



The Catalog Builder

Ester Andersson - 2025-12-23 - [Functions](#)

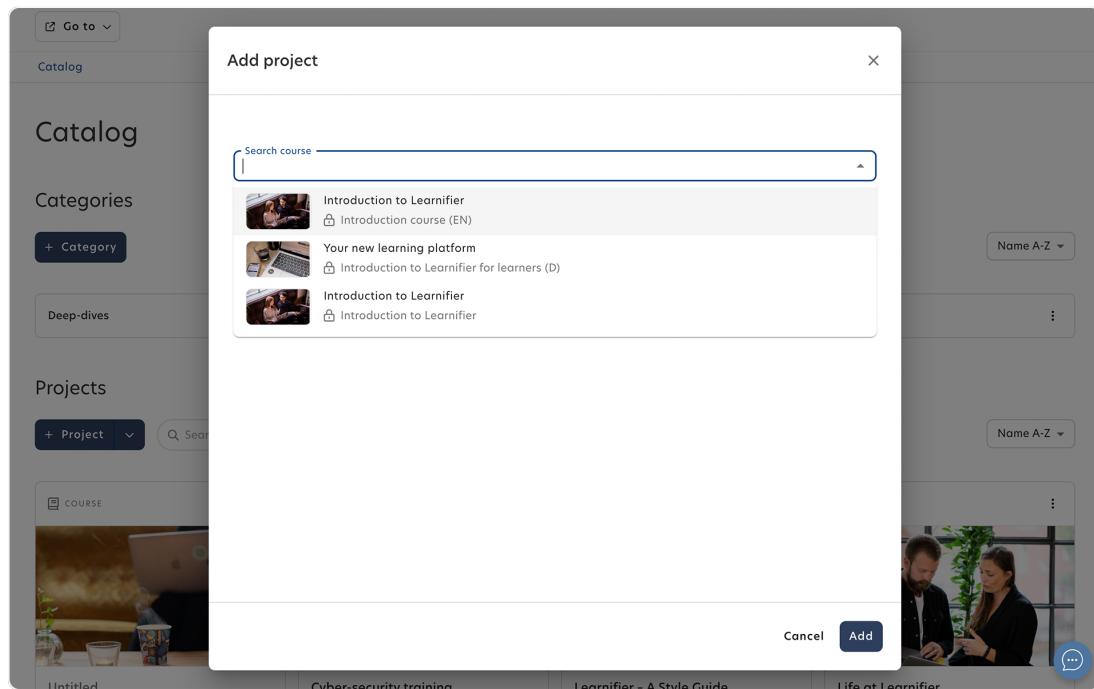
The catalog builder allows you to create a learning academy of your own and is available from price plan Professional.

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”.

Catalog

Categories

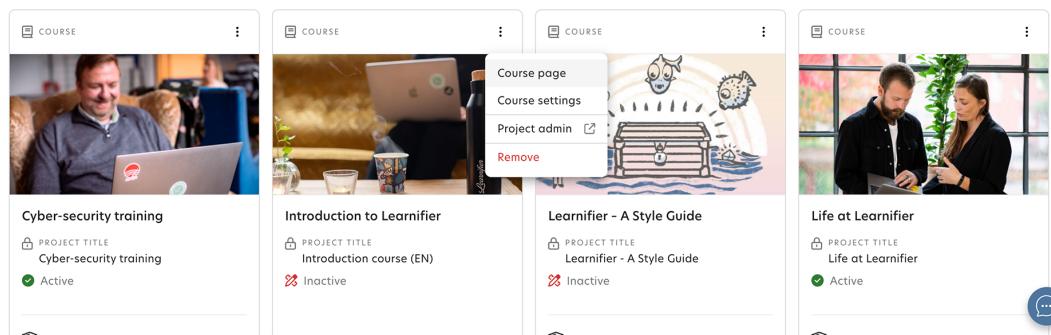
+ Category

Name A-Z ▾

Deep-dives ⋮ Mandatory courses ⋮ Playbooks ⋮ Security ⋮

Projects

+ Project ⋮ Search in projects Name A-Z ▾



Cyber-security training

Introduction to Learnifier

Learnifier - A Style Guide

Life at Learnifier

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"

Catalog

Categories

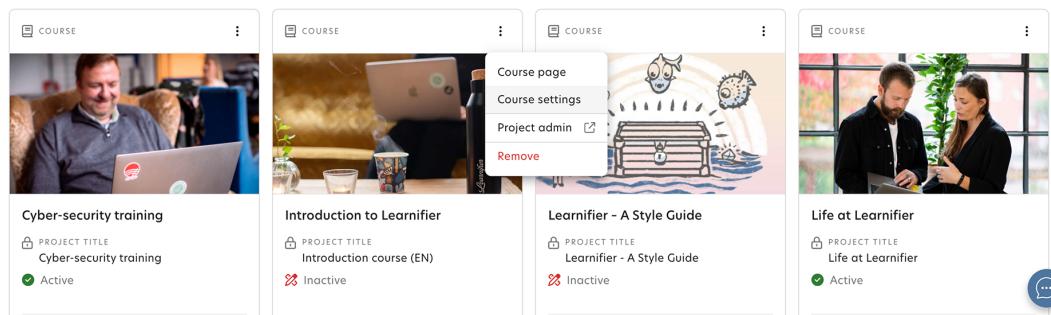
+ Category

Name A-Z ▾

Deep-dives ⋮ Mandatory courses ⋮ Playbooks ⋮ Security ⋮

Projects

+ Project ⋮ Search in projects Name A-Z ▾



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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).

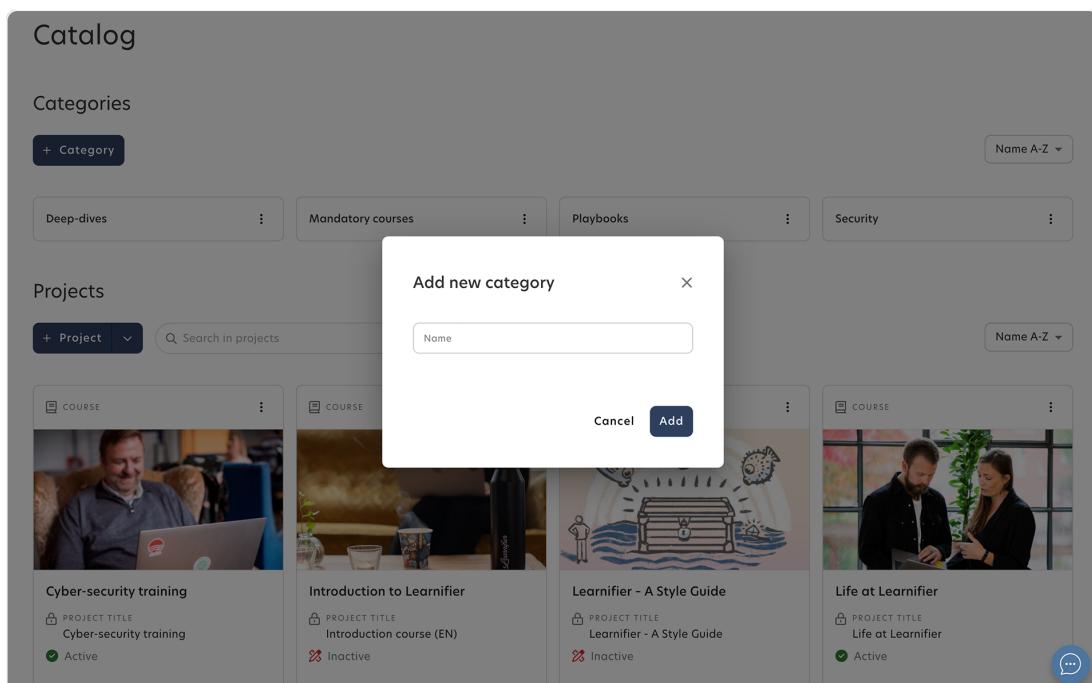
1. The unenrollment button will be added to the course page in the catalog.

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.

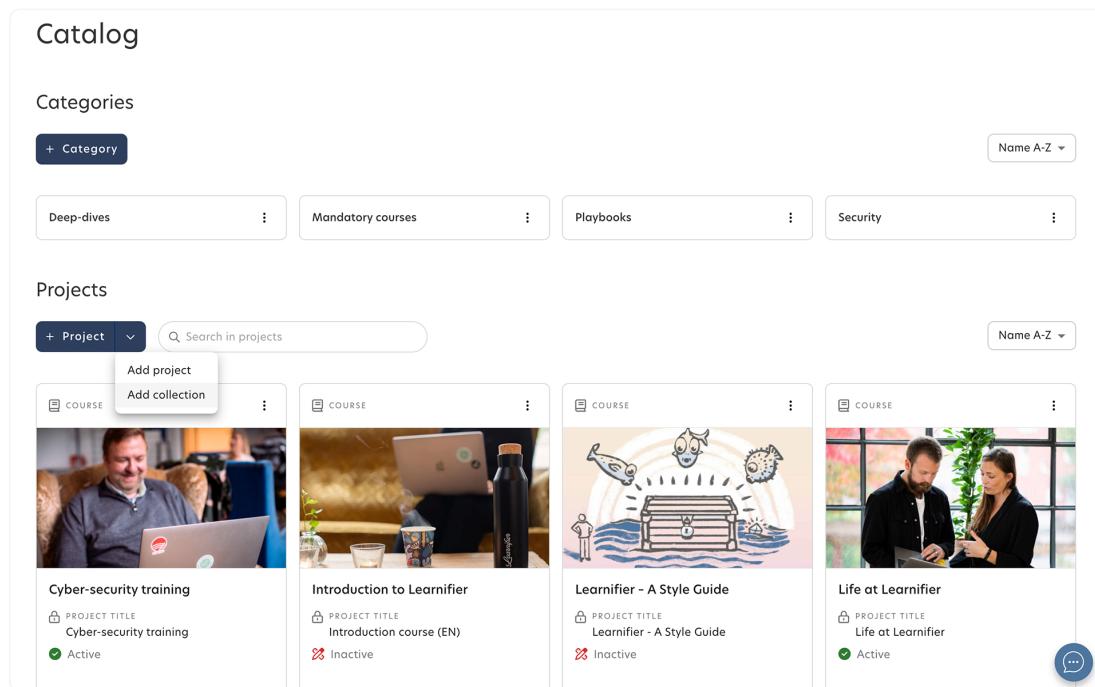
How to add a category to the catalog

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”.



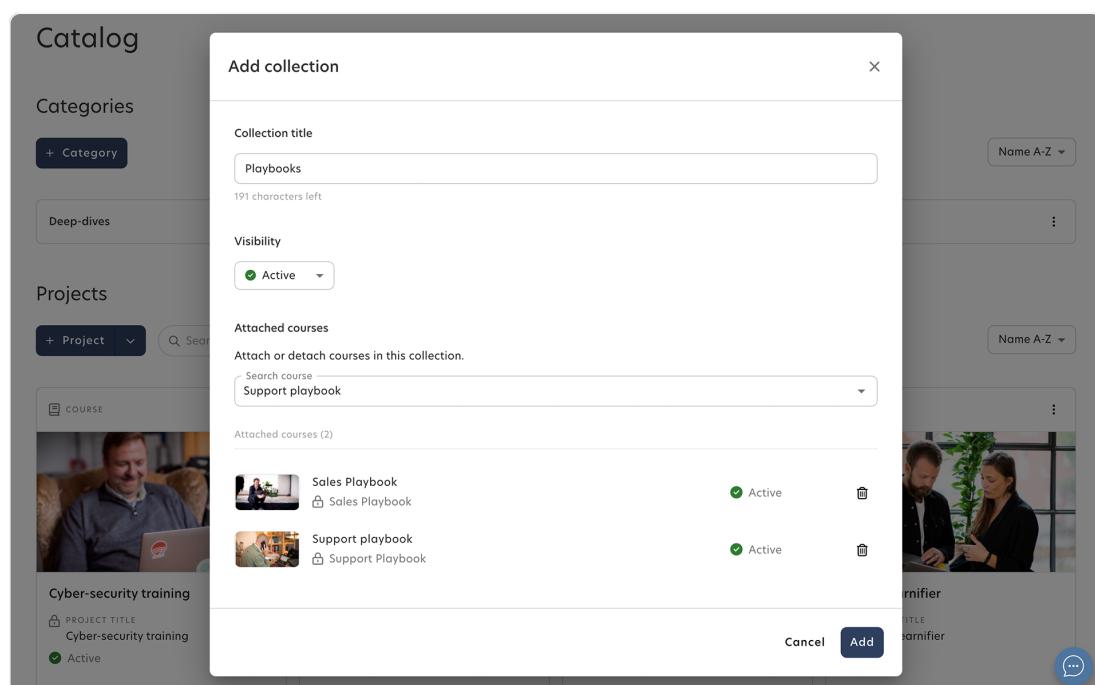
How to add a collection to the catalog

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



The screenshot shows the 'Catalog' interface. In the 'Projects' section, a context menu is open over the first project, 'Cyber-security training'. The menu has 'Add project' and 'Add collection' options. The 'Add collection' option is highlighted with a blue background and white text. Other projects in the list include 'Introduction to Learnifier', 'Learnifier - A Style Guide', and 'Life at Learnifier'. Each project card shows a thumbnail, title, project title, and status (Active or Inactive).

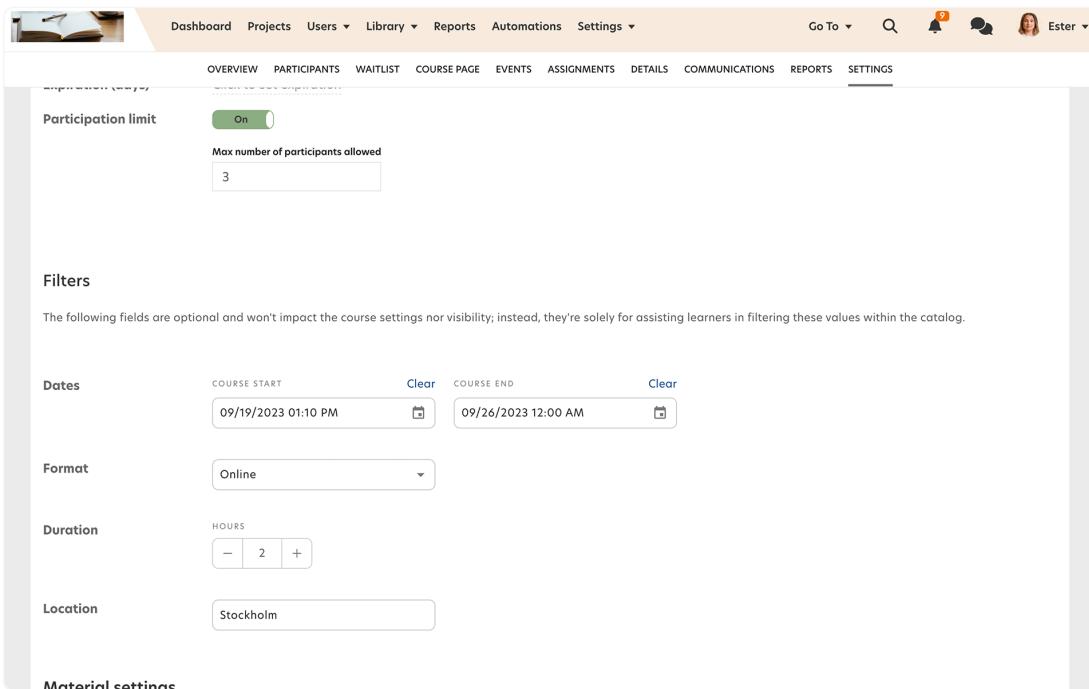
1. Set a collection title.
2. Choose visibility.
3. Attach courses to your collection.



The screenshot shows the 'Catalog' interface with a modal window titled 'Add collection'. The 'Collection title' field is filled with 'Playbooks'. The 'Attached courses' section shows two courses: 'Sales Playbook' and 'Support Playbook', each with an 'Active' status and a trash icon. The background shows the 'Catalog' interface with the 'Projects' section visible.

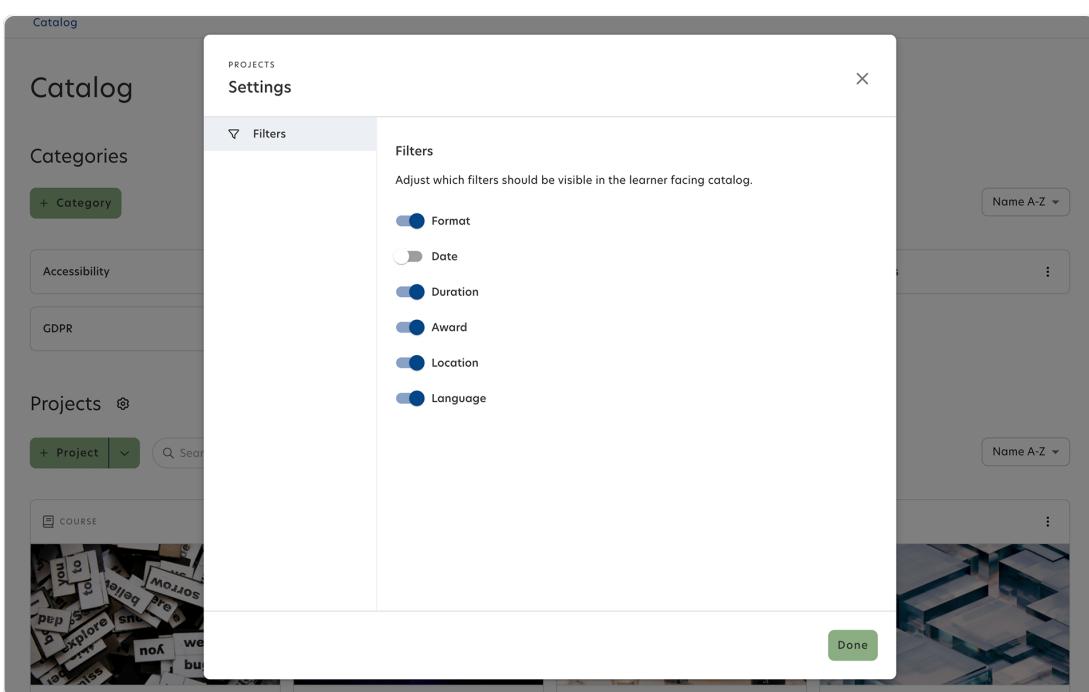
How to add optional fields to let the learners filter between courses

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 in the project menu. Under 'Participation limit', a 'Max number of participants allowed' field is set to 3. Below this, a 'Filters' section is visible, containing optional fields for Dates, Format, Duration, and Location. The 'Material settings' section is also partially visible at the bottom.

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 the 'Catalog' builder settings. The 'PROJECTS' tab is selected, and the 'Settings' section is open. Under 'Filters', a list of filter types is shown with checkboxes: Format (checked), Date (unchecked), Duration (checked), Award (checked), Location (checked), and Language (unchecked). A 'Done' button is at the bottom right of the settings panel.

Related Content

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