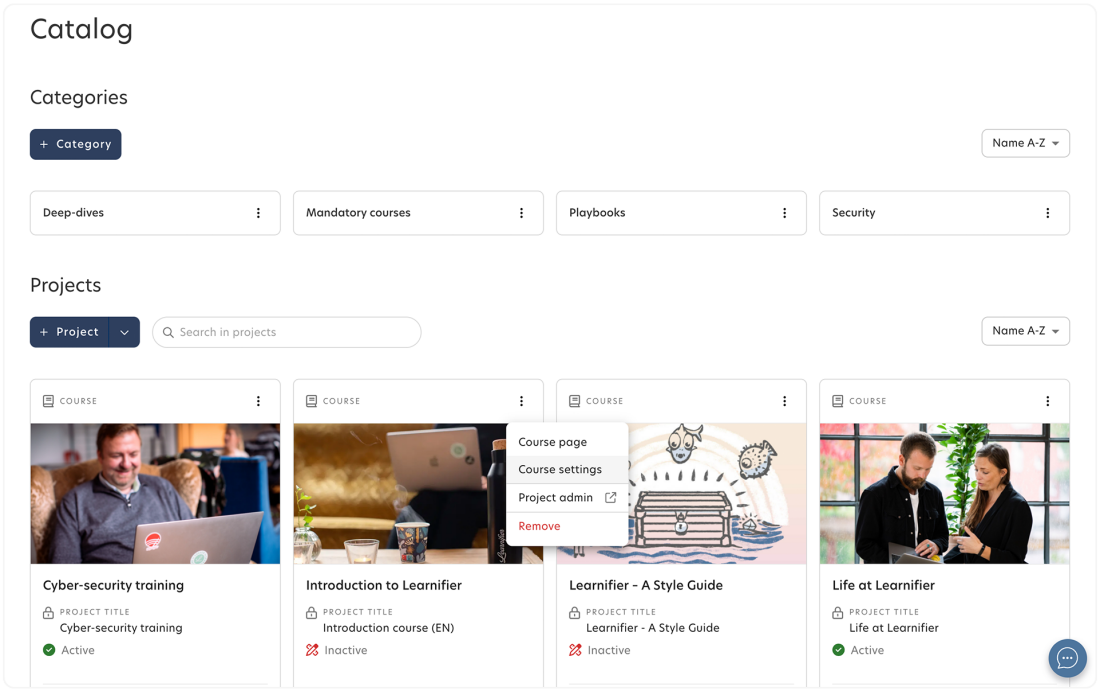


1. Edit the course page by clicking on the three dots → “Course page”.



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

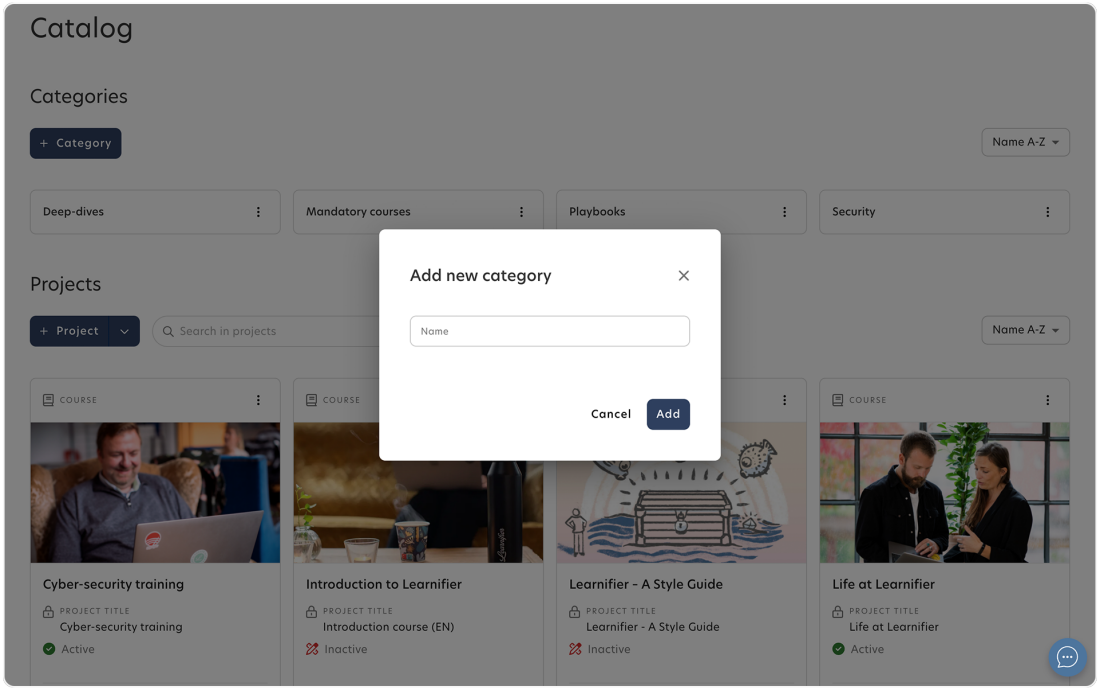
Control who can see your project by adjusting the Audience in the course settings.
For example, if you have a custom field called “Company” and only want learners from Learnifier to access the course, you can set the rule to: Company is: Learnifier.

How to add a category to the catalog

1. Enter the catalog builder.

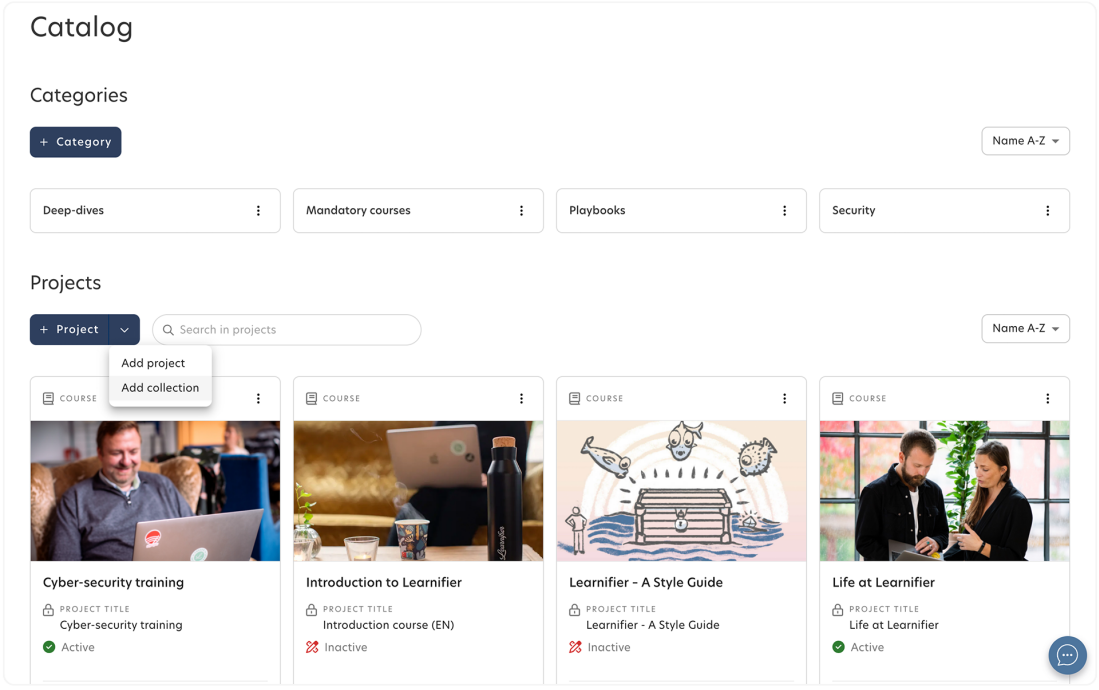
2. Click “+Category” and name your category.

3. You can also add up to 3 subcategories by entering the category and clicking “Add subcategory”.

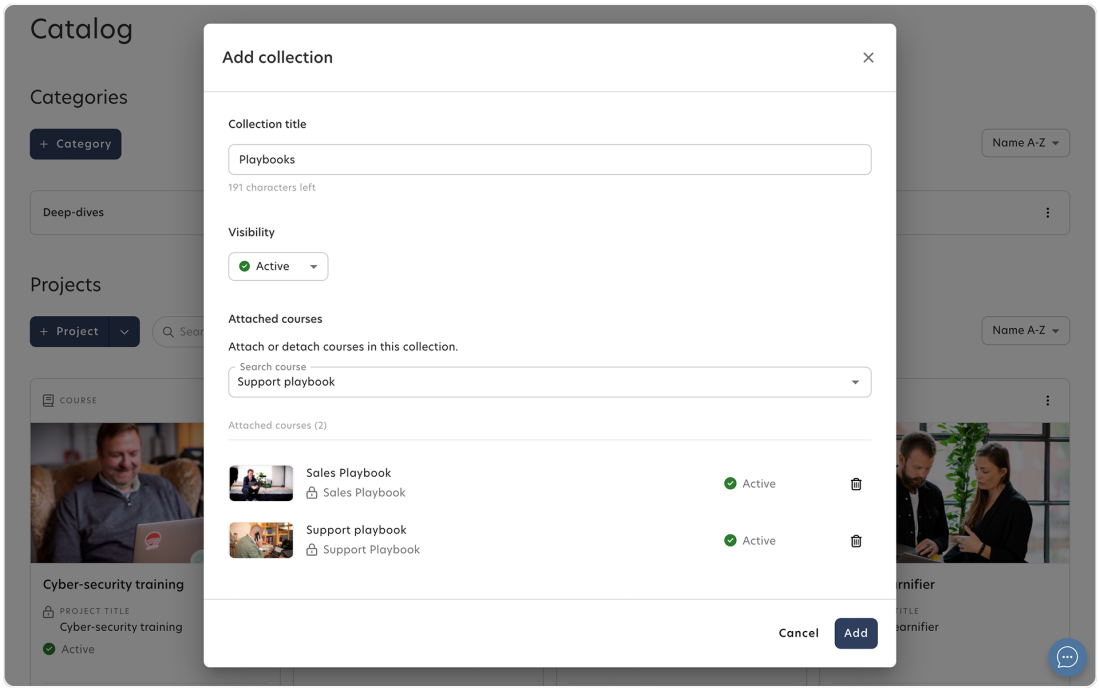


How to add a collection to the catalog

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.



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



Related Content

- What is the difference between a collection and a category in the catalog?
- Custom fields