CATALOG GUIDE

Canvas
By Instructure

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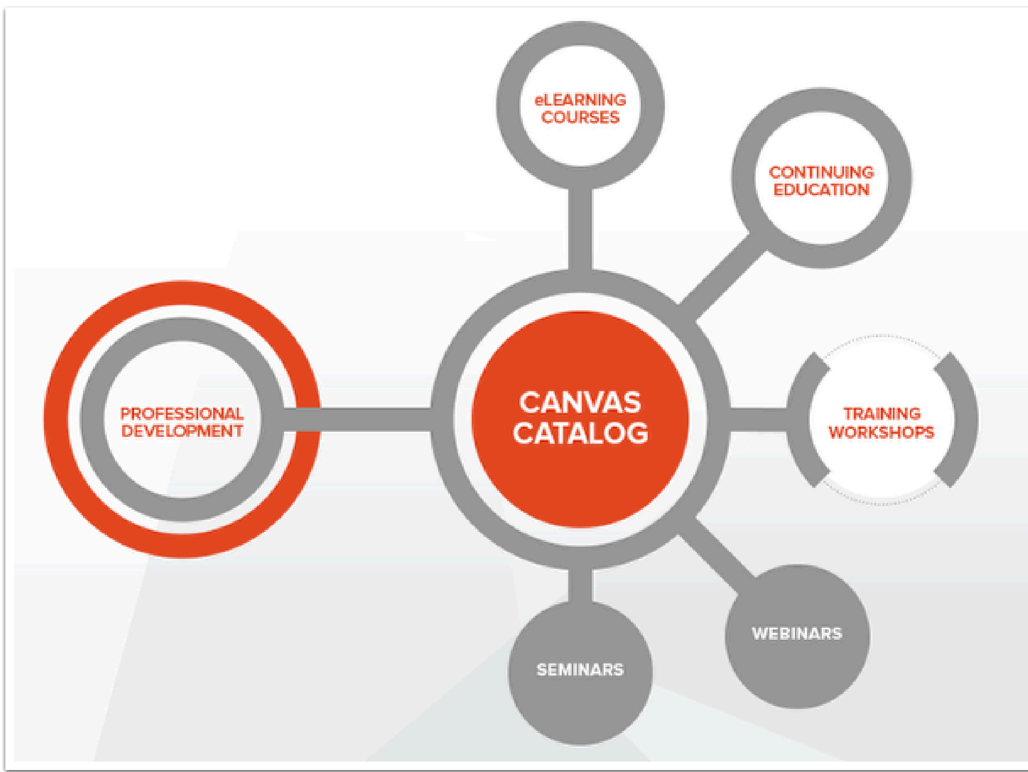
Catalog Basics

What is Canvas Catalog?

Canvas Catalog is an 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

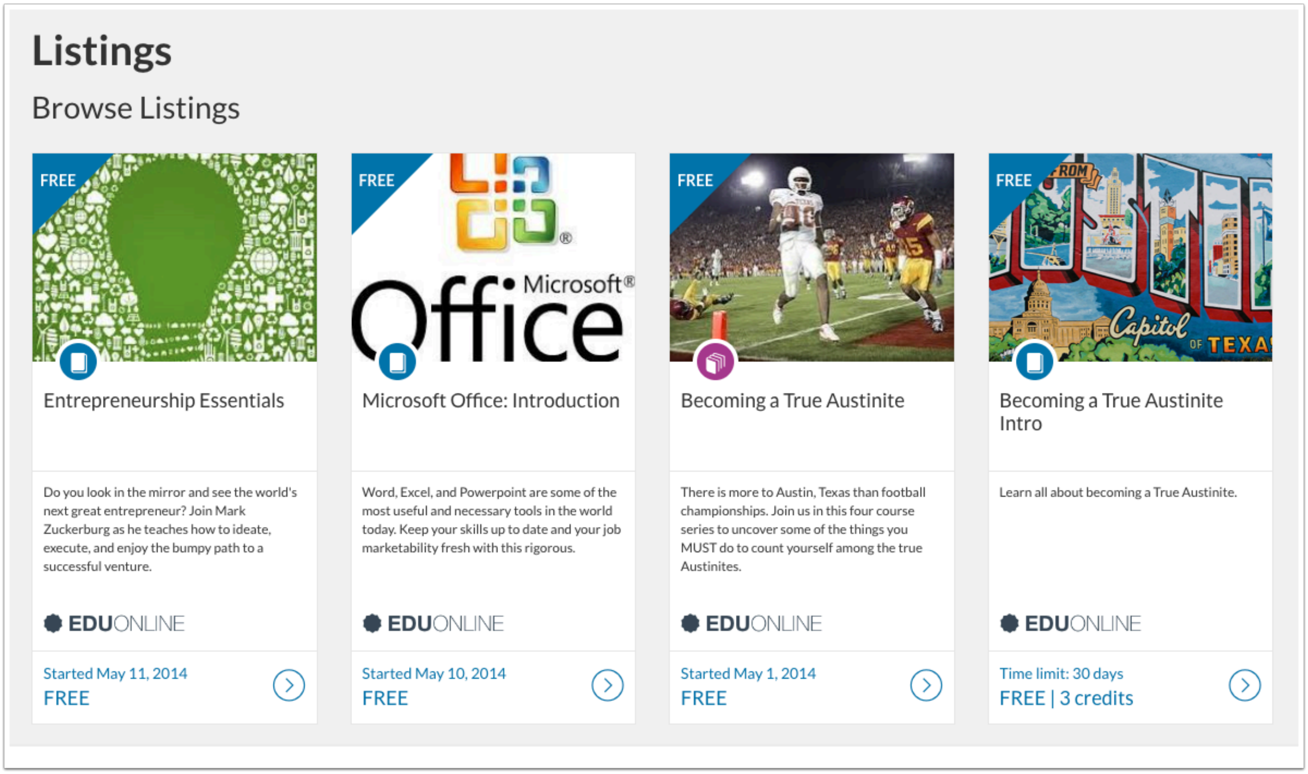


Catalog has a variety of uses including:

- Professional Development
- eLearning Courses
- Continuing Education
- Training Workshops
- Seminars

- Webinars

View Listings



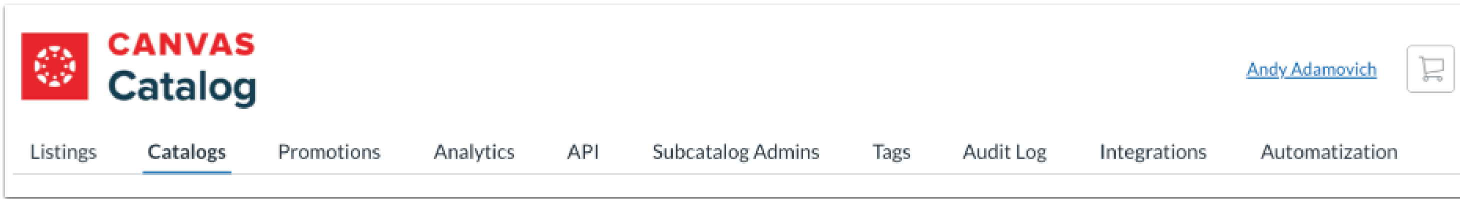
Canvas Catalog markets courses and programs that you add to your institution's account. Listings can be branded with your organization name, logo, and domain, and accounts fully support custom JavaScript (JS) and cascading style sheets (CSS). You can also create subcatalog listings that are branded to a specific department, organization, or team.

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

Notes:

- The Catalog Listings page cannot automatically narrow displayed listings to recommend courses to specific students.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Manage Account



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

Add Certificates

You 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.

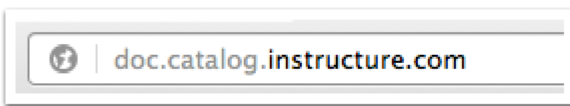
How do I use my institution's Catalog?

Canvas Catalog courses and programs are easily searchable. You can use the Search field on the home page, or just browse the catalog listings.

Notes:

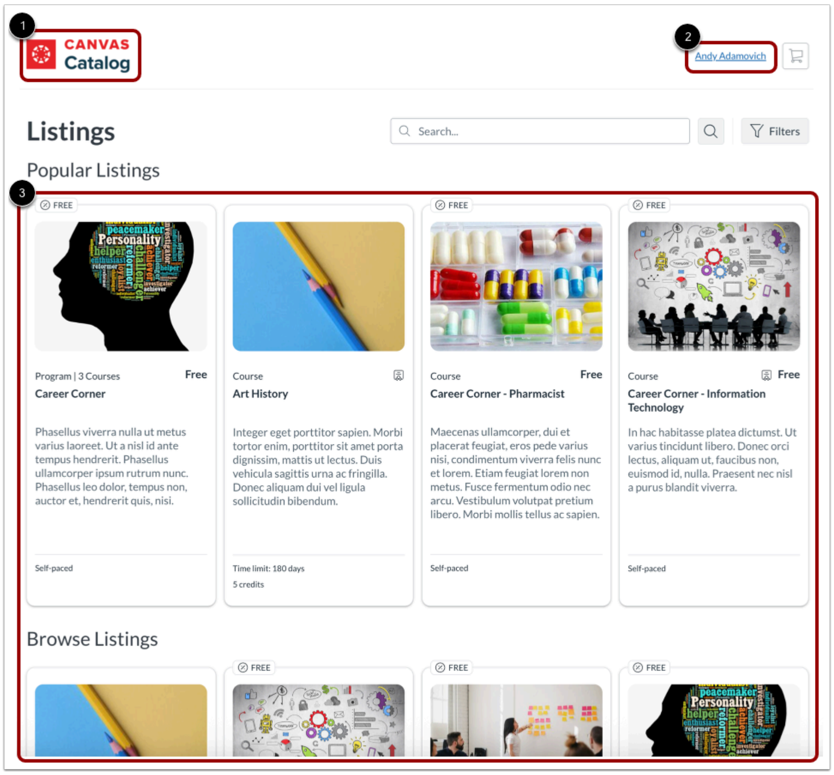
- The steps for searching and viewing a course or program listing are the same regardless of catalog design. Your catalog view may be customized for your institution.
- You may need to log in to Canvas before you can view your institution's Catalog listings.
- If your institution enables the Canvas Catalog and Canvas Credentials integration, you can filter listings that offer digital badges.

Open Catalog



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

View Catalog Listings Page



The Catalog listings page displays your institution's catalog icon [1].

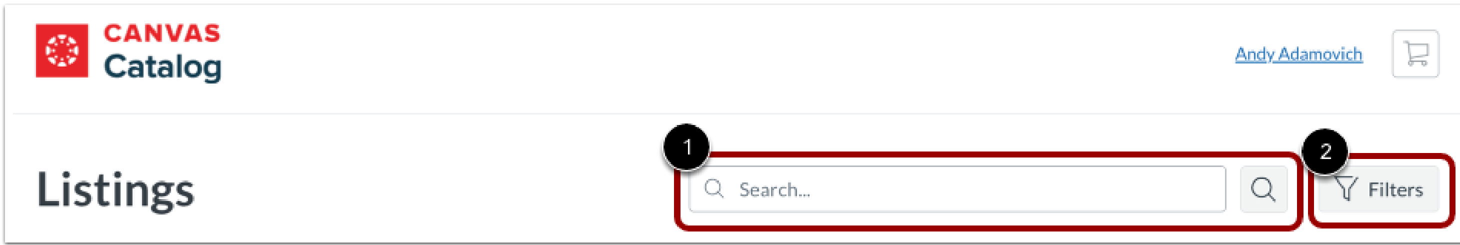
You can access the student dashboard, purchase and enrollments and the Canvas dashboard, and you can log out of your account from the User drop-down menu [2].

The listings page also displays all courses and programs offered by and available for enrollment at your institution [3].

Notes:

- The catalog icon is static and displays throughout the catalog. To return to the listings page at any time, click the icon.
- If you have not logged in, the User drop-down menu is replaced by a Login link. Learn about logging into Catalog.
- If you are visiting a catalog for the first time, you may need to register for a Canvas Catalog account.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

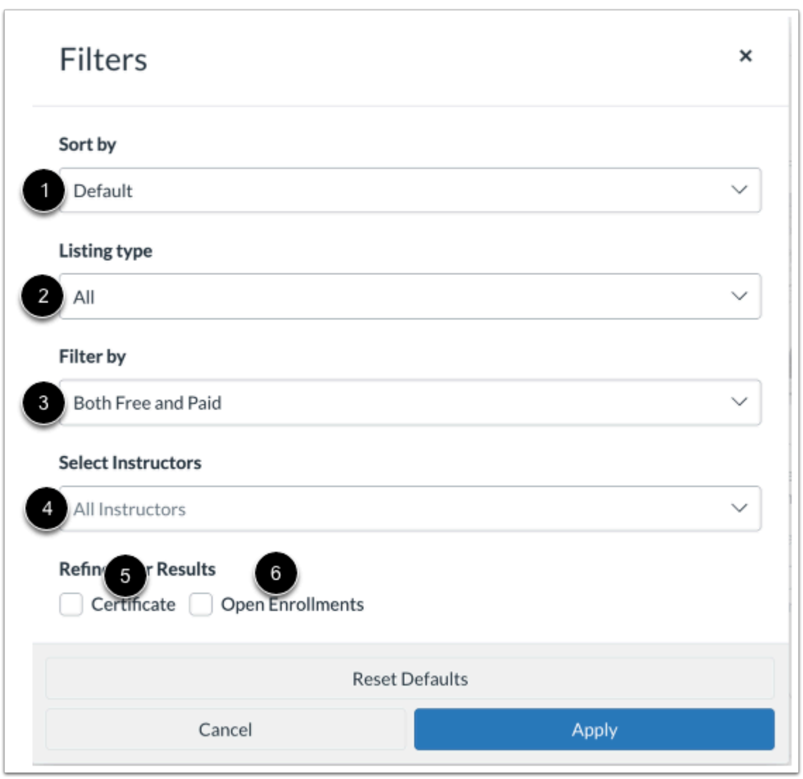
Search and Filter Listings



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

To sort listings by category, click the **Filter** option [2].

View Filter Options



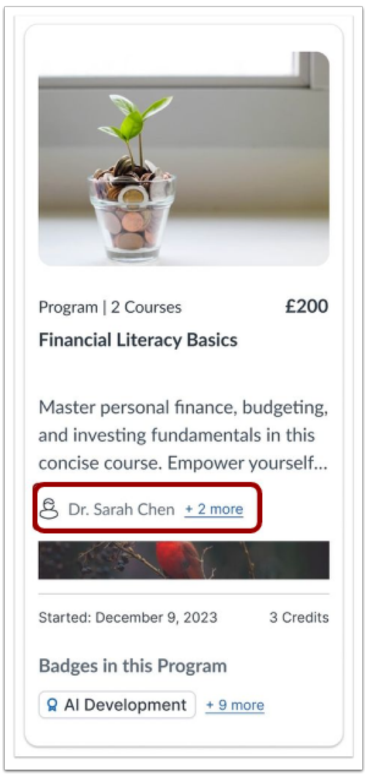
To filter the displayed listings, select from the following filters:

- **Sort by** [1]: View only listings in alphabetical order, start date or price.
- **Listing type** [2]: View only listings by course or program.

- **Filtered by** [3]: View only listings with free or paid options.
- **Select Instructors** [4]: View only listings based on instructor name.
- **Certificate** [5]: View only listings that offer a certificate upon completion.
- **Open Enrollments** [6]: View only listings with currently open enrollment options.

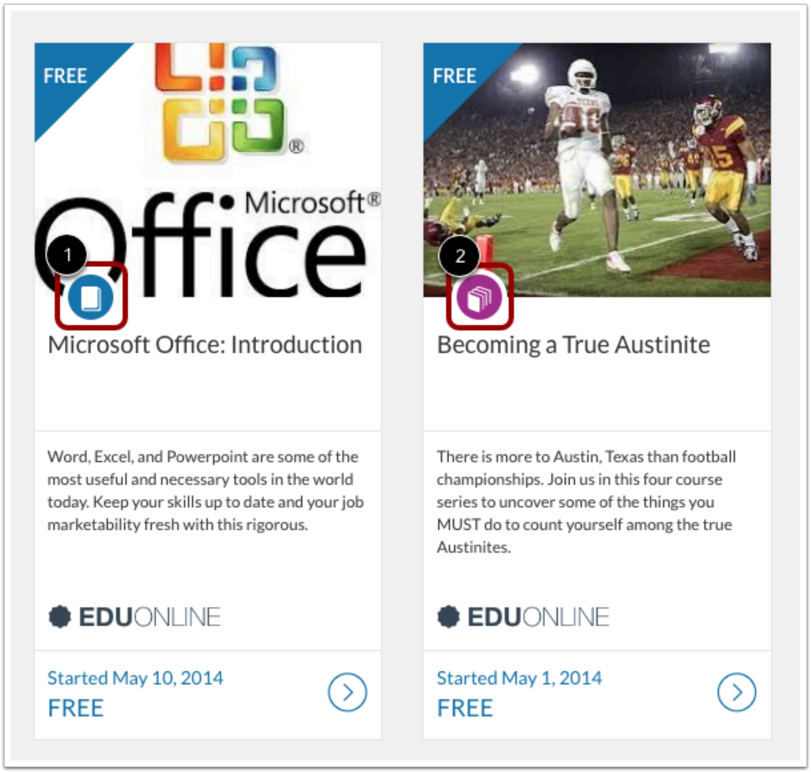
Note: Any changes made to an instructors profile in Canvas automatically syncs with Catalog. However, if the name or user is deleted in Canvas, that change is not synced to Catalog.

View Instructor Name on Catalog Listing



Catalog admins can easily add instructor names to listings.

View Listing Types

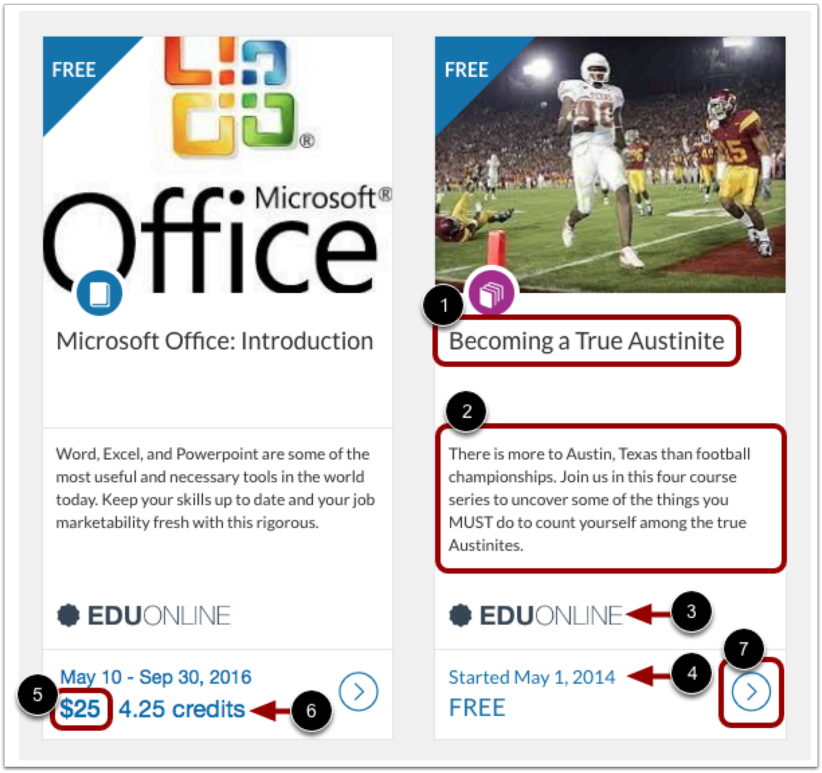


Catalogs can display two listing types.

Individual course listings display the Course icon [1].

Multiple courses bundled into one listing display a Program icon [2].

View Listing Card



Each listing card displays the listing name [1], and a short description [2]. Listings may also display your institution, department, organization, or team logo [3].

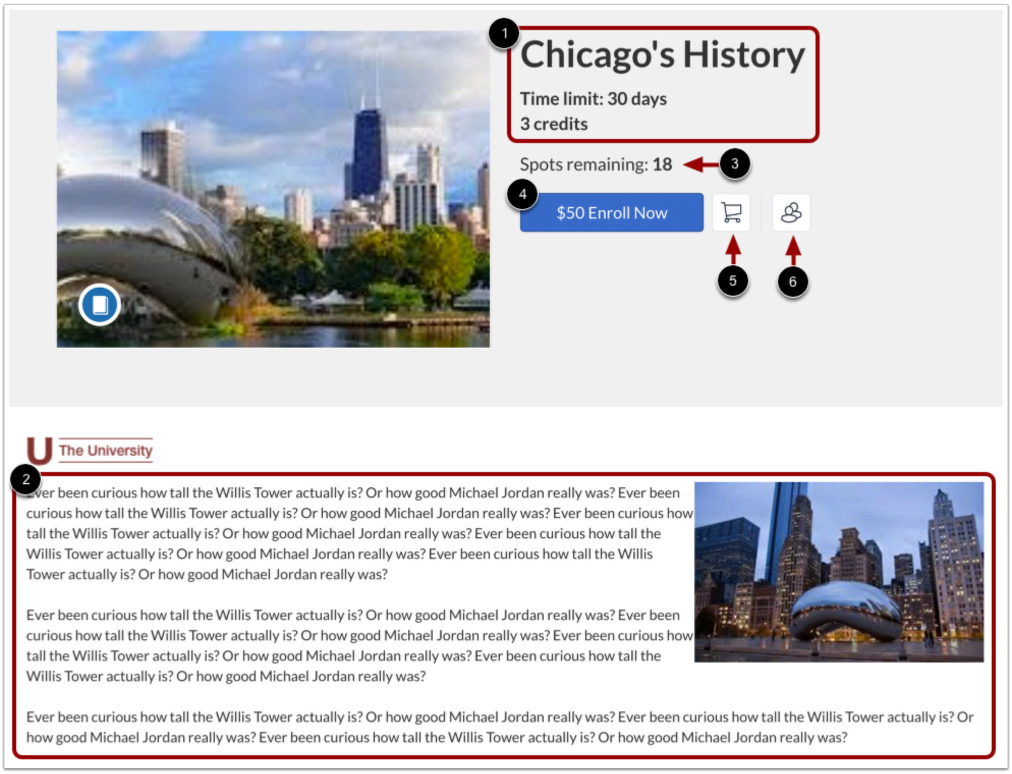
You can also view the listing duration [4]. Some listings may begin on a certain date, some may only be offered during a specific date range or include a time limit, and some listings may be self-paced without start or end dates.

If the course requires a fee or offers credits, you can view the cost to enroll in the listing [5] and the number of credits offered upon completion [6].

To view expanded details for a listing, click the **More** icon [7].

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

View Listing Details



The listing details page displays the listing title, duration, and number of credits offered upon completion [1].

A description of the course displays [2].

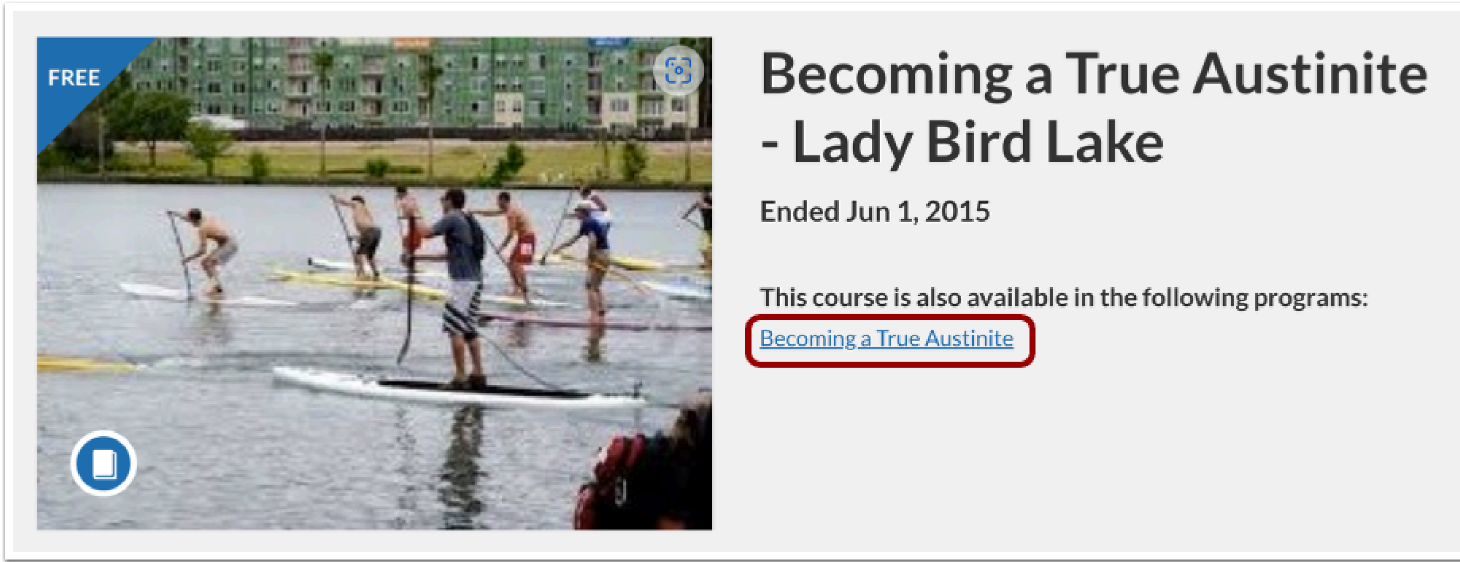
If a student cap is set, the number of spots remaining displays [3].

To go directly to the enrollment page for an individual listing, click the **Enroll Now** button [4]. If the listing includes an enrollment fee, the fee displays on the Enroll Now button.

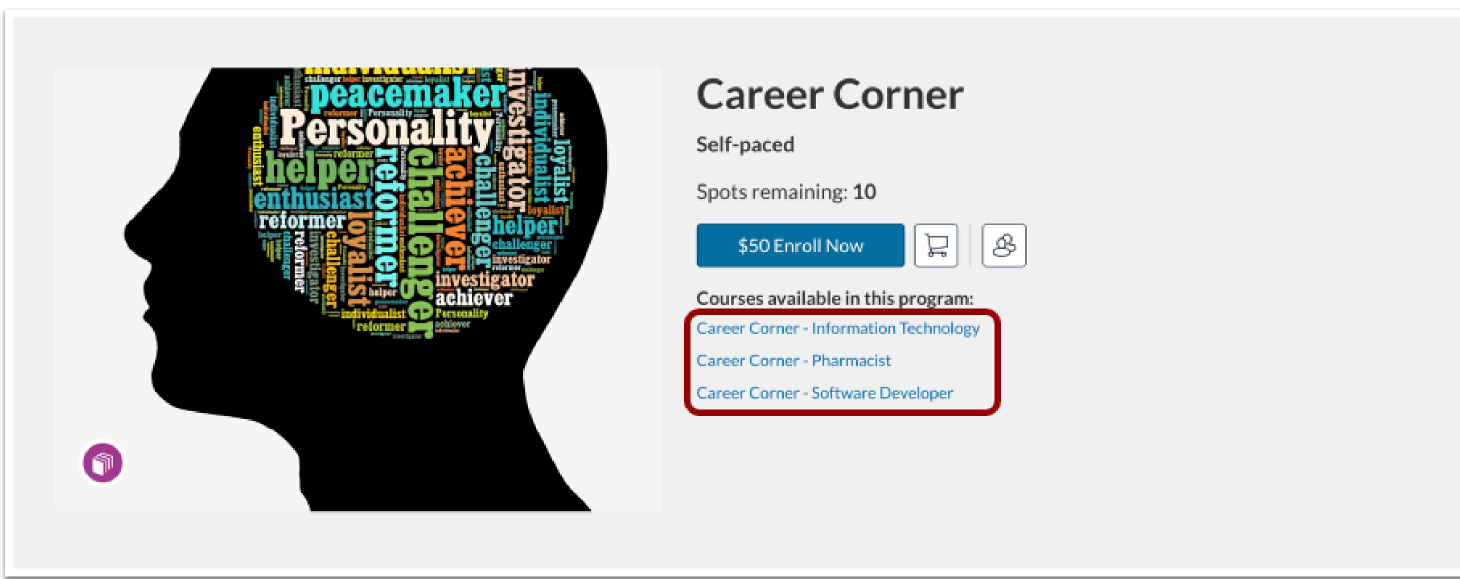
To add the listing to your shopping cart and continue browsing, click the **Shopping Cart icon** [5].

To purchase bulk enrollments, click the **Bulk Enrollment** icon [6].

View Related Listings



If you view a course that is part of a program, the program name displays on the listing's details page. To view details about the program, click the **program name** link.



If you view a program, the program's included courses display on the listing's details page. To view details about a course, click a **course name** link.

How do I log in to my Catalog account?

Before you can log in to Canvas Catalog, you must enroll in a course or program and complete your registration. When registration is complete, you can log in to your Catalog account from the listing page.

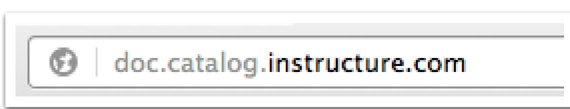
If you are having trouble logging in to your account:

- Verify you are using the correct 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 it.

Notes:

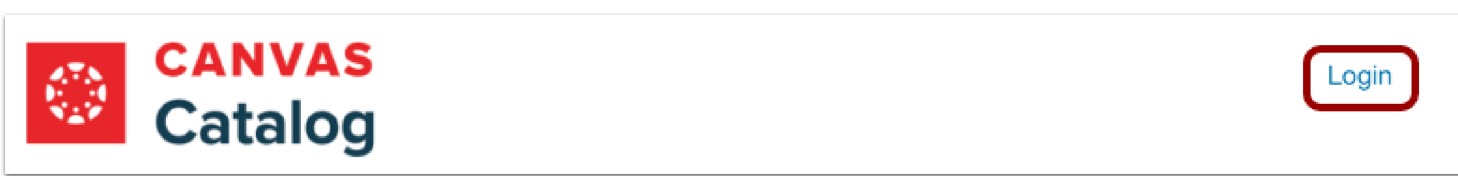
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).
- For some users, the user interface may appear differently if the New Login/Registration UI for Identity feature option is enabled at the root account level.

Open Catalog



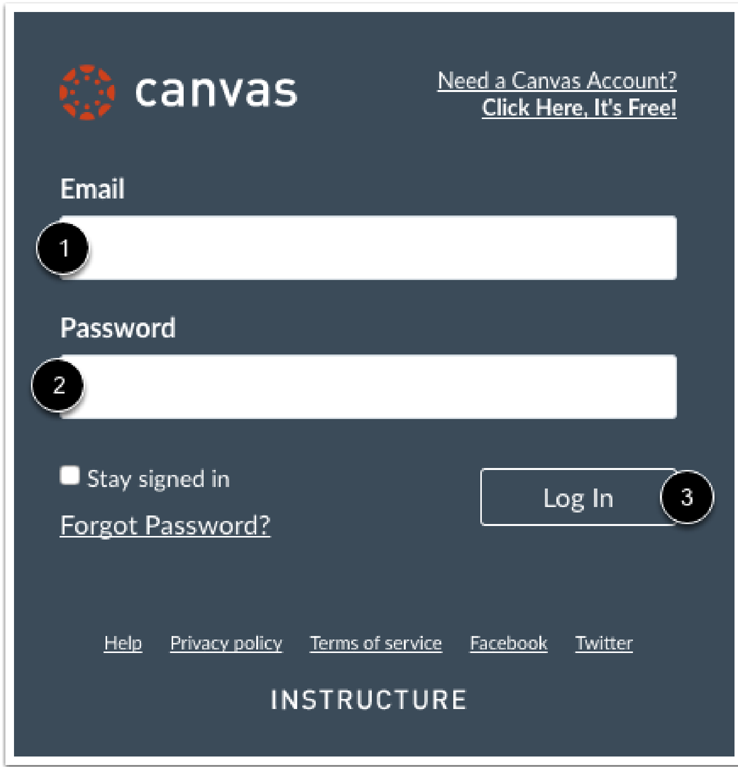
In a browser window, type your institution's Catalog URL in the address bar.

Log in to Catalog



On the Catalog listing page, click the **Login** link.

Log in to Canvas

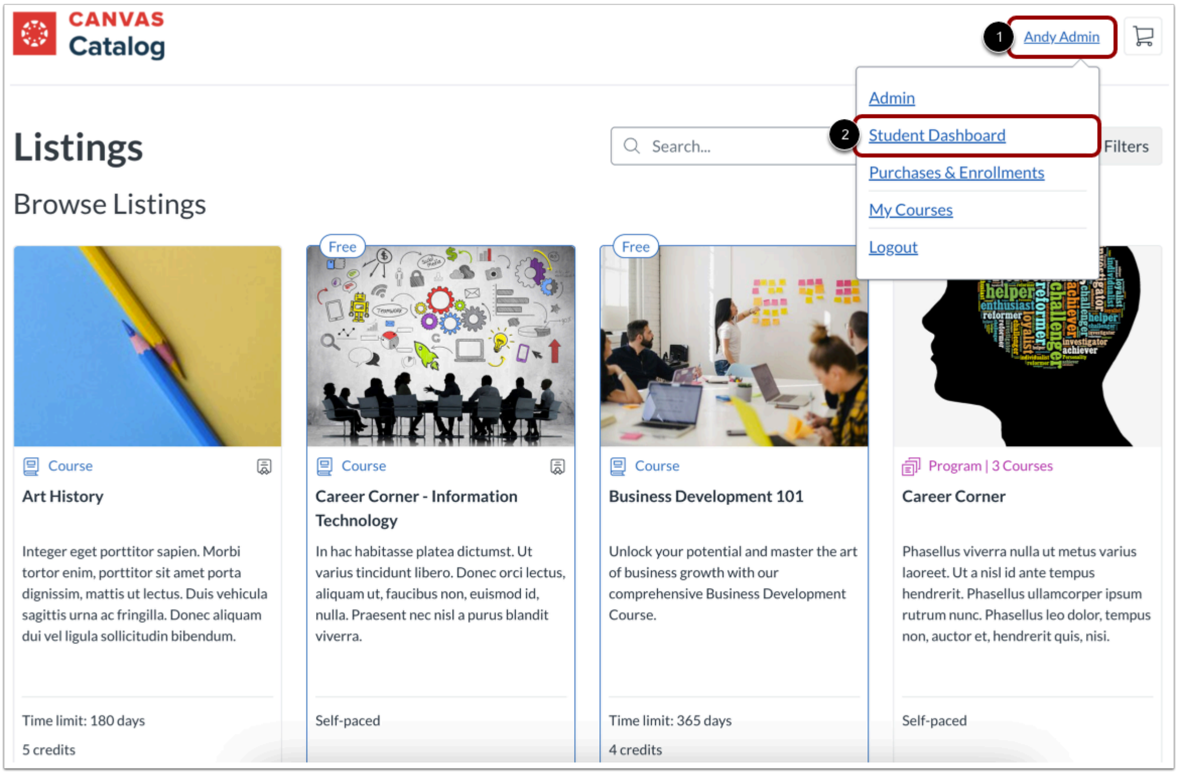


To log in, enter your email address in the **Email** field [1], and your Canvas password in the **Password** field [2].

Then, click the **Log In** button [3].

Note: If you forgot your Canvas password, you can reset it.

View Catalog Home Page



The Catalog home page displays.

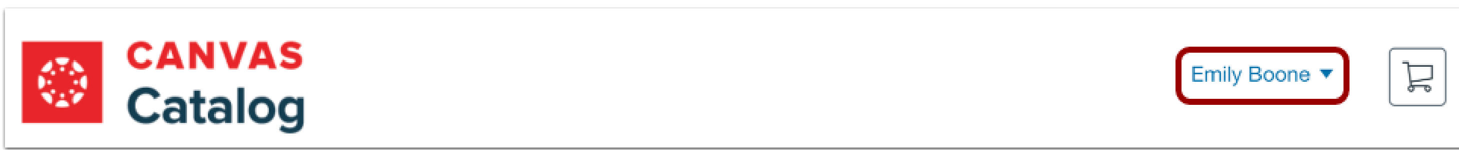
To view your Student Dashboard, click the **User** drop-down menu [1] and click the **Student Dashboard** link [2].

How do I log out of my Catalog account?

When you are finished using Catalog, you can log out. Logging out of your Catalog account also logs you out of your Canvas course(s).

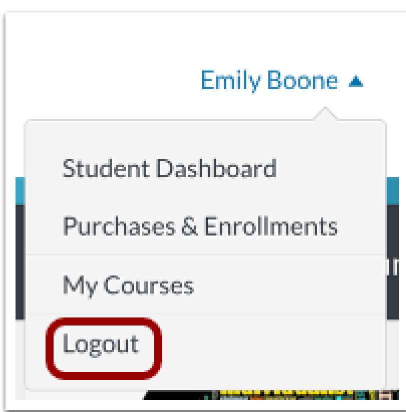
NOTE: If your institution uses single sign-on (SSO) authentication—for example, CAS, LastPass, Okta, OneLogin, etc.—to manage your access to their available apps, you must log out of the SSO in order to fully log out of Catalog.

Open User Menu



In the Catalog dashboard, click the **User Name** drop-down**.**

Log Out



Click the **Logout** link.

What languages does Canvas Catalog support?

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

Supported Languages

Canvas Catalog supports the following languages:

- Arabic (العربية) *
- Catalan (Catalá)
- Danish (Dansk)
- Dutch (Nederlands)
- English—Australia
- English—Canada
- English—United Kingdom
- English—United States
- English—Welsh
- Finnish (Suomi)
- French (Français)
- French—Canadian (Français Canada)
- German (Deutsch)
- Haitian Creole (Kreyòl Ayisyen)
- Icelandic (Íslenska)
- Italian (Italiano)
- Japanese (日本語)
- Maori (Reo Māori)
- Norwegian—Bokmål (Norsk Bokmål)
- Polish (Polski)
- Portuguese (Português)
- Portuguese—Brazil (Português do Brasil)
- Russian (Русский)
- Simplified Chinese (简体中文)
- Slovene/Slovenian (Slovenščina)
- Spanish (Español)
- Spanish—European (Español)
- Swedish (Svenska)
- Thai (ไทย)

- Traditional Chinese (繁體中文)

* These languages support right-to-left interface functionality.

How do I enroll in a Catalog course or program listing?

In Canvas Catalog, you can enroll in programs and courses from your institution's home page. Selected listings display in your shopping cart where they remain until you check out.

When you begin check out, Catalog preserves your enrollment spot(s) for ten minutes while you complete the enrollment process. Paid courses and programs require payment as part of the enrollment process. You can also add promotion codes at checkout.

The first time you enroll in a catalog listing with your institution, you must complete your registration before you can begin your courses or programs.

Notes:

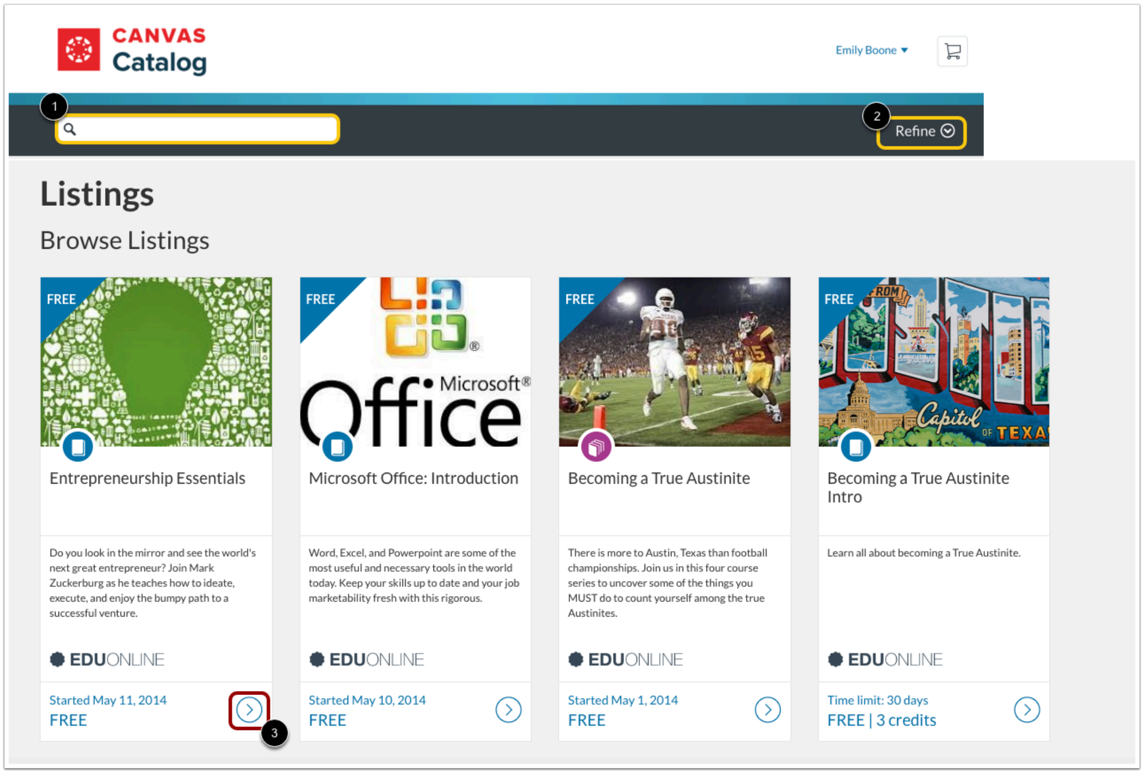
- Before you can view your institution's Catalog listings, you may need to log in to Canvas.
- You can purchase multiple enrollments in one transaction.
- Depending on how your institution has configured the Catalog course enrollment process, you may be required to complete enrollment fields that are not shown here.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Open Catalog

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

Locate Course Listing

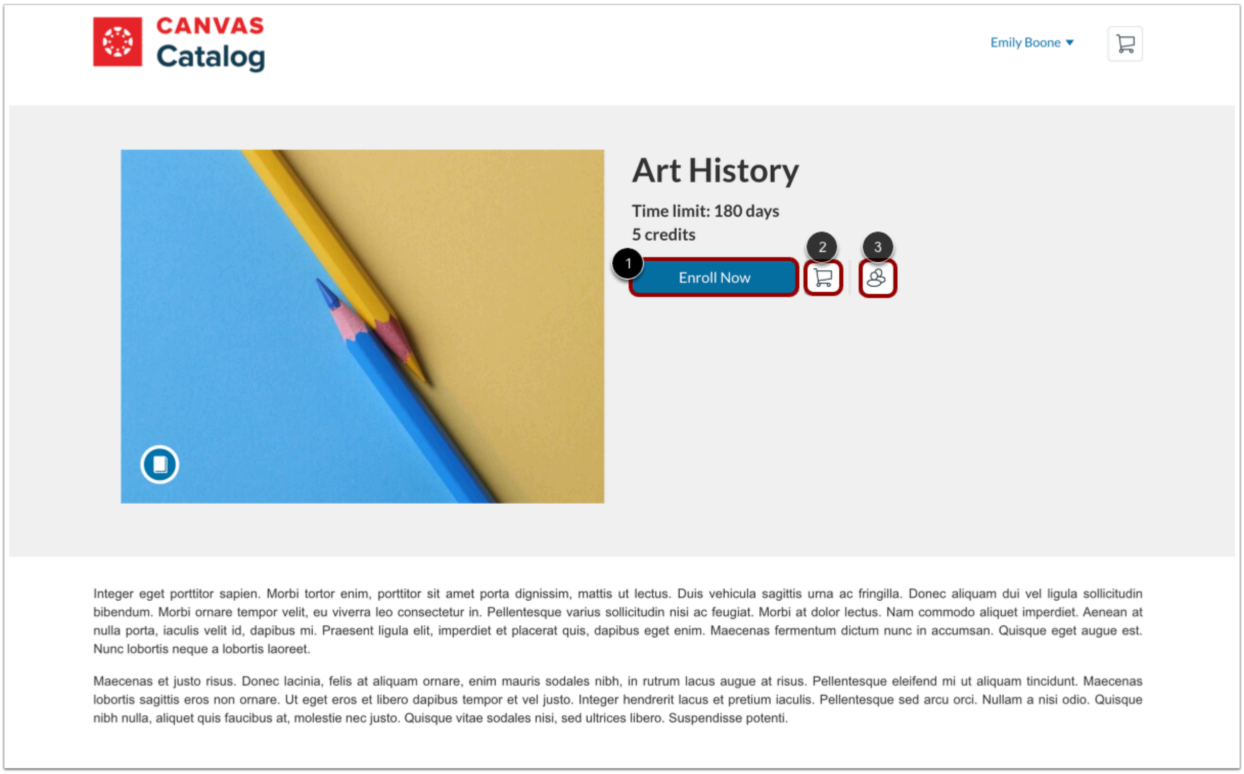


Locate a course you want to enroll in by scrolling through the list.

To search for a specific course or program, enter text in the **Search** field [1]. To refine the search, click the **Filter** button [2].

To view a listing's details page and enrollment options, click the **More** icon [3].

View Enrollment Options

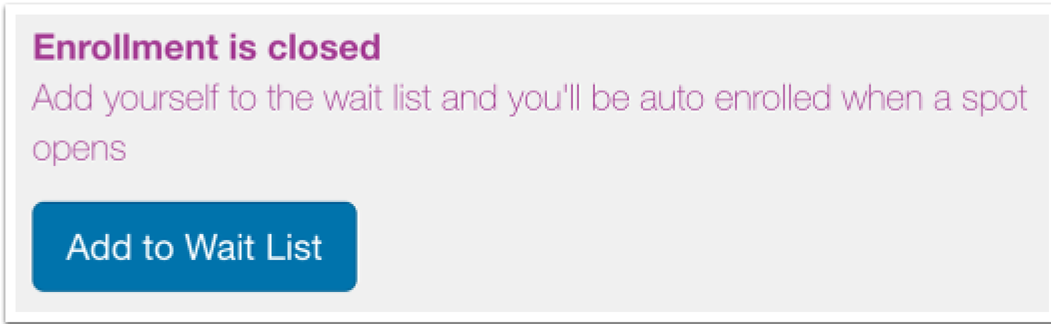


To enroll in the listing and proceed directly to the checkout, click the **Enroll Now** button [1].

To add the listing to your cart and continue viewing and adding listings to your cart, click the **Add to Cart** button [2].

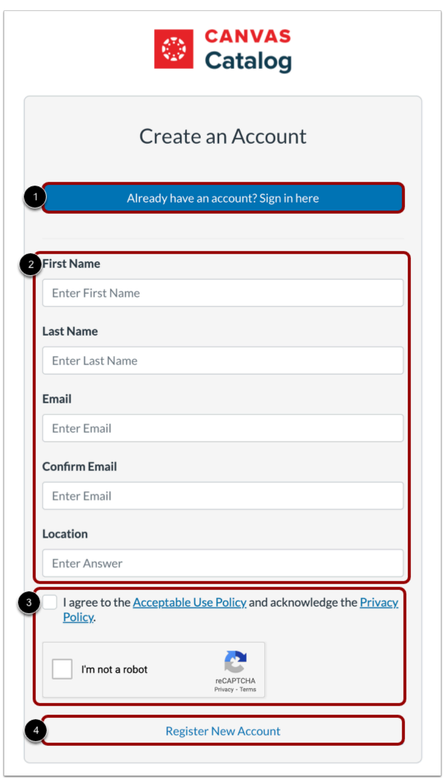
To claim or purchase a block of seats, click the **Bulk Enrollment** button [3].

Add to Wait List



If you want to enroll in a course with closed enrollment, you may be able to add your name to a wait list. When a spot opens, your Catalog account will automatically enroll you in the course. Spots become available if a student drops the course or if an administrator increases the enrollment limit. [Learn more about adding yourself to a wait list.](#)

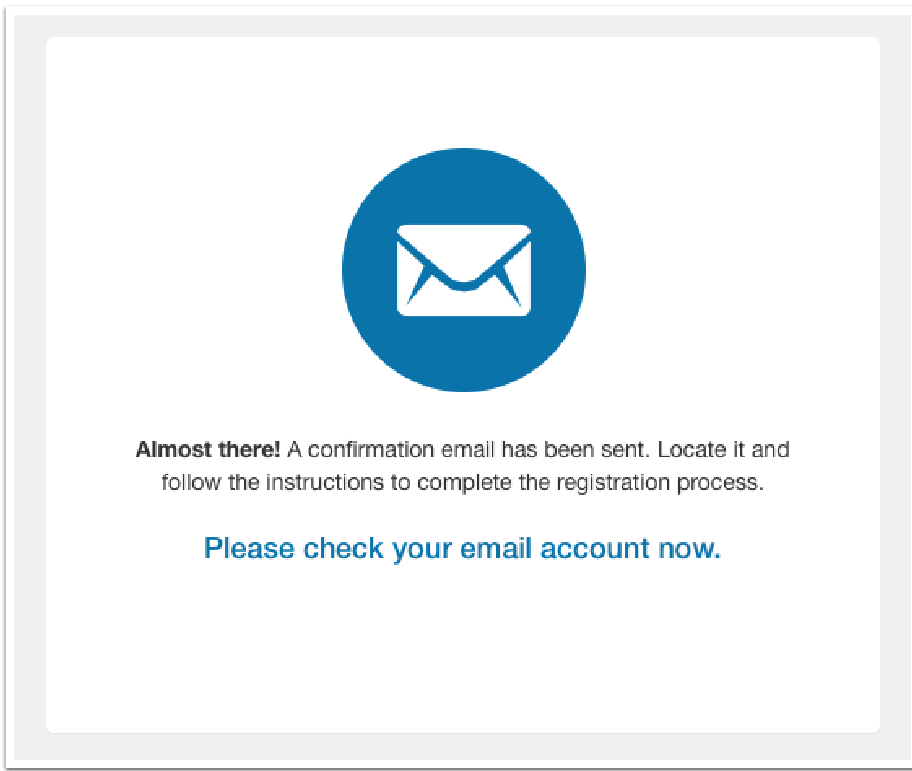
Sign In or Register for Account



If you were not prompted to log in when you navigated to the home page, and you already have a Canvas account at your institution, click the **Already have an account? Sign in here** button [1].

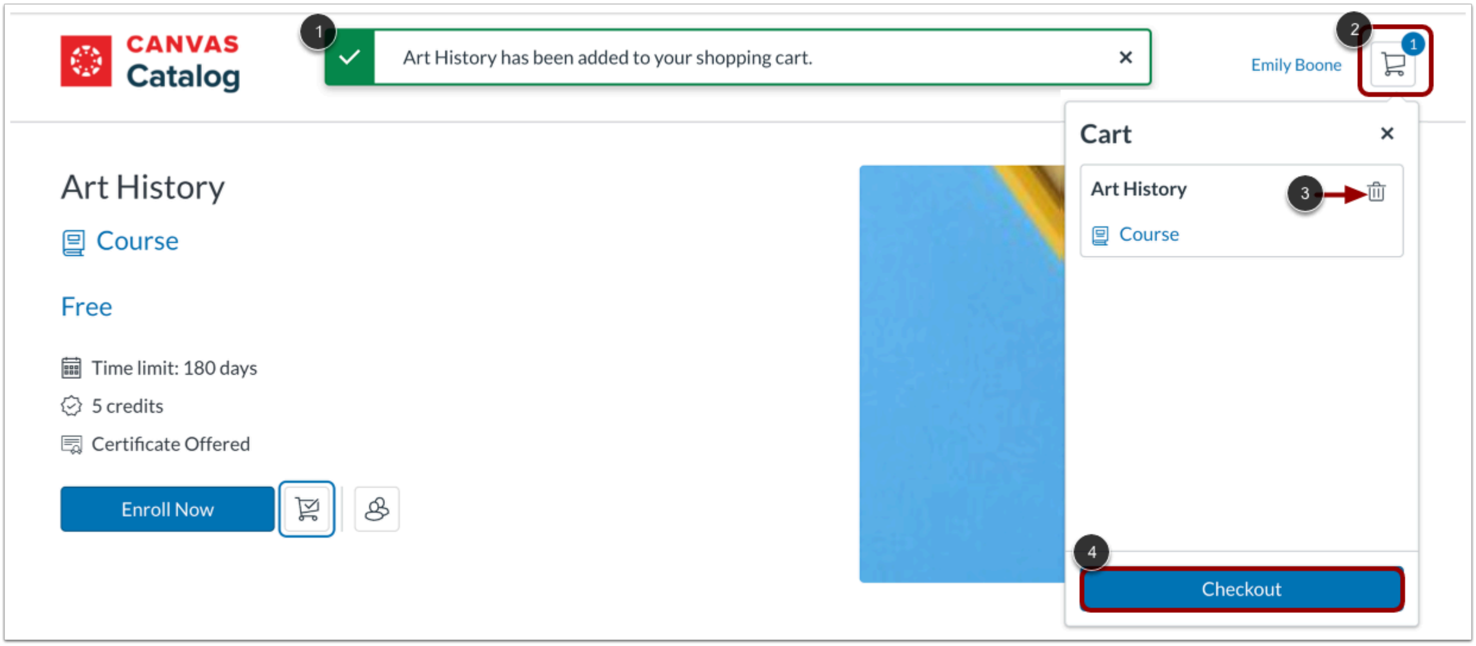
If you do not have a Canvas account at your institution, register for a new account by completing the new account registration information [2]. Click the **Acceptable Use and Privacy Policy** and **reCAPTCHA** confirmation checkboxes [3]. Then, click the **Register New Account** button [4].

Verify New User Account



If you registered for a new account, you must verify your account to complete your registration and begin the course. Check your registration email address and follow the instructions in the confirmation email to confirm your account.

Manage Cart



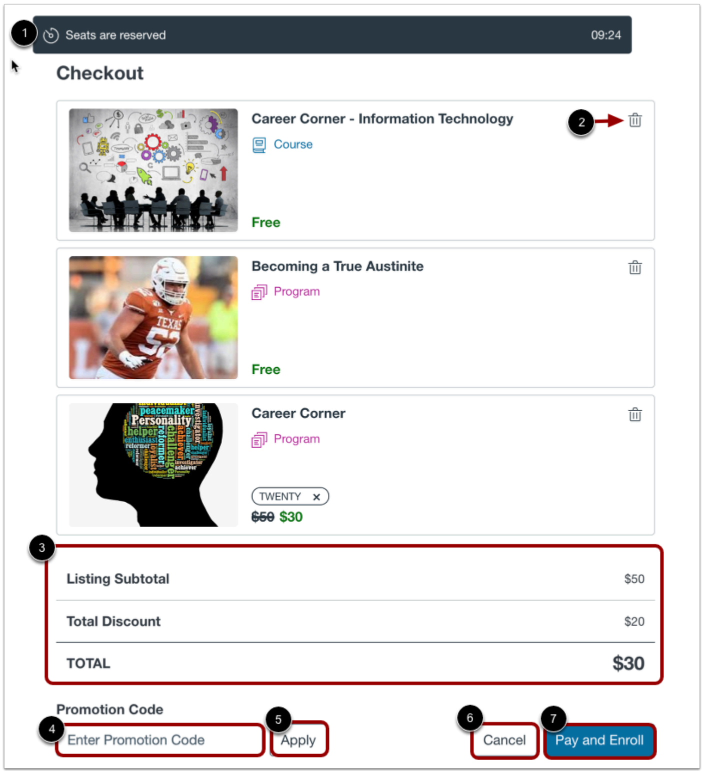
When the course has been successfully added to your cart, a notification displays [1].

To view items in the cart, click the **Shopping Cart** icon [2].

To remove a listing from the cart, click the **Delete** icon [3].

To register for the listing, click the **Checkout** button [4].

Checkout



On the checkout page, a ten-minute timer starts automatically [1]. To guarantee successful enrollment, you must complete the payment and enrollment process within the ten minute time limit.

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

For paid listings, the subtotal cost for all listings, the total of applied promotional discounts, and the total amount due display [3].

If you have a promotion code, enter it in the **Promotion Code** field [4], then click the **Apply** button [5]. If you have more than one promotion code, repeat to enter each code individually.

To end checkout, but leave the listings in the cart, click the **Cancel** button [6].

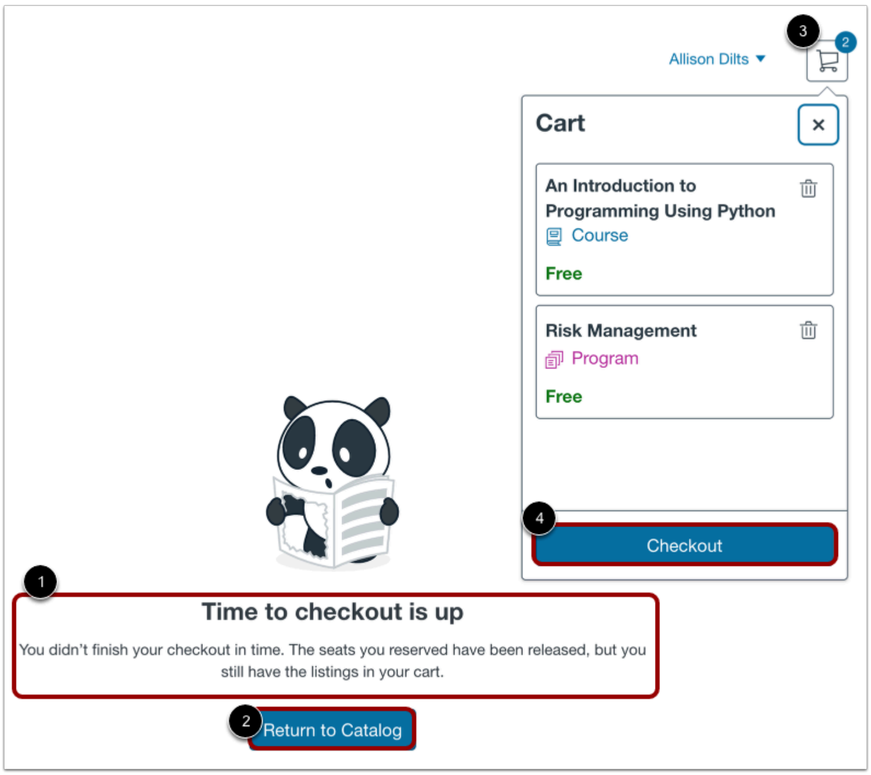
To complete the payment and enroll in the listing, click the **Pay and Enroll** button [7].

Notes:

- If all of your selected listings are free, Cancel and Enroll buttons display.

- Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Manage Expired Checkout

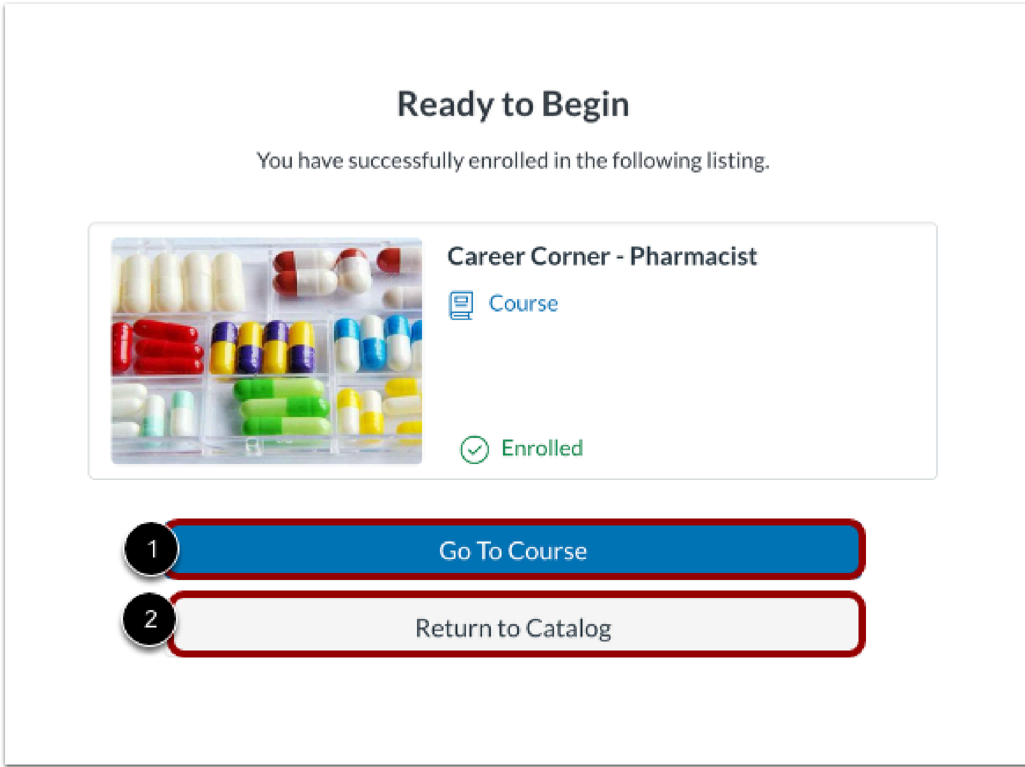


If the reservation time expires before you complete the enrollment process, Catalog displays a Time to check out is up notification [1]. Your seats in the selected listings are no longer reserved, but the listings will remain in your cart.

To return to your institution's catalog listings page, click the **Return to Catalog** button [2].

To return to the checkout page, click the **Shopping Cart** button [3], then click the **Checkout** button [4].

View Enrollment Confirmation



When enrollment is complete, Catalog displays a Ready to Begin message.

To go to the Canvas course page, click the **Go to Course** button [1].

To return to your institution's catalog listings page, click the **Return to Catalog** button [2].

Notes:

- If your enrollment failed, the confirmation page displays a Failed (retry) message.
- If your enrollment is pending, the confirmation page displays a Pending message.

How do I reserve multiple enrollments in a Catalog course or program listing?

In Canvas Catalog, you can purchase multiple enrollments and invite students to sign up for the reserved seats in a Bulk Enrollment.

When you check out, Catalog preserves your enrollment spot(s) in capped courses for ten minutes while you complete the enrollment process. Paid courses and programs require payment as part of the enrollment process. You can also add promotion codes at checkout.

The first time you purchase bulk enrollments in a catalog listing with your institution, you must complete your registration.

Notes:

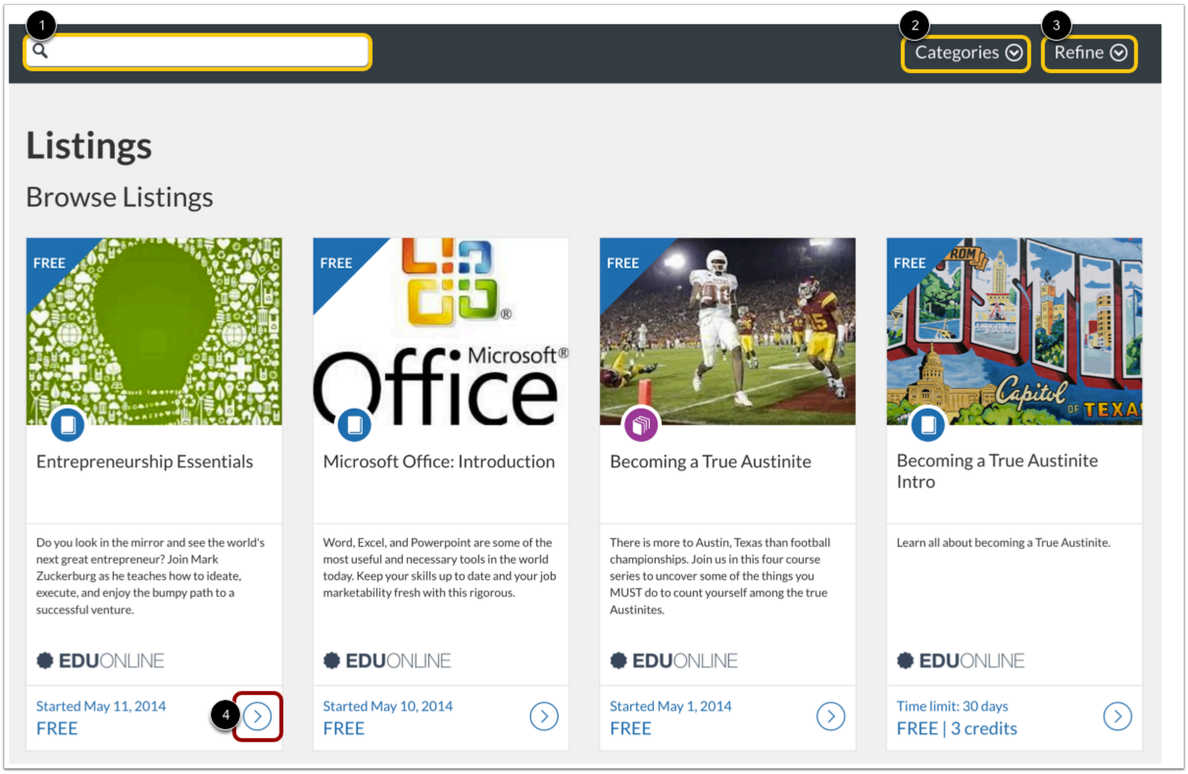
- Before you can view your institution's Catalog listings, you may need to log in to Canvas.
- Depending on how your institution has configured the Catalog course enrollment process, you may be required to complete enrollment fields that are not shown here.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Open Catalog

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

Locate Course Listing

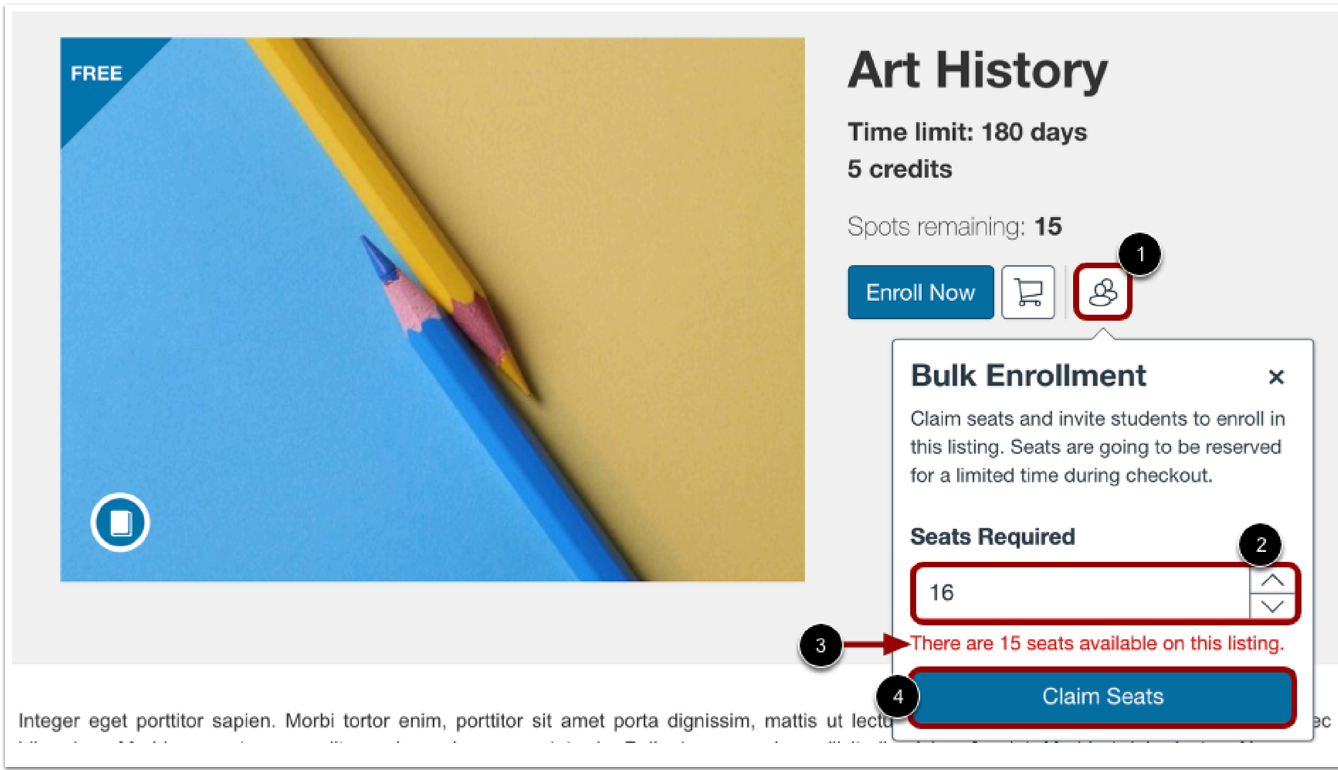


Locate a course by scrolling through the list.

To search for a specific course or program, enter text in the **Search** field [1]. You can filter results in the **Categories** menu [2], and refine listings in the **Refine** menu [3].

To view a listing's details page, click the **More** icon [4].

Select Bulk Enrollment Options



To select multiple enrollments for a listing, click the **Bulk Enrollment** button [1].

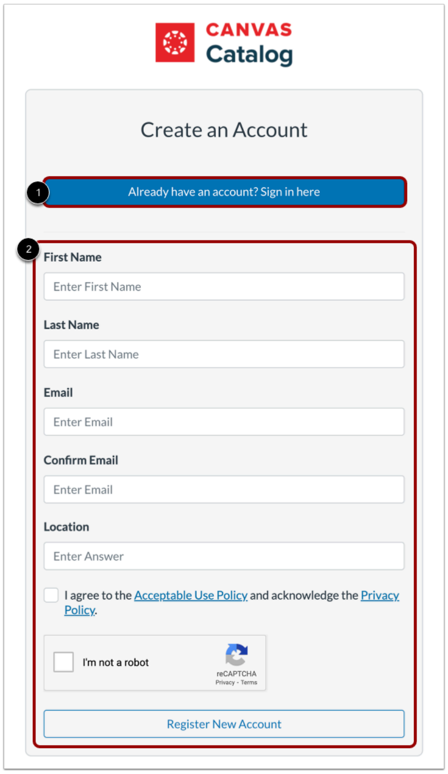
Enter the number of seats you want to reserve in the **Seats Required** field [2].

If a listing has a student cap enabled, a warning message displays if your request exceeds the number of available seats [3].

To reserve seats, click the **Claim Seats** button [4].

Note: All bulk seat sales are final. There are no refunds or transfers for unused seats. Double-check the number of seats before completing your purchase

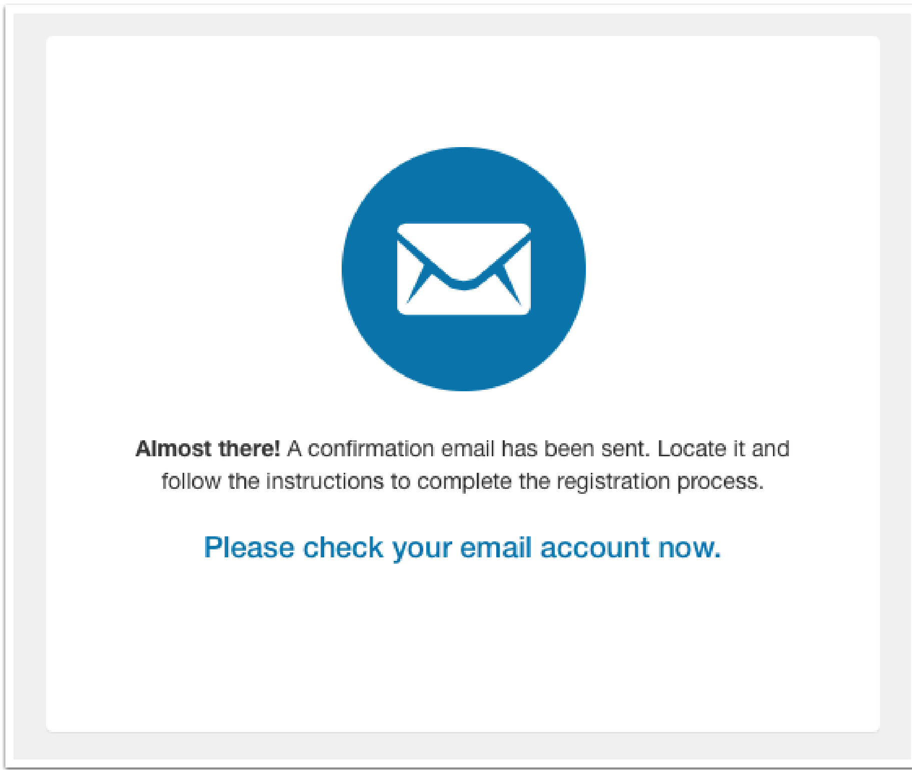
Sign In or Register for Account



If you already have a Canvas account at your institution, click the **Sign in to Enroll** link [1].

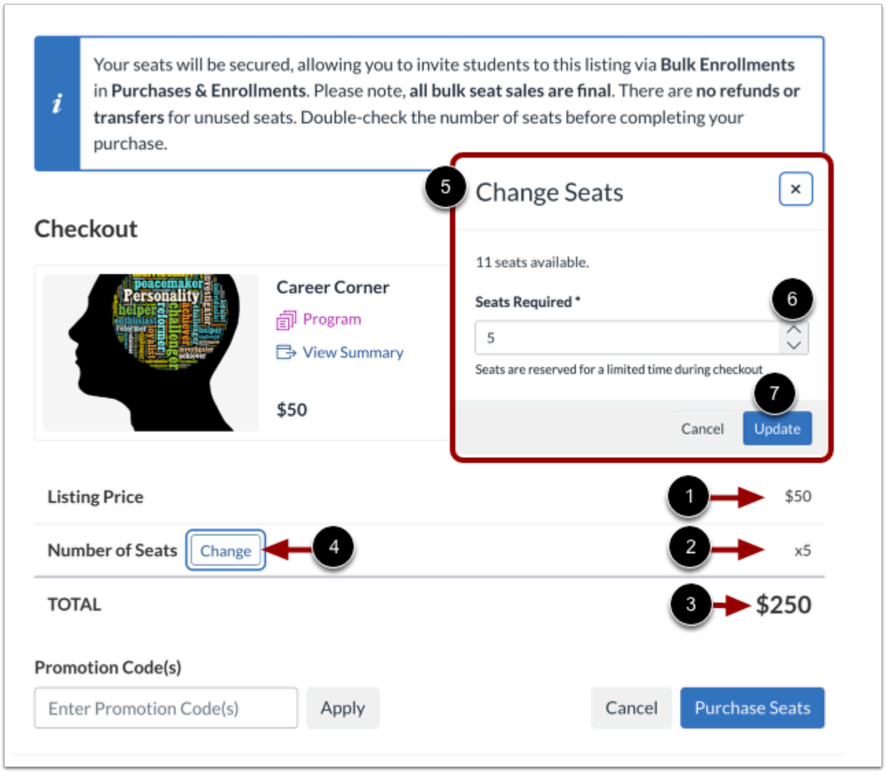
If you do not have a Canvas account at your institution, register a new account by completing the new account registration information [2].

Verify New User Account



If you registered for a new account, you must verify your account to complete your registration and begin the course. Check your registration email address to confirm your account.

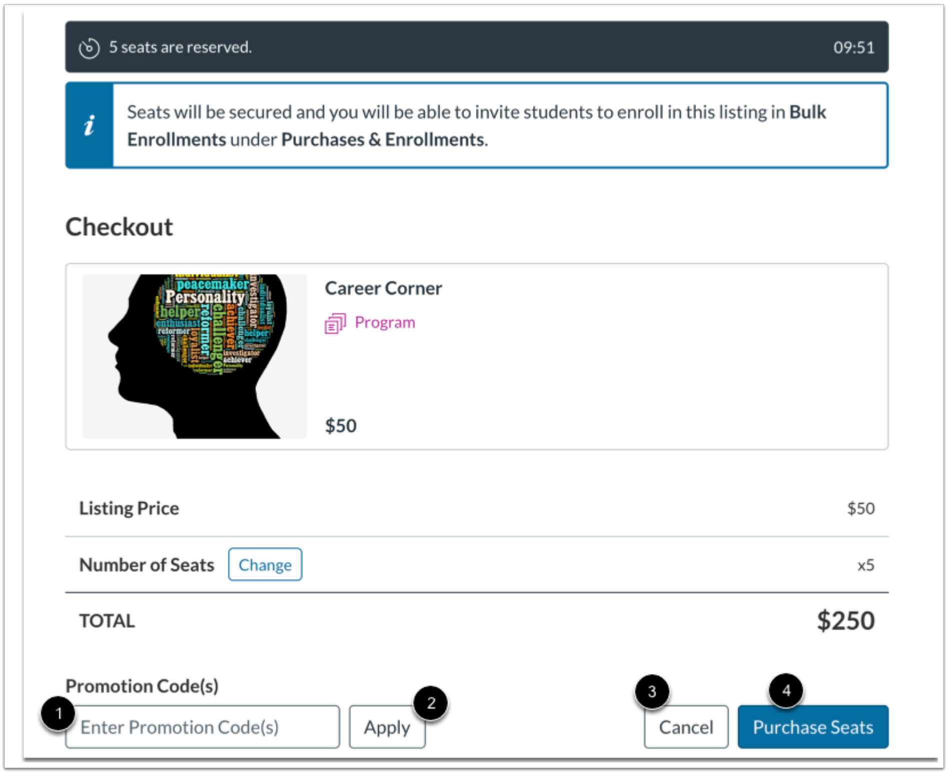
View Paid Enrollment Reservation



The listing price per seat [1], number of seats requested [2], and total cost for the bulk purchase [3] display.

To change the number of seats reserved, click the **Change** button [4]. Then, in the Change Seats window [5], enter a new number of seats in the **Seats Required** field [6]. To update the requested number of seats, click the **Update** button [7].

Complete Paid Enrollment



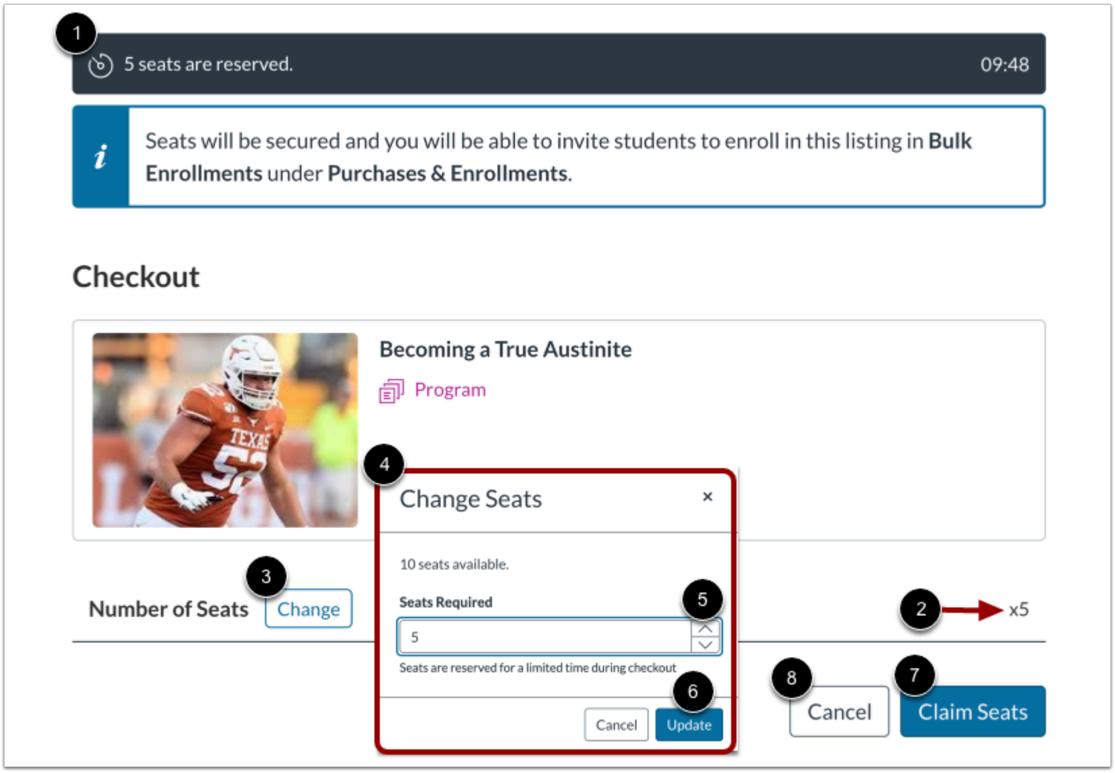
If you have a promotional code, enter it in the **Promotion Code(s)** field [1]. Then, click the **Apply** button [2]. Repeat with additional promotional codes.

To cancel the checkout process, click the **Cancel** button [5]. This will release the reserved seats. The checkout page will redirect to your institution's listings page.

To complete enrollment and pay for your selected listings, click the **Purchase Seats** button [6].

Note: Because payment options vary from institution to institution, the payment process is not documented here. For assistance paying for listings through your institution's payment gateway, please contact your institution's help desk.

Complete Free Enrollment



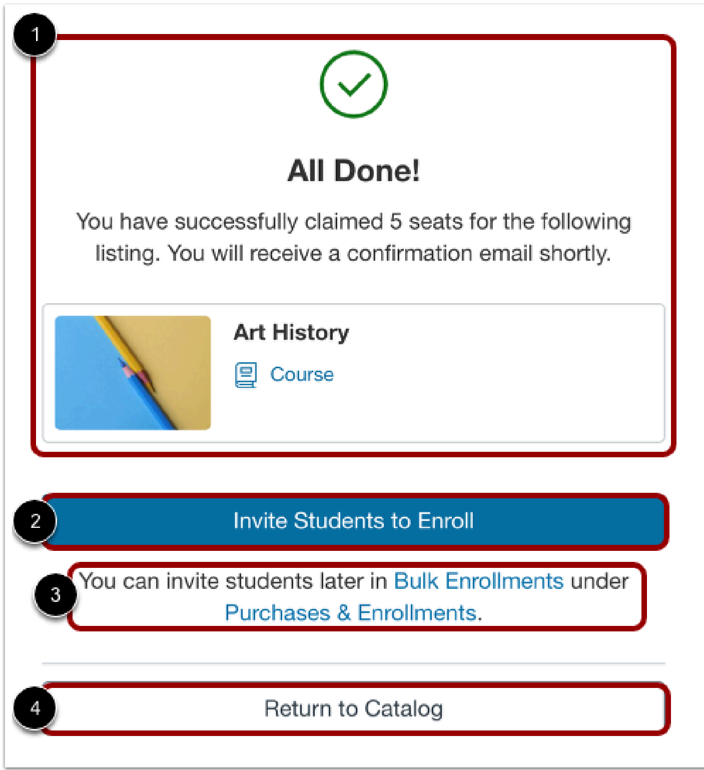
The reservation confirmation displays a 10-minute timer [1]. You must complete the transaction within the 10-minute time-frame or the reservation will be cancelled.

The number of seats requested displays [2].

To change the number of seats reserved, click the **Change** button [3]. Then, in the Change Seats window [4], enter a new number of seats in the **Seats Required** field [5]. To update the requested number of seats, click the **Update** button [6].

To complete the enrollment, click the **Claim Seats** button [7]. To cancel the enrollment and release the selected seats, click the **Cancel** button [8].

View Purchase Confirmation



The enrollment confirmation displays [1].

To invite students to enroll in the course using your purchase, click the **Invite Students to Enroll** button [2].

To invite students at another time, you can click the **Purchases & Enrollment** link [3].

To return to your institution's catalog listings page, click the **Return to Catalog** button [4].

Notes:

- If your enrollment failed, the Confirmation page displays a **Failed (retry)** status.
- If your enrollment is pending, the Confirmation page displays a **Pending** status.

How do I add my name to the wait list for a Catalog course or program?

In Canvas Catalog, if you want to enroll in a listing but enrollment is closed, you may be able to add your name to a wait list. If you are waitlisted in a free course or program, Catalog will automatically enroll you in the course or program when a spot opens. There is a 12-hour window to finalize your enrollment in a paid course, and you can remove yourself from the wait list at any time.

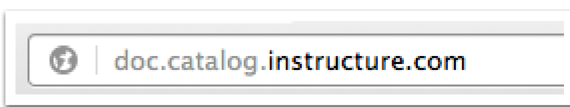
Spots become available when students drop a course or program, or if an administrator increases the enrollment limit.

You can manage your wait list courses or programs from your catalog Student Dashboard.

Notes:

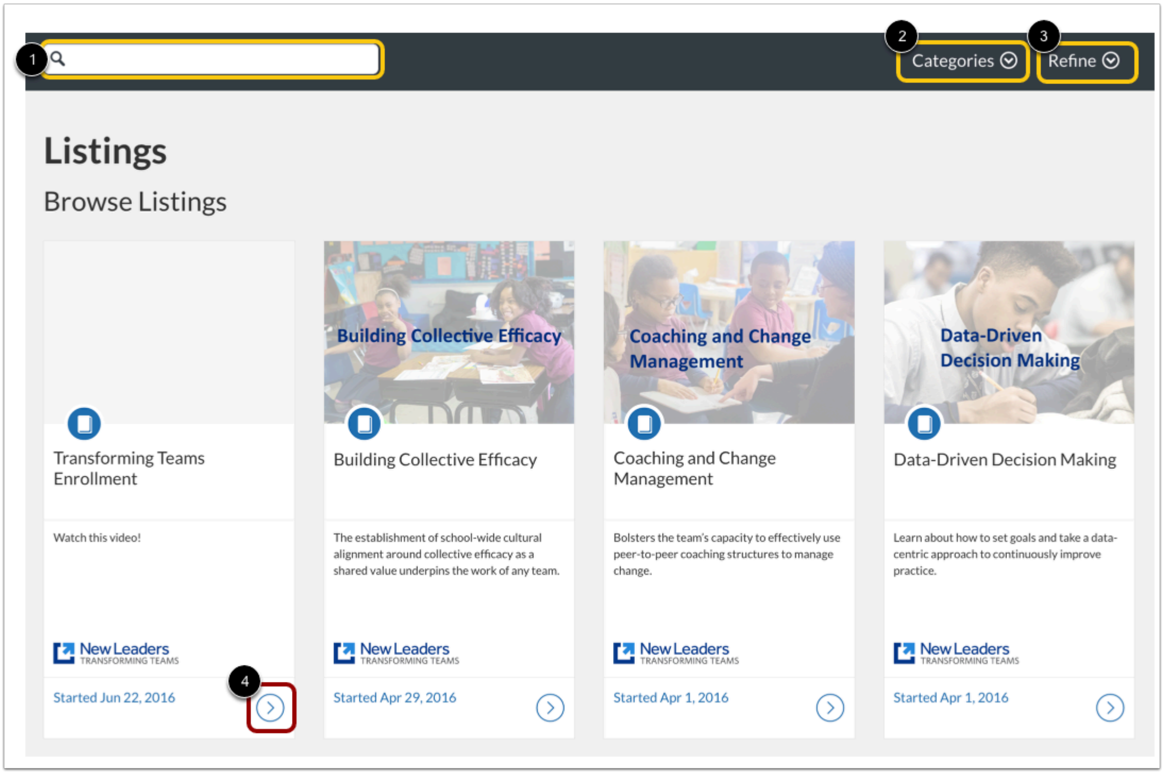
- You must have a Catalog account to add your name to the wait list for a course or program. You may be asked to create an account if you are not already logged in.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Catalog



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

Locate Catalog Listing



To search for a listing, enter all or part of the name in the **Search** field [1].

To view listings by category, click the **Categories** drop-down menu [2].

To filter and sort listings, click the **Refine** drop-down menu [3].

To view details for a listing card, click the **More** icon [4].

View Listing Details

Listings that have no remaining spots for enrollment display an Enrollment is closed notification [1].

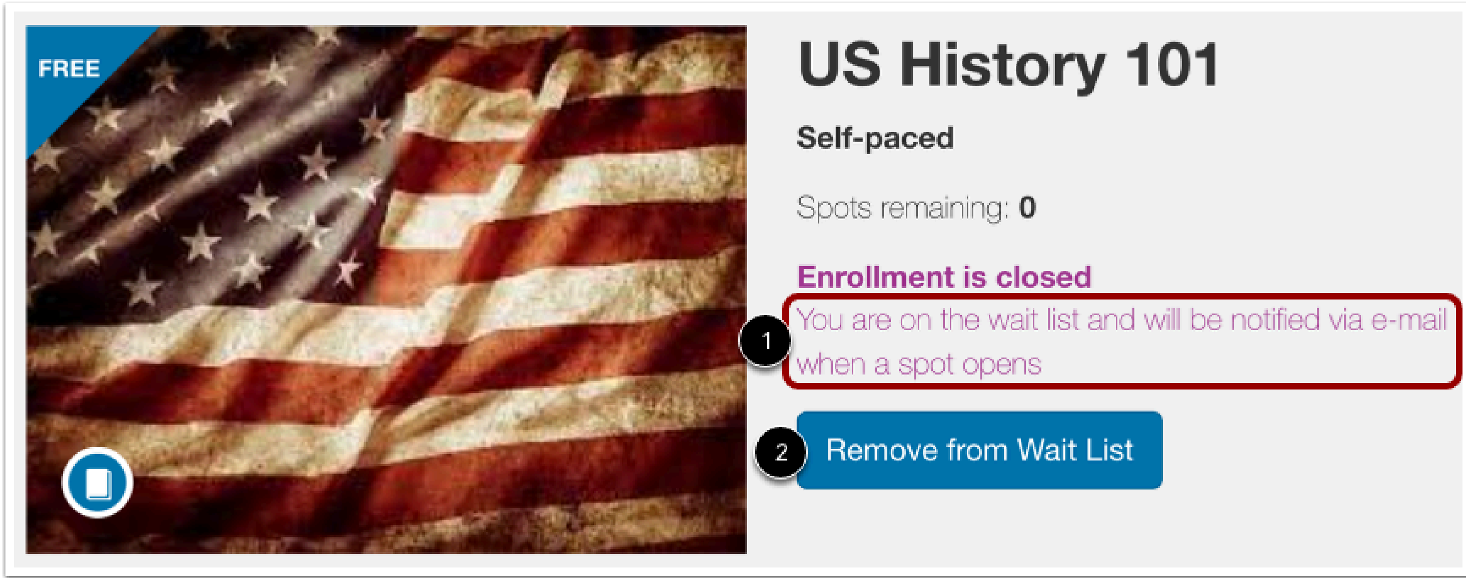
If the listing allows waitlisting and has open wait list spots, the listing details also display an Add to Wait List button [2].

Add to Wait List

Click the **Add to Wait List** button.

Note: You must have a Catalog account to add your name to the wait list for a course or program. You may be asked to [create an account] if you are not already logged in.

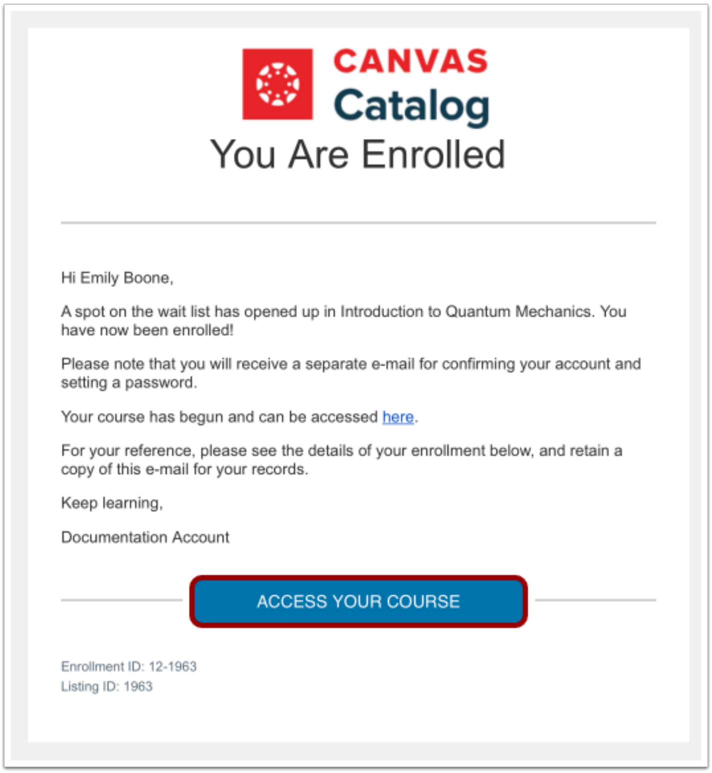
Confirm Wait List



When you successfully join the listing waitlist, the listing details displays a success notification [1].

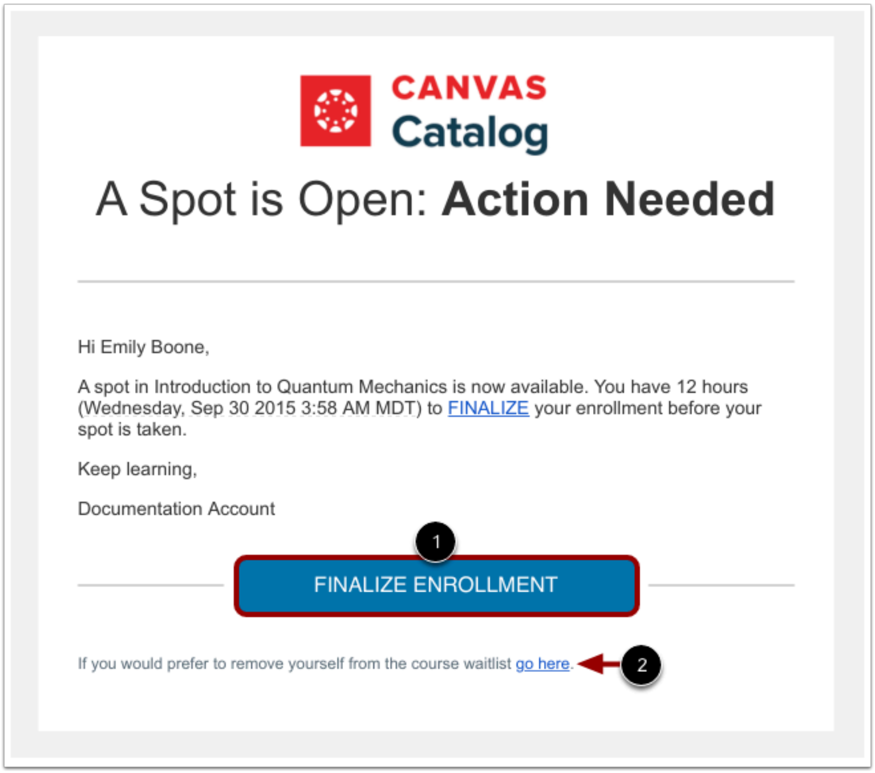
To remove yourself from the wait list at any time, click the **Remove from Wait List** button [2]. You can also manage your wait list courses or programs from the Student Dashboard.

View Enrollment Email for Free Listings



When a spot becomes available for a free course or program, you are automatically added to the course and Catalog sends a course enrollment invitation. To access the course, click the **Access Your Course** button.

View Enrollment Email for Paid Listings



When a spot becomes available for a paid course or program, Catalog sends an email invitation to finalize your enrollment in the course. To purchase enrollment, click the **Finalize Enrollment** button [1]. You have 12 hours to accept the course invitation before the invitation expires and the next student is invited to join the course.

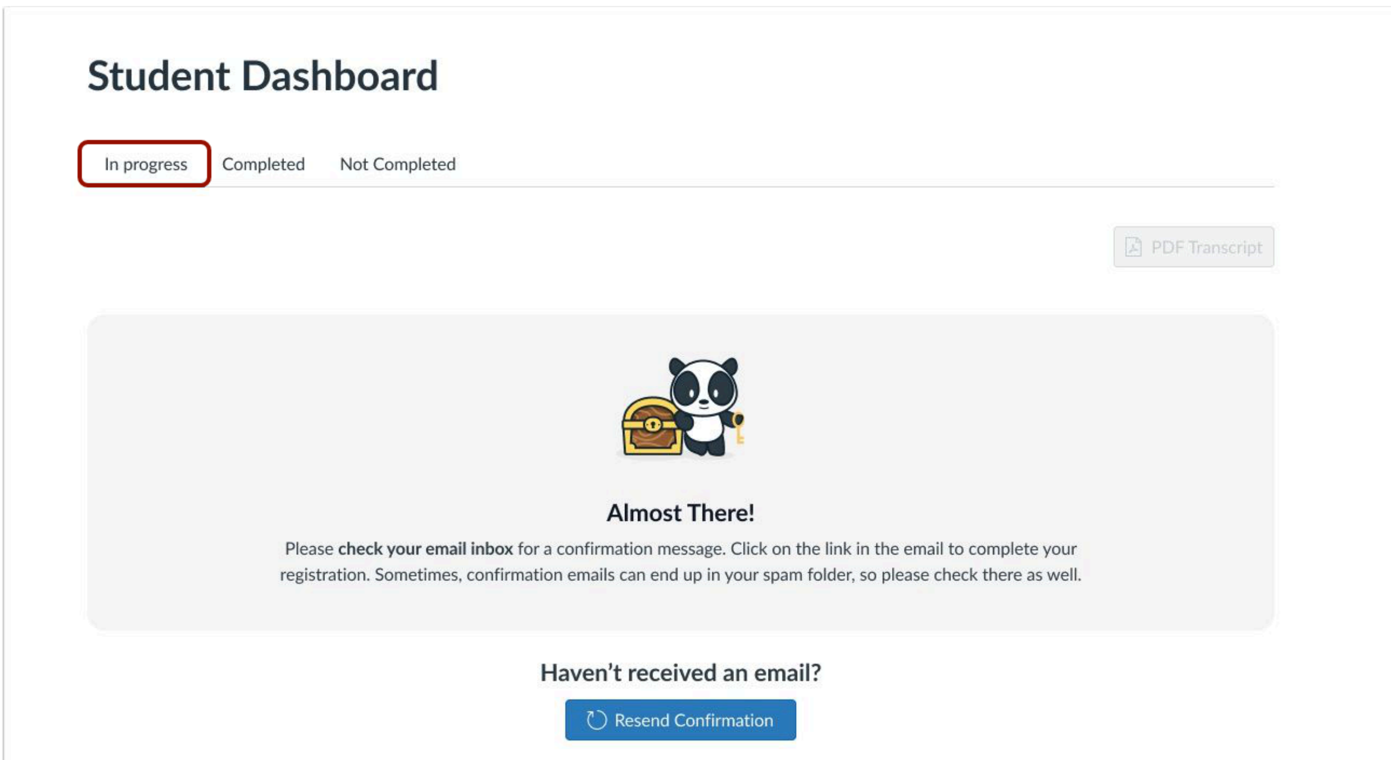
To remove yourself from the wait list and not enroll in the course, click the **go here** link [2].

How do I complete my registration for a Catalog course or program?

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

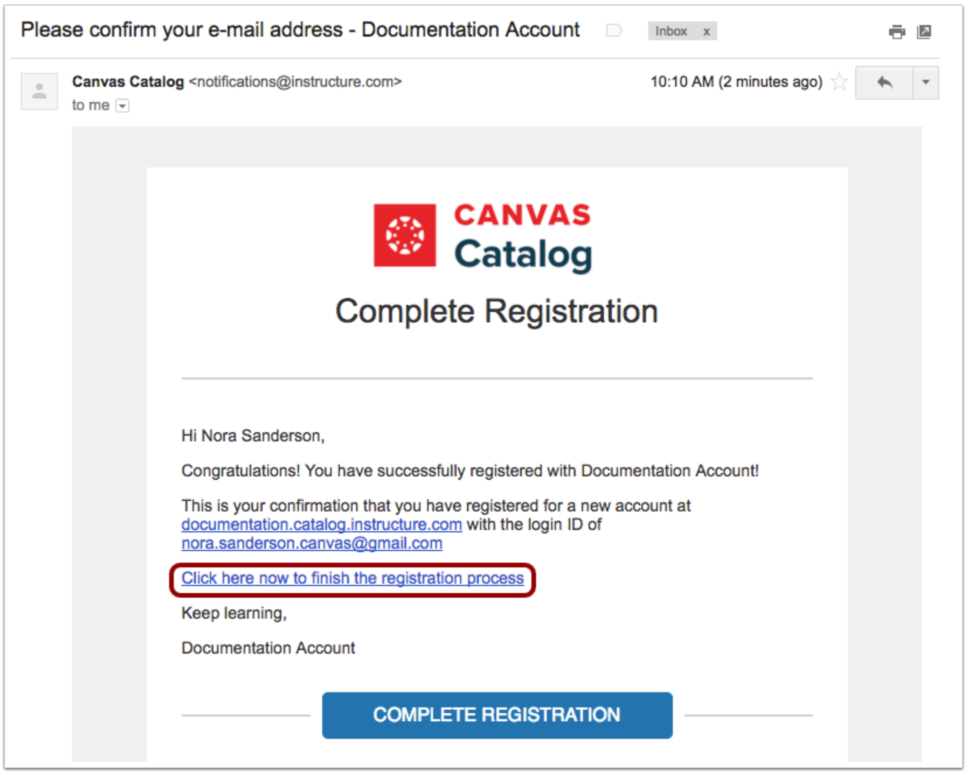
Note: The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Go to Student Dashboard



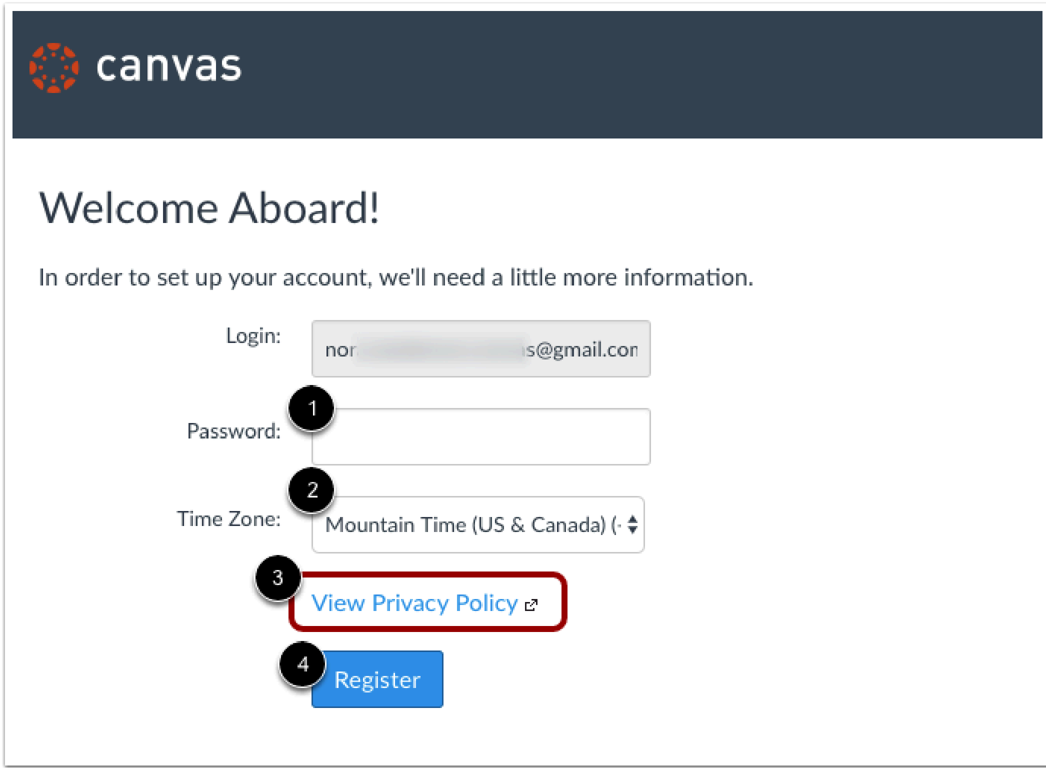
In the **In Progress** tab, you will find a message instructing you to check your email inbox for the next steps.

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



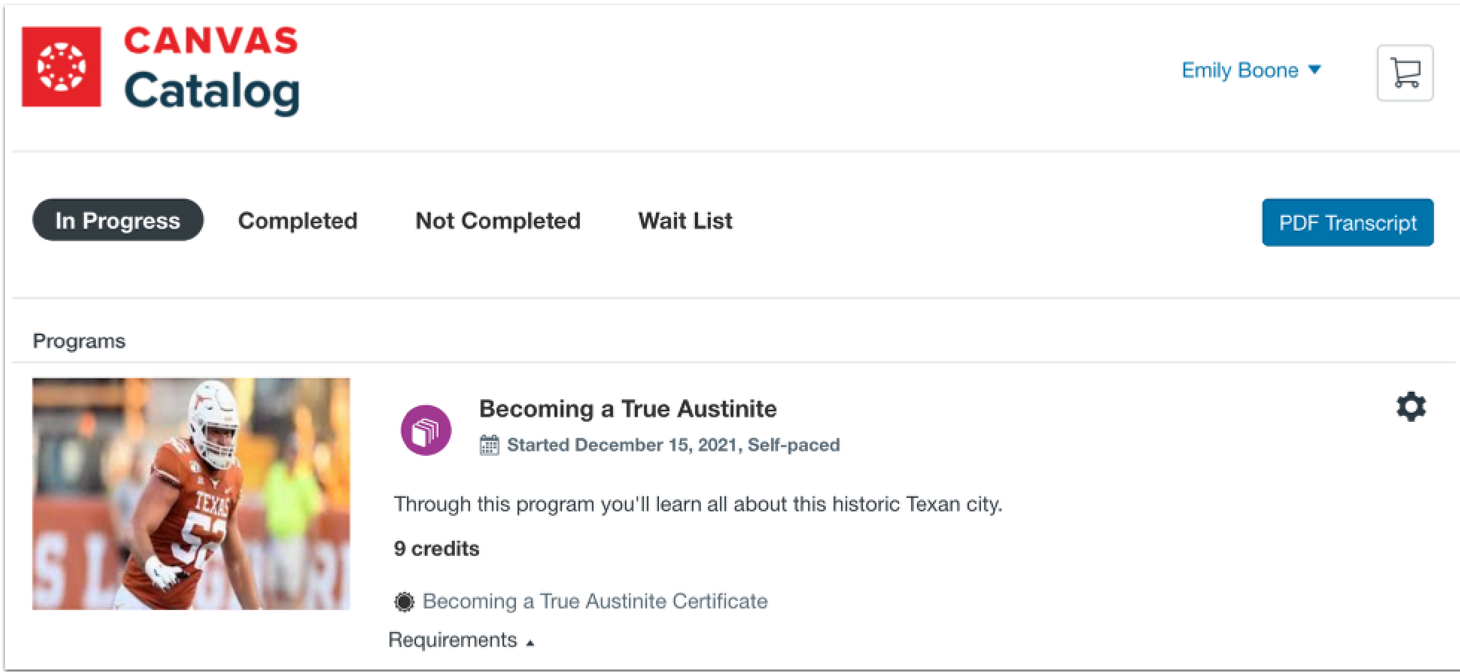
Enter a password in the **Password** field [1].

To select your preferred time zone, click the **Time Zone** drop-down menu [2].

To view and agree to the privacy policy, click the **View Privacy Policy** link [3].

To complete your registration, click the **Register** button [4].

View Catalog Dashboard



View the [Catalog Student Dashboard](#).

How do I use the Student Dashboard in Catalog?

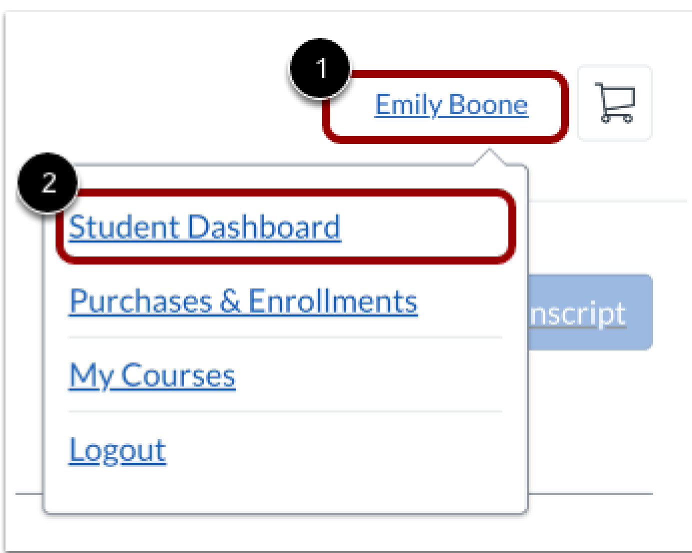
When you log in to Canvas Catalog, you can view your enrolled or wait listed courses and programs in the Student Dashboard.

The Student Dashboard displays your enrolled courses by status, and allows you to access the Catalog listings to enroll in additional courses or programs.

Notes:

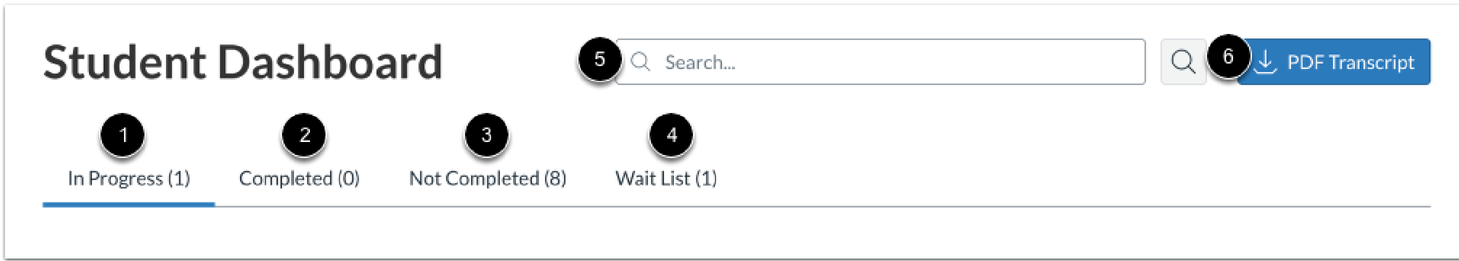
- Canvas Catalog admins can restrict students from viewing a course before and after the set course dates. If you do not see a course in your Student Dashboard before or after the set course dates, it may have been hidden by the Catalog admin.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Student Dashboard



Click the **User** drop-down menu [1]. Then click the **Student Dashboard** link [2].

View Dashboard



In the Student Dashboard, the **In Progress** tab displays by default [1].

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

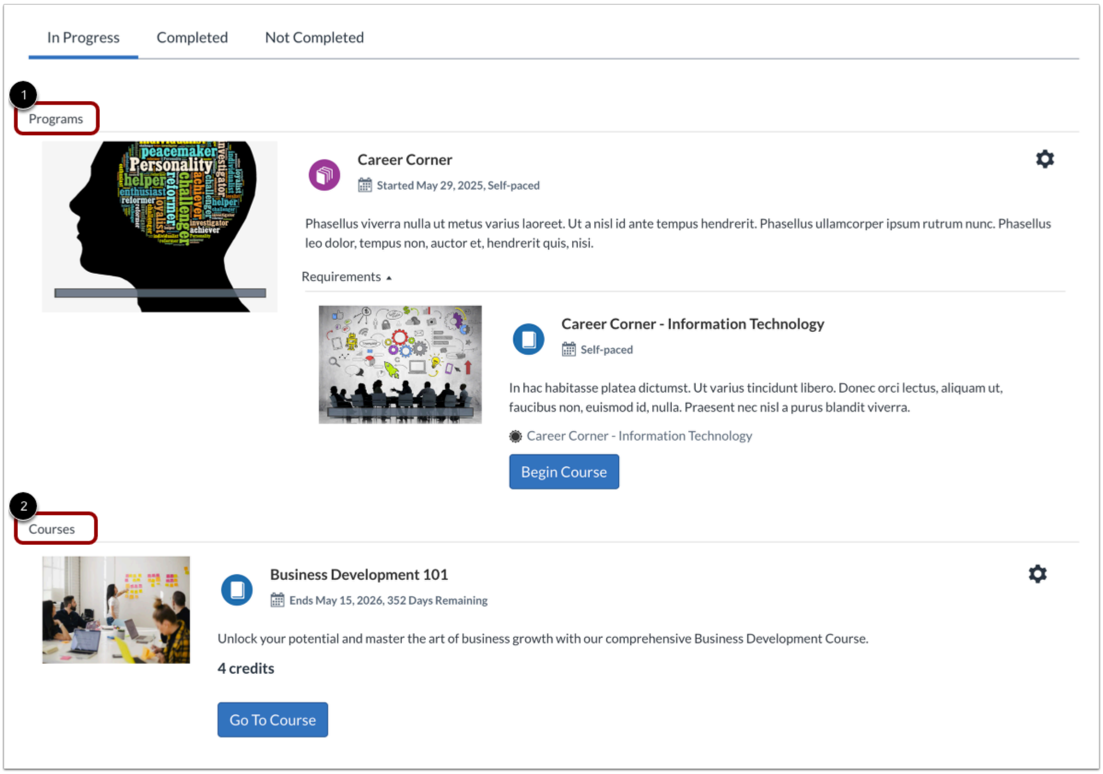
To view expired, archived, dropped, and not yet started listings, click the **Not Completed** tab [3].

To view wait listed listings, click the **Wait List** tab [4].

To search for courses or programs across all tabs, enter a term in the **Search** field [5]. After pressing the return or enter key, results are displayed.

To view, download, or print a PDF of your Learner Transcript, click the **PDF Transcript** button [6].

View In Progress Listings



The **In Progress** tab displays your enrolled programs in the **Programs** section [1], and your enrolled courses in the **Courses** section [2].

In progress listings are organized in descending order from most to least complete. If no listings are currently in progress, all listings are organized alphabetically by title.

View Program Details

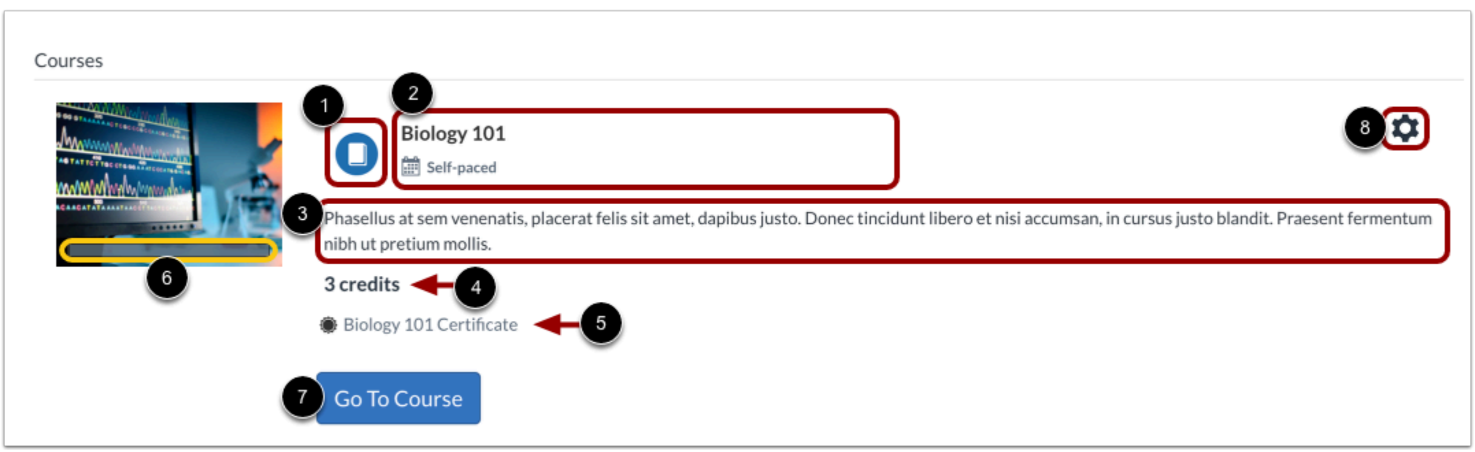
In the **Programs** section, each listing displays the **Program** icon [1].

The listing displays the program name, date started, and length of the program (if set) [2], followed by a description of the program [3].

If a program includes credit, the cumulative number of credits for all courses in the program displays [4].

If a certificate is available, the certificate name displays [5].

View Course Details



In the **Courses** section, each listing displays the **Course** icon [1].

The listing displays the course name, date started, and length of the course (if set) [2], followed by a description of the course [3].

If a course includes credit, the number of credits awarded for completion displays [4].

If a certificate is available, the certificate name displays [5].

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

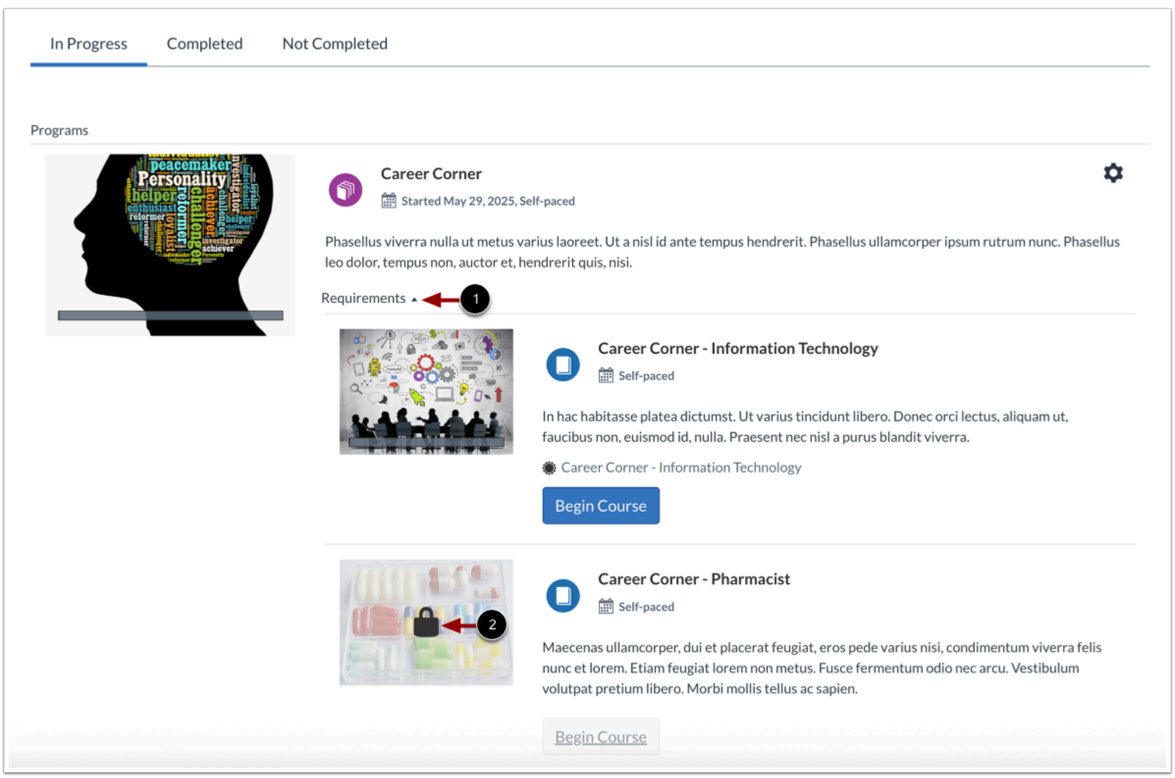
To open an available course, click the **Go To Course** button [7].

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

Notes:

- Only courses designed with module requirements display a progress bar.
- Courses with module requirements display a Go to Course button; others display a Begin Course button.
- Courses you have started display a Resume Course button.

View Program Requirements

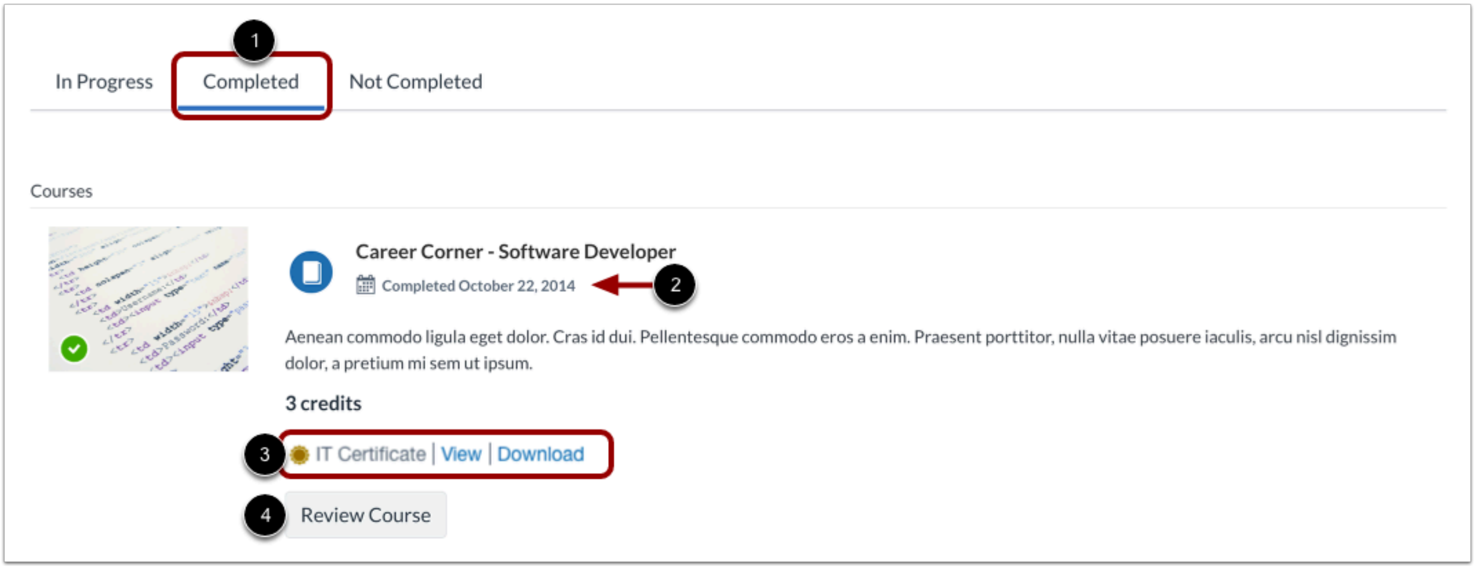


By default, all courses included in a program display in expanded form in the Requirements list. To collapse the list, click the **Requirements** drop-down [1].

If a course is not yet available, the course image displays a lock icon [2].

Note: If all required courses in the program display the Begin Course button, you may complete the courses in any order.

View Completed Listings



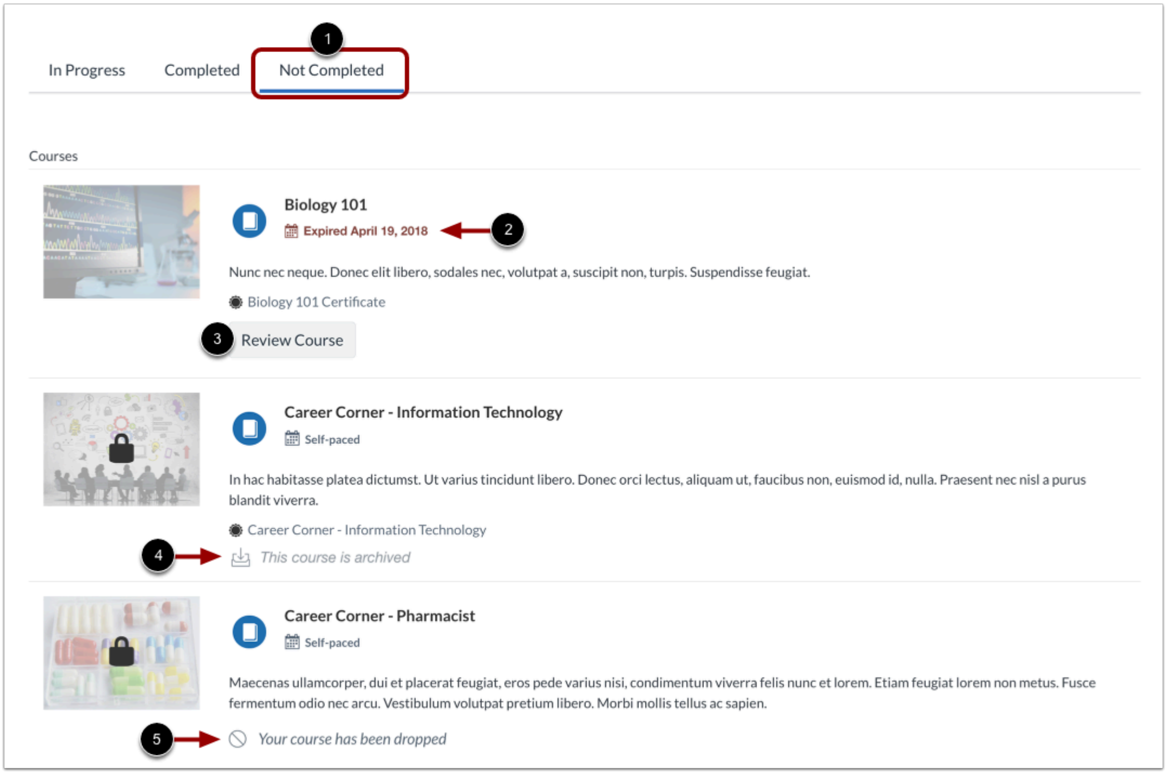
To view your completed courses and programs, click the **Completed** tab [1].

Completed listings display based on completed date, and are then organized alphabetically by title.

You can view the course or program completion date [2] and the certificate of completion (if any) [3].

You can also review a completed course [4].

View Not Completed Listings

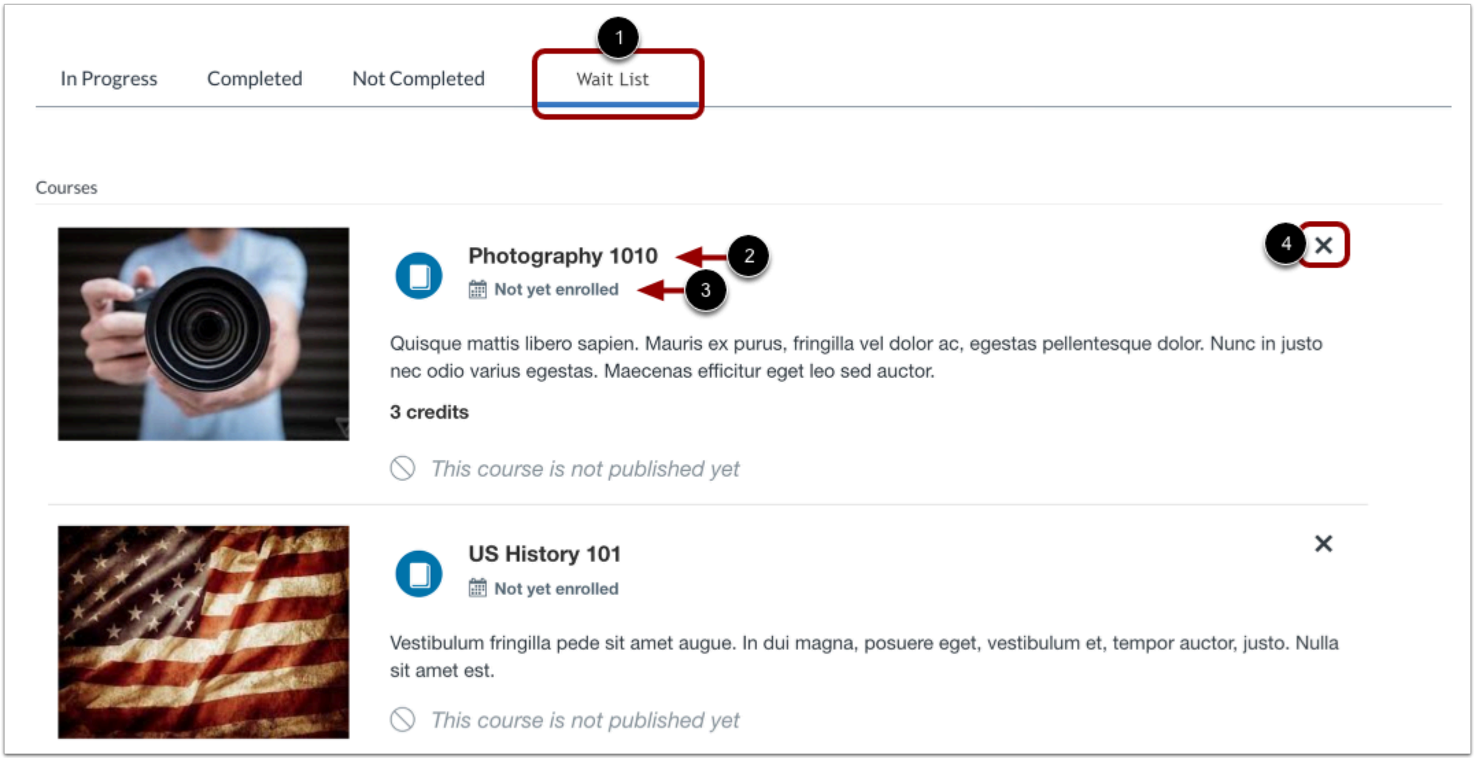


To view your expired, archived, dropped, and not yet started listings, click the **Not Completed** tab [1].

Expired courses display an expiration date [2]. To review an expired course, click the **Review Course** button [3].

Archived courses display an Archived icon [4], and dropped courses display a Dropped icon [5].

View Wait Listed Listings



To view listings where you have added your name to a wait list, click the **Wait List** tab [1].

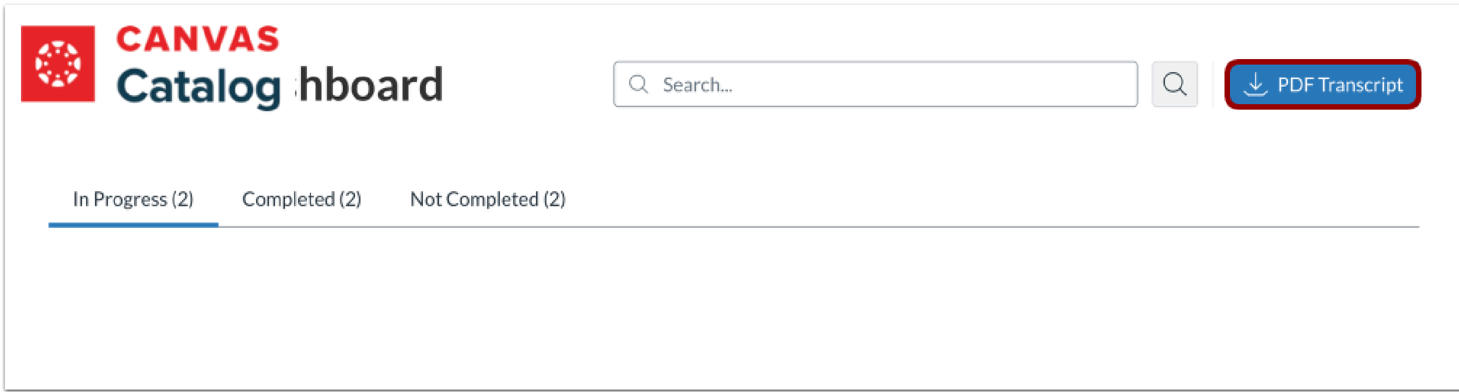
Wait listed listings display the course or program name [2] and your enrollment status [3].

To remove your name from a wait list, locate the listing and click the **Remove** icon [4].

Notes:

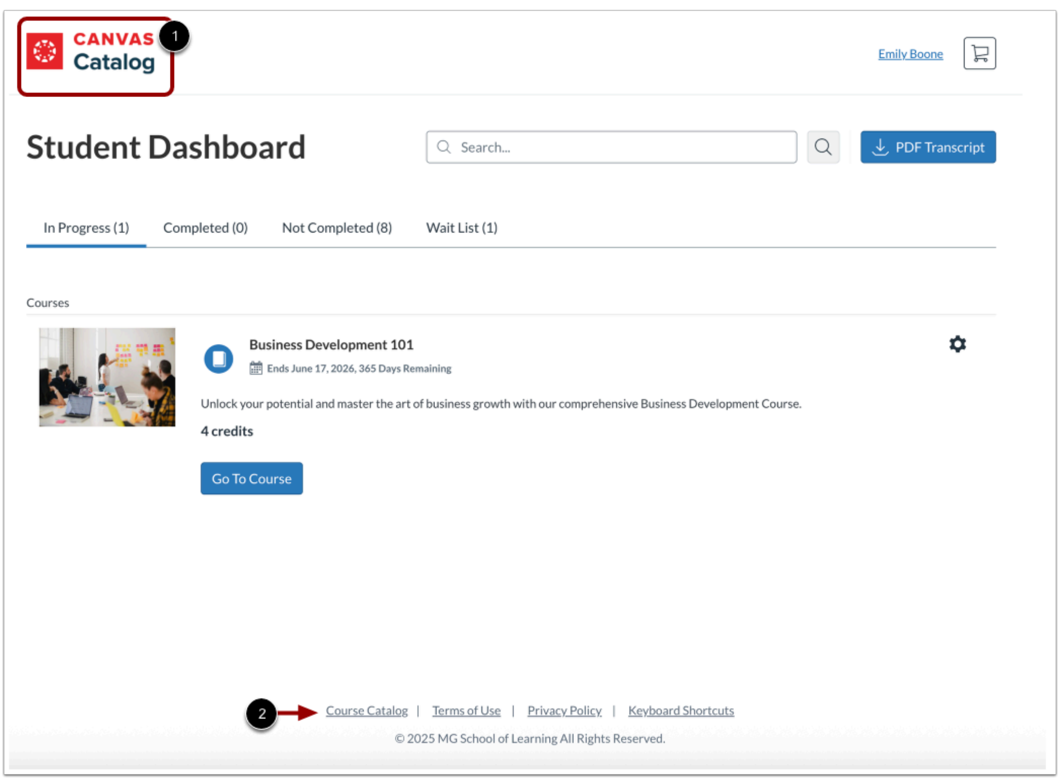
- The Wait List tab only displays if you have added your name to a wait list.
- When a spot becomes available, if the course is free, you will automatically be enrolled in the listing and the course or program will display in the In Progress tab. For paid courses, you will receive an email with instructions on how to finalize registration. Learn more about adding your name to the wait list.

View Transcript



To view a transcript of all of 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.

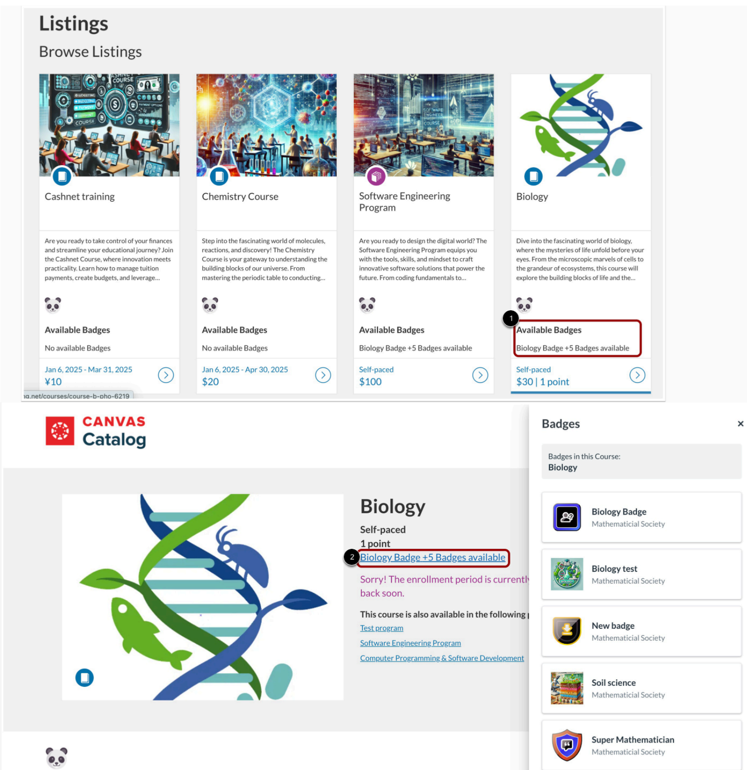
View Catalog



To access your institution's course catalog at any time, click your institution's logo [1].

Alternatively, you can click the **Course Catalog** link [2].

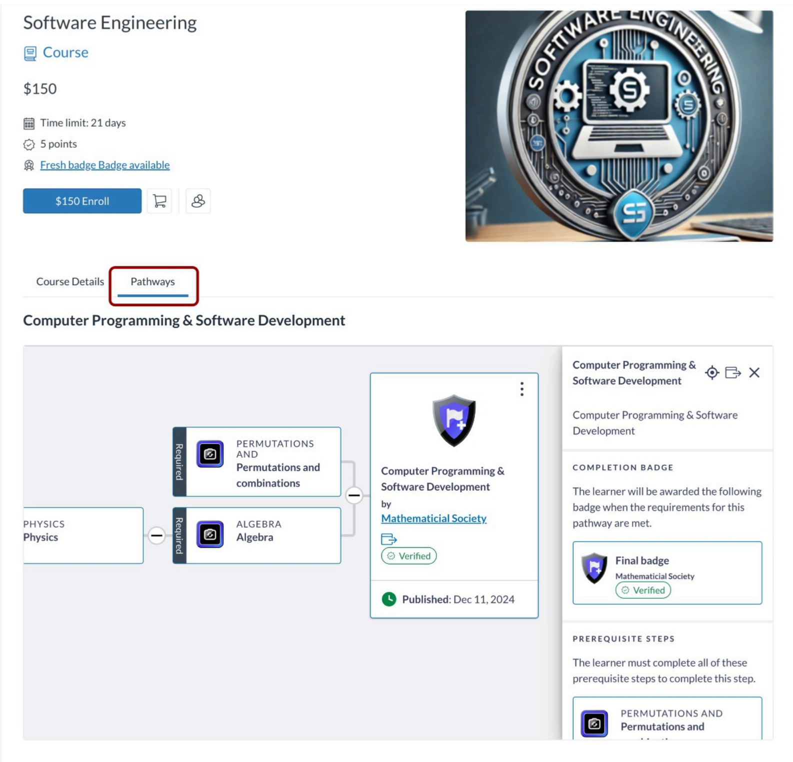
View Canvas Credentials Listings



If your institution enables the Canvas Credentials integration, you can view listings with badges in your institution's Catalog.

You can view listings with badges on the storefront page [1]. After opening the listing you can view the badges in more detail by click the **Badges Available** link [2].

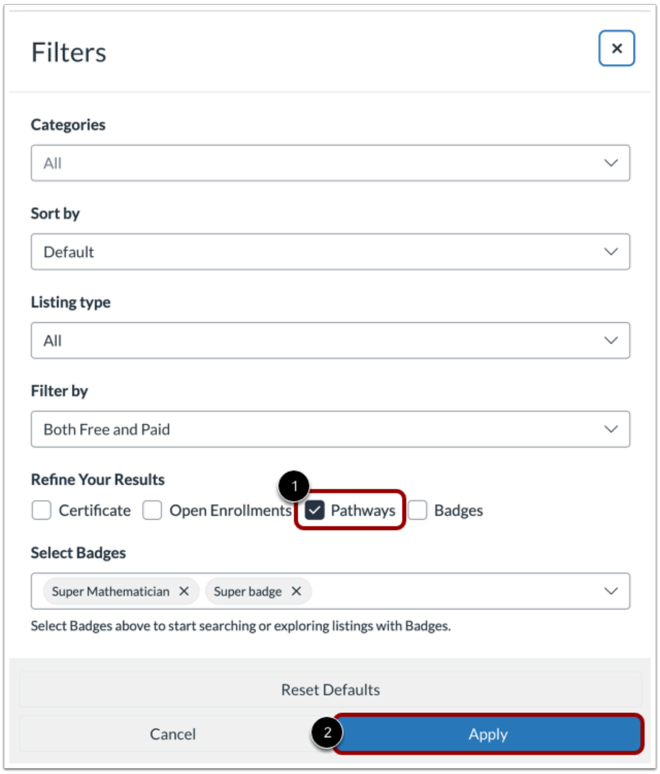
View Canvas Credentials Pathways



If your institution enables the Canvas Credentials integration, you can view pathways in the listing details page in your institution's Catalog.

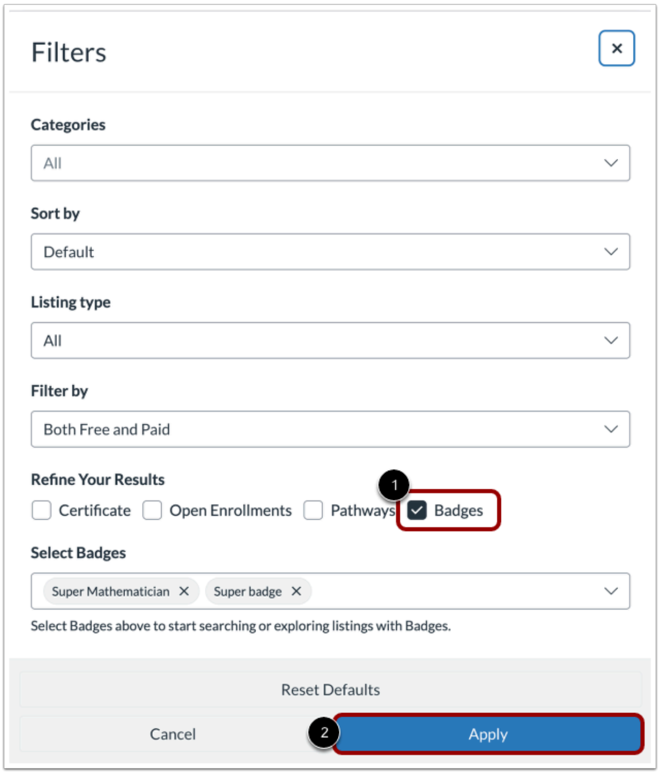
To view a pathway in the listing details page, open the listing and click the **Pathways** tab.

Filter Canvas Credentials Pathways



In the storefront, you can filter courses and programs with pathways by selecting the **Pathways** checkbox [1] and clicking the **Apply** button [2].

Filter Canvas Credentials Badges

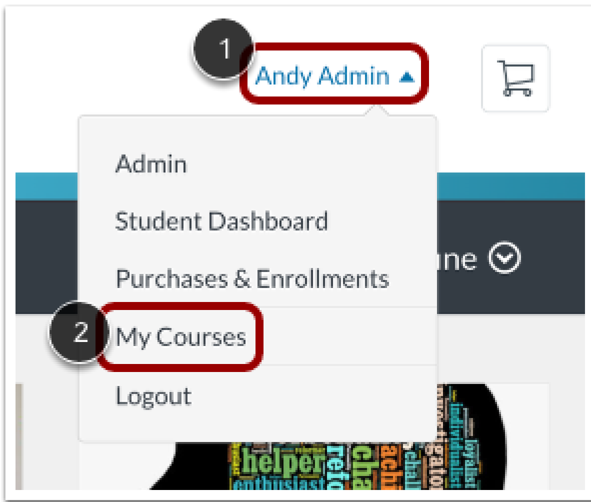


If your institution enables the Canvas Credentials integration, you can filter listings that offer digital badges by selecting the **Badges** checkbox [1] and clicking the **Apply** button [2].

How do I view the Canvas Dashboard through Catalog?

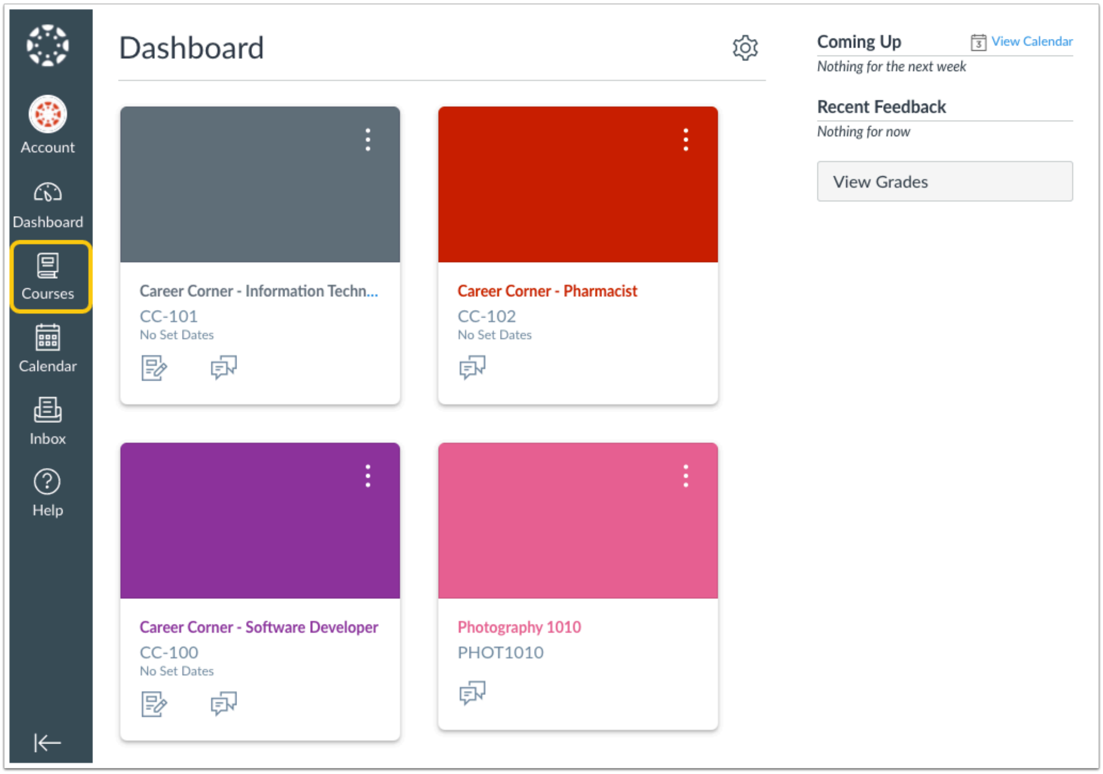
When you have completed registration for a Catalog listing, you can complete the coursework within Canvas. You can access your Catalog courses in Canvas from the Catalog User Menu.

Open Canvas from Catalog



After you've logged in to your Catalog account, click the **User** drop-down menu [1]. Then, click the **My Courses** link [2].

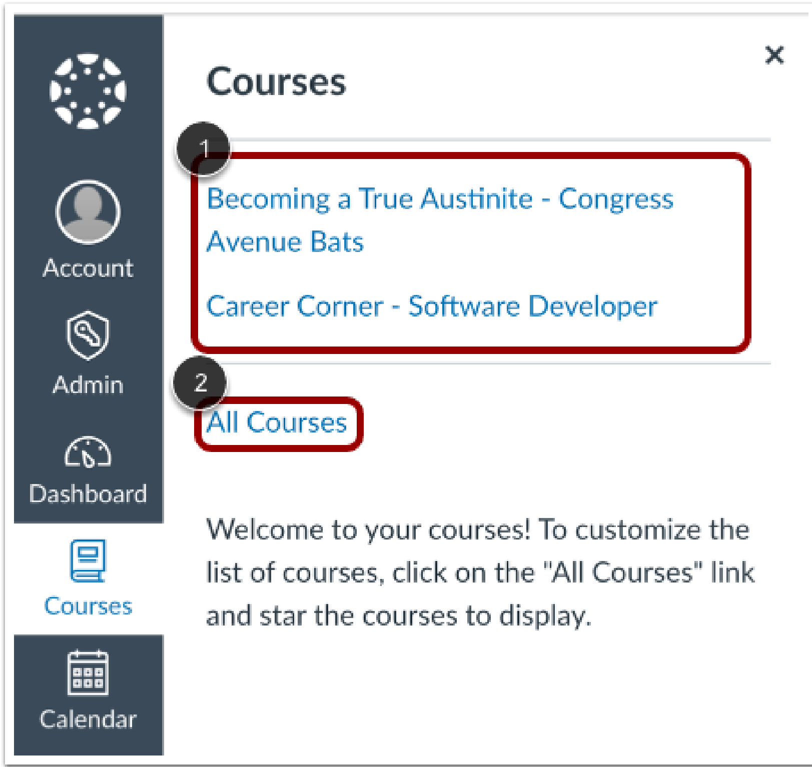
View Canvas Dashboard



The Dashboard displays an overview of all activity in your Canvas account.

To view or begin a course, click the **Courses** link.

View Courses



The Courses window displays active courses. To begin a course, click a course name link [1].

To view and manage a list of all courses both current and past, click the **All Courses** link [2].

How do I begin a Catalog course or program?

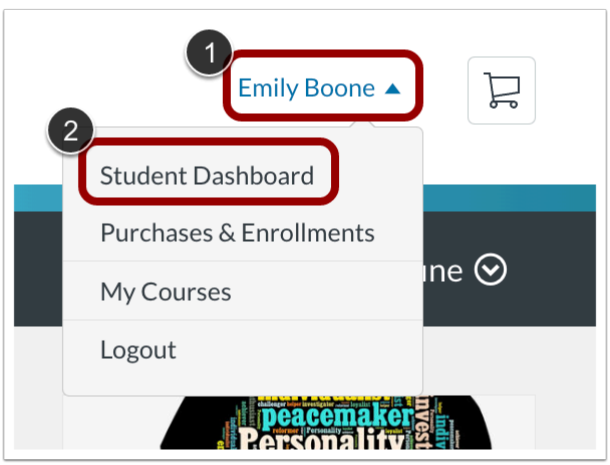
You can begin your current in-progress Catalog courses and programs from your Student Dashboard.

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 or Go To Course button for each course requirement in the program.

Notes:

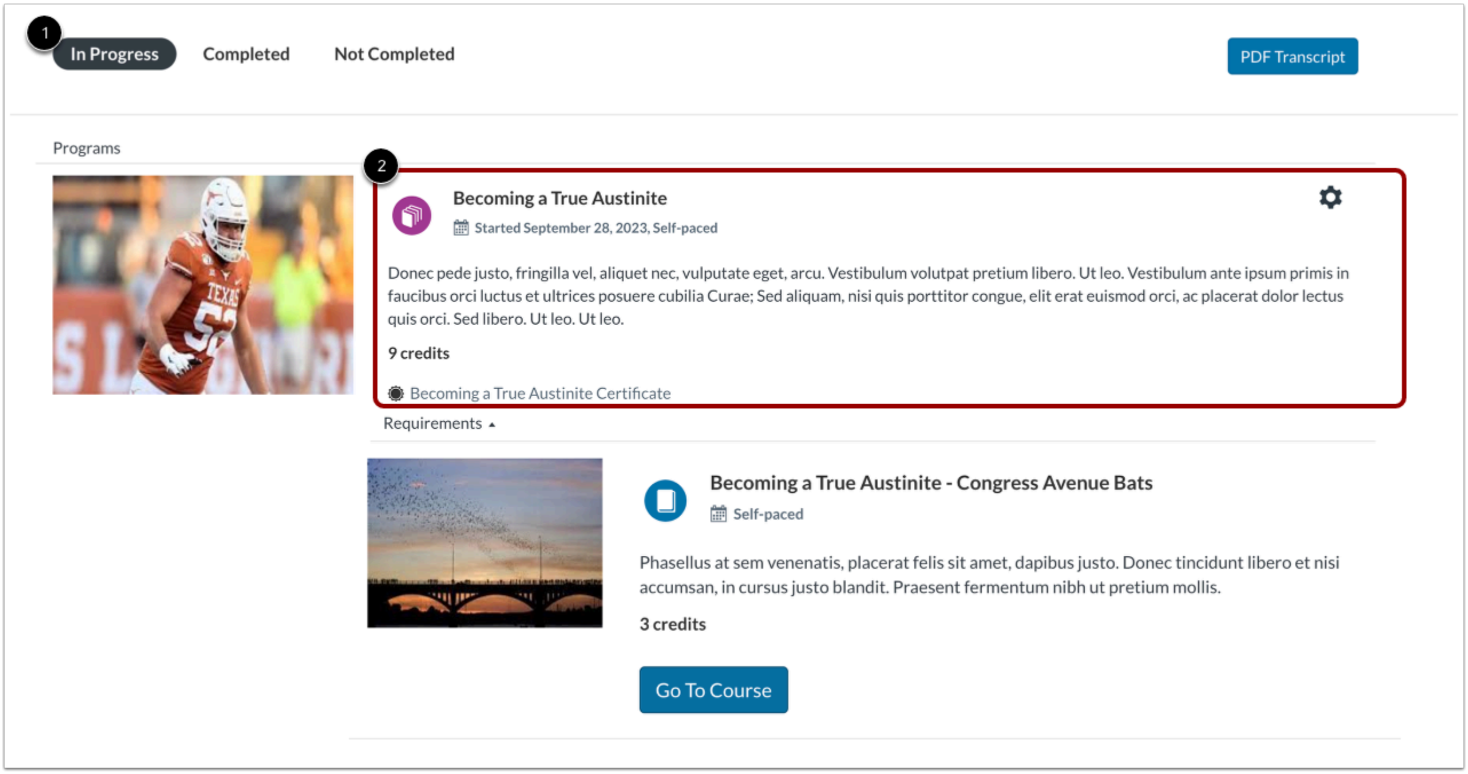
- Courses with an assigned start date cannot be started before that date.
- Courses that are part of a program may have to be completed in a set order.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Student Dashboard



Click the **User** drop-down menu [1]. Then, click the **Student Dashboard** link [2].

Locate Program

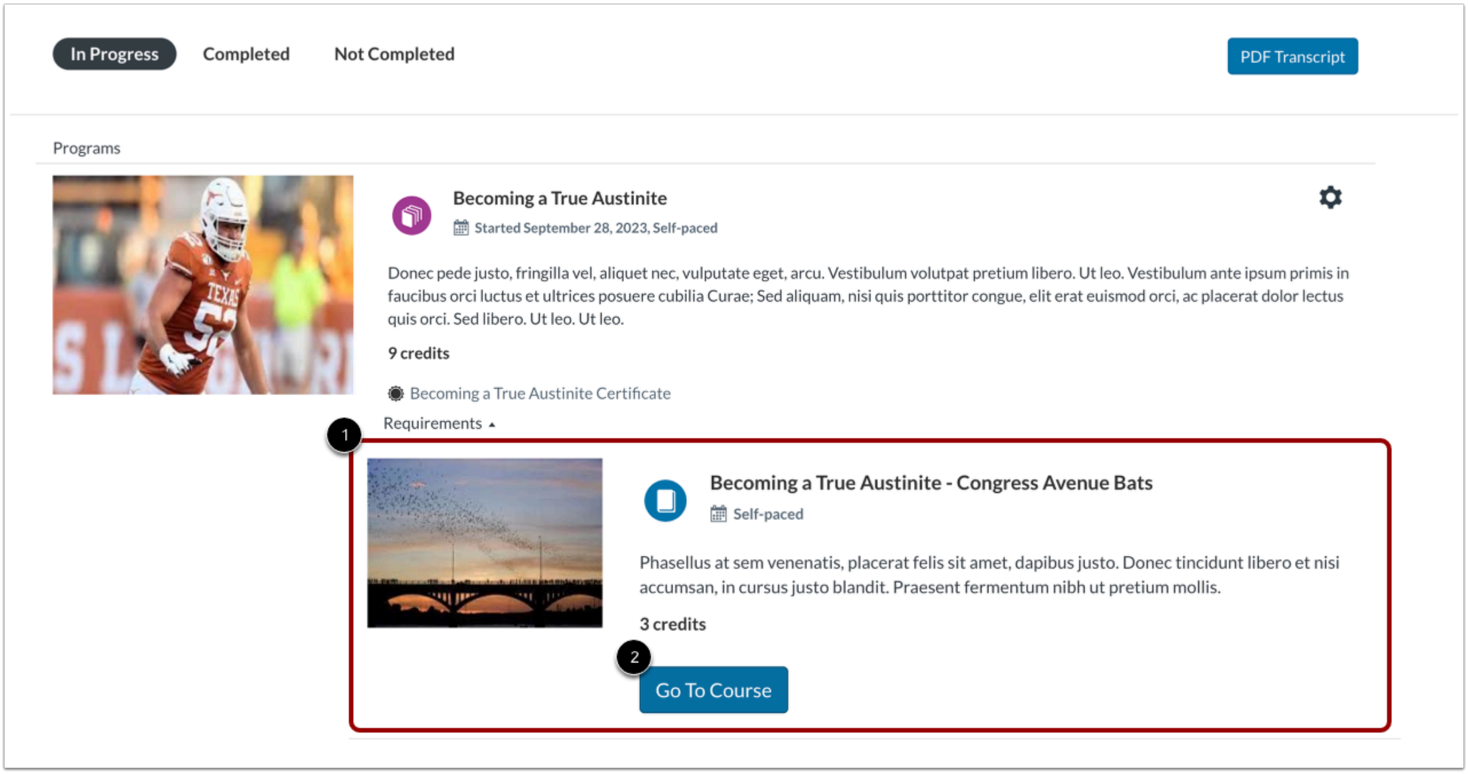


In the Student Dashboard, the In Progress tab opens by default [1].

In the Programs list, locate the program that includes the course that you want to begin [2].

Learn more about viewing the Student Dashboard.

Go to Course



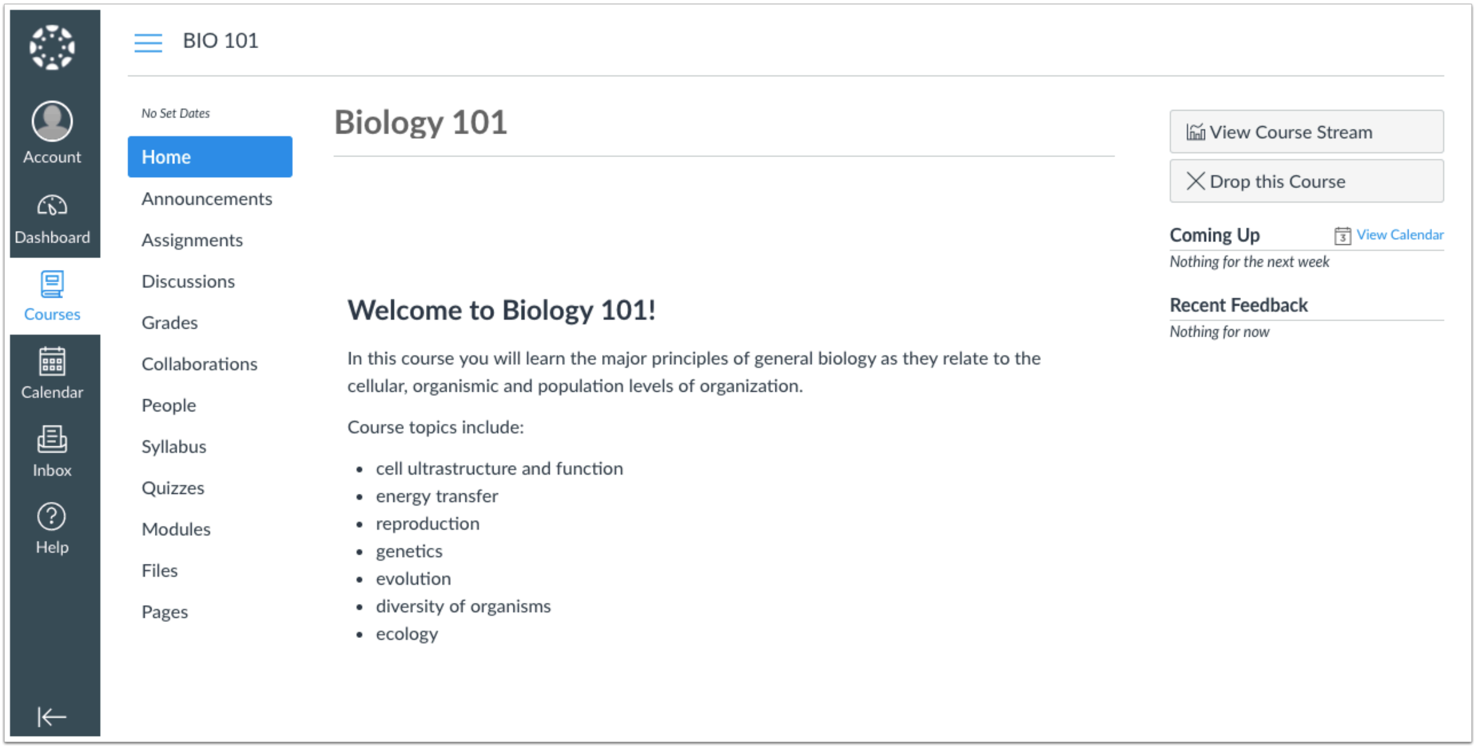
In the Requirements list [1], locate the course you wish to begin.

To begin the course, click the **Go to Course** button [2].

Notes:

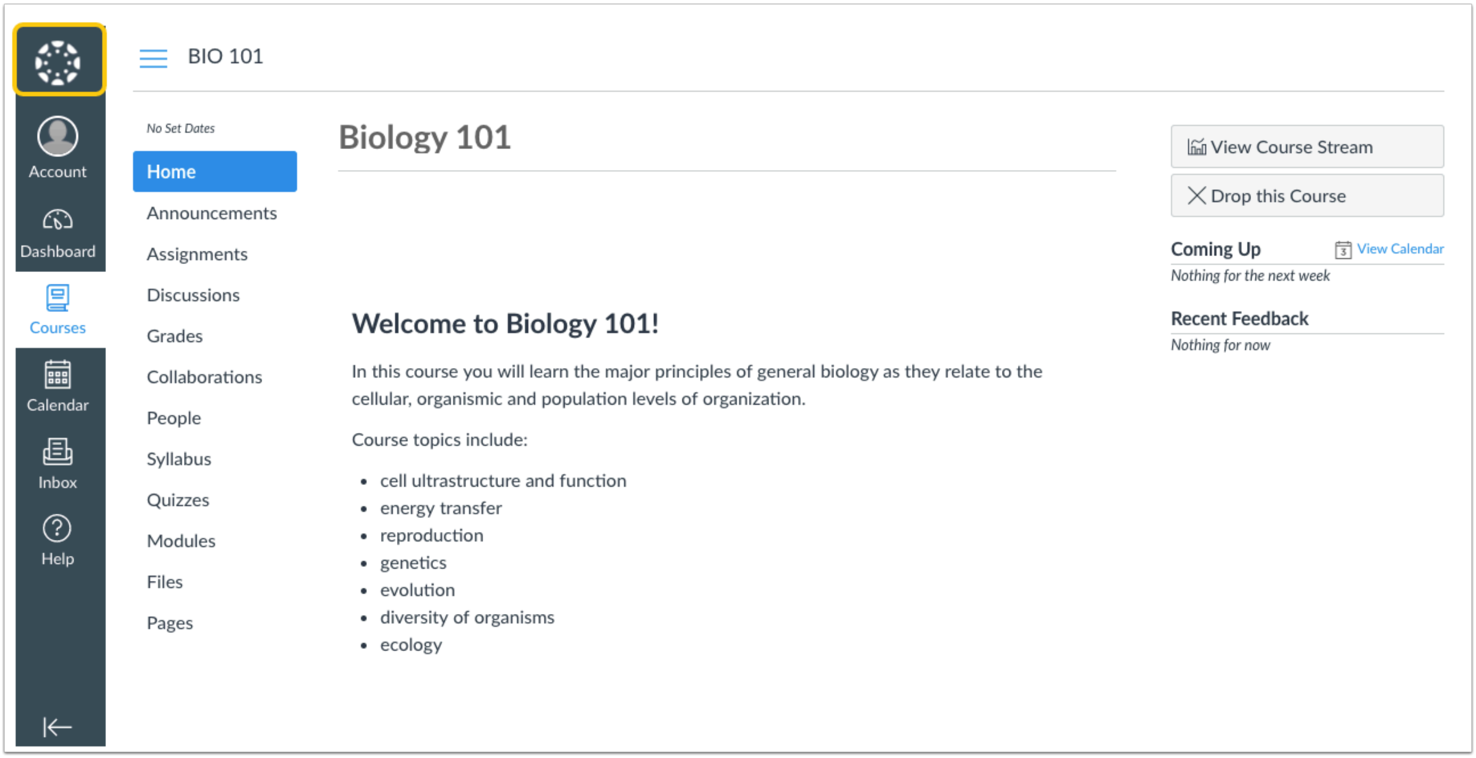
- Depending on the course design, some course listings may display a Begin Course button in place of the Go to Course button.
- If all courses in the Requirements list display a Go to Course or Begin Course button, courses may be completed in any order.

View Canvas Course Home Page



View your Canvas course home page.

Return to Catalog Student Dashboard



To return to the Catalog Student Dashboard, click the Canvas logo.

How do I drop a Canvas Network or Catalog course or program?

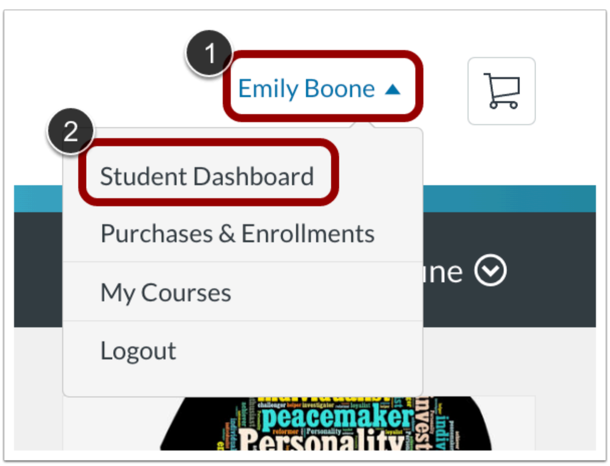
Catalog users (including users of Canvas Network) can drop course or program listing enrollments from their Student Dashboard.

If a listing has specific start and end dates, it can only be dropped between those dates. Listings with open-ended dates can be dropped at any time. If a listing, or your enrollment status in a listing has concluded, you can no longer drop the listing.

Listings can only be dropped if you enrolled directly through your institution's Catalog. If you were manually added by an instructor or admin, you must contact them to request that they remove you from the course or program.

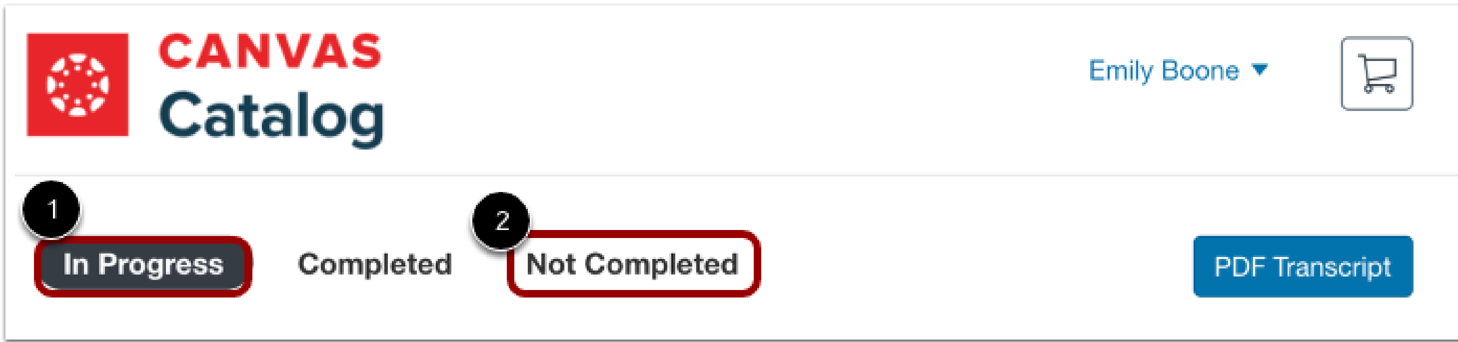
Note: The appearance of the Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Student Dashboard



Click the **User** drop-down menu [1]. Then click the **Student Dashboard** link [2]

Open In Progress Listings

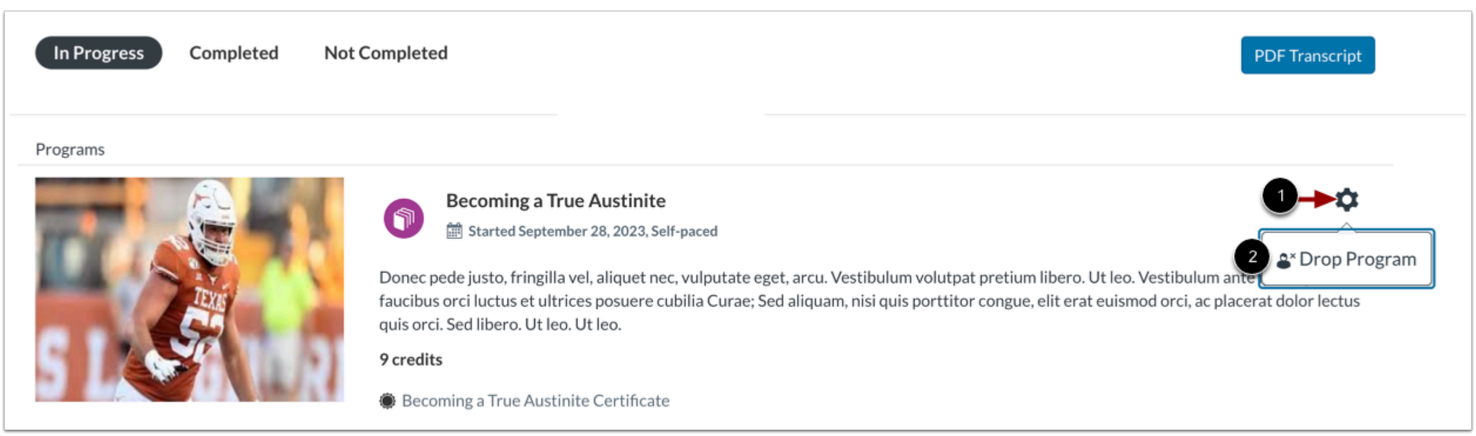


To open listings you have started, click the **In Progress** tab [1].

To open listings that you have not yet started, click the **Not Completed** tab [2].

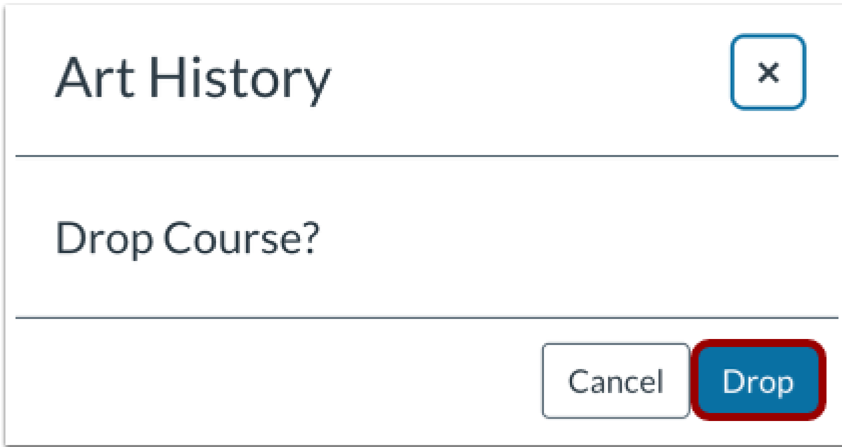
Note: You can not drop a completed listing.

Drop Course or Program



Locate the course or program and click the **Settings** icon [1]. Then, click the **Drop Program (or Course)** link [2].

Confirm Drop



A confirmation window displays.

To confirm the action, click the **Drop** button.

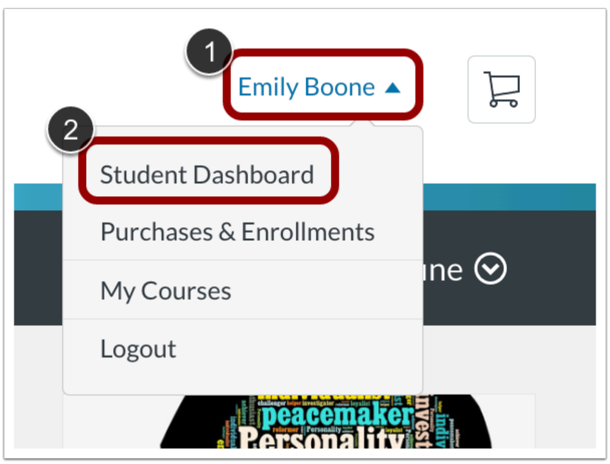
How do I view the certificate of completion for a Catalog course or program?

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.

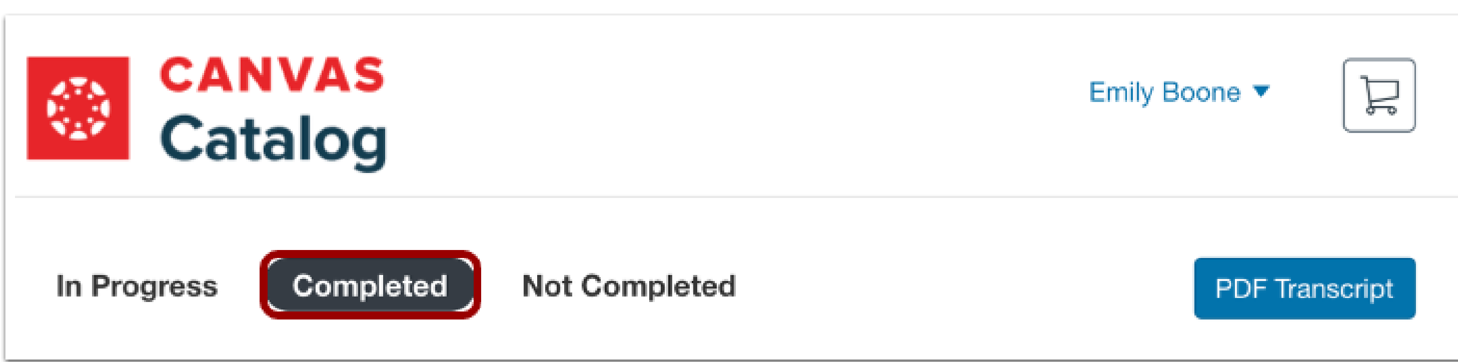
Note: When you complete a course or program that includes a certificate, a link to the certificate is emailed to you.

Open Student Dashboard



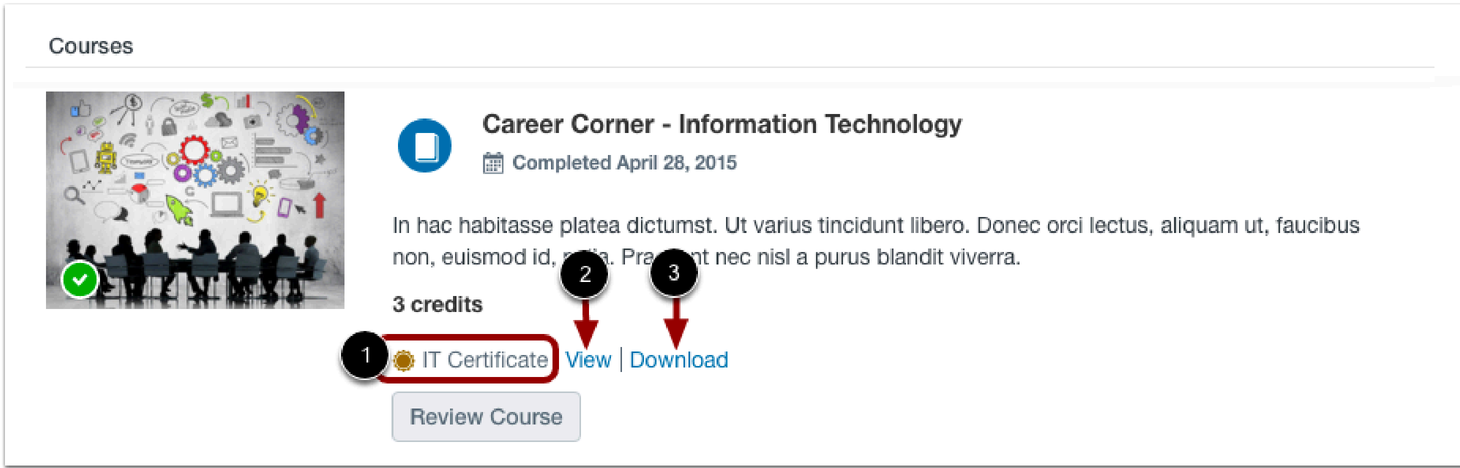
Click the **User Name** drop-down [1]. Then click the **Student Dashboard** link [2].

Open Completed Tab



Click the **Completed** tab.

View Certificate



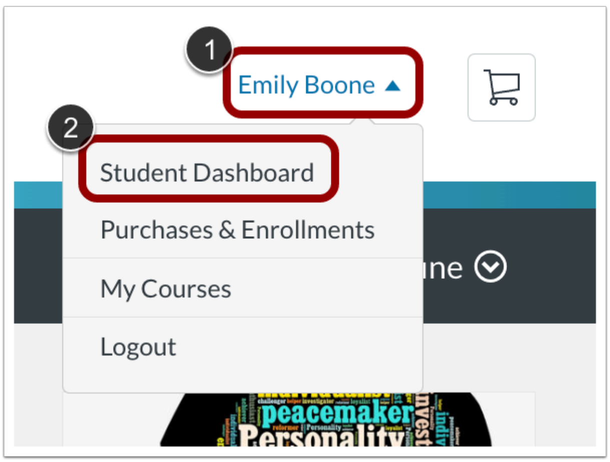
If a certificate is provided for the course or program, the certificate name displays [1].

To view the certificate in your web browser, click the **View** link [2]. To download the certificate, click the **Download** link [3].

How do I view, download, or print a transcript of my enrollments in Catalog?

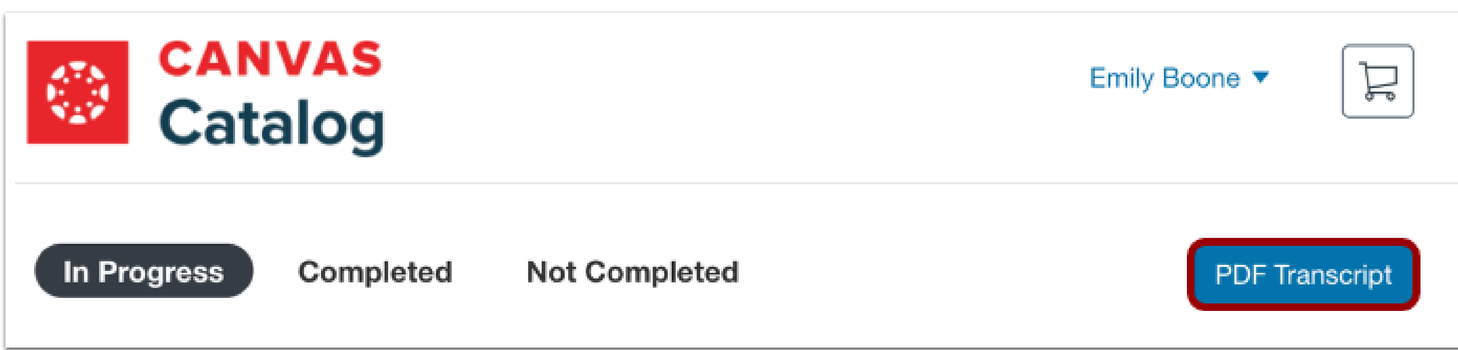
In Canvas Catalog you can view, download, or print a PDF of your enrollment transcript. The transcript displays overview and detail information for completed, in progress, and not completed courses.

Open Student Dashboard



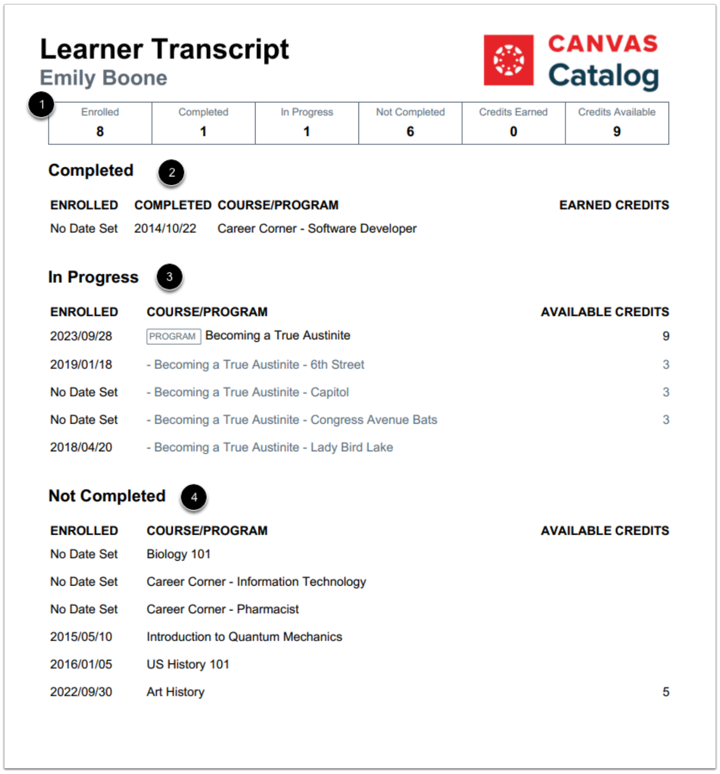
Click the **User Name** drop-down menu [1]. Then, click the **Student Dashboard** link [2].

Open PDF Transcript



Click the **PDF Transcript** button.

View Transcript



Learner Transcript
Emily Boone

CANVAS Catalog

1

Enrolled	Completed	In Progress	Not Completed	Credits Earned	Credits Available
8	1	1	6	0	9

Completed 2

ENROLLED	COMPLETED	COURSE/PROGRAM	EARNED CREDITS
No Date Set	2014/10/22	Career Corner - Software Developer	

In Progress 3

ENROLLED	COURSE/PROGRAM	AVAILABLE CREDITS
2023/09/28	PROGRAM Becoming a True Austinite	9
2019/01/18	- Becoming a True Austinite - 6th Street	3
No Date Set	- Becoming a True Austinite - Capitol	3
No Date Set	- Becoming a True Austinite - Congress Avenue Bats	3
2018/04/20	- Becoming a True Austinite - Lady Bird Lake	

Not Completed 4

ENROLLED	COURSE/PROGRAM	AVAILABLE CREDITS
No Date Set	Biology 101	
No Date Set	Career Corner - Information Technology	
No Date Set	Career Corner - Pharmacist	
2015/05/10	Introduction to Quantum Mechanics	
2016/01/05	US History 101	
2022/09/30	Art History	5

The PDF transcript opens in a new browser tab.

Information for the total number of courses and programs on the transcript displays in the overview section [1].

The Completed section lists courses or programs that you have completed, the enrollment date, the completed date, and the number of credits earned (when available) [2].

The In Progress section lists courses or programs that are currently in progress, the enrollment date, and the number of credits offered (when available) [3].

The Not Completed section lists courses or programs that have expired, are archived, were dropped, or that you have not yet started with the enrollment date and the credits offered (when available) [4].

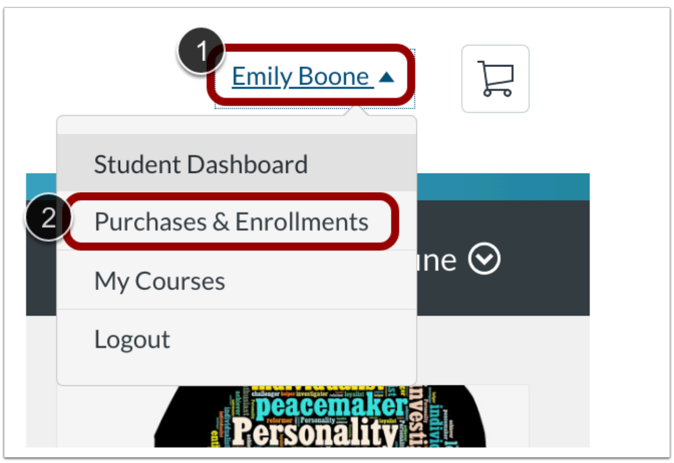
You can print the transcript or download the PDF to your computer.

Note: In the overview section, programs are counted as a single enrollment.

How do I view my Catalog purchases and enrollments history?

In Canvas Catalog, you can view your enrollment and payment history in the Purchases & Enrollments section.

Open Purchases & Enrollments



Click the **User Name** drop-down menu [1]. Then, click the **Purchases & Enrollments** link [2].

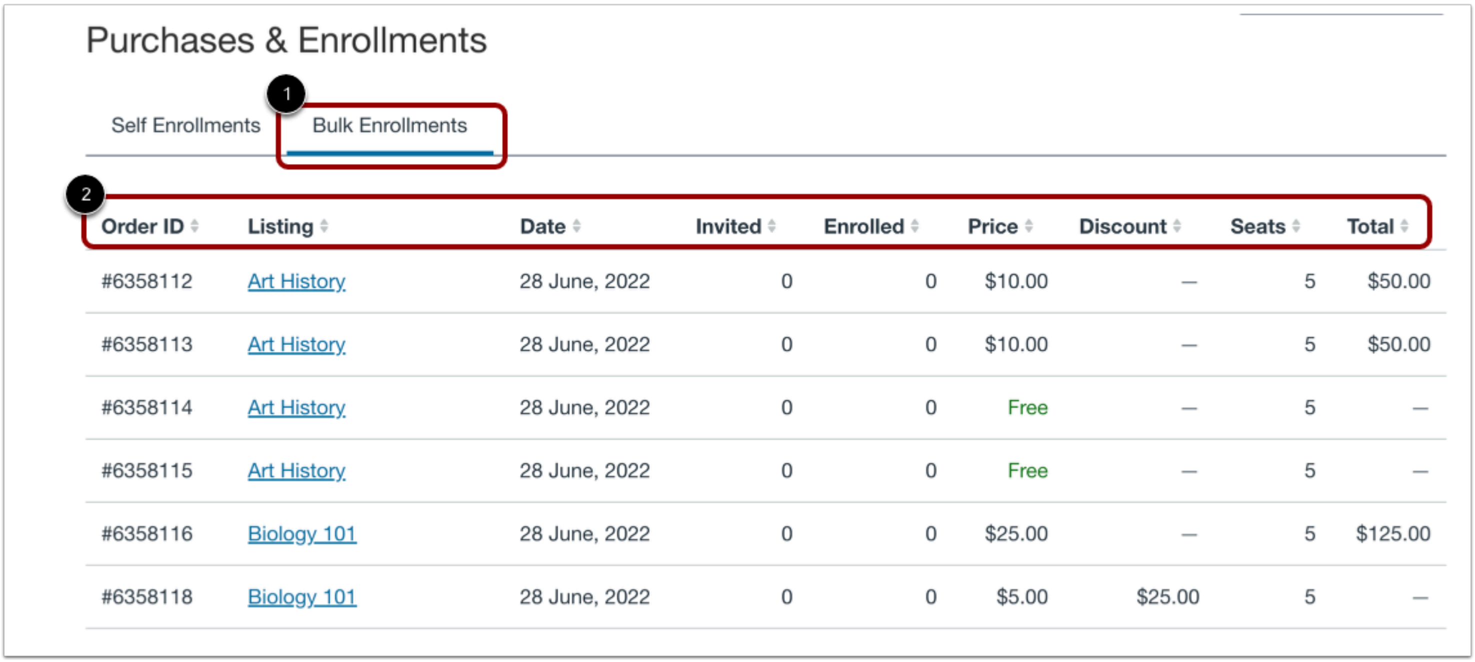
View Self Enrollments List

To view a list of your self enrollments, click the **Self Enrollments** tab [1].

The list header displays the order ID number, listing name, enrollment date, registration price (if any), amount of any discounts applied (if any) [5], and total cost for the listing (if any) [2].

If the enrollment was not successful, the Enrollment failed message displays [3]. To make another enrollment attempt, click the **Retry** button [4].

View Bulk Enrollments List



Order ID	Listing	Date	Invited	Enrolled	Price	Discount	Seats	Total
#6358112	Art History	28 June, 2022	0	0	$10.00	–	5	$50.00
#6358113	Art History	28 June, 2022	0	0	$10.00	–	5	$50.00
#6358114	Art History	28 June, 2022	0	0	Free	–	5	–
#6358115	Art History	28 June, 2022	0	0	Free	–	5	–
#6358116	Biology 101	28 June, 2022	0	0	$25.00	–	5	$125.00
#6358118	Biology 101	28 June, 2022	0	0	$5.00	$25.00	5	–

To view a list of your bulk enrollments, click the **Bulk Enrollments** tab [1].

The list header displays titles the order ID number, listing name, purchase date, number of students invited to the course or program, number of students that have accepted the invitation, price per enrollment (if any), discount applied (if any), number of seats purchased, and total cost of the listing (if any) [2].

Sort Enrollments Lists

Self Enrollments | Bulk Enrollments

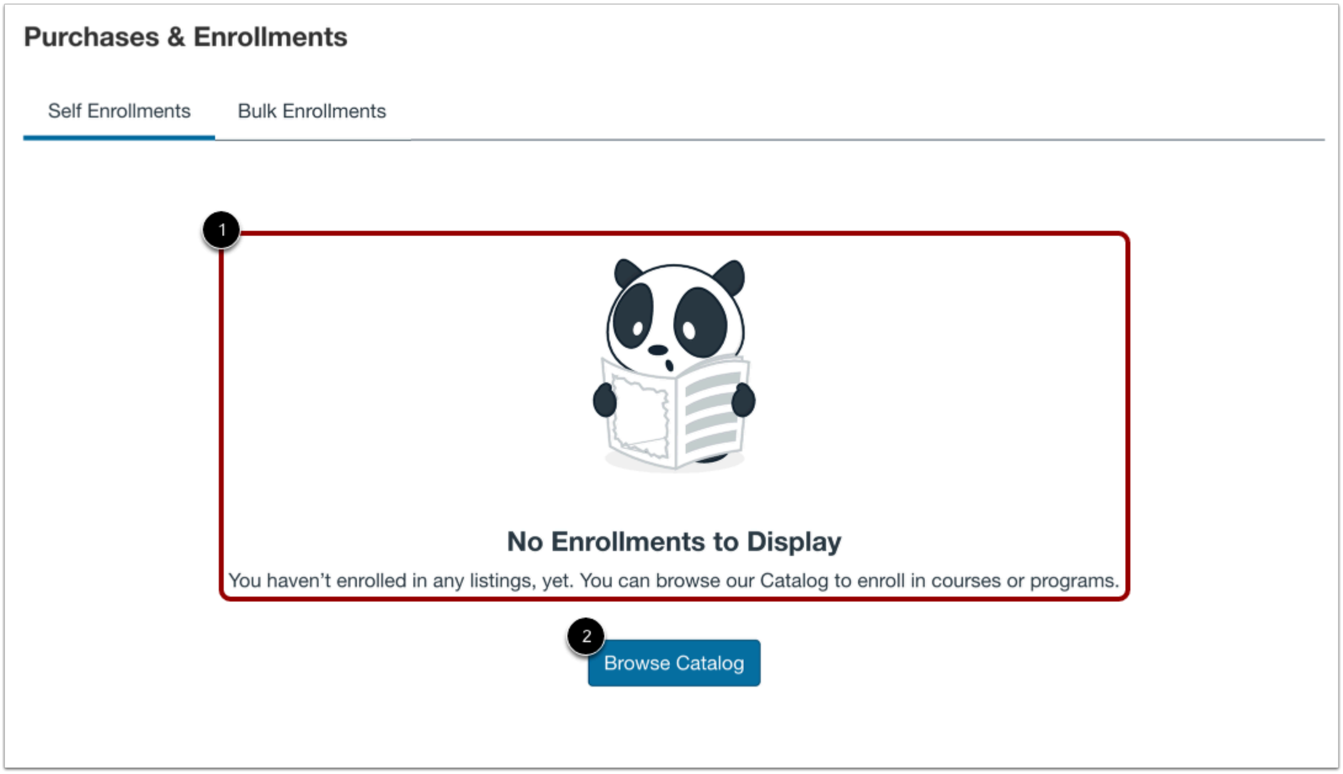
Order ID	Listing	Date	Price	Discount	Total
#8343390	Career Corner Payment failed	September 28, 2023	$50.00	–	$50.00
#8343381	Becoming a True Austinite	September 28, 2023	Free	–	–
#8272301	Career Corner - Pharmacist	September 15, 2023	Free	–	–
#8272180	Career Corner - Information Technology	September 15, 2023	Free	–	–
#8272147	Becoming a True Austinite	September 15, 2023	Free	–	–
#6832238	Art History	September 30, 2022	Free	–	–

By default, enrollments lists are sorted by date with the oldest listings first.

To select a new sorting column, click a column header [1]. Then, to change sorting order, click the **Sort** icon [2].

Note: Lists can only be sorted by one column at a time.

View No Enrollments



If you have not enrolled in any listings, the Purchases & Enrollments page displays a **No Enrollments to Display** notification [1].

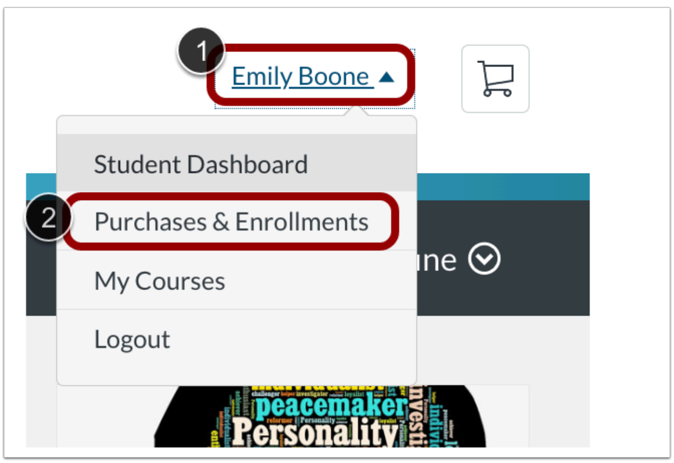
To view and enroll in available listings, click the **Browse Catalog** button [2].

How do I invite students to a bulk purchased course or program?

In Canvas Catalog, you can invite students to register for a bulk-purchased listing by email and manage their registration status.

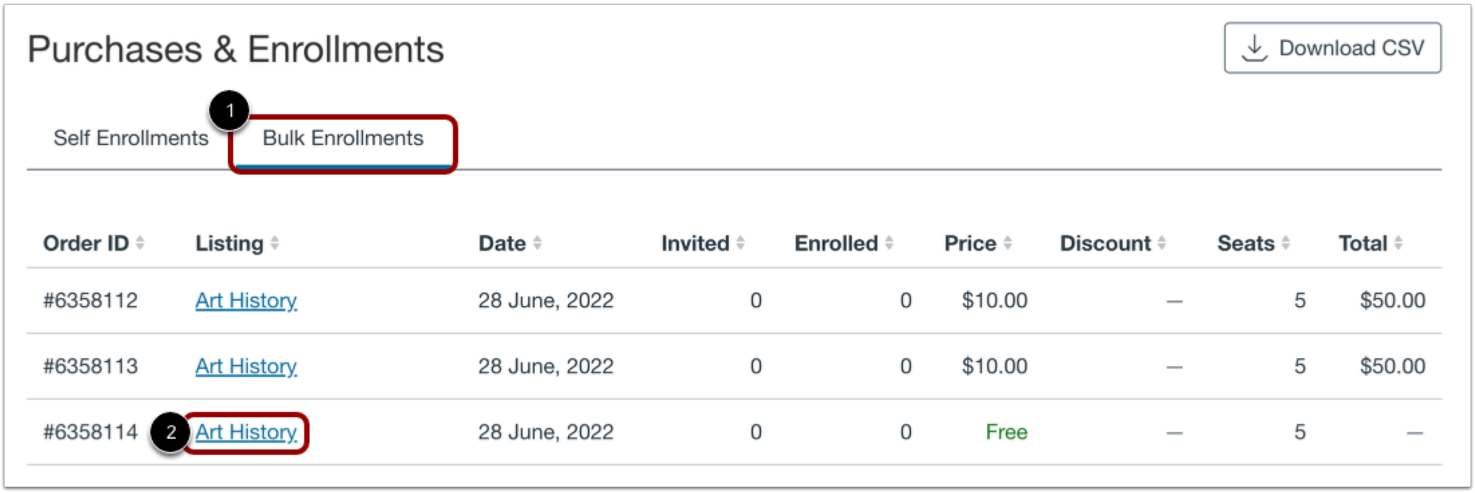
Enter email addresses individually or as a group in a CSV upload.

Open Purchases & Enrollments



Click the **User Name** drop-down menu [1]. Then, click the **Purchases & Enrollments** link [2].

Select Bulk Enrollments



Click the **Bulk Enrollments** tab [1]. Then, click the listing name link [2].

Invite Students

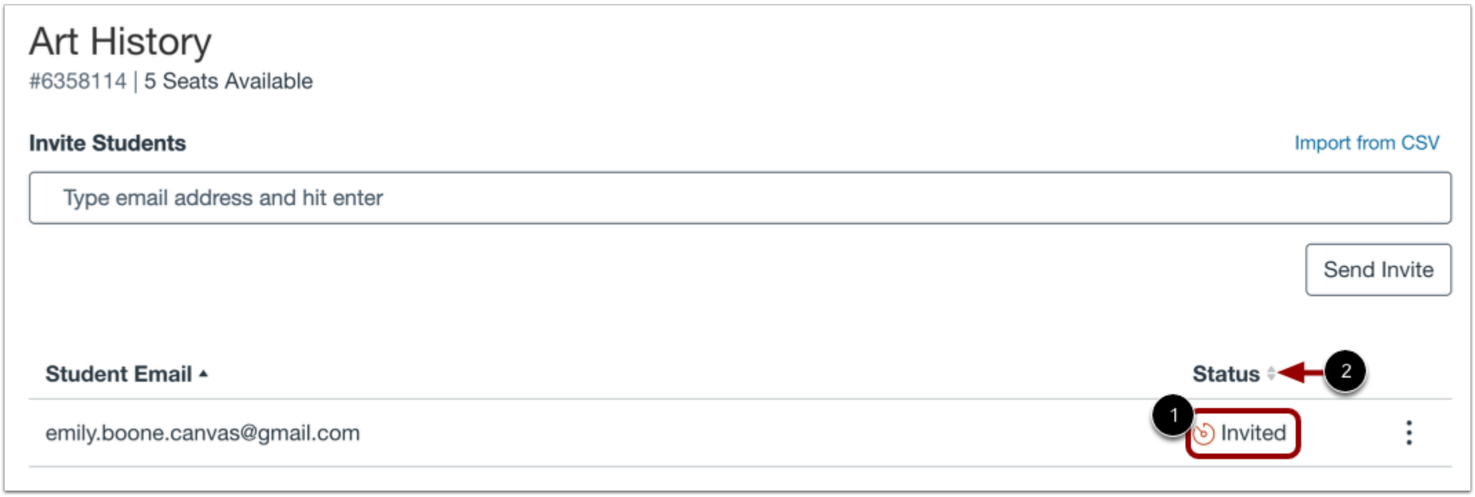
To invite a student to the course or program, enter the student's email address in the **Invite Students** field [1]. To enter additional email addresses, press the enter key on your keyboard, then add the next email address.

To import a list of email addresses from a CSV file, click the **Import from CSV** link [2].

To send invitations to students, click the **Send Invite** button [3].

Note: If an email address is manually added before a CSV is imported, the CSV import will override any information already in the text box. To add emails using both methods, import the CSV first, then manually add additional addresses.

View Invitation Status



When an invitation has been sent, the invitation status displays in the Status column [1].

To sort invitations by status, click the **Sort** arrows [2].

Resend or Revoke Invitation

To edit an invitation, click the **More** icon [1].

To resend the invitation to the student's email address, click the **Resend Invitation** link [2].

To cancel the invitation, click the **Revoke Invitation** link [3].

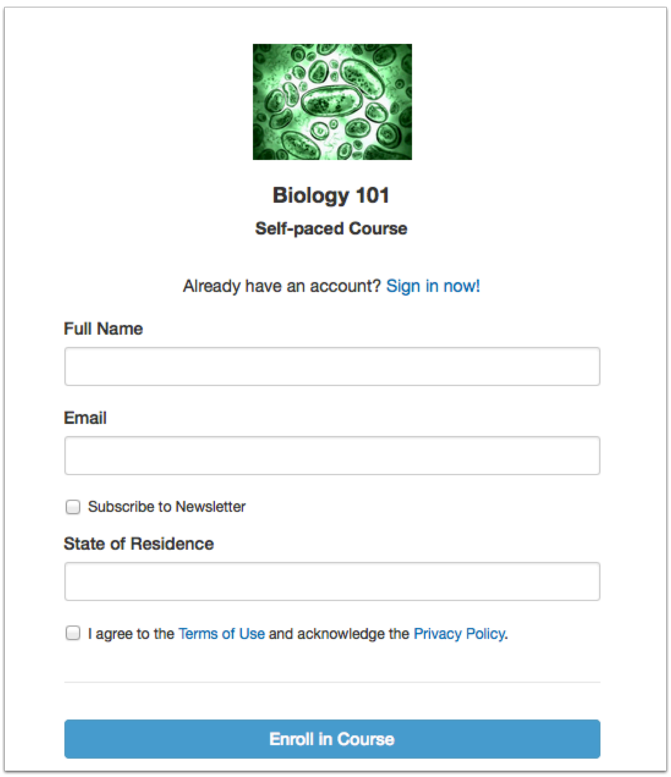
Catalog and Canvas

How does Canvas Catalog interact with my institution's Canvas account?

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

Canvas Catalog uses the data from Canvas courses to determine the completion state for each Catalog course or listing, and allows you to enroll students in specific sections that are set in Canvas.

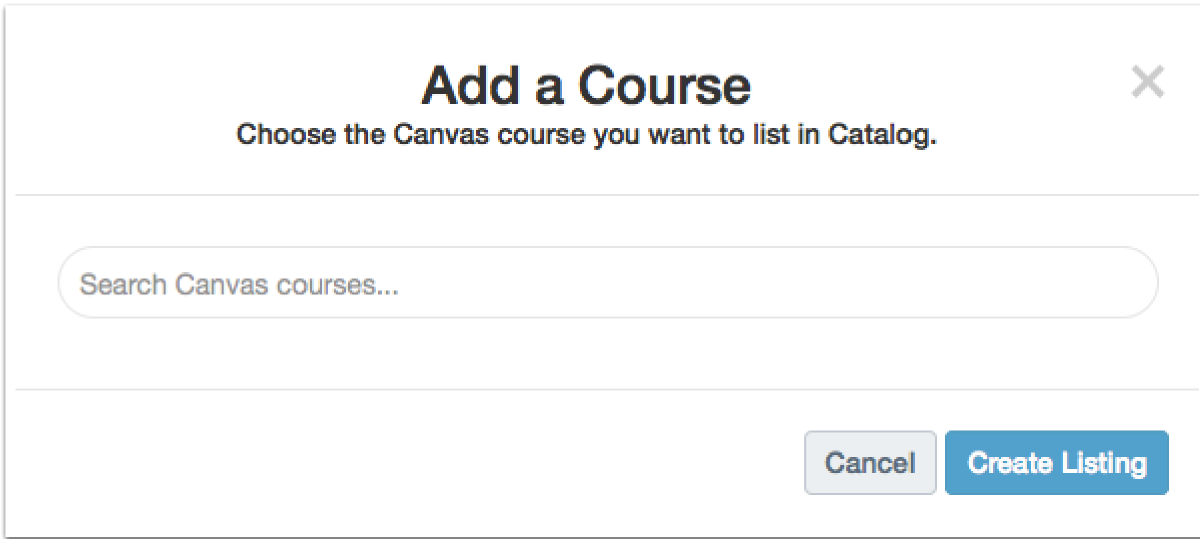
Registration User Defined Fields



In Canvas Catalog, when you add or manage user defined fields, the custom user information is stored in Canvas.

Note: Custom field information cannot currently 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

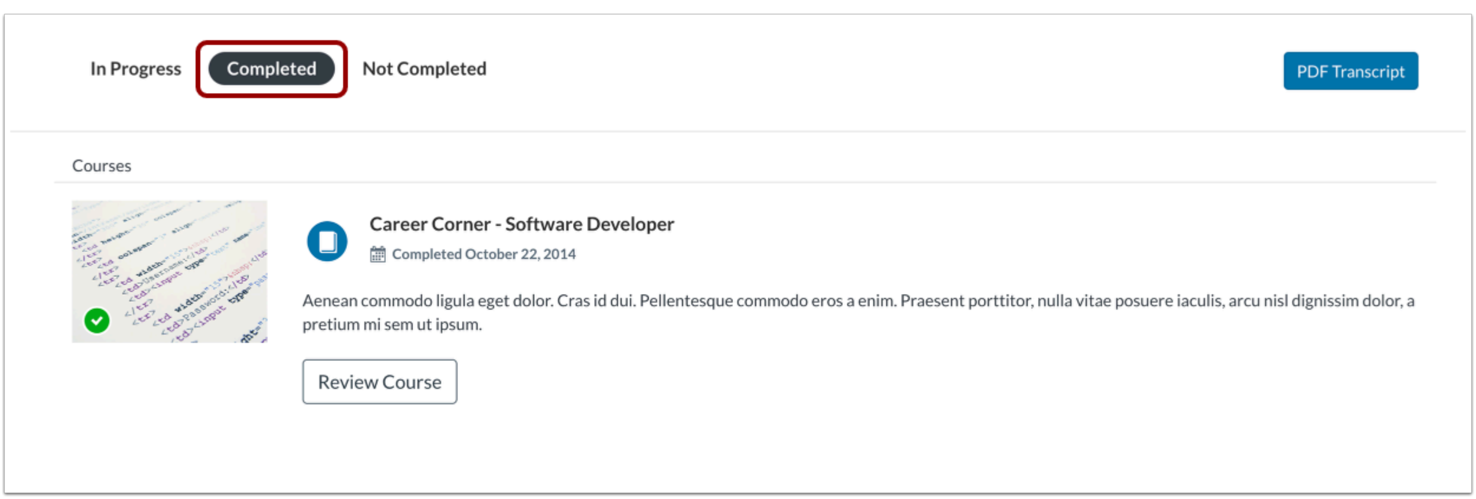


When you add a Catalog course listing, Catalog references the list of existing courses in your Canvas account and provides a location for you to create details about the course to allow students to enroll.

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

Note: To create a program listing in Catalog, you must first create the course listings.

Catalog Course Status

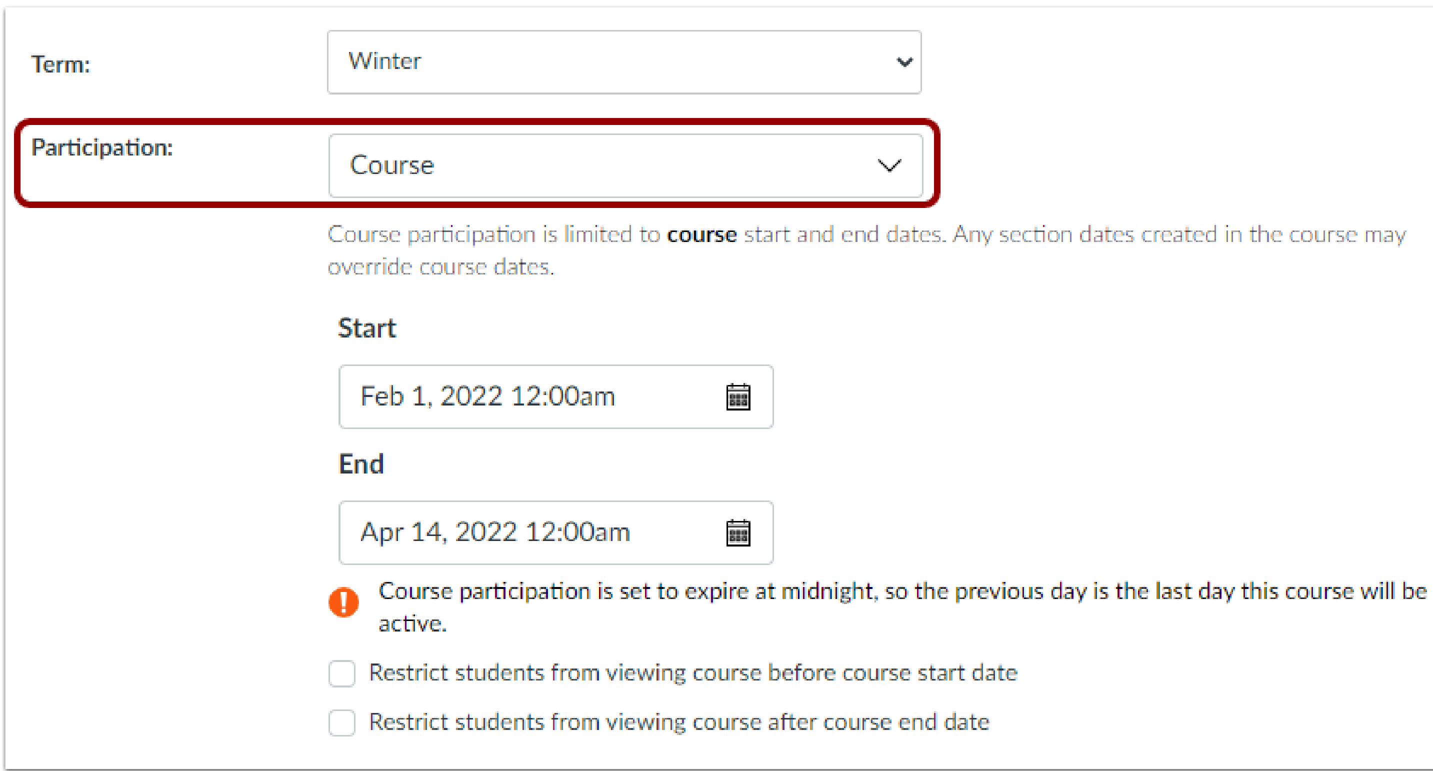


In the Catalog Student Dashboard, completed courses and programs display in the Completed tab.

To measure activity in the Course Progress indicator, Catalog uses Canvas course modules to generate progress data. If a course is not set up with modules, Catalog cannot identify the status of the course.

Learn more about Canvas course modules.

Set Catalog Course Listing Dates



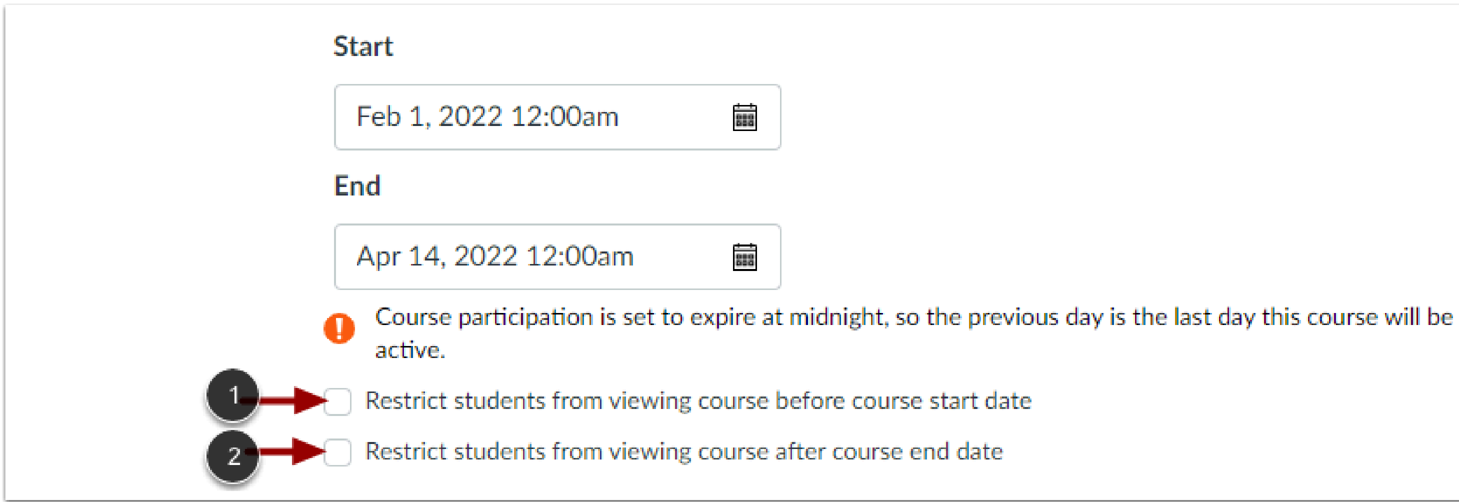
Catalog listing dates are based on Canvas course participation dates. Listings are considered active as long as the course falls within the participation dates specified in the Canvas course settings.

To set specific participation dates for a Catalog course, the Course option must be selected in the Participation drop-down menu of the Canvas course settings menu. If the Term option is selected, Catalog sets the course to be permanently self-paced with no start or end dates.

Learn more about changing the start and end dates for a course.

Note: Participation dates also affect the wait list for a course.

Restrict Course Access in Canvas Settings



By default, when a student enrolls in a Catalog course the course information appears in the Not Completed tab, and after the course ends it displays in the Completed tab of the Catalog Student Dashboard.

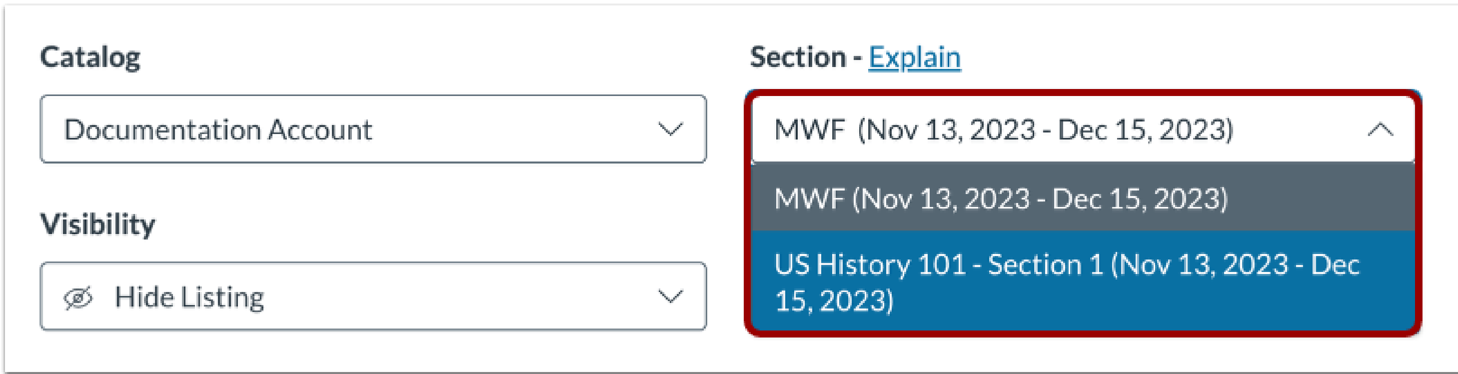
You can restrict student access in Catalog before the course starts or after it ends in the Canvas course settings menu.

To restrict students from viewing the course before the start date, click the **Restrict students from viewing course before [participation] start date** checkbox [1].

To prevent a course from appearing in the Completed tab of the Student Dashboard, click the **Restrict students from viewing course after [participation] end date** checkbox [2].

Note: When students enroll in a Catalog course that has viewing restricted, they receive a email confirming registration, but the course will not display in the dashboard until the start date of the course.

Select Sections for New Enrollments in Catalog Settings



When you add a listing in Canvas Catalog, if the Canvas course has multiple sections, Catalog displays the course's default section in Canvas along with the course dates. To select a different section, click the **Section** drop-down menu.

By selecting a section for a Catalog listing, you determine the section that any newly enrolled students will be placed in. Learn more about adding sections in Canvas. Section dates will also affect the wait list for a course.

Notes:

- Changing the section setting does not affect past or current enrollments.
- Sections that do not have set start and end dates are set as self-paced with no start or end dates.

How do I add a user as an admin for a Catalog account in Canvas?

As a Canvas Catalog admin, you can add administrative users for Catalog in your Canvas 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.

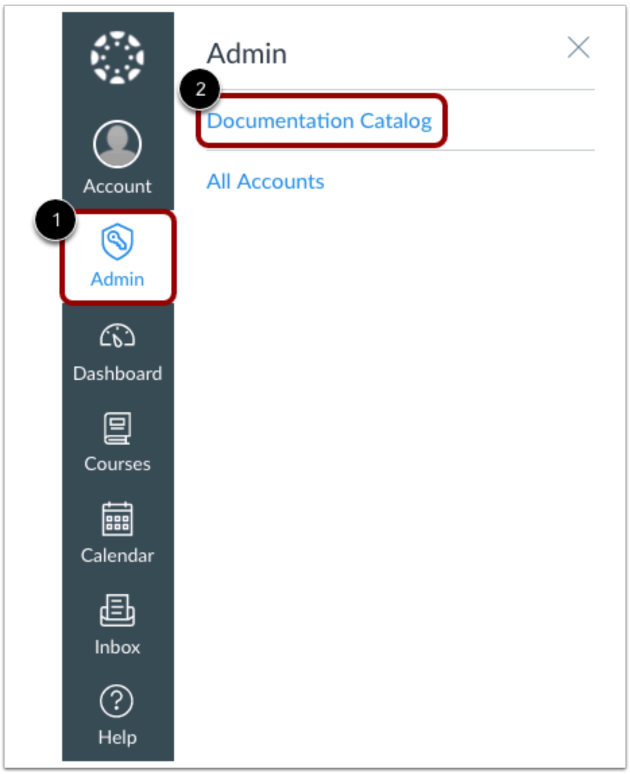
When you add users as admins, if the users already have a profile in Canvas, they will receive an email notifying them that they are now an admin for the account. If the users do not already have a profile, they will receive an email with a link to create a profile and access the account.

If you want to give a Canvas user rights to manage a catalog but not allow full admin access in Canvas, you can add a user as a subcatalog admin for a single catalog directly from your Catalog account.

Notes:

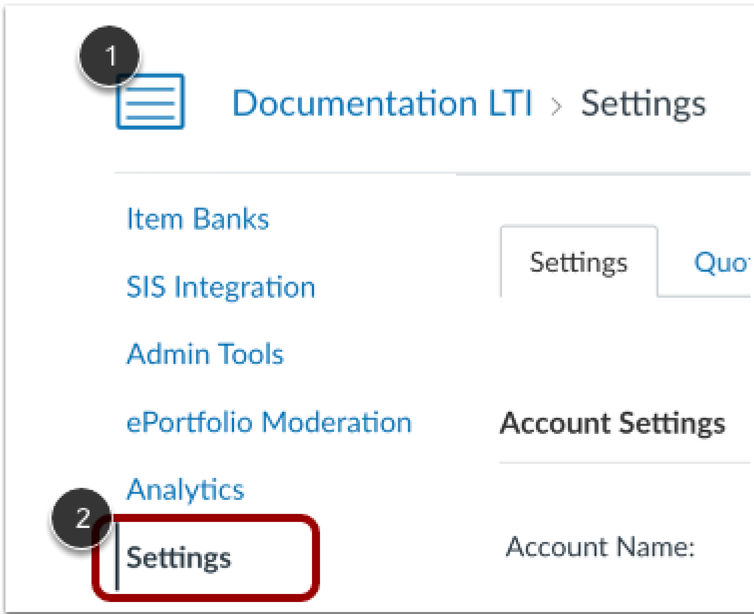
- When adding an administrative user, you must assign the user to an account role. Before adding a user, ensure that you have created the necessary account-level role.
- Your administrative user list includes the Catalog API, which is currently included in all Catalog accounts.

Open Account



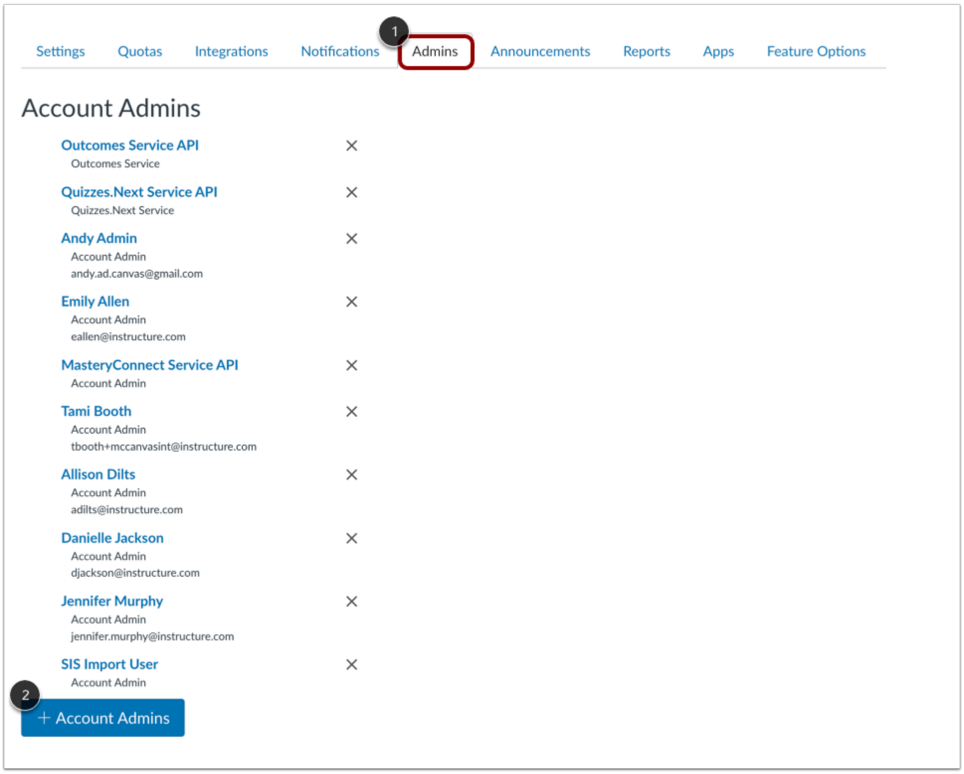
In Global Navigation, click the **Admin** link [1], then click the name of the account [2].

Open Settings



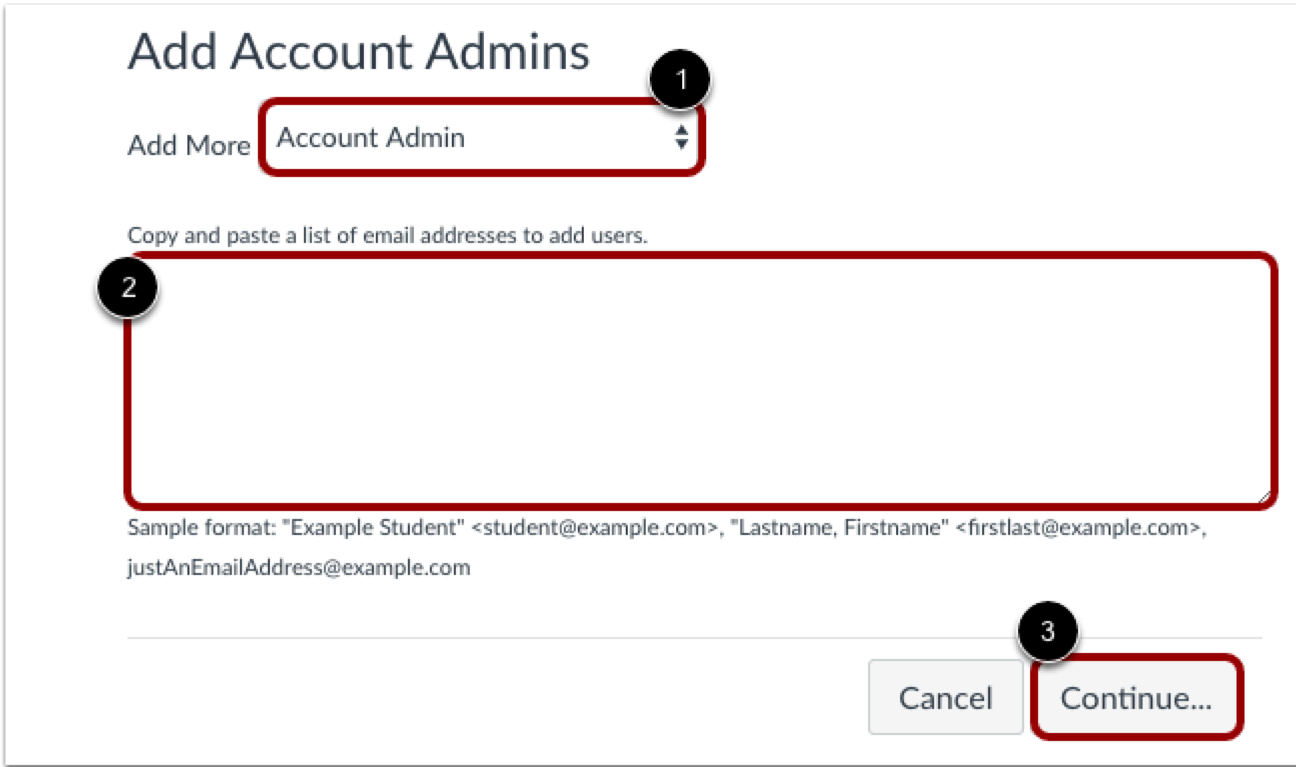
Click the **More Options** icon [1]. Then, click the **Settings** link [2].

Add Admins



Click the **Admins** tab [1]. Then, click the **Add Account Admins** button [2].

Add Admin Role and Email

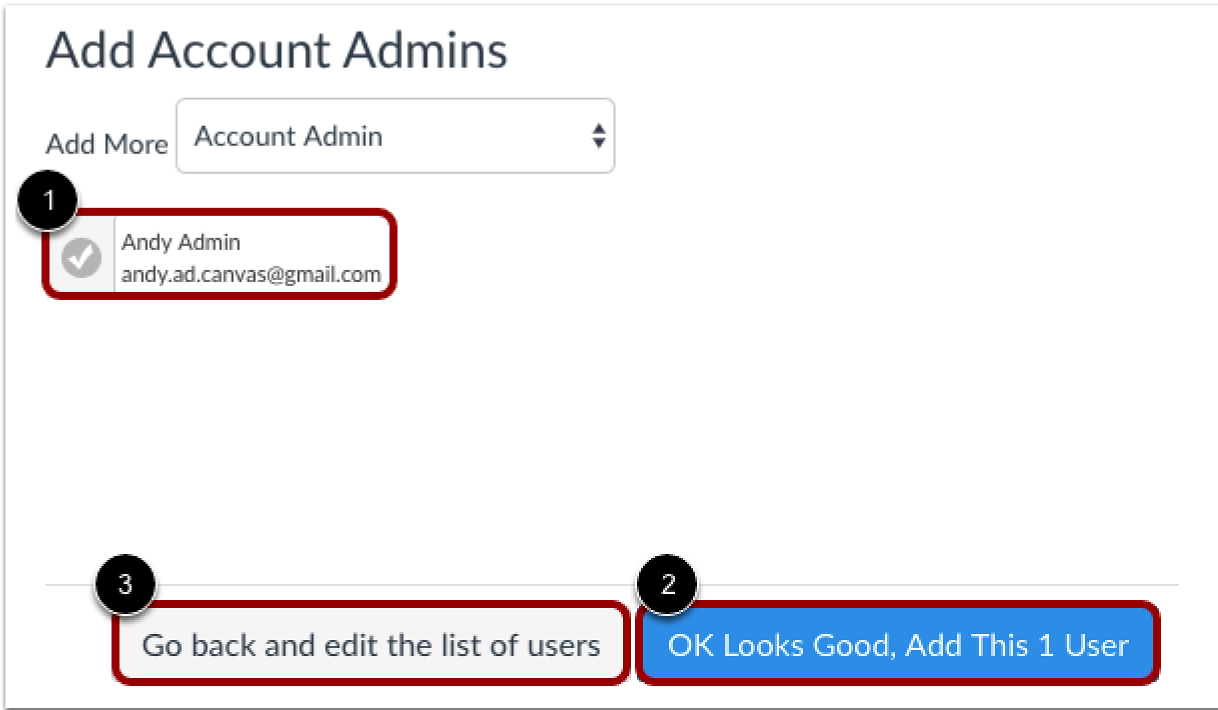


Click the **Add More** drop-down menu [1] and select the **Account Admin** option. Then, type the email address of the user(s) you wish to add in the email addresses field [2].

To save changes, click the **Continue** button [3].

Each added user will receive a Canvas Account Admin invitation email containing a link that they must click to confirm admin registration.

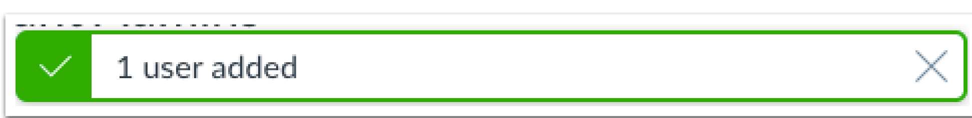
Add Account Admin(s)



The new user information displays in the Add Account Admins field [1].

To confirm the added user(s), click the **OK Looks Good, Add this [#] User** button [2]. To edit added user information, click the **Go back and edit the list of users** button [3].

View Verification



When added users are accepted, the user added verification displays.

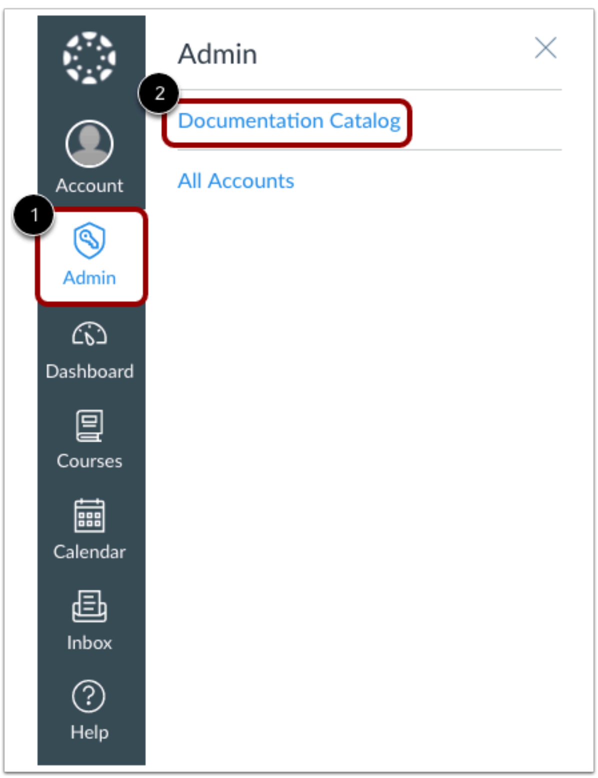
How do I enable Canvas permissions for admins to manage a Catalog account?

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

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.

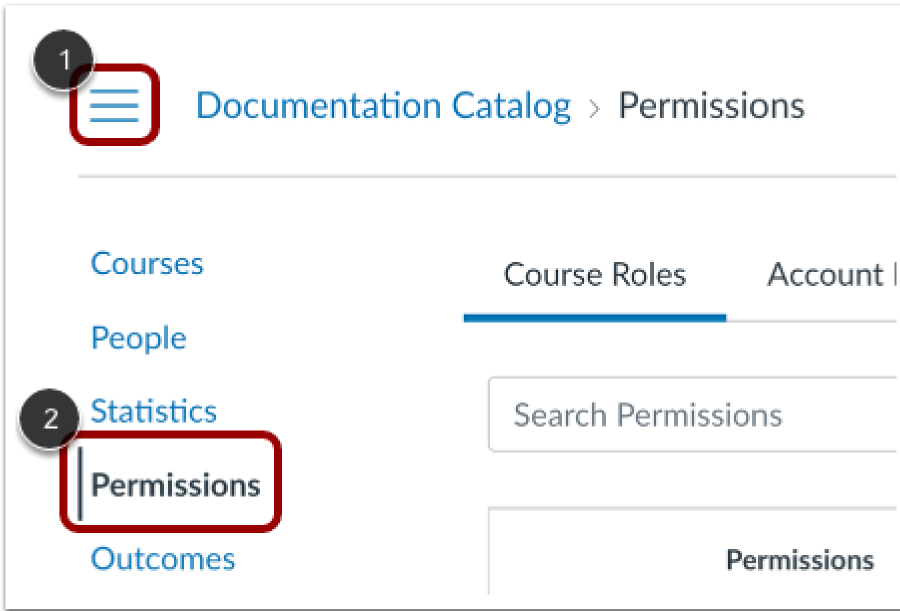
Note: The Catalog permission only appears in the Permissions list if your institution has a Canvas Catalog account, and it does not apply to subaccount roles.

Open Account



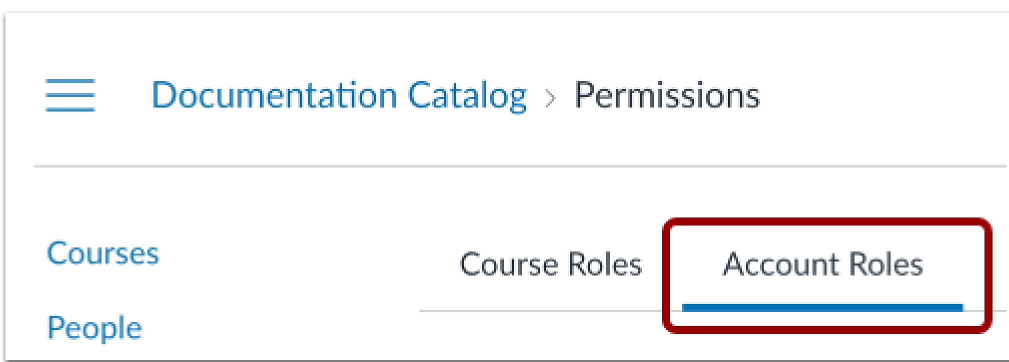
In Global Navigation, click the **Admin** link [1], then click the name of the Canvas Catalog account [2].

Open Permissions



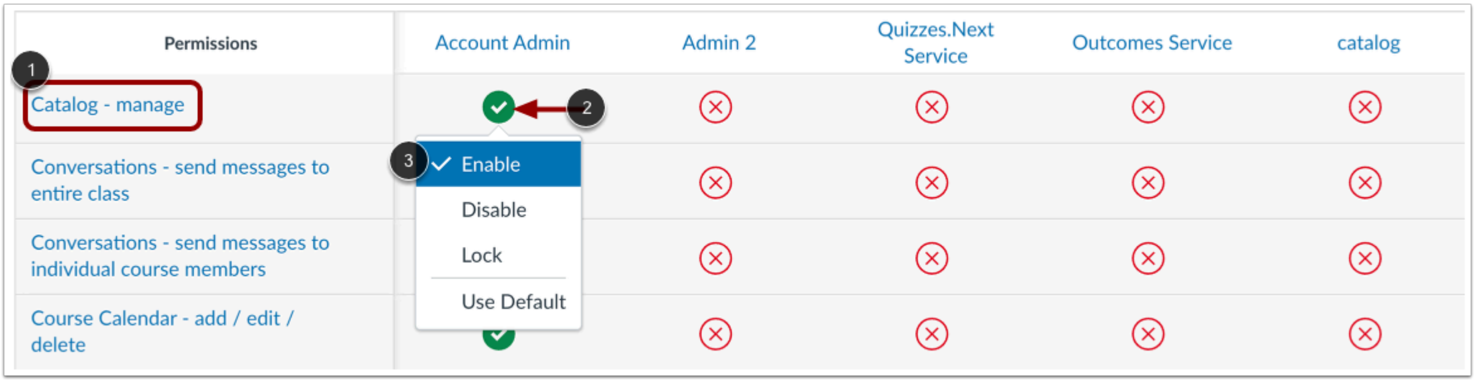
Click the **More Options** icon [1]. Then, click the **Permissions** link [2].

View Account Roles



Click the **Account Roles** tab.

Enable Catalog Admin Permission



In the Permissions list, locate the Catalog - manage role [1]. Click the **Account Admin** icon [2]. Then, in the drop-down menu, click the **Enable** option [3].

Catalog and Subcatalog Management

How do I access my Catalog beta environment?

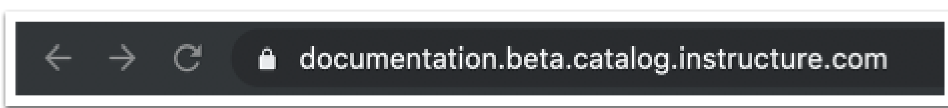
As a Canvas Catalog admin, the beta environment allows you to explore new features in Catalog without affecting your production environment. If you want to keep up on the latest beta features in Catalog, visit the Catalog Release Notes page in the Canvas Community.

The beta environment is overwritten with data from the production environment after each release, which means that 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.

Notes:

- Notifications are not sent from the beta environment.
- For more information about Canvas beta environments, please see the Canvas Admin Guide.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

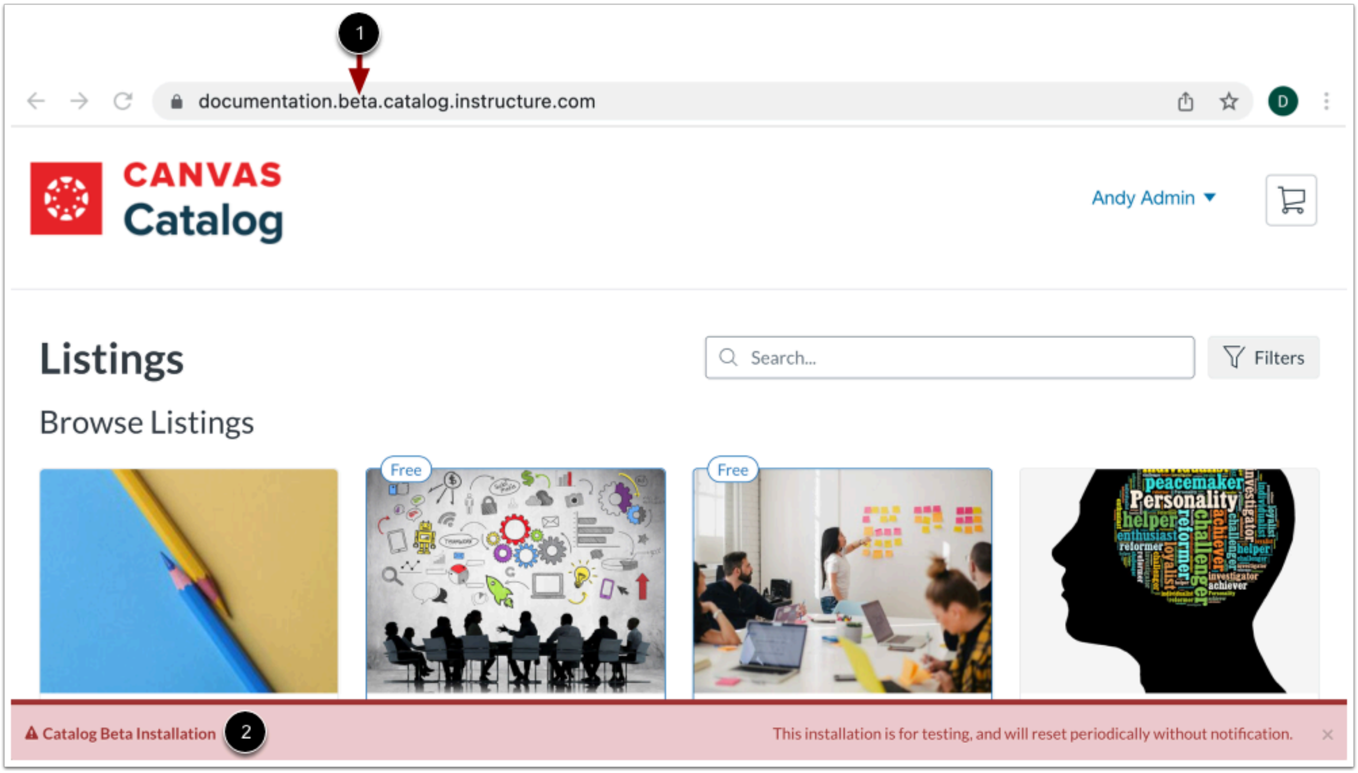
Access Beta Environment



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

If your institution uses a vanity URL, replace the organization name with your full URL. For instance, the beta site for example.com is *example.beta.catalog.instructure.com.*

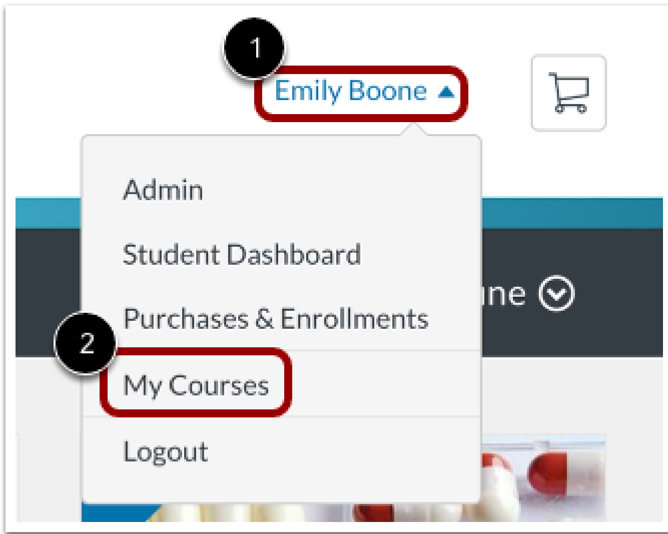
View Beta Catalog



The beta Catalog page looks essentially the same as the production environment. You are using the beta environment if the word beta is part of the URL [1]. A notification bar warning that you are in a beta installation also displays [2].

Note: Beta environments reset on the first business day after [a scheduled release]() and any content created in this environment will be deleted. If you want to save any content created in your beta environment, you will have to re-create it in your production environment.

Open Canvas from Catalog



Your Catalog beta environment is associated with your Canvas beta environment. To access Canvas beta from the Catalog beta environment, click the **User** drop-down menu [1]. Then, click the **My Courses** option [2].

How do I access the Catalog API?

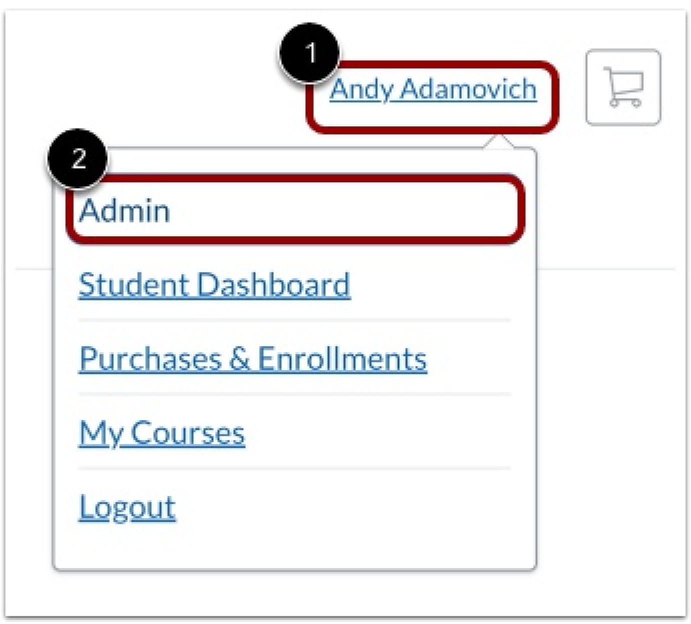
If you are a Canvas admin and know how to use application program interface (API) commands, you can access the Canvas Catalog API to view information about your Catalog account.

The Canvas Catalog API documentation is contained on a single page, which you can print or scroll through. You can also auto-scroll to a section of documentation by clicking the links in the Table of Contents.

You can manage Subcatalog Admins directly within the product, including assigning or removing administrative access to specific subcatalogs. For automated or system-driven operations, the API allows developers to list account admins, associate an admin with an account, remove that association, or remove the admin entirely.

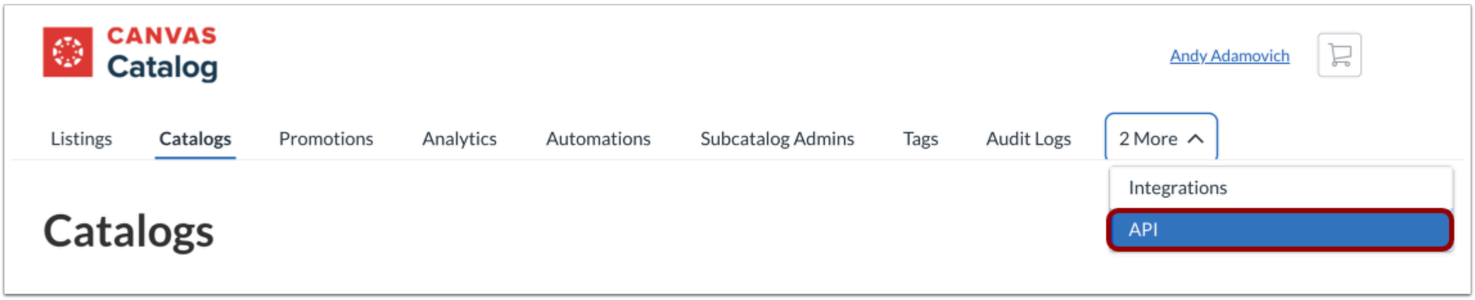
For more information, visit [Catalog API documentation].

Open Admin



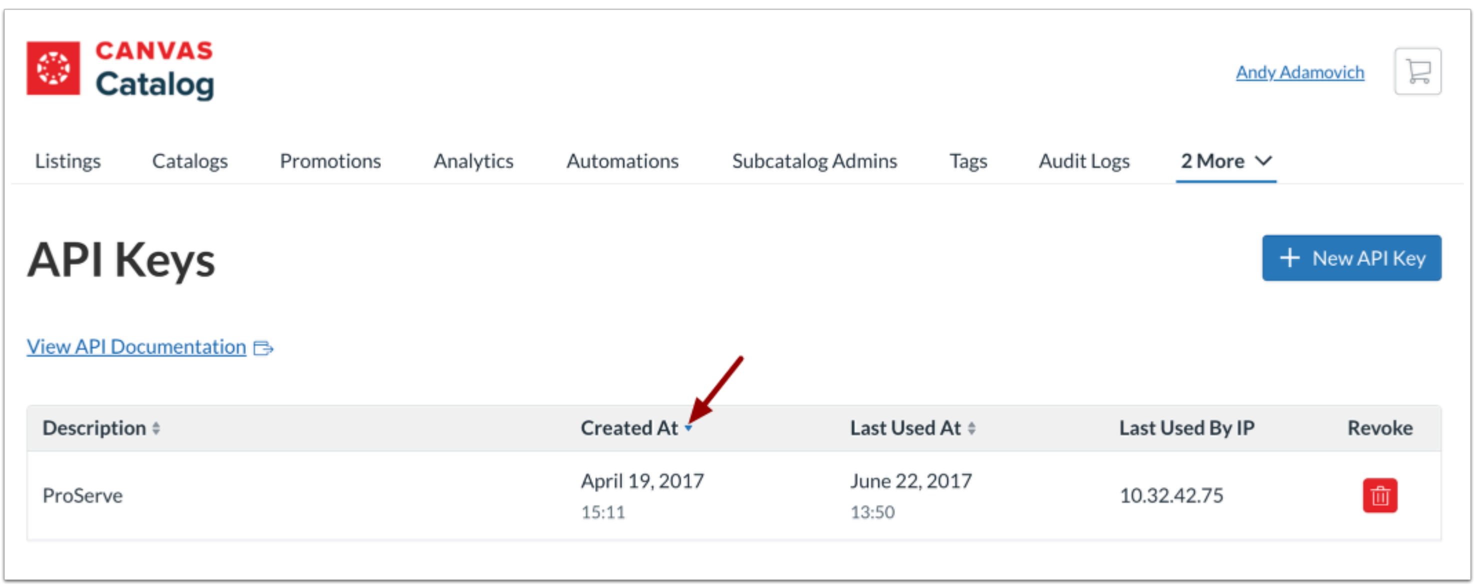
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open API



Click the **API** tab.

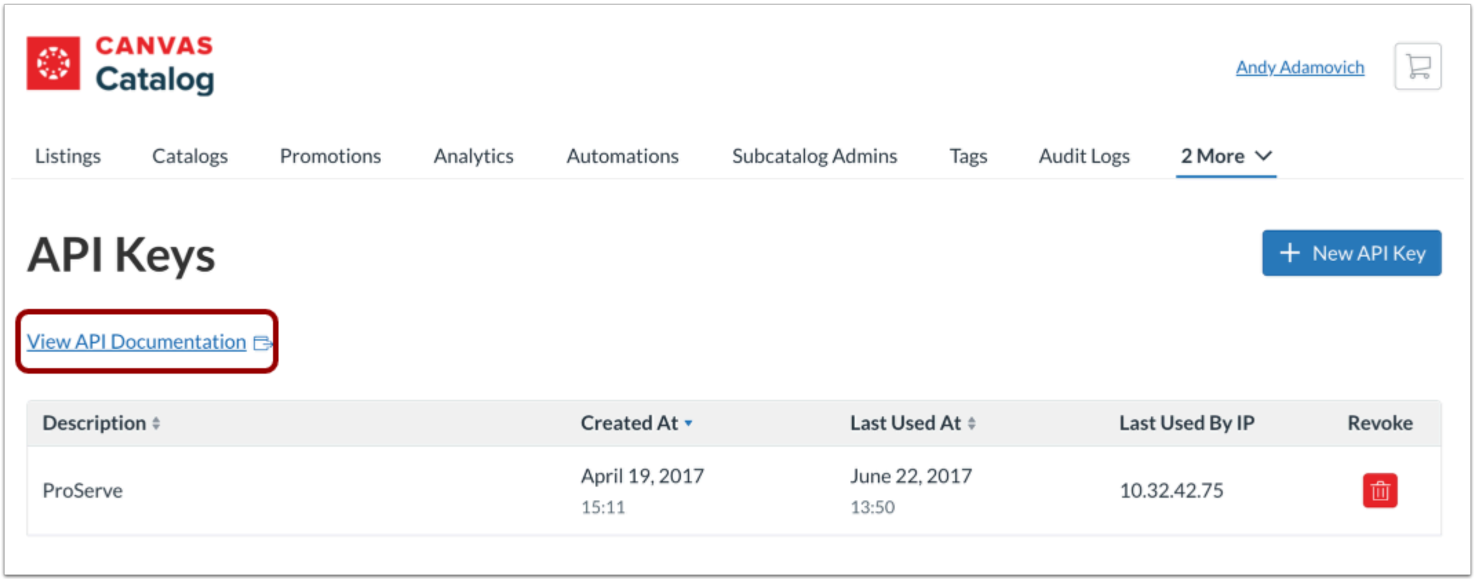
View API Key Page



To use the API page, open and sort the tables by selecting any column header.

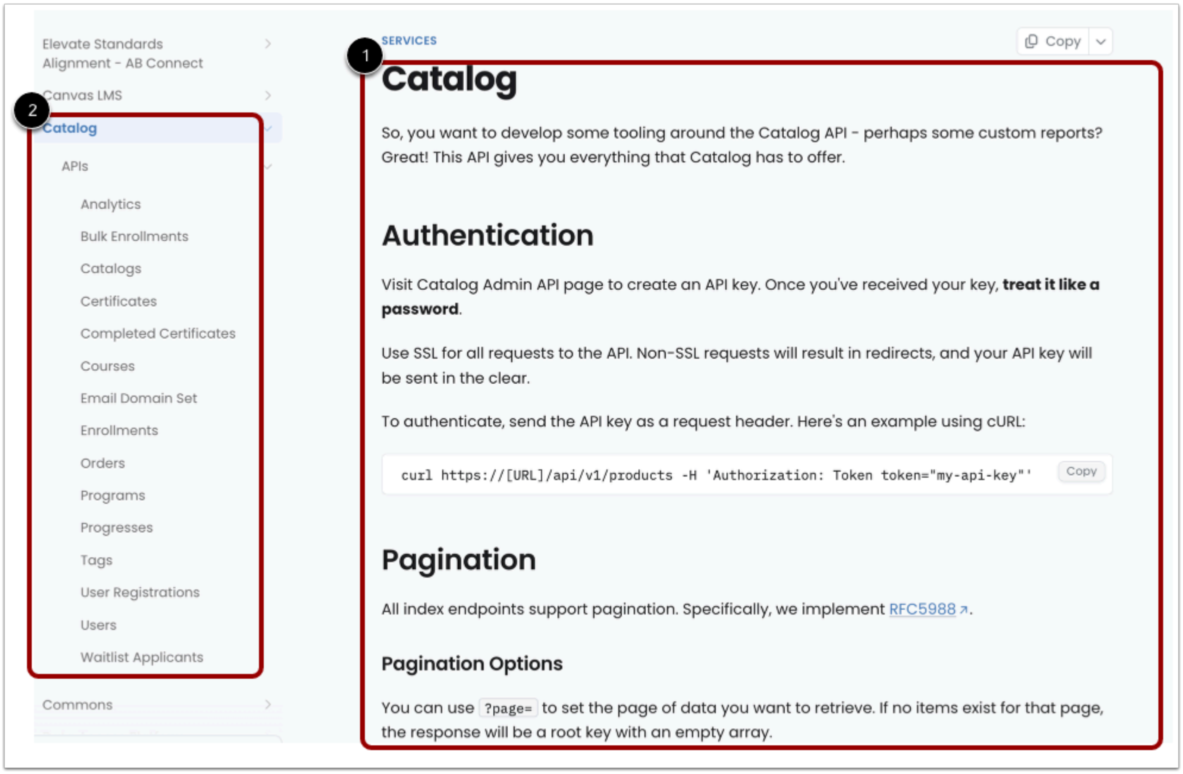
Review the expanded table that includes the additional column for extra context, and navigate through the content with improved accessibility support, including enhanced keyboard navigation and screen-reader compatibility.

View API Documentation



To view API Documentation, click on **View API Documentation** link.

View API Documentation Page

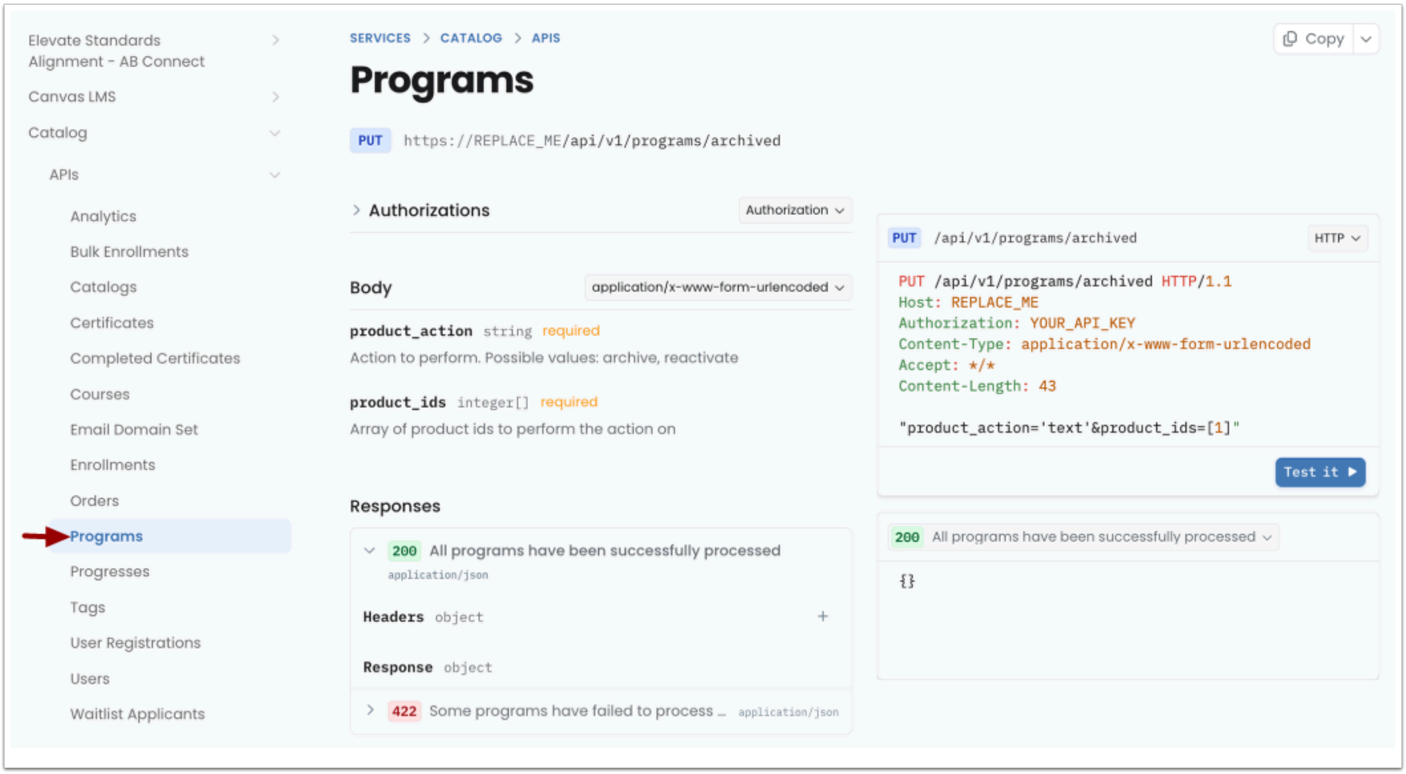


View the Catalog API documentation page [1] and the interactive table of contents [2].

To view content, scroll down the page.

Note: Canvas Catalog supports editing User Defined Fields (UDFs) through the API after learner registration is complete. This capability enables updates to information such as addresses, phone numbers, and license numbers that become available later in the learner lifecycle.

Manage Auto-Scroll to Content



To auto-scroll to a section in the documentation page and view subsections, click a section name link in the table of contents.

How do I manage my catalogs?

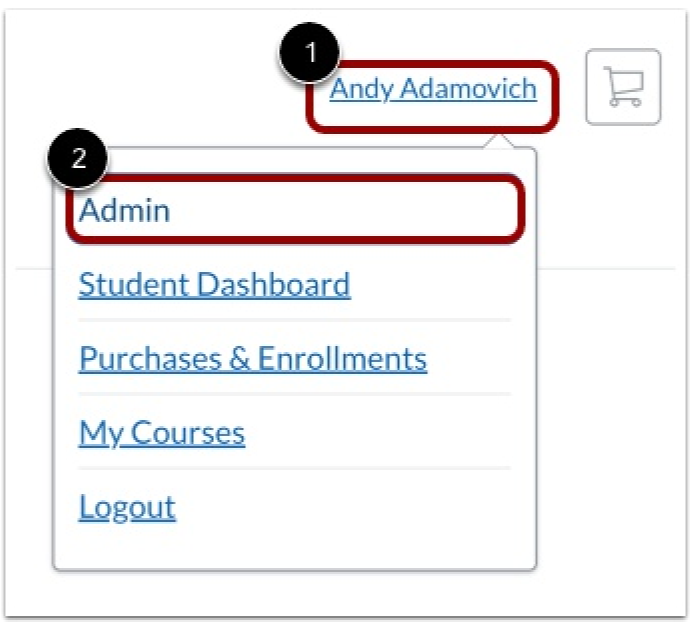
As a Canvas Catalog admin, you can manage all of your catalogs and view an overall status on the Managed Catalogs page. Each catalog has its own settings and customization options.

There are two types of catalogs:

- A root 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 can be based either on a domain or a specific path URL where you can associate and brand specific listings for a department, organization, or team.

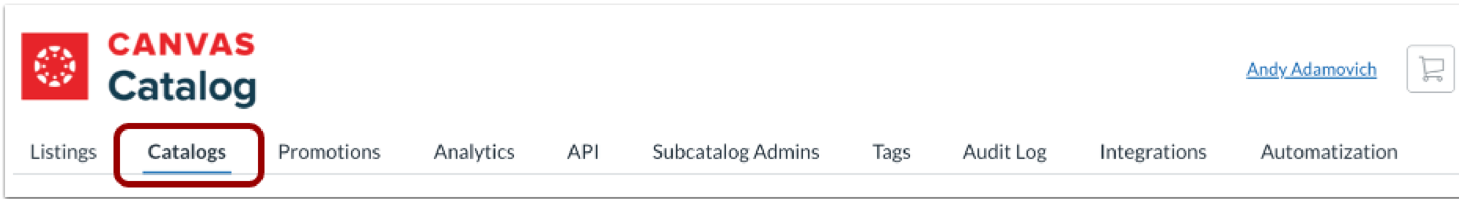
Managing your catalogs allows you to add subcatalogs, edit catalog settings, or delete catalogs.

Open Admin



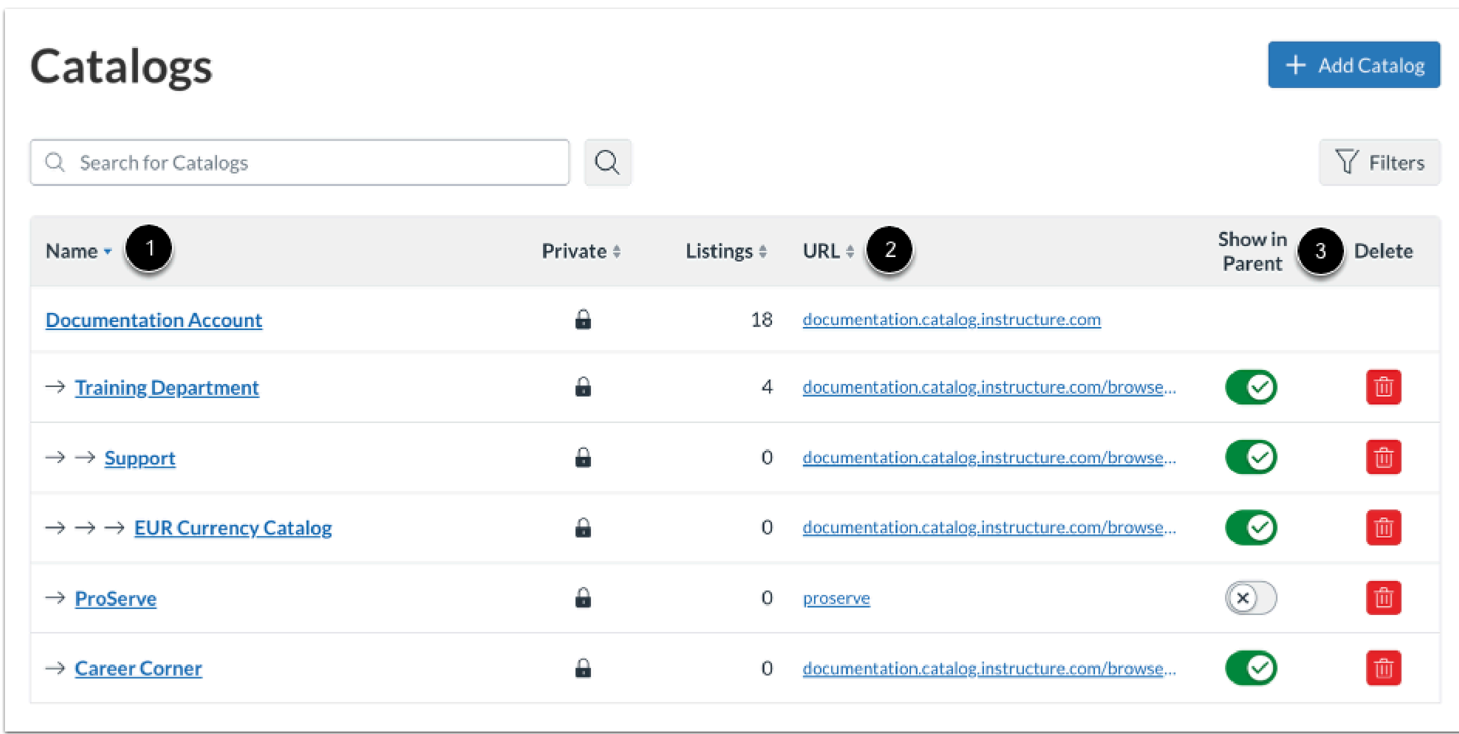
Click the **User** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



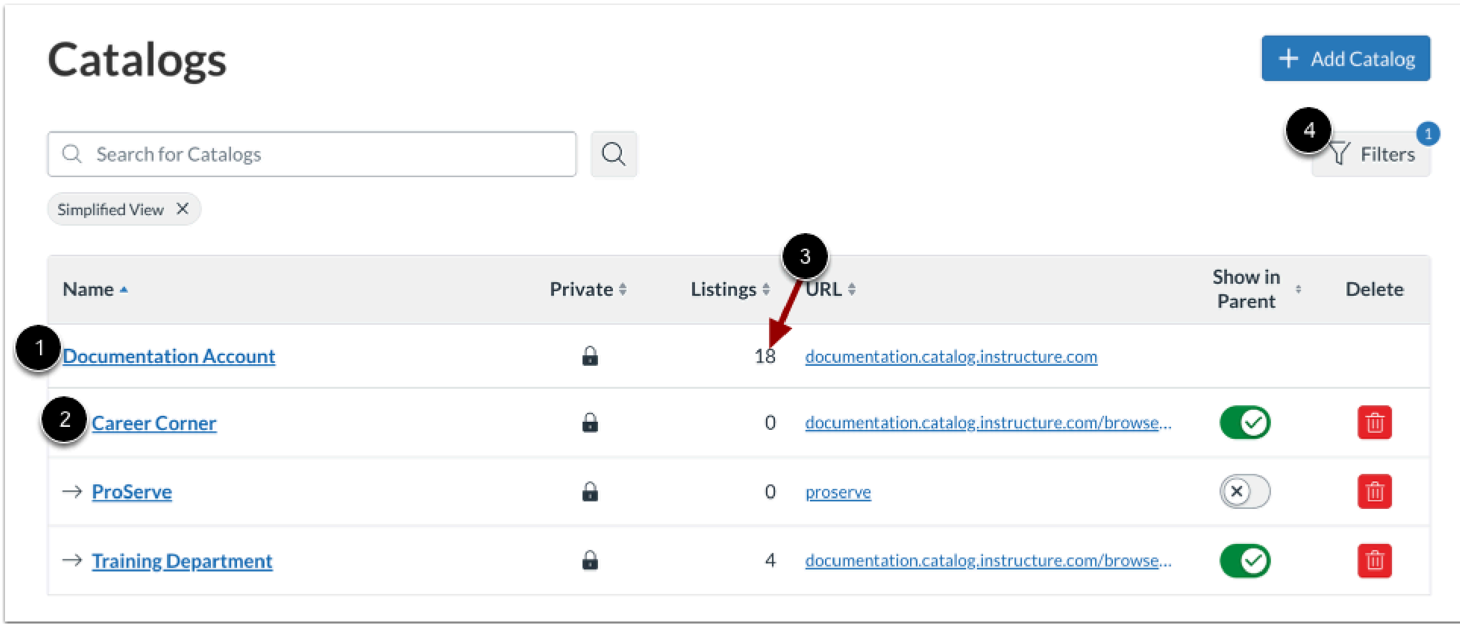
Click the **Catalogs** tab.

View Catalogs



The Catalogs page displays catalog names [1], catalog URLs [2], and whether the subcatalog is shown in the parent catalog [3].

View Name



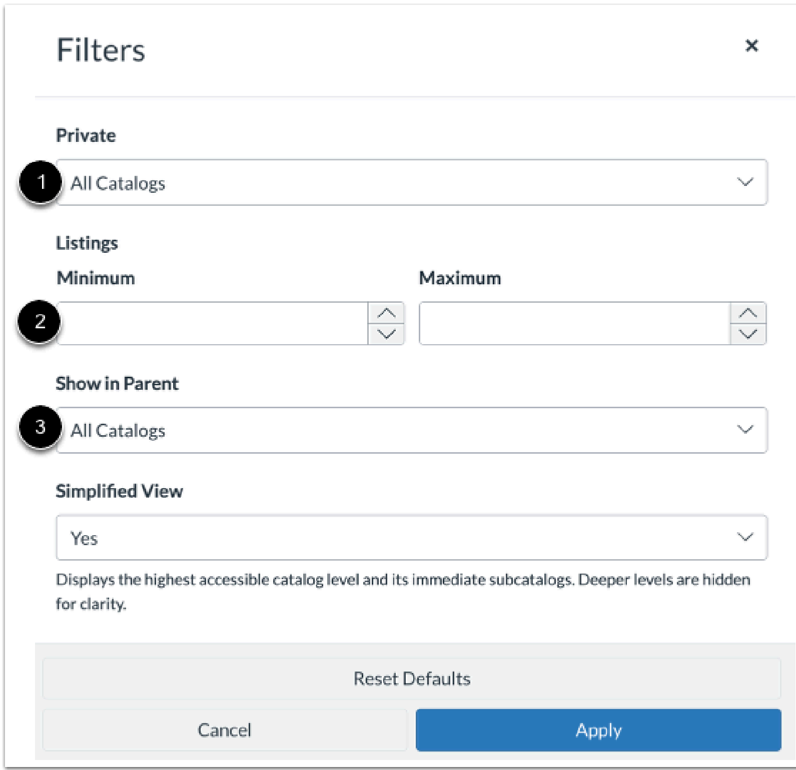
The Name column displays both domain catalog names and subcatalog names. Root catalogs are left aligned to the page [1]. Subcatalogs are slightly indented with an arrow icon [2].

You can view the number of listings that have been added to each catalog [3].

You can filter and manage catalogs resulting in a more efficient and consistent user experience [4].

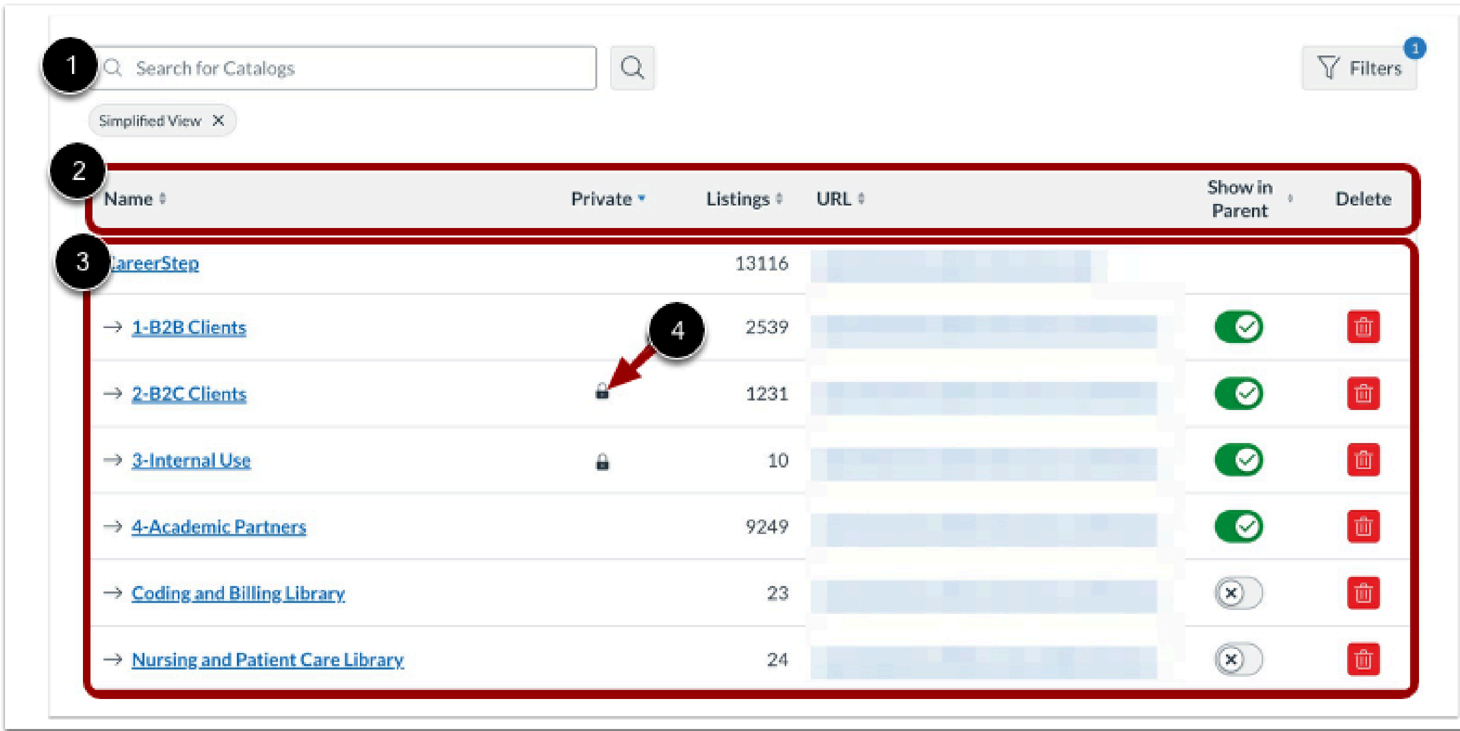
Note: When you sign up for Canvas Catalog, your root catalog is created for you. Additionally, some subcatalogs may be placed within other subcatalogs.

View Catalog Filters



Filters support catalog organization by privacy status (private or public) [1], number of listings [2], and **Show in Parent** status [3].

View Simplified Catalogs Page



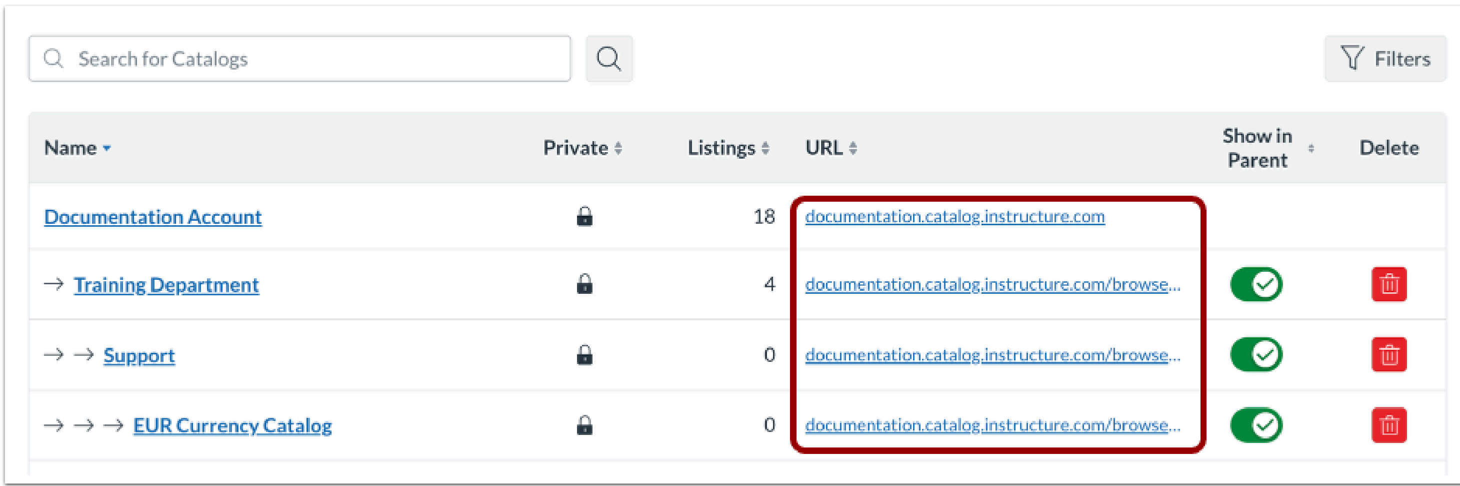
A search bar allows quick catalog lookup by name [1].

Table columns can be sorted by catalog name, private catalog, listing count, and URL, show in parent toggle, and delete [2].

Subcatalog admins without root catalog access see catalogs beginning at their highest assigned level, with up to two levels of hierarchy [3]. If no catalogs are assigned, a no catalogs available message displays.

Private catalogs display a lock icon for clear differentiation [4].

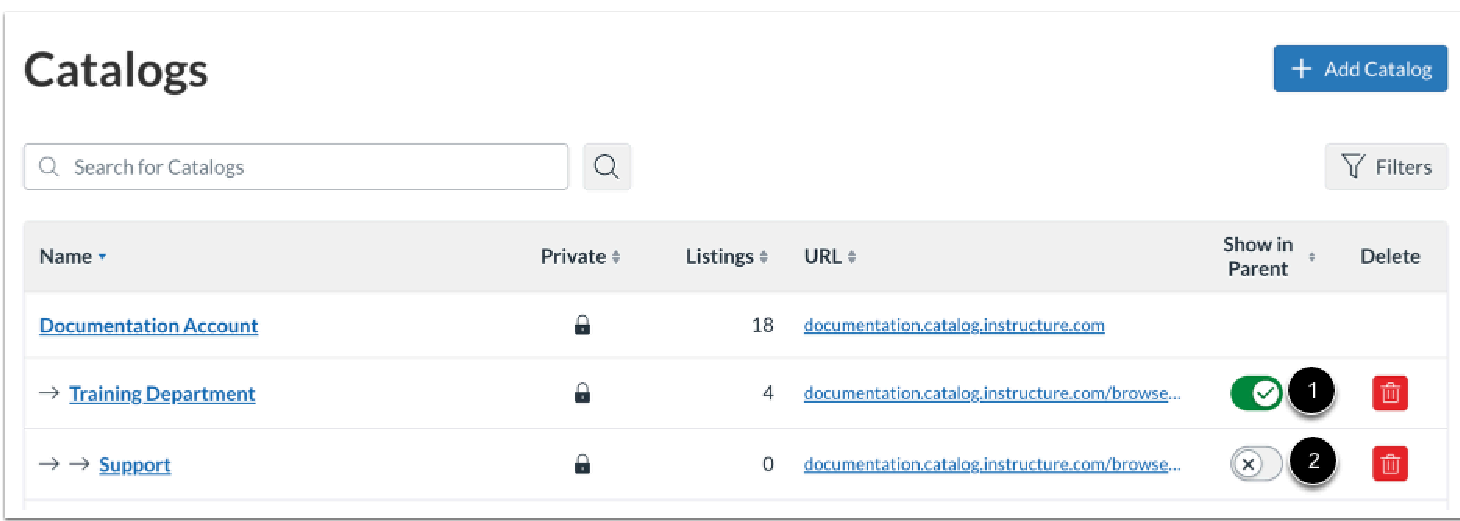
View Catalog URL



The URL column displays catalog URLs, or the links used to open the catalogs.

To view a catalog, click its URL link.

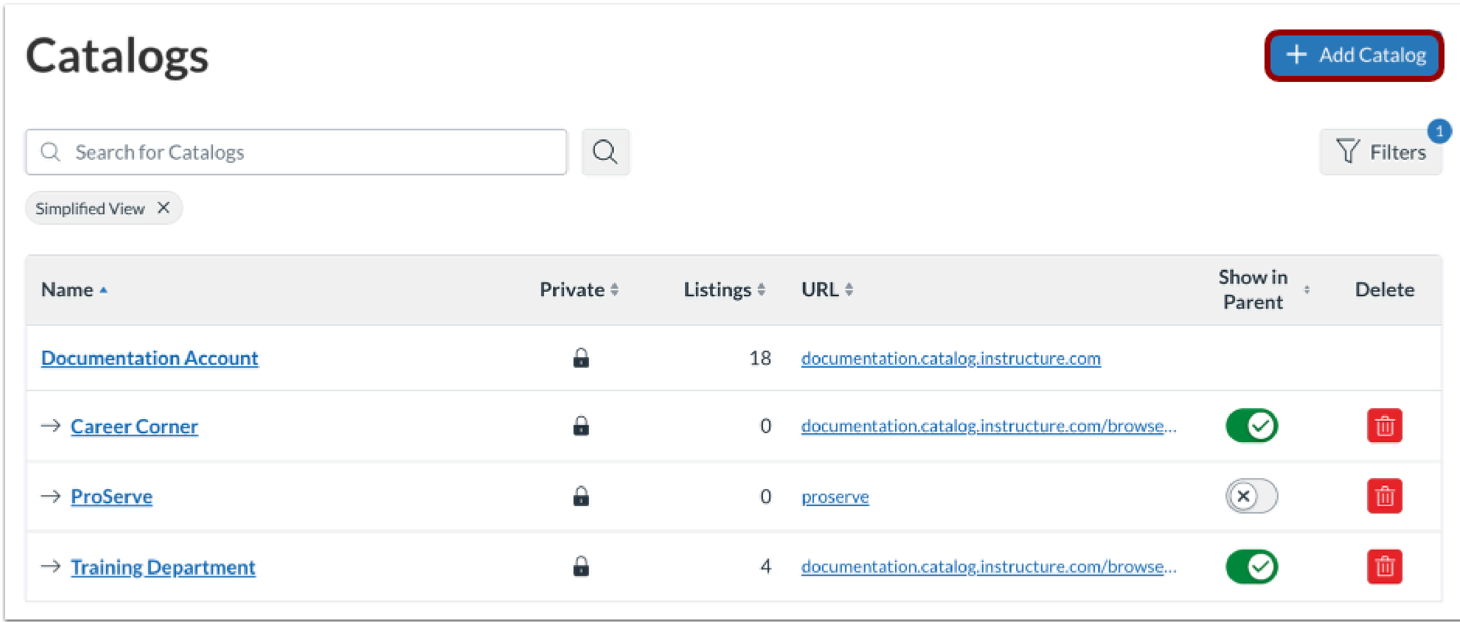
Show in Parent Catalog



Subcatalogs can be shown or hidden in the parent catalog. On the Catalogs page, you can manage whether or not a catalog is shown in the parent catalog.

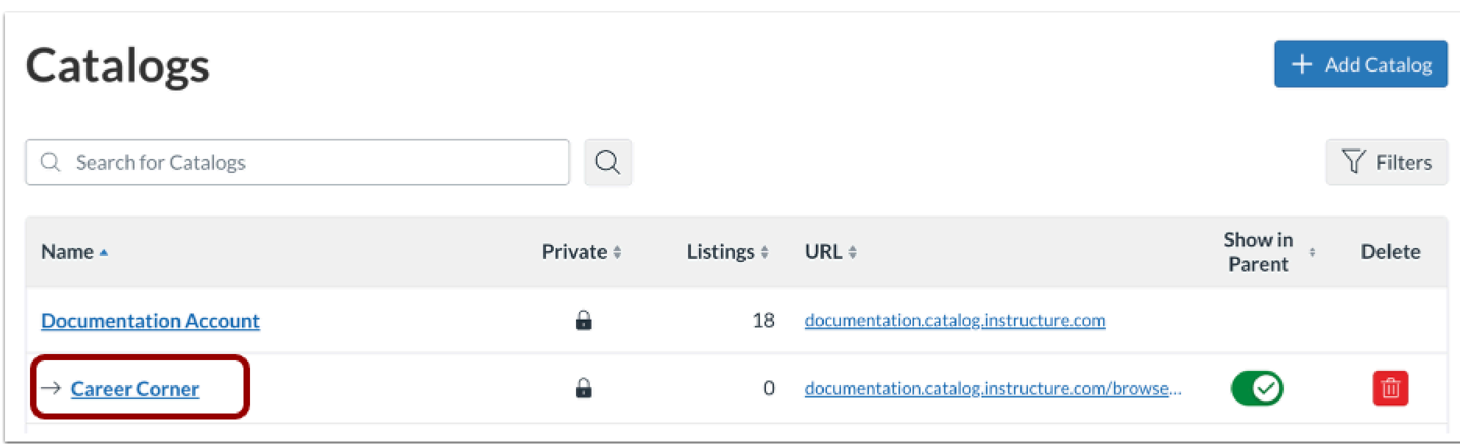
By default, subcatalogs are shown in the parent catalog [1]. To hide a subcatalog from the parent catalog, locate the subcatalog, and click the **Show in Parent** toggle button off [2].

Add Subcatalog



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

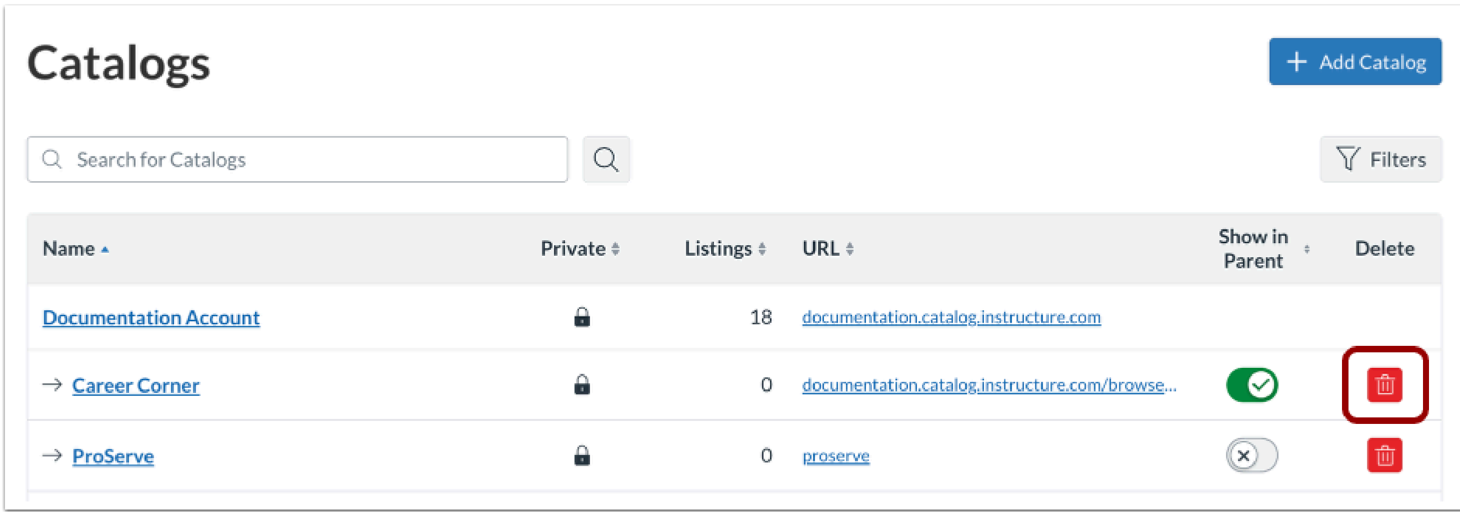
Edit Catalog Settings



To edit catalog settings, click the catalog name link.

Editing catalog settings allows you to manage catalog info, [manage user defined fields](), [customize catalogs](), and [manage categories.]()

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?

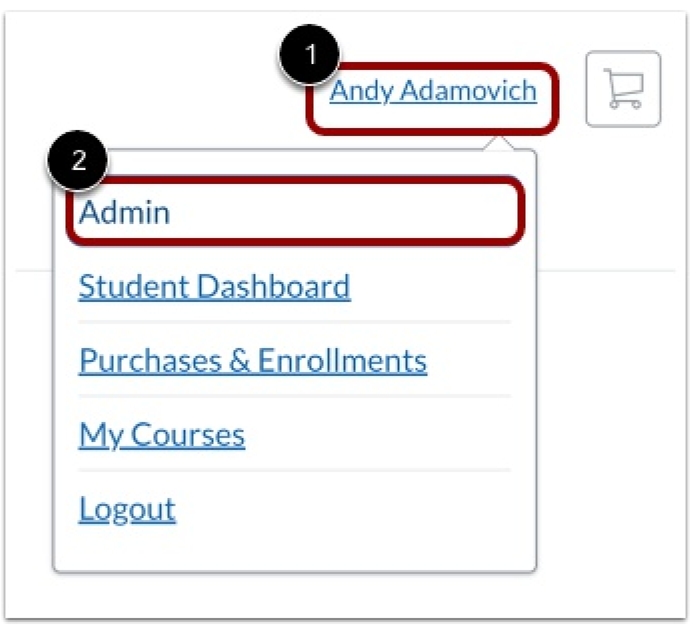
As a Catalog admin, you can add subcatalogs in Canvas Catalog by creating a new catalog. Your domain catalog links your account in Canvas with your catalog home page and is created for you as part of the catalog setup process. Subcatalogs are linked to your domain catalog and allow you to associate specific 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.

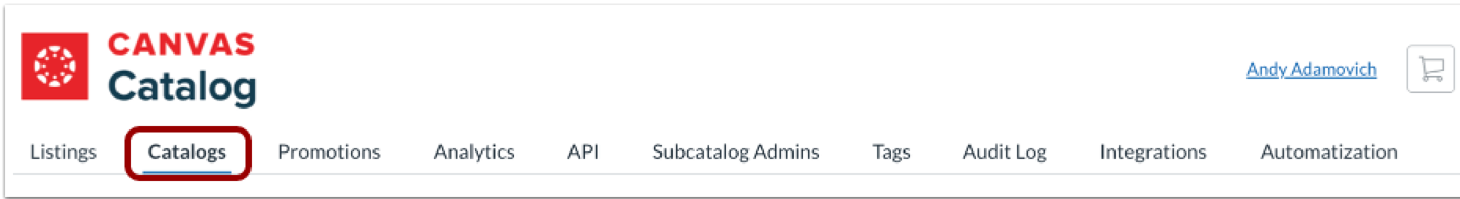
Note: You cannot delete a subcatalog once it has been created.

Open Admin



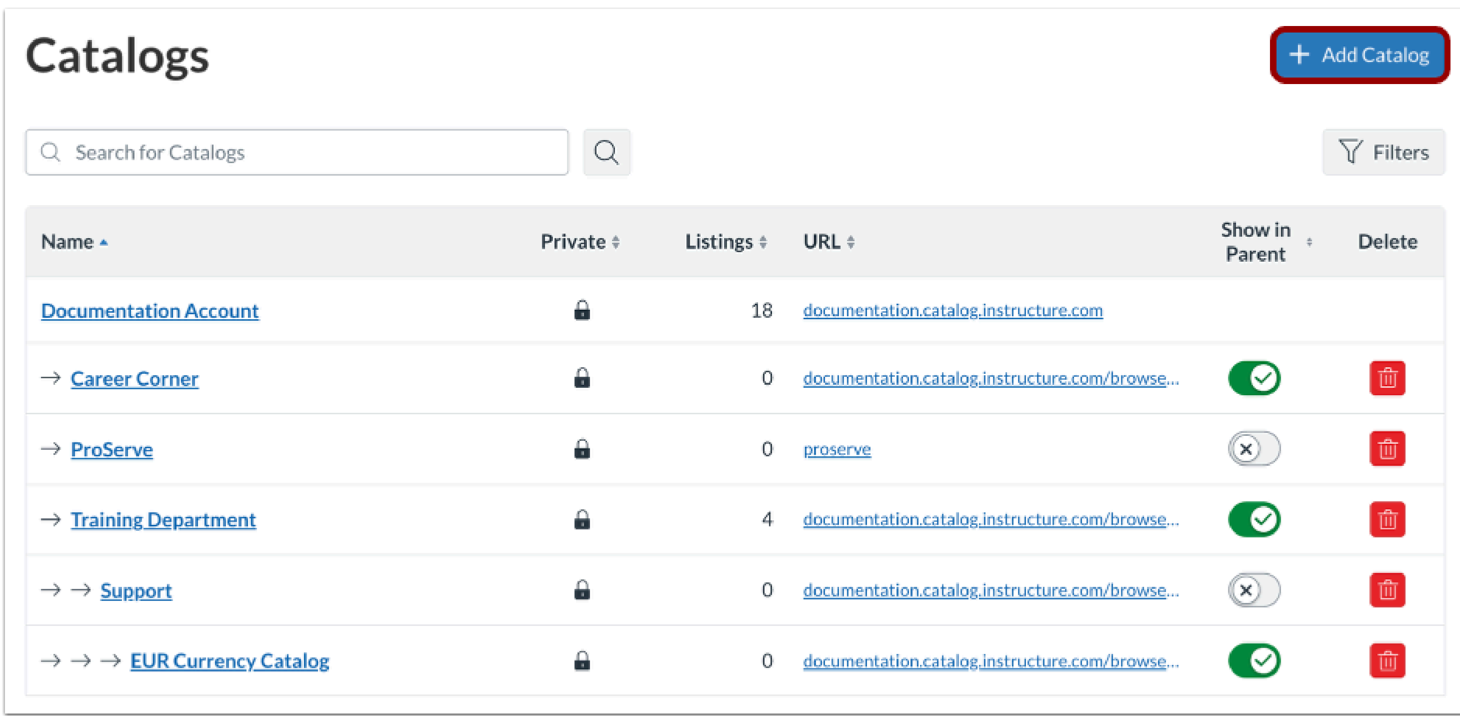
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



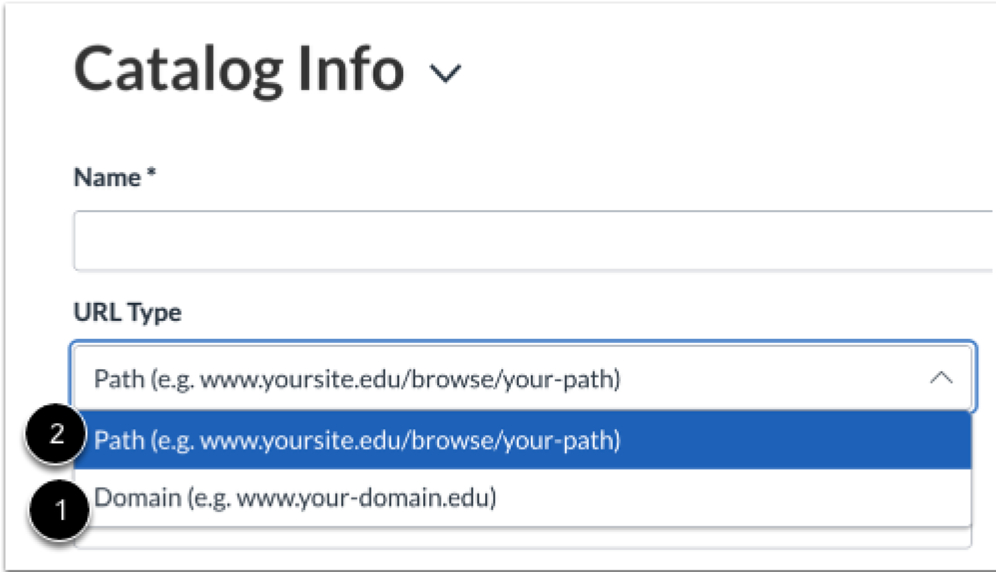
Click the **Catalogs** tab.

Add Catalog



Click the **Add Catalog** button.

Select URL Type

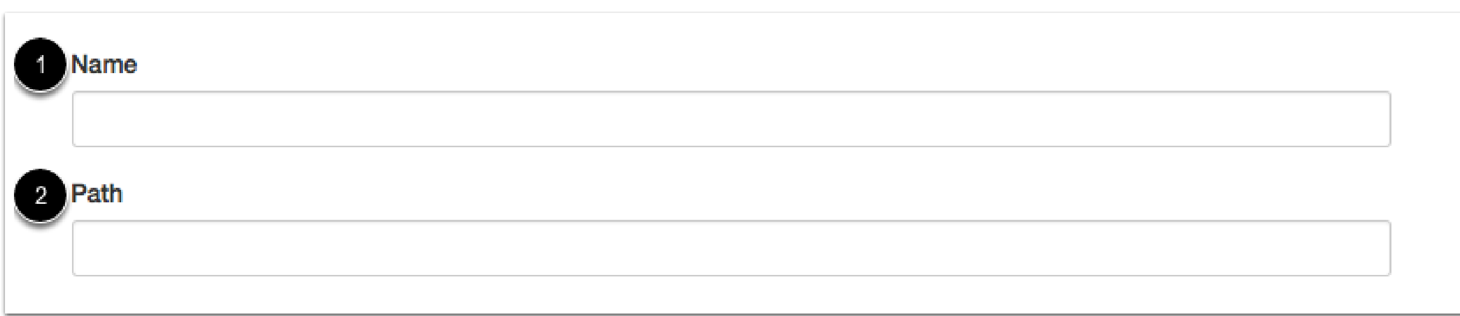


Select the type of URL for the subcatalog in the **URL Type** drop-down menu.

To create a subcatalog using a domain-type URL, select the **Domain** option [1]. Only subcatalogs set up with a domain-type URL can be associated with a payment gateway.

To create a subcatalog using a path-type URL, select the **Path** option [2].

Add Name and Path URL



Add a name [1] and path [2] for your subaccount.

Name is how you want to refer to the subcatalog. The account name will appear in filters if the subcatalog is used as a category.

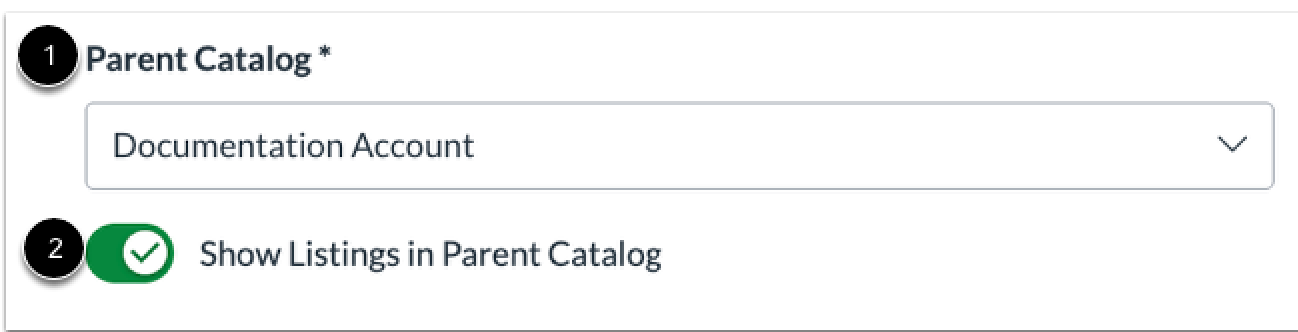
Path is the name extension for the subcatalog; this name will be added to the end of *yoursite.edu/browse/*. The path should be unique per subcatalog. Use dashes between word spaces (e.g. yoursite.edu/browse/your-path-here).

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***.

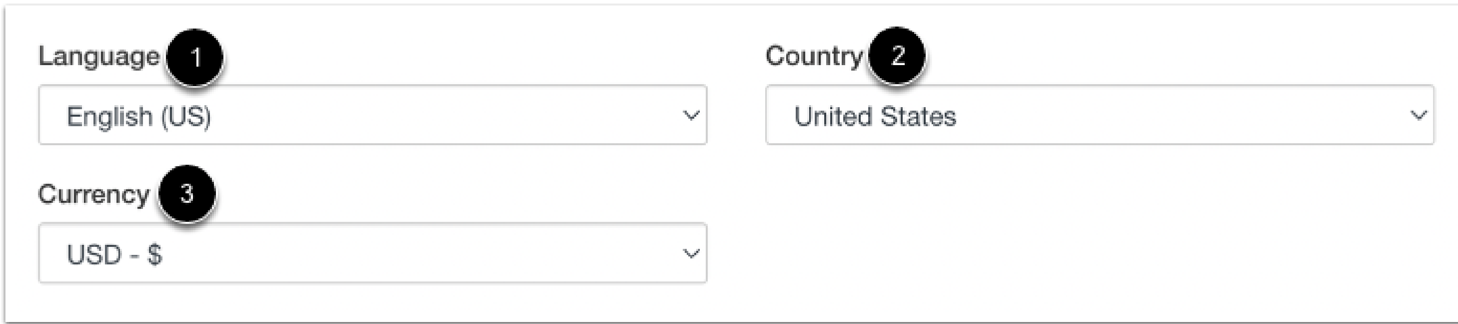
Select Parent Catalog



In the **Parent Catalog** drop-down menu [1], select the catalog where you want to associate the path URL. Most commonly, the domain catalog account is the parent catalog. However, 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 hide listings in the parent catalog, click the **Show Listings in Parent Catalog** toggle button off [2].

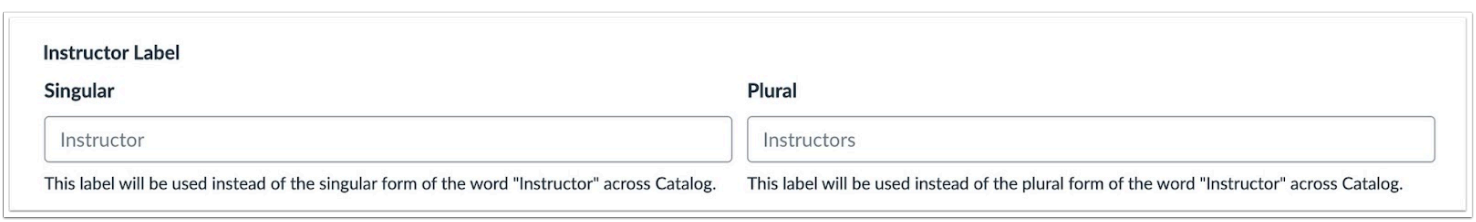
Add Payment Details



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

- **Language**is the language for your Catalog users. The default option is English. Learn more about [Catalog's supported languages](). 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.

View Default Instructor Label Field

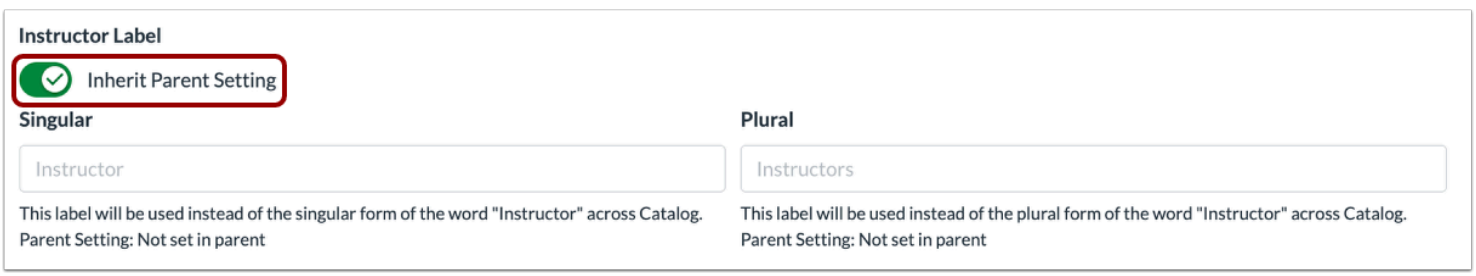


By default, the Instructor Label field is titled Instructor.

View Customized Instructor Label

You can customize the Instructor Label field with alternative titles such as Facilitator, Teacher, or any preferred term.

View Inherit Parent Settings Toggle

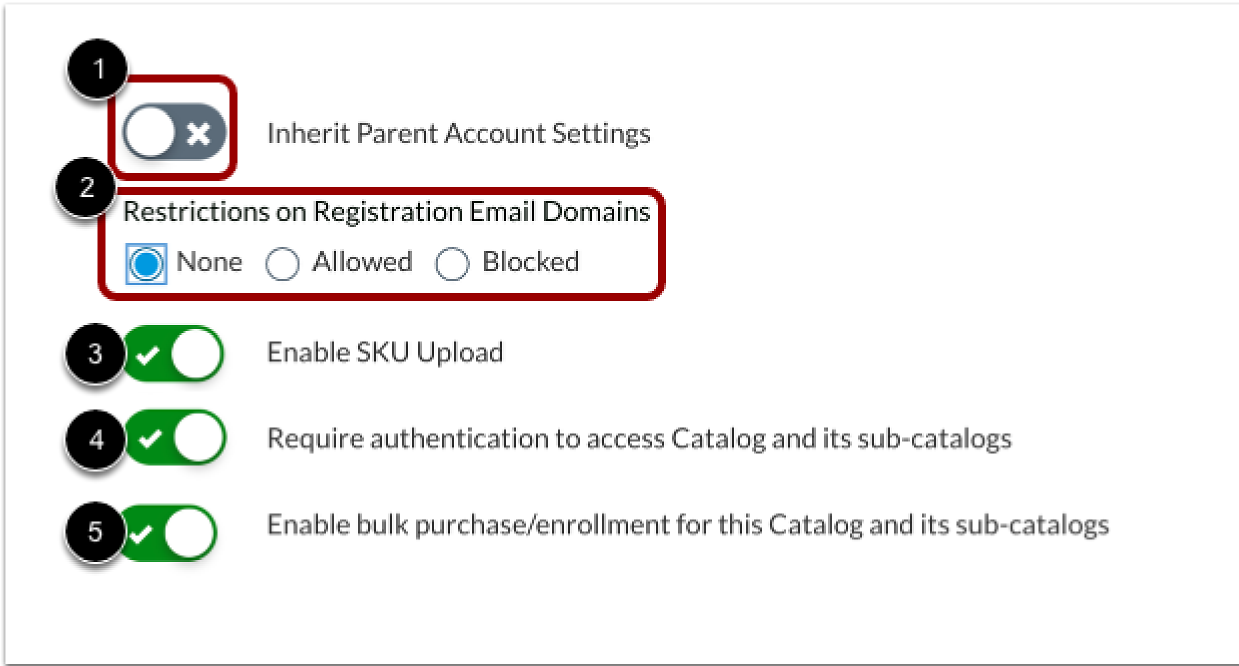


If Inherit Parent Setting is not explicitly defined for a subcatalog, it will inherit the setting from the parent catalog.

Add About Details

In the **About** field, enter a short description about the catalog. This field does not display anywhere else in catalog, but it can help differentiate similar catalog accounts.

Enable Subcatalog Restrictions



By default, the catalog inherits parent account settings. To allow settings unique to the subcatalog, click the **Inherit Parent Account Settings** toggle off [1].

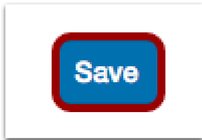
When Inherit Parent Account Settings is off, you can manage registration from email domains for the subcatalog [2].

By default, adding SKUs manually is not allowed. To enable SKU uploads in the subcatalog, click the **Enable SKU Upload** toggle button on [3].

By default, authentication to access the catalog and its subcatalogs is not required. To require authentication, click the **Require authentication to access Catalog and its sub-catalogs** toggle button on [4].

By default, bulk purchasing and bulk enrollment for the catalog and its subcatalogs is not allowed. To allow bulk purchase/enrollment, click the **Enable bulk purchase/enrollment for this Catalog and its sub-catalogs** toggle button on [5].

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 subcatalog admin access as a Canvas Catalog admin?

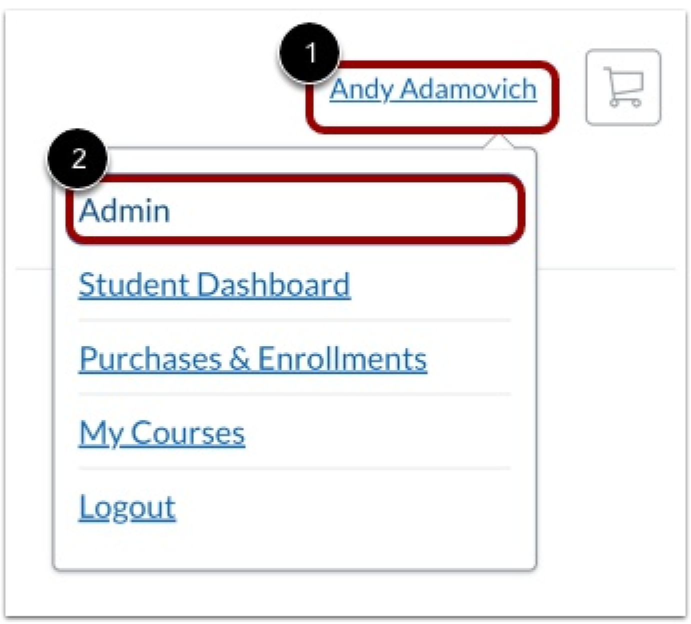
As a Canvas Catalog admin, you can enable and disable permissions for other users to act as subcatalog admins for individual subcatalogs. Any user who already has a Catalog account can be given subcatalog admin status. Subcatalog admins can manage any subcatalogs within a catalog.

Subcatalog admins can download reports and manage listings in their assigned catalogs. When cross listing permissions are enabled, subcatalog admins can cross list course and program listings in more than one catalog.

Subcatalog admins can add tags to listings in their assigned catalogs. When tags permissions are enabled, subcatalog admins can also create and manage all tags in the institution's account.

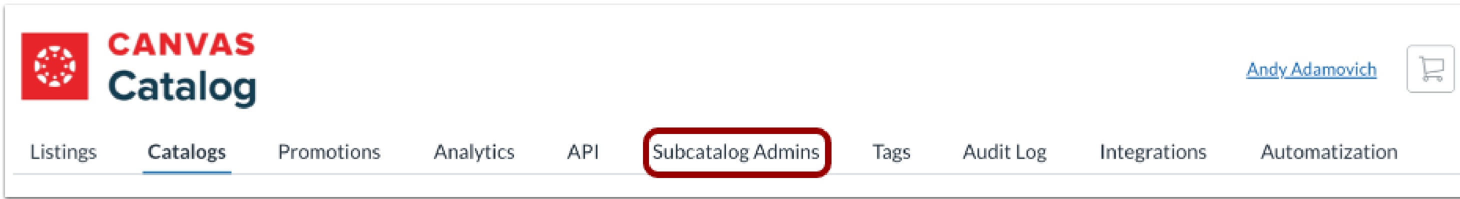
When revenue modification permissions are enabled, Subcatalog admins can modify revenue and view revenue modification information.

Open Admin



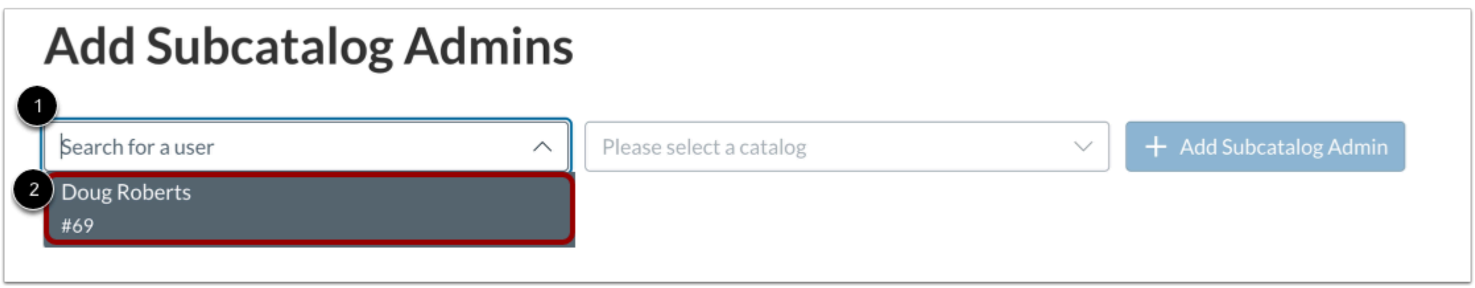
Click the **User** drop-down menu [1]. Then, click the **Admin** link [2].

Open Subcatalog Admins



Click the **Subcatalog Admins** tab.

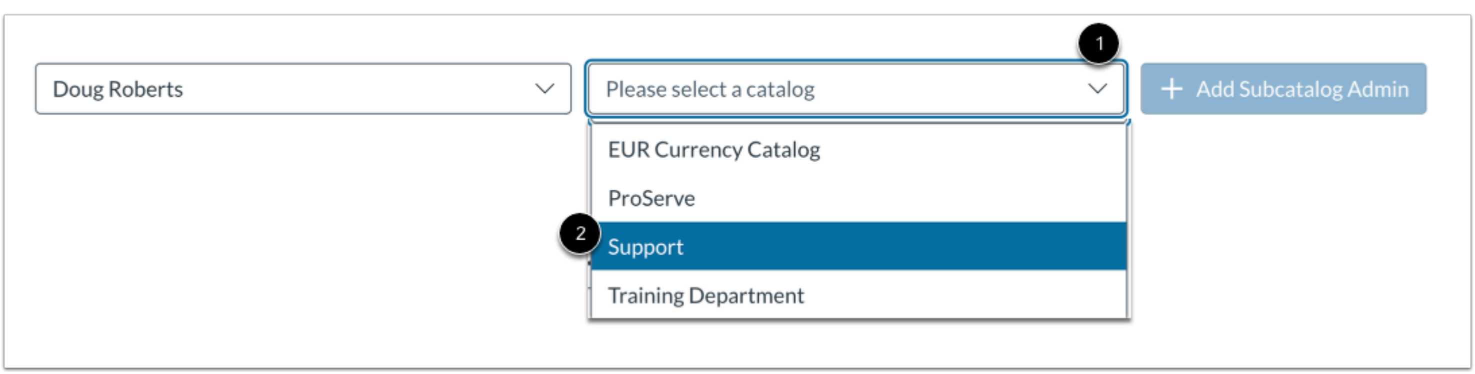
Search for User



In the Add Subcatalog Admins section, enter all or part of a Catalog user name in the **Search for a user** field [1].

To select a Catalog user, click the user's name [2].

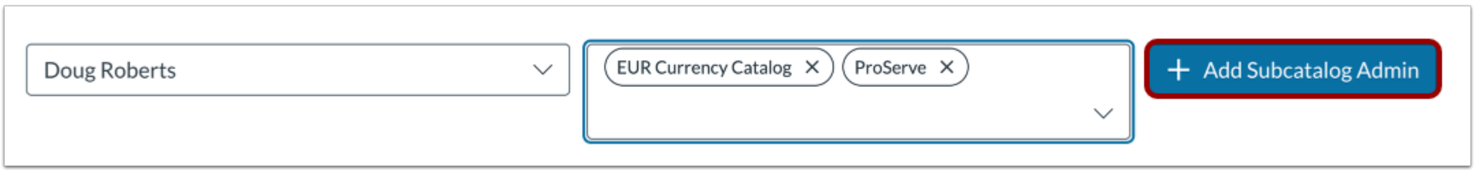
Select Catalog



To select a catalog for the user to manage, click the **Please select a catalog** drop-down menu [1]. Then, click the catalog name [2].

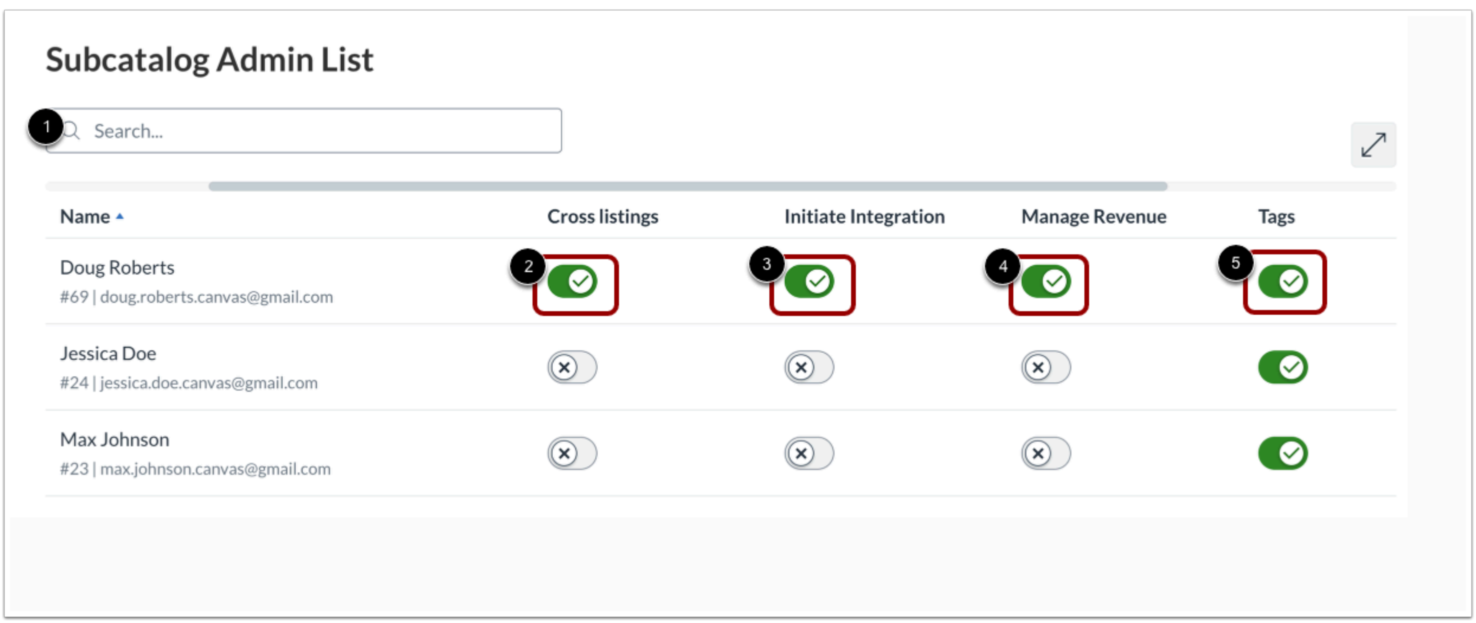
Note: To add a user to more than one catalog, you can select multiple catalogs from the Please select a catalog drop-down menu.

Add Subcatalog Admin



To add the user as a subcatalog admin on the selected catalogs, click the **Add Subcatalog Admin** button.

Manage Permissions



To search for a user in the list, enter part or all of the name in the **Search** field [1].

By default, cross listing permissions are disabled. To allow the subcatalog admin to list courses and programs in more than one catalog, click the **Cross listings** toggle on [2].

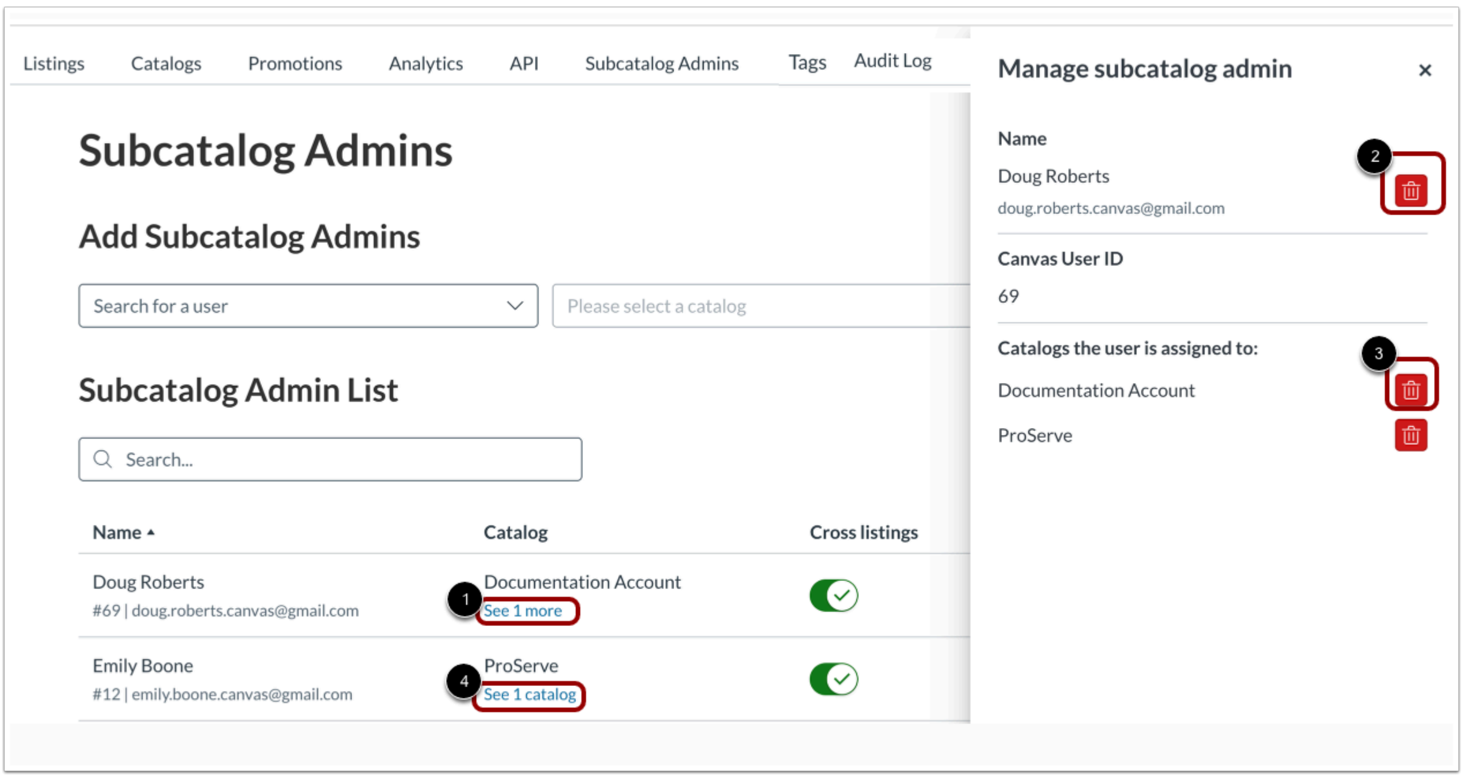
By default, the Integration tab permission is disabled. To allow the subcatalog admin to view and access the Integrations tab, click the **Initiate Integration** toggle on [3].

By default, revenue modification permissions are disabled. To allow the subcatalog admin to add or delete revenue for a listing and view the modification history, click the **Manage Revenue** toggle on [4].

By default, tags permissions are enabled. To prevent subcatalog admins from creating and managing account tags, click the **Tags** toggle off [5].

Note: Subcatalog admins can add tags to course or program listings in their assigned catalogs, regardless of the tag permissions.

Manage Subcatalog Admin



To open the Manage subcatalog admin window, find the user's name in the list and click the **See [1] more** link [1].

To delete the user as a subcatalog admin on all subcatalogs for which they have access, click the user's **Delete** icon [2].

To delete the user as subcatalog admin for a single catalog, click the catalog's **Delete** icon [3].

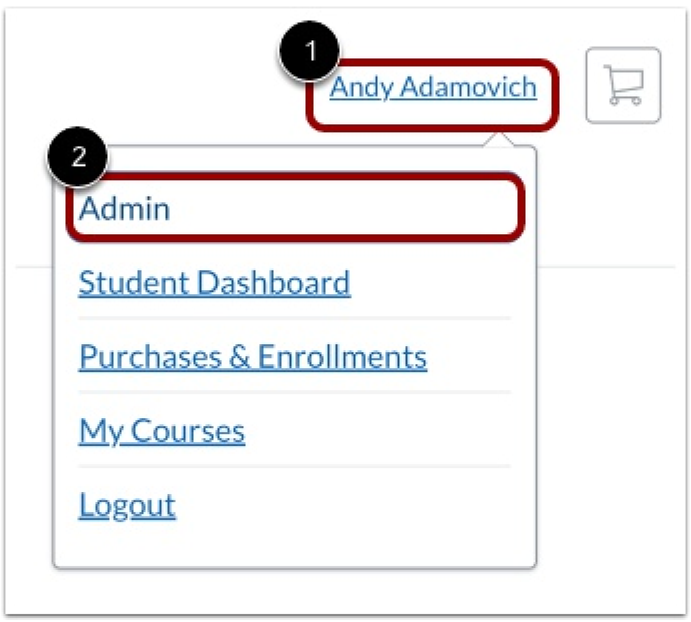
Note: If the user has subcatalog admin access for only one subcatalog, the See (1) catalog link displays [4].

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 and subcatalogs from the Admin menu as a subcatalog admin.

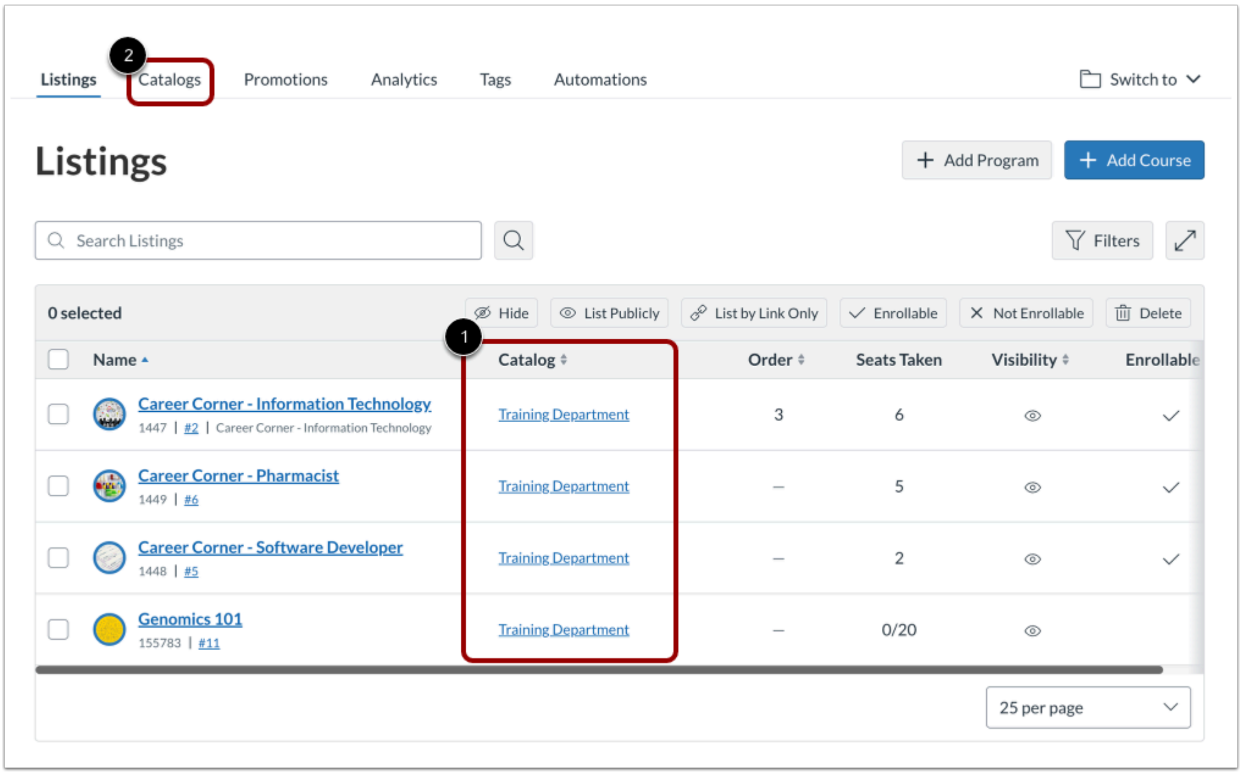
Although your admin access may be limited to a specific catalog or subcatalog, Catalog functionality is the same as given to full Catalog admins.

Open Admin



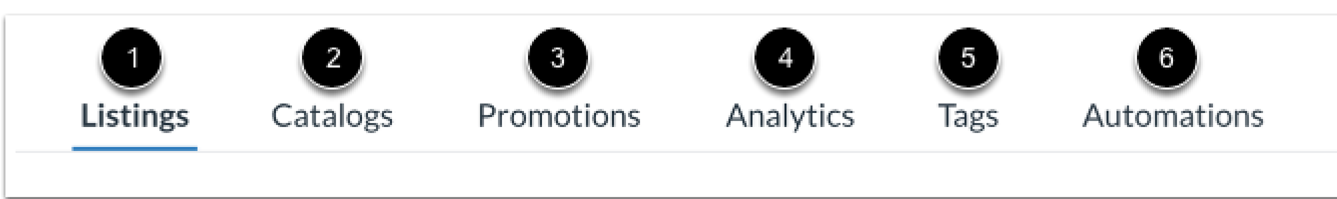
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Catalogs and Subcatalogs



By default, Catalog displays data for all the catalogs and subcatalogs you have access to [1]. To view data for a specific catalog or subcatalog, click the catalog or subcatalog name option in the **Catalog** tab [2].

View Catalog Menu

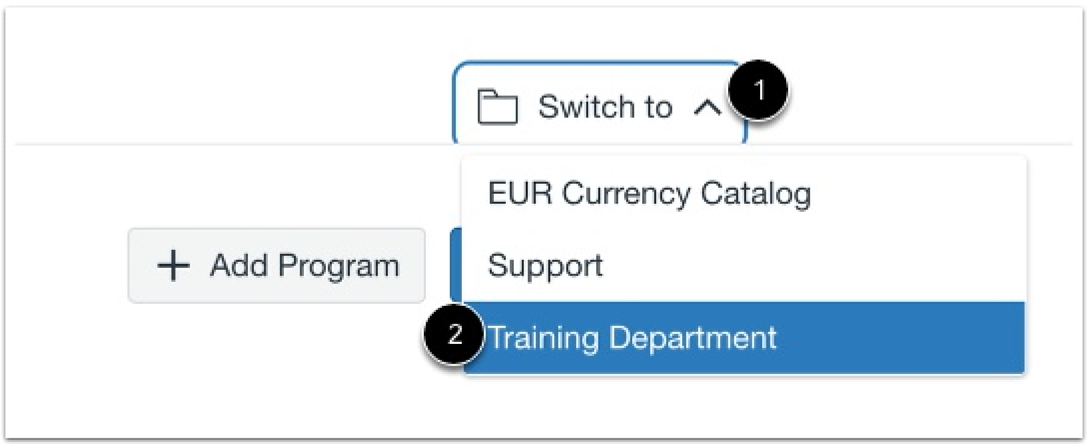


For each catalog or subcatalog, you can do the following:

- 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 Analytics [4]: View analytics and generate reports for listings, enrollments, orders, and users
- Tags [5]: View, manage, and create listing tags
- Automations [6]: View, manage, and create deadline nudges

View Switch To Menu

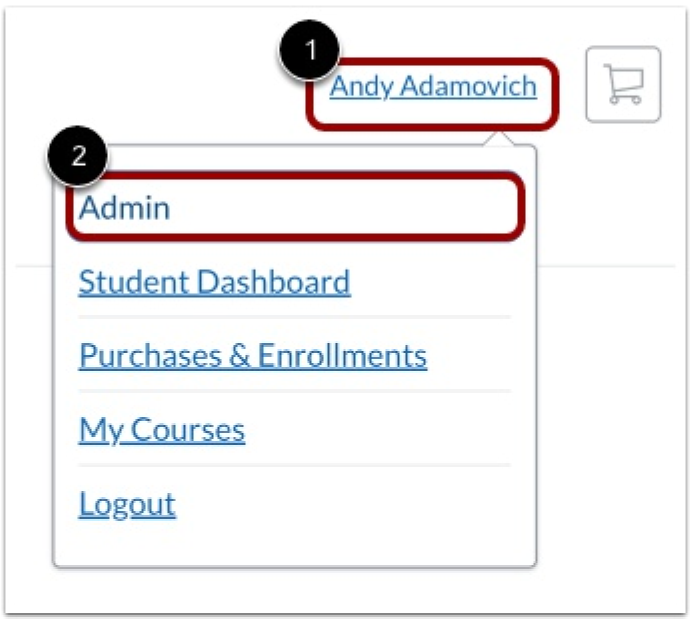


To switch to a different subcatalog, click the **Switch To** drop-down menu [1] and then click the subcatalog you want to open [2].

How do I enable recommendations in Canvas Catalog?

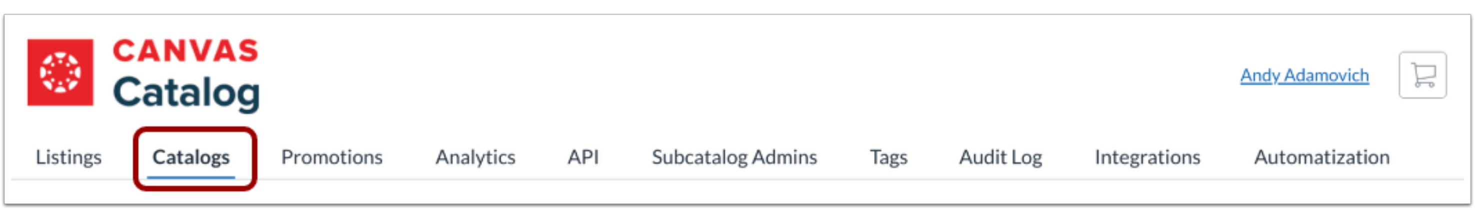
As a Canvas Catalog admin, you can enable the recommendations feature that displays popular and trending course listings in the homepage. When you enable the recommendations feature, you can provide relevant courses and program offerings to learners.

Open Admin



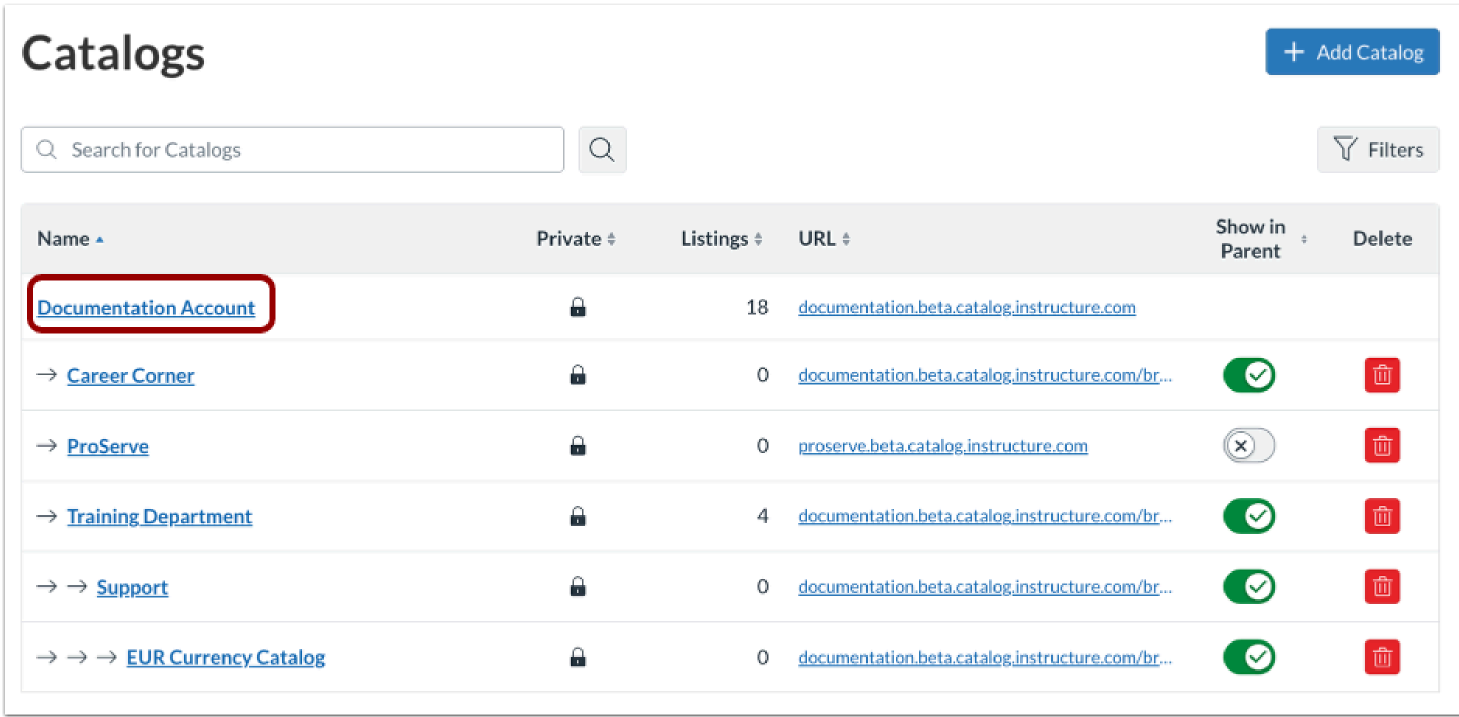
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



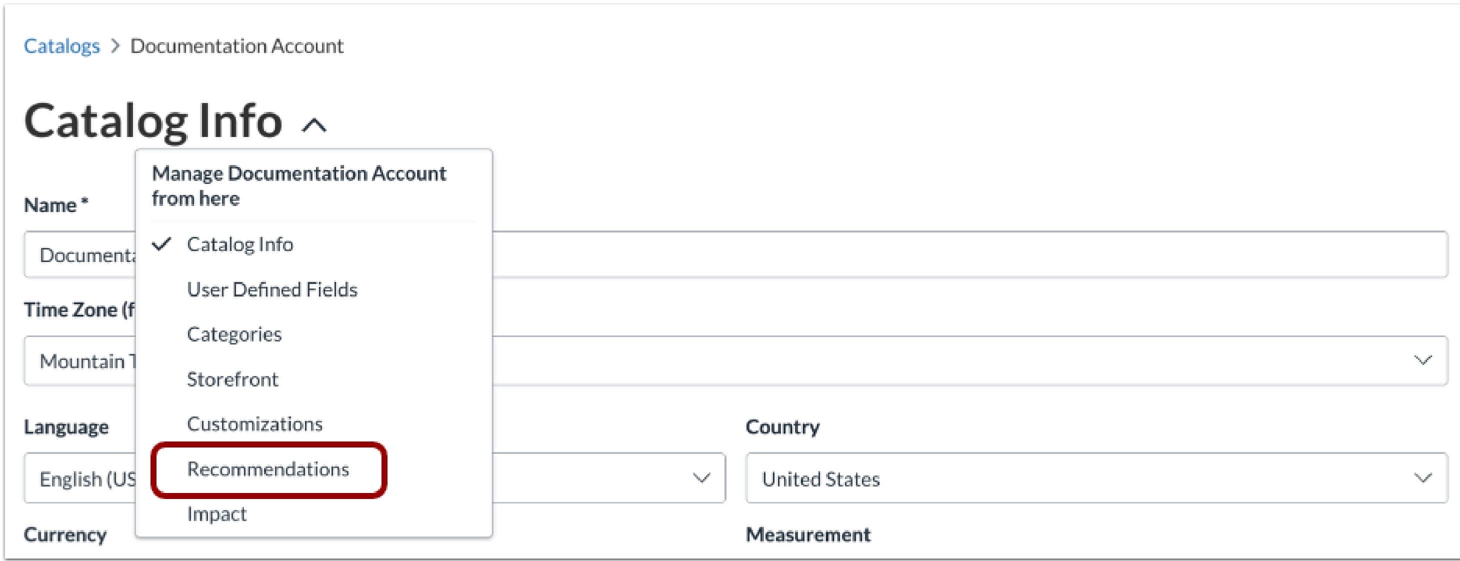
Click the **Catalogs** tab.

Select Catalog



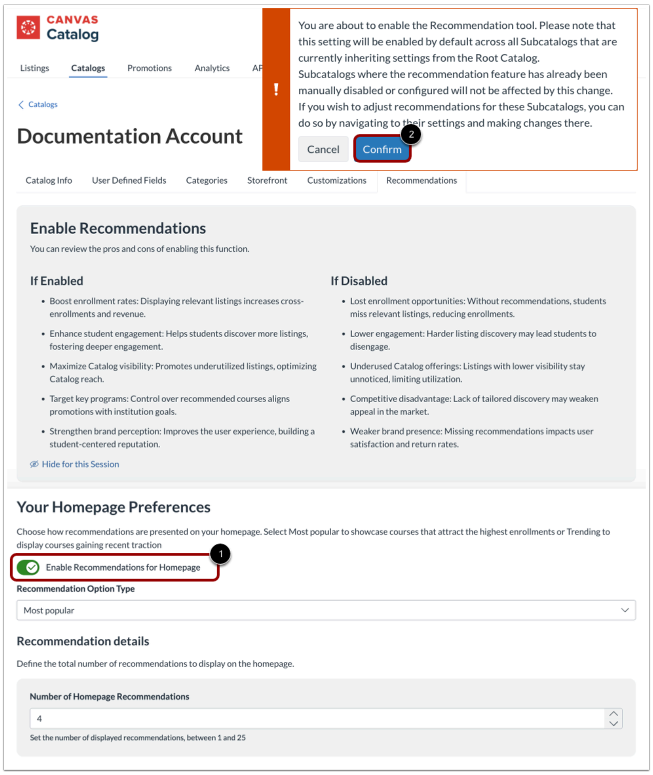
Click the catalog or subcatalog name link.

View Recommendations Tab



In the Catalog settings drop-down menu, the Catalog Info tab displays by default. Click the **Recommendations** link.

Enable Recommendations

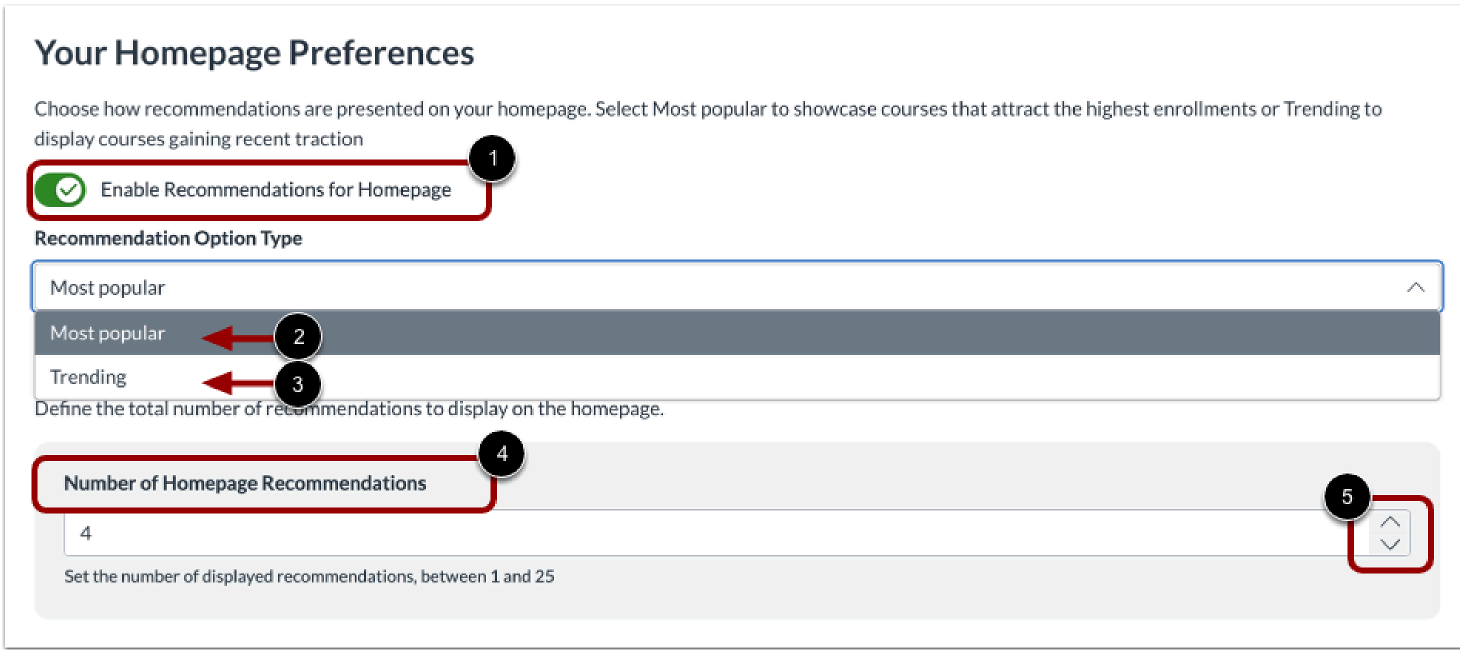


By default, the Enable Recommendations setting is enabled by default across all Subcatalogs that are currently inheriting settings from the Root Catalog.

In the Recommendations page, click the **Enable Recommendations for Homepage** toggle on [1].

When a confirmation window appears, click the **Confirm** button [2].

Manage Homepage Preferences



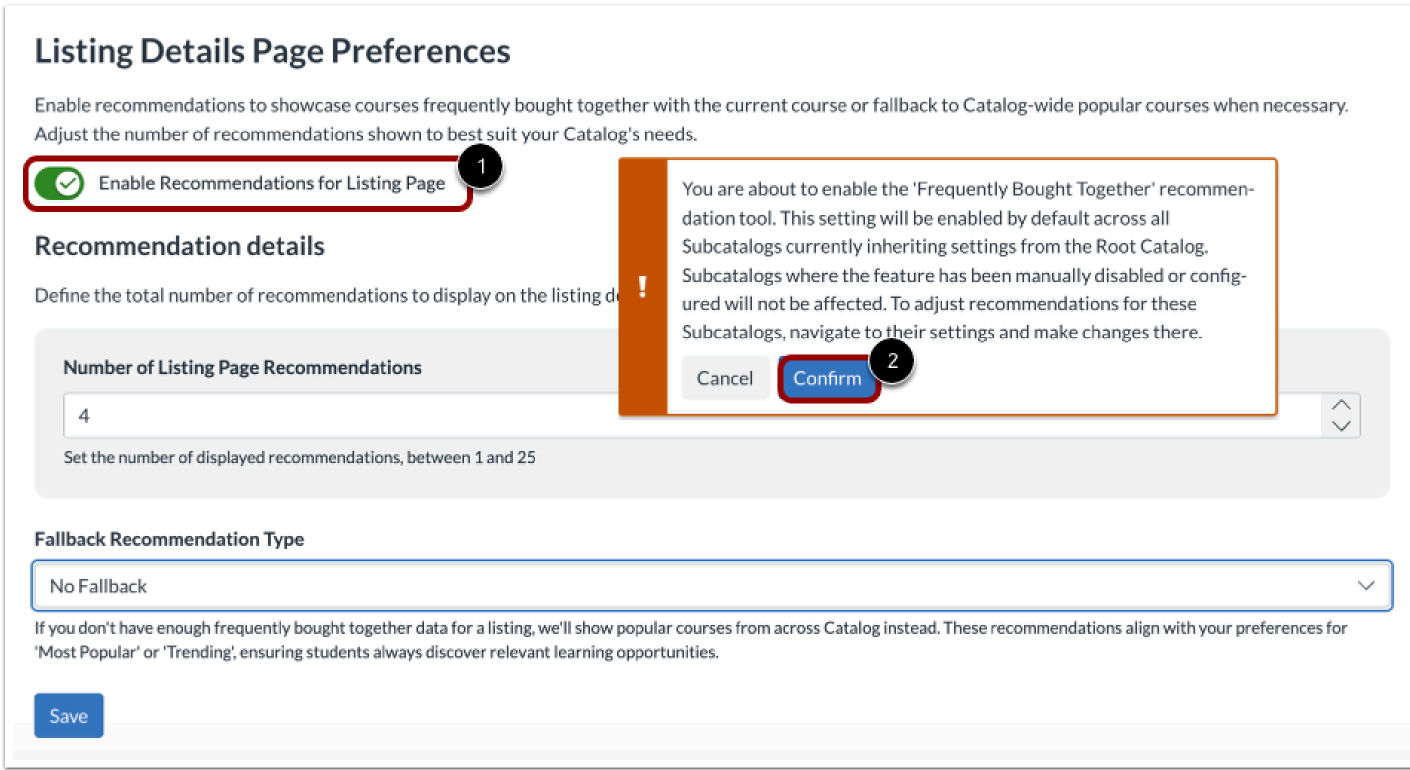
To select your preferred recommendation type, click the **Enable Recommendations for Homepage** drop-down menu [1]. Once enabled, you can select your preferred recommendation type by clicking the **Recommendation Option Type** drop-down menu.

If you select the **Most popular** option [2], the homepage displays popular recommendations from the entire history of the Catalog.

If you select the **Trending** option [3], the homepage displays the most sold listings from the past 30 days.

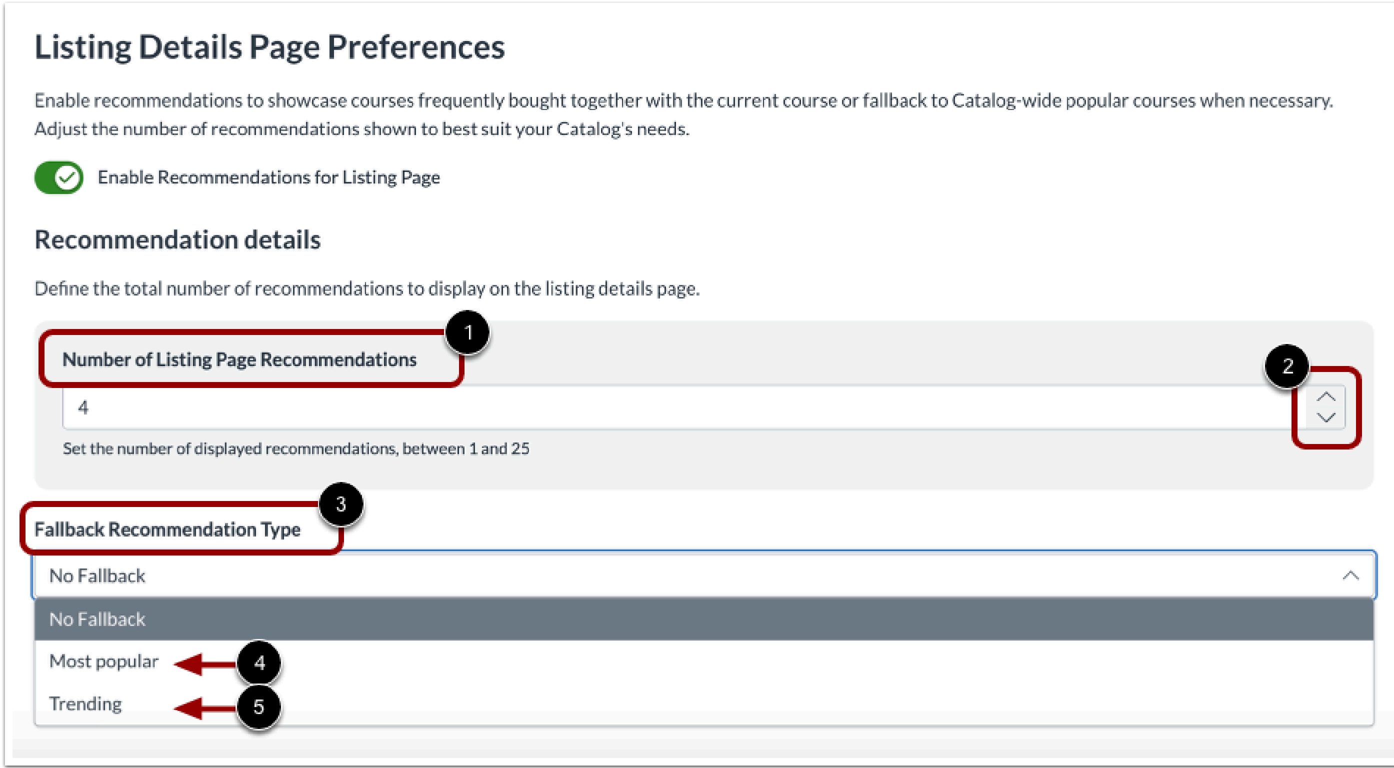
To select how many recommendations to display on the homepage, enter the number of listings in the **Number of Recommendations** section [4]. You can increase or decrease the number of listings using the arrow buttons [5].

Manage Listing Details Page Preferences



In Listing Details Page Preferences, click the **Enable Recommendations for Listing Page** toggle on [1].

When a confirmation window appears, click the **Confirm** button [2].



To select how many recommendations to display on the Listings page, enter the number of listings in the **Number of Listing Page Recommendations** section [1]. You can increase or decrease the number of listings using the arrow buttons [2].

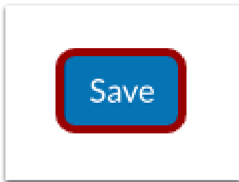
To select your preferred fallback recommendation type, click the **Fallback Recommendation Type** drop-down menu [3].

If you select the **Most popular** option [4], the Listings page displays popular recommendations from the entire history of the Catalog.

If you select the **Trending** option [5], the Listings page displays the most sold listings from the past 30 days.

Note: If Frequently Bought Together data is unavailable, the system will automatically default to Catalog-wide recommendations. These fallback recommendations are tailored to user preferences, either as Most Popular or Trending.

Save Changes



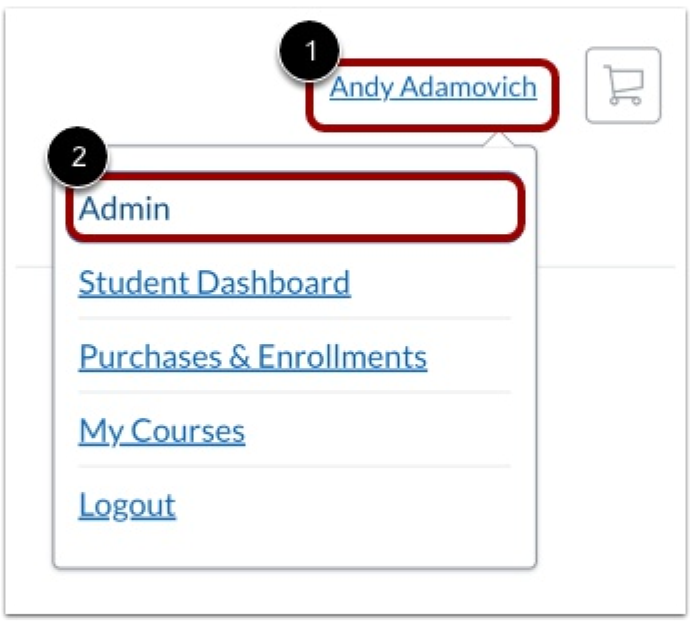
To apply the changes, click the **Save** button.

How do I manage email domain restrictions in Catalog?

As a Canvas Catalog admin, 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).

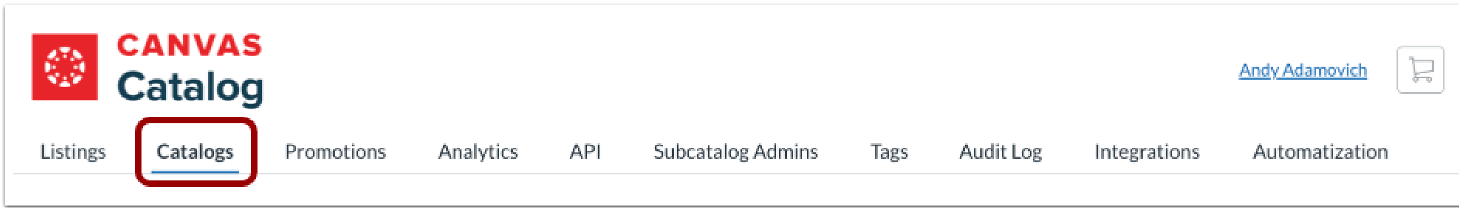
Subcatalogs inherit the same domain registration restrictions as set for the main Catalog account, unless restrictions are also set for a specific subcatalog.

Open Admin



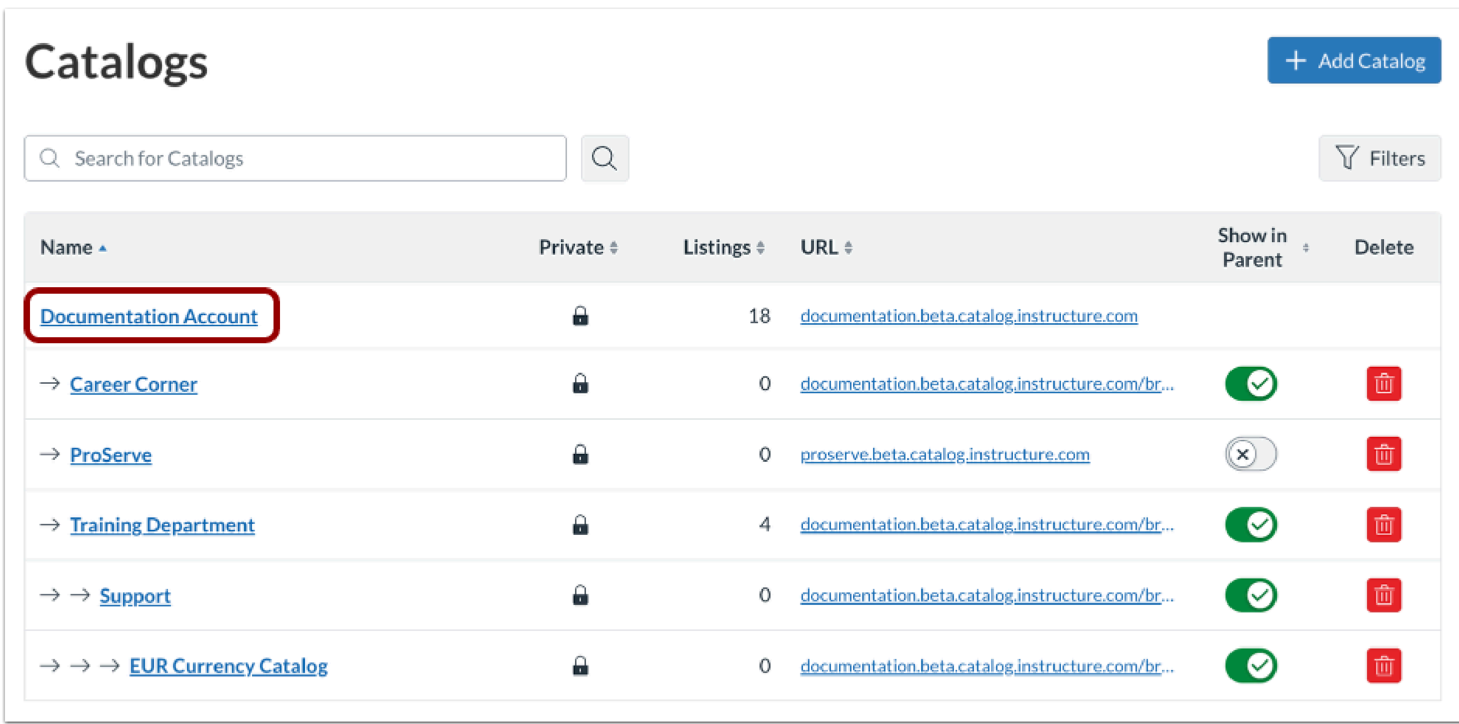
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



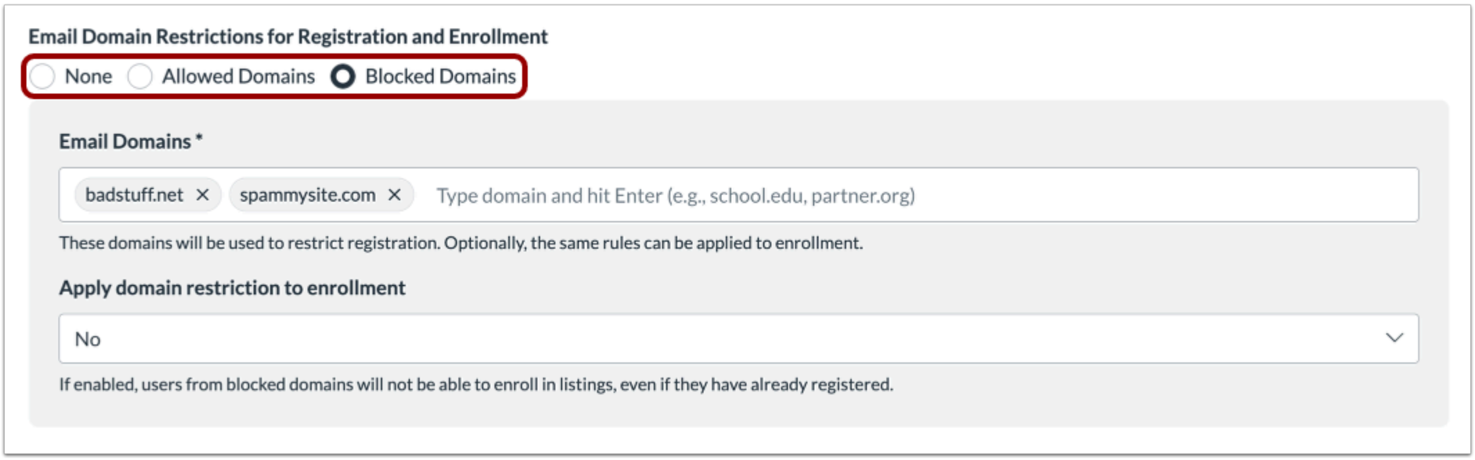
Click the **Catalogs** tab.

Select Catalog



Click the catalog or subcatalog name link.

Manage Domain Registration Restrictions

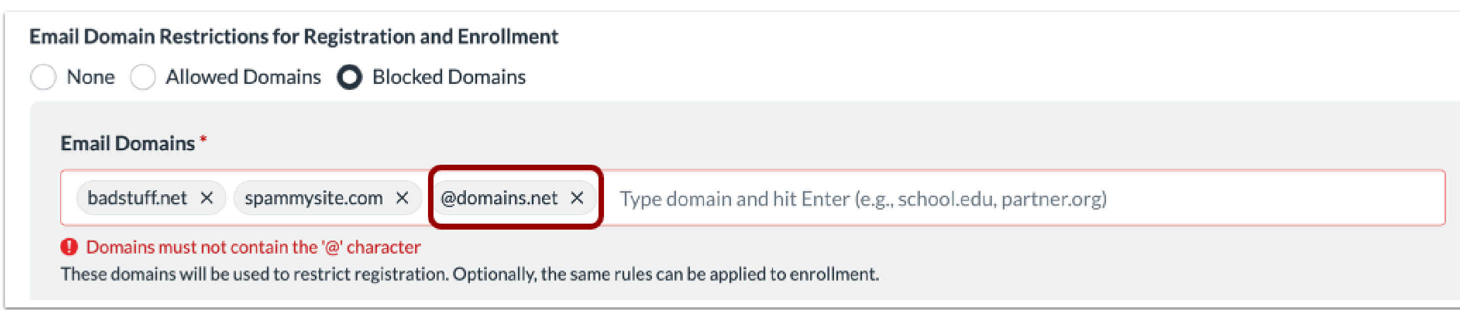


The Catalog Info page opens by default.

In the Restrictions on Registration Email Domains section, you can manage registration restrictions.

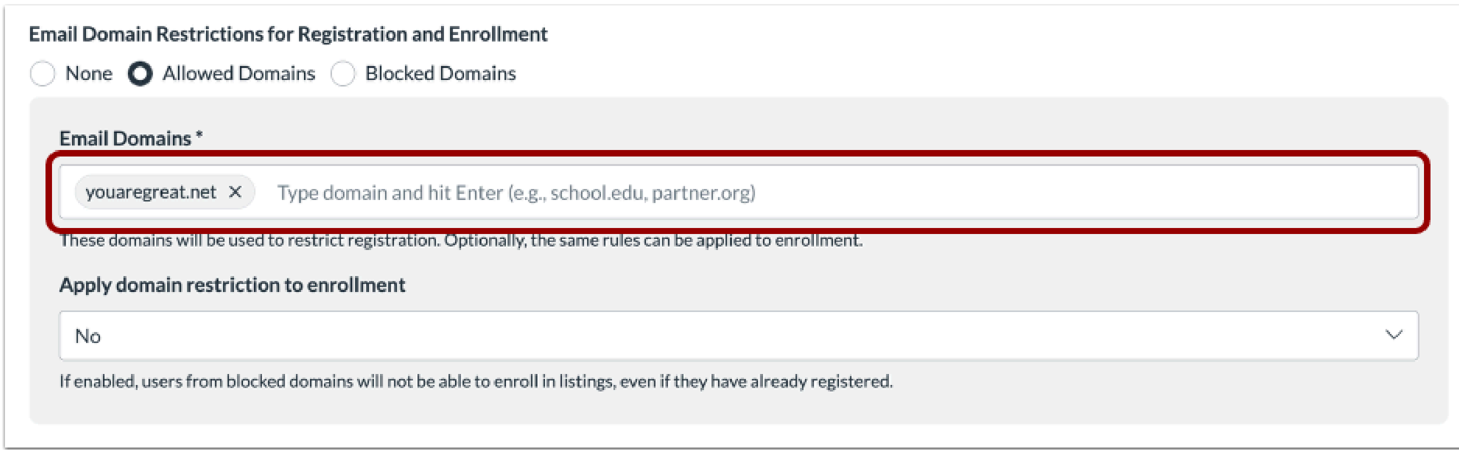
To manage restrictions, select a radio button.

Set Domain Format



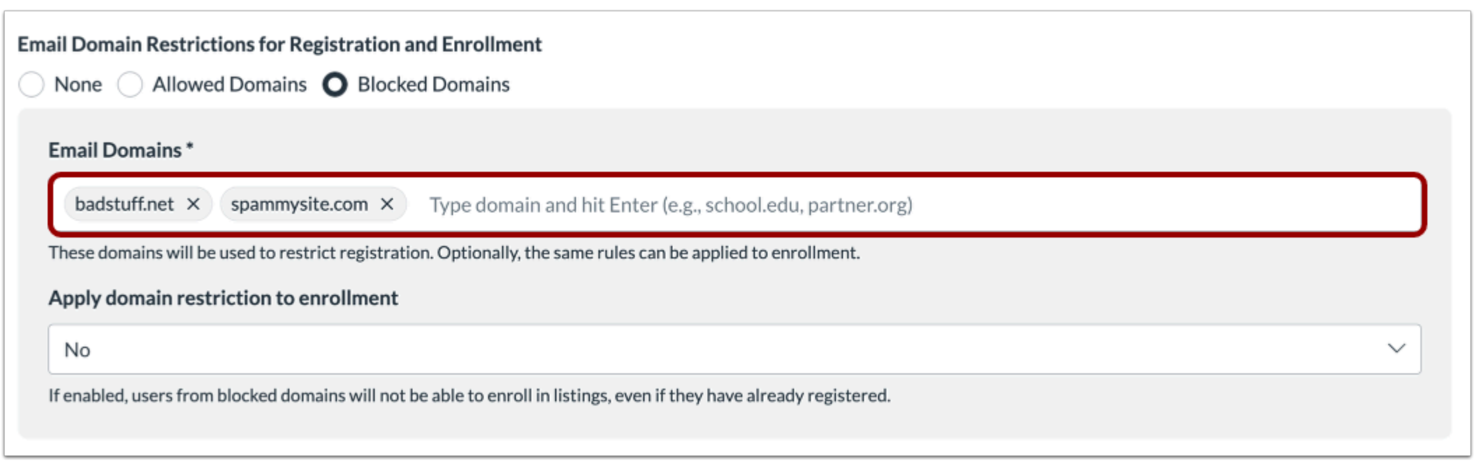
Do not include the "@" symbol when entering domain names. The input should contain only the domain portion (e.g., institution.edu), not full or partial email addresses.

Allow Email Domains



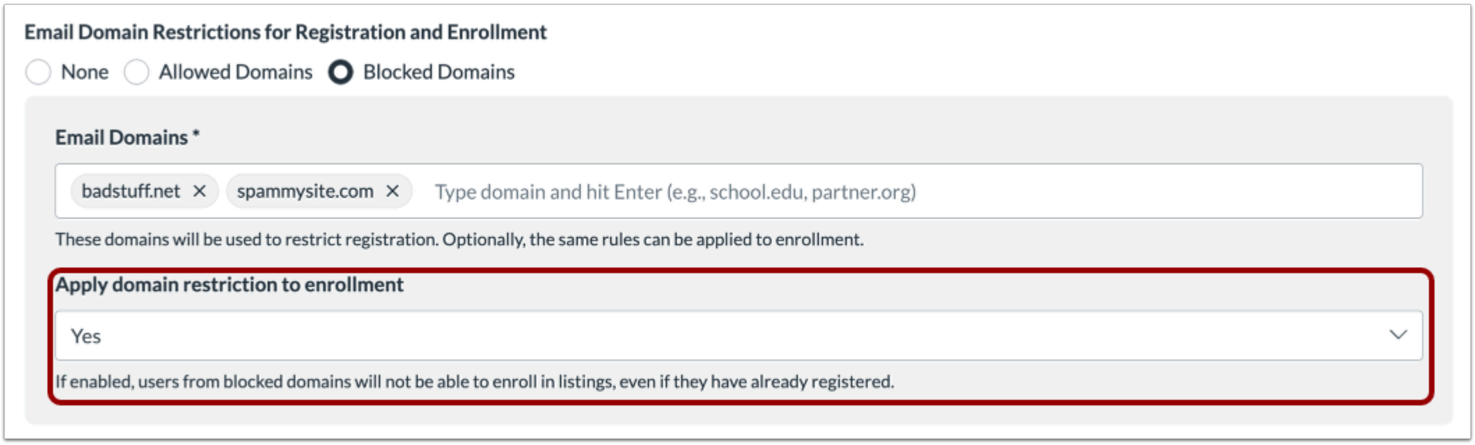
If you choose to allow specified email domains for account registration, you can list domains in the Allowed Registration Email Domain List. To add a domain to the list, enter the domain name and press enter on your keyboard.

Block Email Domains



If you choose to block specified email domains for account registration, you can list domains in the Blocked Registration Email Domain List. To add a domain to the list, enter the domain name and press enter on your keyboard.

View Apply Domain Restriction to Enrollment Option



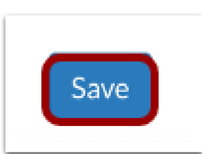
This provides additional protection for listings by ensuring only users from approved domains can complete the full access process. Current functionality stays the same, unless the option is enabled.

The **Apply domain restriction to enrollment** option displays in the Email Domain Restrictions for Registration and Enrollment section. Setting the option to Yes ensures that users with unapproved domains cannot enroll in protected listings. If the option remains off, restrictions continue to apply only to registration.

Subcatalogs inherit enrollment restriction rules by default but can override them. When inheritance is enabled, the domain restriction controls are disabled and the inherited setting is displayed. If a subcatalog overrides the parent setting, it can apply its own rule for enrollment restriction.

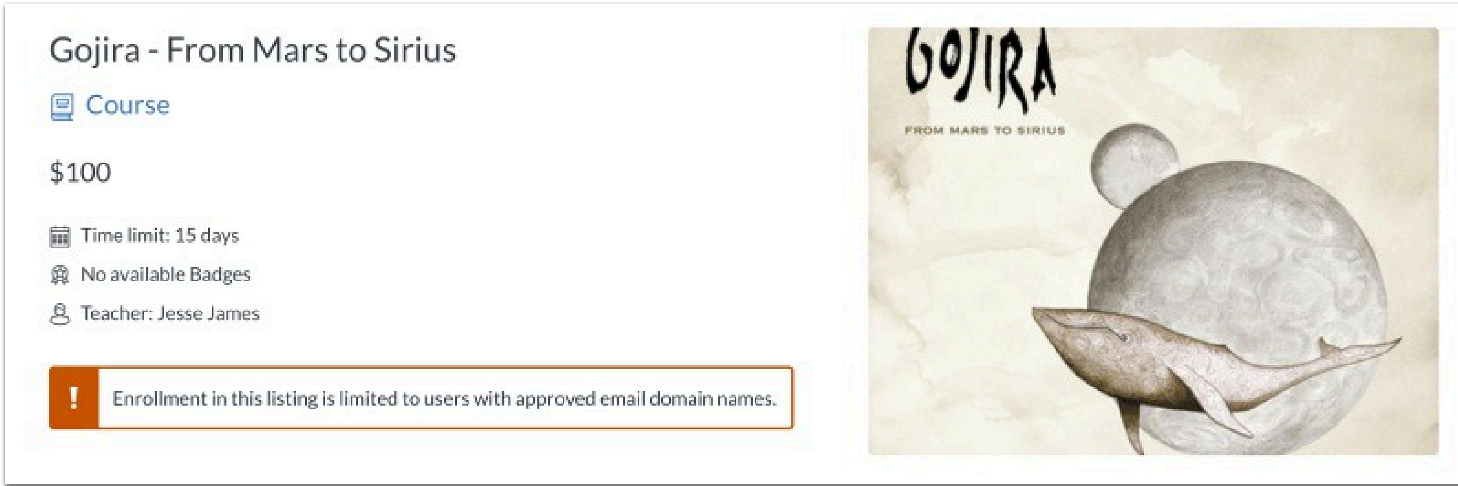
Note: This enhancement lets you apply domain restrictions to both registration and enrollment, strengthening access control without altering existing behavior, increases protection for protected listings, and supports catalog and subcatalog inheritance for consistent enforcement.

Save Catalog Info



Click the **Save** button.

View Approved Domain Message



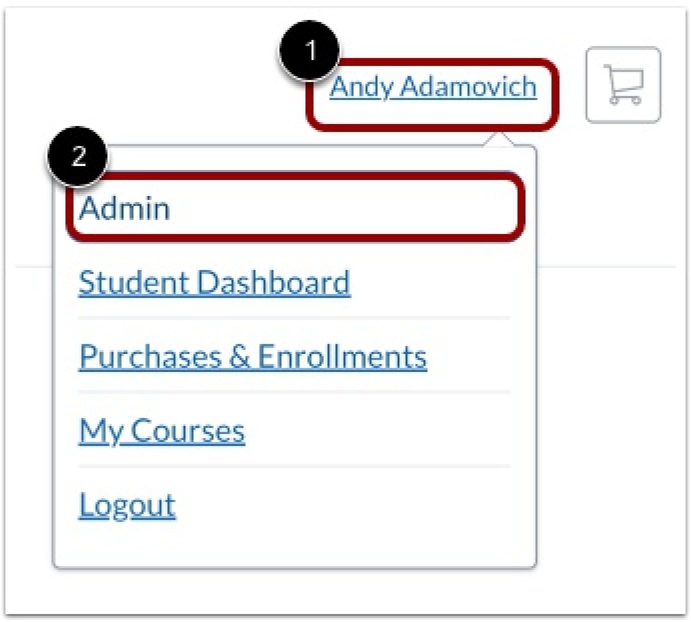
When enrollment restriction is active, a user with a blocked domain who attempts to enroll sees a message indicating that enrollment is limited to approved email domains, and the Enroll button is hidden. This behavior applies to both free and paid listings, respecting catalog and subcatalog configuration.

How do I enable SKU uploads in a catalog?

As a Canvas Catalog admin, you can enable SKU uploads in the Catalog Info page. By default, SKU uploads are not allowed. However, you can edit a catalog or subscatalog's Info page to allow SKUs to be added manually to individual listings or bulk uploaded via API.

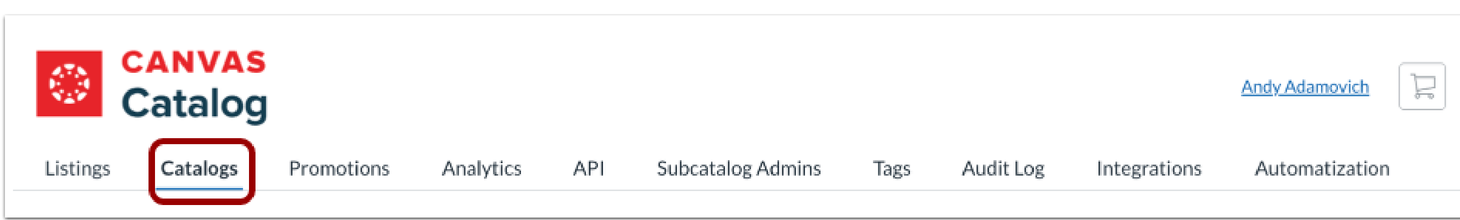
Note: Canvas Catalog now supports SKUs for many payment providers, such as Cashnet, Common Checkout Page (CCP), Paypal, Touchnet, etc.

Open Admin



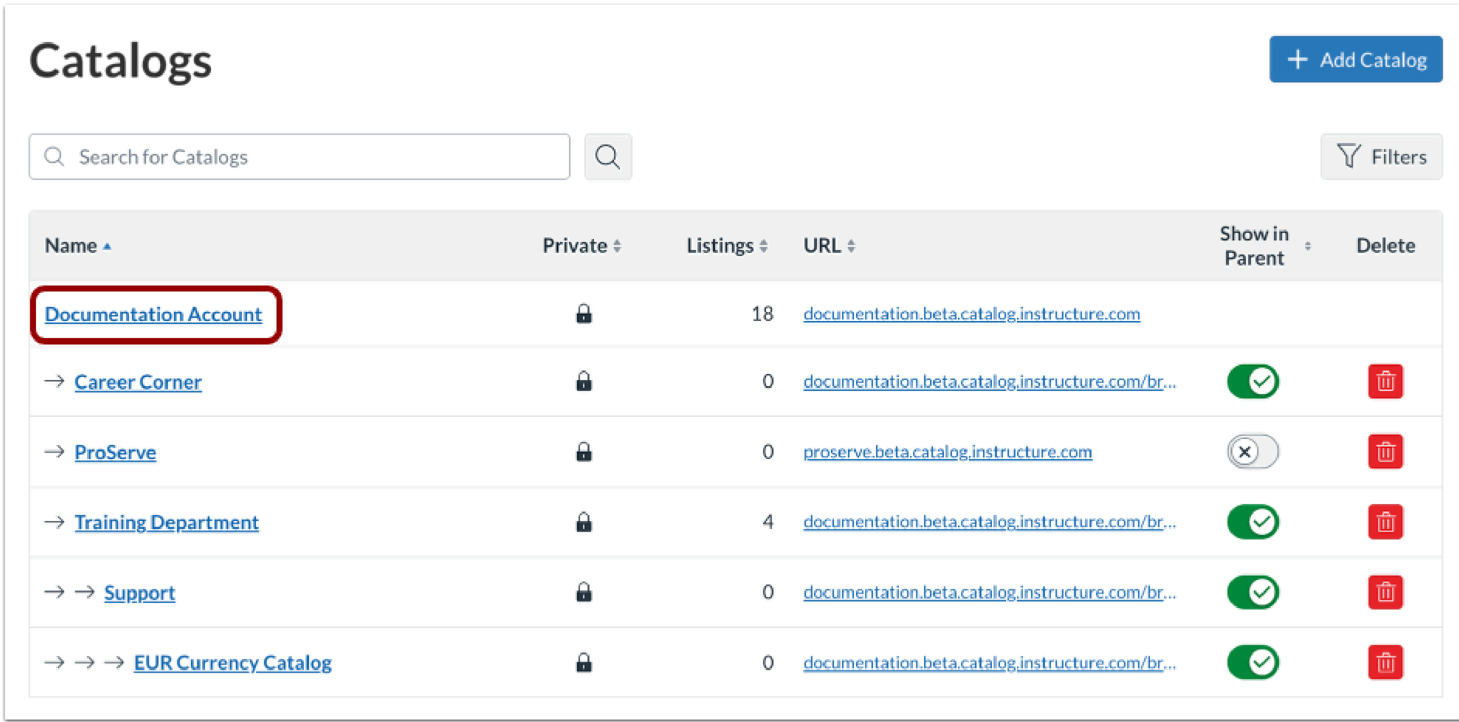
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



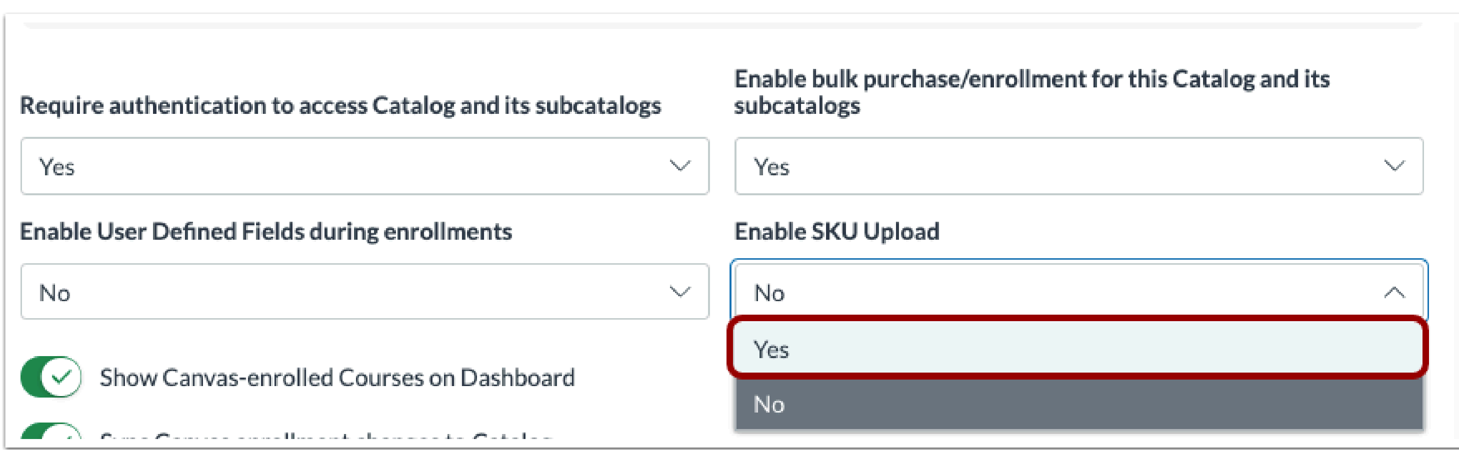
Click the **Catalogs** tab.

Select Catalog



Click the catalog or subcatalog name link.

Enable SKU Upload



In the Catalog Info page, Enable SKU Upload is turned off by default. To enable SKU upload, click the **Enable SKU Upload** drop-down menu and click the **Yes** link.

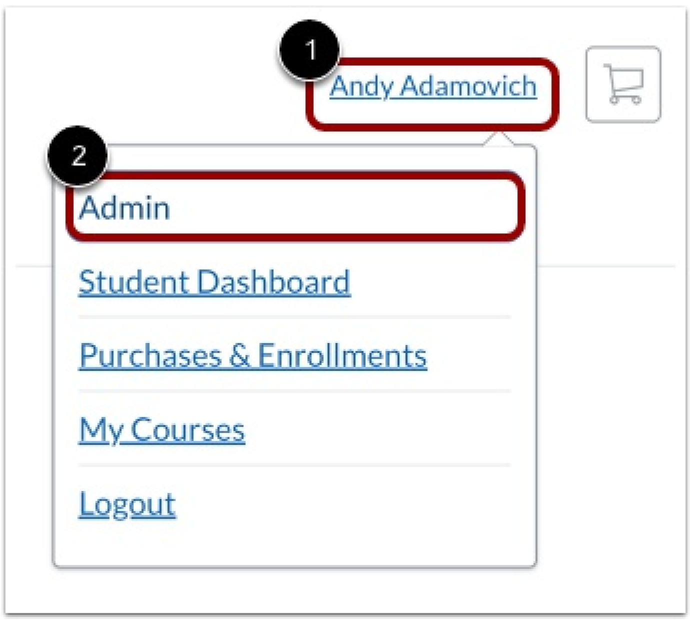
Save Catalog Info

Click the **Save** button.

How do I allow or remove a shopping cart in my institution's Canvas Catalog?

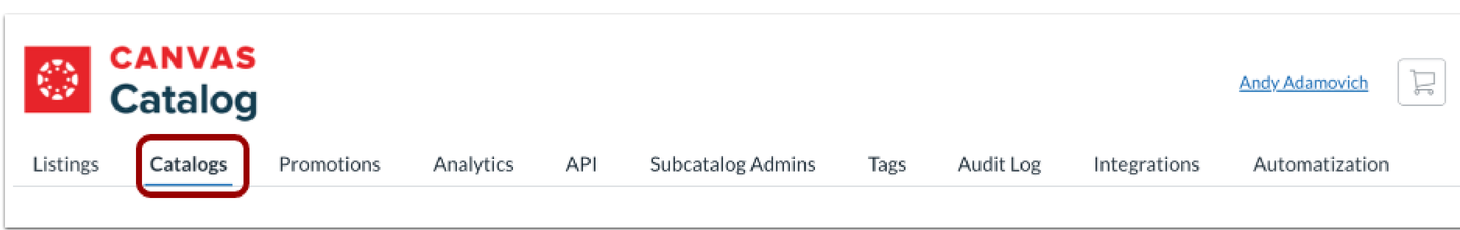
As a Canvas Catalog admin, you can allow or remove a shopping cart for a catalog and its subcatalogs through the root catalog's Catalog Info page.

Open Admin



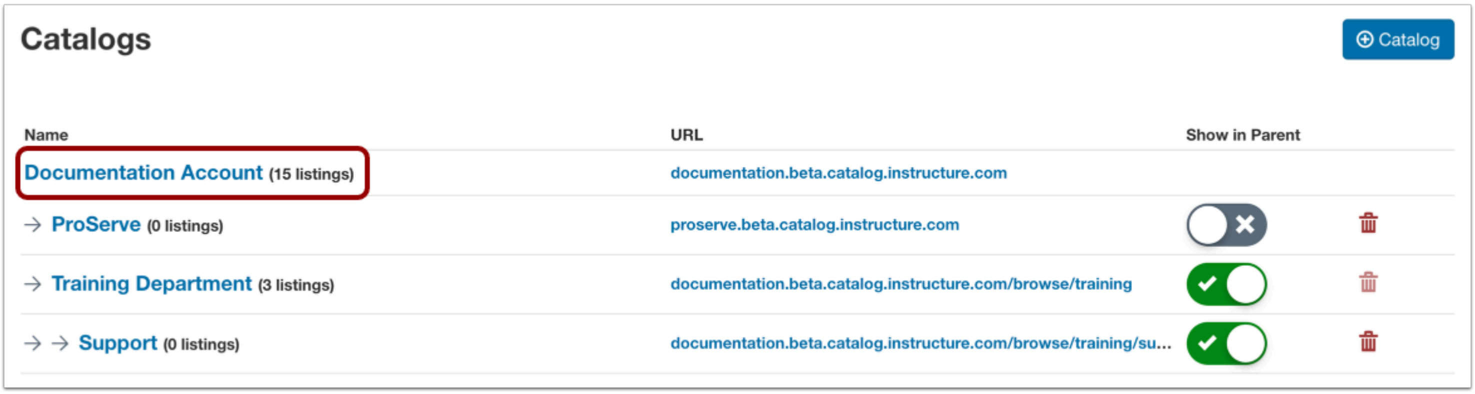
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



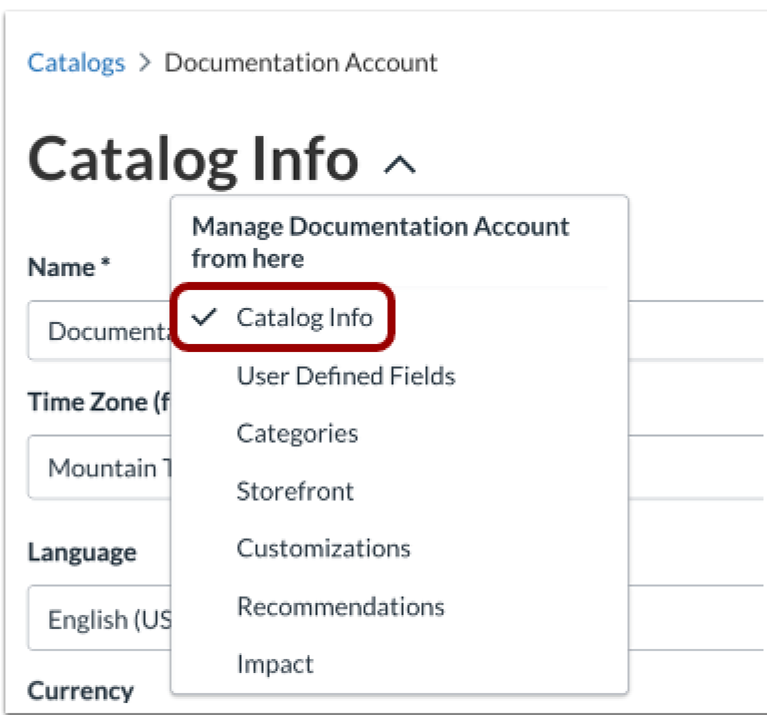
Click the **Catalogs** tab.

Select Catalog



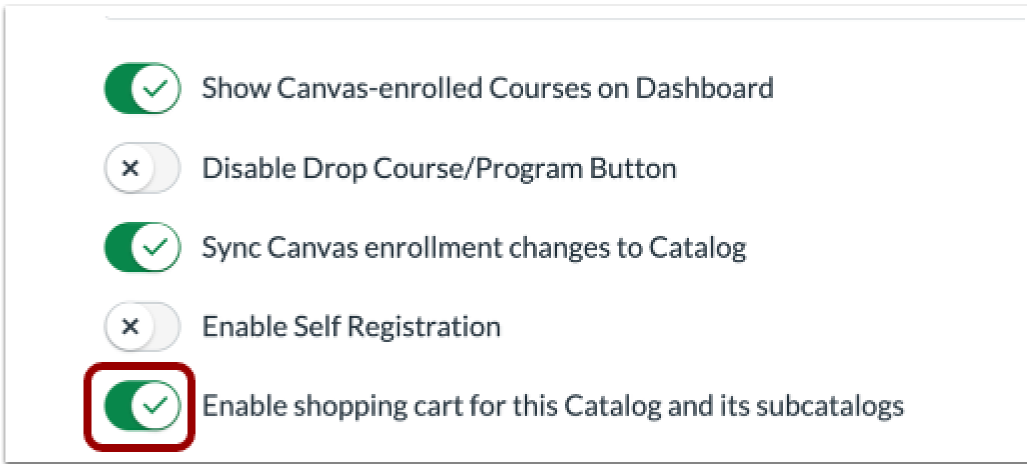
Click the root catalog name link.

View Catalog Info



In the Catalog settings drop-down menu, the Catalog Info tab displays by default.

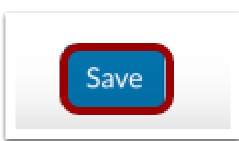
Disable Shopping Cart



By default, the shopping cart is enabled for the catalog and sub-catalogs.

To disable the shopping cart, click the **Enable shopping cart for this Catalog and its sub-catalogs** toggle button off.

Save Catalog Info



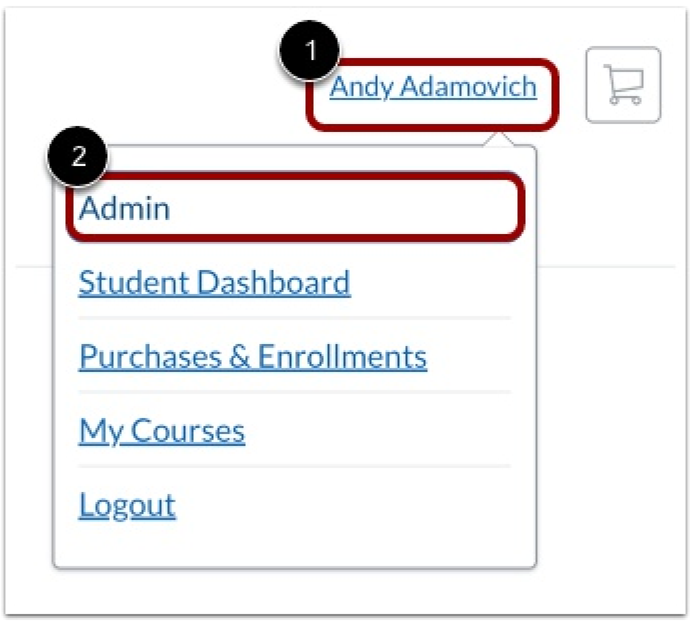
Click the **Save** button.

How do I manage categories for a catalog?

As a Canvas Catalog admin, you can manage your categories though a catalog's Categories page. You can view your category names and types. You can also edit, add, or delete categories. Categories are based either on a tag or on a subcatalog name.

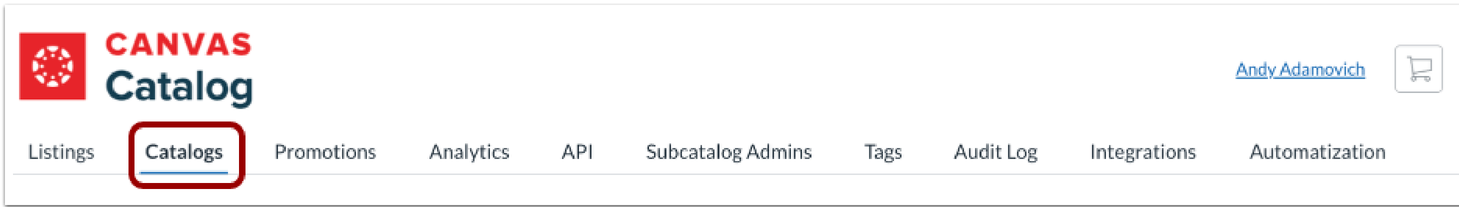
When you create categories in a parent catalog, you can set a subcatalog to automatically use those categories. However, you can also disassociate a subcatalog's categories from the parent and create custom categories in a subcatalog.

Open Admin



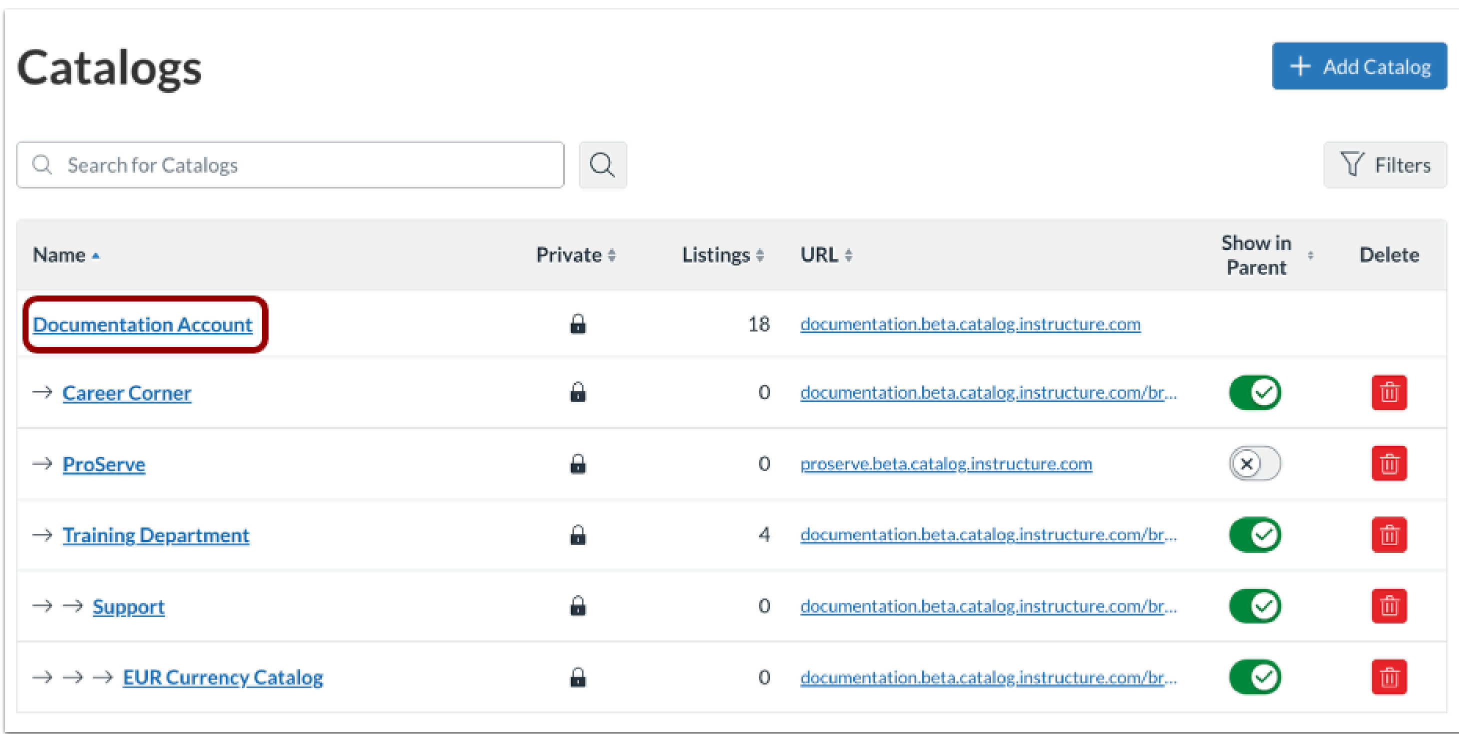
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



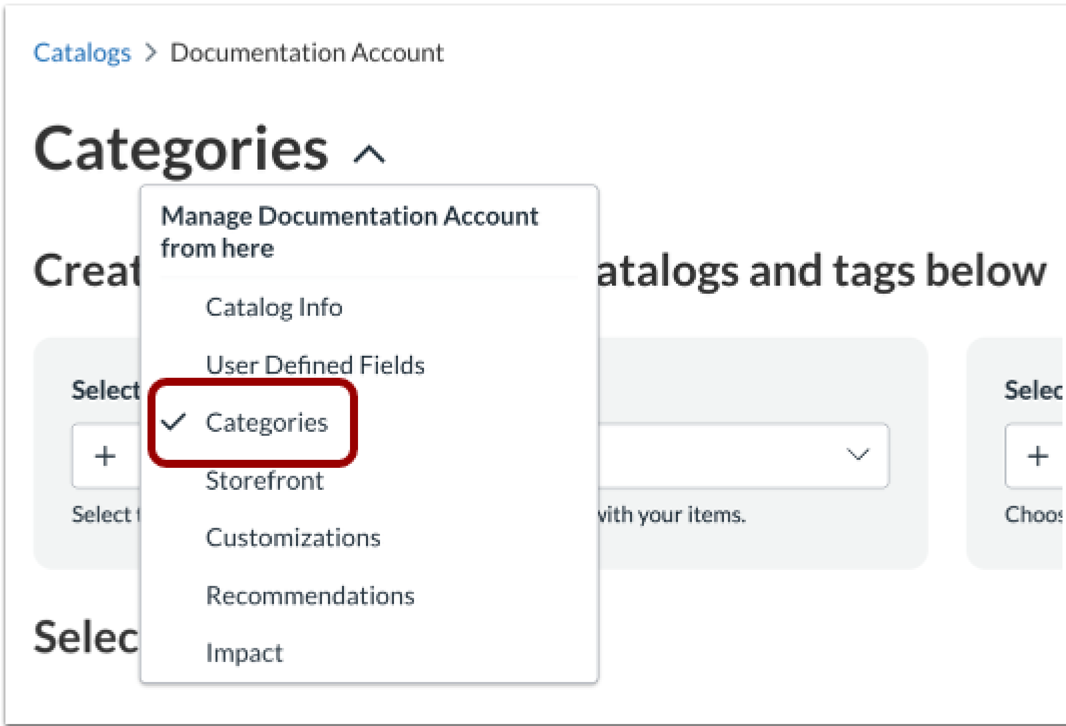
Click the **Catalogs** tab.

Open Catalog



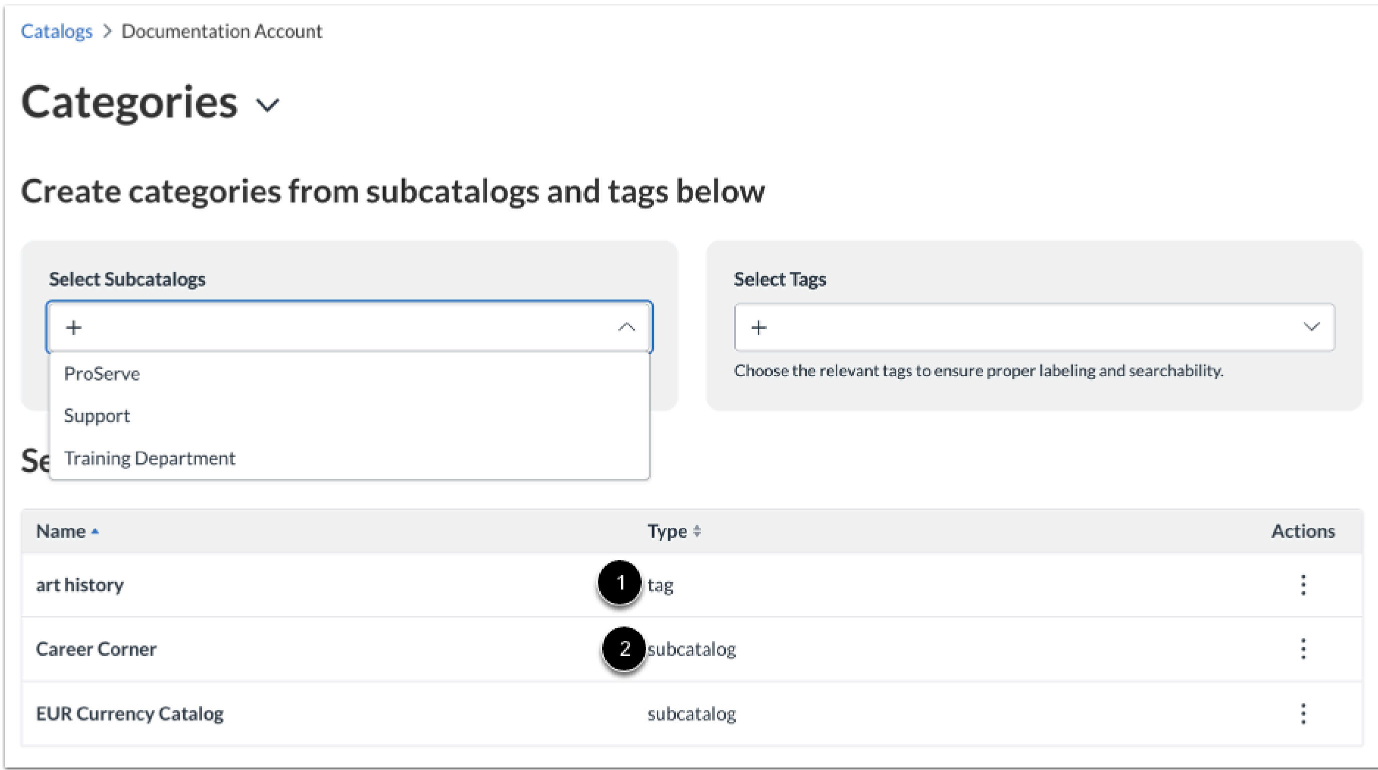
Click a catalog name link.

Open Categories



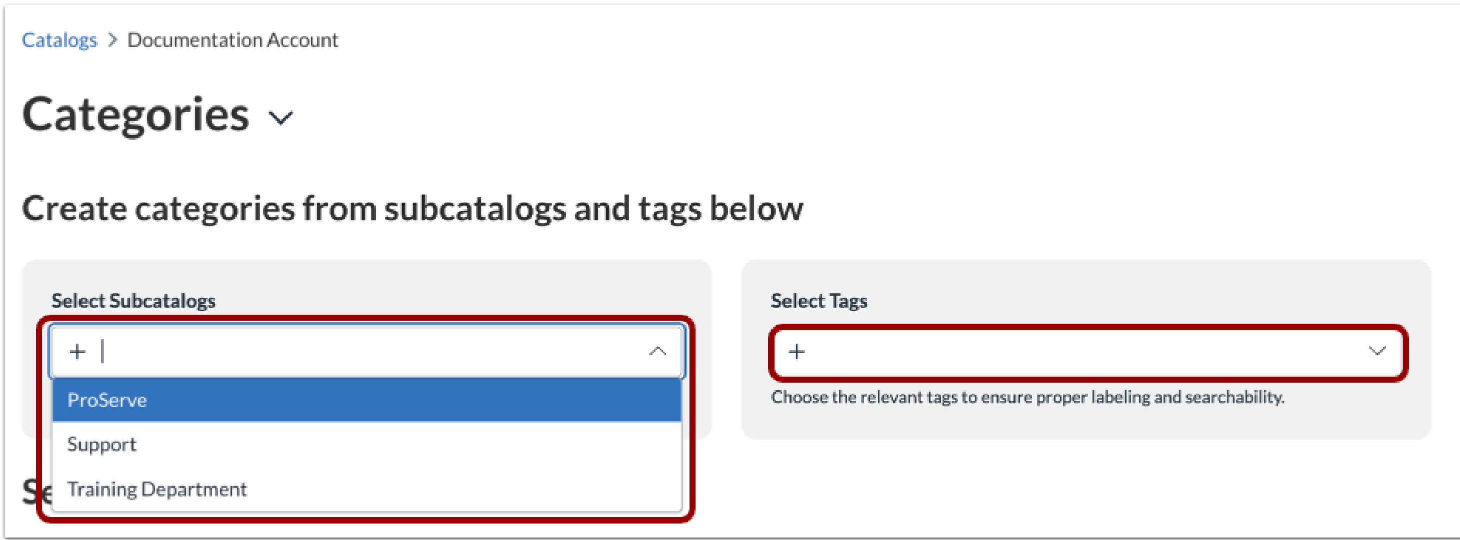
In the Catalog settings drop-down menu, click the **Categories** link.

View Categories



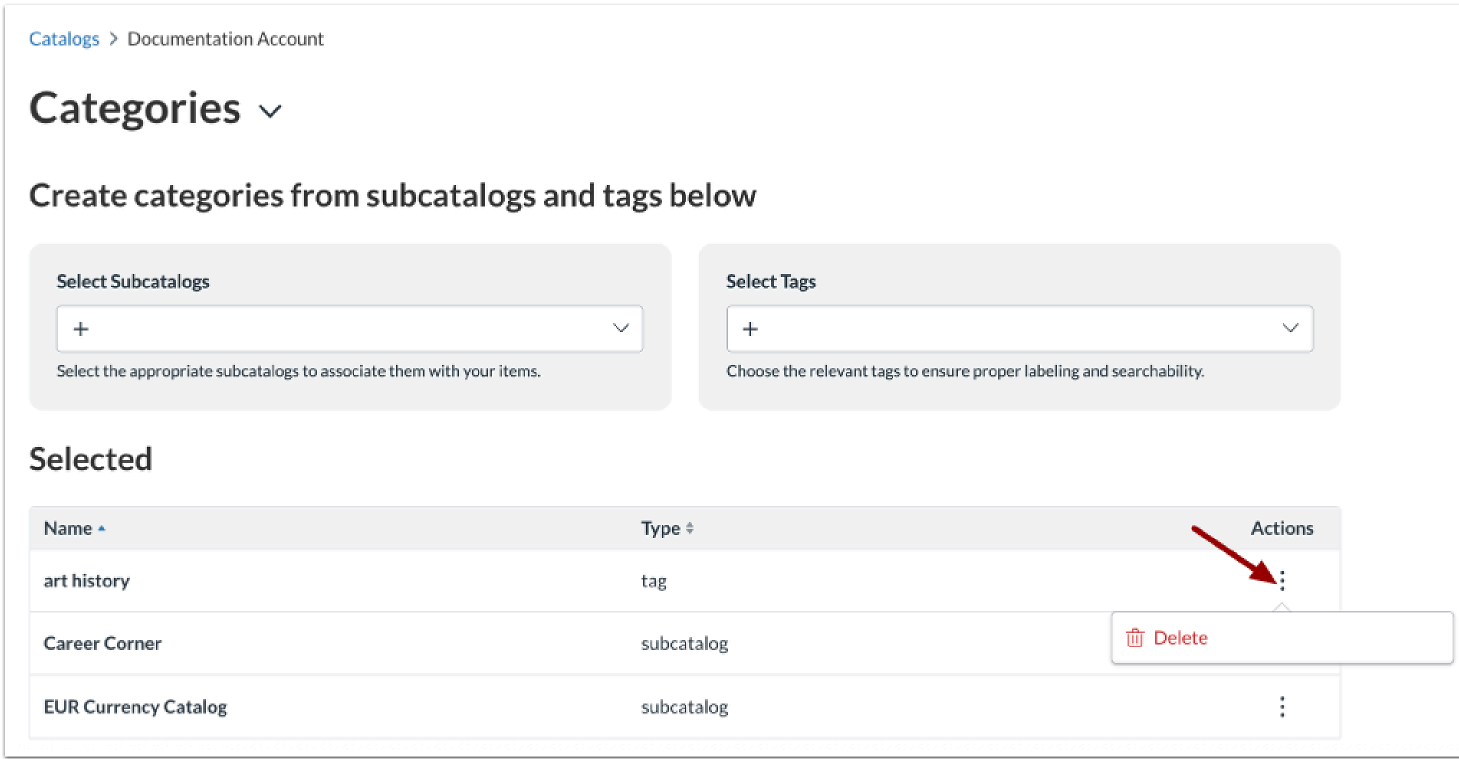
In create categories from subcatalogs and tags below, categories are either **tags** [1] or **subcatalog** names [2].

Add Categories



To add new categories from subcatalogs or tags, select an option from the drop-down menu.

Delete Categories



To remove a category, click its **Remove** icon.

How do I add a category to a catalog?

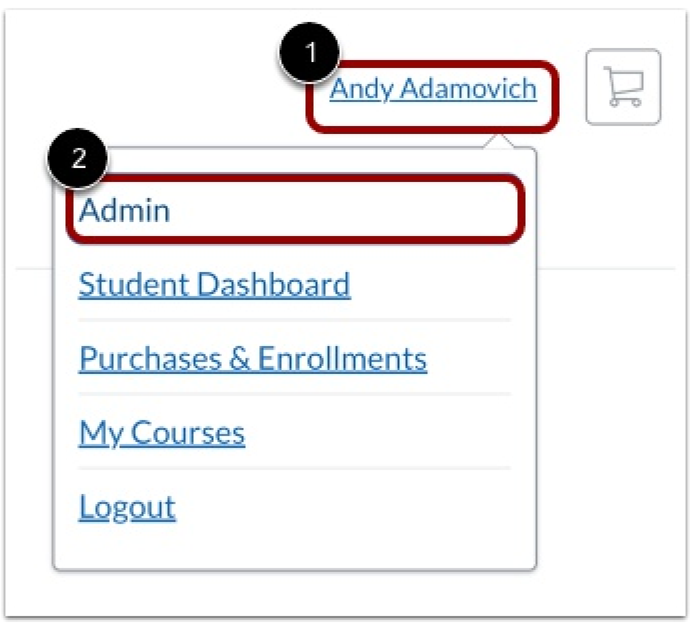
When managing catalog categories as a Canvas Catalog admin, you can create categories for your catalog and subcatalogs. Categories are created from tags and subcatalog names.

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

Notes:

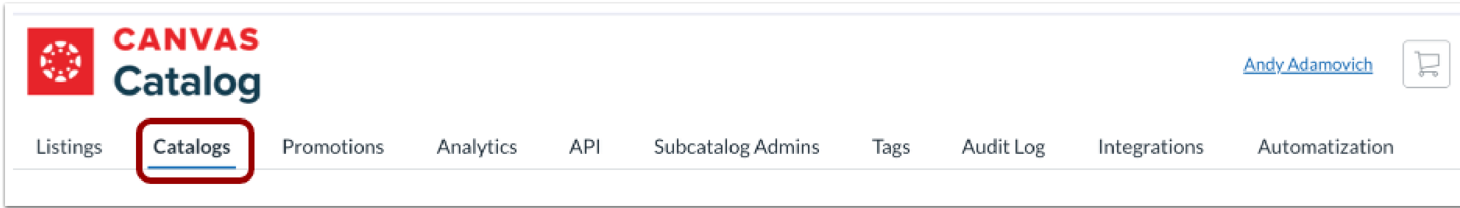
- If a subcatalog is inheriting categories from a parent catalog, you cannot add a new category.
- When viewing a parent catalog, the subcatalog list displays all subcatalogs in the account.

Open Admin



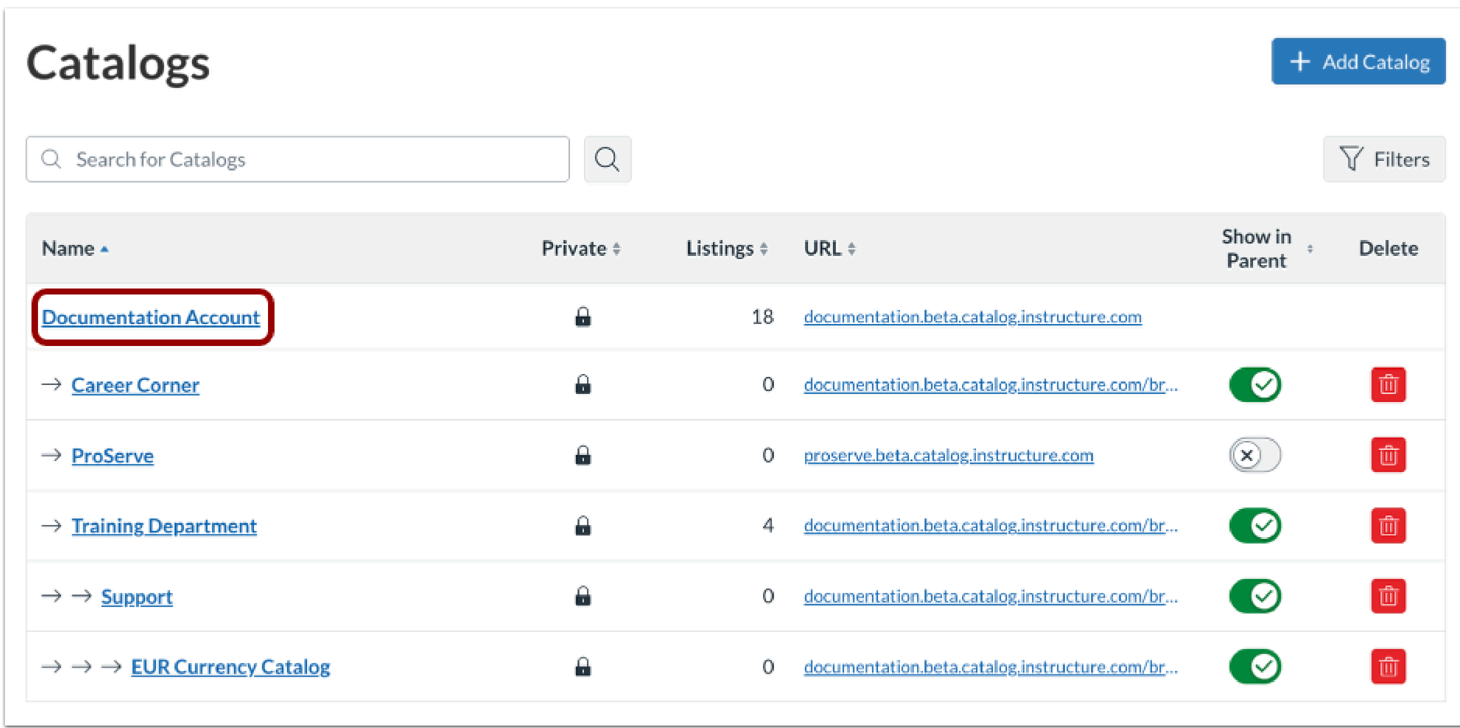
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



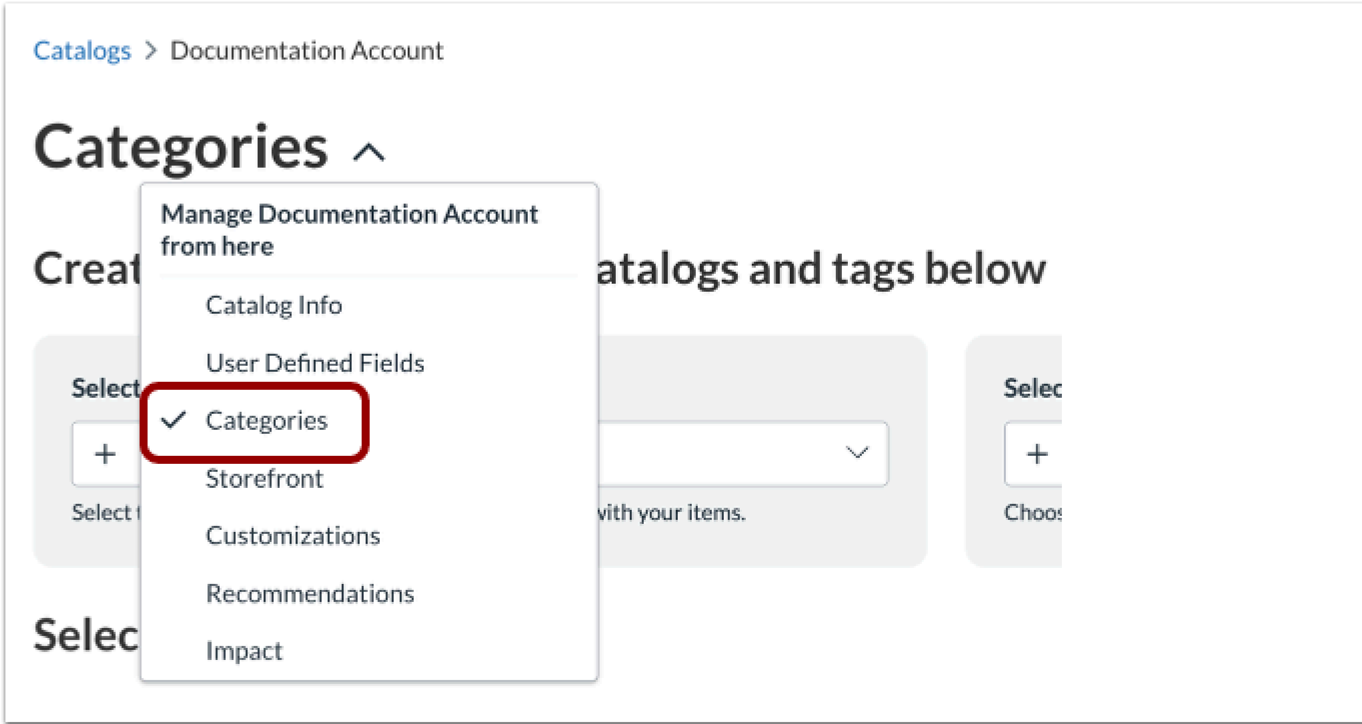
Click the **Catalogs** tab.

Open Catalog



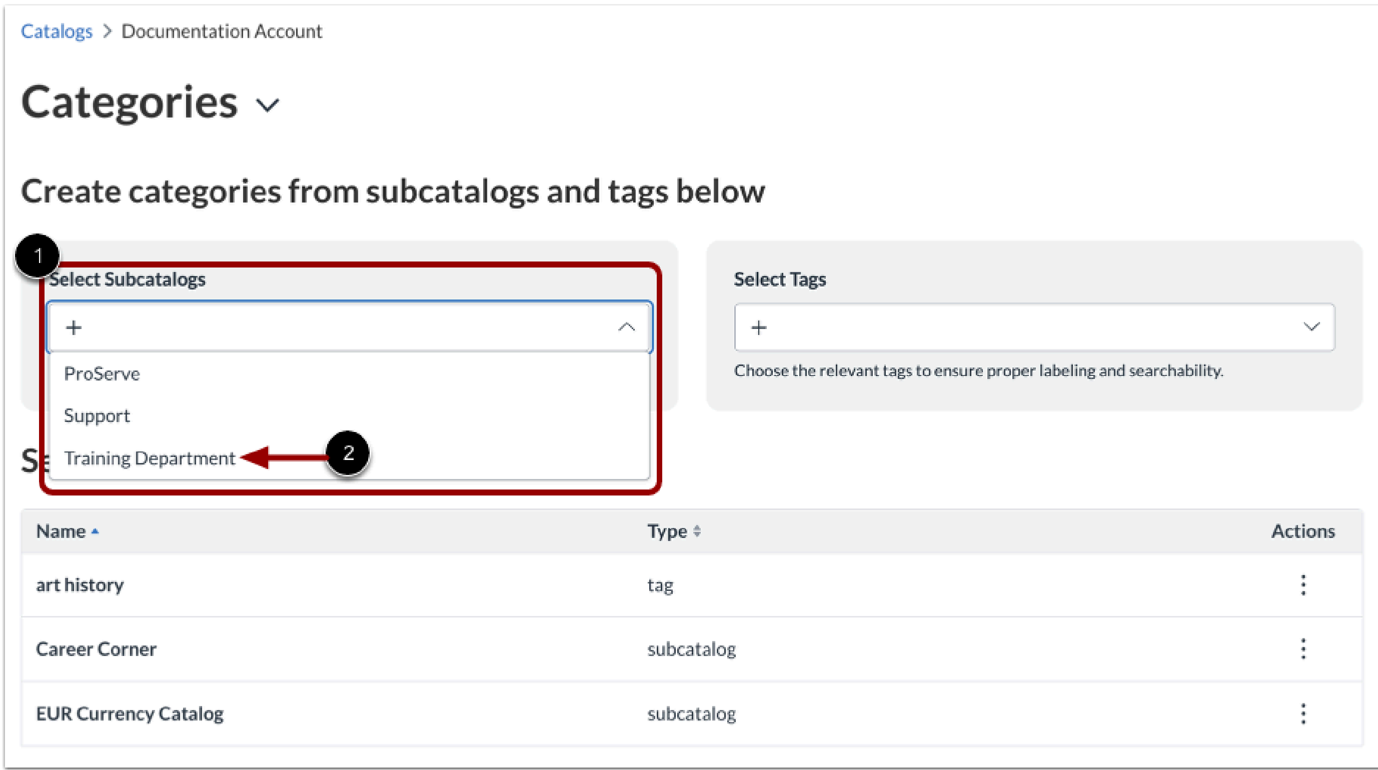
Click the name of the catalog where you want to create a category.

Open Categories



In the Catalog settings drop-down menu, click the **Categories** link.

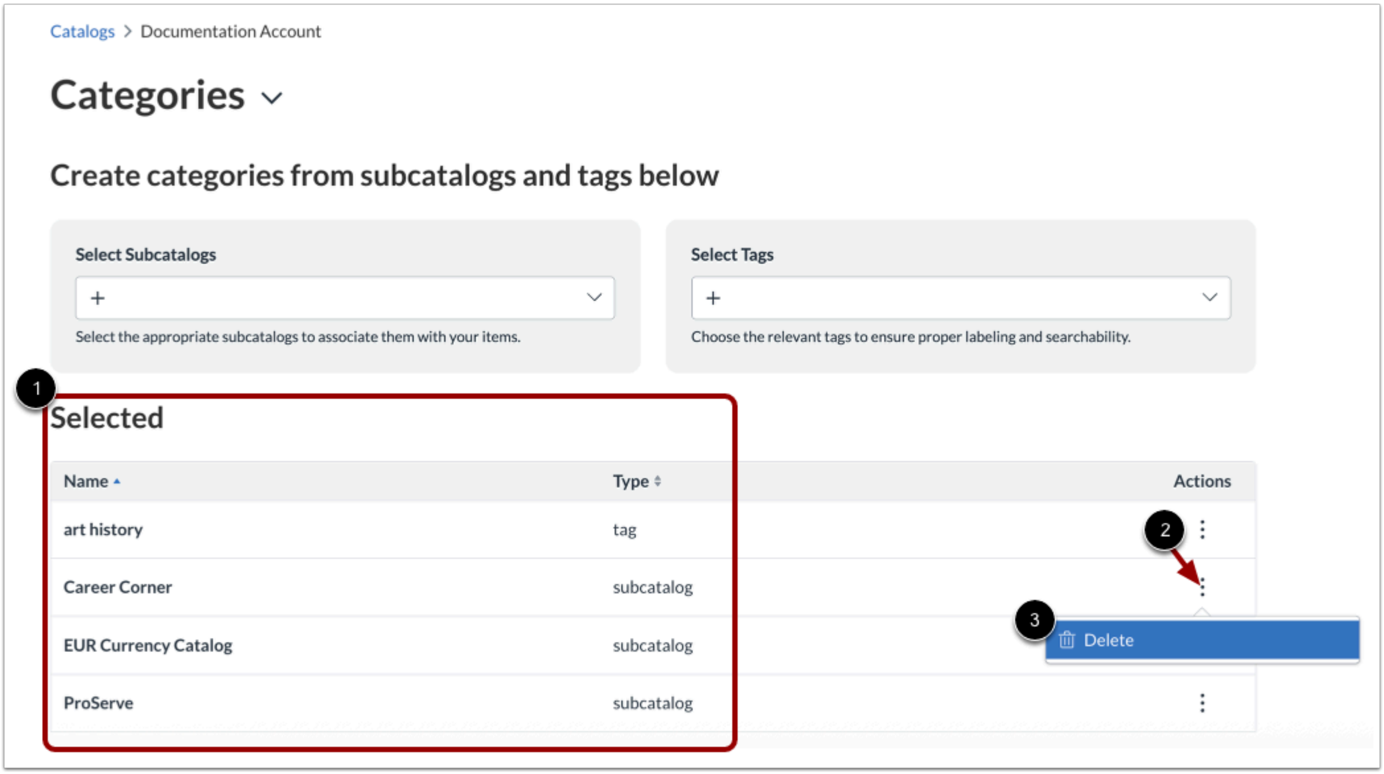
Select Subcatalog Categories



In the **Select Subcatalogs** drop-down menu [1], locate and select the name of a subcatalog [2].

Note: When viewing a subcatalog, the subcatalog list only displays subcatalogs that descend directly from the subcatalog you are viewing.

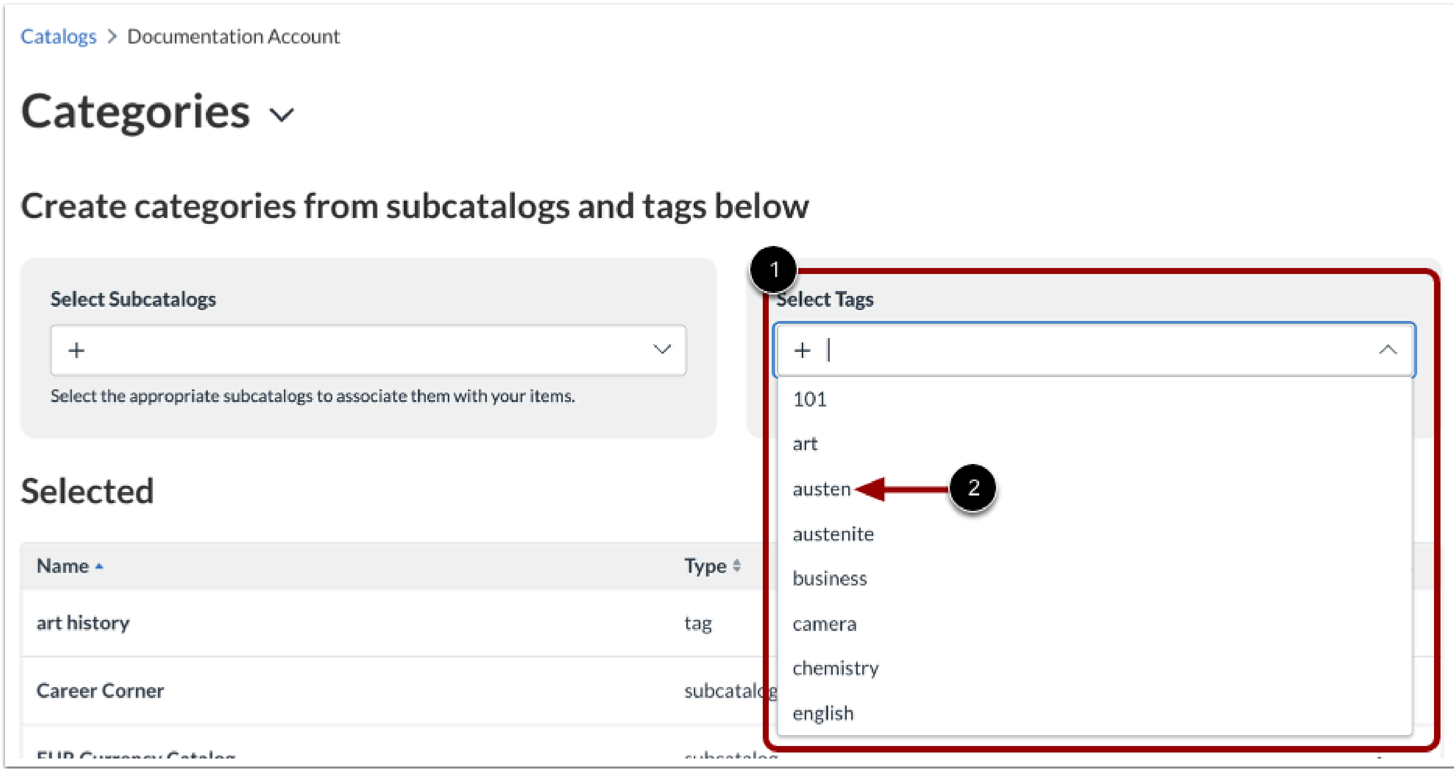
Manage Subcatalog Categories



Selected subcatalog names display as categories [1].

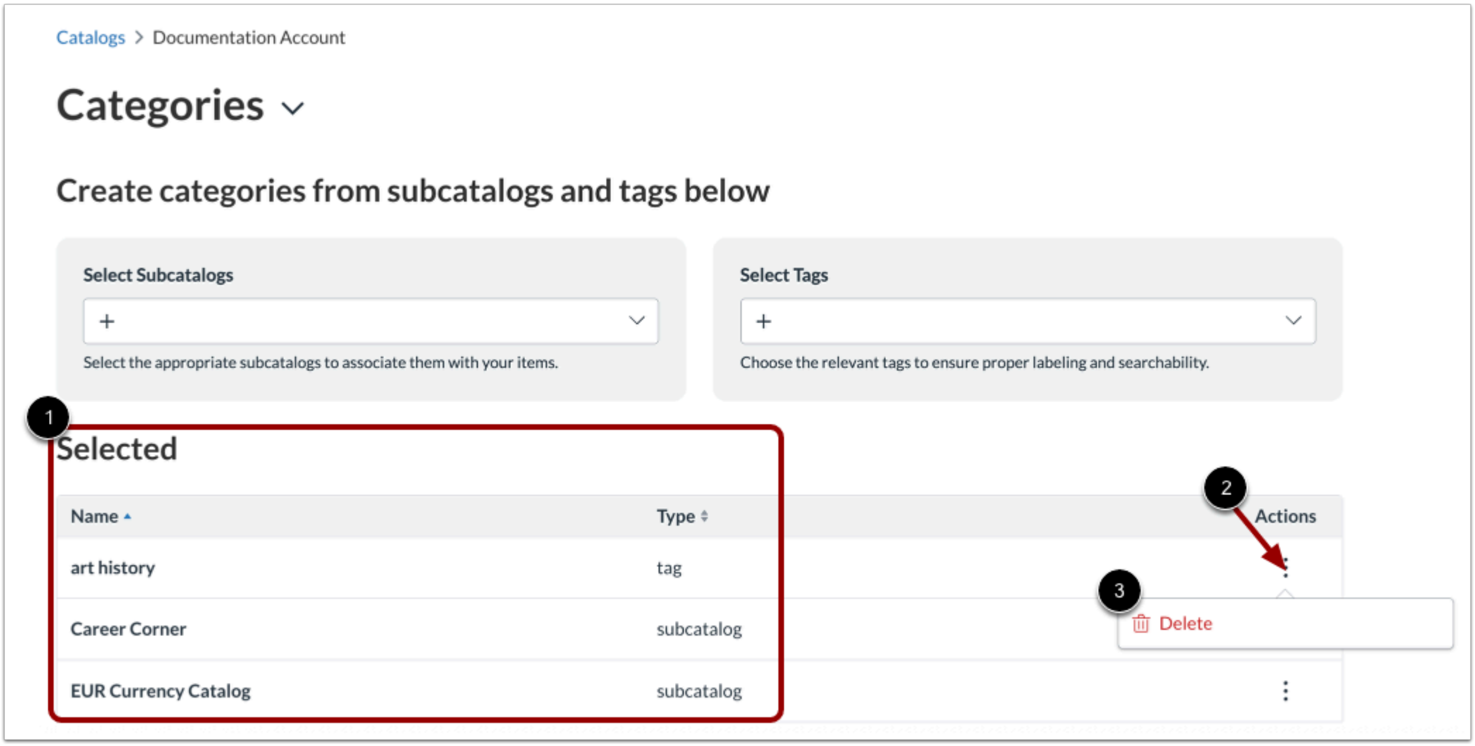
To remove a category, locate the subcatalog name and click the option [2], and click **Delete** [3].

Select Tag Categories



To add a category based on a tag, select the **Select Tags** option in the drop-down menu [1]. Locate a tag name and select [2].

Manage Tag Categories



Selected tags display as categories [1].

To remove a tag category, locate the tag name and click the option [2], and click **Delete** [3].

How do I view and manage tags in Canvas Catalog?

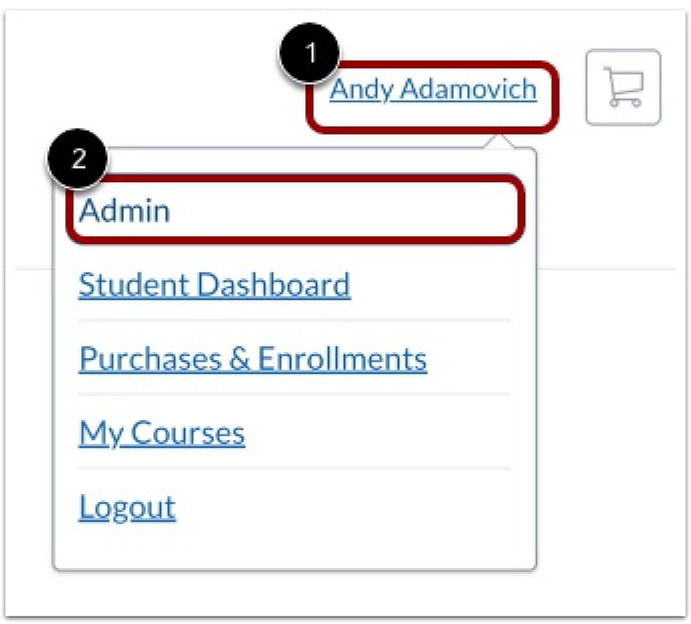
In Canvas Catalog, tags can be used to create categories for user searches. As an admin, you can add tags when when you create course or program listings. You can also view and manage tags in the Tags tab.

Subcatalog admins can add and manage tags unless tagging permissions have been disabled for their account. Learn more about managing subcatalog admin permissions.

Notes:

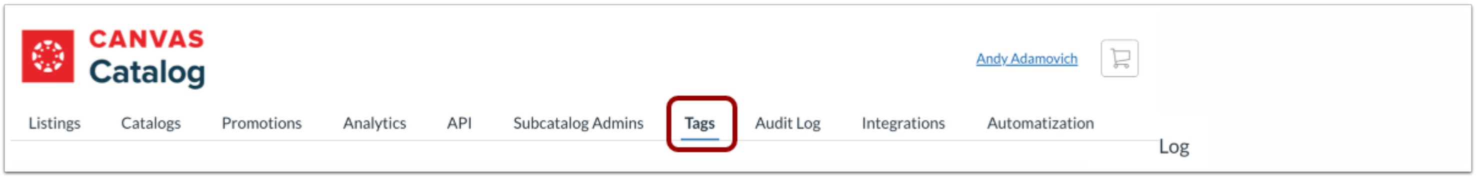
- When tagging permissions are enabled, subcatalog admins can view and manage all tags in the institution's account.
- If the Tags tab does not display, tagging permissions have been disabled for your account.

Open Admin



Click the **User** drop-down menu [1]. Then, click the **Admin** link [2].

Open Tags



Click the **Tags** tab.

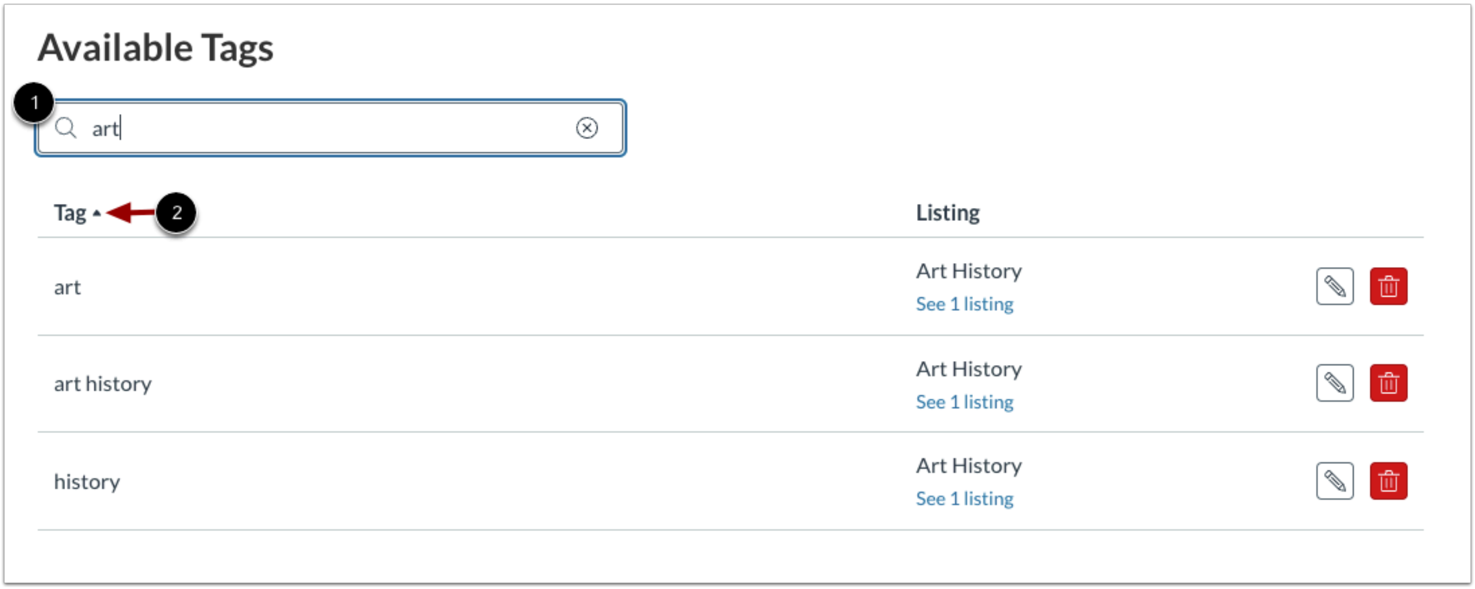
Note: If the Tags tab does not display, tagging permissions have not been enabled for your subcatalog admin account.

Create Tag

To create a new tag, enter text in the **Create Tag** field [1]. Then, click the **Create Tag** button [2].

Note: If an error message appears when the Create Tag button is clicked, confirm that the tag does not already exist by using the Available Tags search.

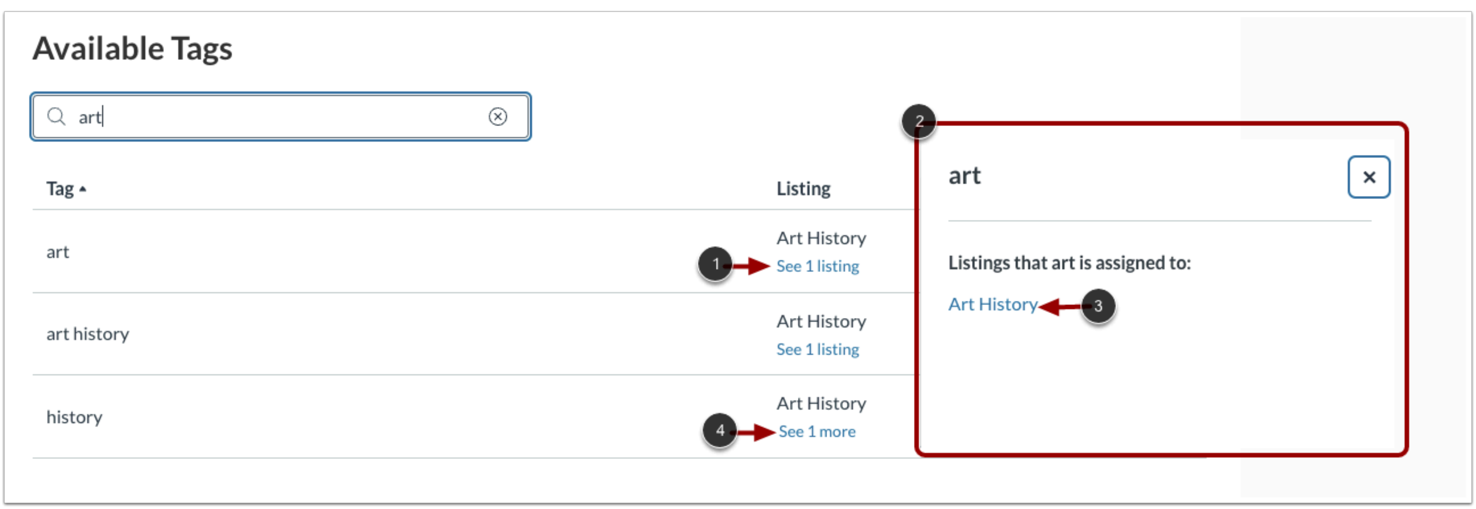
Search Available Tags



To search for a tag, enter all or part of its name in the **Available Tags** field [1].

By default, tag names display in the list in alphabetic order. To sort in reverse alphabetic order, click the **Sort** icon [2].

View Tag Details

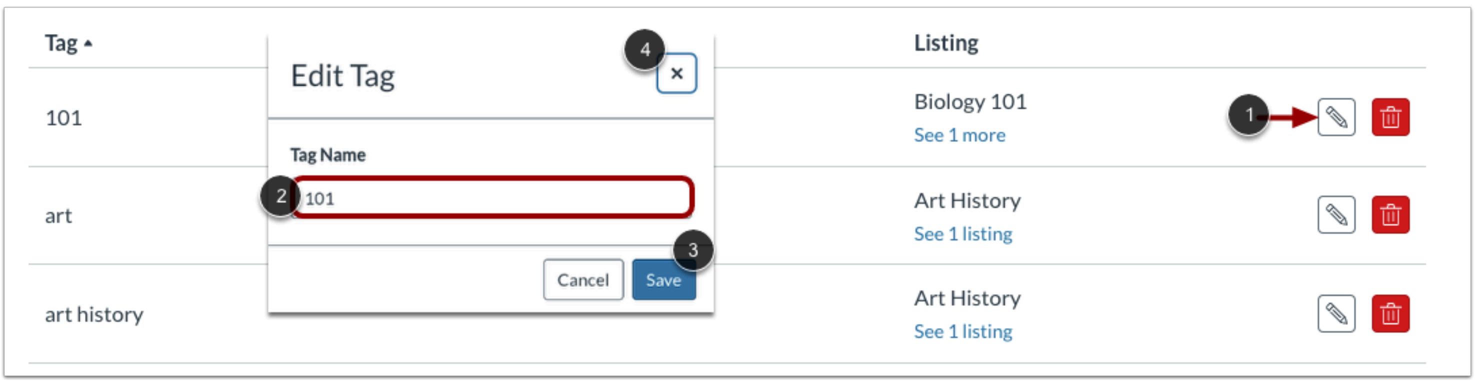


To view tag details, click the **See 1 listing** link [1].

In the pop-up window, the listings where the tag is assigned display [2]. To open a listing, click the listing name link [3].

Note: If a tag is assigned to more than one listing, the See (#) more link displays the number of listings where the tag is assigned [4].

Edit Tag

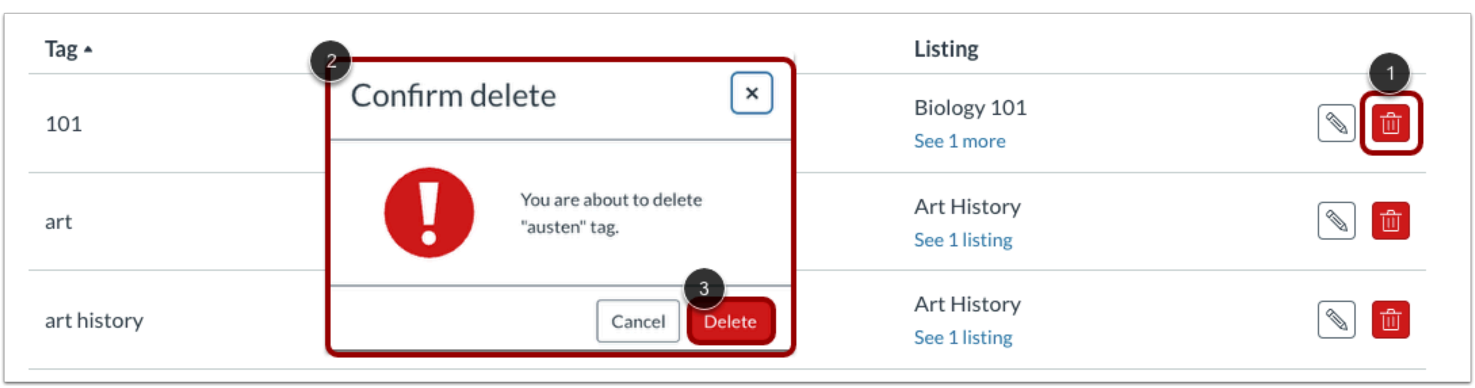


Locate the tag you want to edit and click the **Edit** button [1].

In the Edit Tag window, enter a new name in the **Tag Name** field [2]. To save changes and close the window, click the **Save** button [3].

To close the window without saving changes, click the **Close** button [4].

Delete Tag



To delete a tag, click the **Delete** button [1].

The Confirm delete window displays [2]. To confirm the deletion, click the **Delete** button [3].

Note: Deleted tags are removed everywhere they are in use and can not be restored.

Catalog Customization and Branding

How do I customize a catalog using CSS, JS, or HTML files?

As a Catalog admin, you can customize your catalog using images, a cascading style sheet (CSS), JavaScript (JS), or Hyper Text Markup Language (HTML) files. You can either paste the source code or insert links to external files. If you are linking to external files, best practice is to use a secure site to host your custom style files; otherwise, they may break when trying to load.

You can also use HTML/CSS to customize a program certificate or course certificate.

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

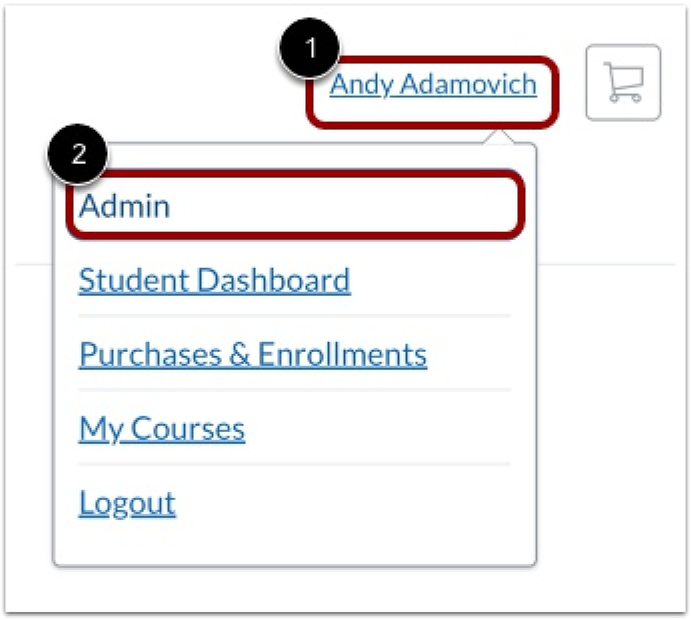
Instruction Files:

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

Notes:

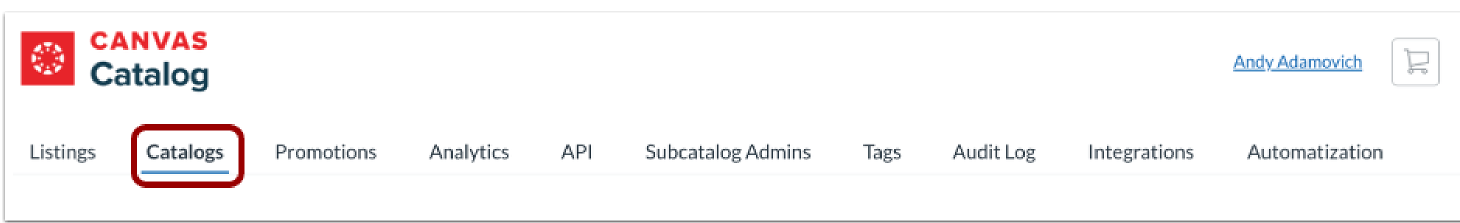
- If it has been enabled for your institution, you may be able to use the Storefront Theme Editor to customize your branding without using CSS/JS/HTML.
- If custom branding is not added to a subcatalog, the parent catalog customization applies by default.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Admin



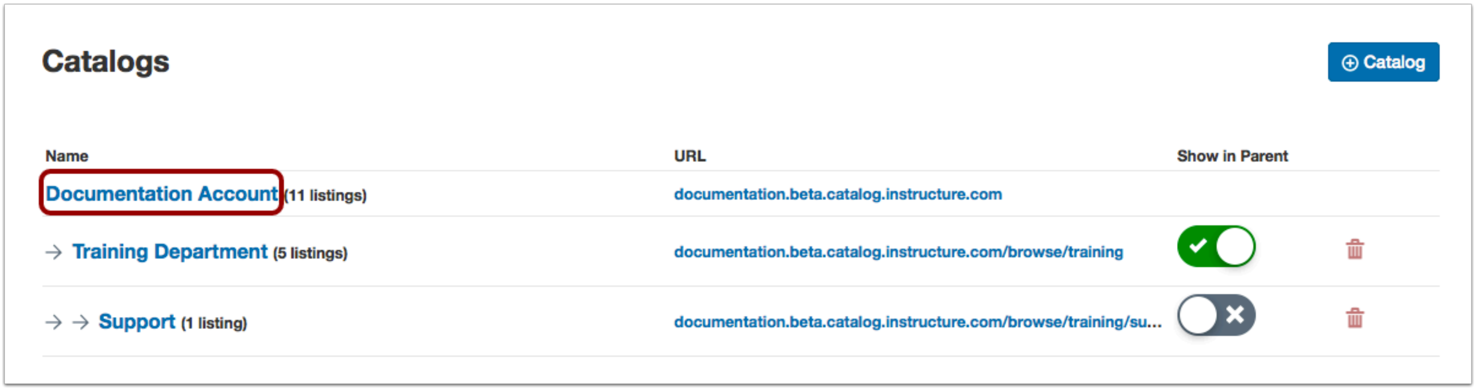
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



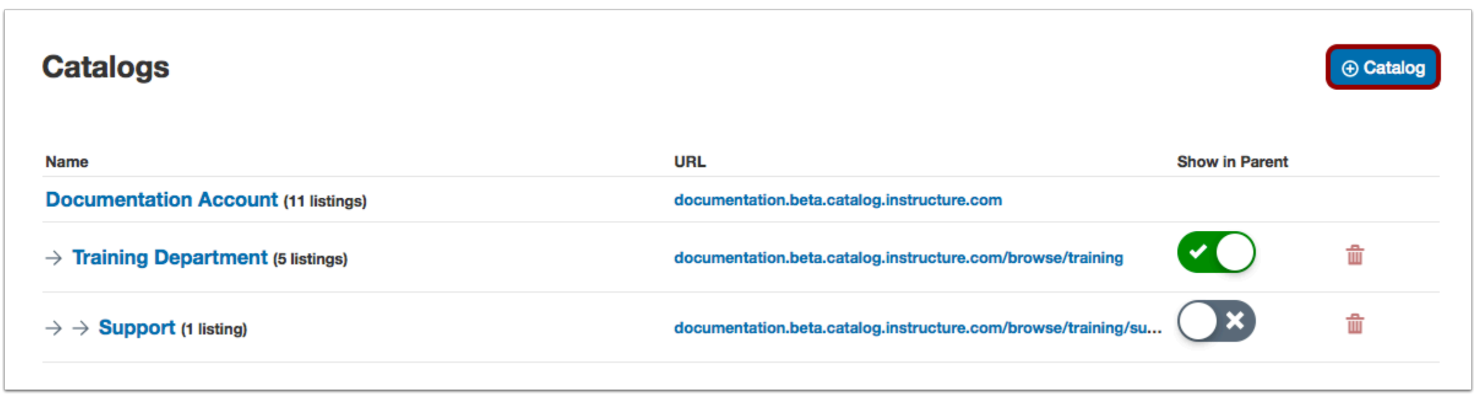
Click the **Catalogs** tab.

Open Catalog



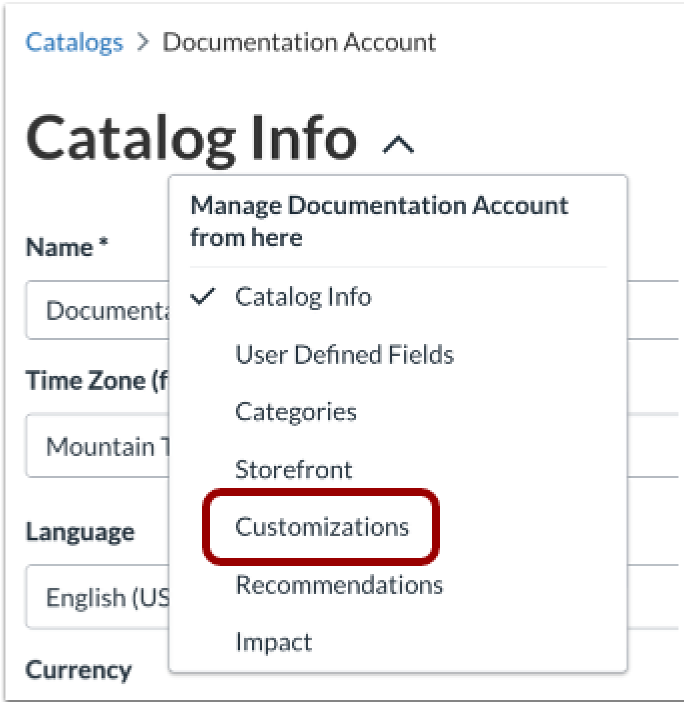
To open an existing catalog, click the catalog name link.

Add Catalog



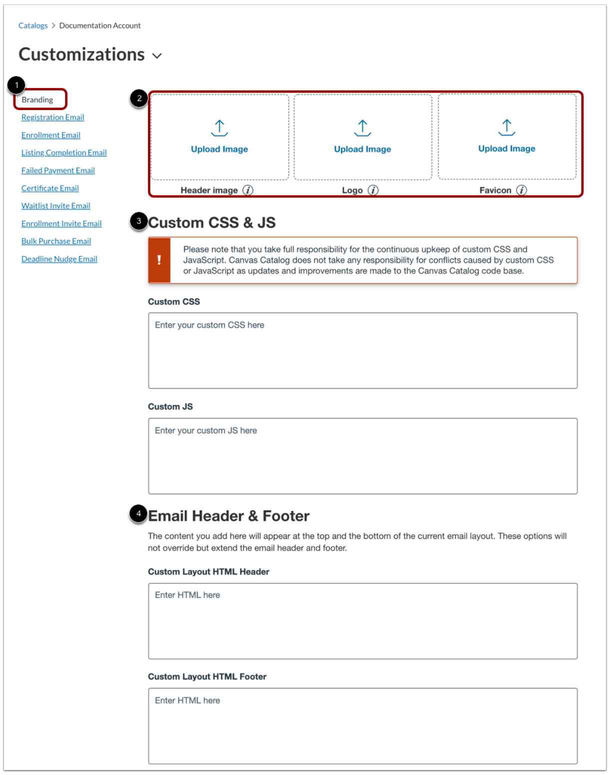
To [add a subcatalog,](#) click the **Add Catalog** button.

Open Customizations



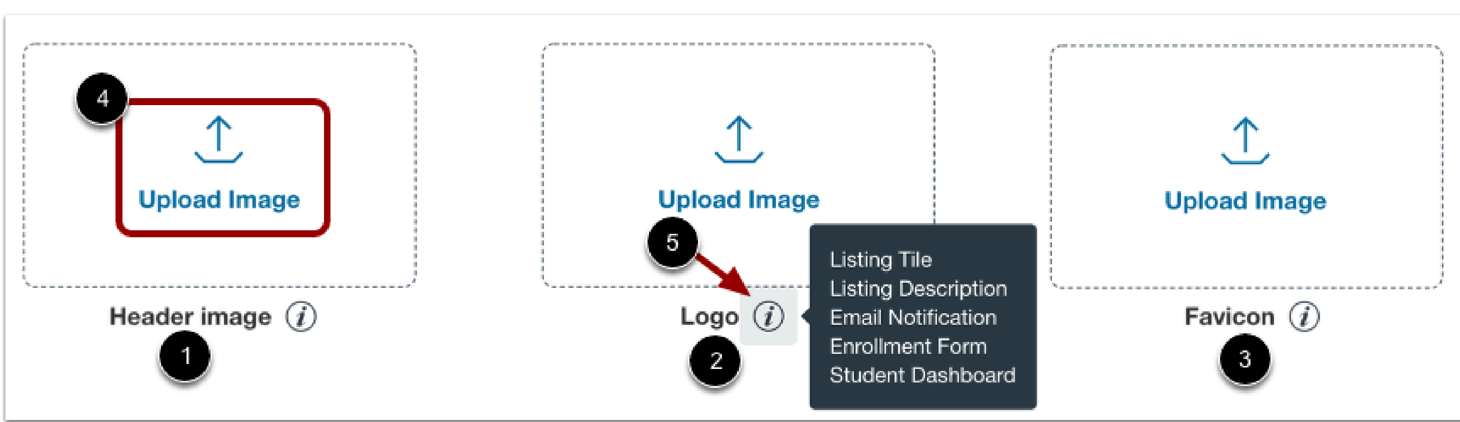
In the Catalog settings drop-down menu, the Catalog Info page displays by default. Click the **Customizations** link.

View Custom Branding Options



By default, the Customizations tab displays the Branding page [1]. You can add custom images [2], CSS and JS [3], and email header and footer HTML [4].

Add Logos and Favicon



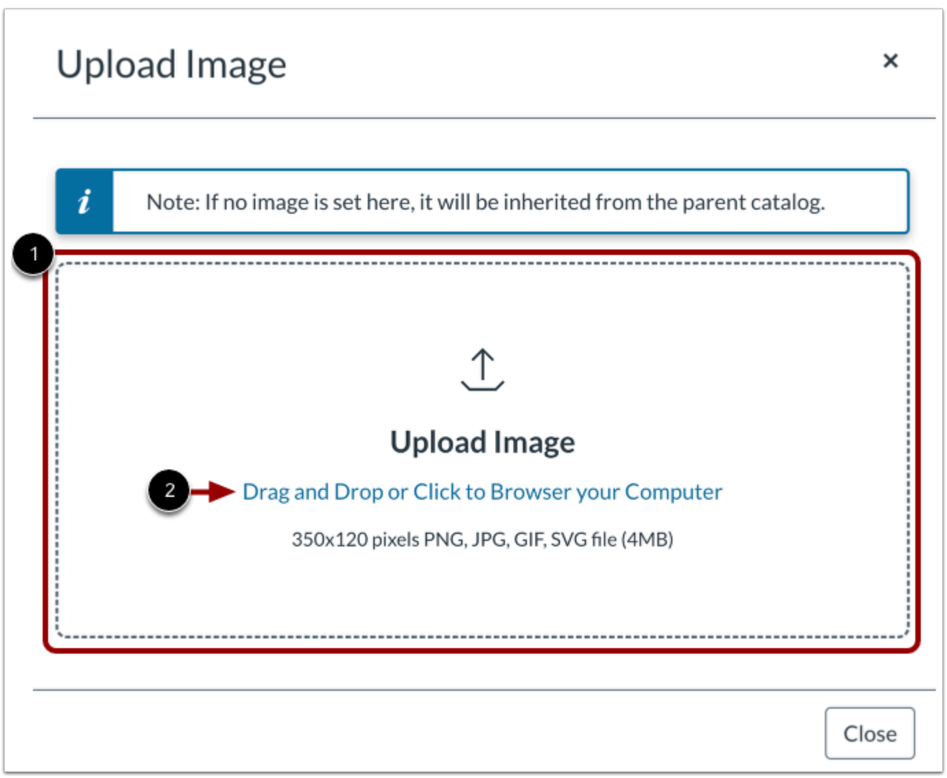
You can upload the following image types to customize your catalog or subcatalog:

- **Header** [1]: displays in your catalog or subcatalog page headers. Supported file types are PNG, JPG, GIF, and SVG.
- **Logo** [2]: displays in listing tiles, listing pages, email notifications, enrollment forms, and student dashboards. Supported file types are PNG, JPG, GIF, and SVG.
- **Favicon** [3]: display in browser tabs. Supported file types are ICO, PNG, and GIF.

To upload a header, logo, or favicon image, click the **Upload Image** button [4].

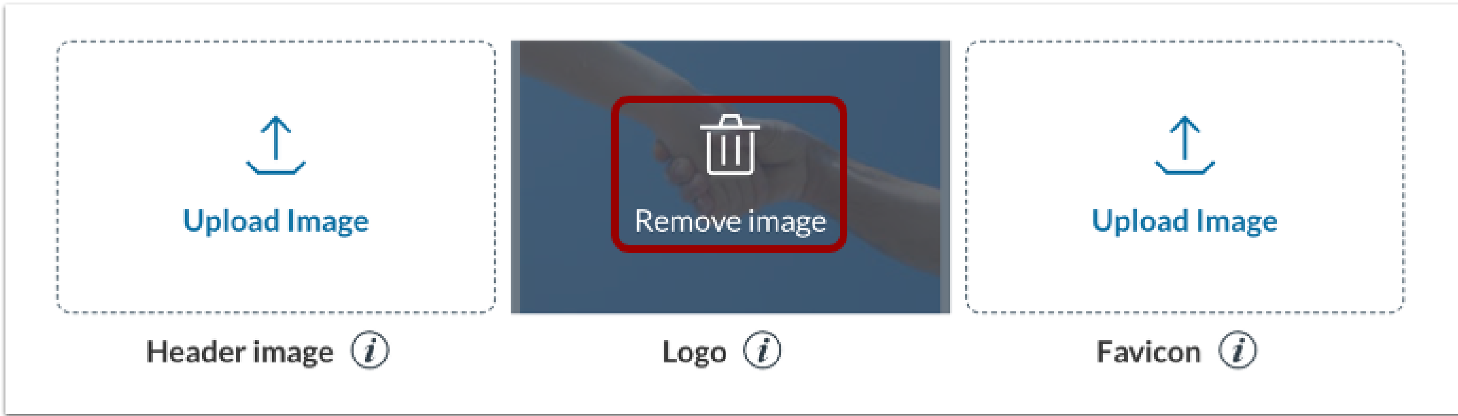
To view details about where the image displays in Catalog, hover over the item **Information** icon [5].

Upload Image

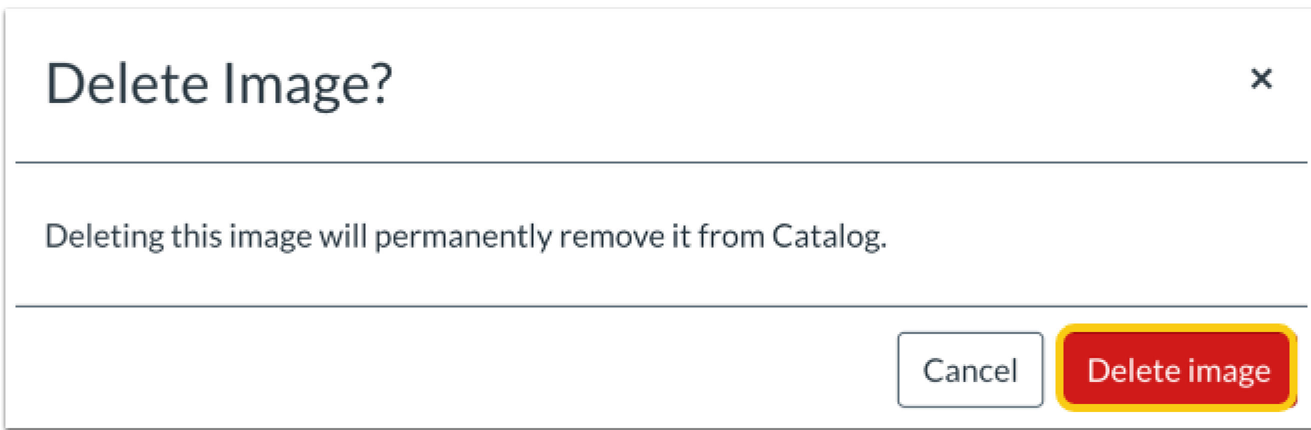


Drag and drop an image file to the Upload Image space [1]. Alternatively, to upload a file from your computer, click the **Drag and Drop or Click to Browse your Computer link** [2].

Remove Image

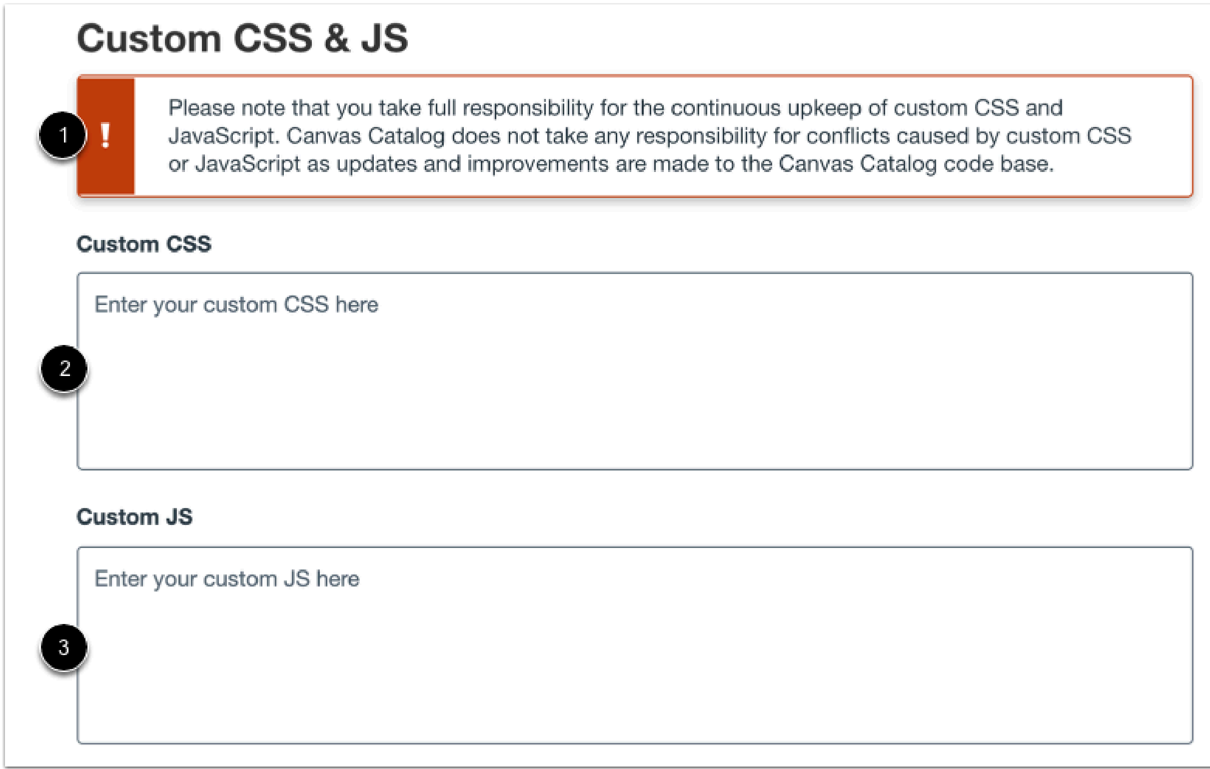


To remove an uploaded image, hover the cursor over the image until the **Remove image** icon displays.



Click the **Delete image** button.

Add Custom CSS and JavaScript

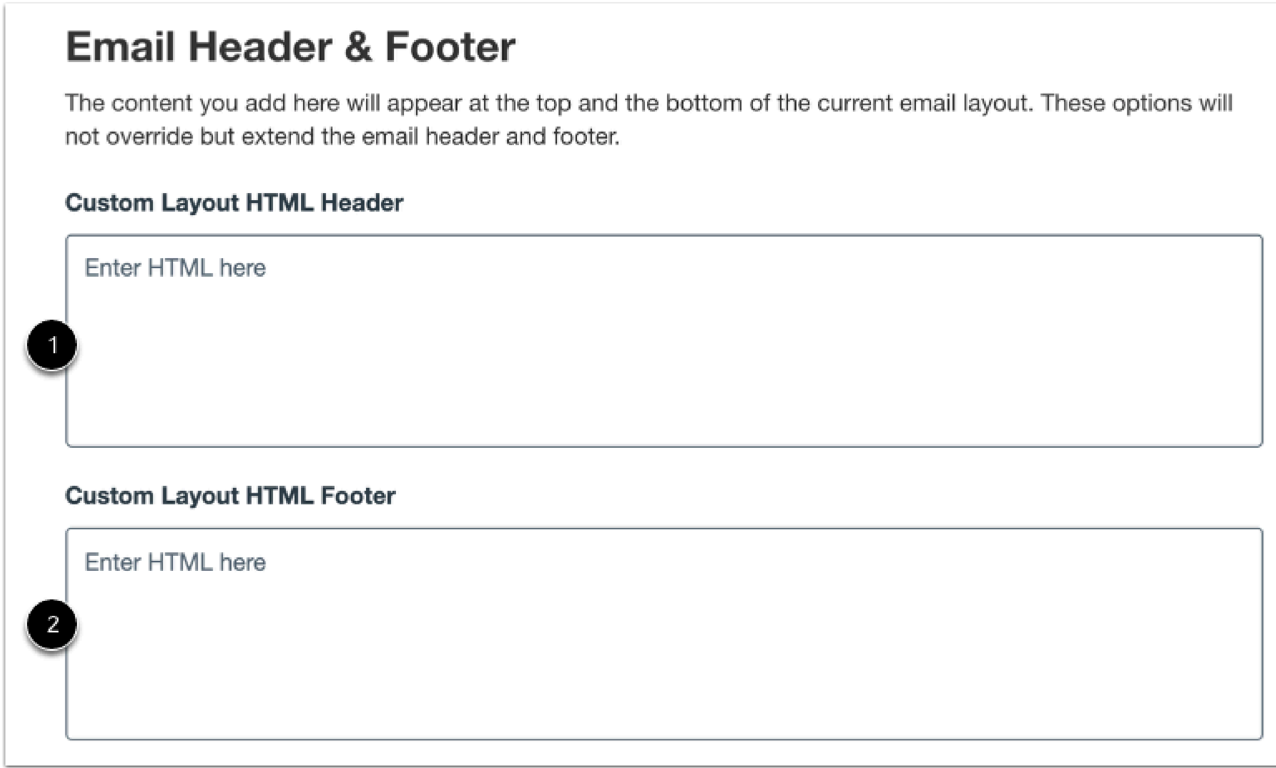


View the CSS and JS notification [1]. You must maintain your CSS and JS to avoid conflicts or errors caused by Catalog product updates and improvements.

Enter your custom CSS, or add a link to your secure CSS file in the **Custom CSS** field [2].

Enter your custom JS, or add a link to your secure JS file in the **Custom JS** field [3].

Add Custom Email Header and Footer



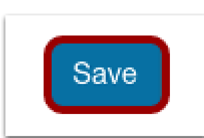
Custom email headers and footers do not override email template formatting. Instead, they extend the email header and footer.

Enter the custom header HTML in the **Custom Layout HTML Header** field [1].

Enter the custom footer HTML in the **Custom Layout HTML Footer** field [2].

Learn about creating custom email templates for Catalog notification emails.

Save Branding Customizations



Click the **Save** button.

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

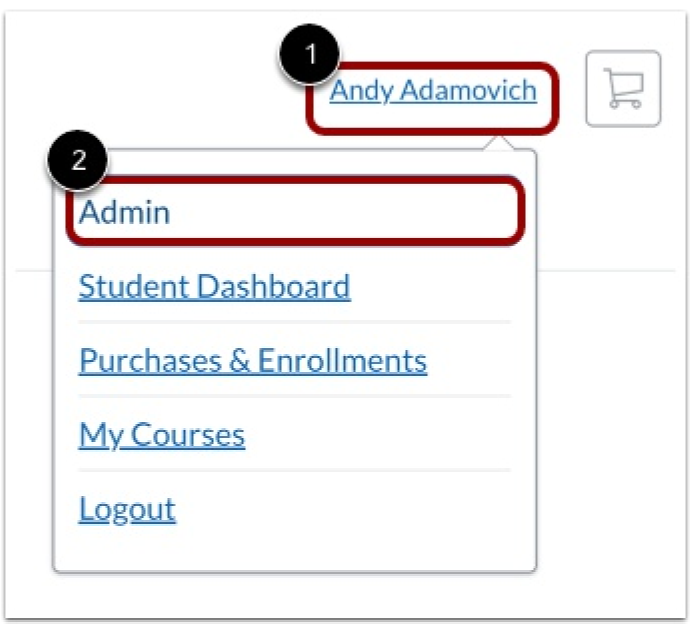
As a Canvas Catalog admin, you can create and distribute certificates of completion for courses that contain modules in Canvas.

Certificates are automatically issued to students when they have completed all requirements in a course. You can add certificates using pre-designed templates in Catalog, or you can create a custom template using HTML/CSS or from an external file.

Notes:

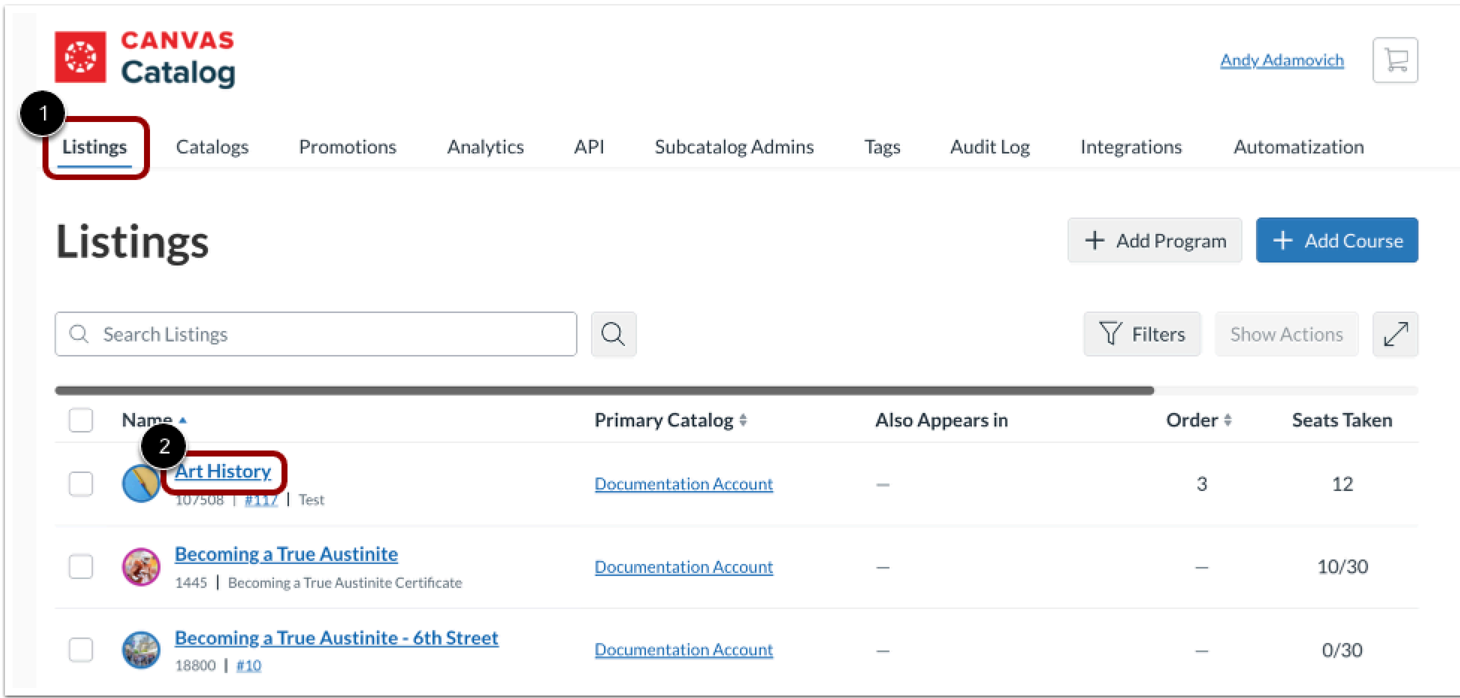
- Courses can only be identified as complete if they contain modules in Canvas. Learn how Catalog works with Canvas.
- If an admin manually enrolls a user in a Catalog course, the user will not receive a certificate upon completion of the course. To ensure users receive certificates of completion, they must self-enroll.
- If a user is enrolled in a Catalog course through Canvas and if Canvas-enrolled courses are displayed on the dashboard, the user can view the certificate of completion for the course. They will not, however, receive the certificate via email.

Open Admin



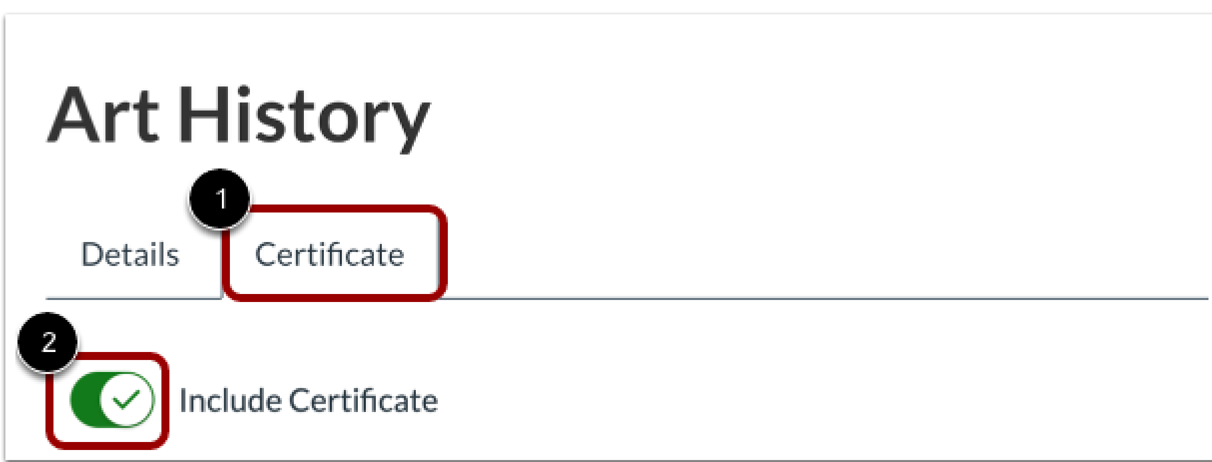
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Course



Click the **Listings** tab [1]. Then, click a course name link [2].

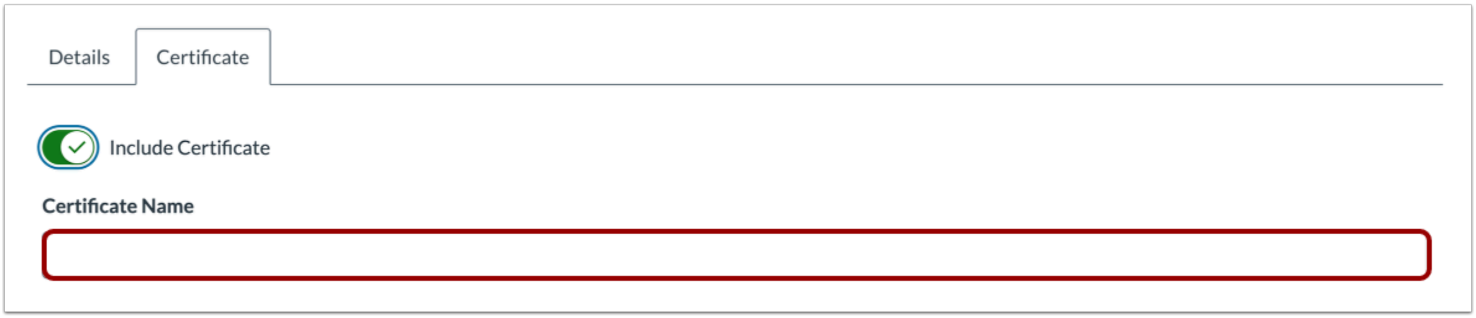
Include Certificate



Click the **Certificate** tab [1]. Then, click the **Include Certificate** toggle on [2].

Note: By default, the Include Certificate toggle is turned off.

Add Certificate Name



Enter a name for the certificate in the **Certificate Name** field.

Select Certificate Template

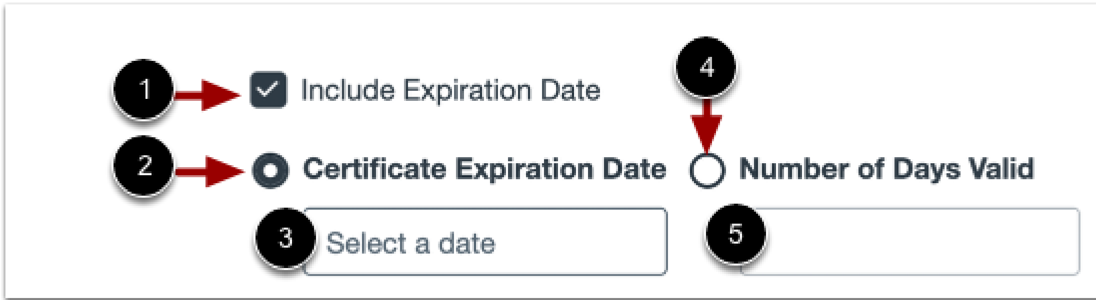
To select a branded certificate that includes the Catalog logo, certificate name, student name, and date click the **Default** radio button [1].

To select a generic certificate that includes the certificate name, student name, account name, and date click the **Traditional** radio button [2].

To create a custom template using HTML/CSS or a link to an external file, click the **Custom HTML/CSS** radio button [3].

Note: If you create a custom template, but choose to switch to one of the pre-designed templates at a later time, any coding you include in this template is retained.

Include Expiration Date

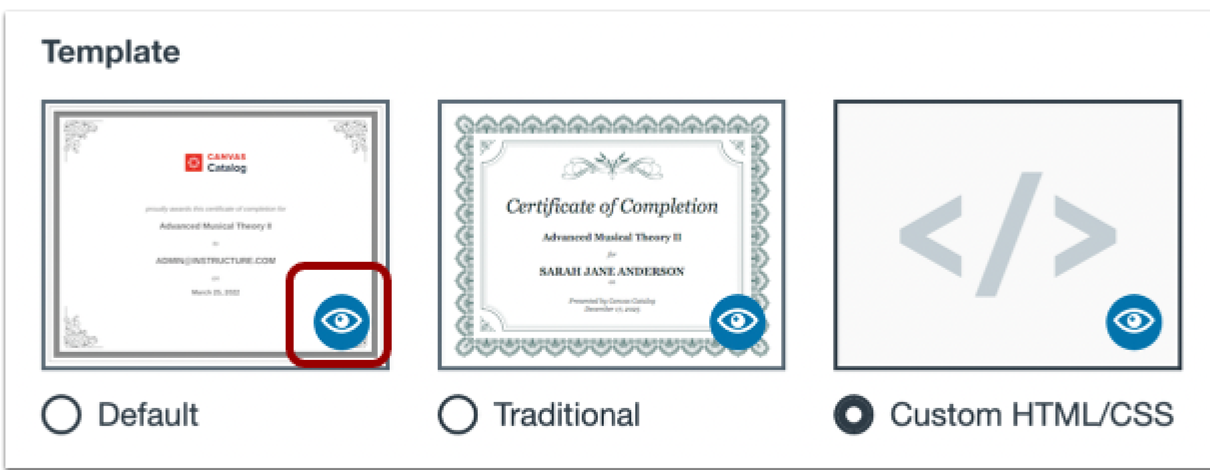


Click the **Include Expiration Date** checkbox [1].

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, click the **Certificate Expiration Date** radio button [2]. Then, click the **Select a date** field and choose a date from the calendar [3].
- To set a number of days for which the certificate is valid, select the **Number of Days Valid** radio button [4]. Then, enter the number of days that you want the certificate to remain valid [5].

Preview Certificate



To preview a certificate, click the **Preview** icon.

Save Certificate

Click the **Save** button [1].

The successfully updated banner displays [2].

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?

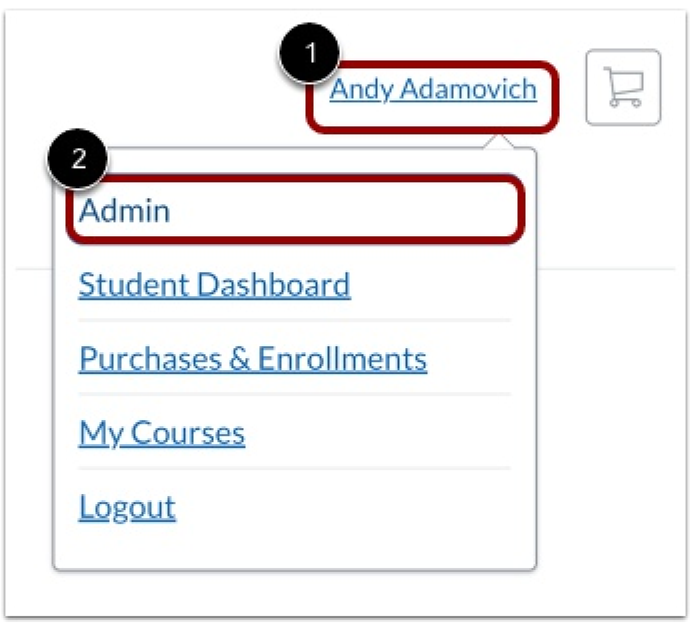
As a Canvas Catalog admin, you can create and distribute certificates of completion for programs that contain courses with modules in Canvas.

Certificates you create are automatically issued to students when they have completed all requirements for a program. You can add a pre-designed template or you can create a custom certificate template.

Notes:

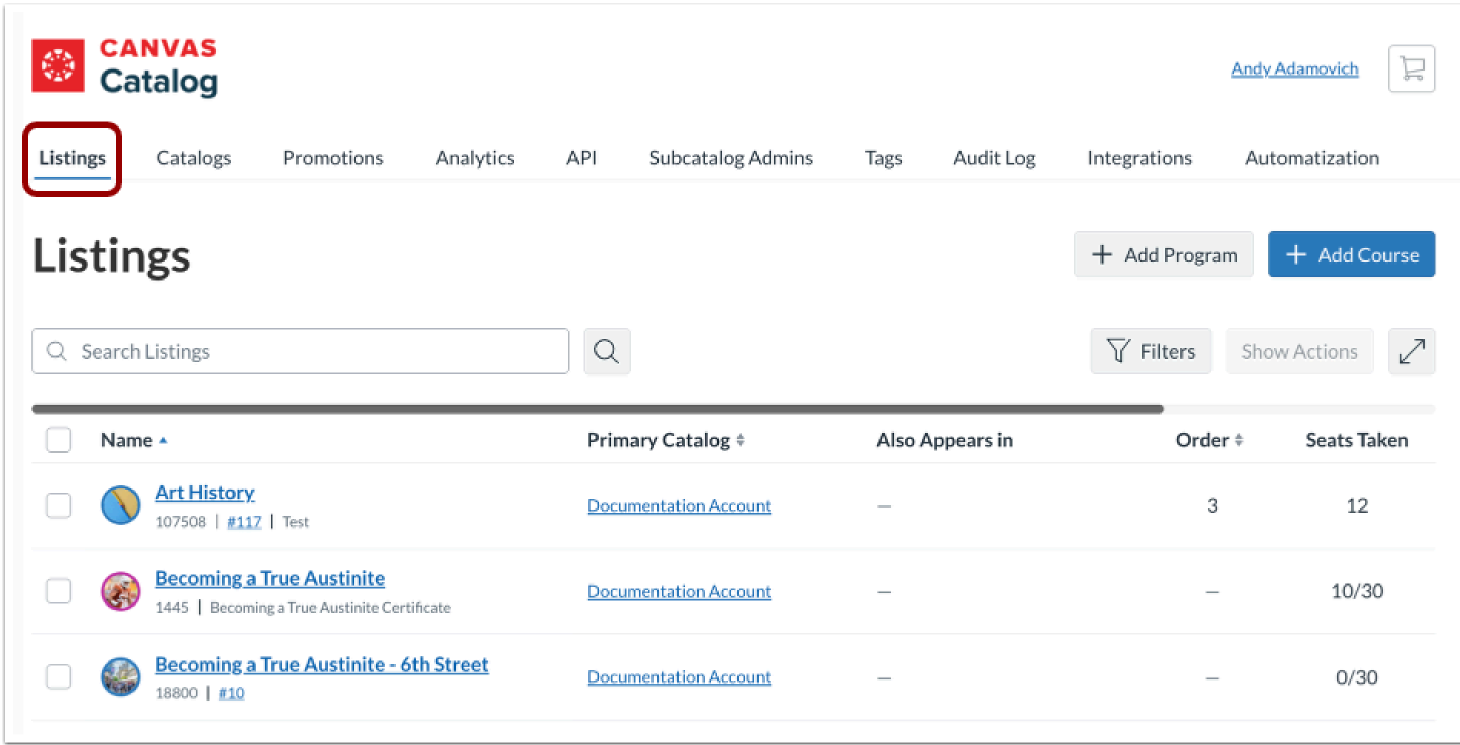
- Courses within a program can only be identified as complete if the courses include modules. Learn how Catalog works with Canvas.
- If an admin manually enrolls a user in a Catalog program, the user will not receive a certificate upon completion of the program. To ensure users receive certificates of completion, have them self-enroll.

Open Admin



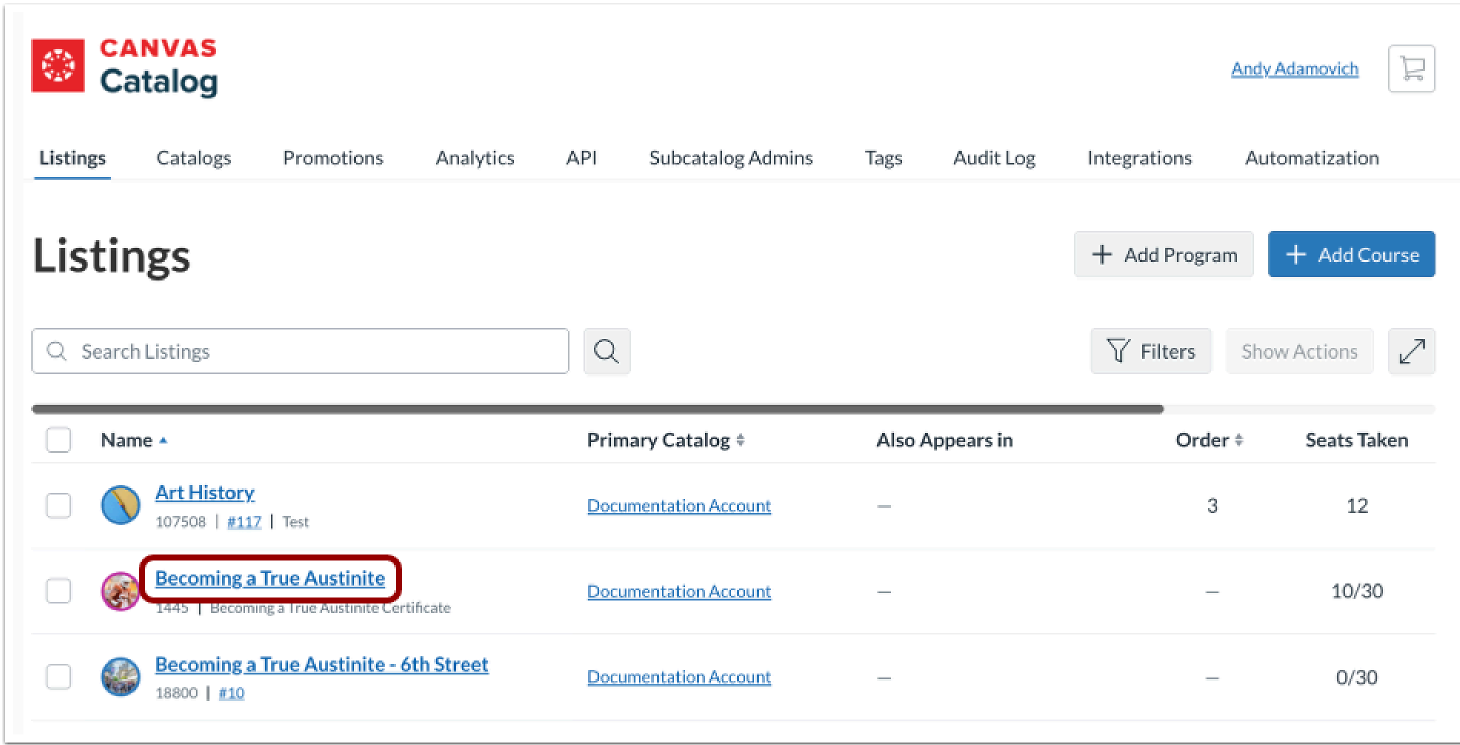
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings Page



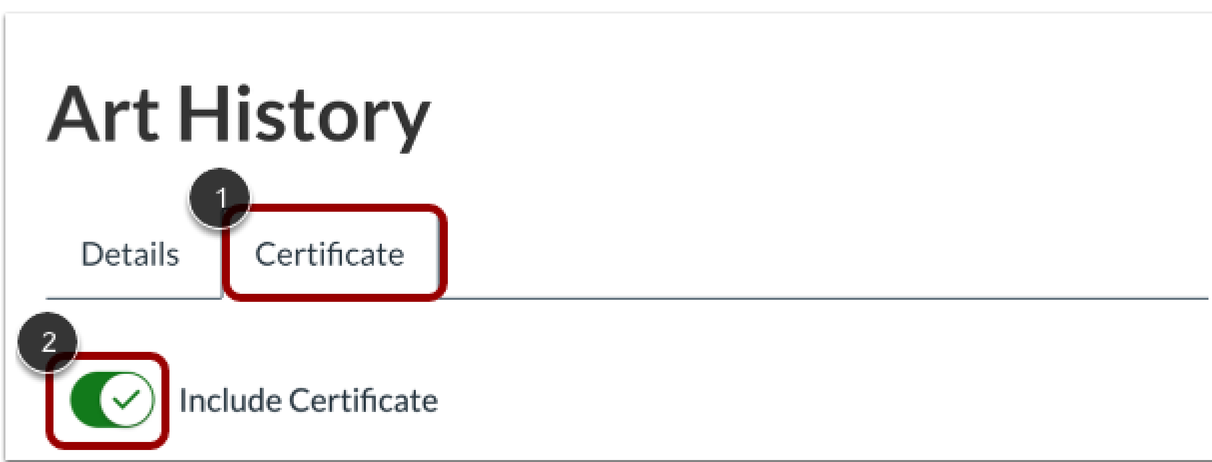
Click the **Listings** tab.

Open Program



Click the program name link.

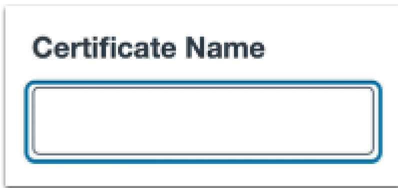
Include Certificate



Click the **Certificate** tab [1]. Then, click the **Include Certificate** toggle on [2].

Note: By default, the Include Certificate toggle is turned off.

Add Certificate Name



Create a name for the certificate.

Select Certificate Template

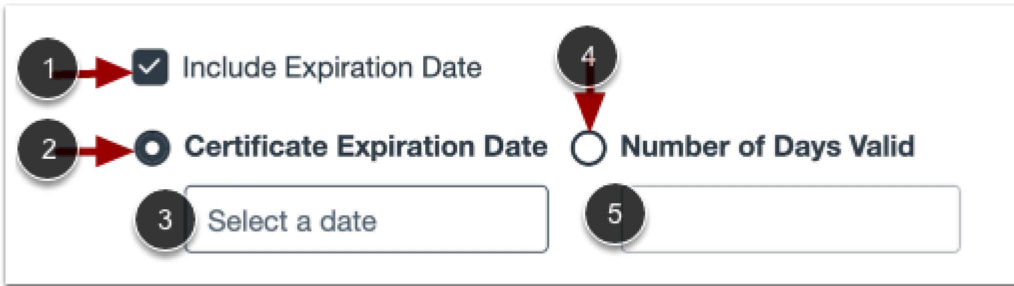
To select a branded certificate that includes the Catalog logo, certificate name, student name, and date click the **Default** radio button [1].

To select a generic certificate that includes the certificate name, student name, account name, and date click the **Traditional** radio button [2].

To [create a custom template](#) using HTML/CSS or a link to an external file, click the **Custom HTML/CSS** radio button [3].

Note: If you create a custom template but choose to switch to one of the pre-designed templates at a later time, any coding you include in this template is retained.

Include Expiration Date

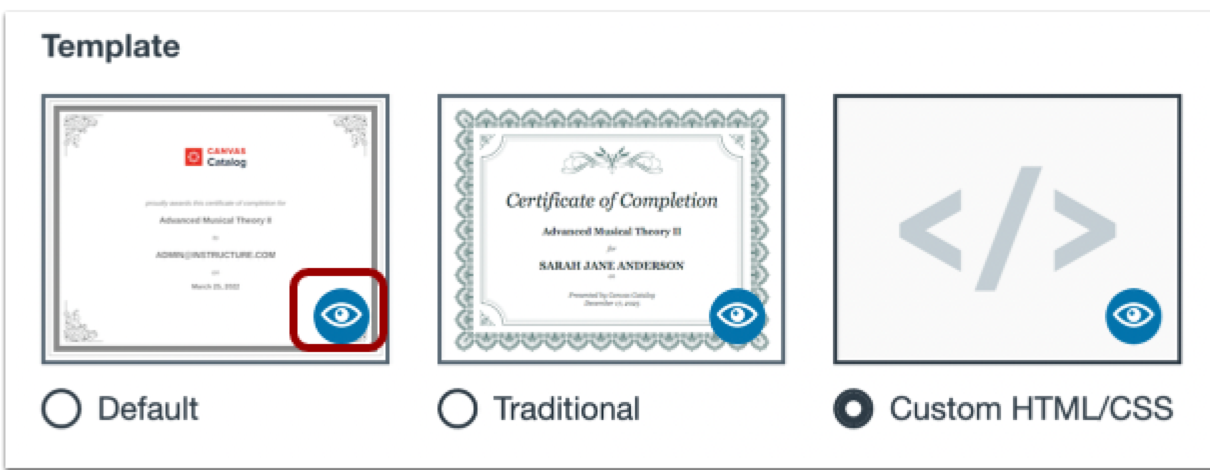


Click the **Include Expiration Date** checkbox [1].

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, click the **Certificate Expiration Date** radio button [2]. Then, click the **Select a date** field and choose a date from the calendar [3].
- To set a number of days for which the certificate is valid, select the **Number of Days Valid** radio button [4]. Then, enter the number of days that you want the certificate to remain valid [5].

Preview Certificate



To preview a certificate, click the **Preview** icon.

Save Certificate

Click the **Save** button [1].

The successfully updated banner displays [2].

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.

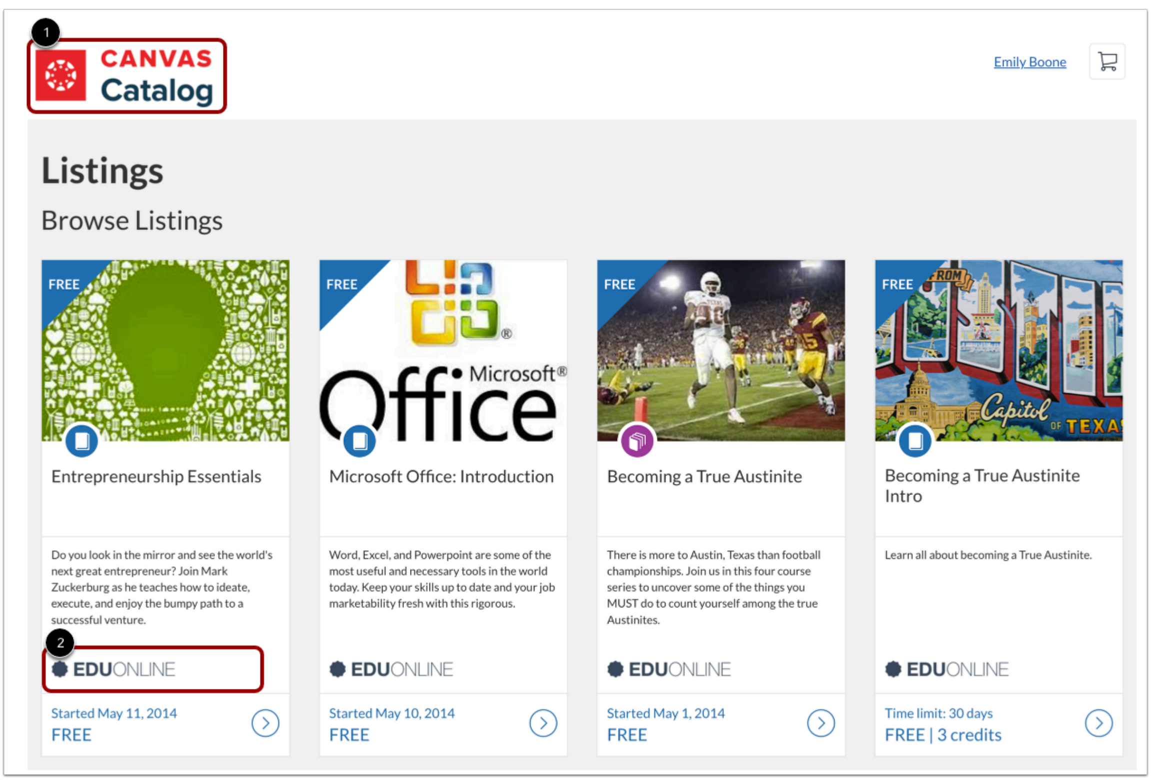
What customization options are available in Canvas Catalog using CSS, JS, or HTML?

As a Canvas Catalog admin, you can customize the branding, settings, emails, and certificates for your Canvas Catalog and its subcatalogs using Cascading Style Sheets (CSS), JavaScript (JS), or HyperText Markup Language (HTML).

Notes:

- If your institution has made it available, you can use the Storefront Theme Editor to customize, branding, logos, headers, and footers without the need for CSS/JS/HTML.
- If custom branding is not added for a subcatalog, it inherits the parent catalog settings and other customization options.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Custom Catalog Branding

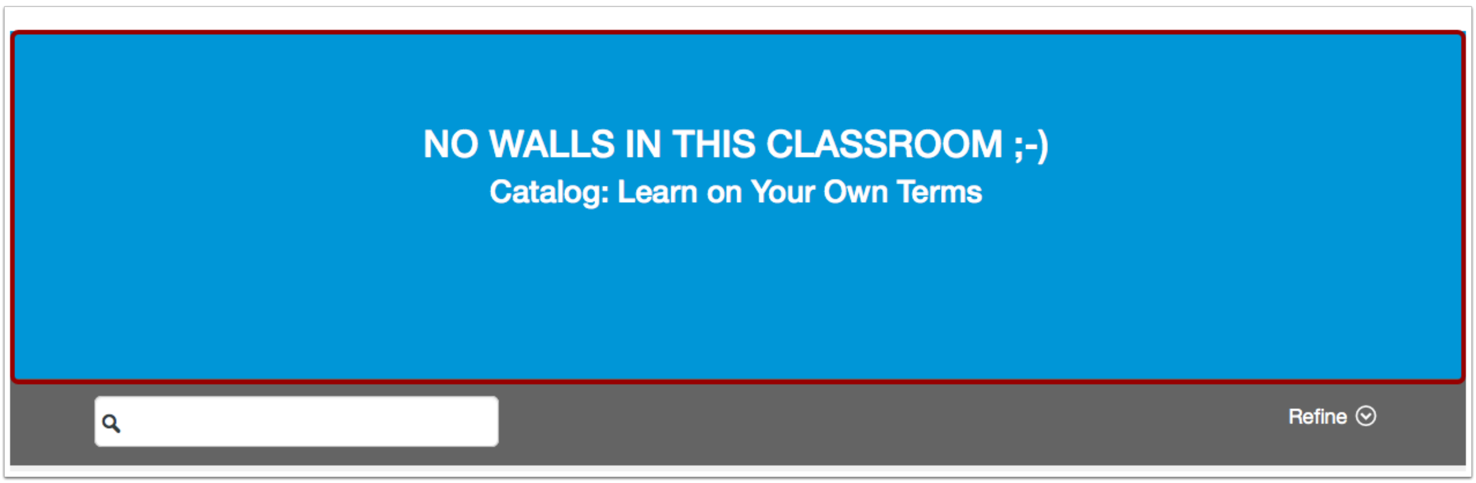


You can upload a header logo [1], a badge logo [2], and a browser favicon without using custom CSS. Learn how to add logos and favicon in a catalog.

Notes:

- Listings in subcatalogs may display their own logo or favicon, but if no logo or favicon is specified for a subcatalog, it inherits the parent account logo or favicon.
- The parent catalog logo, which may be different from subcatalog logos, always displays on the course or program enrollment page.

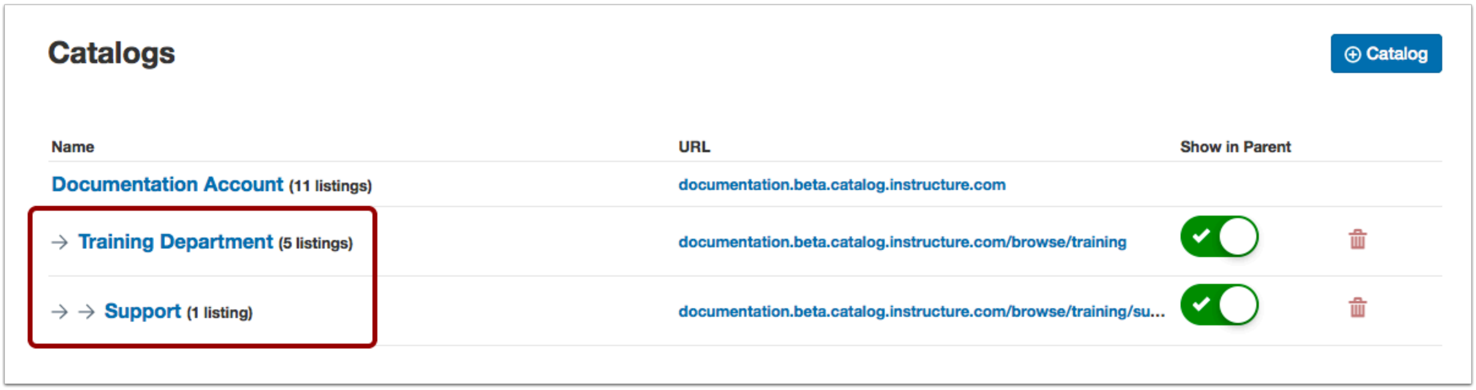
Custom Catalog Pages



You can customize all pages in a catalog using cascading style sheets (CSS) and JavaScript (JS). For example, you could add custom colors and display the search field using CSS or create a personalized welcome page using JS.

Learn about adding CSS and JS to a catalog.

Custom Subcatalogs



A subcatalog creates a specific URL path where you can associate and brand specific listings for a department, organization, or team. Subcatalogs can be listed as part of the domain (parent) catalog or act as a private catalog.

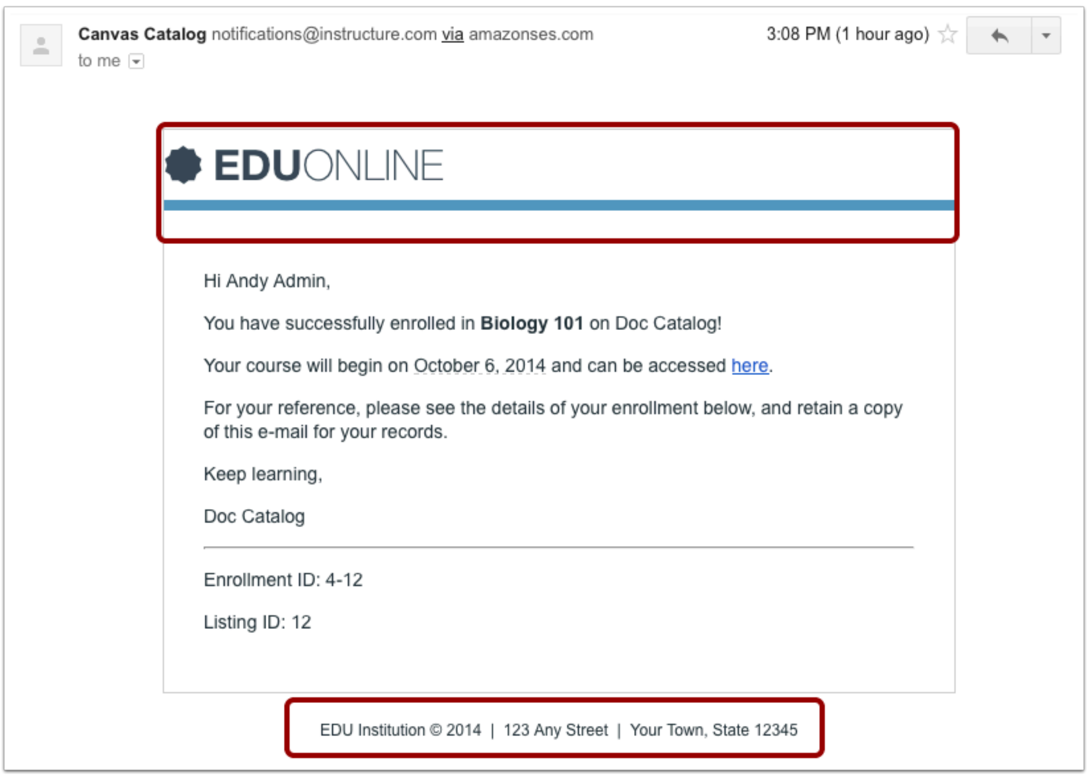
Custom Course and Program Certificates

Catalog includes default templates for course and program certificates. However, you can create custom course and program certificate templates using HTML and CSS. Catalog also supports specific variables, allowing certificate templates to display specific information including the student name, institution name, award name, and program/course completion date.

Canvas Catalog automatically issues a certificate when a student completes a program or course. Students can view their certificate(s) at any time.

Learn how to create a program certificate or course certificate.

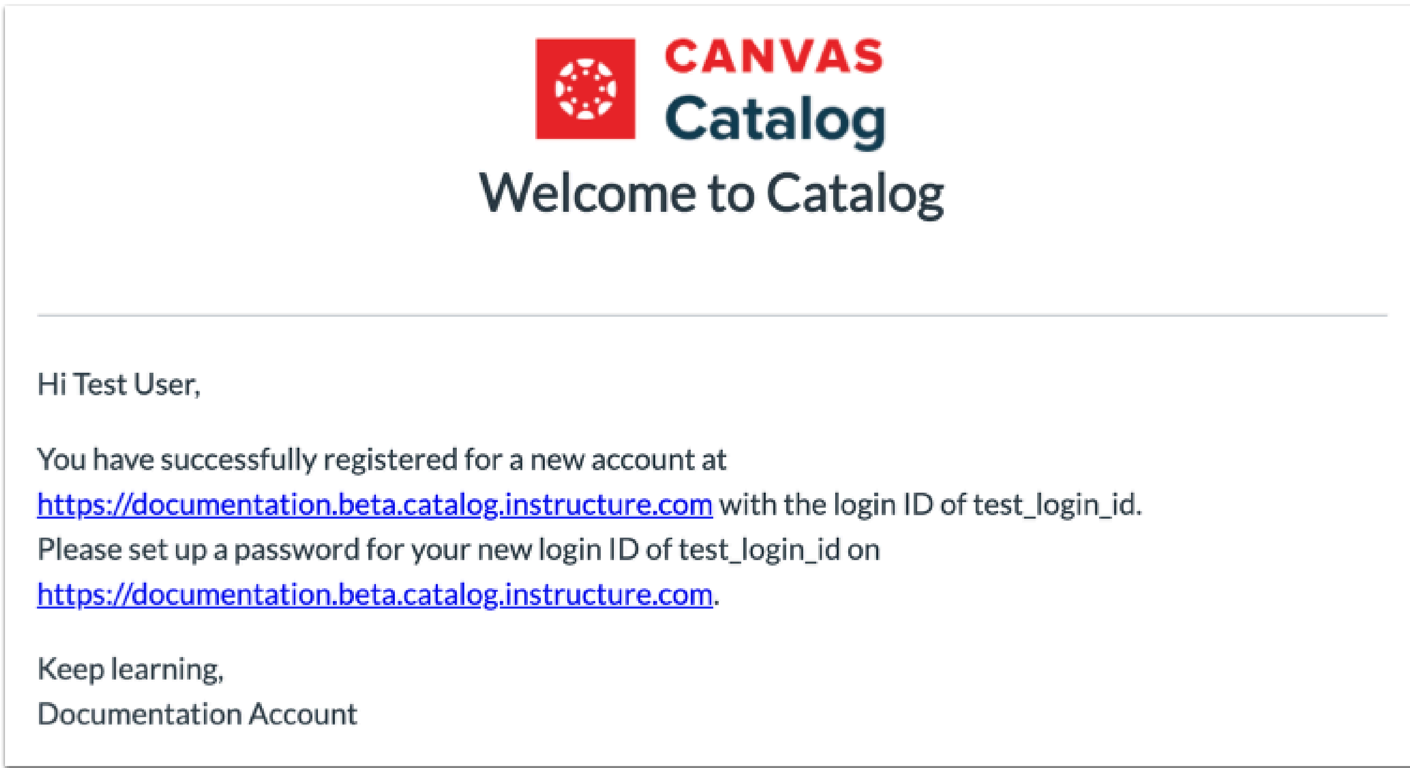
Custom Email Header and Footer



You can customize email header and footer content that displays at the top and bottom of the current email layout. These options do not override the existing email content, but extend the email header and footer.

Learn about creating custom email header and footer HTML.

Custom Email Templates



CANVAS Catalog

Welcome to Catalog

Hi Test User,

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

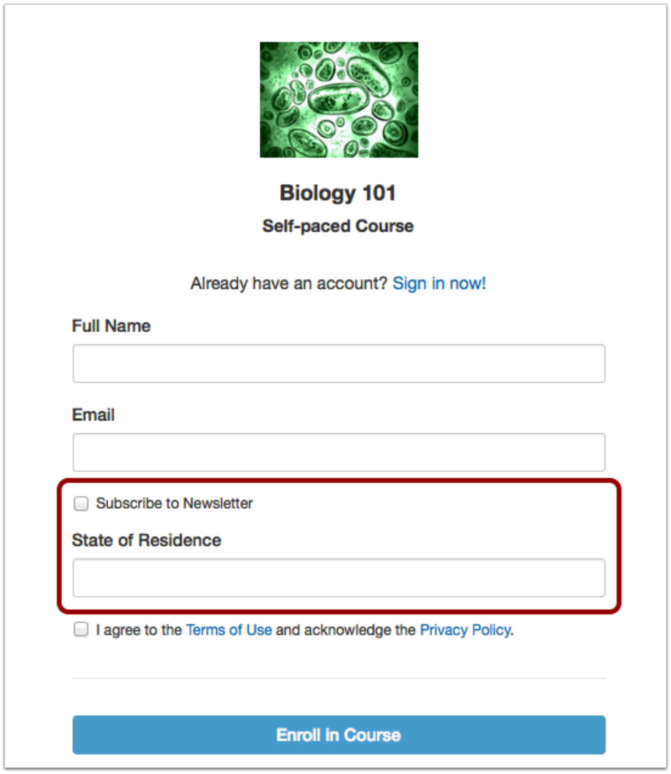
Keep learning,
Documentation Account

Canvas Catalog automatically generates notification emails for students when they create a Catalog account, enroll in a listing, complete a listing, earn a certificate, are enrolled in a waitlisted listing, and when their payment could not be processed. You can create custom email templates for these notifications so that students receive a personalized, actionable email.

Learn about creating custom email templates.

Note: When waitlisted students are enrolled from the waitlist for paid courses, they receive an email with payment instructions.

Custom Registration Fields



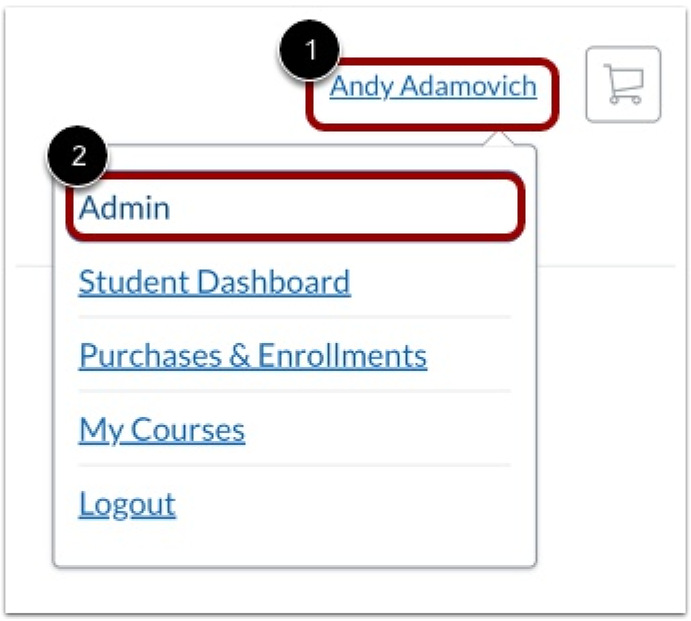
You can create custom user defined fields that display on your Catalog registration page. Fields can be text entries or checkboxes and allow institutions to customize their user registration beyond the default fields of Full Name and Email.

Learn how to [add user defined fields to a catalog](#).

How do I create custom email templates for a catalog or subcatalog?

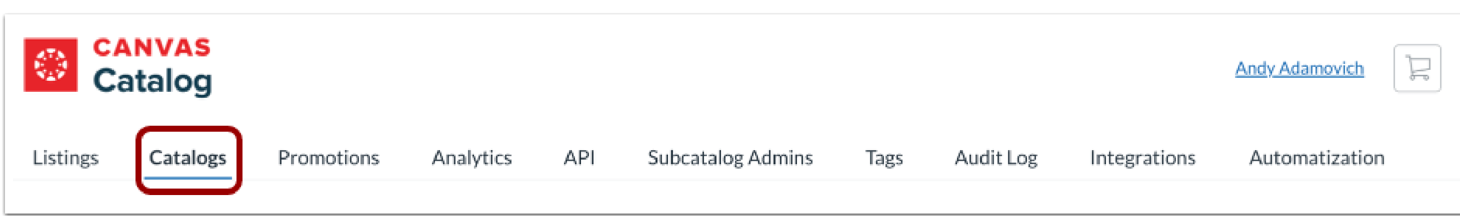
As an admin, you can create custom email templates for catalogs and subcatalogs in your account. If email templates are not created for a subcatalog, it inherits the parent catalog templates.

Open Admin



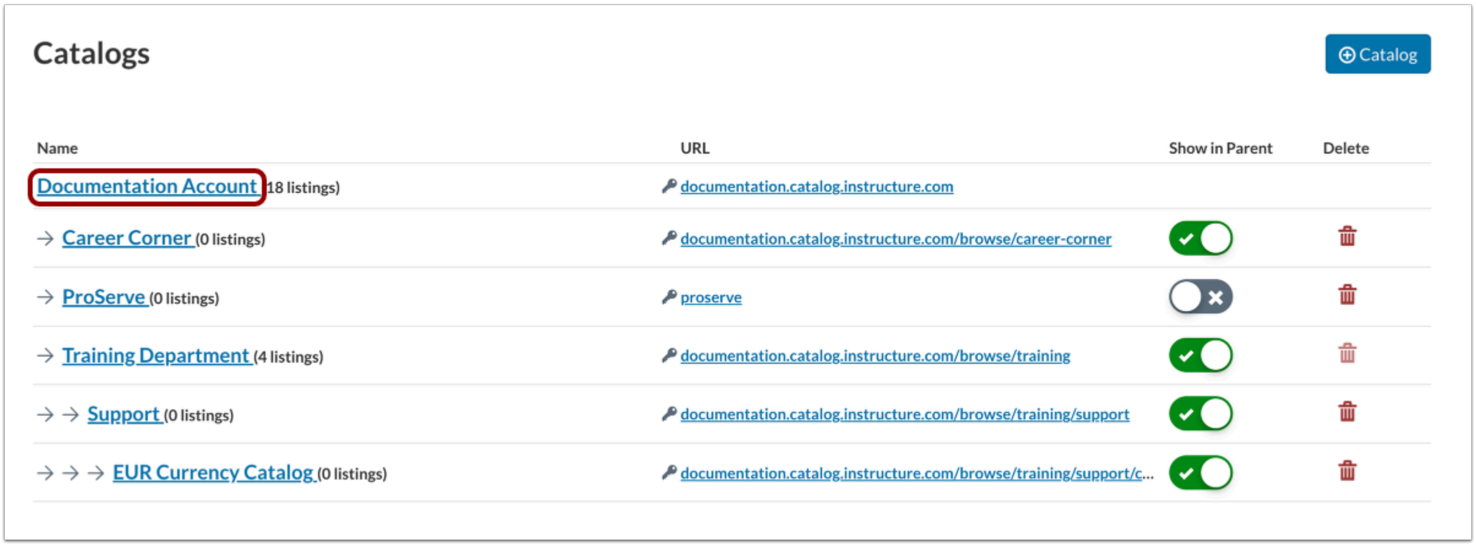
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



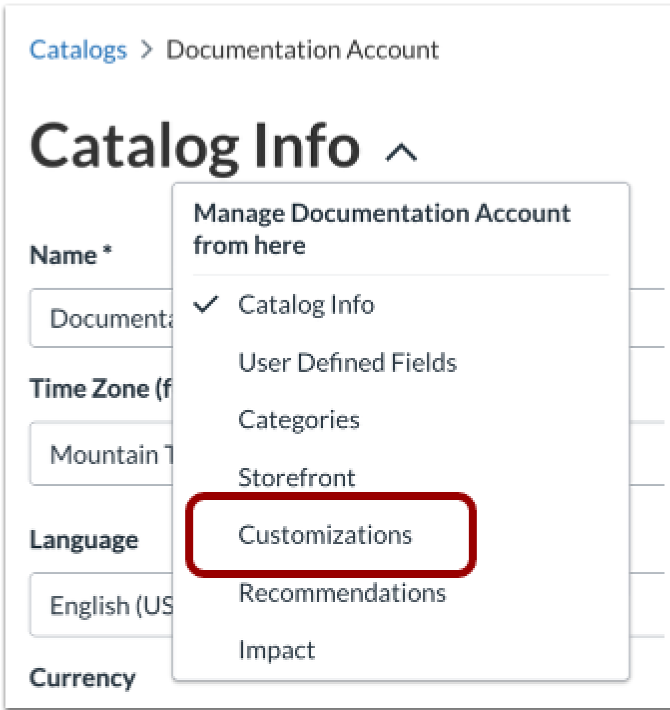
Click the **Catalogs** tab.

Open Catalog



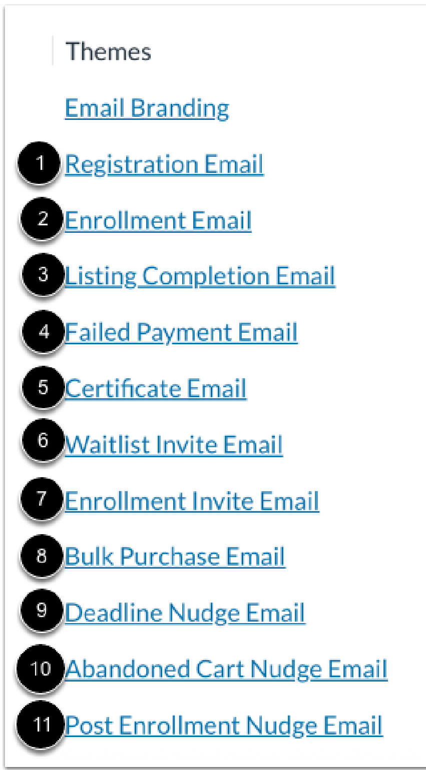
Click the catalog name link.

Open Customizations



In the Catalog settings drop-down menu, the Catalog Info page displays by default. Click the **Customizations** link.

View Email Customization Options



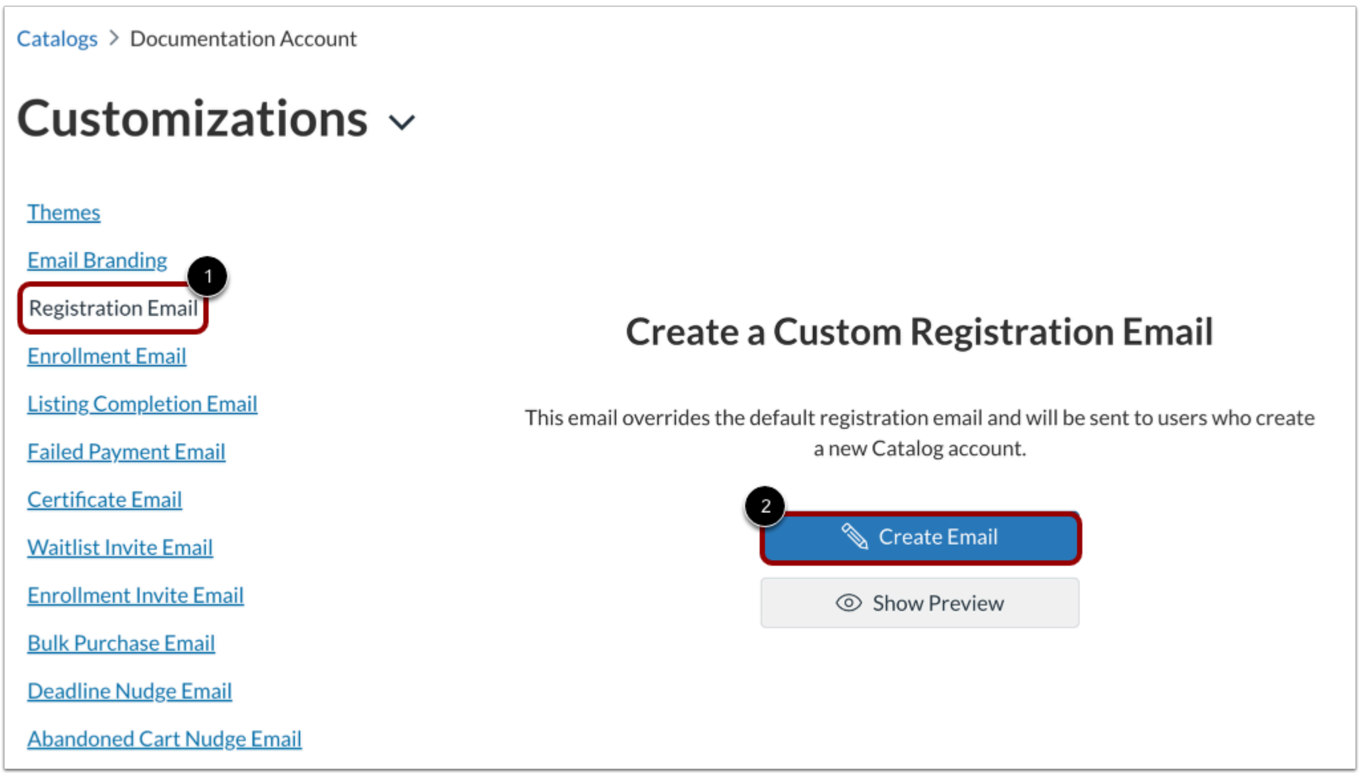
The catalog's email customization links display in the sidebar menu. You can create the following email templates:

- **Registration Email** [1]: sent when a user successfully registers for a Catalog account.
- **Enrollment Email** [2]: sent when a user is successfully enrolled in a catalog course or program.
- **Listing Completion Email** [3]: sent when a student completes all course or program requirements.
- **Failed Payment Email** [4]: sent when a user's payment is not processed.
- **Certificate Email** [5]: sent when a student receives a certificate after completing course or program listing requirements.
- **Waitlist Invite Email** [6]: sent when a waitlisted student can enroll in a course or program.
- **Enrollment Invite Email** [7]: sent when someone invites a user to a course or program purchased in bulk.
- **Bulk Purchase Email** [8]: sent when a user claims multiple seats through bulk purchase.
- **Deadline Nudge Emails** [9]: sent a reminder emails few days before a course ends, with dynamic content based on the students enrollment details, progress, and timing.
- **Abandoned Cart Nudges** [10]: automatically re-engage students who leave items in their cart without enrolling. After a set delay, they receive a personalized email with cart details and a link to complete checkout, helping reduce drop-off and recover lost revenue.

- **Post Enrollment Nudge** [11]: email reminders automatically re-engage students who have not started their coursework. Each nudge can be customized with timing, targeting, and automation settings.

Click to copy

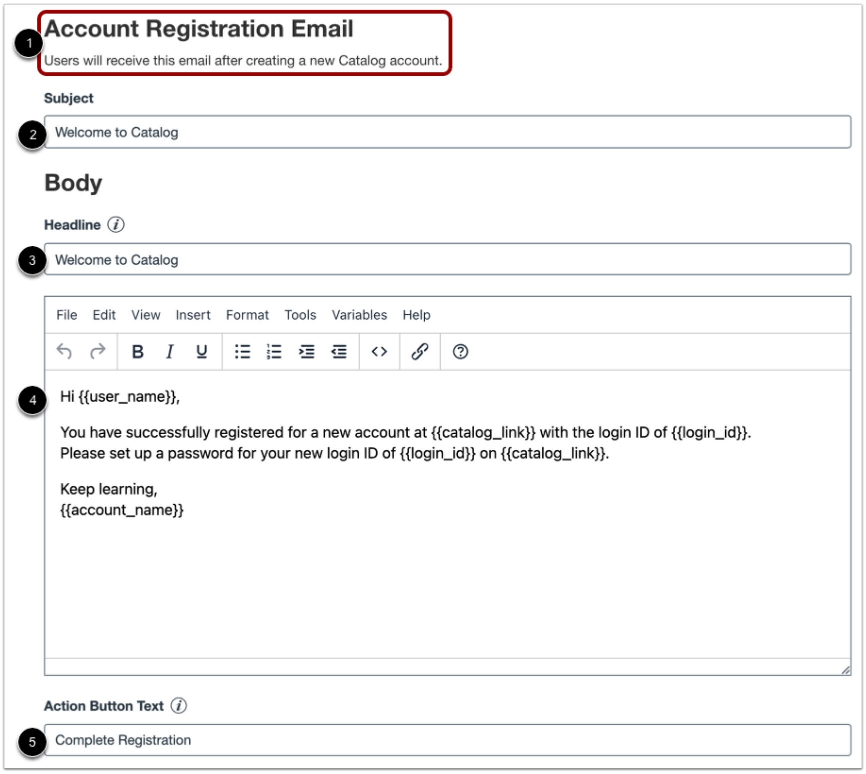
Open Email Template



Locate the email template you want to create, and click the email template link [1].

Then, click the **Create Email** button [2].

Create Email Template



View the template email name and description [1].

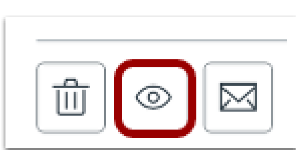
Add the email subject in the **Subject** field [2].

Enter the title that appears at the top of the email in the **Headline** field [3].

Create the body of the email in the text editor [4]. Learn about using the email text editor.

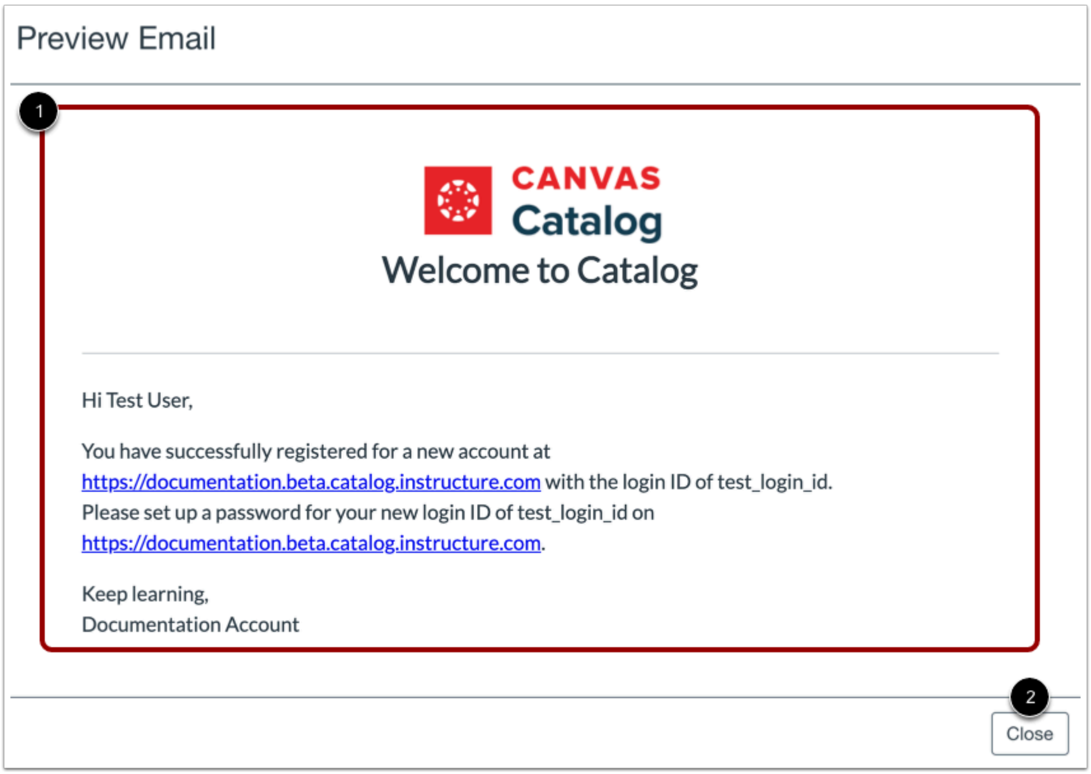
Enter a name for the call-to-action button that displays at the bottom of the email in the **Action Button Text** field [5].

Open Email Preview



Click the **Preview** button.

View Email Preview

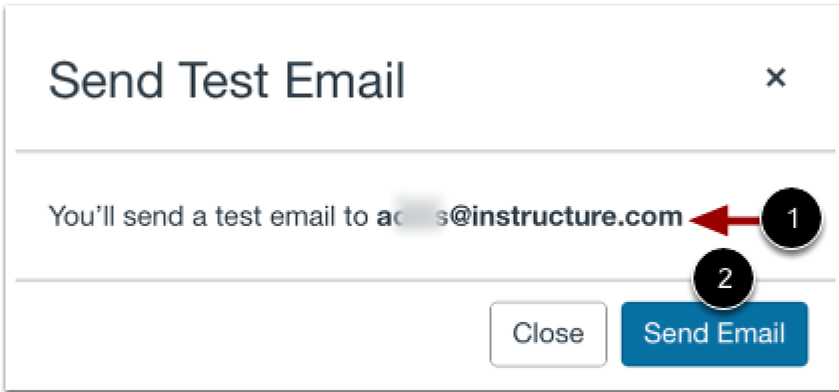


View the email in the Preview Email window [1]. To close the preview window, click the **Close** button [2].

Send Test Email

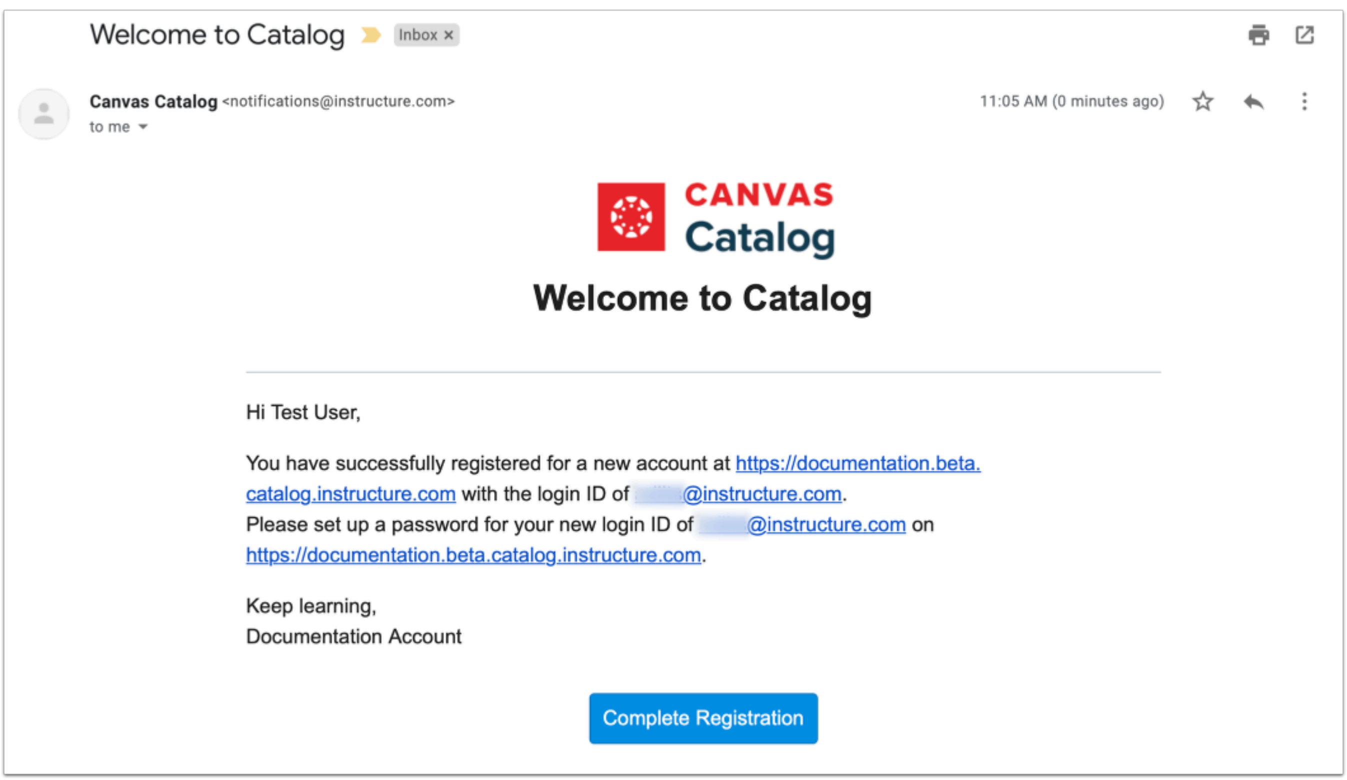
Click the **Send Email** button.

Send Email



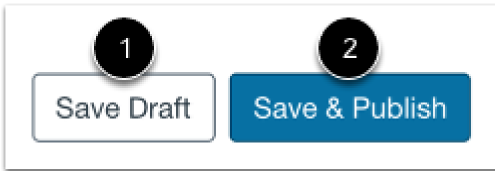
Your email address displays [1]. Click the **Send Email** button [2].

View Test Email



View the test email in your inbox.

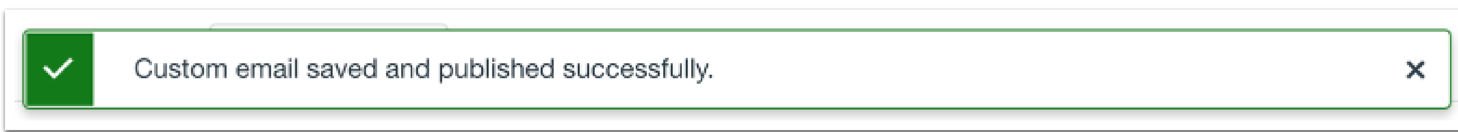
Save Email



To save your email template as a draft, click the **Save Draft** button [1].

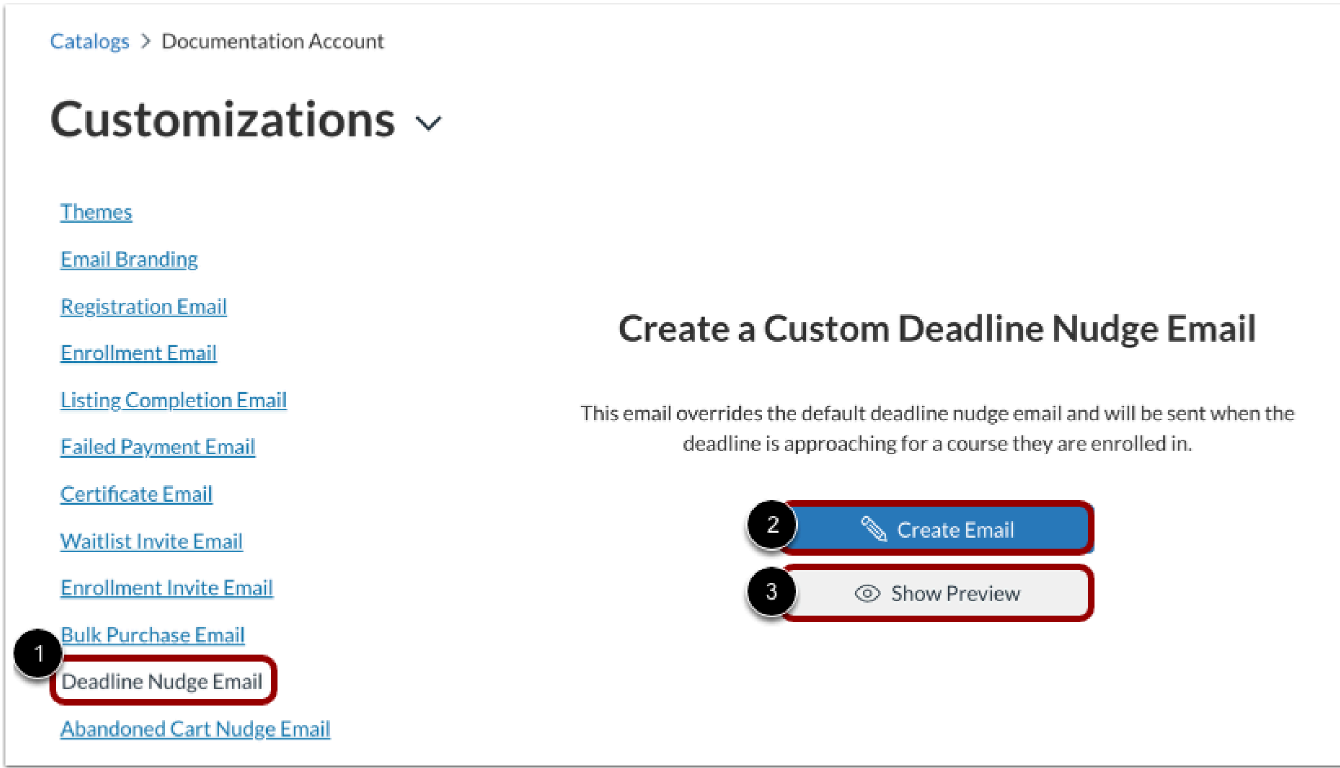
To save and publish your email template, click the **Save & Publish** button [2].

View Saved Email Notification



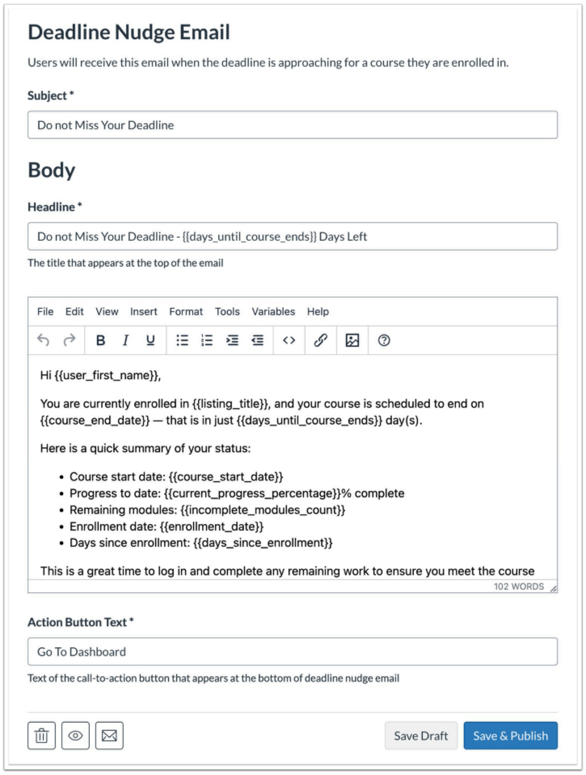
After you successfully save and publish the email template, Catalog displays a **Saved Email** notification.

Create Custom Deadline Nudge Email



Click the **Deadline Nudge Email** link [1]. To customize the nudge email, click the **Create Email** button [2]. To preview the email template, click the **Show Preview** button [3].

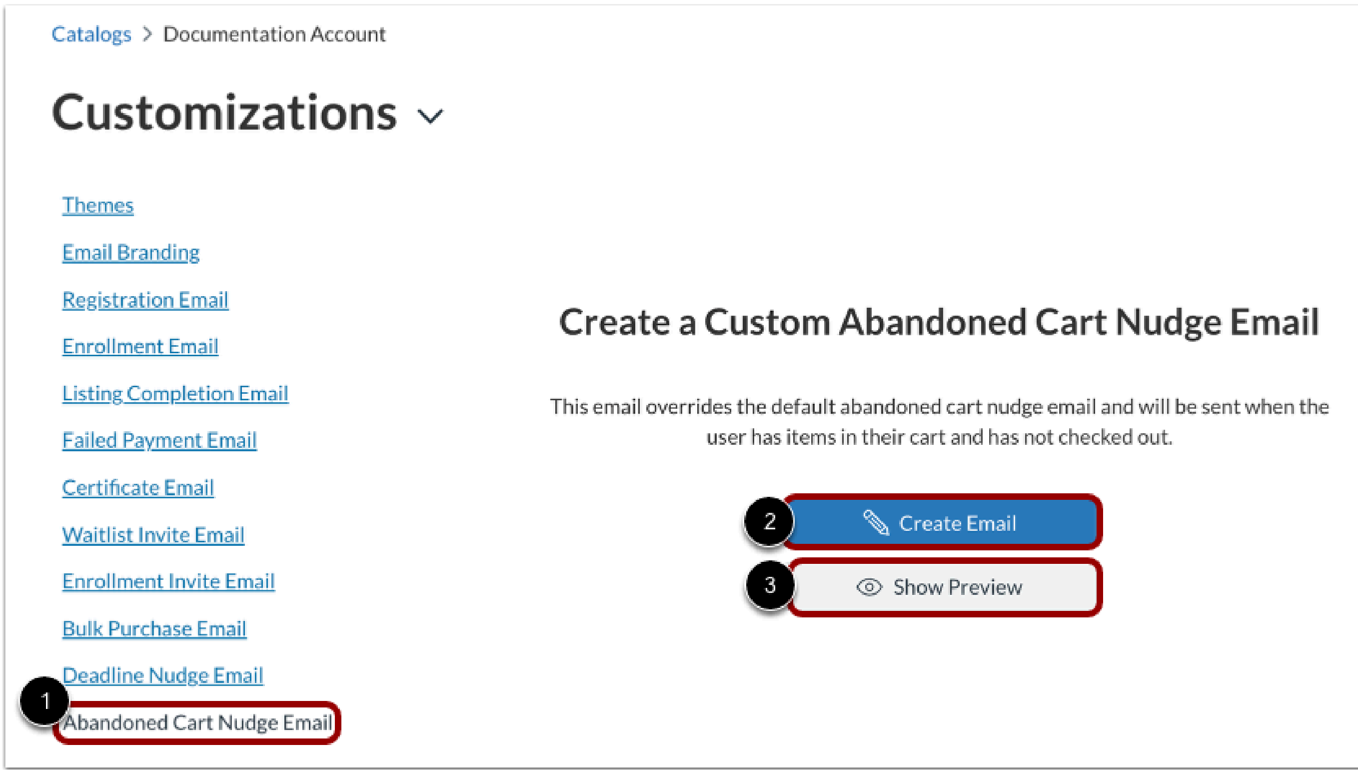
Customize Deadline Nudge Email



You can make the necessary changes to the email using supported variables.

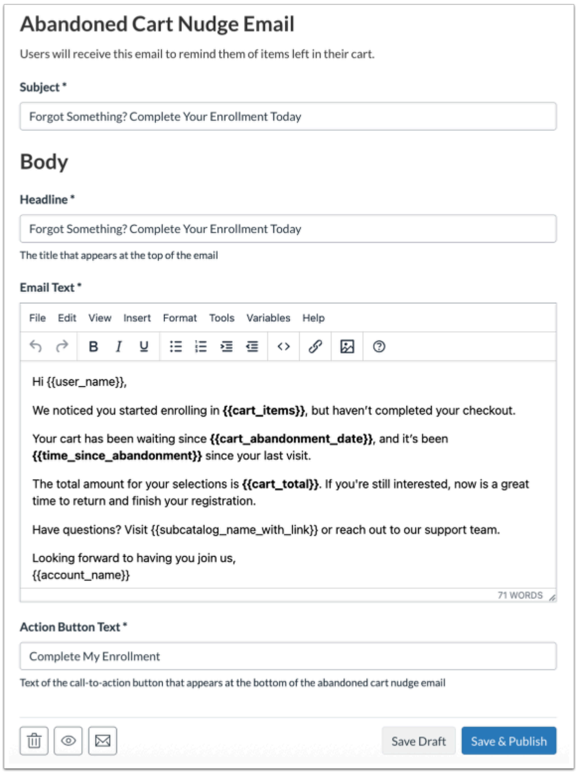
- {Student first name} Personalizes the email for a more engaging touch.
- {Student last name} Useful for formal communications.
- {Student email} Could be used for CC/BCC tracking or in email footers.
- {Current progress percentage} Helps encourage students to complete remaining tasks.
- {Course start date} Important for reminders related to course kick-off.
- {Course end date} Critical for deadline-driven nudges.
- {Days until Course ends} Helps create urgency for incomplete coursework.
- {Incomplete modules count} Highlights how much content remains to be completed.
- {Enrollment date} Helps track time-based nudges.
- {Days since enrollment} Useful for engagement nudges (e.g., "You enrolled 30 days ago!").
- {Institution name} Allows institutions to brand their nudging emails.
- {Root Catalog name} Personalizes messaging for multi-campus use cases.
- {Subcatalog name} Useful if nudging emails are customized per department.

Create Abandoned Cart Nudge Email Reminders



Click the **Abandoned Cart Nudge Email** link [1]. To customize the nudge email, click the **Create Email** button [2]. To preview the email template, click the **Show Preview** button [3].

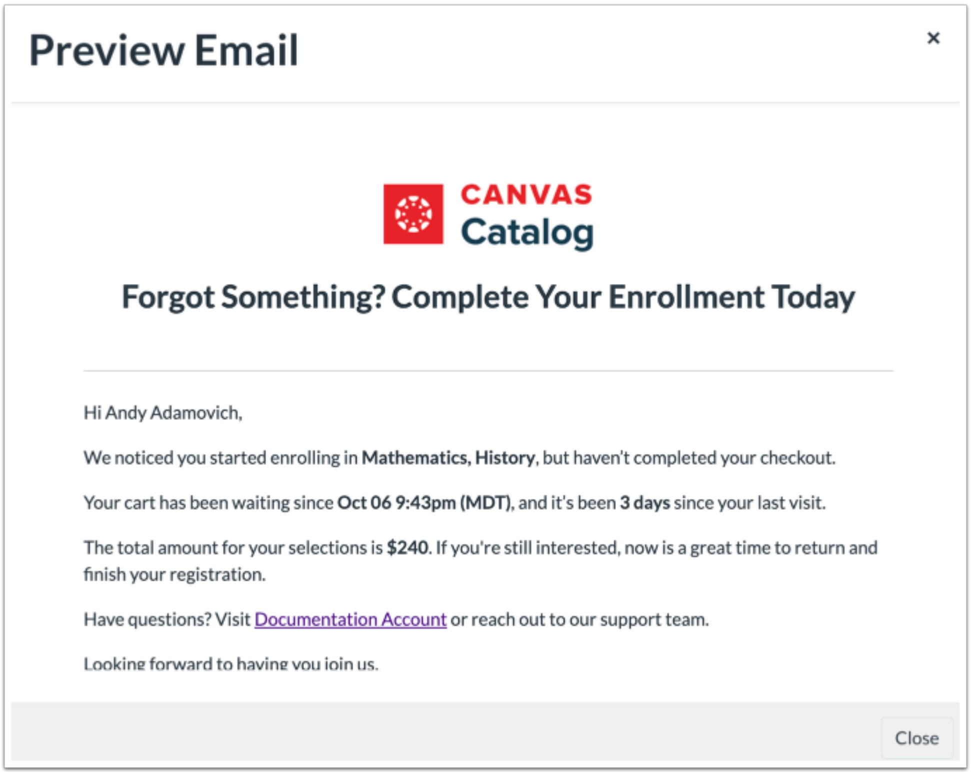
Create Abandoned Cart Nudge Email Reminders



You can make the necessary changes to the email using supported variables.

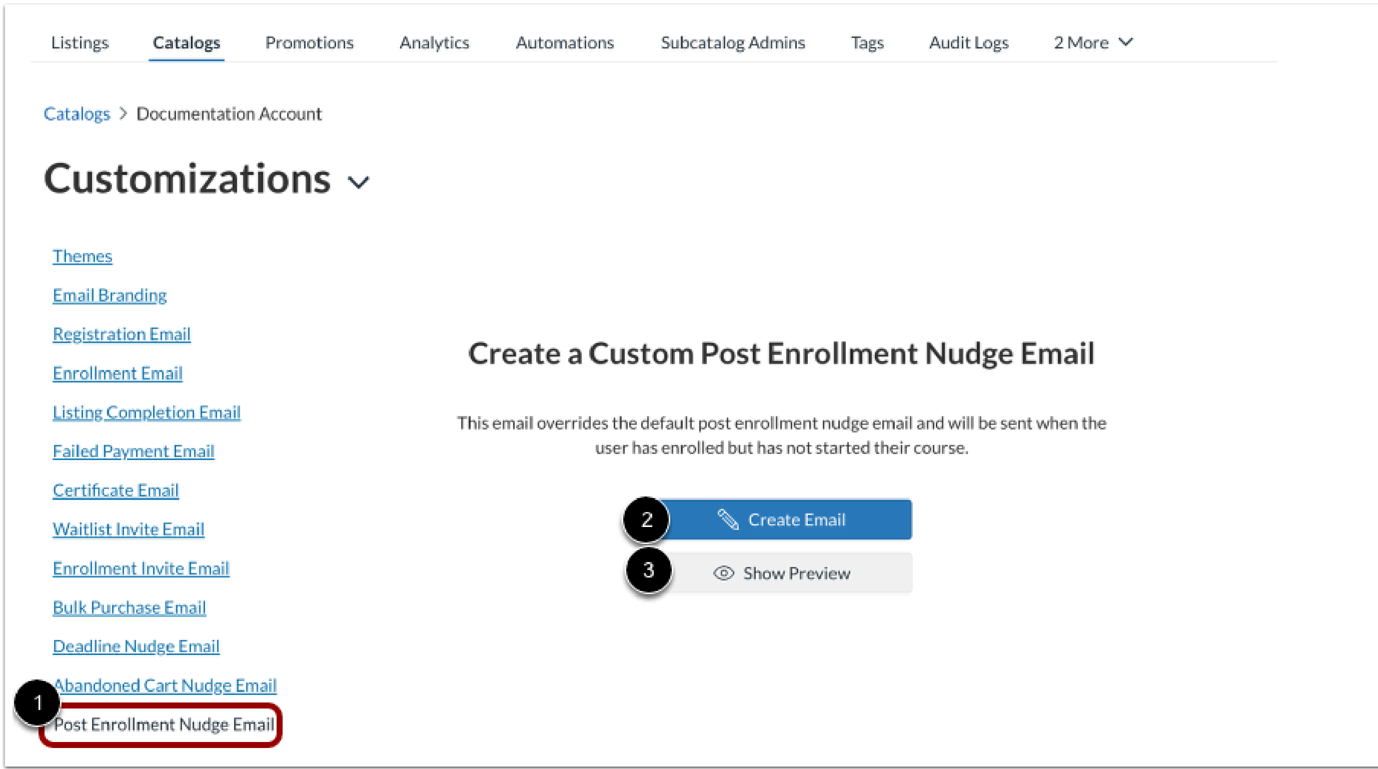
- {{cart_abandonment_date}}
- {{days_since_abandonment}}
- {{recover_cart_link}}
- {{cart_items}}
- {{cart_total}}
- {{subcatalog_name_with_link}}

View Email Preview



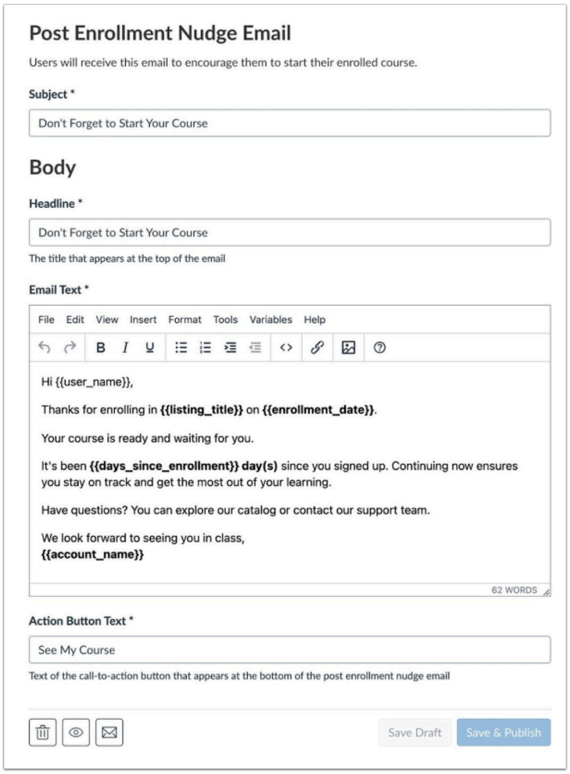
The preview email template gives you a visual example of the email content and layout as it will be received by learners enrolled in the course.

Create Custom Post Enrollment Nudge Email



Click the **Post Enrollment Nudge Email** link [1]. To customize the nudge email, click the **Create Email** button [2]. To preview the email template, click the **Show Preview** button [3].

View Post Enrollment Nudge Email



You can make the necessary changes to the email using supported variables.

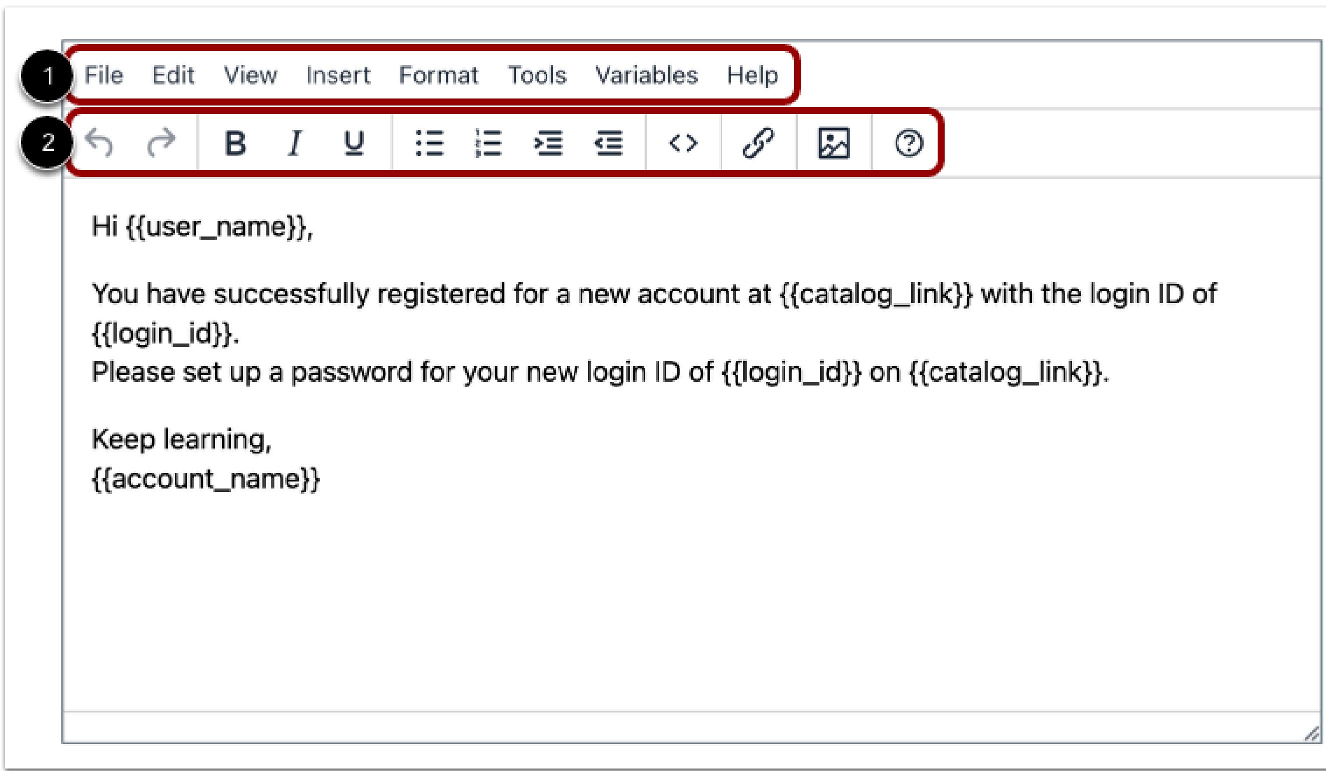
Post Enrollment Email Variables

- {{enrollment_date}}
- {{course_name}}
- {{student_dashboard}}
- {{days_since_enrollment}}

How do I use the email text editor to create a custom email?

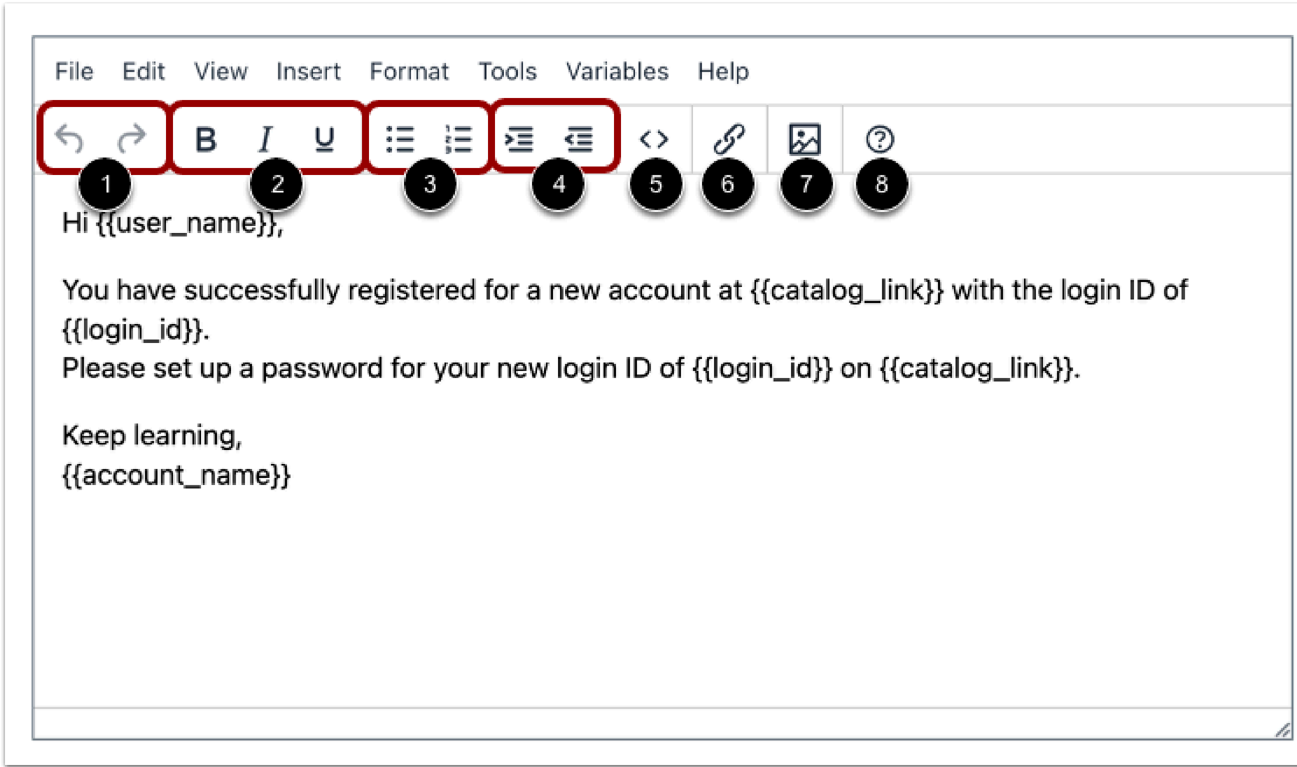
As a Canvas Catalog admin, you can use the email text editor to create custom email templates for catalogs and subcatalogs in your account. The email text editor supports text formatting, HTML editing, and the use of variables to personalize automated emails.

View Email Text Editor



To format your email text, use the text editor menu [1] and toolbar [2].

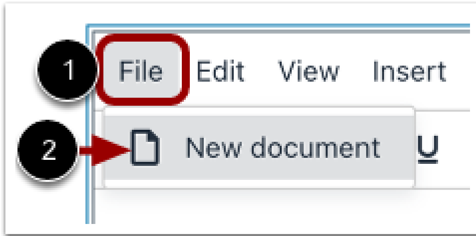
View Toolbar Icons



The toolbar includes the following tools:

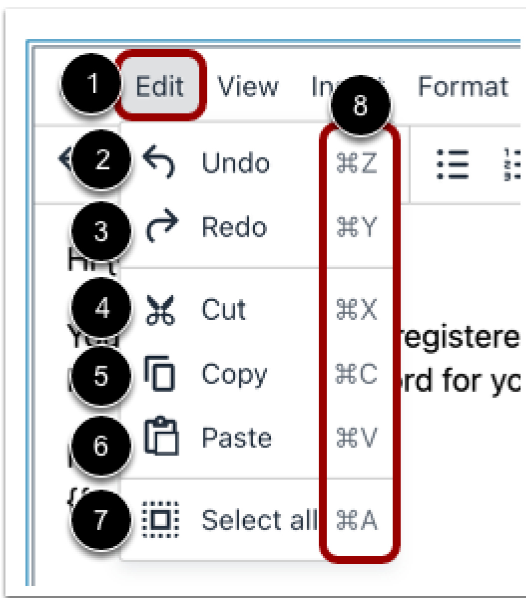
- **Undo and Redo** [1]: remove or repeat single or multiple actions; all actions must be undone or redone in sequential order.
- **Text Formatting** [2]: add emphasis to or distinguish text using the bold, italic, and underline tools.
- **List Formatting** [3]: format text as a bulleted or numbered list.
- **Indenting** [4]: move a text block to the right or left.
- **Source code** [5]: open the text editor source code window to view and edit text in HTML format.
- **Links** [6]: add links to the text.
- **Image** [7]: insert or edit an image.
- **Help** [8]: view the email text editor help menu.

Create New Document



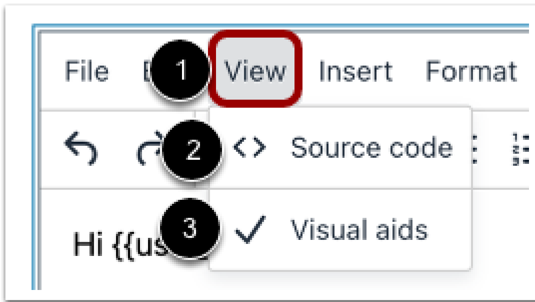
To create a new email template and clear the text editor, click the **File** link [1]. Then select the **New document** option [2].

Open Edit Menu



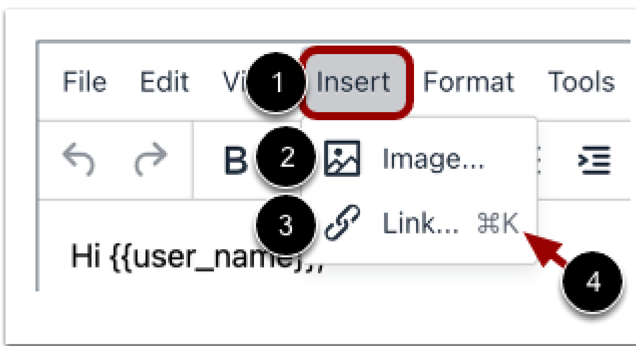
Click the **Edit** link [1]. From the Edit menu, you can undo content changes [2], redo content changes [3], cut [4], copy [5], paste [6], and select all content [7]. You can also view the keyboard shortcuts for each edit option [8].

Open View Menu



Click the **View** link [1]. From the View menu, you manage source code in the HTML editor [2] and manage visual aids display [3].

Open Insert Menu

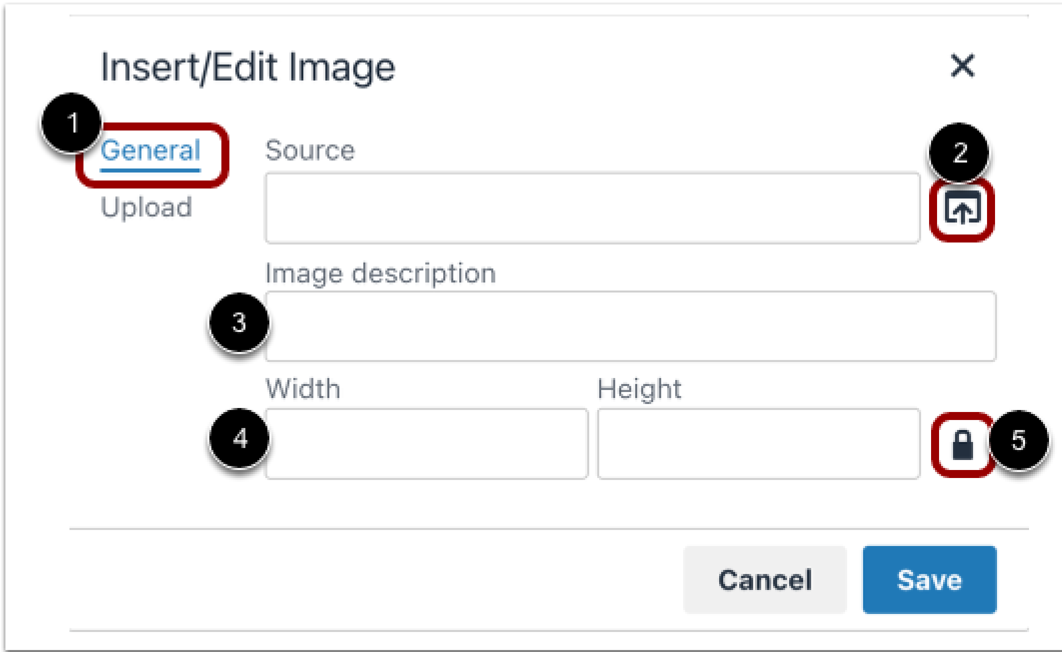


Click the **Insert** link [1].

To insert an image, click the **Image** option [2].

To insert a link, click the **Link** option [3]. You can also view the keyboard shortcut for adding a link in the editor [4].

Insert Image



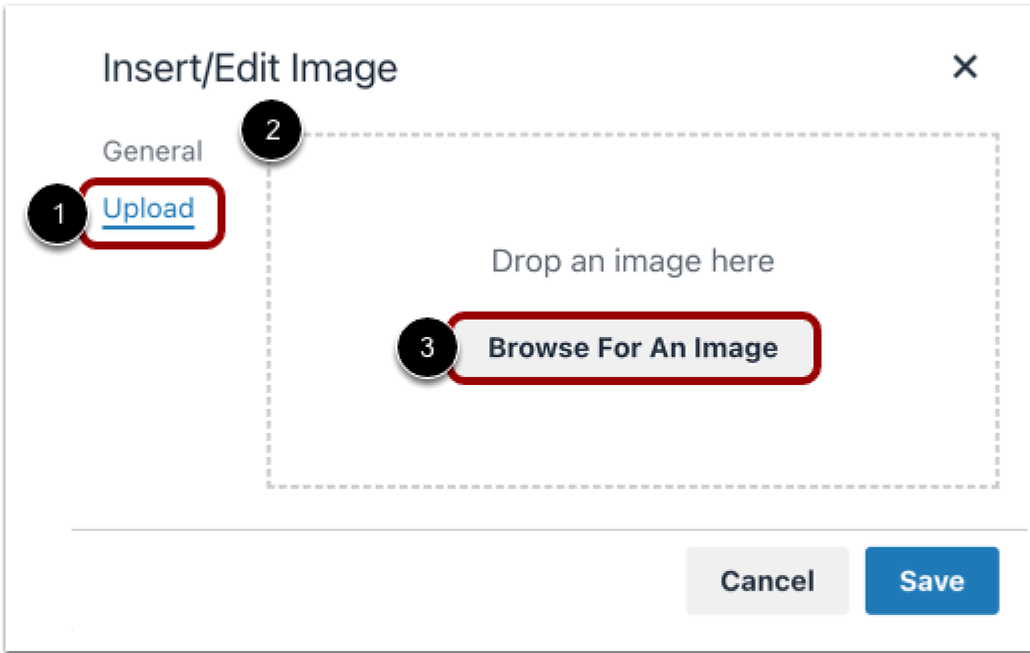
In the Insert/Edit Image window, you can upload an image to display in the custom email, or edit details for an image you have already uploaded.

To upload an image in the **General** tab [1], click the **Source** icon [2], and select an image from your computer.

Enter a description of the image in the **Image description** field [3].

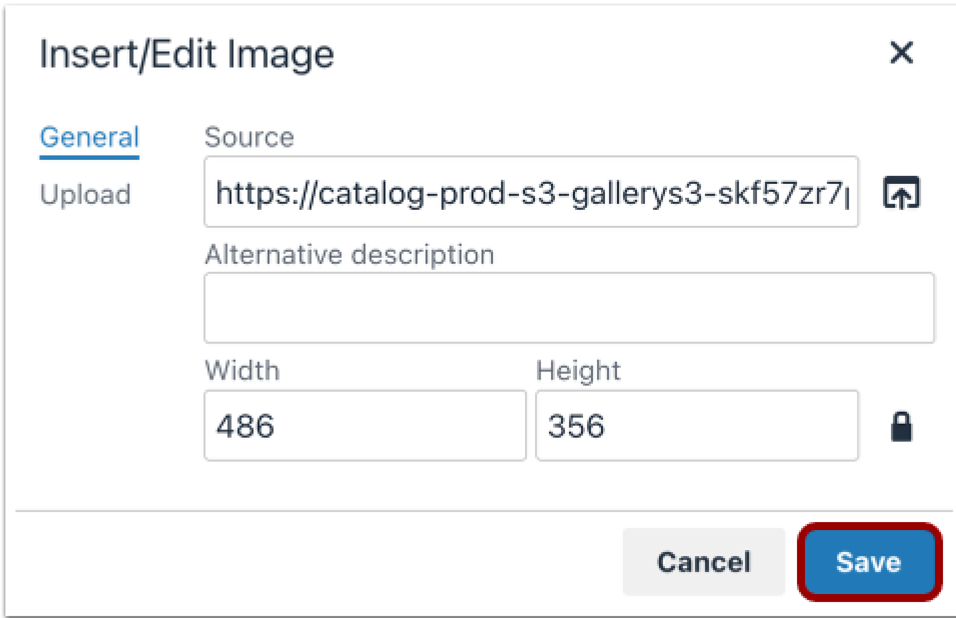
Catalog automatically adds the image dimensions to the **Width** and **Height** fields [4]. To manually adjust the dimensions of the image, adjust the value in either field. To scale the image proportionally, click the **Lock** icon [5].

Drag Image



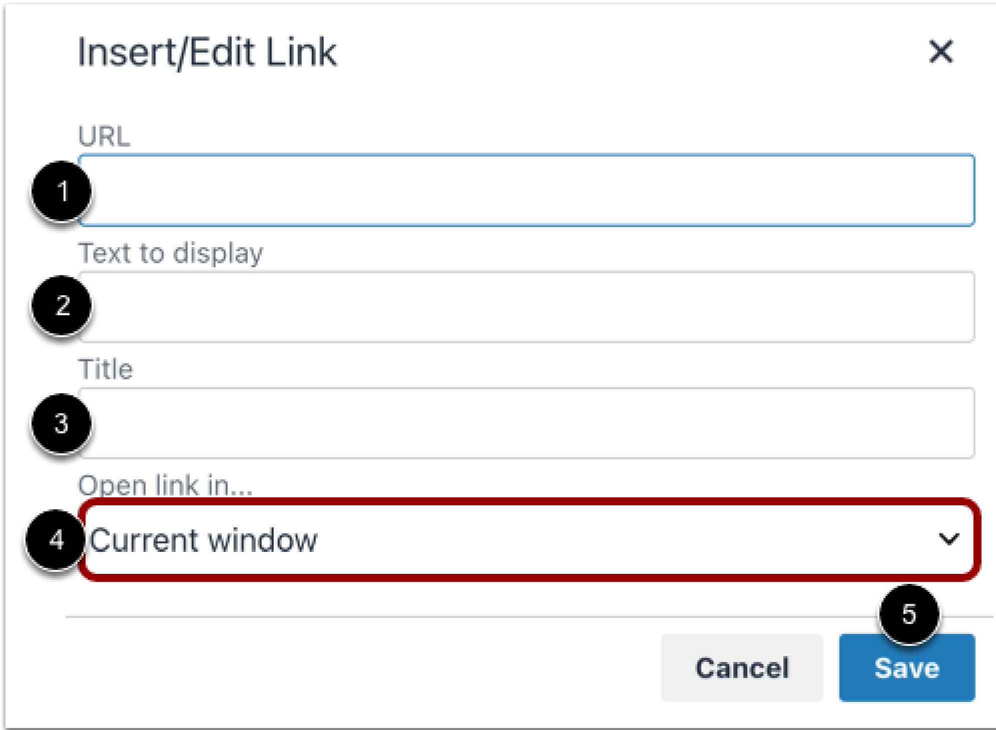
To drag and drop and image from your computer, click the **Upload** tab [1]. Drag and drop an image file in the image upload area [2], or click the **Browse For An Image** button [3] and select an image.

Save Image



To insert the image into the email, click the **Save** button.

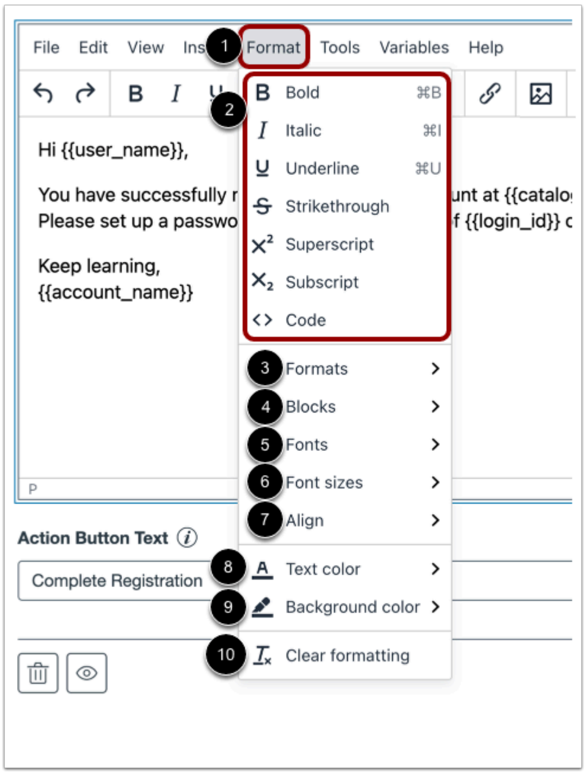
Insert Link



In the Insert/Edit Link window, enter the URL [1], display text [2], and title [3]. To manage the link open settings, click the **Open link in...** drop-down menu [4]. You can select for links to open in the current browser window or in a new window.

To add the link in the text, click the **Save** button [5].

Open Format Menu



To open the Format menu, click the **Format** link [1]. You can select several formatting options [2], including bold, italic, underline, strikethrough, superscript, subscript, and code.

To open the Formats menu, click the **Formats** option [3]. The Formats menu includes options for headings, inline text, blocks, and alignment.

To view and manage blocks, click the **Blocks** option [4].

To select a font, click the **Fonts** option [5].

To change the font size, click the **Font sizes** option [6].

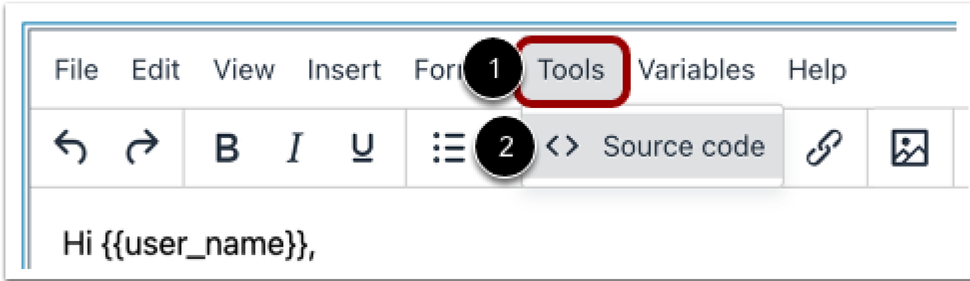
To manage text alignment, click the **Align** option [7].

To select a text color, click the **Text color** option [8].

To select a background color, click the **Background color** option [9].

To clear formatting, click the **Clear formatting** link [10].

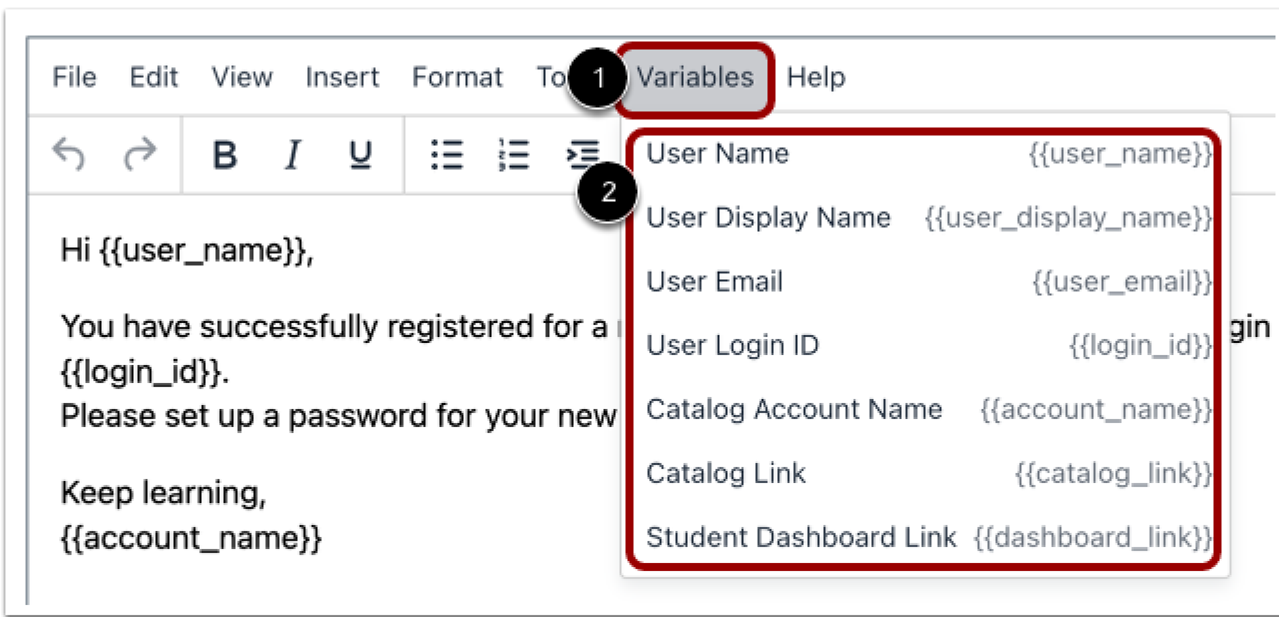
Open Tools Menu



To open the Tools menu, click the **Tools** link [1].

To view the text editor in HTML format, click the **Source code** option [2].

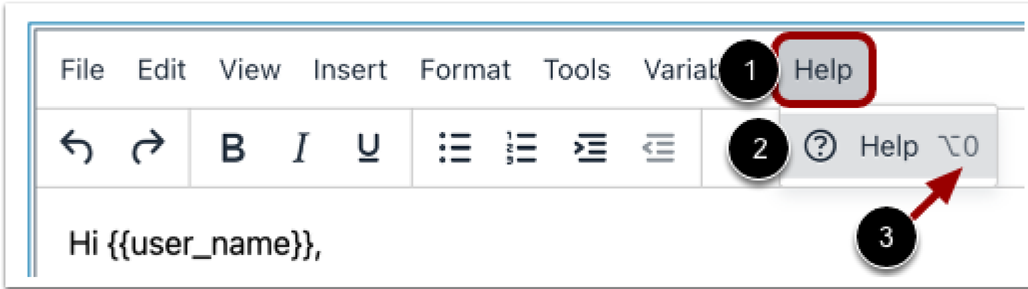
Open Variables Menu



To view the Variables menu, click the **Variables** link [1]. Adding variables to your email template allows Catalog to personalize the email and include specific information from your catalog or subcatalog.

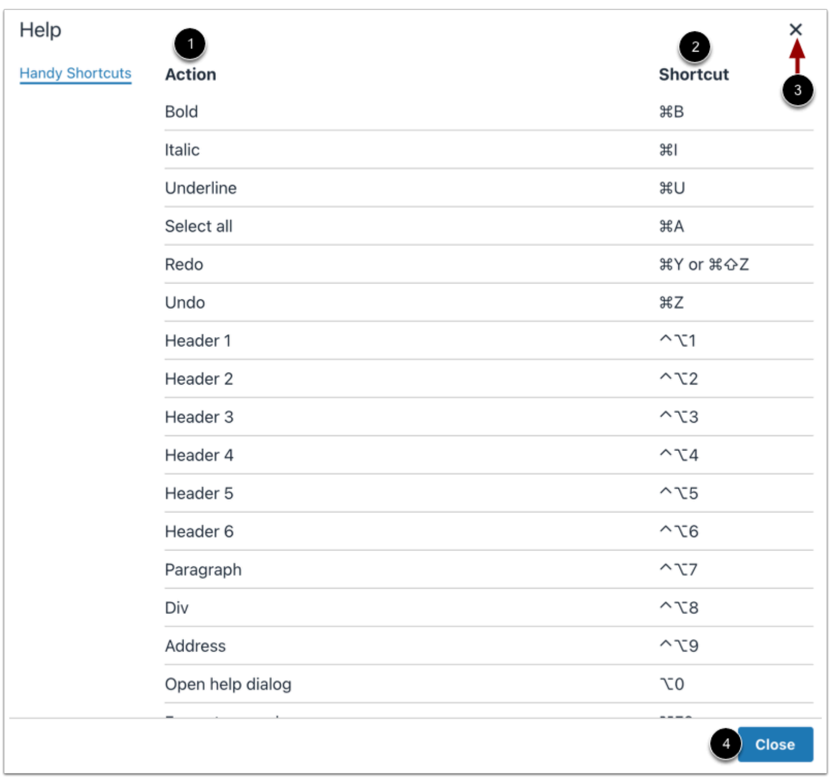
To add a variable in the email text, click to select any variable from the list [2].

Open Help



To view the help menu, click the **Help** link [1] and select the **Help** option [2]. You can also view the Help menu keyboard shortcut [3].

View Help Menu



The Help menu displays a scrollable list of actions [1] and their corresponding keyboard shortcuts [2]. To close the Help menu, click the **Close** icon [3] or the **Close** button [4].

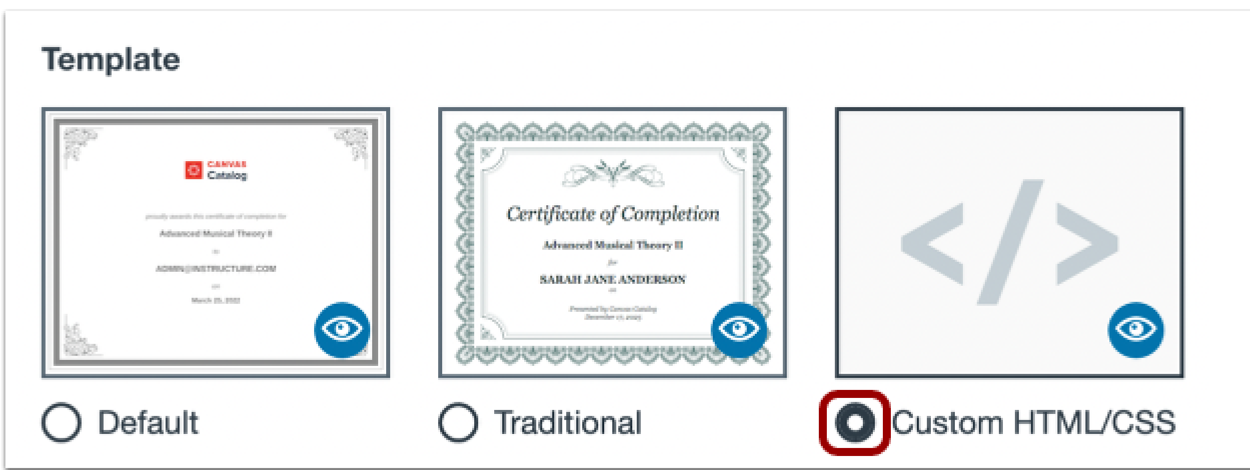
How do I create a custom template for a certificate of completion for a Catalog course or program?

As a Catalog admin, you can create a custom certificate for a Catalog course or program. Certificates must be in HTML/CSS format and can be customized with some supported variables, such as "Congratulations, {{student_name}}!"

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:
- **award_name:** The name of the certificate
- **completion_date:** The date of completion
- **expiration_date:** The date the certificate expires
- **enrollment_date:** The date of enrollment
- **credits:** The credits, points, or CEUs awarded to the student.

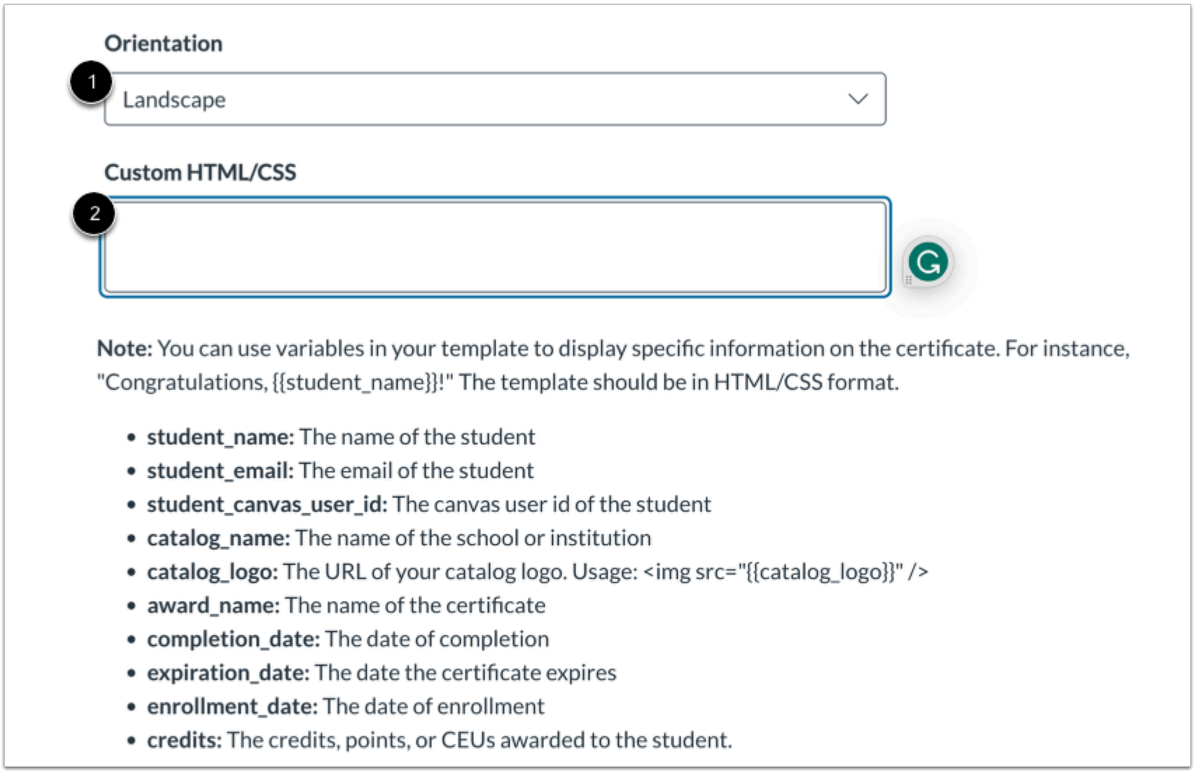
Select Custom Template



Follow the steps to add a certificate of completion for a Catalog course or program.

In the Template section, click the **Custom HTML/CSS** radio button.

Add Custom Template Details



To select the orientation for the template, click the **Orientation** drop-down menu [1].

To enter custom code, enter HTML/CSS code or paste a link to an external template file in the **Custom HTML/CSS** field [2].

Sample HTML/CSS for a Custom Certificate

```
<html>
  <body>
    <style>
      .container{
        border: 6px double black;
        height: 544px;
        box-sizing: border-box;
```

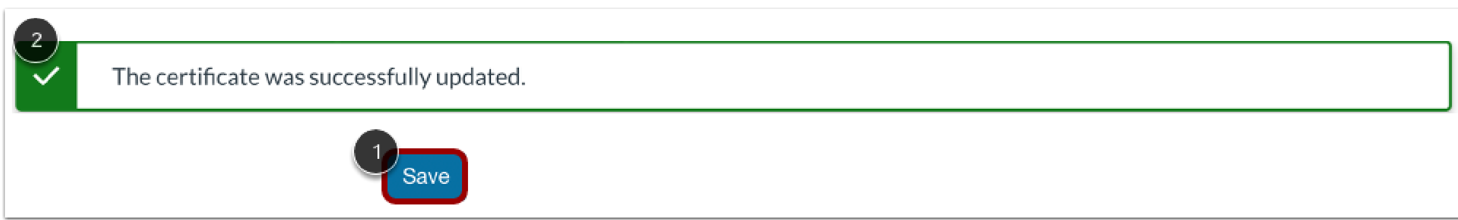
```
        padding: 100px 20px 0;
        font-family:san serif;
        text-align:center;
        font-weight:bold;
        font-size: 2em;
      }
      h1,h2,h3,h4,h5{margin:0 0 0.25em}
      body,html{padding:0;margin:0}
    </style>
    <div class="container">
     <img src="{{catalog_logo}}" /><p>
      <h1>{{catalog_name}}</h1><br>
      <h4>awards this</h4>
      <h2>{{award_name}}<h2>
      <h4>to</h4><br>
      <h3>{{student_name}}</h3>
      <h5>{{completion_date}}</h5>
    </div>
  </body>
</html>
```

Click to copy
Enter HTML/CSS code for a custom certificate.

Preview Certificate

To preview a certificate, click the **Preview** icon.

Save Certificate



Click the **Save** button [1].

The successfully updated banner displays [2].

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 customize a catalog or subcatalog using the Storefront Theme Editor?

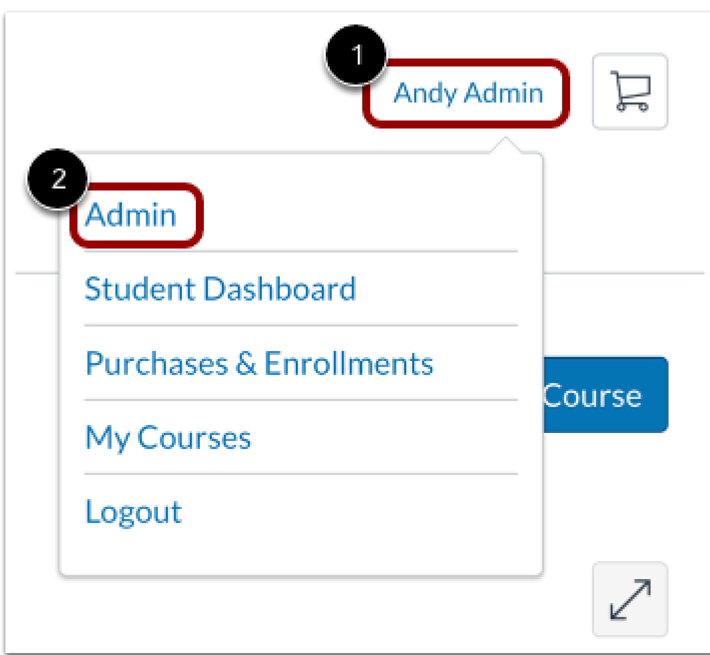
As a Catalog admin, you can use the Storefront Theme Editor to customize storefront brand colors, logos, and header images without the need for custom JavaScript (JS), Cascading Style Sheets (CSS), or HyperText Markup Language (HTML).

The Storefront Theme Editor must be enabled in your institution's account by the root Catalog admin. If it is not available, you can customize the catalog using CSS, JS, or HTML.

Notes:

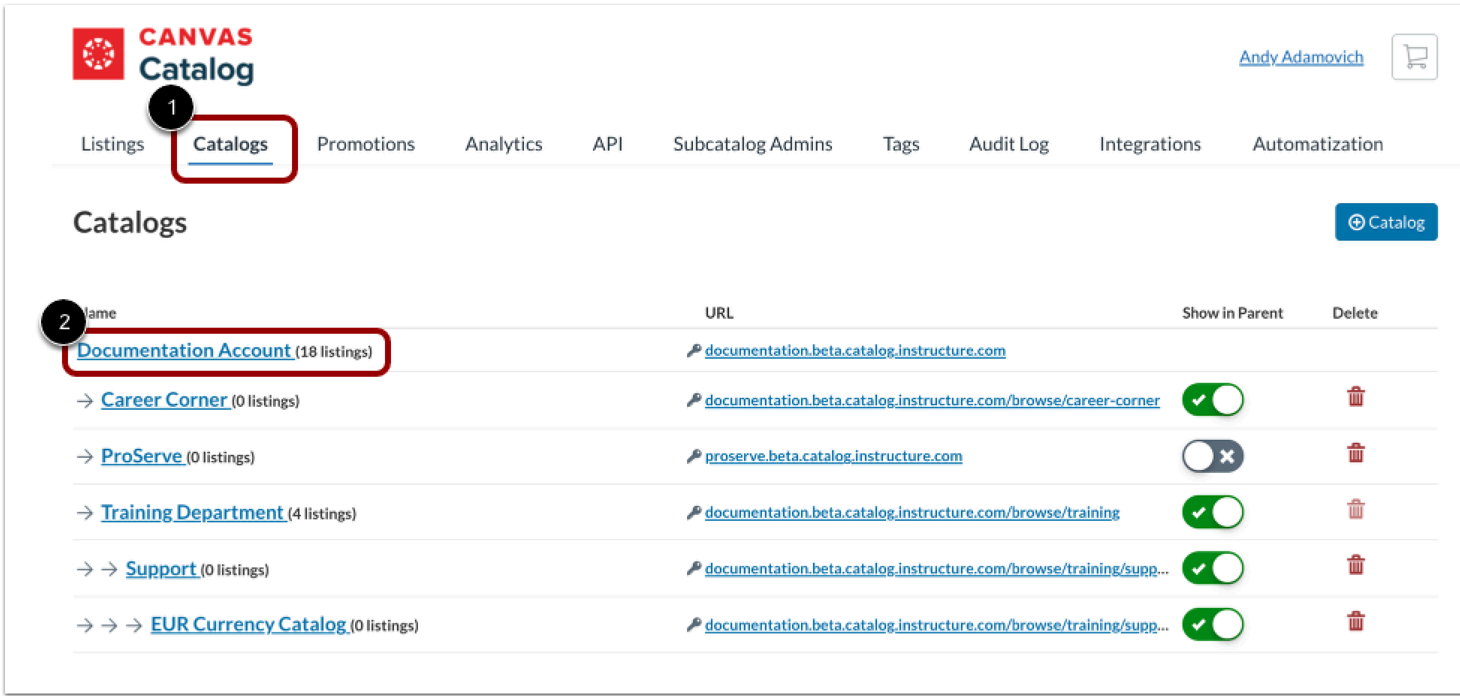
- Learn more about customizing email branding using HTML, and creating custom email templates.
- For details and specifications for adding logos and header images, please view the Canvas Catalog Logo Guidelines.
- If custom branding is not added in a subcatalog, it inherits the parent catalog branding, settings, and other customization options.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Admin



Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

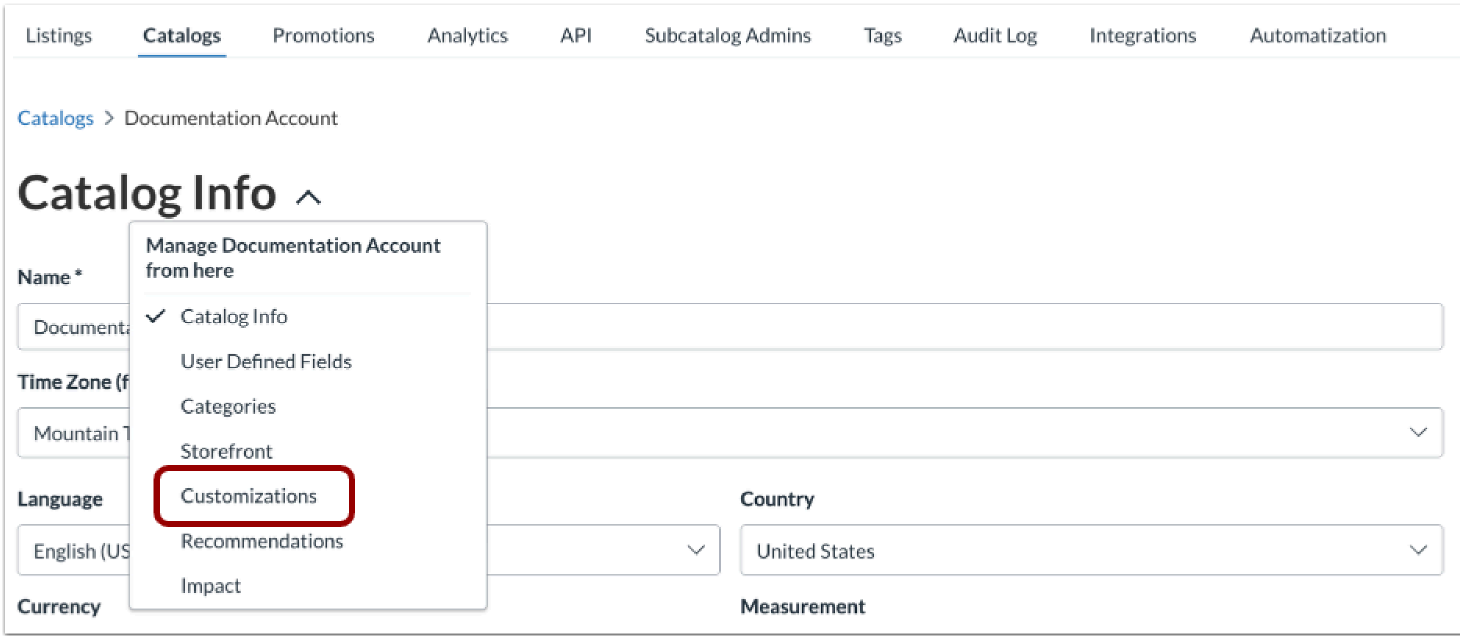
Open Catalog



Click the **Catalogs** tab [1].

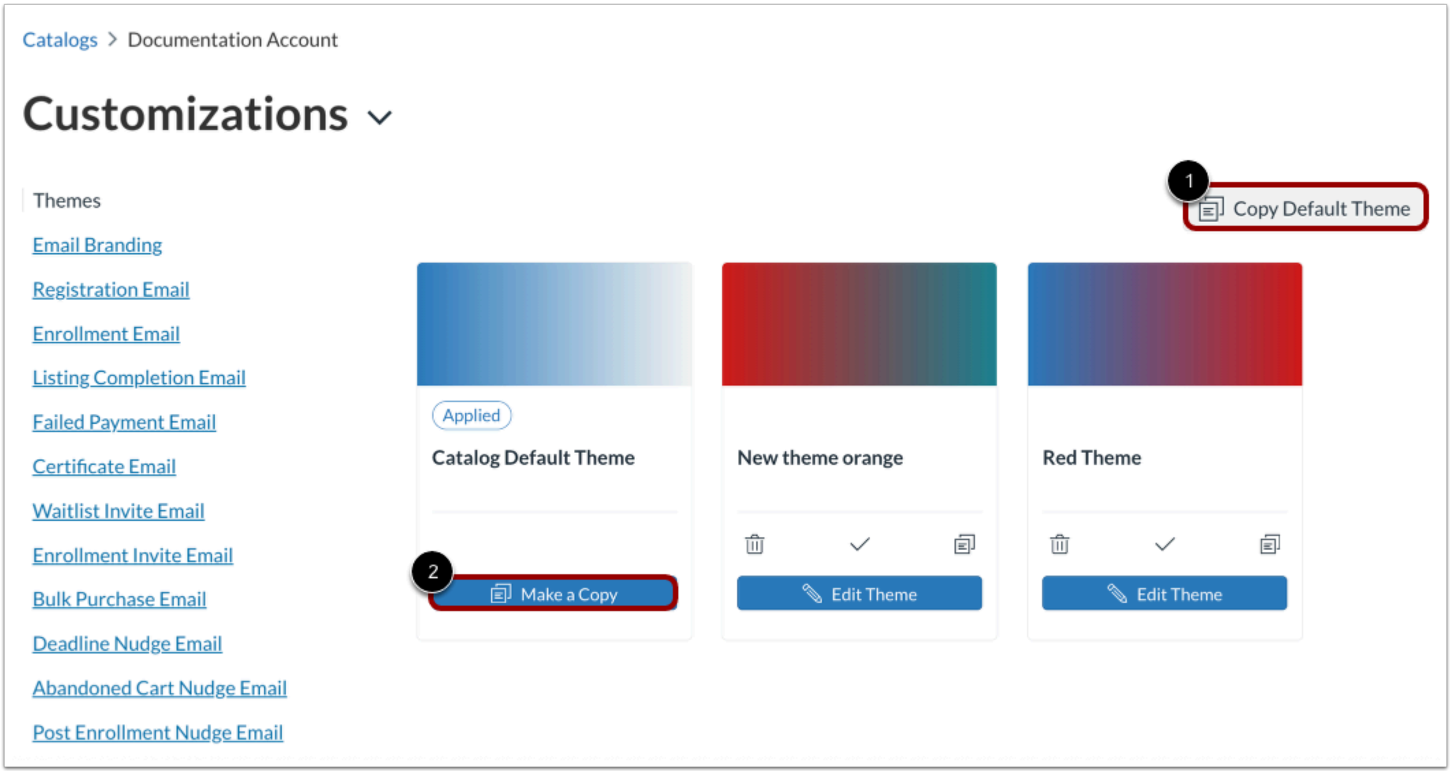
Then, click the catalog name link [2].

Open Customizations



In the Catalog settings drop-down menu, the Catalog Info page displays by default. Click the **Customizations** link.

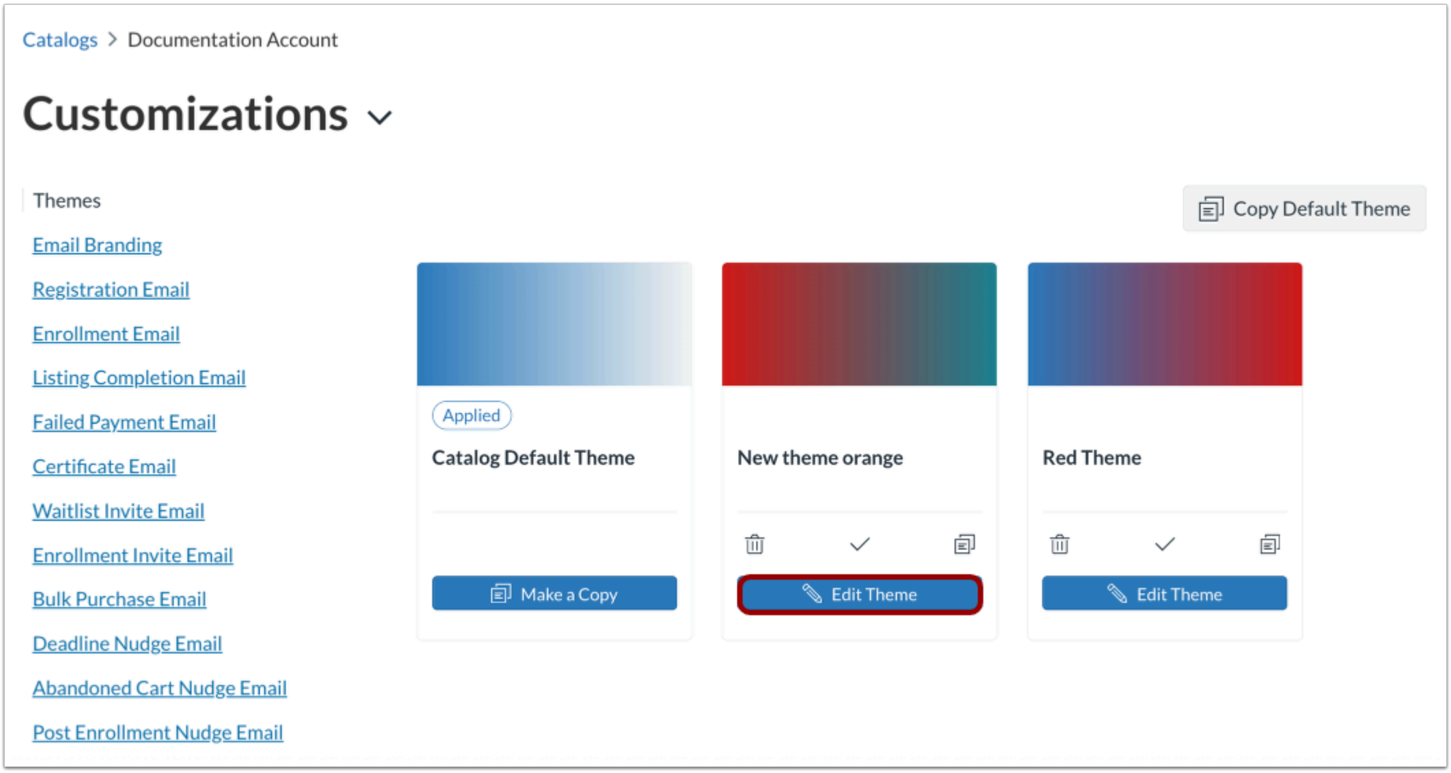
Copy Default Theme



With the [Storefront Theme Editor enabled](), click the **Copy Default Theme** button [1].

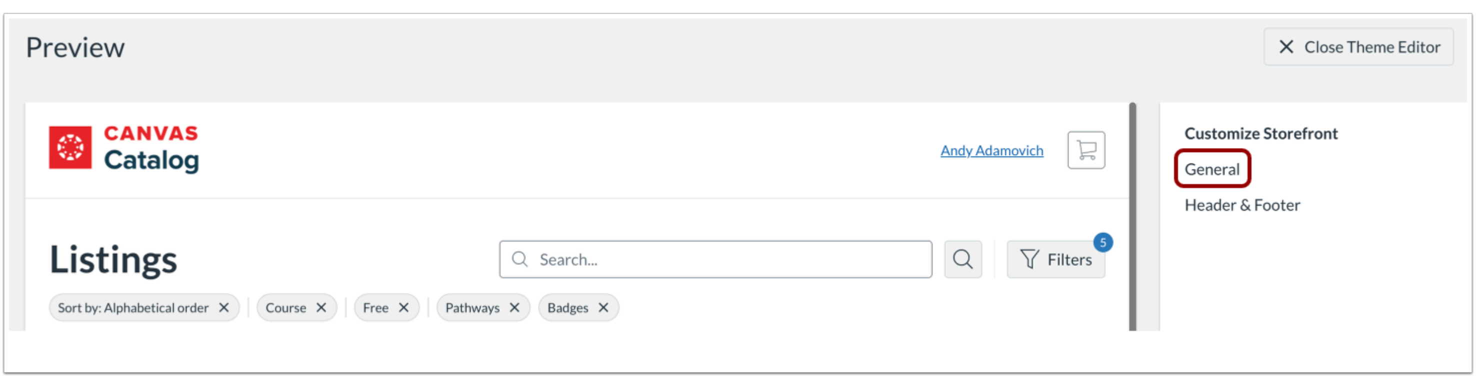
Alternatively, on the default theme tile, you can click the **Make a Copy** button [2].

Open Editor



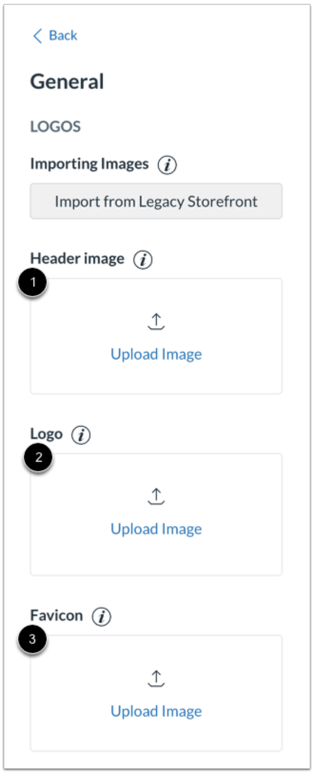
In the copy tile, click the **Edit Theme** button.

Open General Editor



To make general customizations to the storefront, click the **General** link.

Select Images

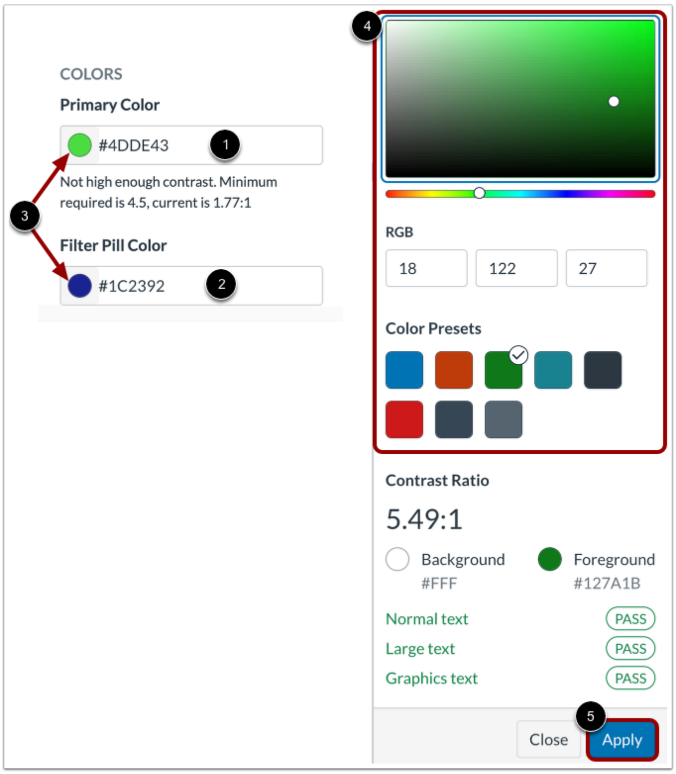


To select an image for the header and footer, click the **Header image** tile [1].

To select a logo image for the listing tiles, descriptions, email notifications, enrollment forms and on the student dashboard, click the **Logo** tile [2].

To select an image for browser tabs and bookmarks, click the **Favicon** tile [3].

Select Colors



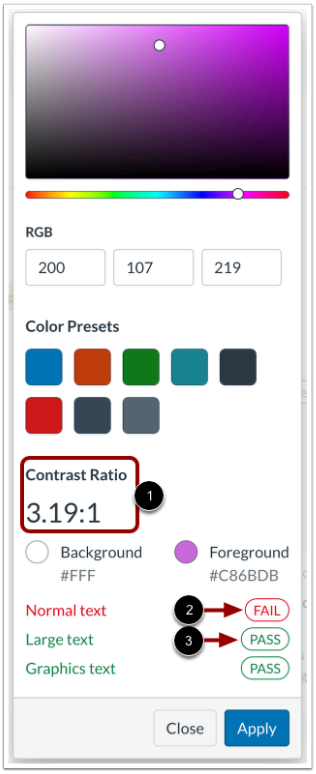
To select a primary theme color, enter a hex value in the **Primary Color** field [1].

To select a filter pill color, enter a hex value in the **Filter Pill Color** field [2].

To use the color selector, click a **Color** icon [3].

In the color selection window, select a color using the color mixer or color presets [4]. To save your selections, click the **Apply** button [5].

View Accessibility Details



As you select the primary theme color, the color selection window displays accessibility details.

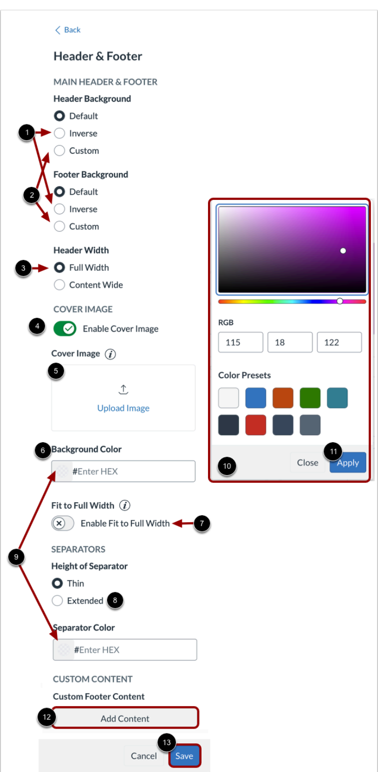
As you select or edit the primary color, the Contrast Ratio section automatically updates the current contrast ratio [1]. The minimum ratio required for accessibility is 4.5:1.

Labels display for normal, large, and graphics text based on the selected background and foreground colors. Text that does not meet the minimum contrast requirements displays a Fail label [2]. Text that meets minimum contrast requirements displays a Pass label [3].

Open Header & Footer Editor

To customize the catalog header and footer, click the **Header & Footer** link.

Customize Header & Footer



By default, the header displays on a white background. To display the header on a dark background, click the **Inverse** radio button [1].

To customize the header or footer color, click the **Custom** radio button [2].

By default, the header is the same width as the content below it. To extend the width of the header to fill the full window, click the **Full Width** radio button [3].

By default, there is no cover image on the storefront. To add an image, click the **Cover Image** toggle on [4]. Then, to select an image from your computer files, click the **Upload Image** tile [5].

When the header displays at full width, a background color displays behind the image. To select a background color, enter a hex value in the **Background Color** field [6].

To display the cover image in full width, click the **Enable Fit to Full Width** toggle on [7].

By default, the separator lines above and below the listings pane are set to thin. To select wider separator lines, click the **Extended** radio button [8].

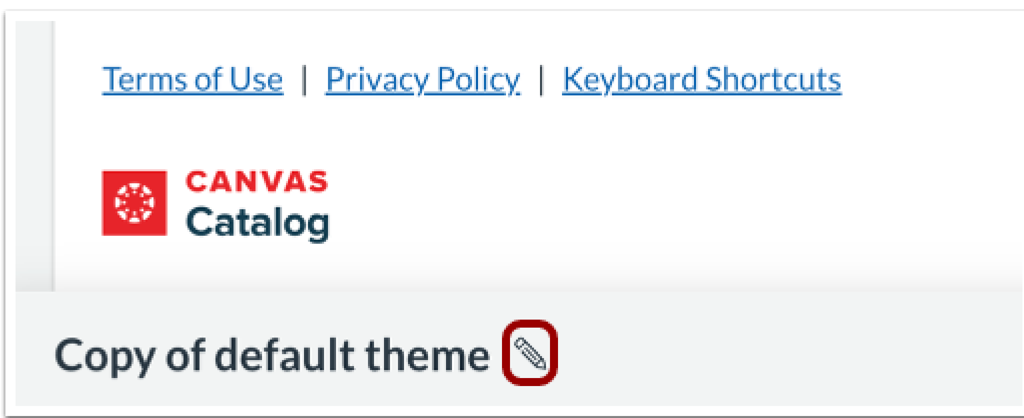
To select a color for the separators, enter a hex value in the **Separator Color** field [9].

To use the color selector to choose colors for the background or separators, click a **Color** icon [10]. Then, choose a color from the color selector window and click the **Apply** button [11].

To add custom footer content, click the **Add Content** button [12].

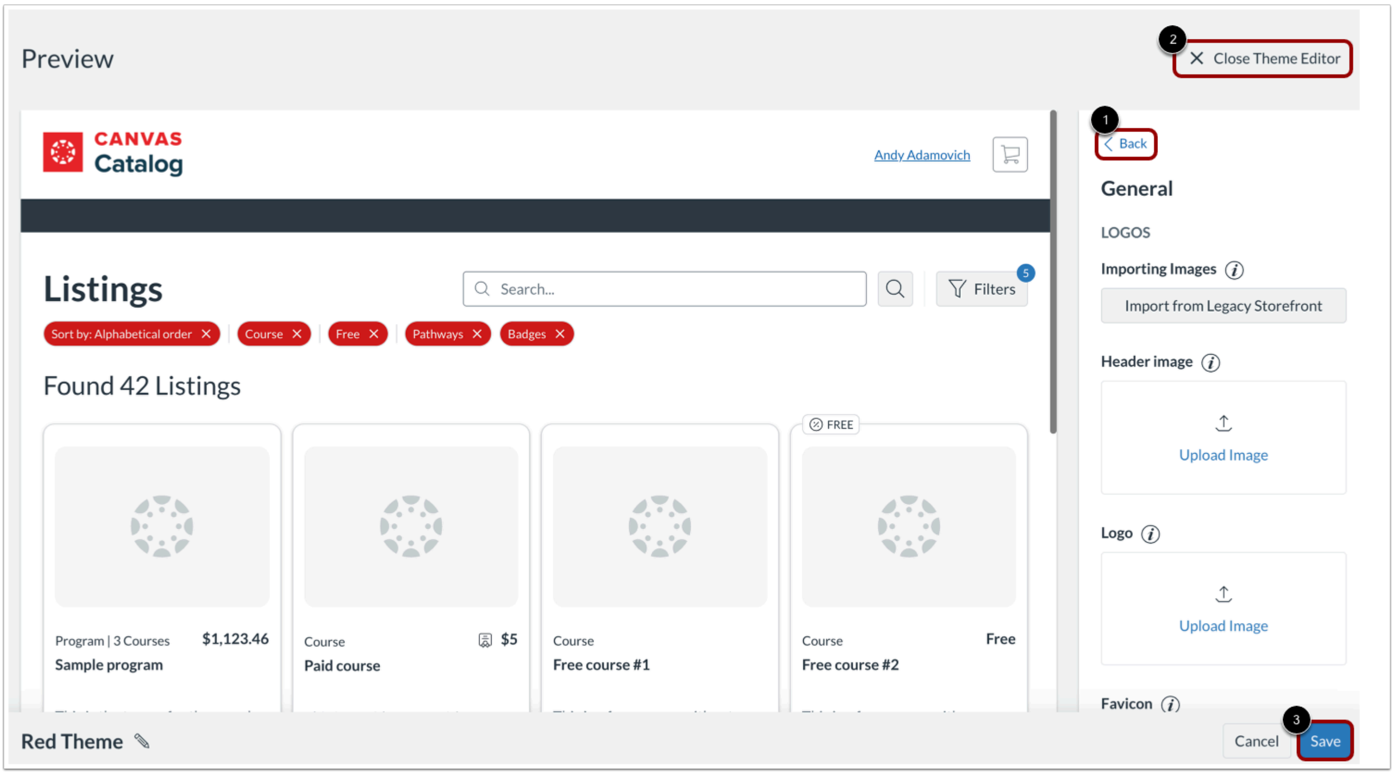
To apply the changes, click the **Save** button [13].

Edit Name



To enter a new name for the theme, click the **Edit** icon.

Preview and Save



The preview window displays.

To view other customization options, click the **Back** button [1].

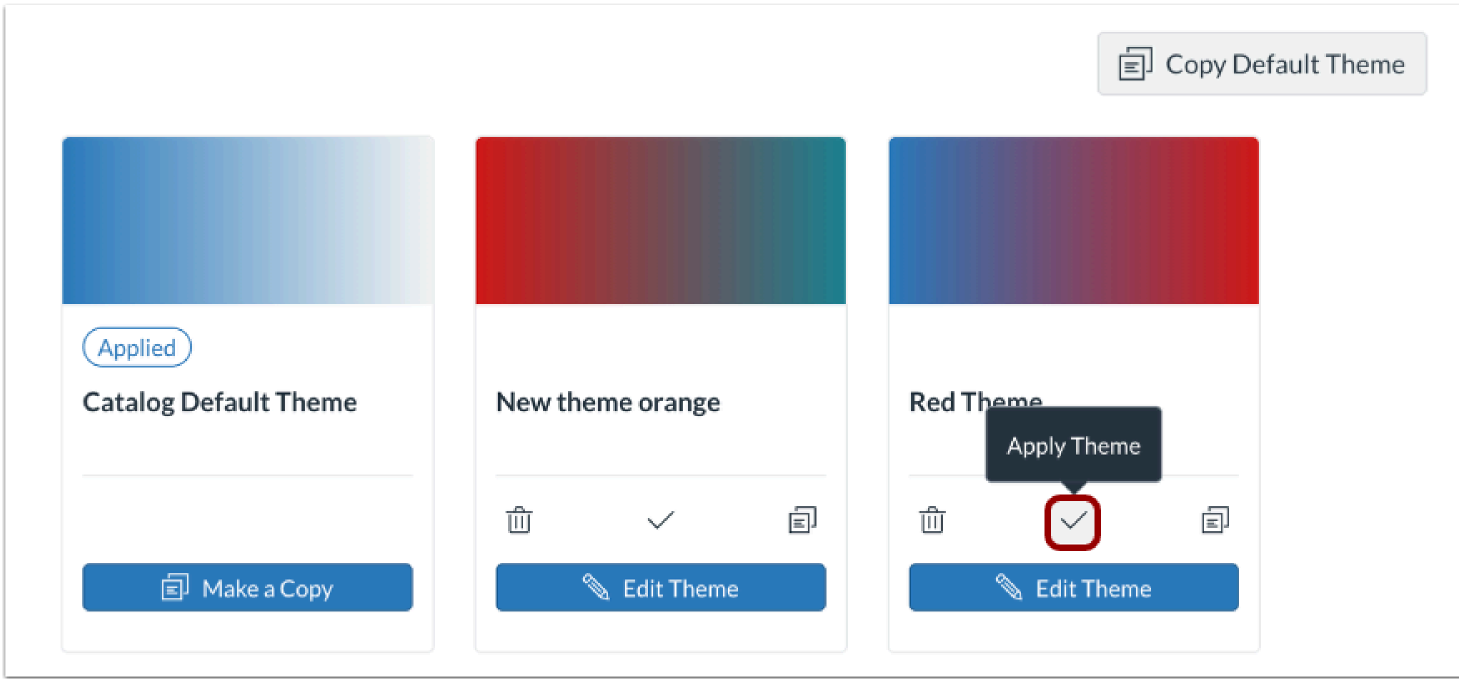
To close the editing window without saving your changes, click the **Close Theme Editor** button [2].

To save your changes, click the **Save** button [3].

View Edit Button on Listing Details Page

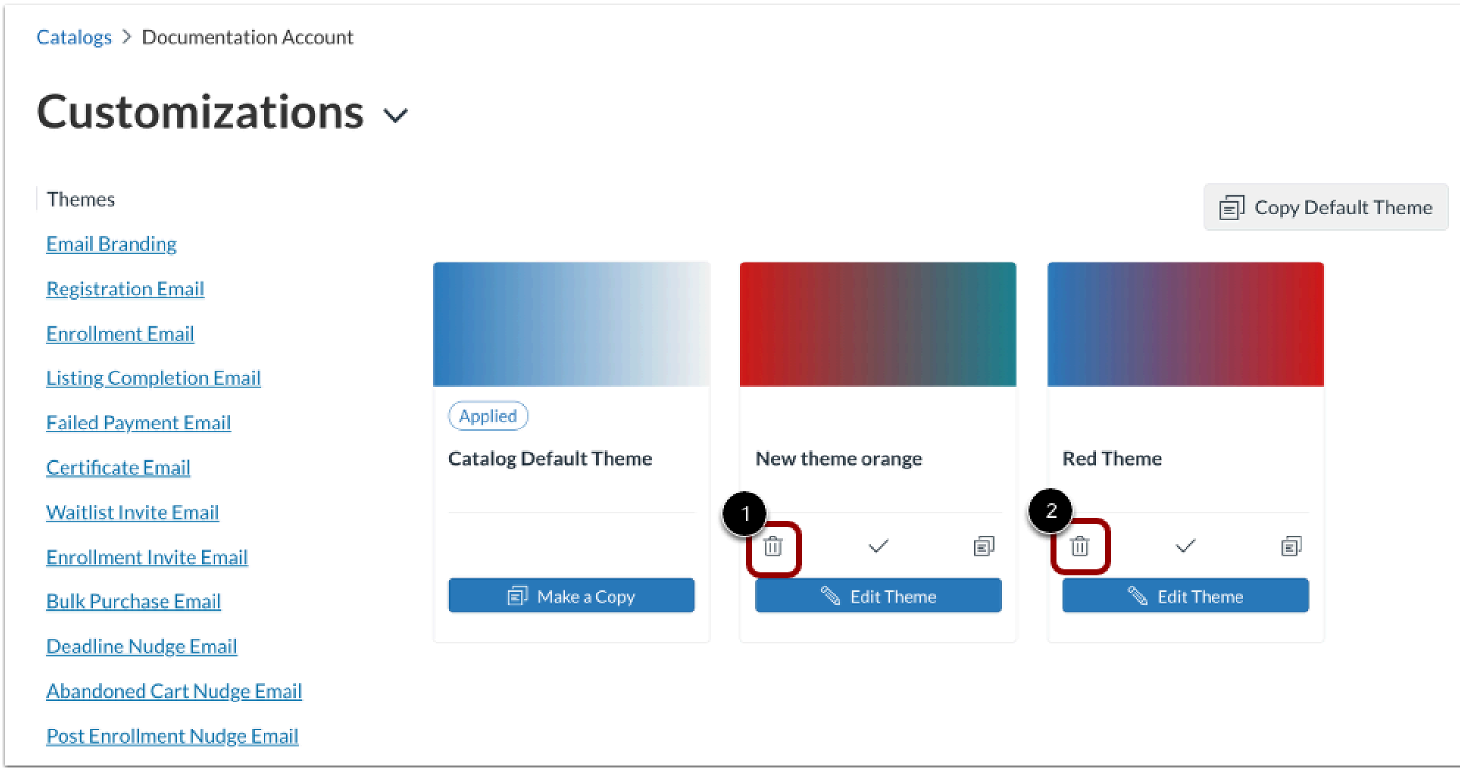
An **Edit** button on the listing details page enables Catalog and Subcatalog admins to manage listings directly from the Modern Storefront.

Apply Theme in Storefront



To enable the customized theme in the Storefront, click the **Apply Theme** icon.

Delete Theme

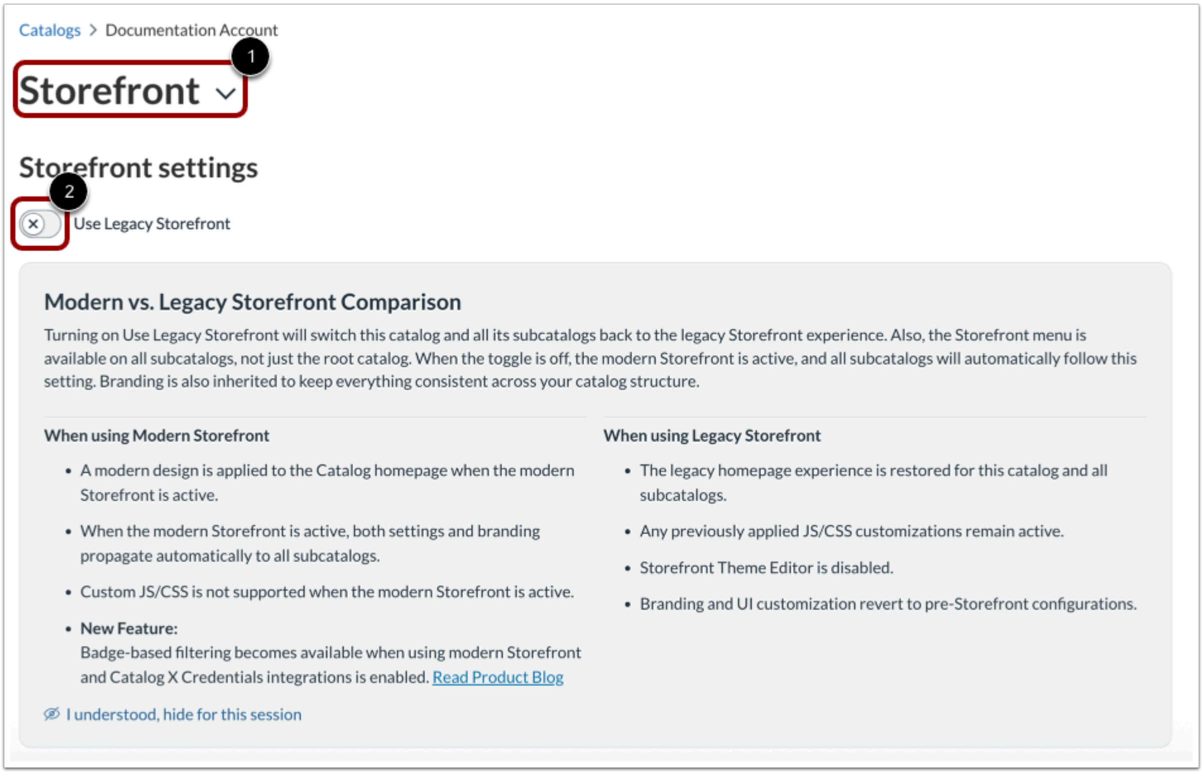


To delete a theme, click the **Delete** icon [1].

A theme that is applied can not be deleted. To apply a different theme, click the **Apply** icon [2], then delete the theme.

Note: A theme can only be deleted by the user who created it.

Storefront Settings



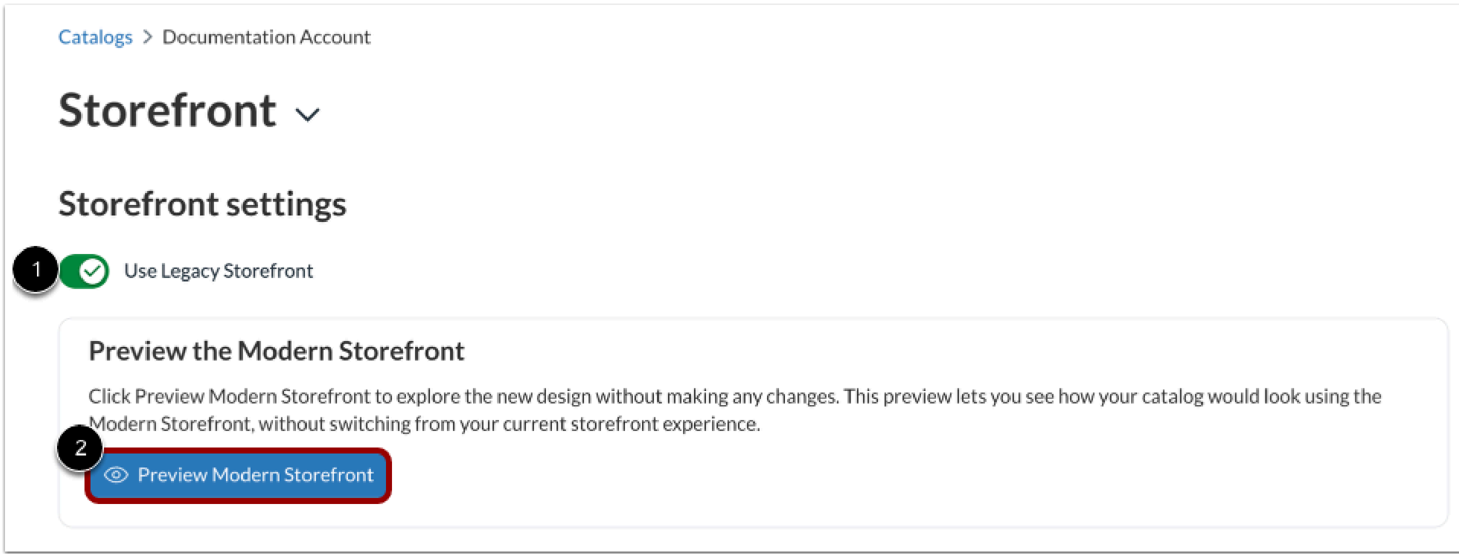
The Modern Storefront design can be centrally managed at the parent catalog level. This setting automatically applies to all associated subcatalogs, including inherited branding elements like logos, color schemes, and favicons, and cannot be customized at the subcatalog level.

If the parent catalog is switched to the Legacy Storefront design, subcatalogs can independently enable the Modern Storefront and manage their branding settings, allowing for greater flexibility.

To change the Storefront settings, in the Catalog settings drop-down menu and click the **Storefront** tab [1].

To enable the Legacy Storefront, click the **Use Legacy Storefront** toggle [2].

Preview Modern Storefront



To preview the modern storefront, the **Use Legacy Storefront** toggle must be enabled [1].

To preview the modern storefront, click the **Preview Modern Storefront** button [2].

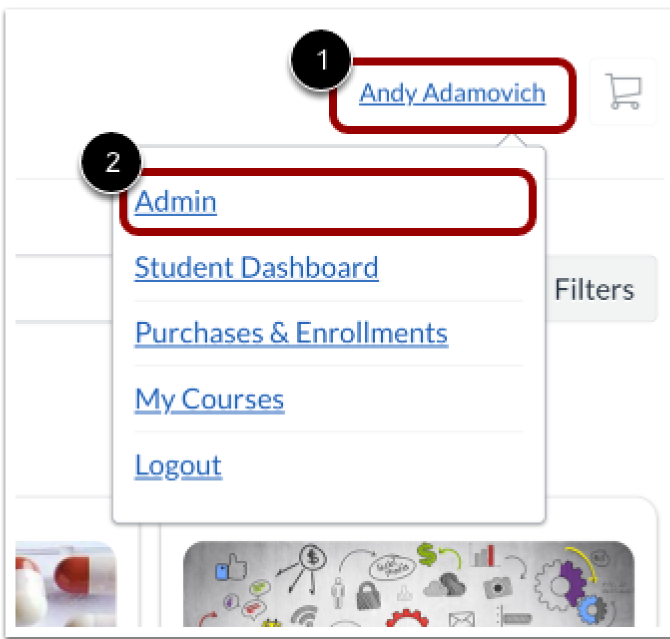
How do I enable the Storefront Theme Editor in Catalog?

As a Canvas Catalog admin, you can enable the Storefront Theme Editor in the Catalog Info page. The Storefront Theme Editor allows you to customize storefront brand colors, logos, and header images without the need for custom JavaScript (JS), Cascading Style Sheets (CSS), or HyperText Markup Language (HTML).

If the Storefront Theme Editor is enabled, you cannot use custom JS/CSS. Previous JS/CSS customization will be hidden.

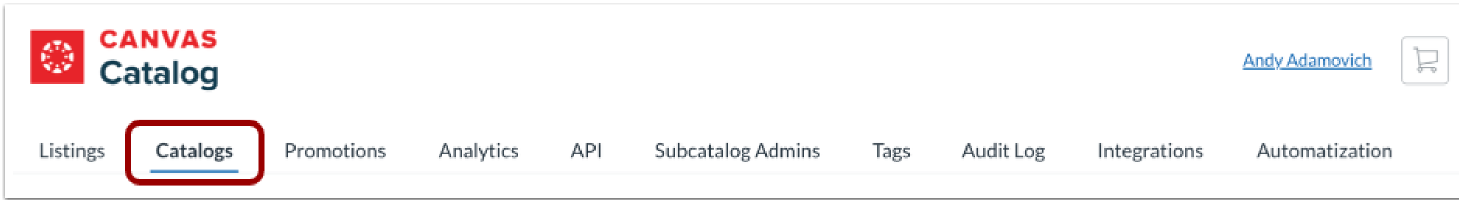
Learn more about the Storefront Theme Editor.

Open Admin



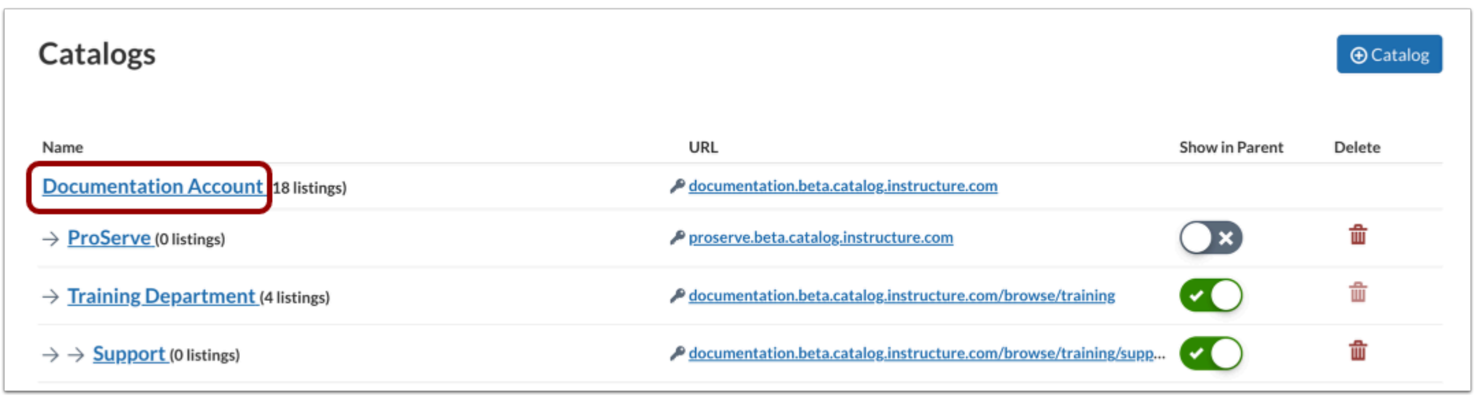
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



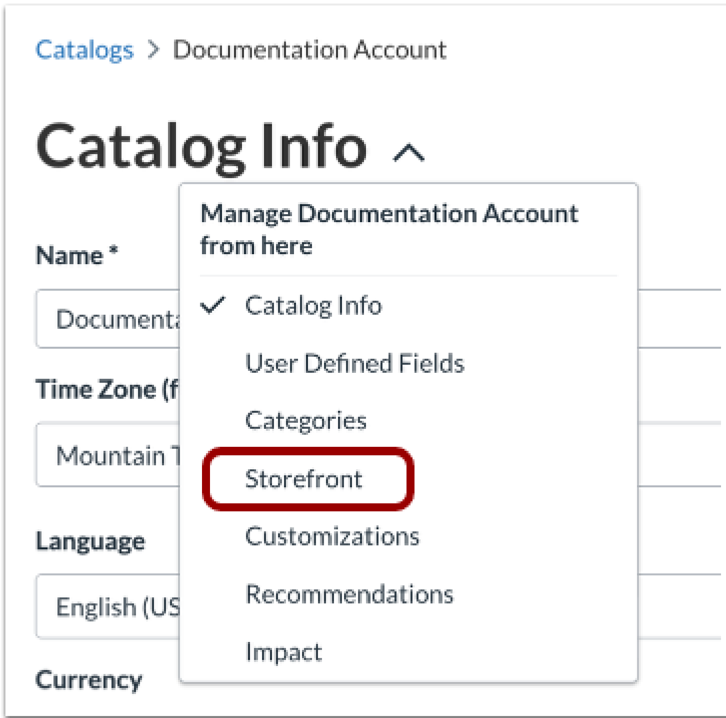
Click the **Catalogs** tab.

Select Catalog



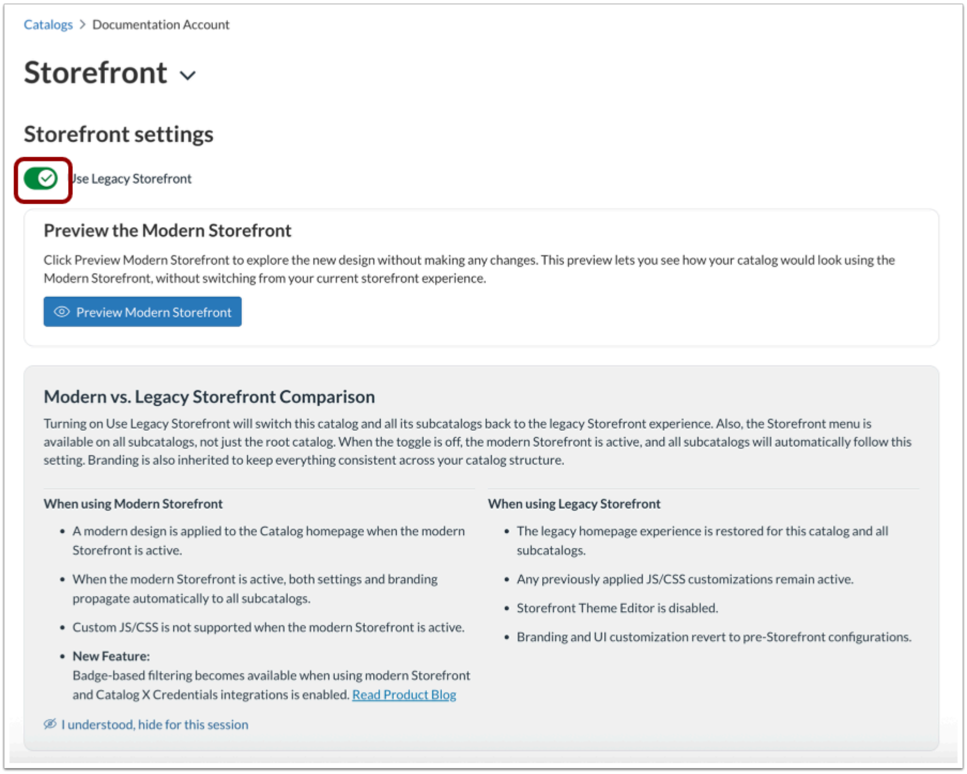
Click the catalog name link.

Select Storefront



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default. Click the **Storefront** tab.

Storefront Settings



The Modern Storefront design can be centrally managed at the parent catalog level. This setting automatically applies to all associated subcatalogs, including inherited branding elements like logos, color schemes, and favicons, and cannot be customized at the subcatalog level.

If the parent catalog is switched to the Legacy Storefront design, subcatalogs can independently enable the Modern Storefront and manage their branding settings, allowing for greater flexibility.

To enable the Legacy Storefront, click the **Use Legacy Storefront** toggle.

What customization options are available in Canvas Catalog using the Storefront Theme Editor?

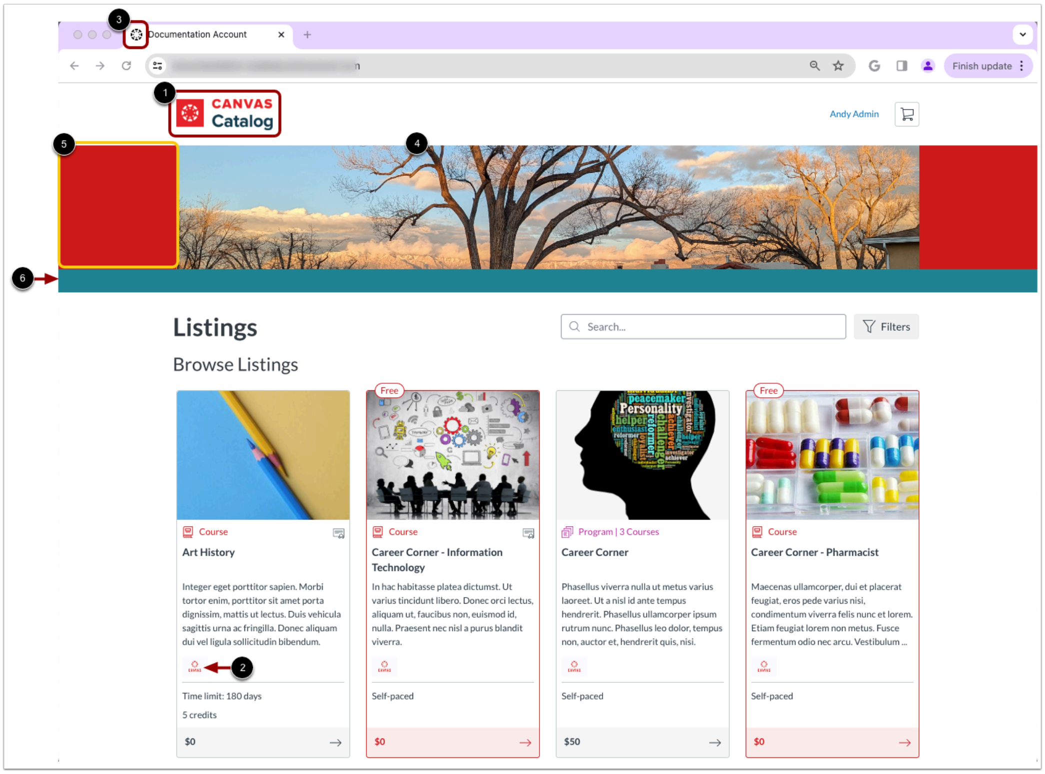
If the Storefront Theme Editor is enabled in your Catalog account, you can use it to customize storefront brand colors, logos, and header images without the need for custom JavaScript (JS), Cascading Style Sheets (CSS), or HyperText Markup Language (HTML).

Learn more about using the Storefront Theme Editor.

Notes:

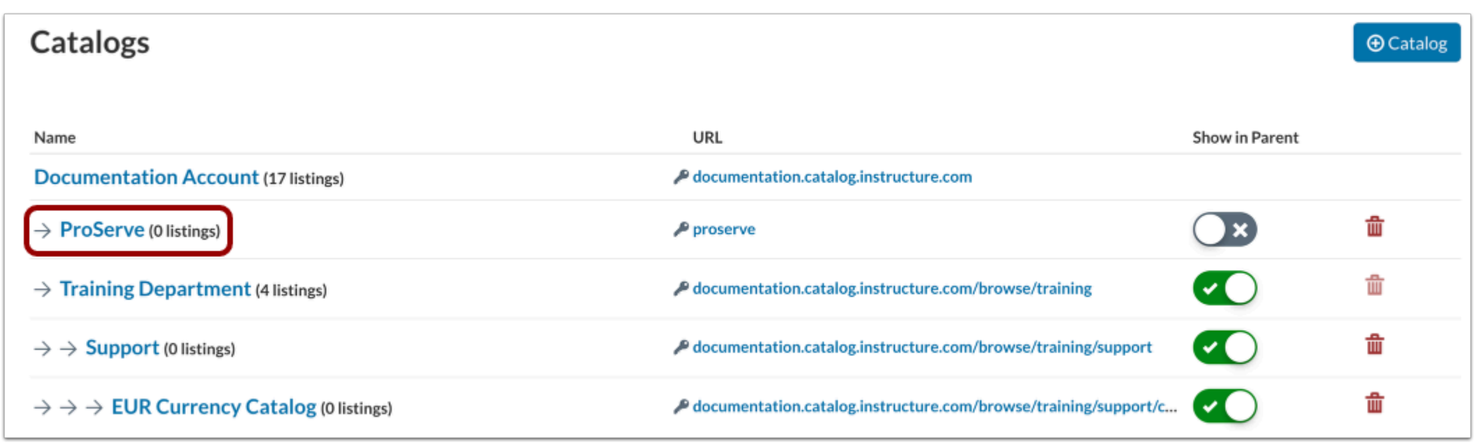
- The Storefront Theme Editor must be enabled in your institution's Catalog account by a root catalog admin.
- When the parent catalog has the Modern Storefront enabled, all subcatalogs automatically inherit this setting and its branding elements such as logos, colors, and favicons, which cannot be customized at the subcatalog level. However, if the parent catalog uses the Legacy Storefront, subcatalogs can enable the modern Storefront independently and manage their own branding settings.
- Customized course and program certificatesrequire HTML or CSS.
- You can customize email brandingusing HTML and create email templates.
- If the Storefront Theme Editor is not enabled for your account, you can customize the catalog using CSS, JS, or HTML.
- If custom branding is not added in a subcatalog, it inherits the parent catalog settings and other customization options.
- The appearance of the Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Catalog Customizations



In the Storefront Theme Editor, you can upload a header image [1], badge logo [2], and favicon logo [3]. You can add a cover image [4], customize the background color [5], and page separator attributes [6].

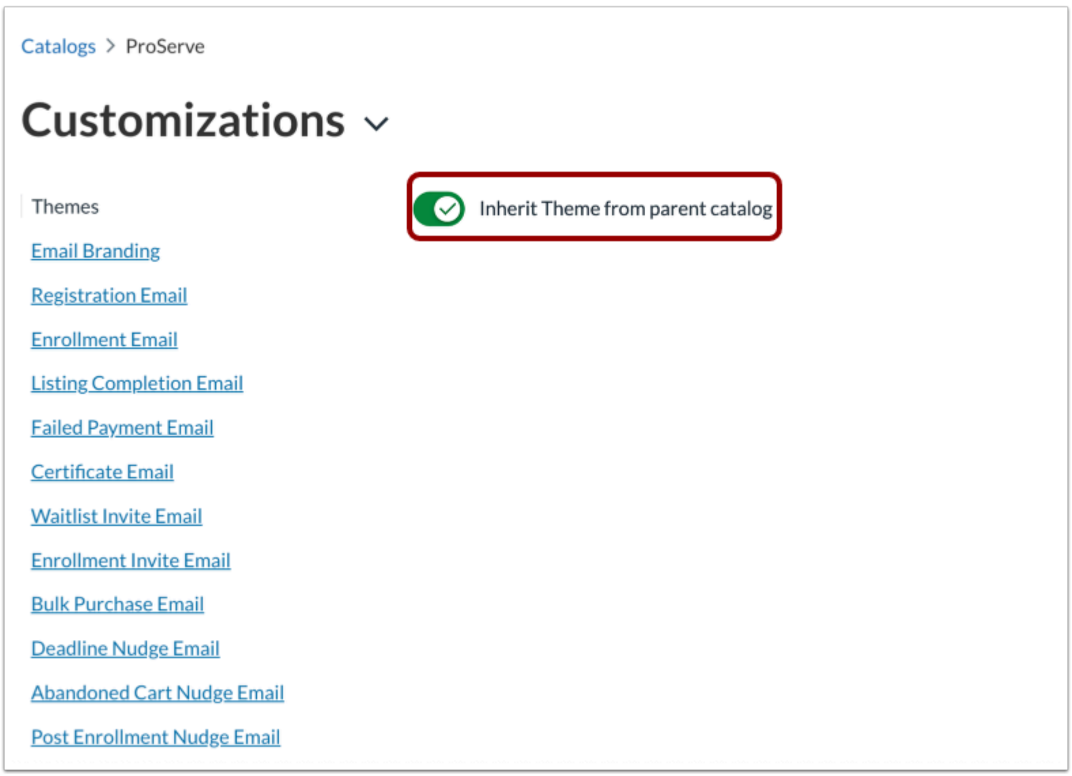
Customize Subcatalog



A subcatalog creates a specific URL path where you can associate and brand specific listings for a department, organization, or team. Subcatalogs can be listed as part of the domain (parent) catalog or act as a private catalog.

To customize a subcatalog, click the subcatalog name link.

Disable Parent Theme



By default, subcatalogs inherit customizations from the parent catalog. To open the Storefront Theme Editor and enable customization for the subcatalog, click the **Inherit Theme from parent catalog** toggle off.

Note: When subcatalog logos and favicon are customized, the parent catalog logo continues to display on the course or program enrollment page.

How do I create custom email templates for a catalog or subcatalog using the Storefront Theme Editor?

As a Catalog admin, if the Storefront Theme Editor has been enabled for your account, you can create create custom email templates for your catalogs and subcatalogs.

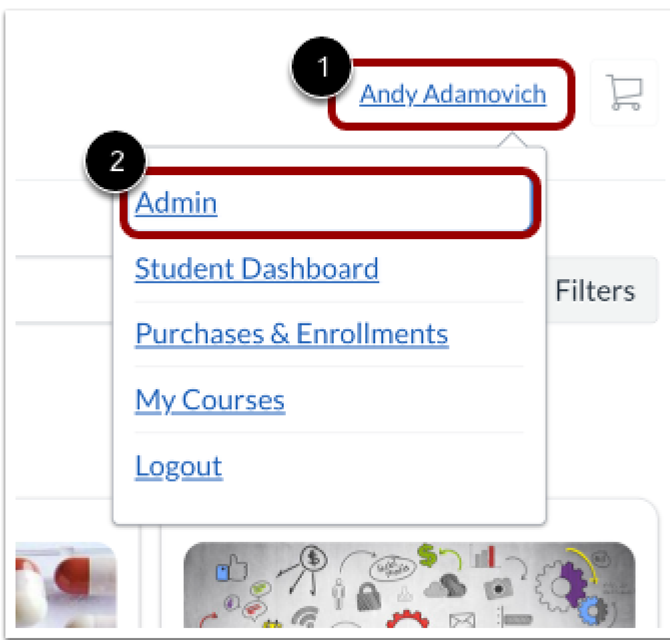
You can customize email branding using HTML.

You can also customize deadline nudge email, create abandoned cart nudge email reminders and create custom post enrollment nudge email.

If custom email branding is not created for a subcatalog, it inherits the parent catalog email branding.

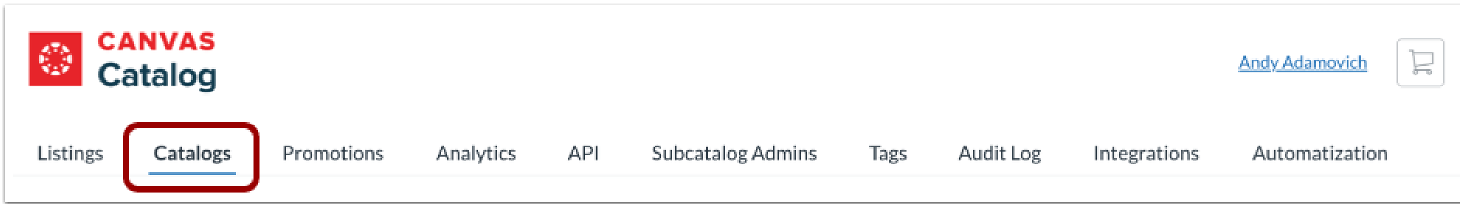
Note: When the parent catalog has the Modern Storefront enabled, all subcatalogs automatically inherit this setting and its branding elements such as logos, colors, and favicons, which cannot be customized at the subcatalog level. However, if the parent catalog uses the Legacy Storefront, subcatalogs can enable the modern Storefront independently and manage their own branding settings.

Open Admin



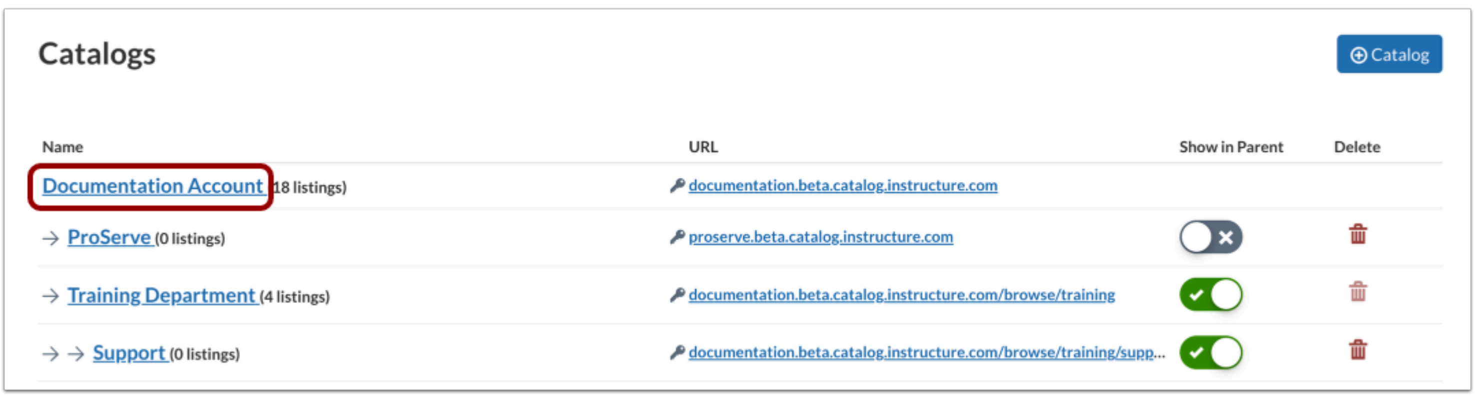
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



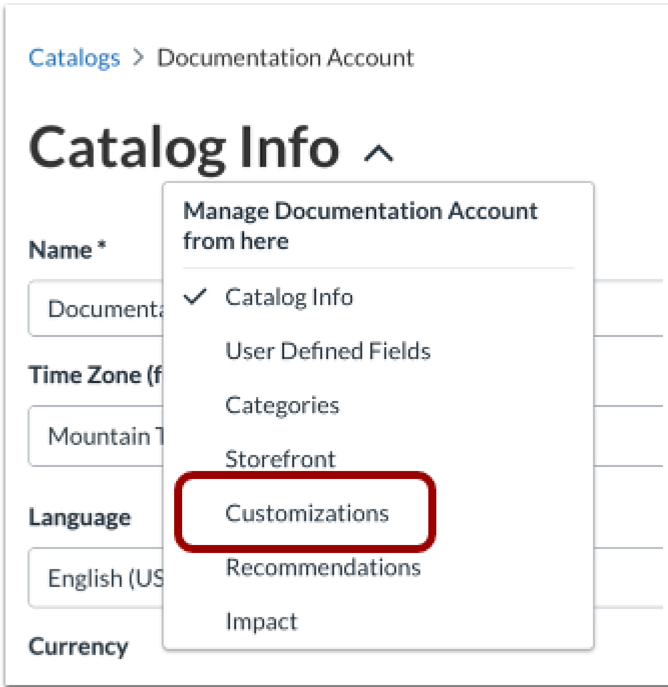
Click the **Catalogs** tab.

Open Catalog



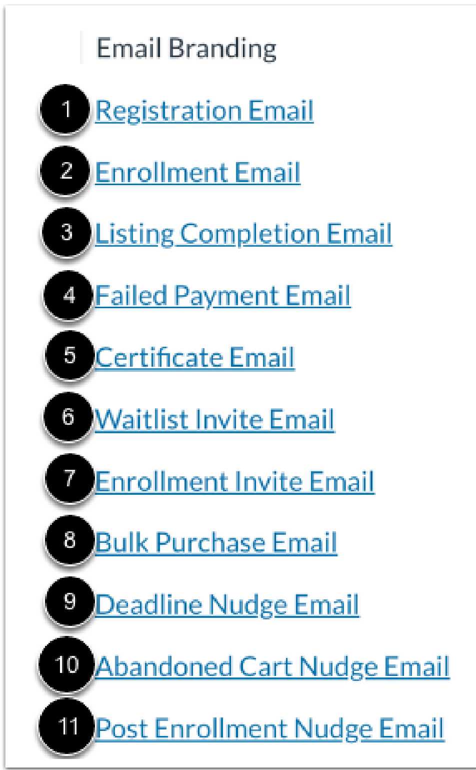
Click the catalog name link.

Open Customizations



In the Catalog settings drop-down menu, the Catalog Info page displays by default. Click the **Customizations** link.

Create Message Templates



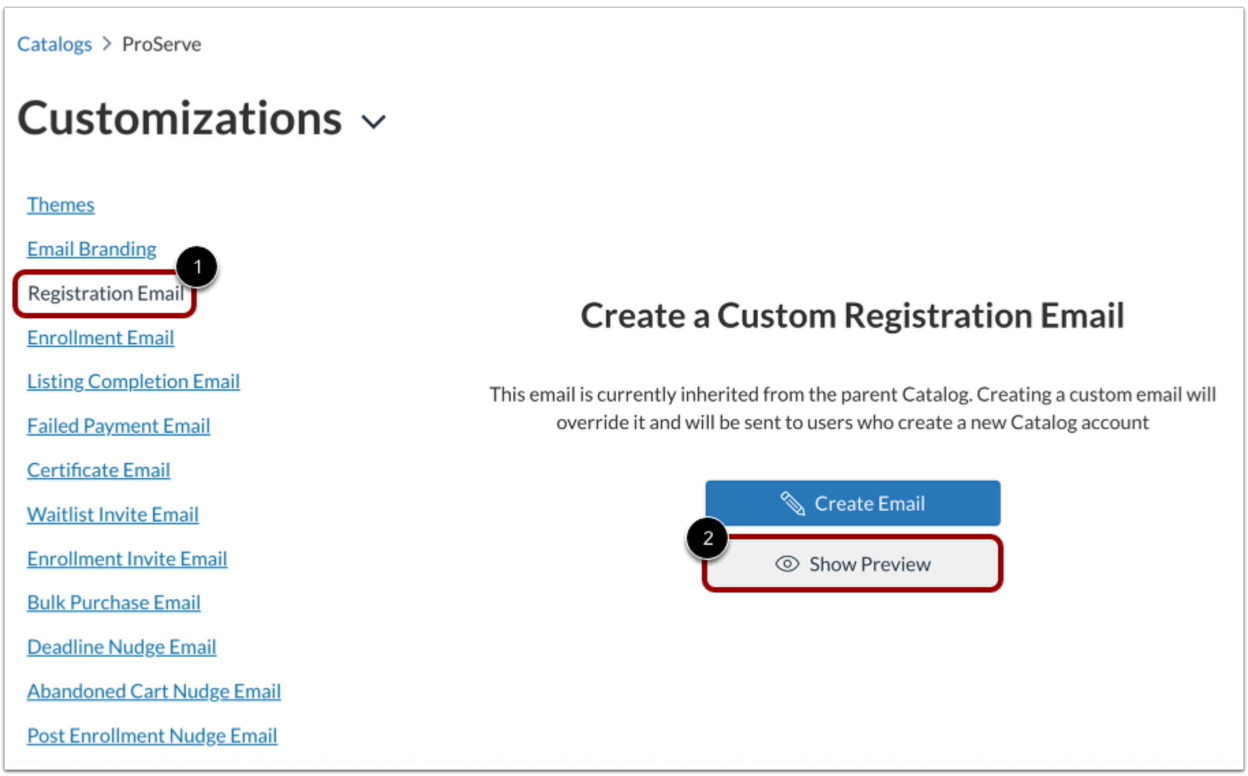
The catalog's email template customization links display in the **Themes** menu.

You can create the following email templates:

- **Registration Email** [1]: sent when a user successfully registers for a Catalog account.
- **Enrollment Email** [2]: sent when a user is successfully enrolled in a catalog course or program.
- **Listing Completion Email** [3]: sent when a student completes all course or program requirements.
- **Failed Payment Email** [4]: sent when a user's payment is not processed.
- **Certificate Email** [5]: sent when a student receives a certificate after completing course or program listing requirements.
- **Waitlist Invite Email** [6]: sent when a waitlisted student can enroll in a course or program.
- **Enrollment Invite Email** [7]: sent when someone invites a user to a course or program purchased in bulk.
- **Bulk Purchase Email** [8]: sent when a user claims multiple seats through bulk purchase.
- **Deadline Nudge Email [9]**: sent a reminder emails a few days before a course ends, with dynamic content based on the students enrollment details, progress, and timing.

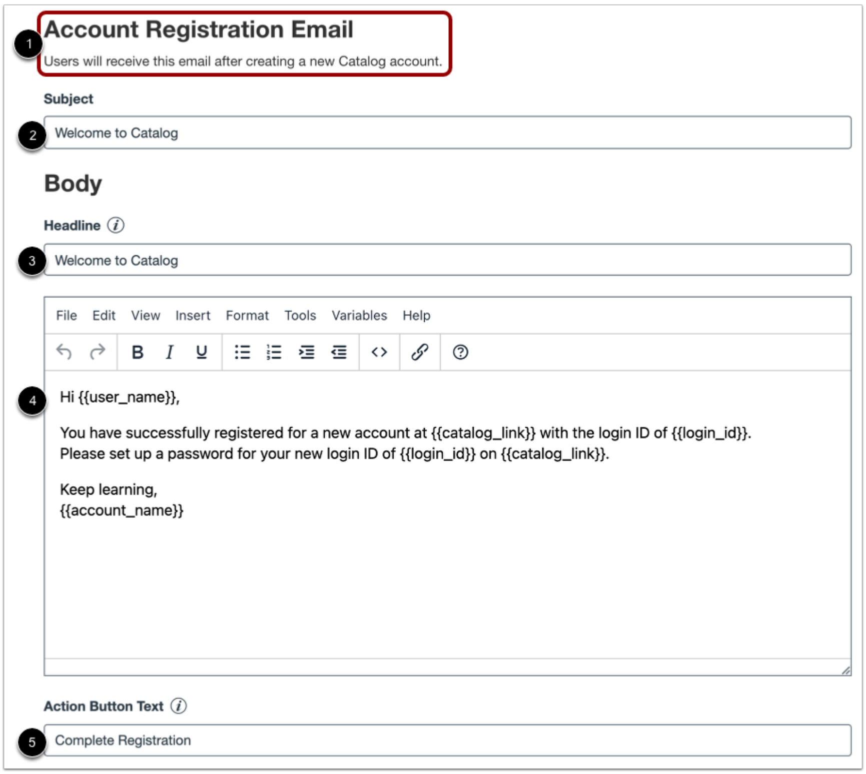
- **Abandoned Cart Nudges** [10]: automatically re-engage students who leave items in their cart without enrolling. After a set delay, they receive a personalized email with cart details and a link to complete checkout, helping reduce drop-off and recover lost revenue.
- **Post Enrollment Nudge** [11]: email reminders automatically re-engage students who have not started their coursework. Each nudge can be customized with timing, targeting, and automation settings.

Open Email Template



Locate the email template you want to create, and click the email template link [1]. Then, click the **Create Email** button [2].

Create Email Template



View the template email name and description [1].

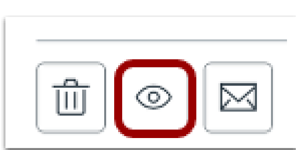
Add the email subject in the **Subject** field [2].

Enter the title that appears at the top of the email in the **Headline** field [3].

Create the body of the email in the text editor [4]. Learn about using the [email text editor](#).

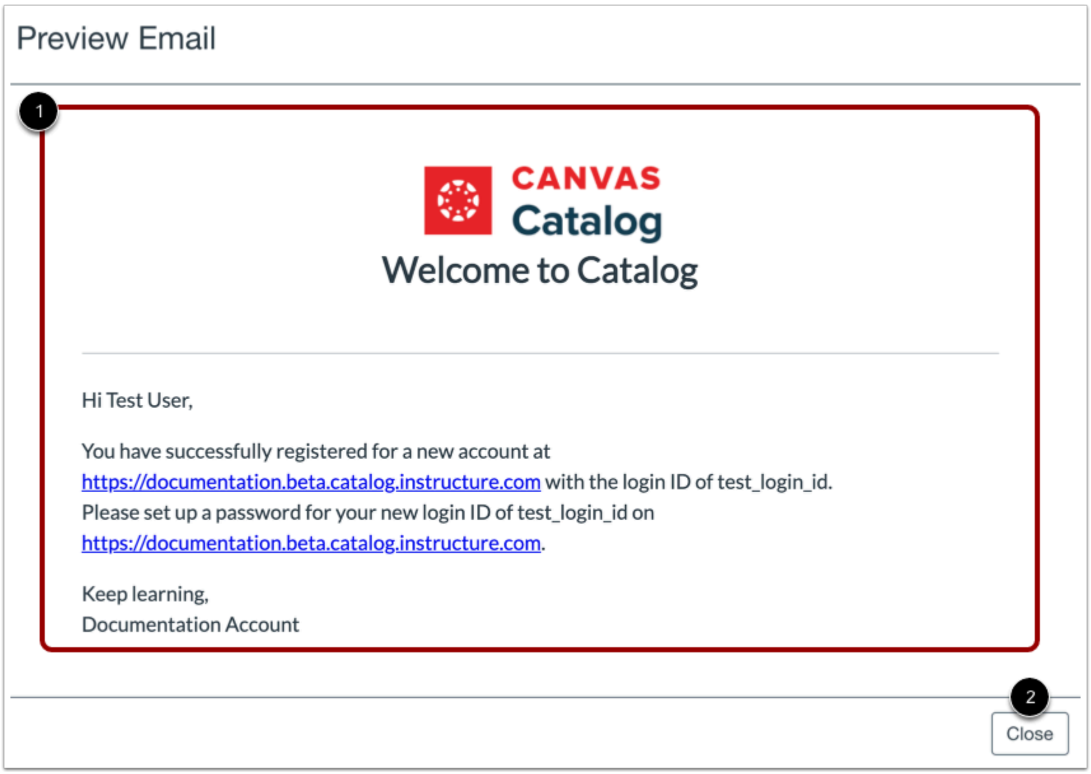
Enter a name for the call-to-action button that displays at the bottom of the email in the **Action Button Text** field [5].

Open Email Preview



Click the **Preview** button.

View Email Preview

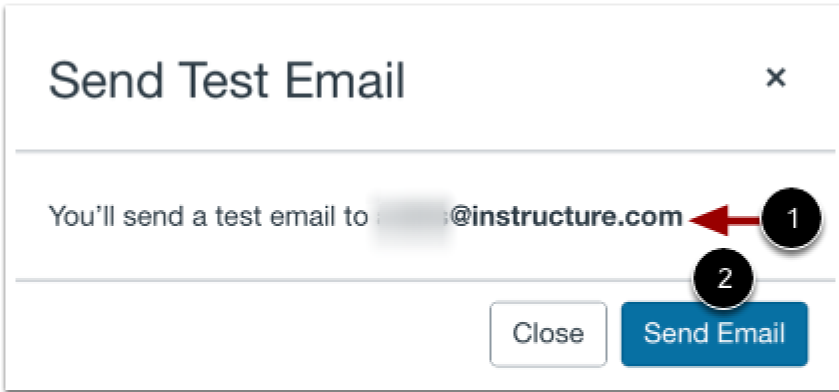


View the email in the Preview Email window [1]. To close the preview window, click the **Close** button [2].

Send Test Email

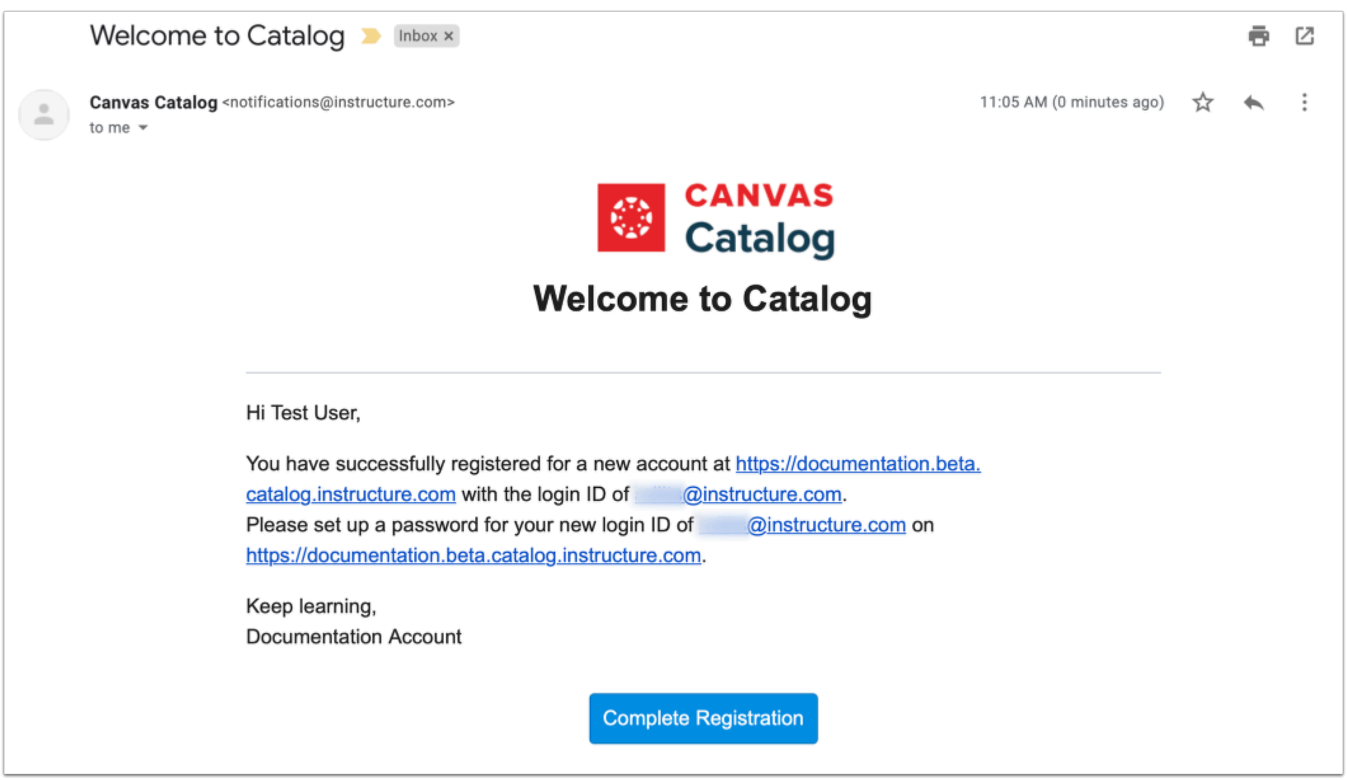
Click the **Send Email** button.

Send Email



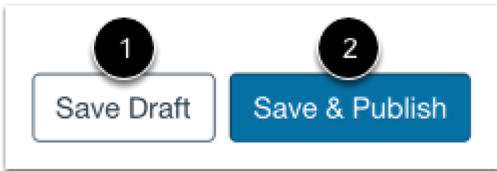
Your email address displays [1]. Click the **Send Email** button [2].

View Test Email



View the test email in your inbox.

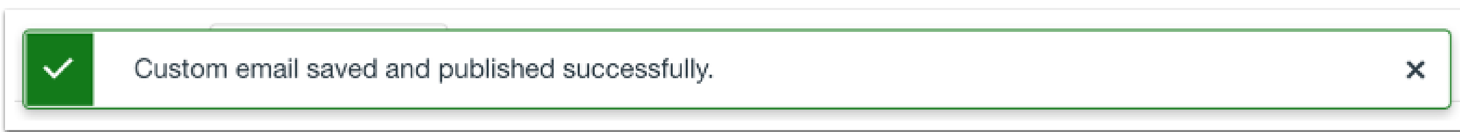
Save Email



To save your email template as a draft, click the **Save Draft** button [1].

To save and publish your email template, click the **Save & Publish** button [2].

View Saved Email Notification



After you successfully save and publish the email template, the saved email notification displays.

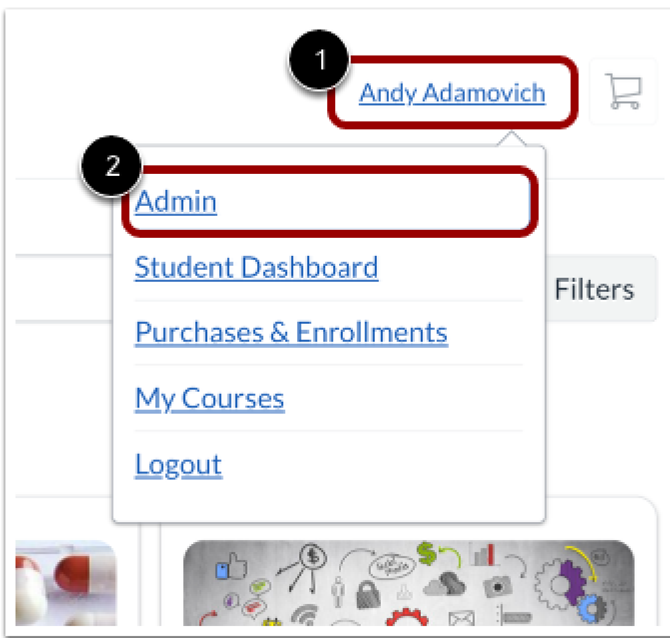
How do I create custom email branding for a catalog or subcatalog using the Storefront Theme Editor?

As a Catalog admin, if the Storefront Theme Editor has been enabled for your account, you can create custom email branding for your catalog and subcatalogs using HTML.

If custom email branding is not created for a subcatalog, it inherits the parent catalog email branding.

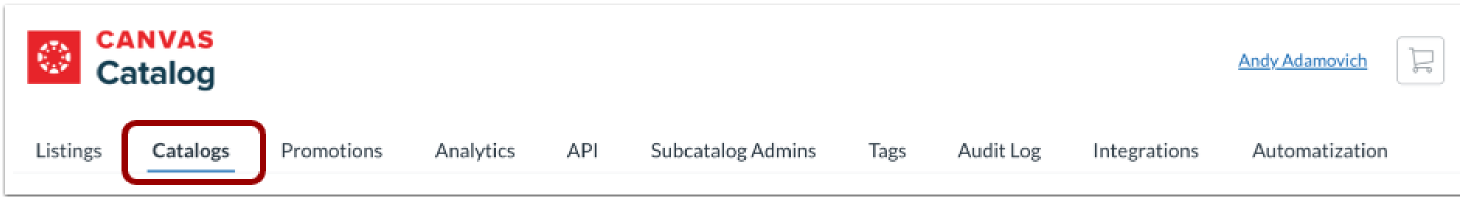
Note: When the parent catalog has the Modern Storefront enabled, all subcatalogs automatically inherit this setting and its branding elements such as logos, colors, and favicons, which cannot be customized at the subcatalog level. However, if the parent catalog uses the Legacy Storefront, subcatalogs can enable the modern Storefront independently and manage their own branding settings.

Open Admin



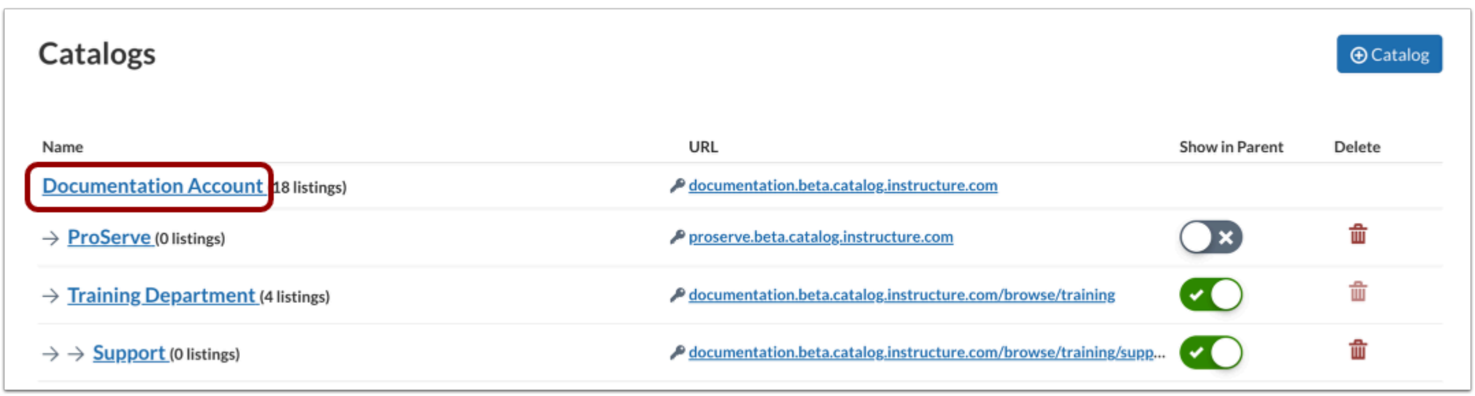
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



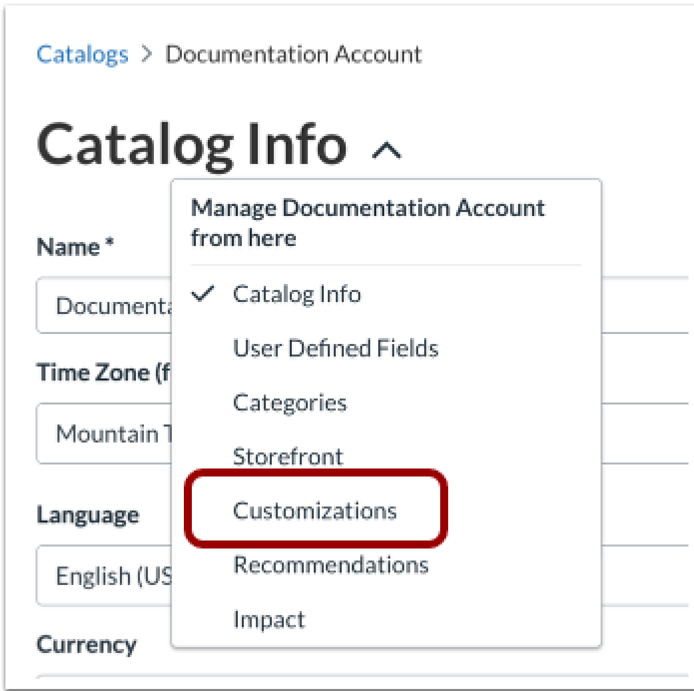
Click the **Catalogs** tab.

Open Catalog



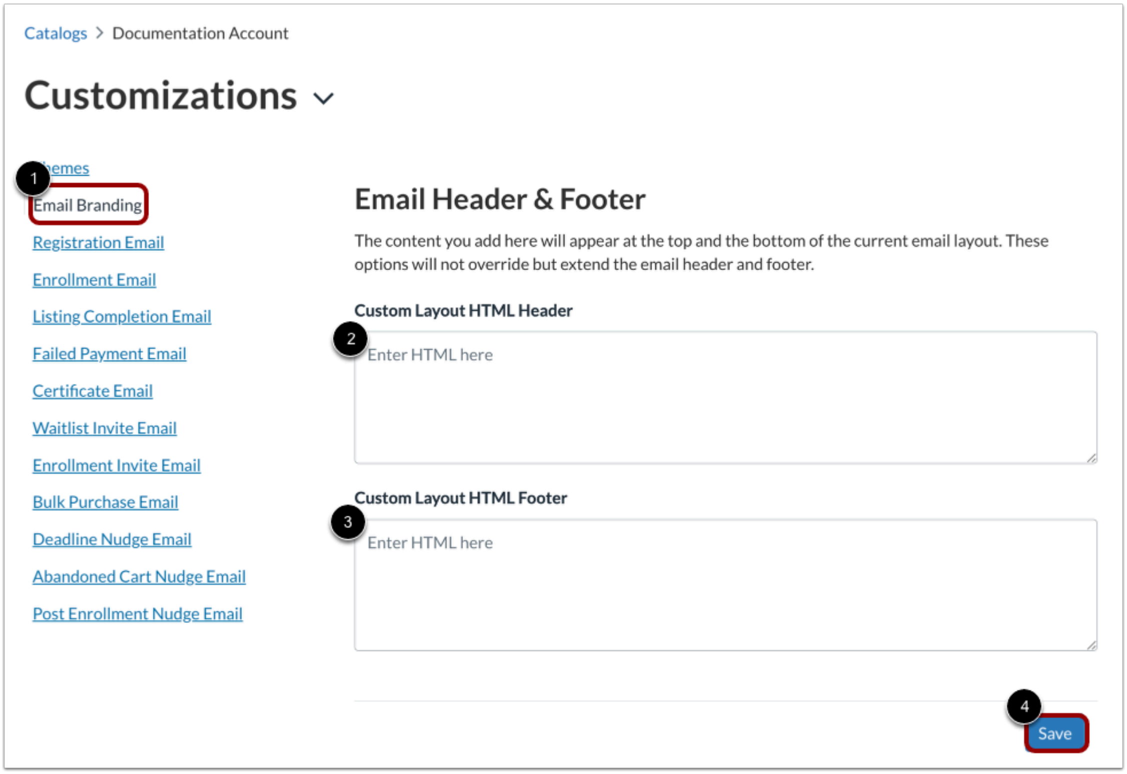
Click the catalog name link.

Open Customizations



In the Catalog settings drop-down menu, the Catalog Info page displays by default. Click the **Customizations** link.

Customize Email Branding



Click the **Email Branding** link [1].

To customize the email header, enter HTML in the **Custom Layout HTML Header** field [2].

To customize the email footer, enter HTML in the **Custom Layout HTML Footer** field [3].

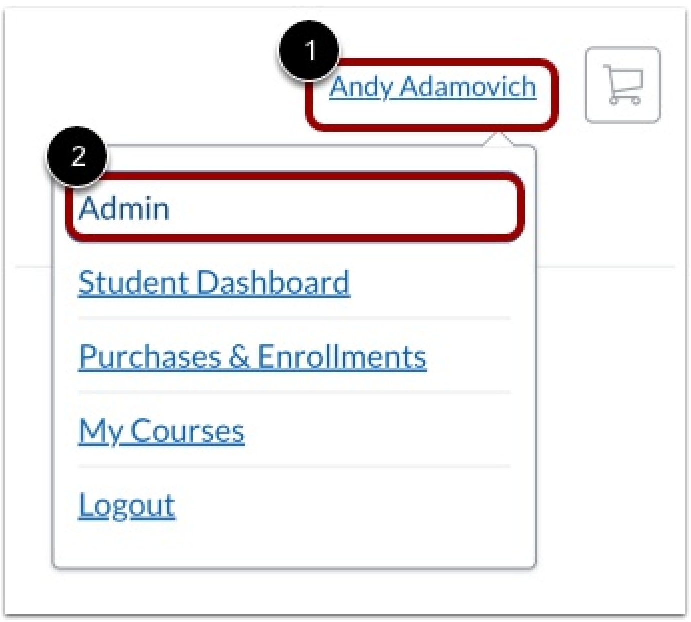
Click the **Save** button [4].

How do I add a meta description to a catalog?

As a Canvas Catalog admin, you can add a meta description to your catalogs and subcatalogs.

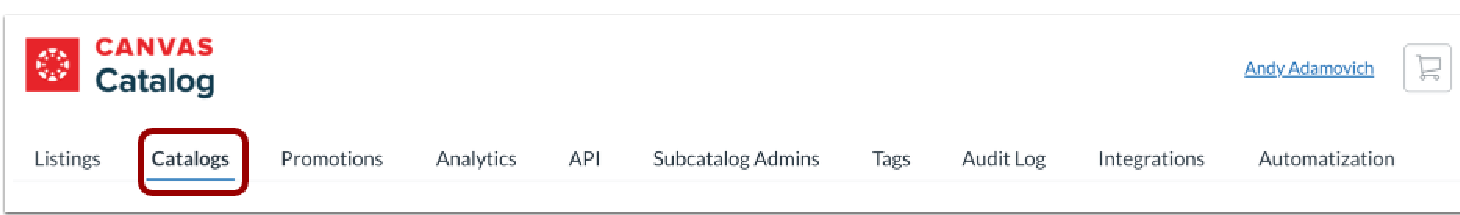
A meta description is an HTML tag that provides a brief summary about the content of the page. Search engines display this description below your page's title in the search results, helping you attract users by indicating that your page contains the information they're seeking.

Open Admin



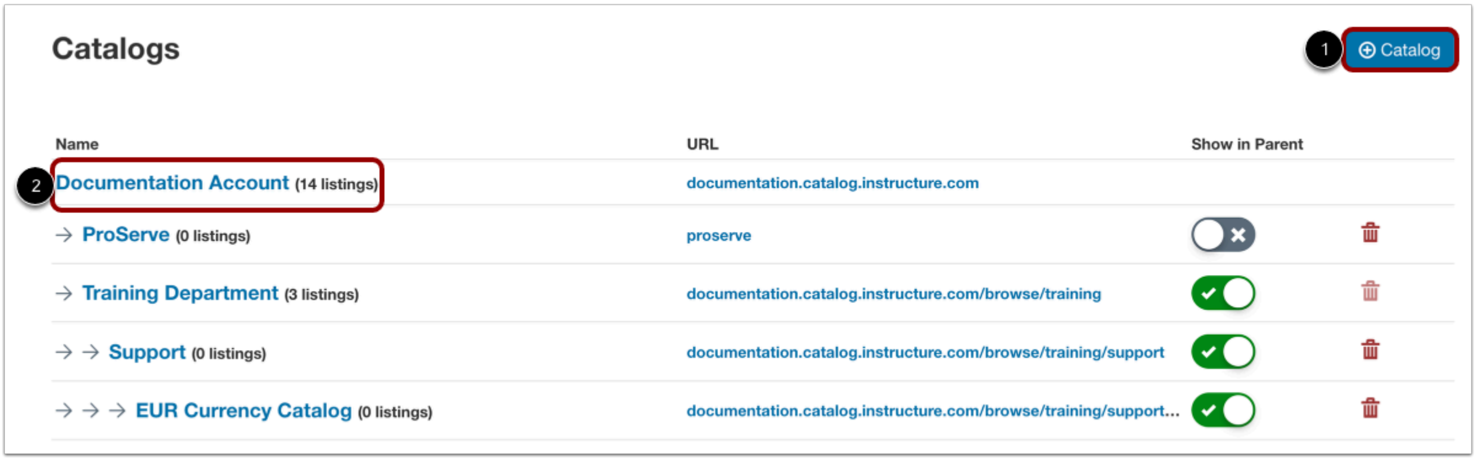
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



Click the **Catalogs** tab.

Select or Add Catalog

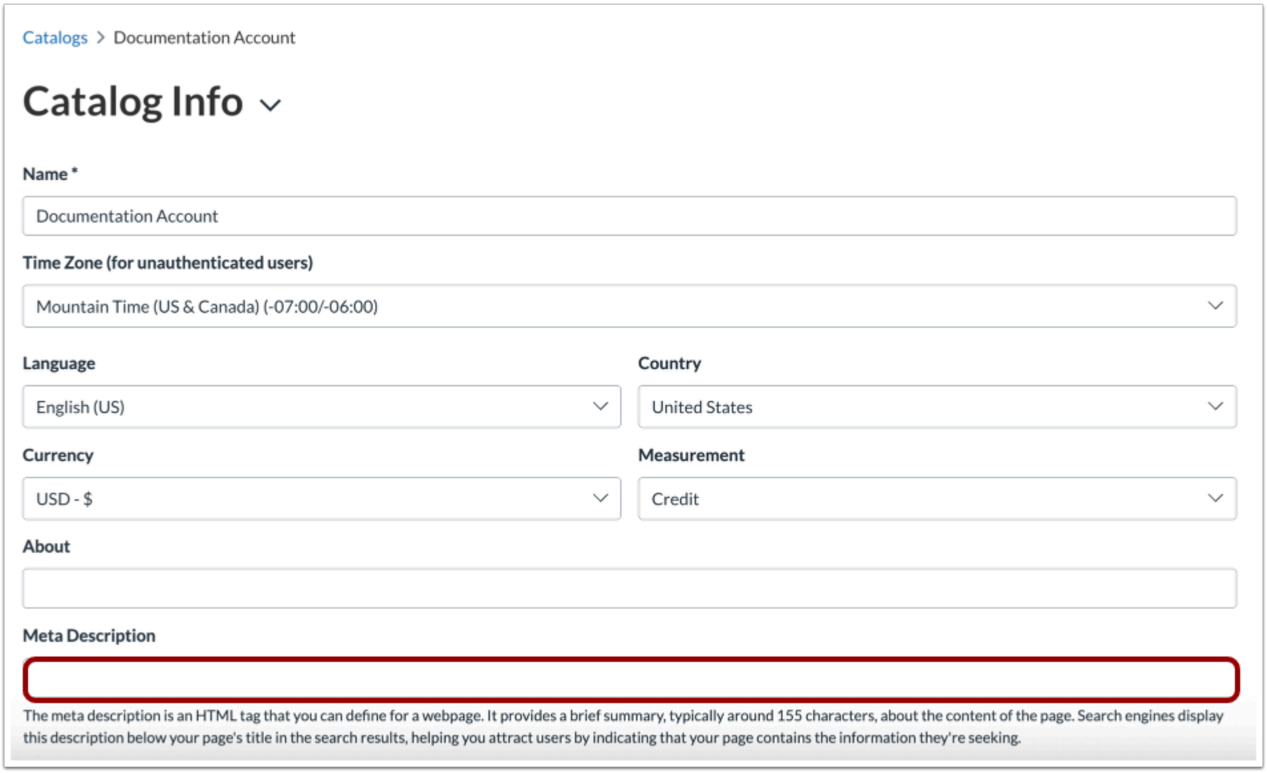


You can add a meta description when [creating a new catalog or subcatalog](), or editing an existing one.

To create a new catalog, click the **Add Catalog** button [1].

To edit a catalog or subcatalog, click its name link [2].

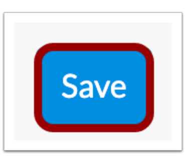
Enter Meta Description



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

To add a meta description, enter a short description of the page content in the **Meta Description** field.

Save Catalog Info



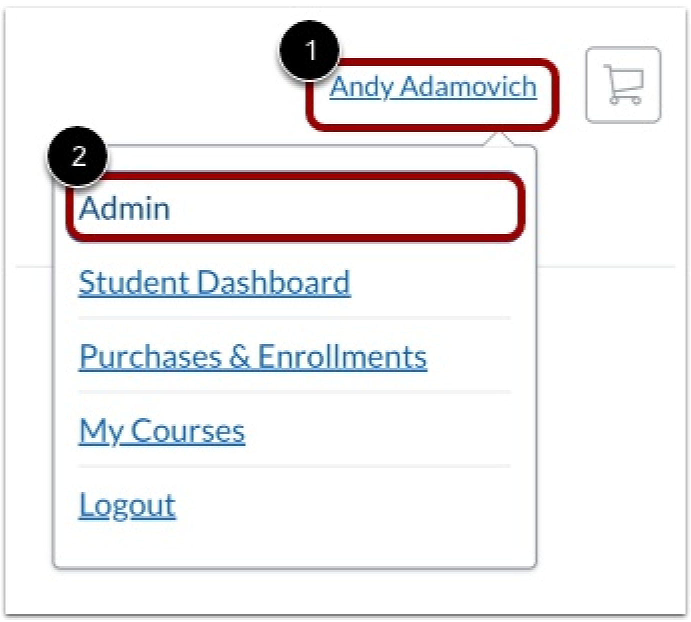
Click the **Save** button.

How do I hide the Self-paced label in Canvas Catalog?

As a Canvas Catalog admin, you can hide the Self-paced label that displays on all self-paced listings within a catalog or subcatalog. When you hide the Self-paced label for a catalog or subcatalog, the label does not display on any self-paced listings in the storefront or in the listing details page.

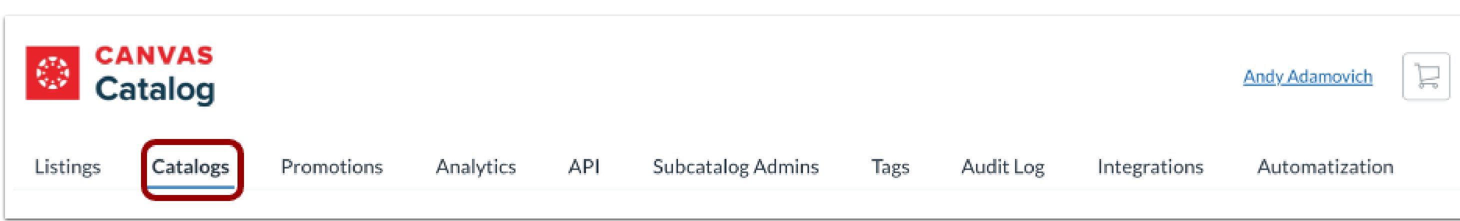
Note: The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Admin



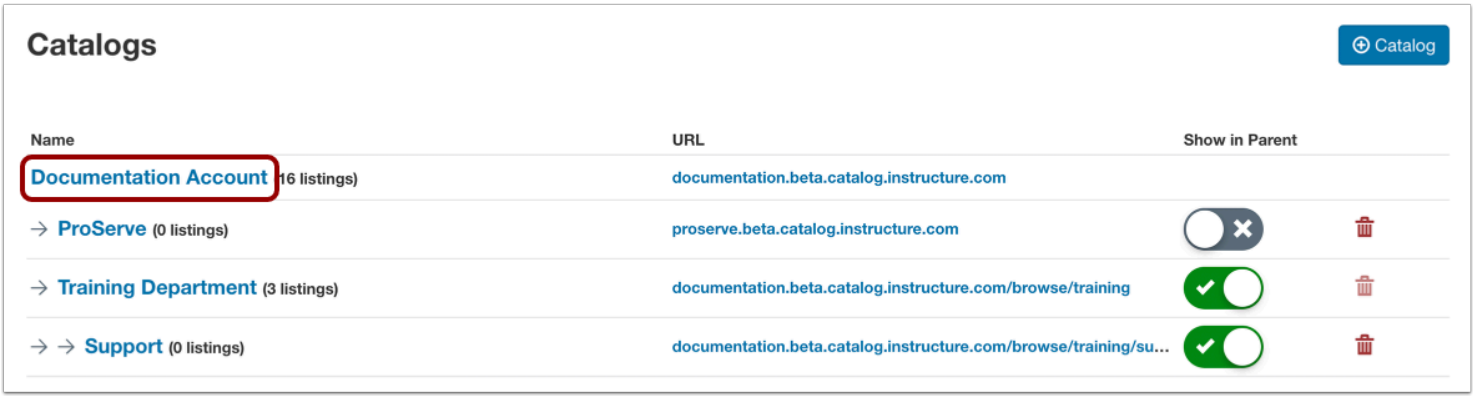
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



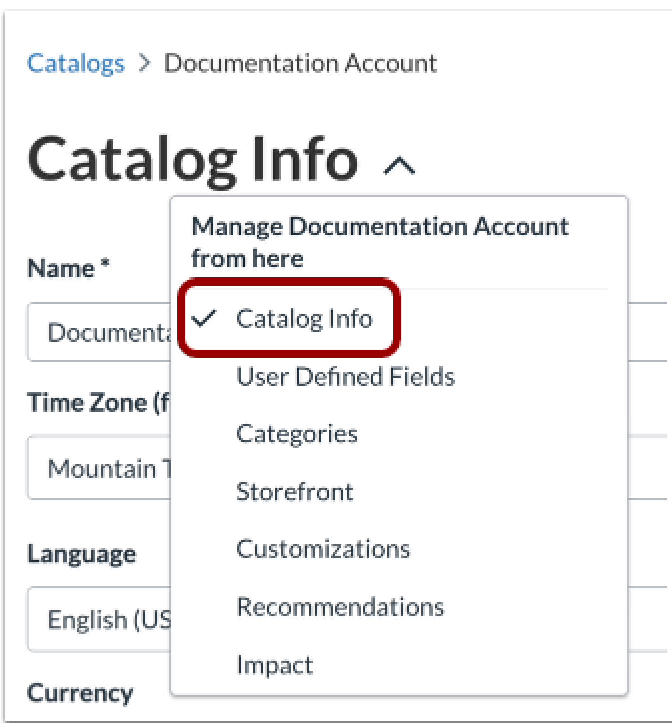
Click the **Catalogs** tab.

Select Catalog



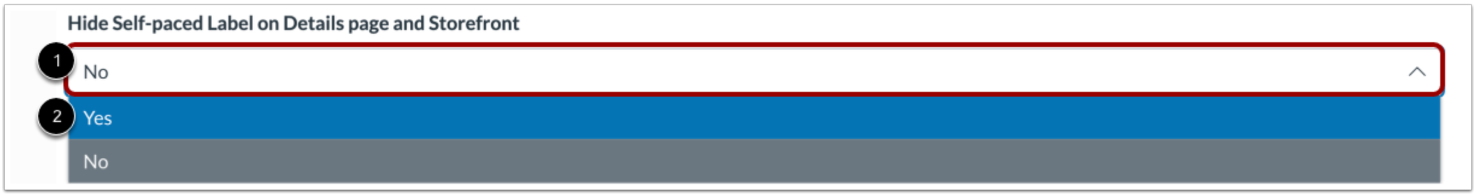
Click the catalog or subcatalog name link.

View Catalog Info



In the Catalog settings drop-down menu, the Catalog Info page displays by default.

Hide Self-paced Label on Details Page and Storefront

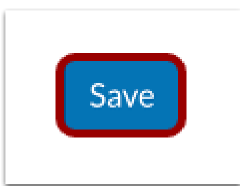


By default, the Self-paced label is displayed on the details page and storefont.

In the Catalog Info page, to hide the Self-paced label, click the **Hide Self-paced Label on Details page and Storefront** drop-down menu [1] and select the **Yes** option [2].

When the Yes option is selected, the Self-paced label on the details page and storefront is is not displayed for any self-paced listings.

Save Catalog Info



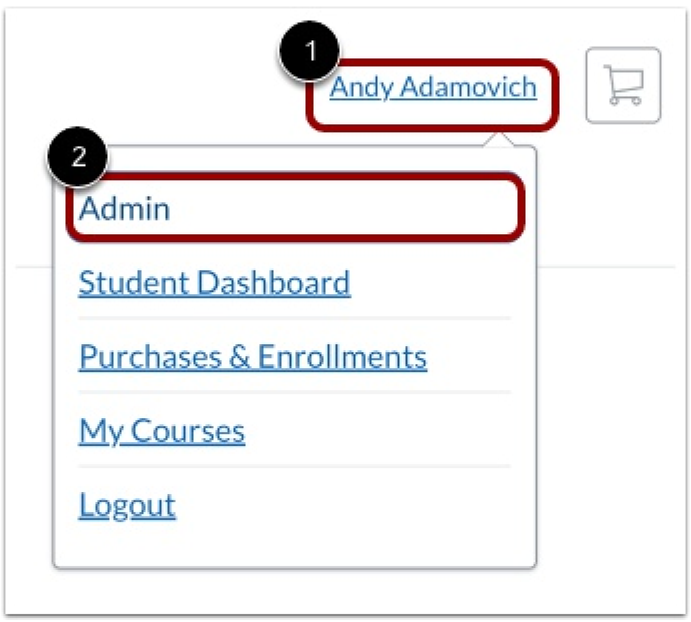
Click the **Save** button.

Catalog Integrations

How do I integrate Google Analytics, Google Tag Manager, or LinkedIn with my institution's Canvas Catalog?

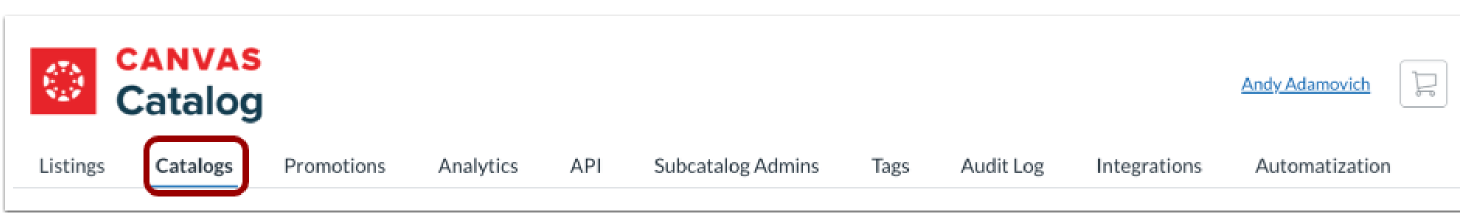
As a Canvas Catalog admin, you can integrate Google Analytics, Google Tag Manager, or LinkedIn with your root catalog by adding your Google Analytics ID, Google Tag Manager Tracking ID, or your LinkedIn Partner ID to the Catalog Info page settings.

Open Admin



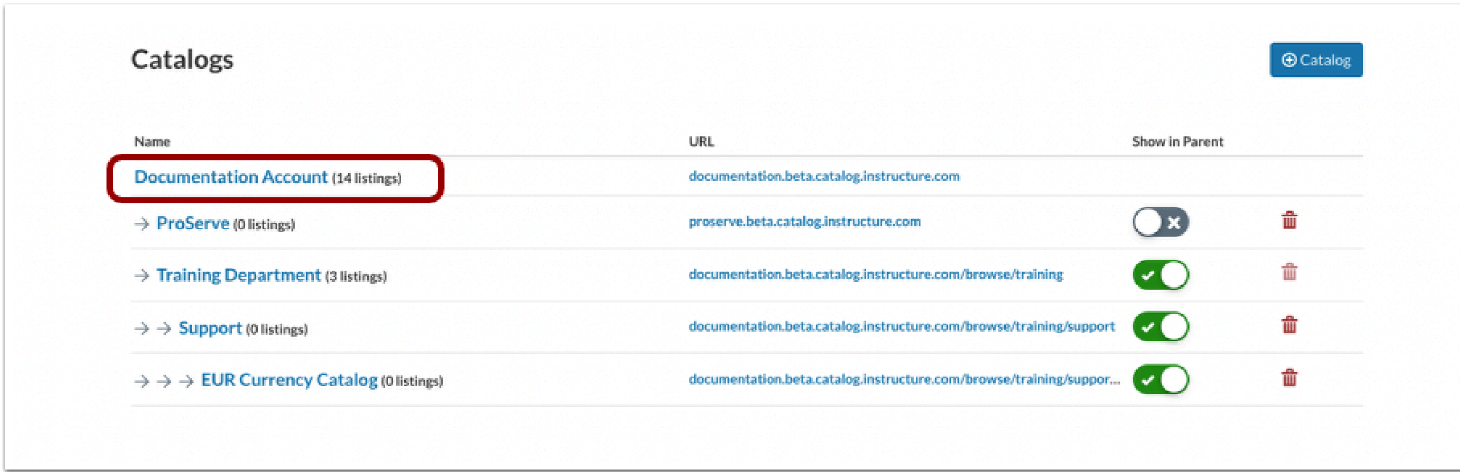
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



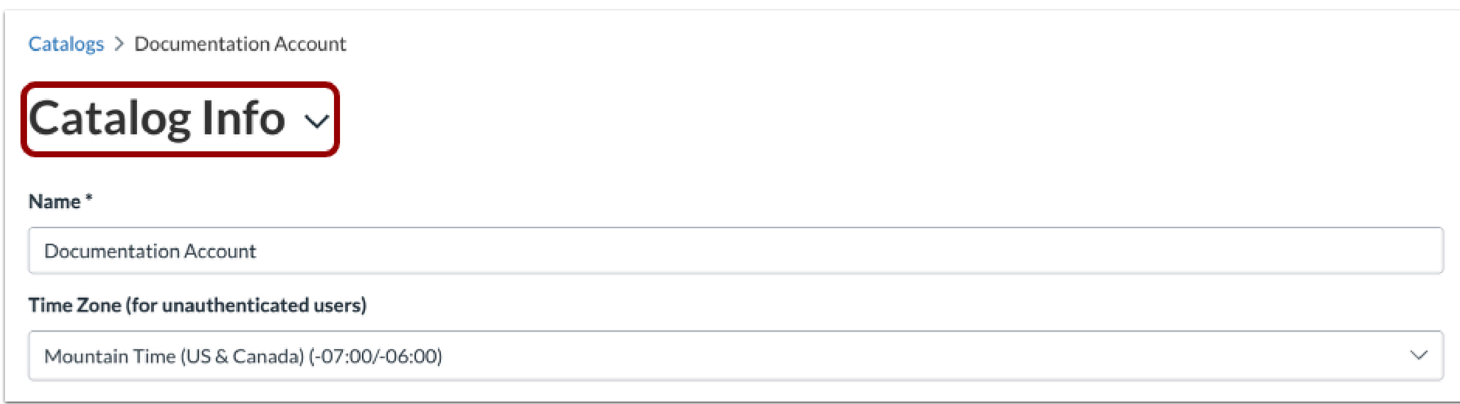
Click the **Catalogs** tab.

Open Root Catalog



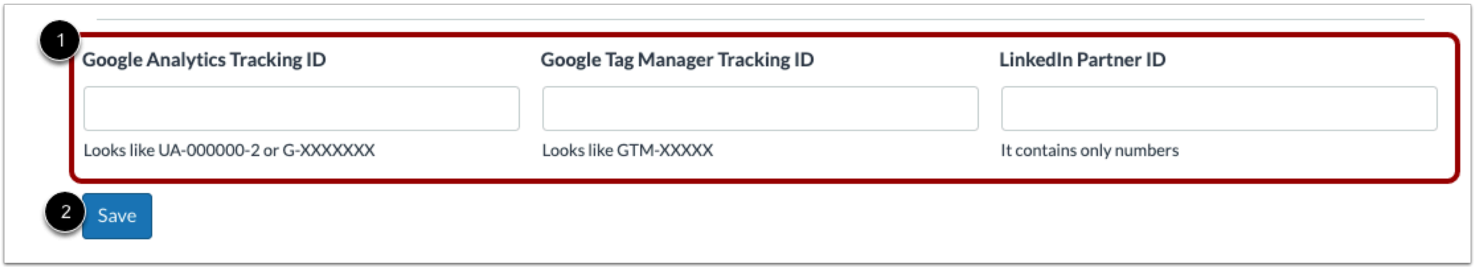
Click the root catalog name link.

View Catalog Info



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

Enter ID Information

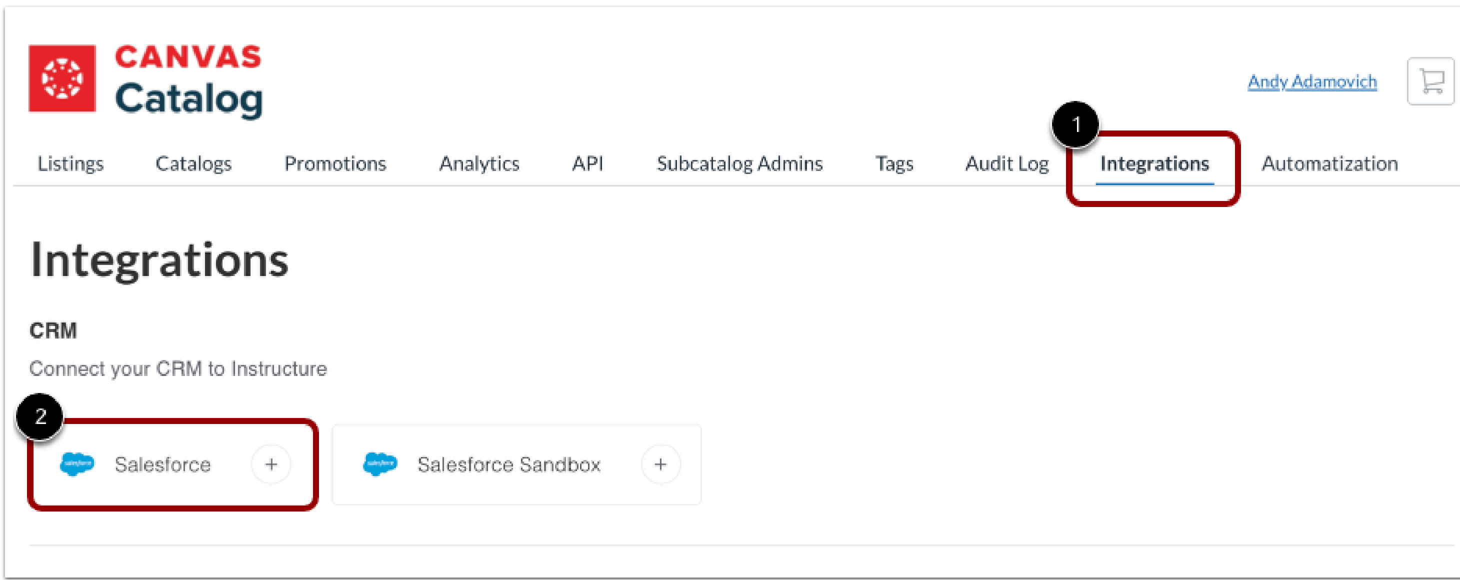


Enter the Google Analytics ID, Google Tag Manager Tracking ID, or LinkedIn Partner ID in the appropriate fields [1]. Then, click the **Save** button [2].

How do I link Catalog with my Salesforce account as an admin?

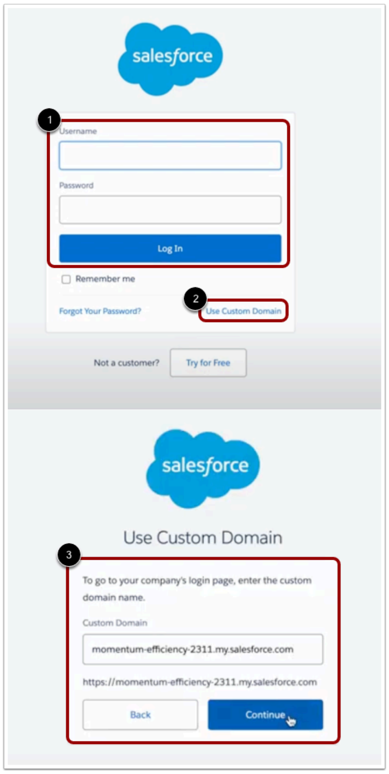
As a Catalog admin, if your institution has an account with Salesforce, you can integrate it with your Catalog account and its subaccounts. Integrating your Salesforce and Catalog accounts enhances your workflow and allows for simplified data management.

Open Integrations



In the Global Navigation menu, click the **Integrations** tab [1]. Then, click the **Salesforce** icon [2].

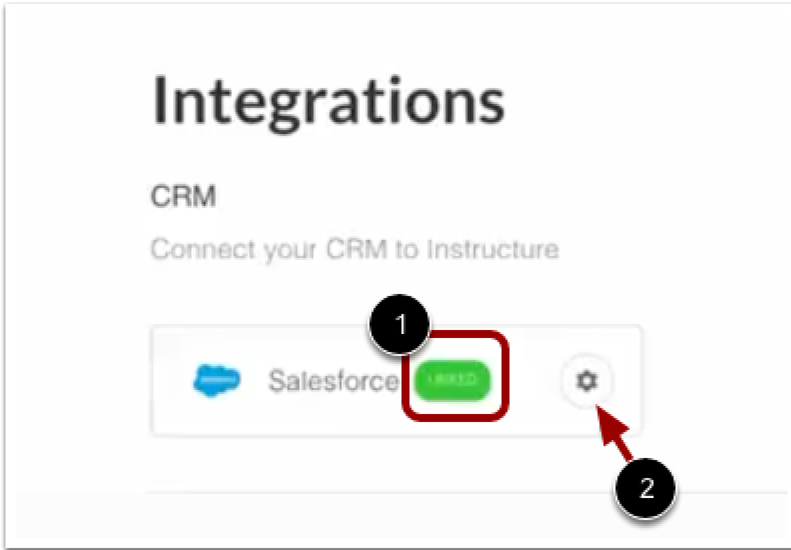
Log in to Salesforce



If your institution does not have a custom domain, log in using your Salesforce login credentials [1].

If your institution has a custom domain, click the **Use Custom Domain** link [2]. Then, log in with the Use Custom Domain window [3].

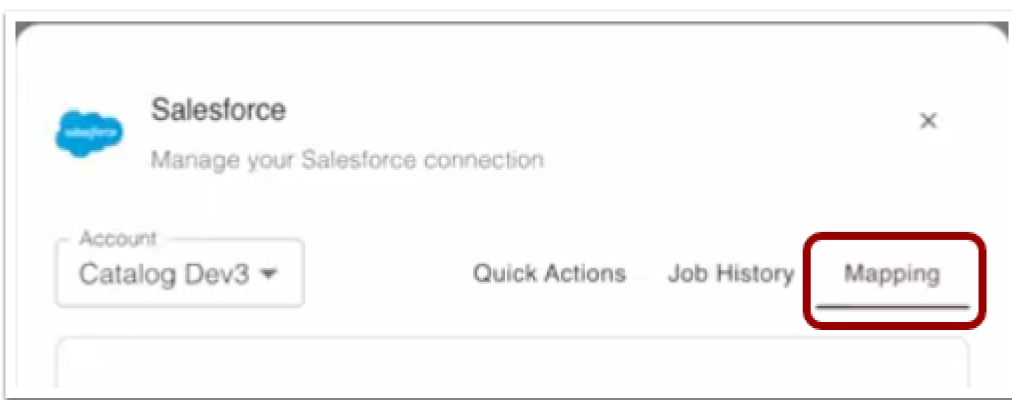
Open Widget



When Catalog and Salesforce have connected successfully, the Linked icon displays [1].

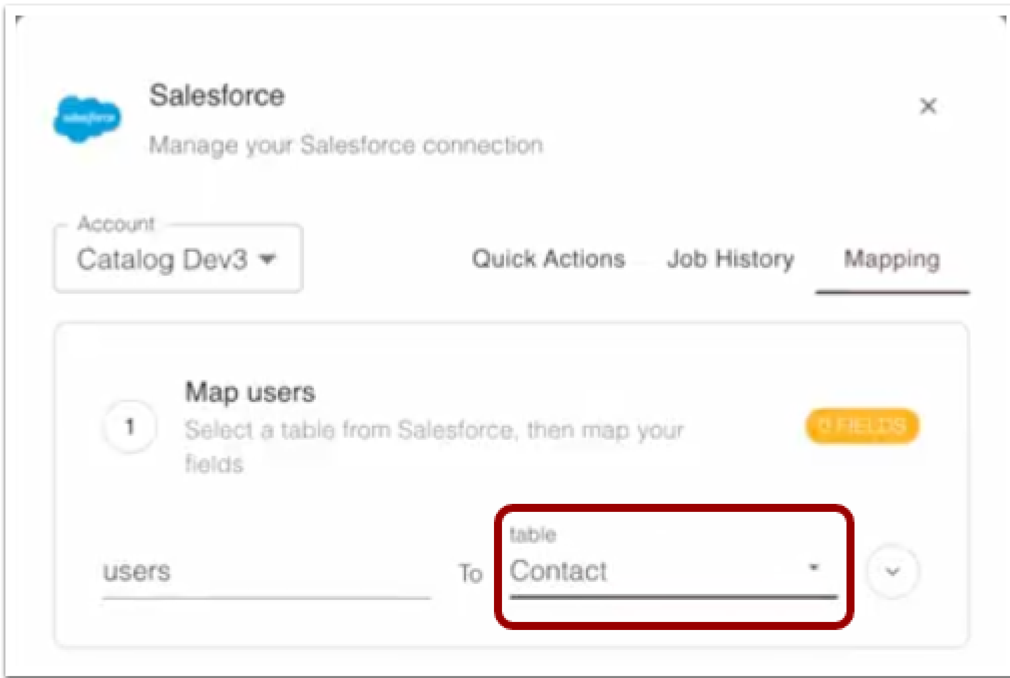
To open the connection management window, click the **Widget** button [2].

Open Mapping



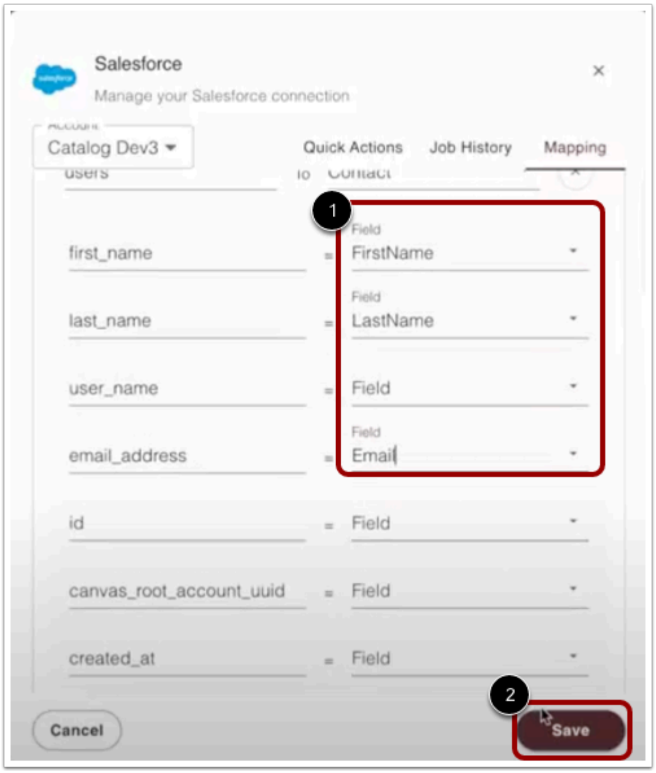
In the connection management window, click the **Mapping** tab.

Choose User Table



In Salesforce, you can sync your Catalog user data to a table of contacts or leads. To select a table, click the **Table** drop-down and select Contact or Lead.

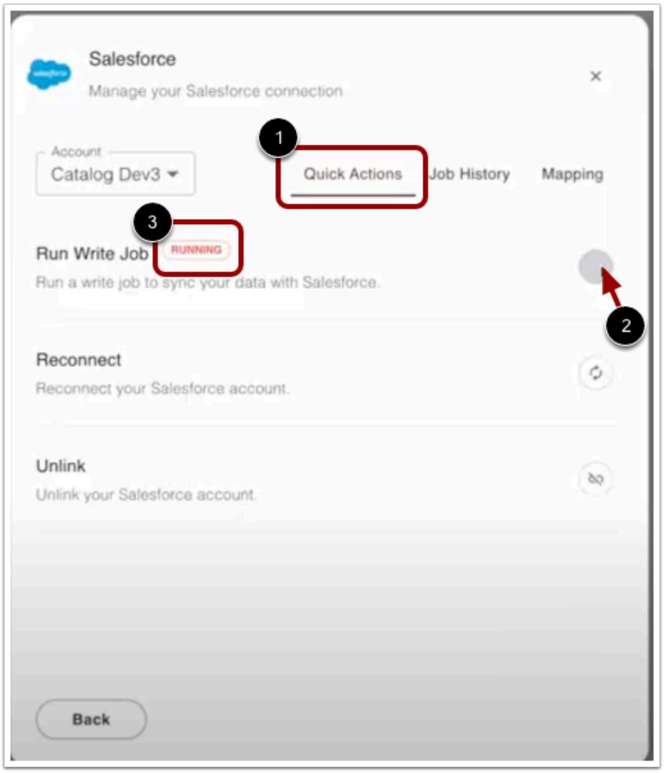
Map Fields



Create fields for the table using the drop-down menus [1]. When mapping is complete, click the **Save** button [2].

Note: First Name, Last Name, and Email are required and are included by default if not mapped. Catalog can also sync optional fields, including enrollment, course progress, and catalog listings, which provide expanded reporting in Salesforce.

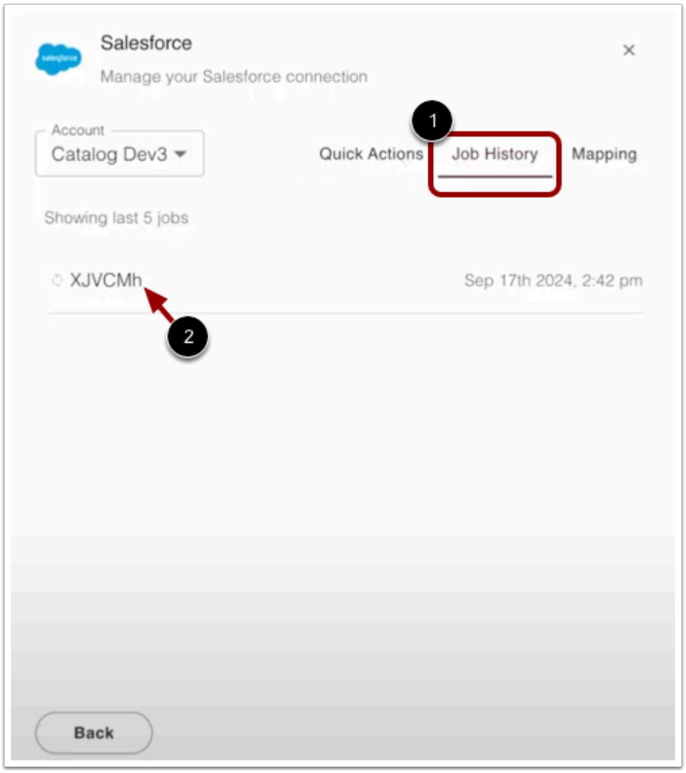
Sync Data



To sync Catalog with Salesforce, click the **Quick Actions** tab [1]. Then, click the **Run Write Job** button [2].

When the data is syncing, the Running icon displays [3].

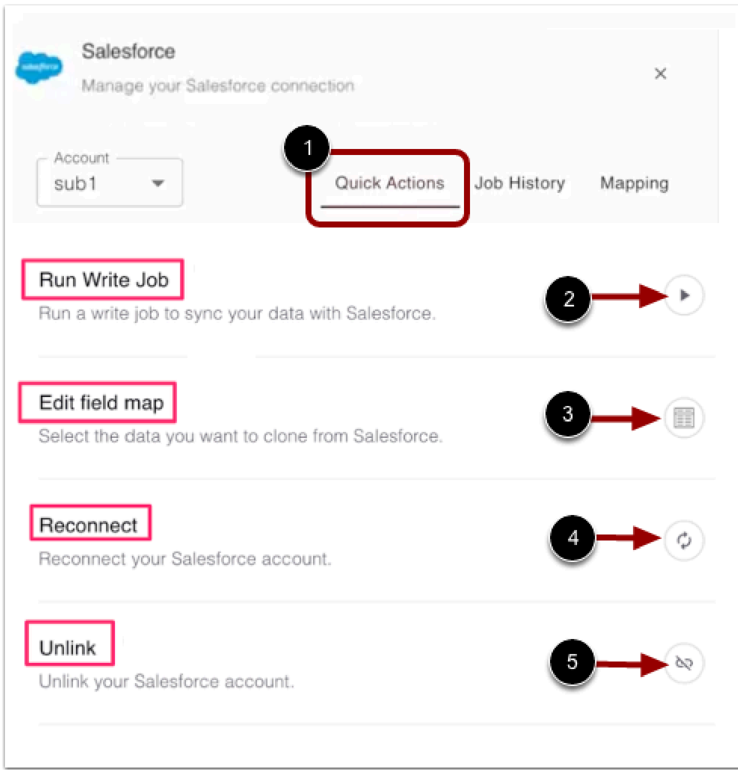
View Completed Sync



To view the completed sync, click the **Job History** tab [1]. The completed sync appears at the top of the list [2].

Note: A completed sync can also be confirmed in Salesforce in the Platform Tools menu. For more information, consult the Salesforce guides.

Manage Quick Actions



In the Quick Actions menu you can manually sync data, remap fields, reconnect your accounts, and disconnect your Catalog and Salesforce accounts.

To manage quick actions, click the **Quick Actions** tab [1].

Catalog and Salesforce sync once a day at 12 am UTC. To manually sync Catalog and Salesforce, click the **Run Write Job** button [2].

To remap fields, click the **Edit field map** button [3].

If your account credentials change, to reestablish the connection between Catalog and Salesforce, click the **Reconnect** button [4].

To disconnect your Catalog account from Salesforce, click the **Unlink** button [5].

Note: Catalog and Salesforce sync once a day at 12 am UTC. If you wish to request a different sync time, contact your CSM.

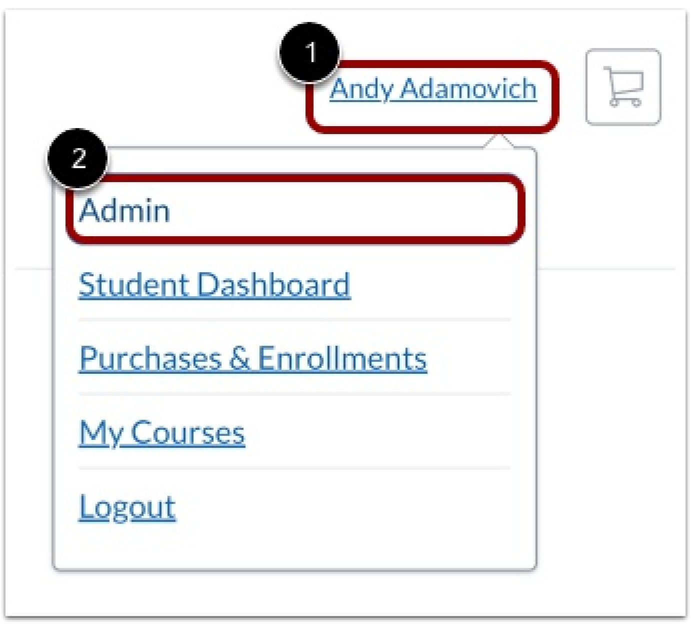
How do I enable the Parchment Digital Badges integration for a catalog?

As a Canvas Catalog admin, you can enable the Parchment Digital Badges integration for a catalog or subcatalog.

Notes:

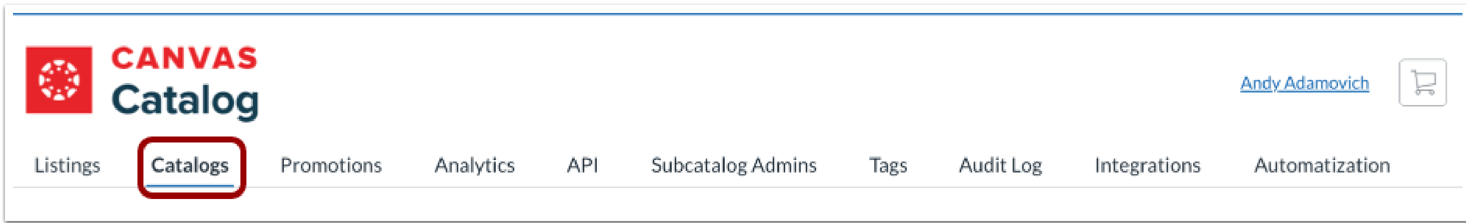
- By default, the integration is disabled.
- The integration is available for Root and Subcatalog levels.
- The integration is only available with the paid version of Parchment Digital Badges?.
- The integration is available for both the Old and New Storefronts.
- For more information about Parchment Digital Badges?, visit What is Parchment Digital Badges?
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Admin



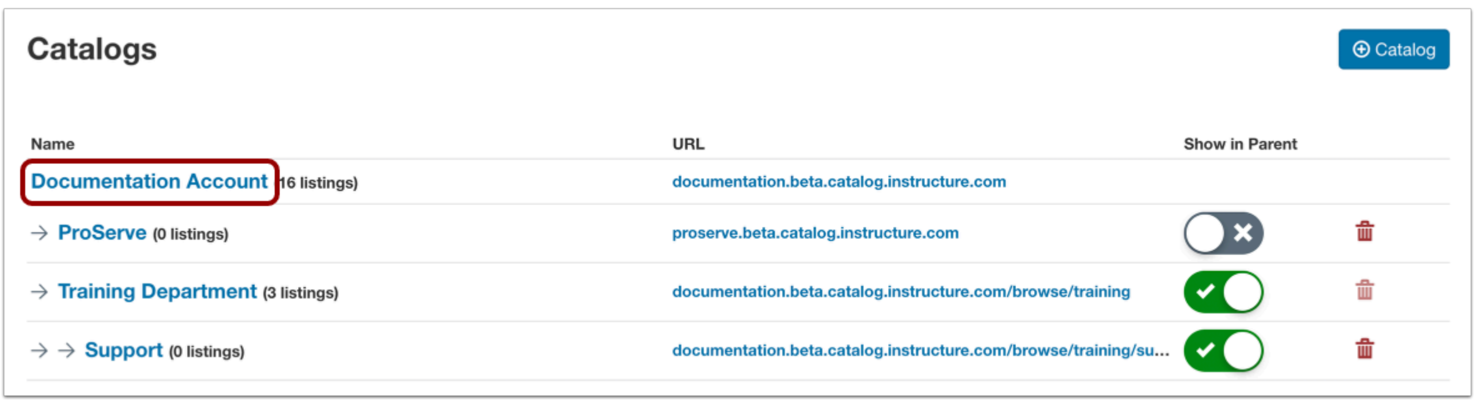
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



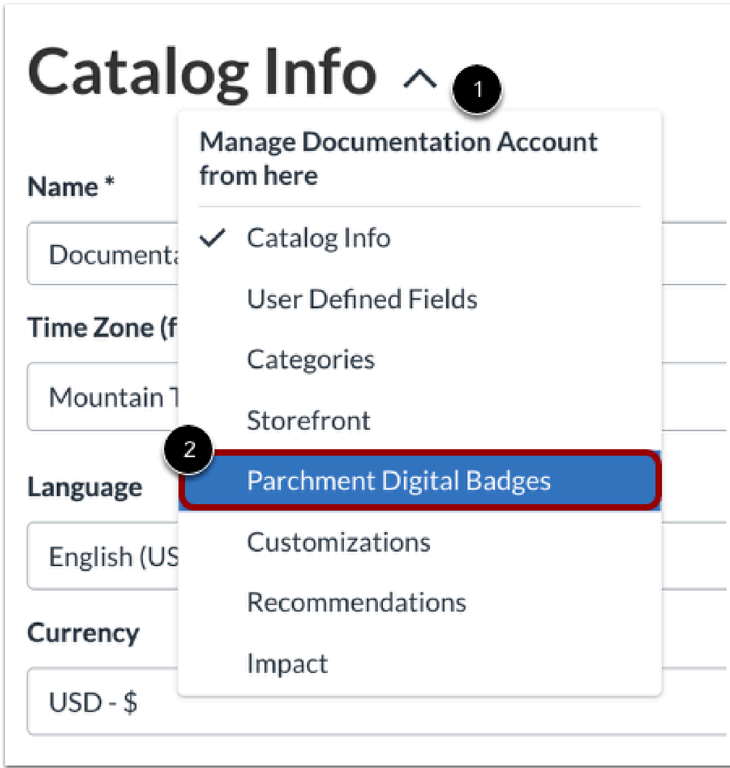
Click the **Catalogs** tab.

Select Catalog



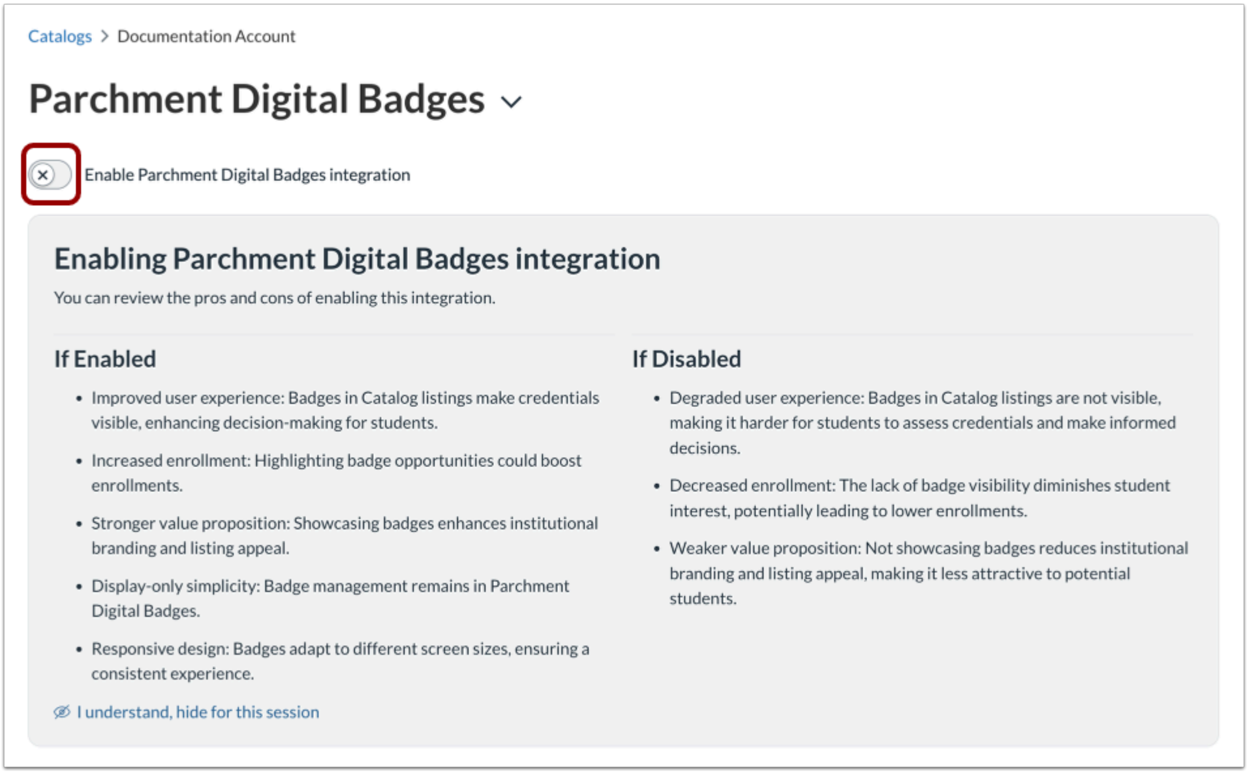
Click the catalog or subcatalog name link.

Open Parchment Digital Badges



In the Catalog settings drop-down menu [1], click the **Parchment Digital Badges** link [2].

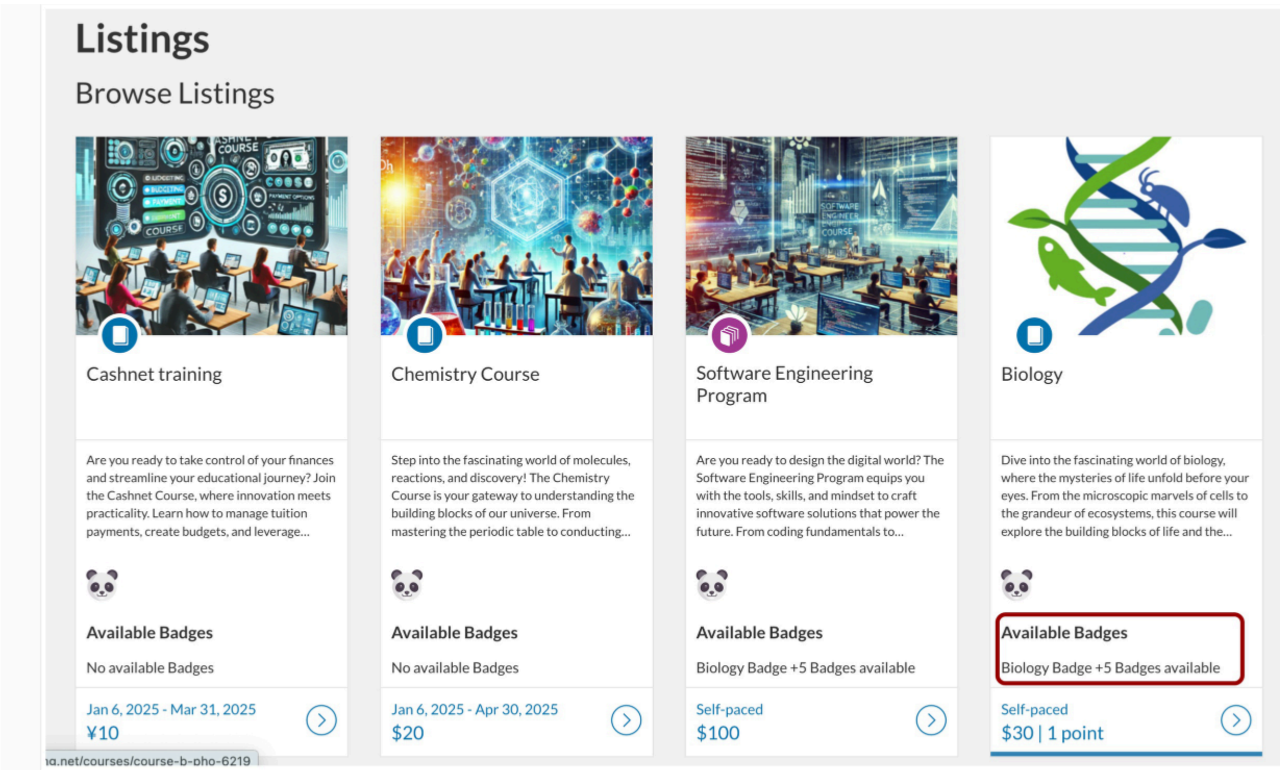
Enable Parchment Digital Badges Integration



By default, the **Enable Parchment Digital Badges integration** is toggled off.

To enable the integration, click the **Enable Parchment Digital Badges integration** toggle on.

View Parchment Digital Badges Integration Listings



View listings with badges in the storefront.

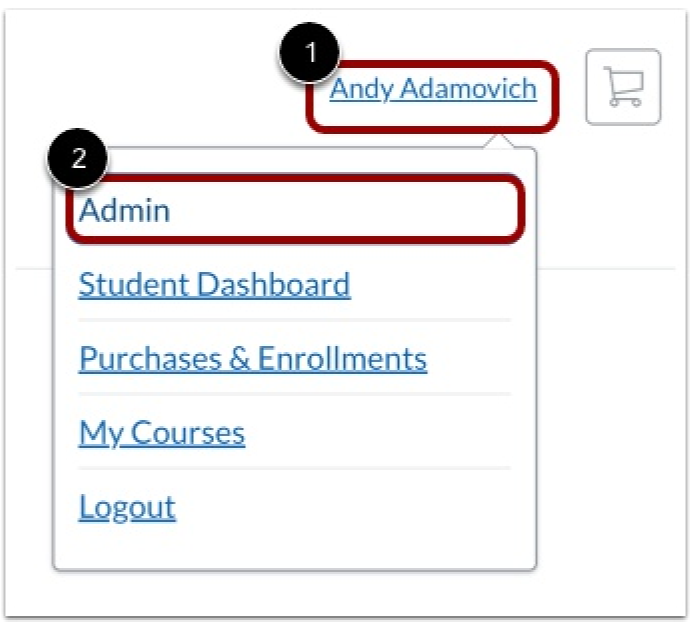
How do I view the Parchment Digital Badges integration in a catalog?

As a Canvas Catalog admin, you can view the Parchment Digital Badges integration in a catalog or subcatalog.

Notes:

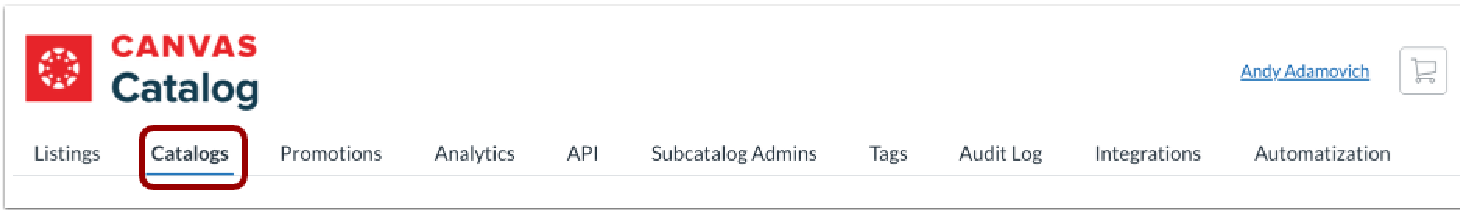
- The integration is available for Root and Subcatalog levels.
- The integration is only available with the paid version of Parchment Digital Badges.
- The integration is available for both the Old and New Storefronts.
- For more information about Parchment Digital Badges, visit What is Parchment Digital Badges?

Open Admin



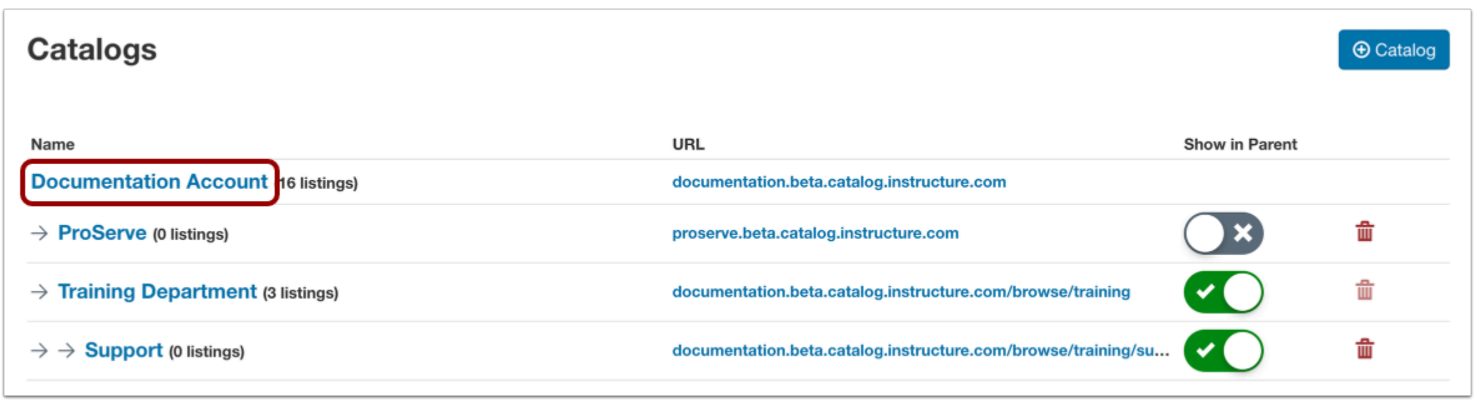
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



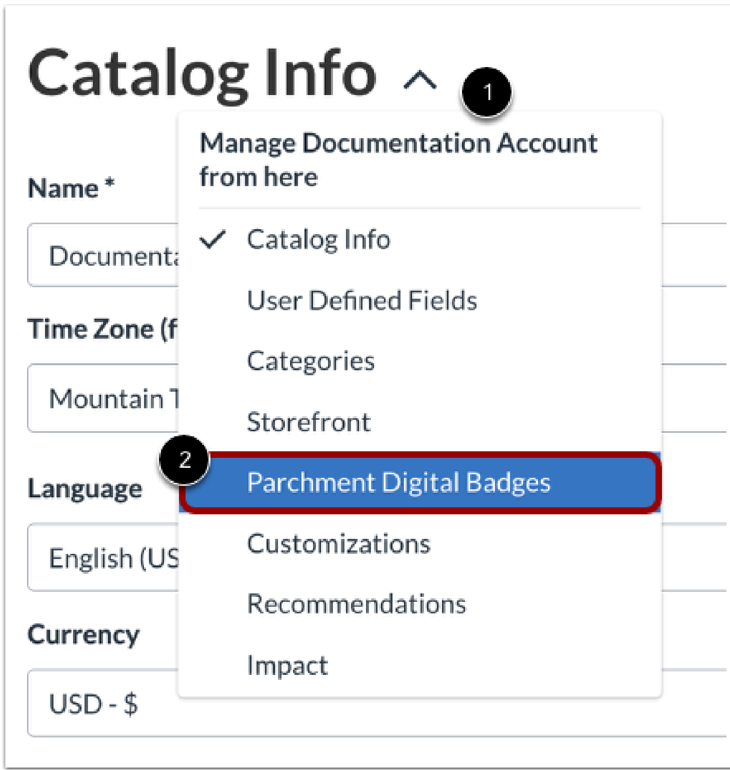
Click the **Catalogs** tab.

Select Catalog



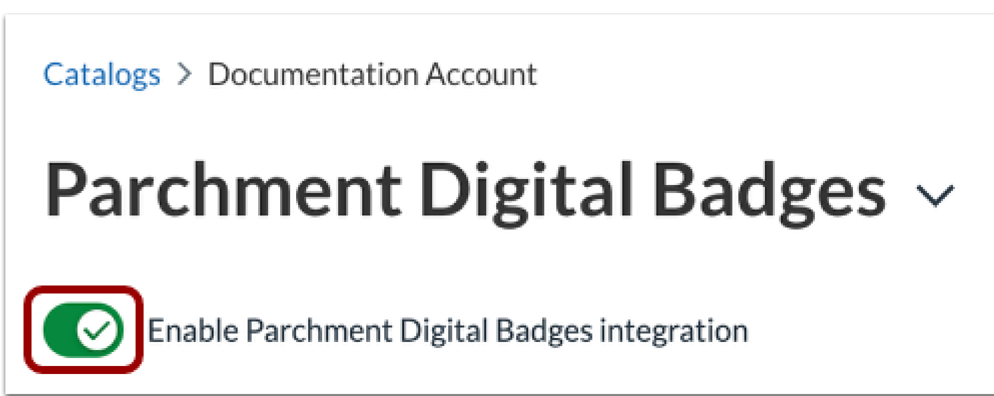
Click the catalog or subcatalog name link.

Open Parchment Digital Badges



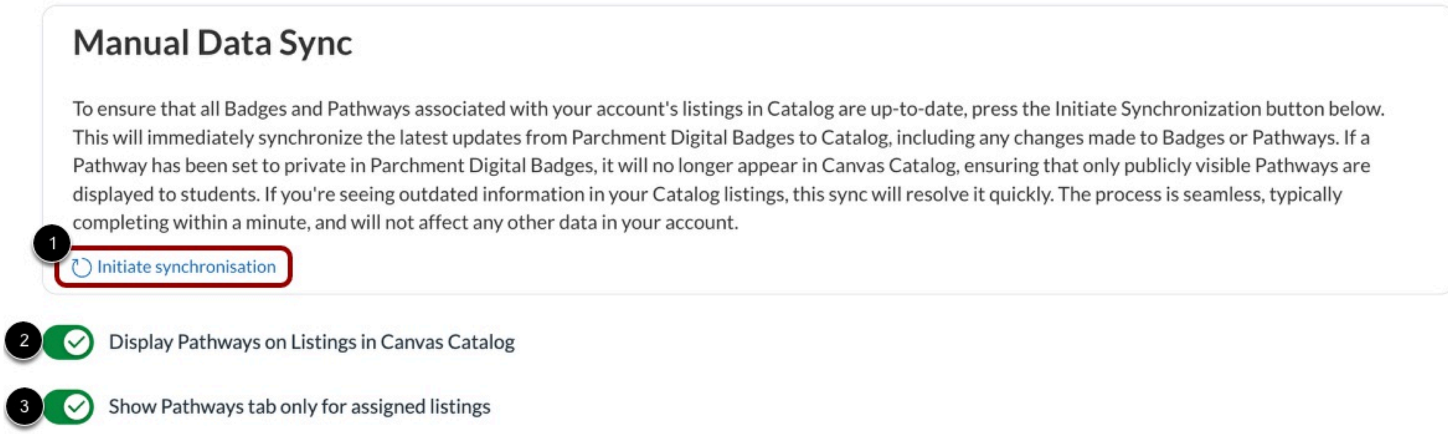
In the Catalog settings drop-down menu [1], click the **Parchment Digital Badges** link [2].

Enable Parchment Digital Badges Integration



Ensure the **Enable Parchment Digital Badges integration** toggle is on.

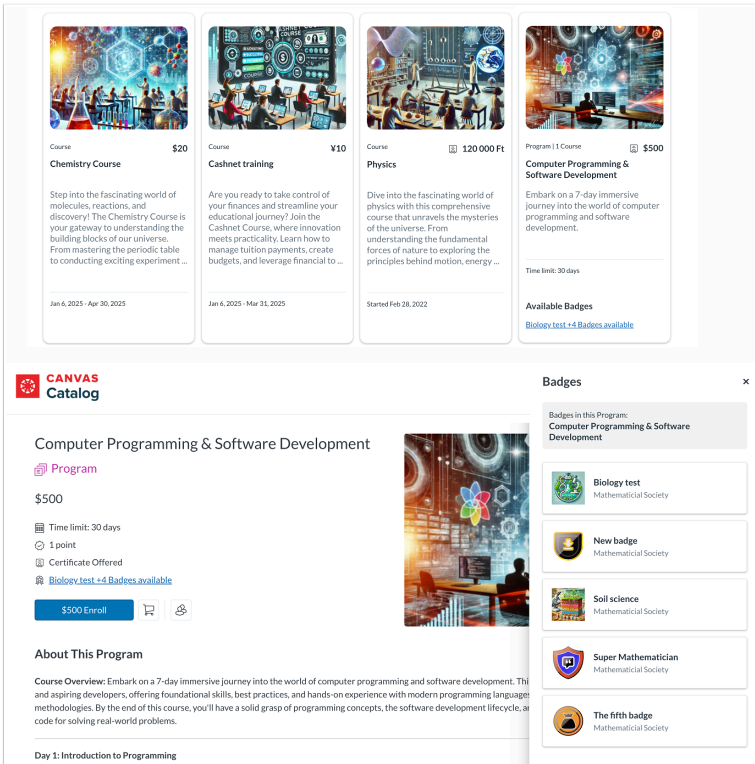
View Data Sync



The sync between Enable Parchment Digital Badges automatically occurs every 24 hours unless you initiate a sync by clicking the **Initiate synchronisation** link [1].

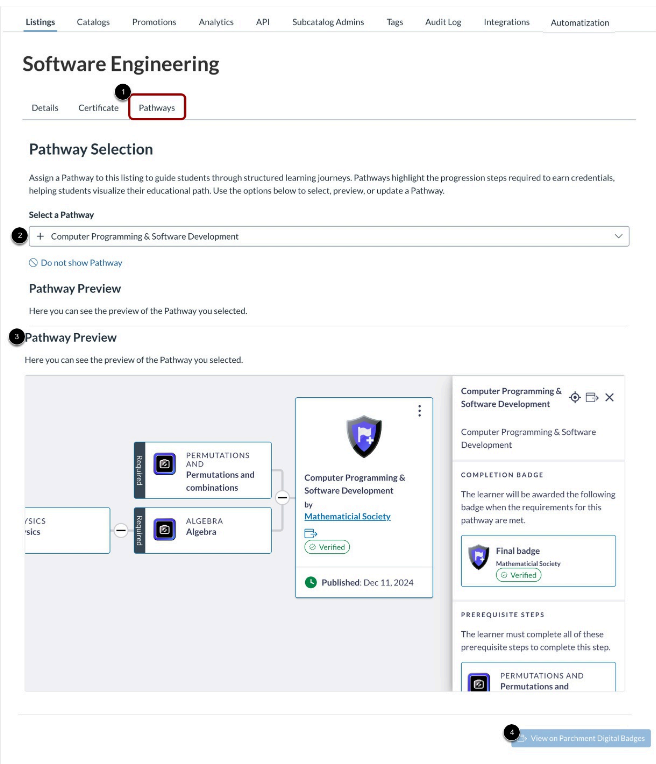
You can enable or disable pathways by clicking the **Display Pathways on Listings in Canvas Catalog** [2] and/or **Show Pathways tab only for assigned listings** toggles [3].

View Parchment Digital Badges Listings



When the integration is enabled and synchronized, you can view listings with badges.

View Pathways



To assign pathways in the Listings page, click the **Pathways** tab [1].

In the **Select a Pathway** drop-down menu [2], select a pathway.

Preview the selected pathway [3].

To view the pathway in Parchment Digital Badges, click the **View on Parchment Digital Badges** button [4].

Note: Once badges and pathways are assigned, they are automatically synced with Catalog.

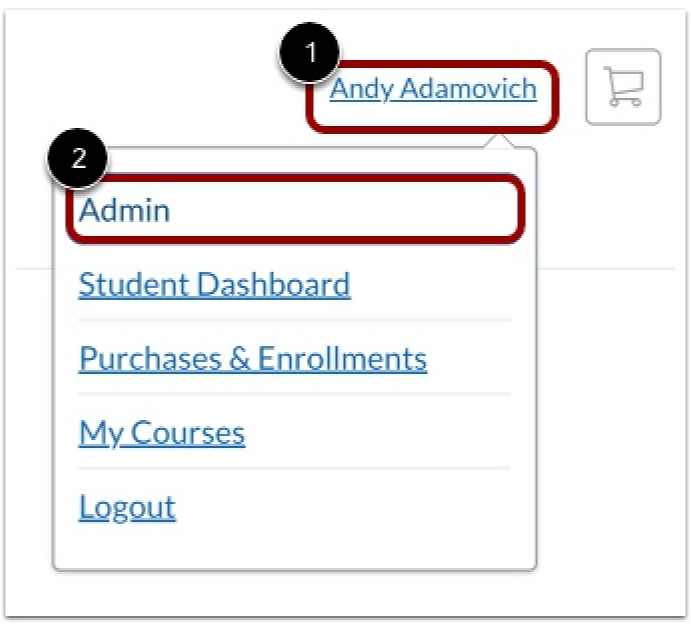
How do I enable the Impact integration for a catalog?

As a Canvas Catalog admin, you can enable the Impact integration for a catalog or subcatalog.

Notes:

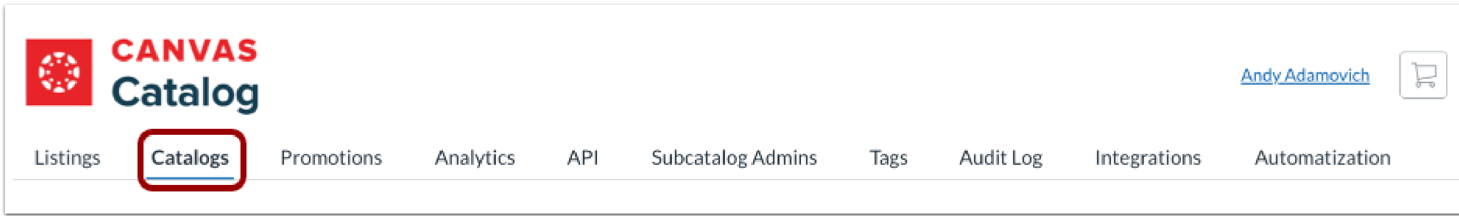
- By default, the integration is disabled.
- The integration is available for Root and Subcatalog levels.
- The integration is available for both the Old and New Storefronts.
- The appearance of the Catalog Listings page may vary depending on the platform version or any custom styling applied through website code, such as CSS, JS, or HyperText Markup Language (HTML).

Open Admin



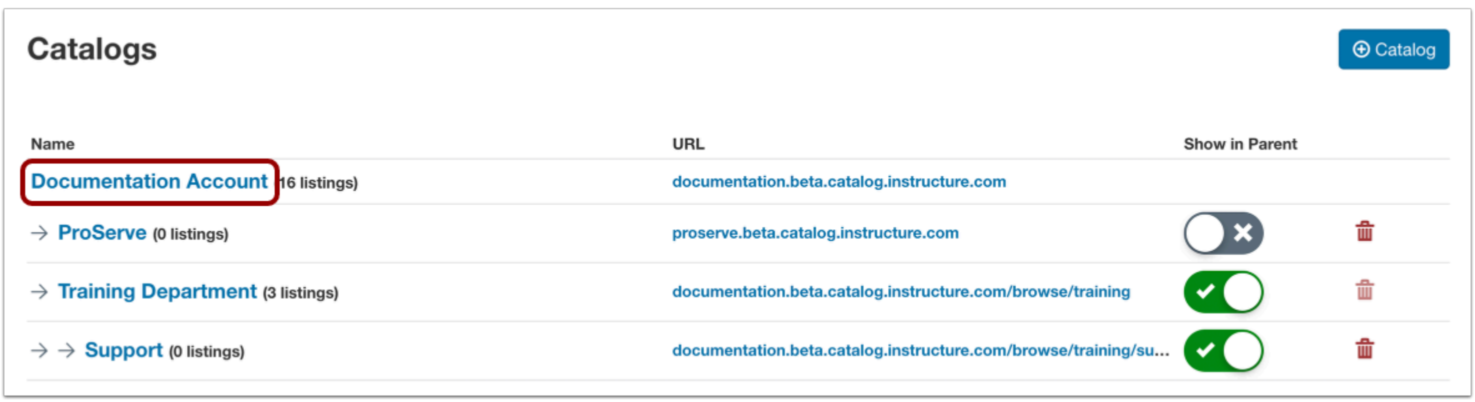
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



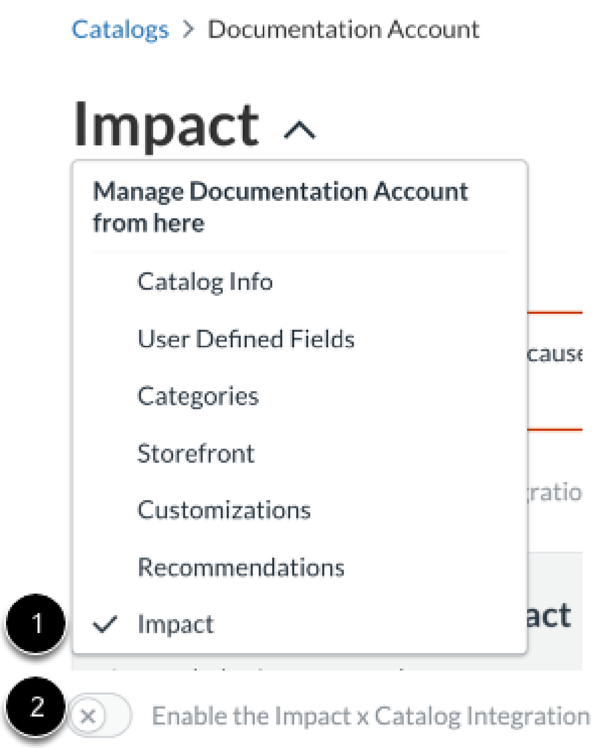
Click the **Catalogs** tab.

Select Catalog



Click the catalog or subcatalog name link.

Enable Impact Integration



In the Catalog settings drop-down menu, click the **Impact** option [1].

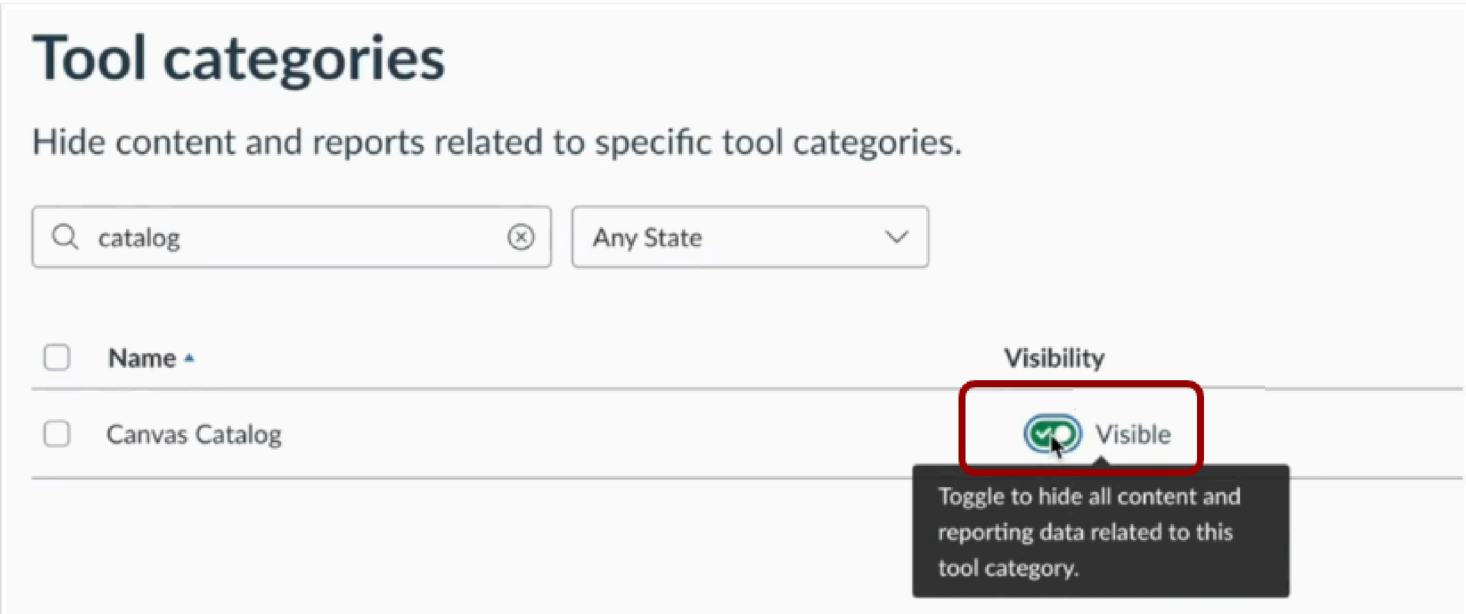
By default, the Impact integration is toggled off.

To enable the integration, click the **Enable the Impact x Catalog Integration** toggle on [2].

Notes:

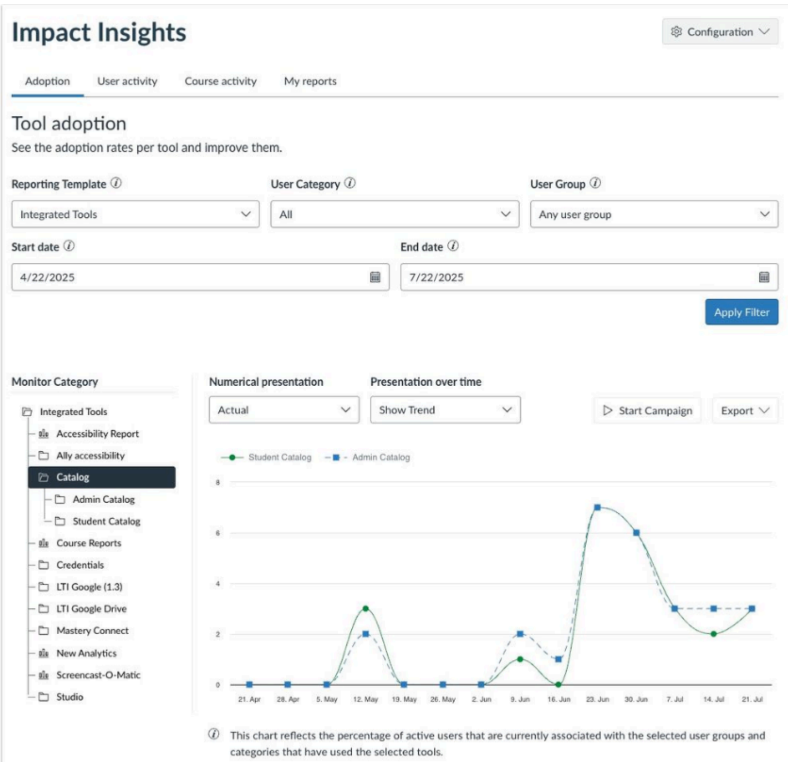
- The integration toggle in Catalog updates automatically based on the Impact installation status in Canvas.
- Catalog administrators retain the ability to manually override the toggle, with a tooltip clarifying whether the status is system-controlled or user-controlled.
- All manual changes to the toggle are tracked in the audit log for transparency.
- A fail-safe mechanism ensures that if synchronization fails, the existing Catalog toggle state remains unchanged.

View Enable Visibility



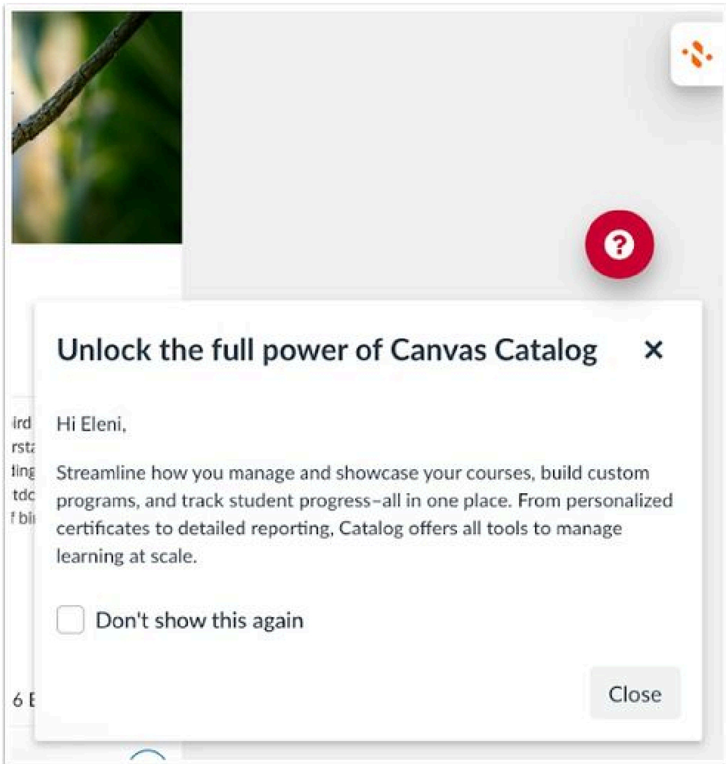
In Impact settings, in [Tool Categories](), click the **Visible** toggle on.

View Impact Insights in Impact



Admins can configure and deploy in-app messages directly within Catalog using Impact's no-code interface. This allows you to create onboarding prompts during registration, send reminders to encourage course progress, celebrate completions, and re-engage learners who have become inactive.

View Impact Messaging in Catalog



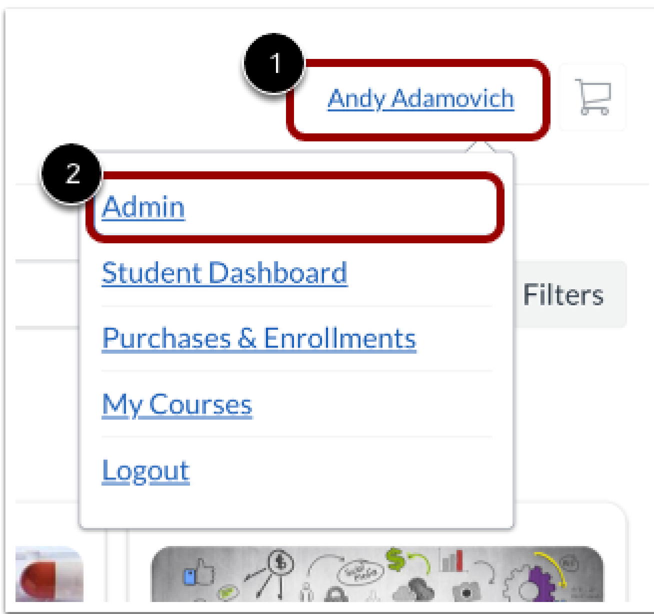
Built-in reporting tools in Impact make it easy to track how messages perform, enabling you to refine your strategies based on data and continuously improve student engagement.

Catalog Listings and Programs Management

How do I manage catalog listings?

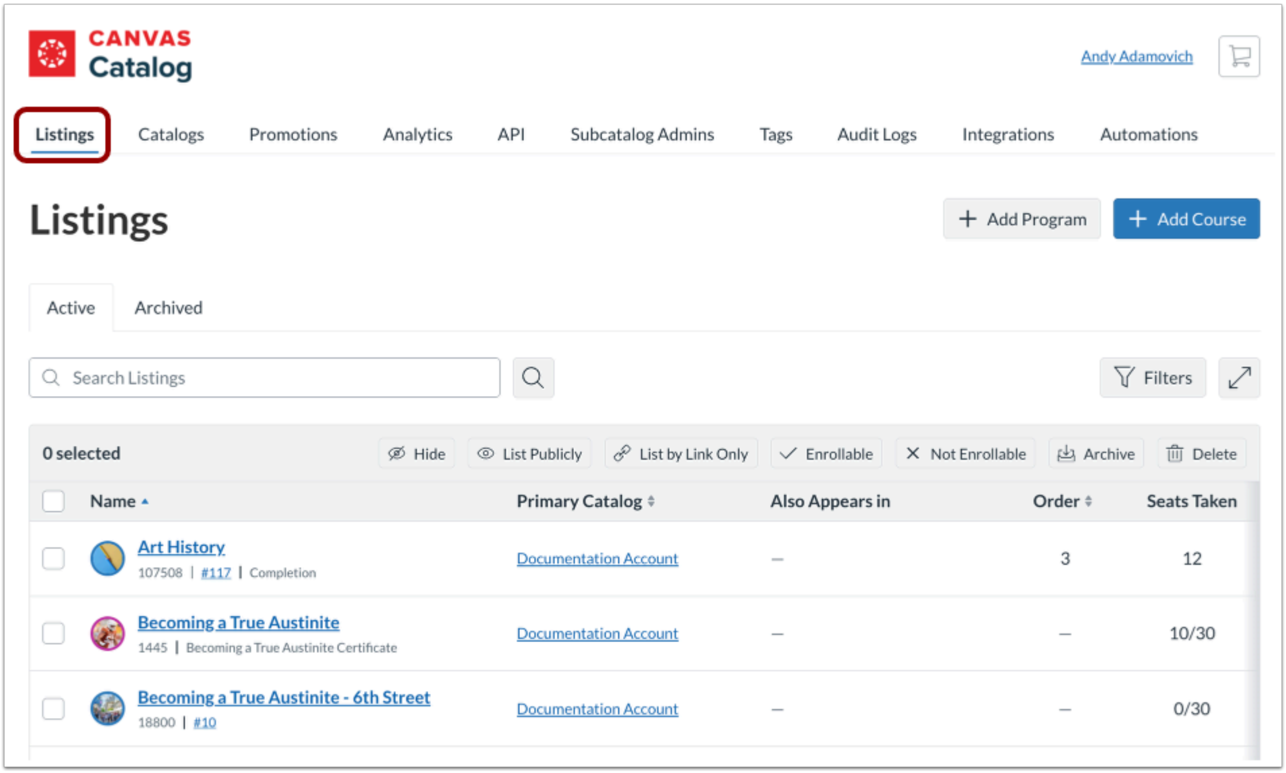
As a Canvas Catalog admin, you can manage all courses and programs on the Listings page. The Listings page displays course and program listing details. From the Listings page, you can add a new course or program. You can also select one or more listings and use the Actions tray to edit listing visibility, enrollment status, or to delete the listing.

Open Admin



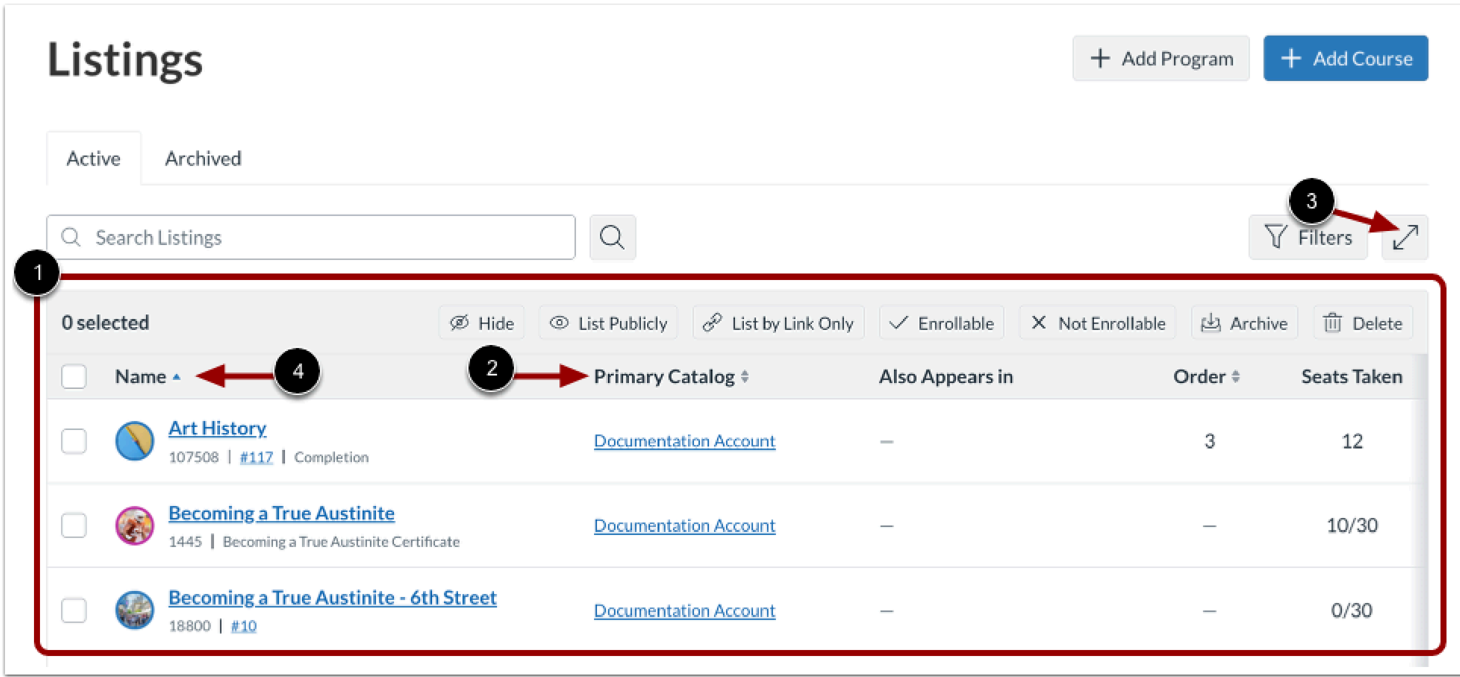
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings



By default, the **Listings** page displays details of the first few course and program listings.

View Listings Table



The Listings table displays the first few listing details [1]. By default, the catalog listings are sorted alphabetically by name.

To view all details, use the scrollbar [2], or click the **Toggle Table Width** button [3].

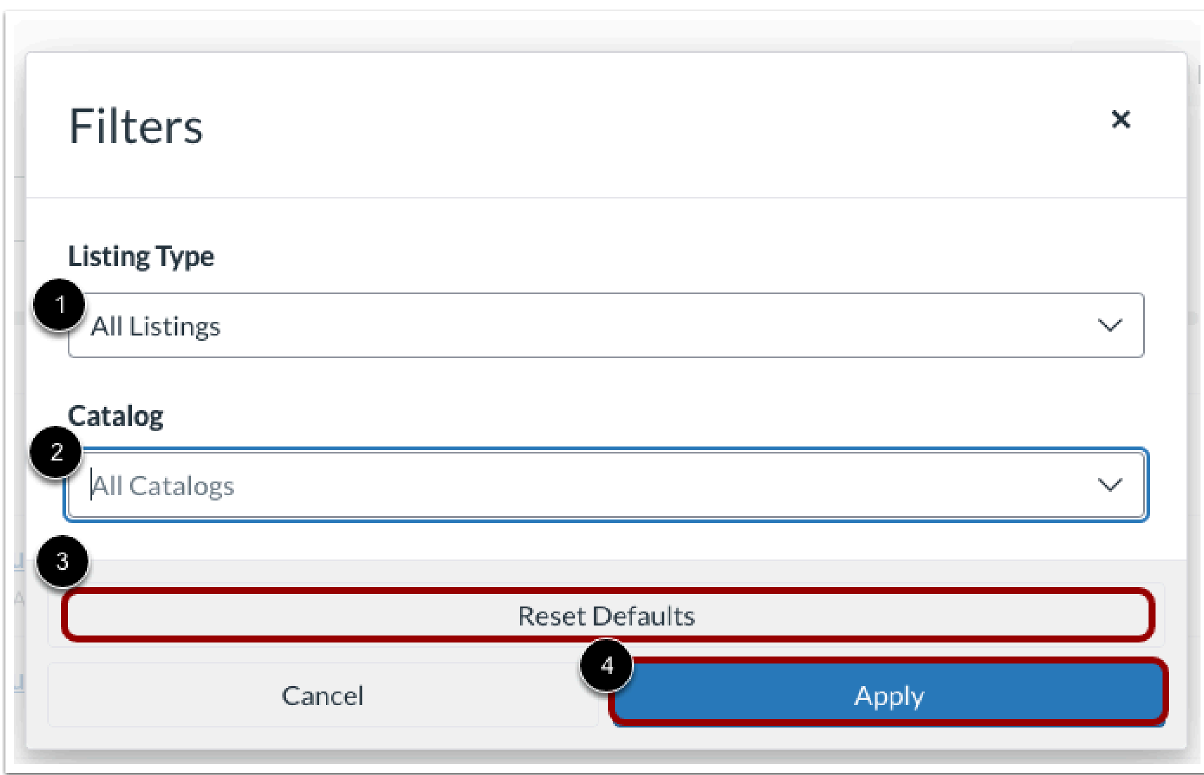
To change the sort order by another column or in a different direction, click a column heading [4].

Search, Filter, or Sort Listings

By default, the Listings page displays all catalog listings.

To search the listings, enter text in the **Search Listings** field [1].

To filter listings, click the **Filters** button [2]. A window will appear to provide additional filtering options.



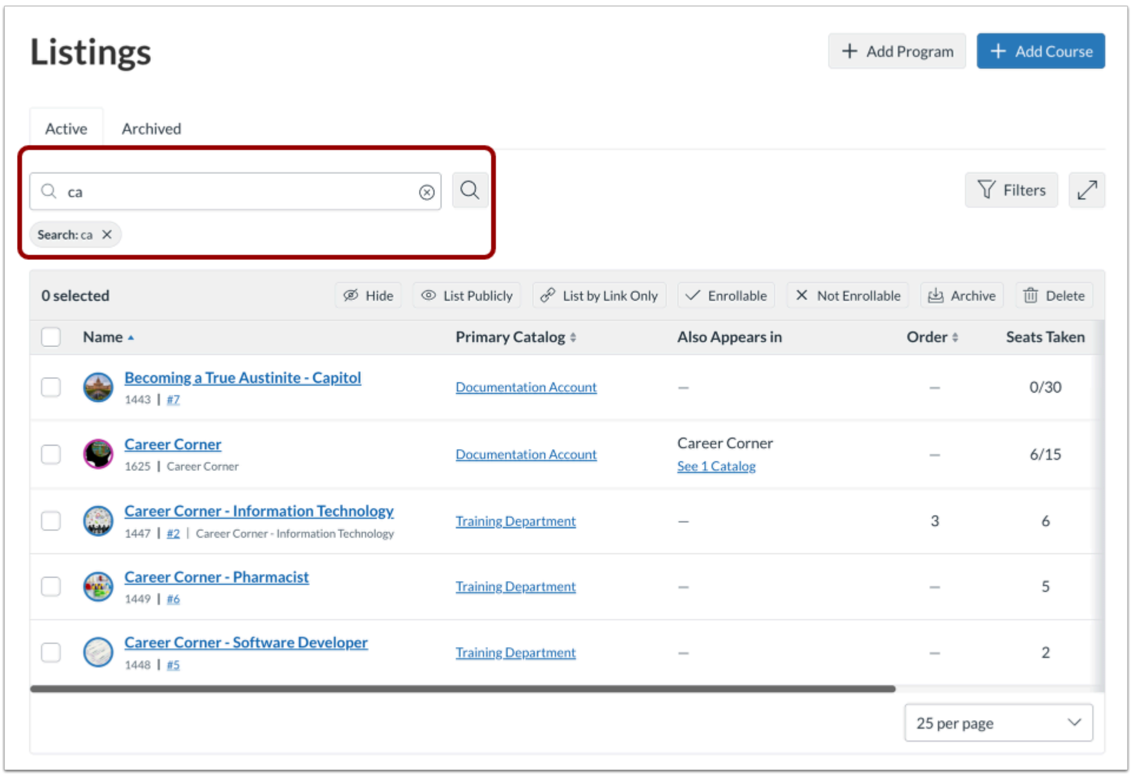
To filter by all listings, courses, or programs, click the **Listing Type** drop-down menu [1].

To filter by all catalogs, specific catalogs, and/or subcatalogs, click the **Catalog** drop-down menu [2].

To reset the filters, click the **Reset Defaults** button [3].

To apply the filters, click the **Apply** button [4].

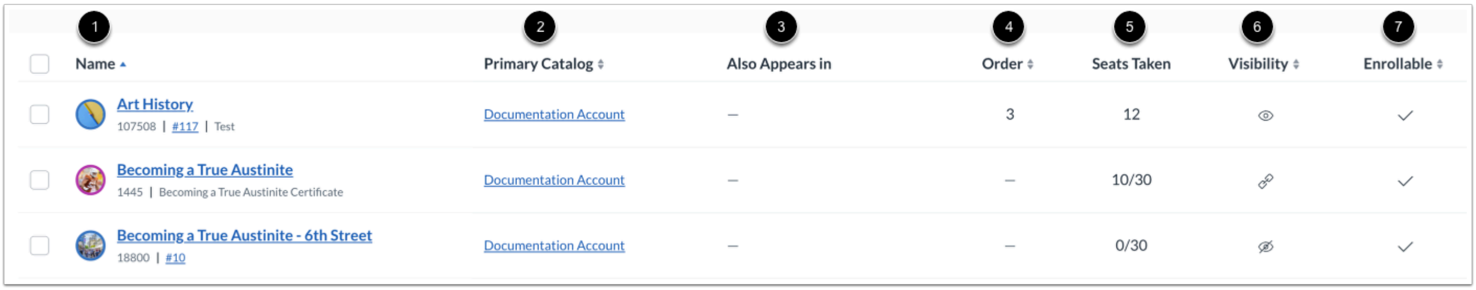
View Character Search Field



To view character search field, enter a two-character search term.

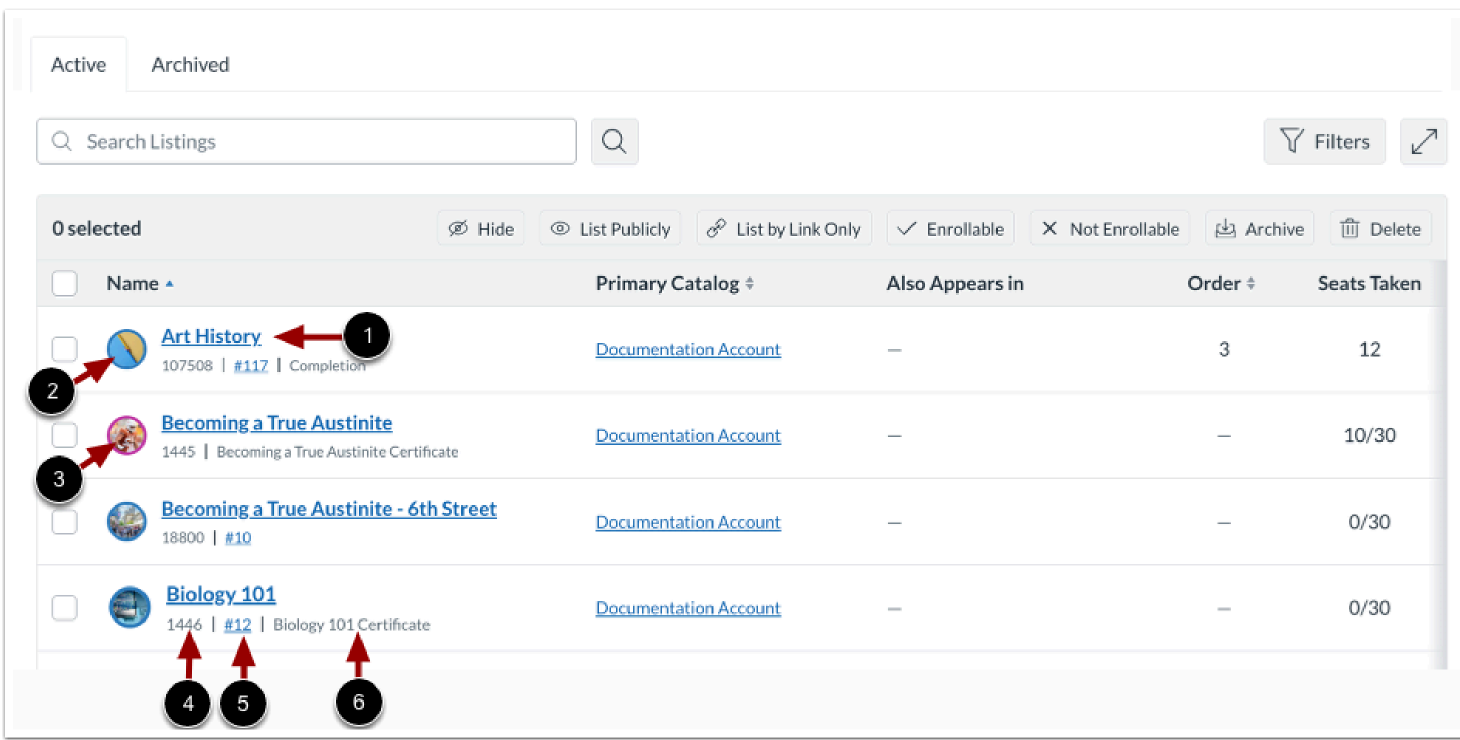
Note: Catalog search fields accept two-character inputs instead of the previous three-character minimum.

View Listing Details



View listing details in the Listings table. Each listing displays the listing name [1], primary catalog [2], additional catalogs containing the listing [3], listing order [4], seats taken by enrollment [5], visibility status [6], and enrollment status [7].

View Name



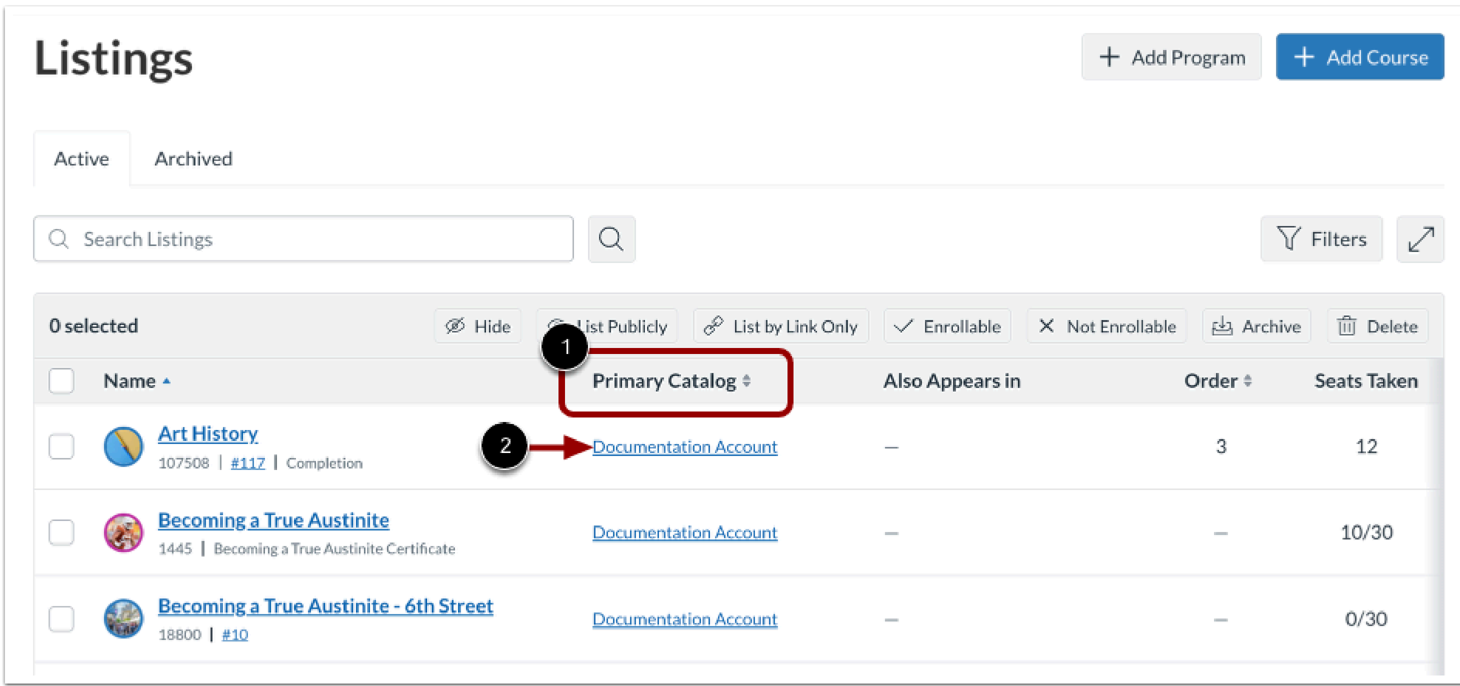
The Name column includes the listing name link [1], as well as the following additional information:

- **Course Listing Icon** [2]: indicates the listing is a course

- **Program Listing Icon** [3]: indicates the listing is a program
- **Listing Number** [4]: the number of the listing in Canvas Catalog
- **Canvas Course Number** [5]: the ID of the course linked to your Canvas account. To quickly open the Canvas course in a new browser window, click the number link.
- **Certificate Name** [6]**:** name of the certificate, if a certificate is available

Note: Course and program icons display their corresponding listing photos (when available) and can be distinguished by their border color.

View Primary Catalog

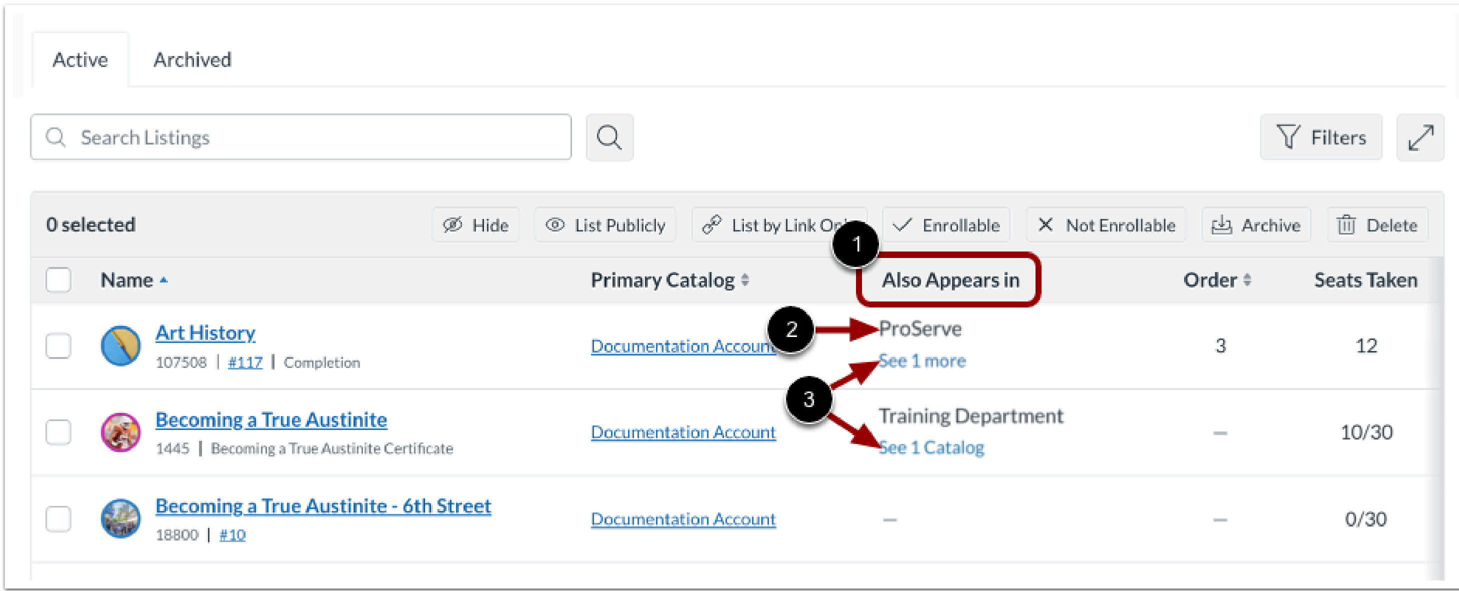


The Primary Catalog column [1] displays the linked name of the primary catalog containing the listing.

To view the primary catalog details, click the primary catalog name link [2].

Note: All listing revenue goes to the primary catalog.

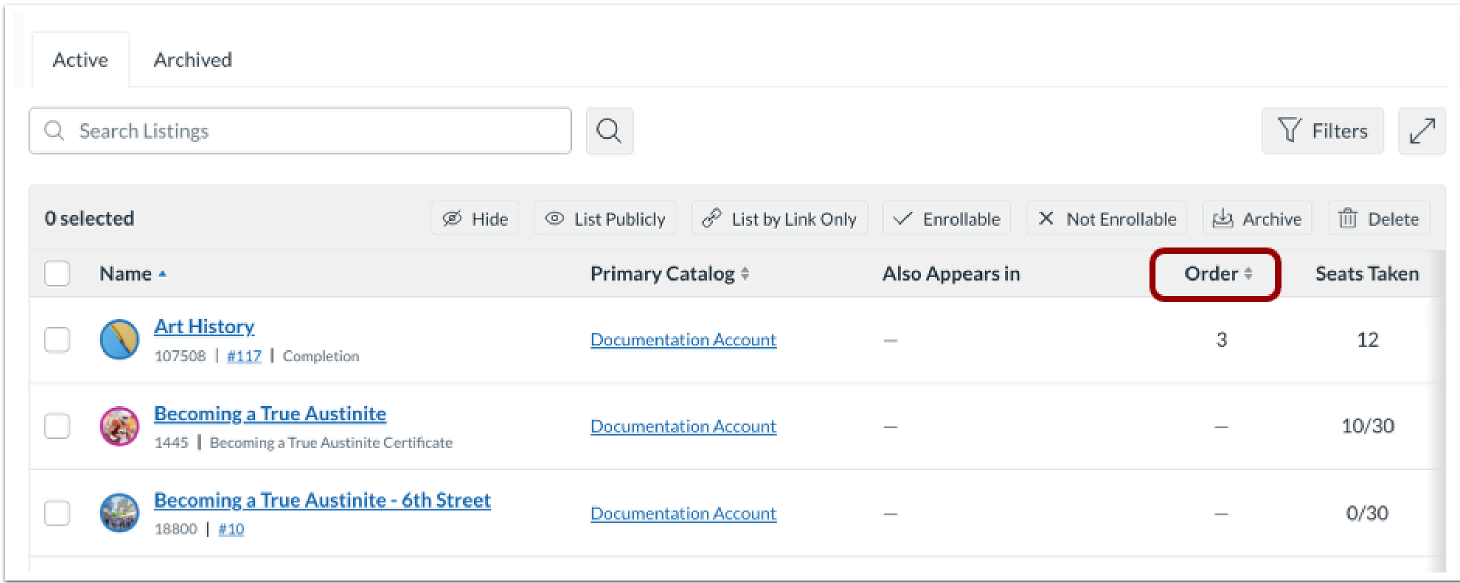
View Additional Catalogs



If a listing is cross listed in other catalogs, the Also Appears in column [1] displays the name of one additional catalog [2].

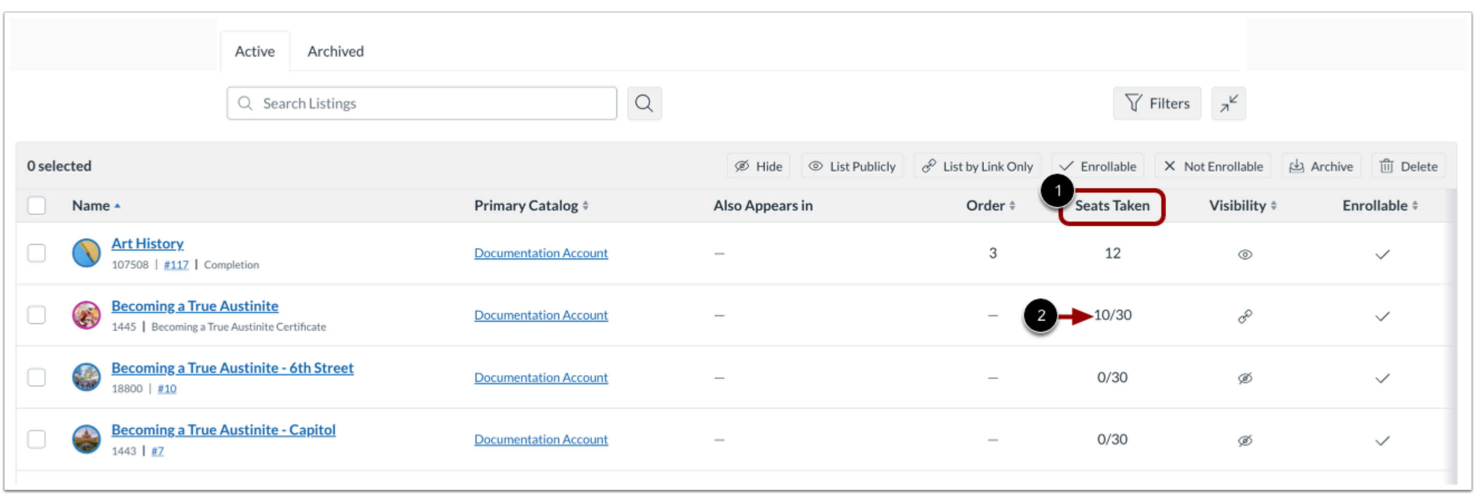
To view links and names of all the catalogs in which the listing also appears, click the **See [number of additional catalogs] more** link or the **See 1 Catalog** link [3].

View Order



The Order column displays the order that the listings appear 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 appears after all other visible priority listings.

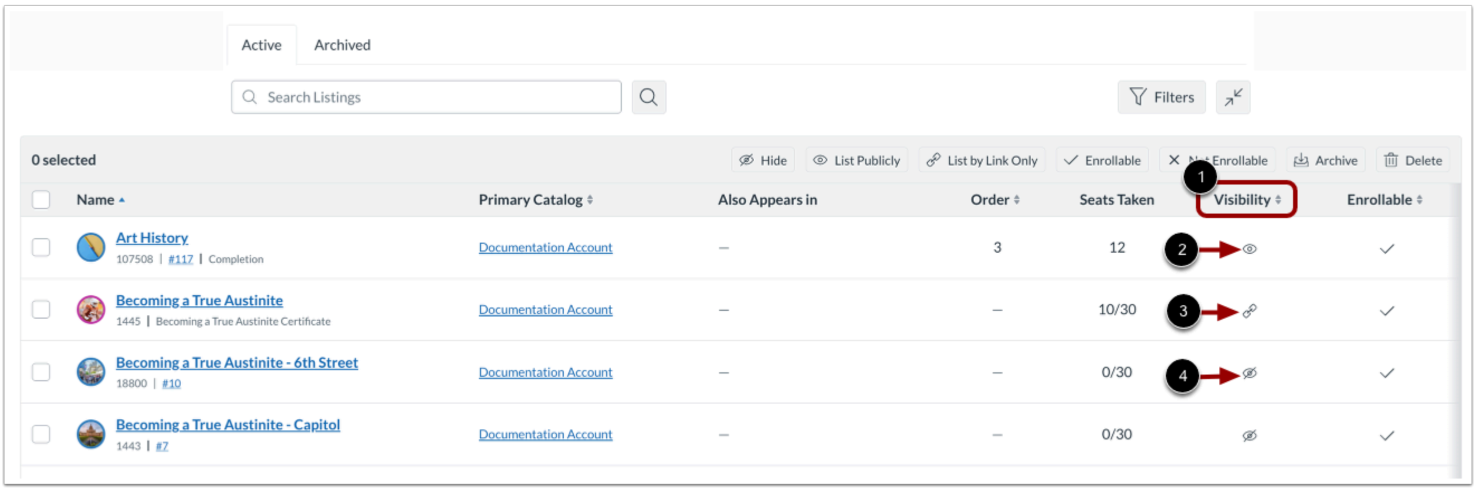
View Seats Taken



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

If a listing includes an enrollment limit, a fraction displays [2]. The fraction indicates the current number of enrollments compared to the maximum number of enrollments.

View Visibility

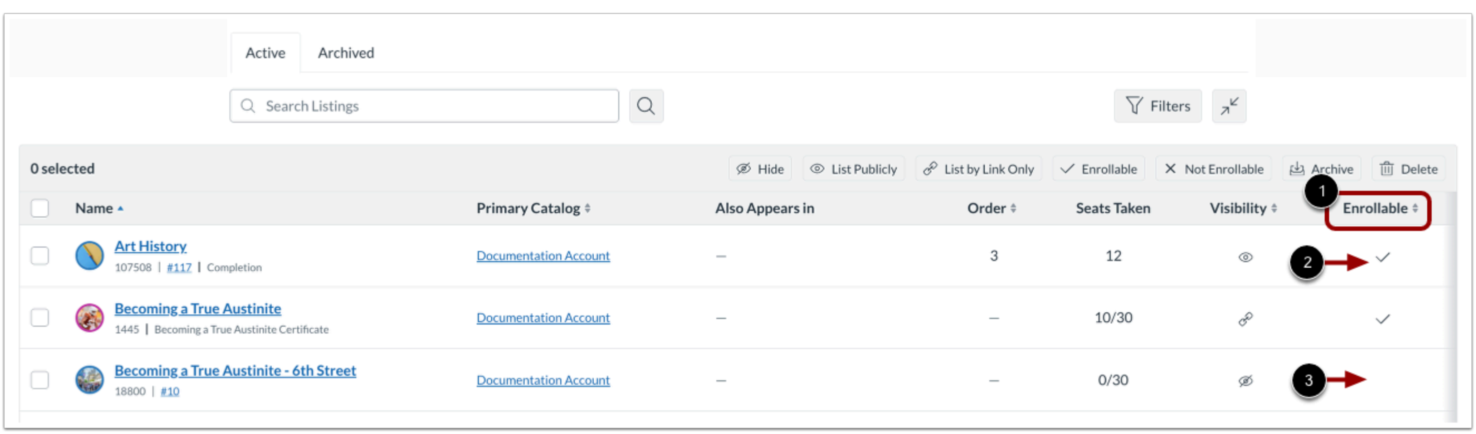


The Visibility column displays a visibility icon for each listing [1]. The following icons display:

- **Visible** [2]: listing is shown publicly in the catalogs
- **Listed by Link Only** [3]: listing is accessible by direct link only
- **Hidden** [4]: listing is hidden in the catalogs

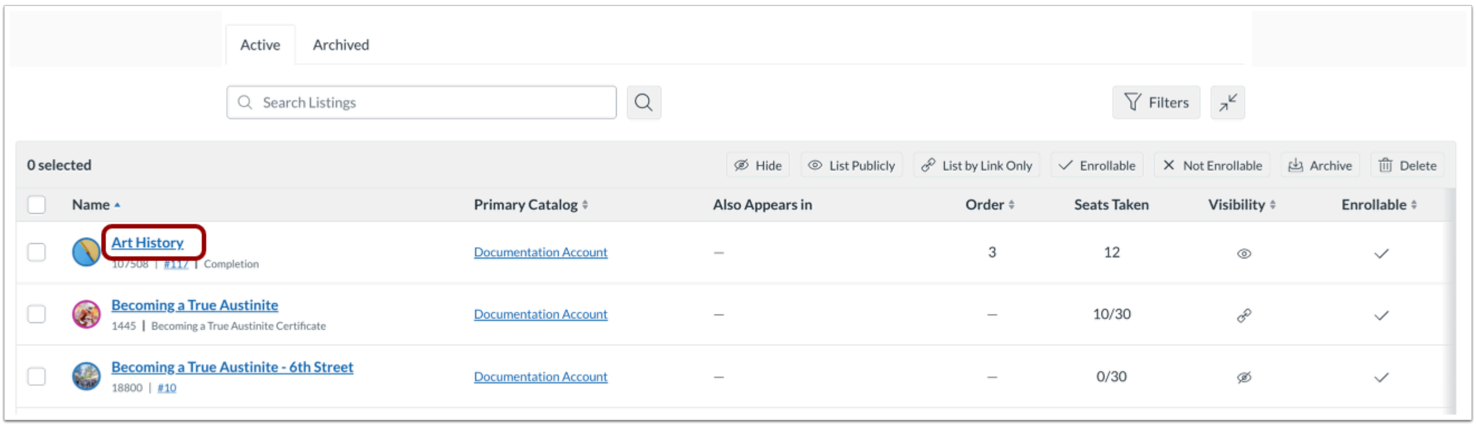
Note: An institution's catalog is always public facing, even if students are not logged in. However, you can manage the visibility of each listing in the catalog.

View Enrollment Status



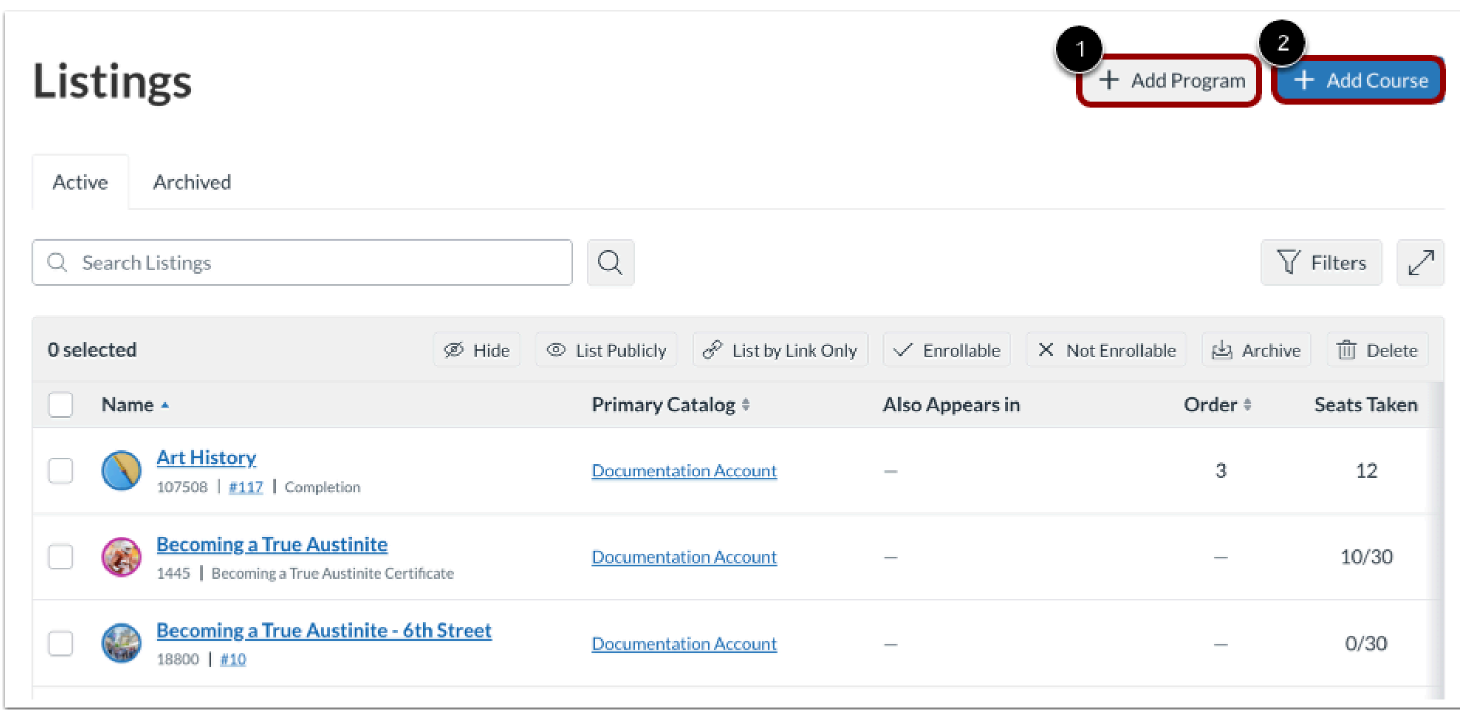
The Enrollable column indicates whether a list is open for enrollment [1]. If a listing is open for enrollment, a check mark displays [2]. If a listing is closed for enrollment, no check mark displays [3].

View All Listing Details



To view or edit all listing details and settings, click the listing name link.

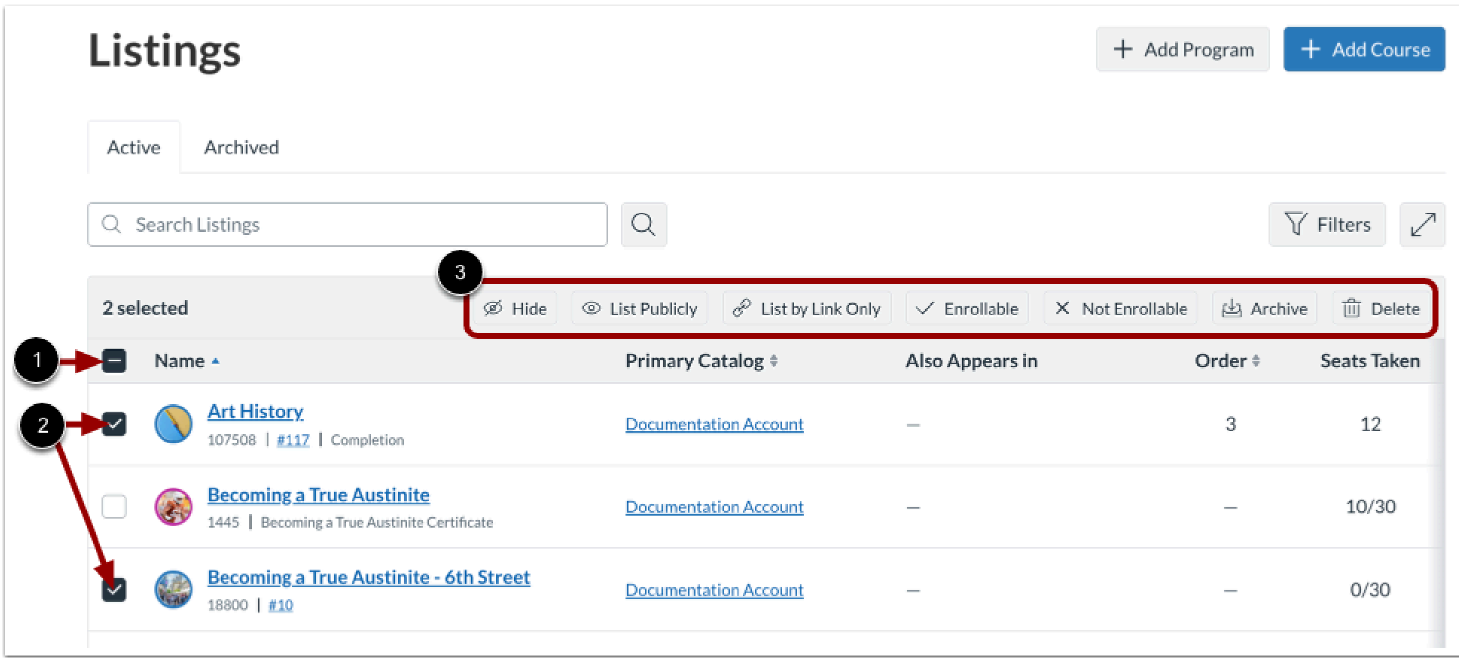
Add Listings



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

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

Manage Listing Settings

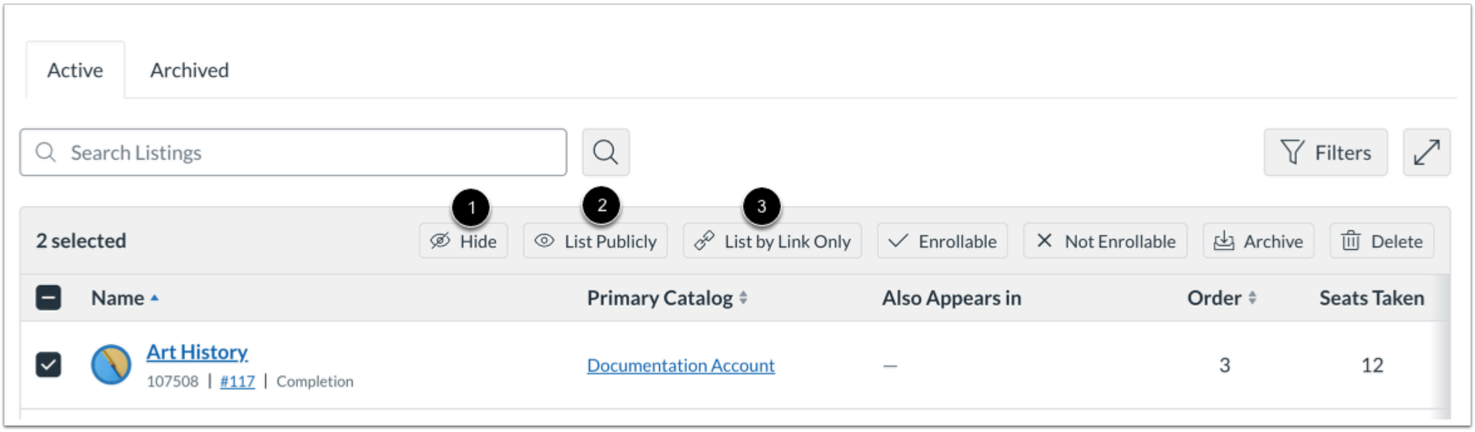


From the Listings page, you can manage listing visibility or enrollment status. You can also delete one or more listings.

To manage all listings, click the **Select All** checkbox [1]. Alternatively, to manage one or more listings, click the checkbox next to one or more listings [2].

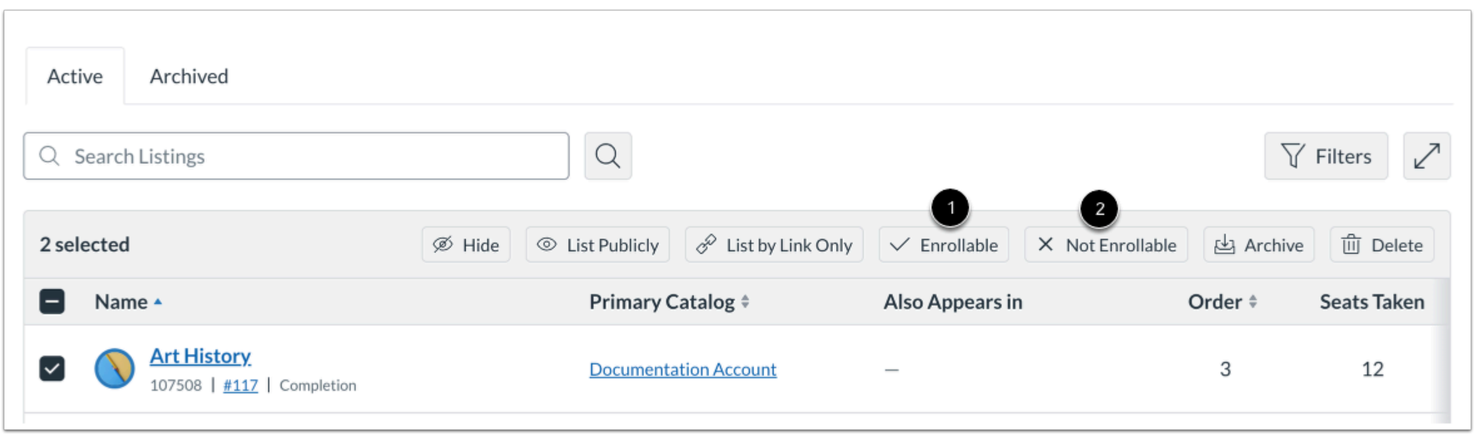
In the uppper panel, select options for visibility, enrollment status, archive, or deletion [3].

Manage Visibility



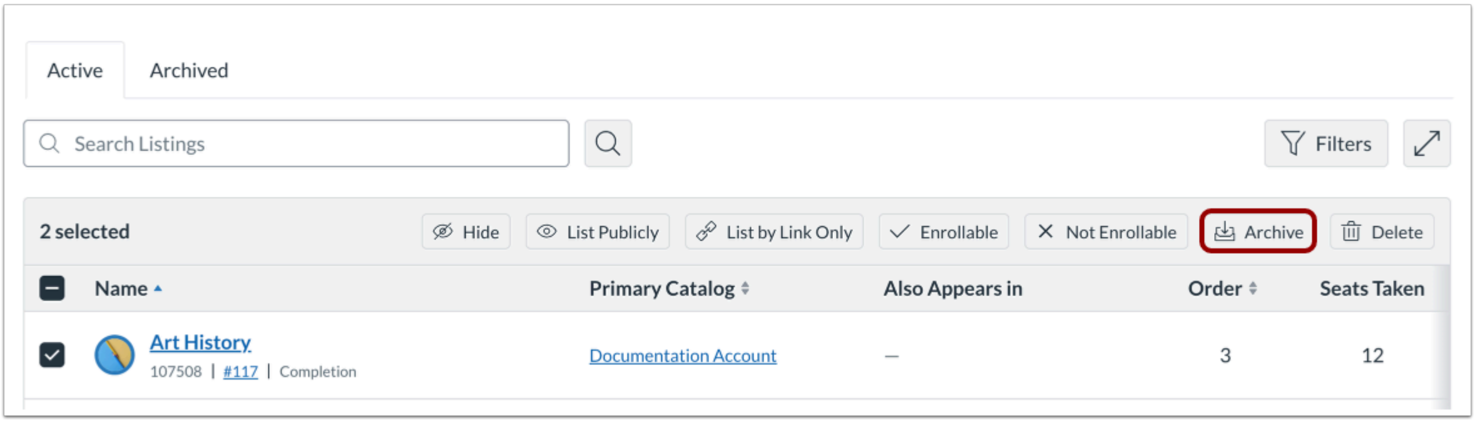
To set visibility settings, select the **Hide** [1], **List Publicly** [2], or **List by Link Only** option [3].

Manage Enrollment Status



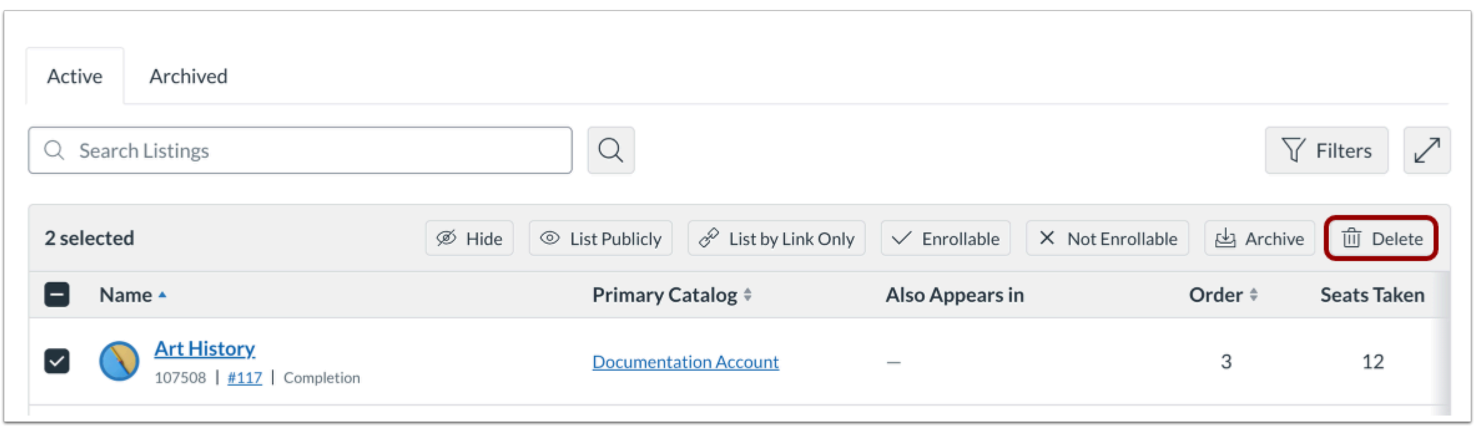
To set enrollment status, select the **Enrollable** [1] or the **Not Enrollable** [2] option.

Manage Archive Listing

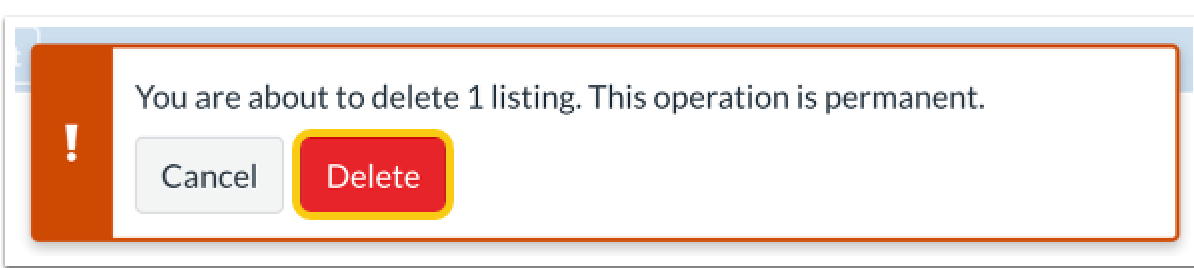


To move from the Active to Archived page and hidden from learners, click the **Archive** button.

Delete Listing



To delete the selected listing(s), click the **Delete** option.



To confirm the deletion, click the **Delete** button.

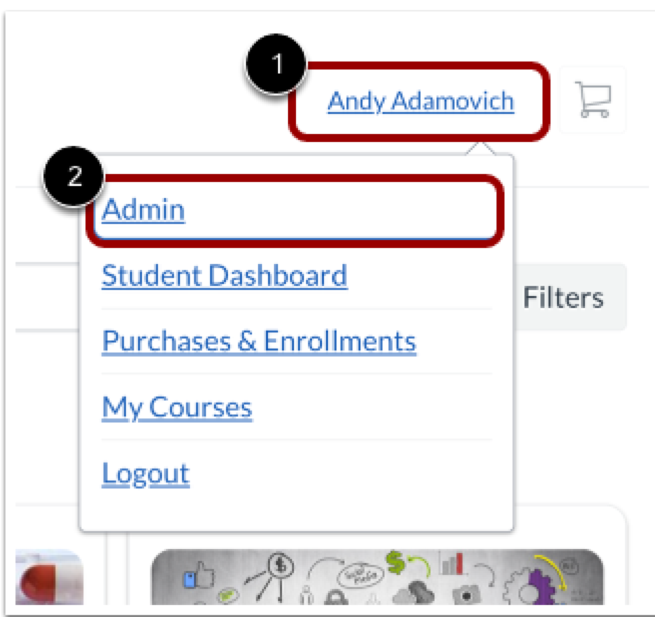
How do I add a course listing in Canvas Catalog?

As a Canvas Catalog admin, you can create a Catalog listing using any course in your Canvas account. Catalog courses must be linked to a pre-existing Canvas course, and if a Canvas course has multiple sections, you can select one section in which you want to enroll students who register with Catalog. Listings can also be self-paced. Self-paced listings enroll each student in their own section and do not support group work.

Notes:

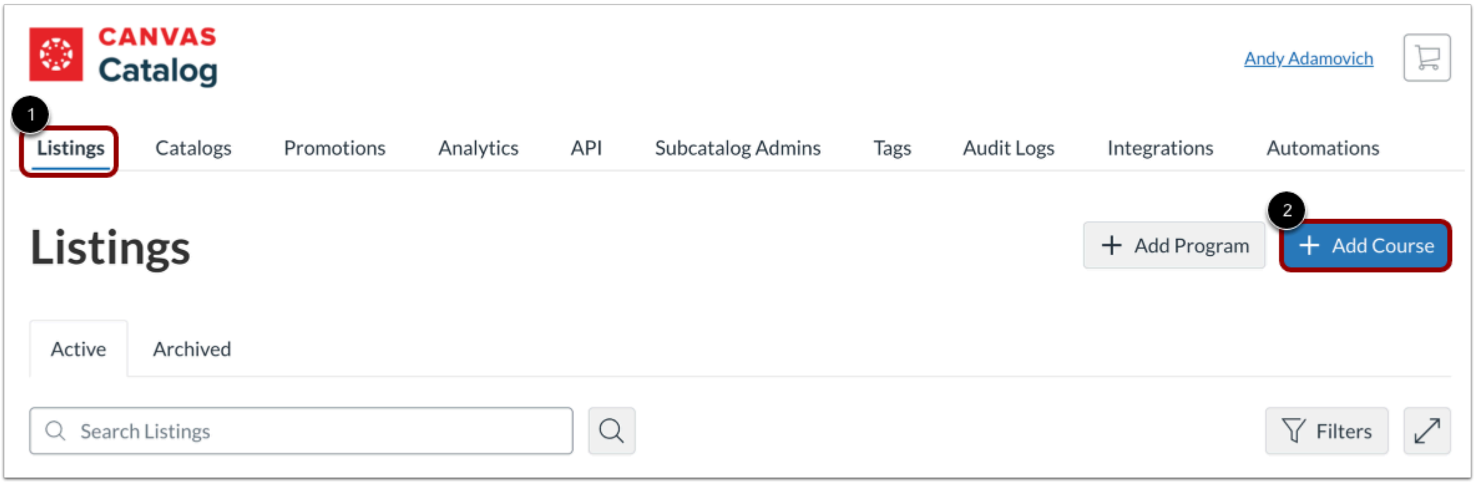
- If a course that you want to list in Catalog is not already in your Canvas account, you must first add it to Canvas before you can add it as a listing in Catalog.
- A Canvas course can only be linked to a single Catalog listing at one time. This includes multiple sections of the same course.
- For more information, visit our guide on how Canvas Catalog interacts with your institution's Canvas account.

Open Admin



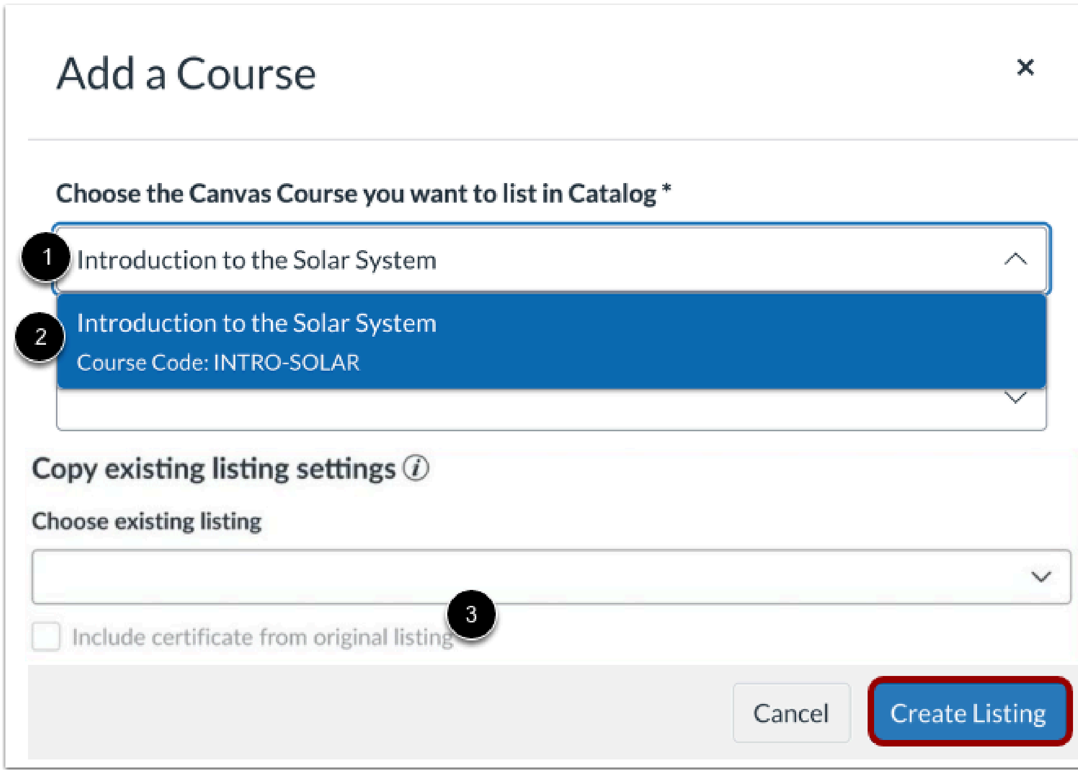
In the User drop-down menu, click the **Admin** link.

Add Course



Click the **Listings** tab [1]. Then, click the **Add Course** button [2].

Search Canvas Courses



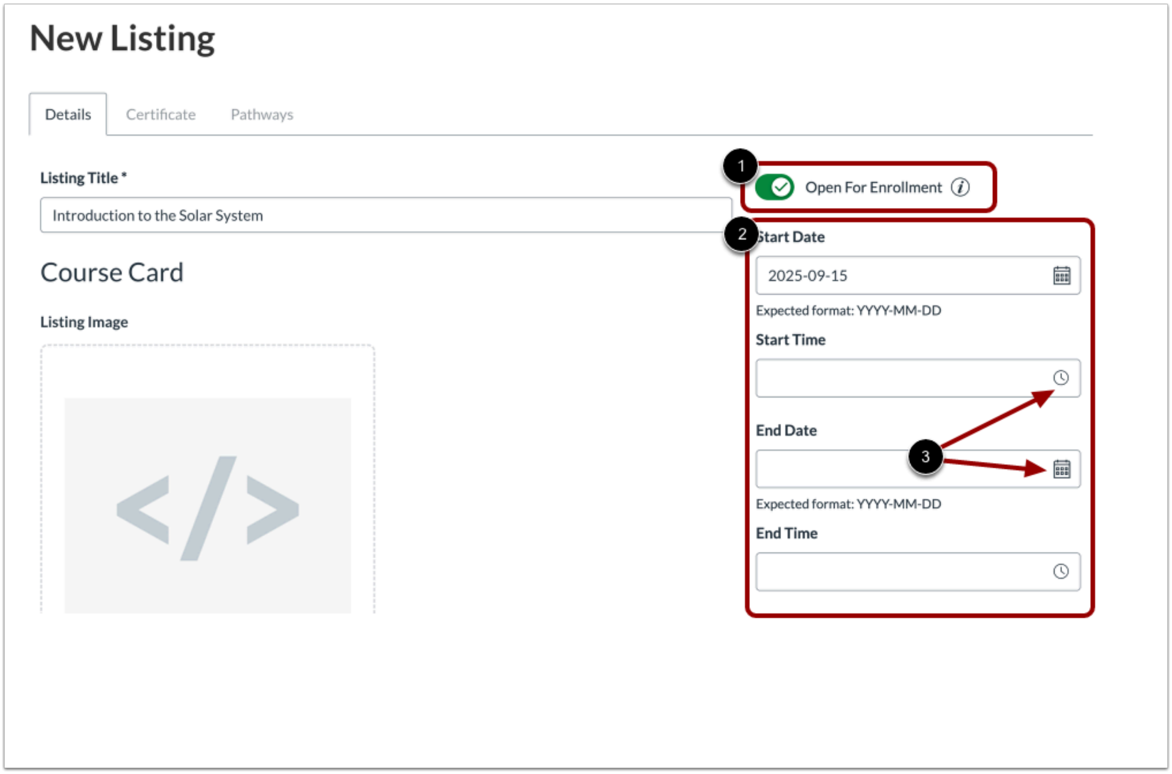
Enter the name of the course you want to list in Catalog in the **Add a Course** field [1].

To select a course from the list, click the course name [2].

A checkbox labeled Include certificate from original listing is presented within the duplication menu, offering control over whether certificate settings are carried into the duplicated listing or omitted entirely. Then, click the **Create Listing** button [3].

Note: A Canvas course, including all of its sections, can only be linked to one Catalog listing at a time. If a Canvas course is already in use in another Catalog listing, the course name does not display in the search results.

Manage Enrollment Status



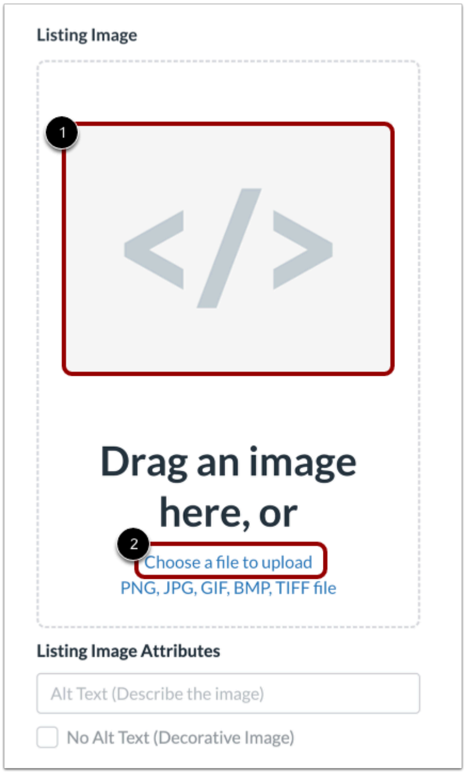
By default, listings are not open for enrollment. To allow students to register for the listing, click the **Open For Enrollment** toggle [1].

When the Open for Enrollment toggle is switched on, the optional Start and End fields display. To add optional start and end dates and times for the course, enter them in the **Start** and **End** fields [2]. Alternatively, you can click the **Date** and **Time** icons to enter dates and times [3].

Notes:

- When the Open For Enrollment toggle is on and start or end dates are entered, the listing displays in the catalog, but enrollment is allowed only during the set dates/times.
- If no start or end dates are entered, the listing is labeled as self-paced.

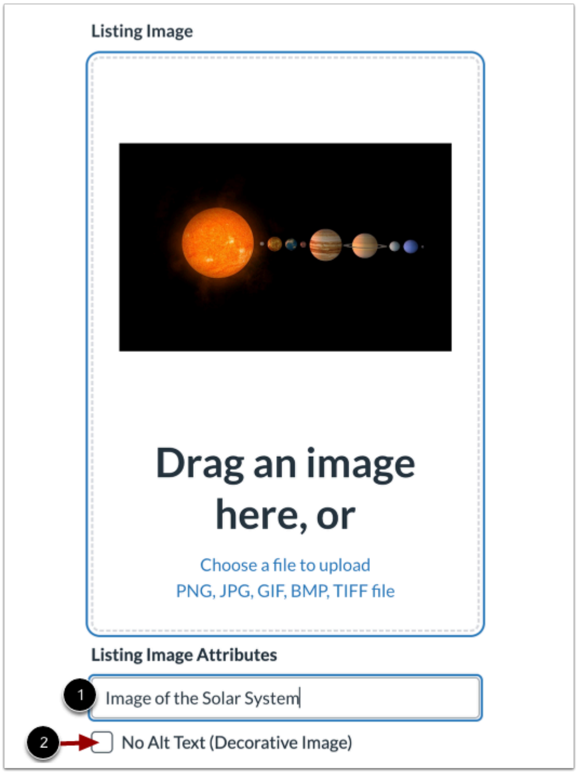
Add Listing Image



To add an image to your Catalog listing, drag an image into the **Listing Image** window [1].

To select a file to upload from your computer, click the **Choose a file to upload** link [2].

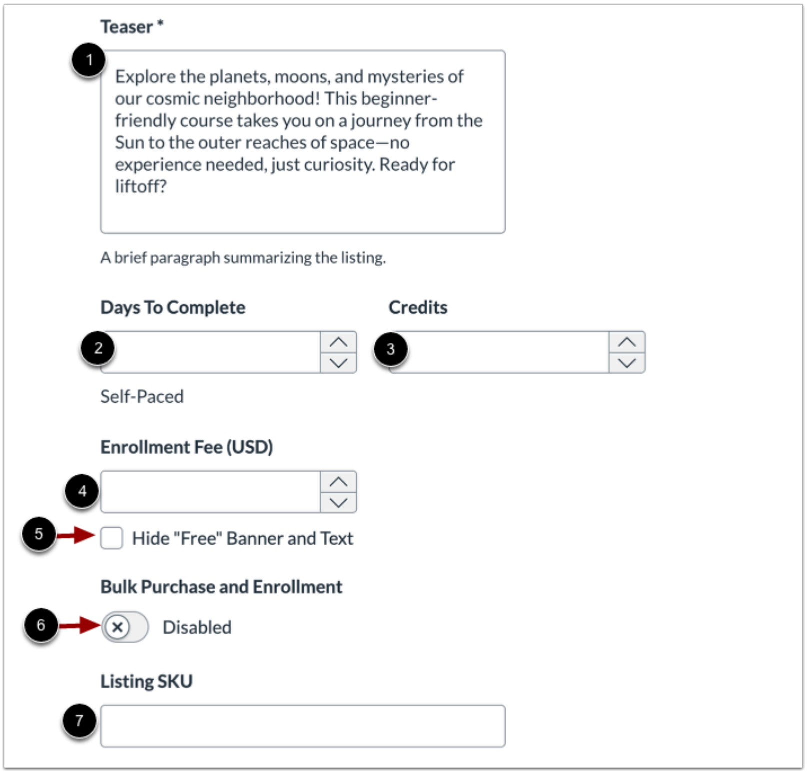
Add Alt Text



To add alt text to your image, enter the text in the **Listing Image Attributes** field [1].

To add an image without alt text, click the **No Alt Text (Decorative Image)** checkbox [2].

Add Course Card Details



To add a required paragraph summarizing the course that displays on the listing page, enter text in the **Teaser** field [1].

Enter an optional number of days that the course will be available for each enrolled student in the **Days To Complete** field [2].

Enter an optional number of credits awarded for the course in the **Credits** field [3]. You can enter whole or decimal numbers.

Enter an optional fee for the course in the **Enrollment Fee (USD)** field [4].

To hide the free banner and text, click the **Hide "Free" Banner and Text** checkbox [5].

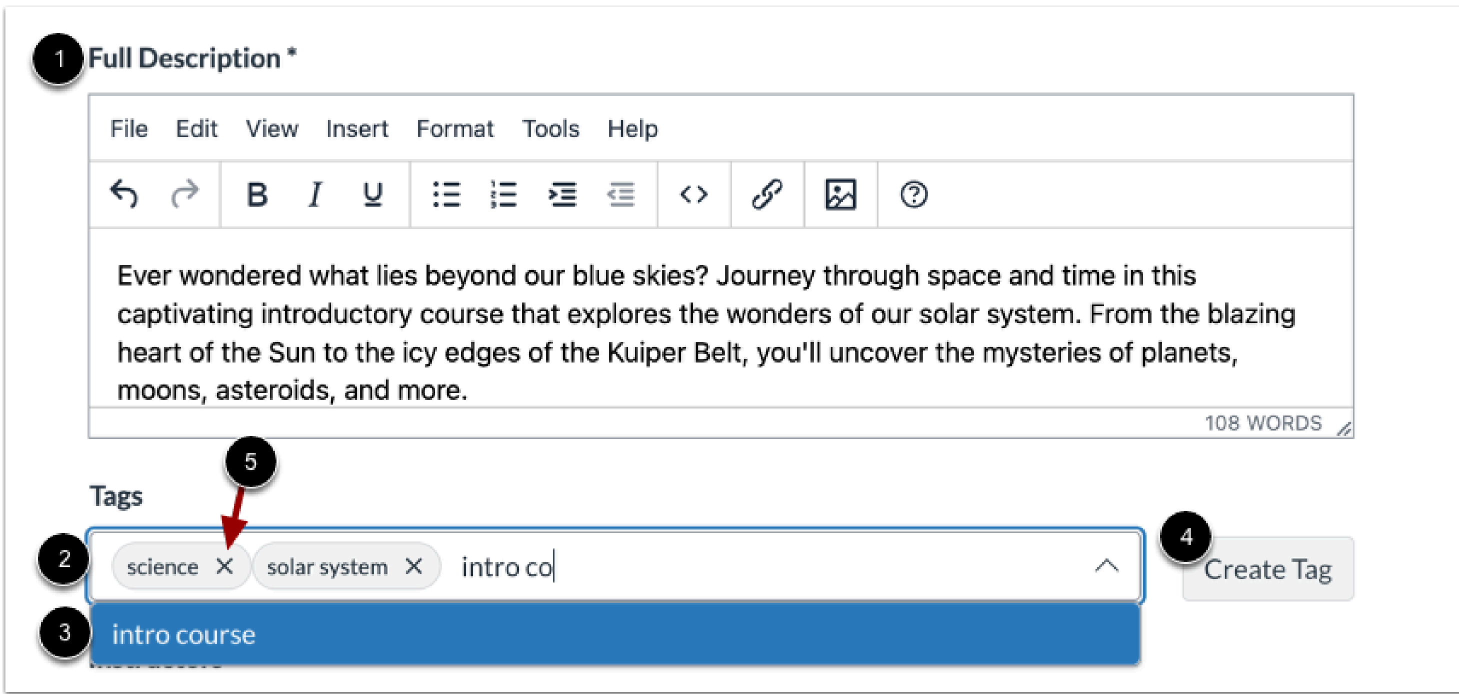
Bulk purchasing is enabled or disabled by default, depending on how it is set in your institution's catalog or subcatalog. To disable or enable bulk purchasing for the course, click the **Bulk Purchase and Enrollment** toggle [6].

If listing SKUs have been enabled for your account, you can add a SKU in the **Listing SKU** field [7].

Notes:

- The Teaser text field supports up to 1,000 characters. On the listing page approximately 280 characters display without expanding the text.
- In Catalog, the countdown of days to complete begins the day the student enrolls in the course.
- If the Days to Complete field is left blank, the listing will be designated as self-paced. Self-paced listings enroll each student in their own section, and do not support group work.

Add Description and Tags



To add a full course description, enter text in the **Full Description** field [1].

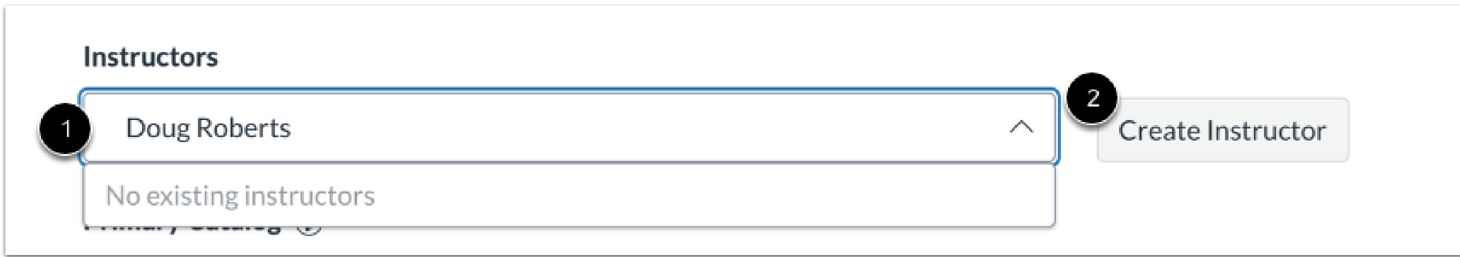
To add a tag, enter it in the **Tags** field [2]. Tags that already exist in the account display in the drop-down menu. To select a pre-existing tag from the list, click a tag name [3].

To create a new tag in your account, enter it in the Tags field and click the **Create Tag** button [4].

To remove a tag, click the tag's **Remove** icon [5].

Note: There is no character limit for a full course description.

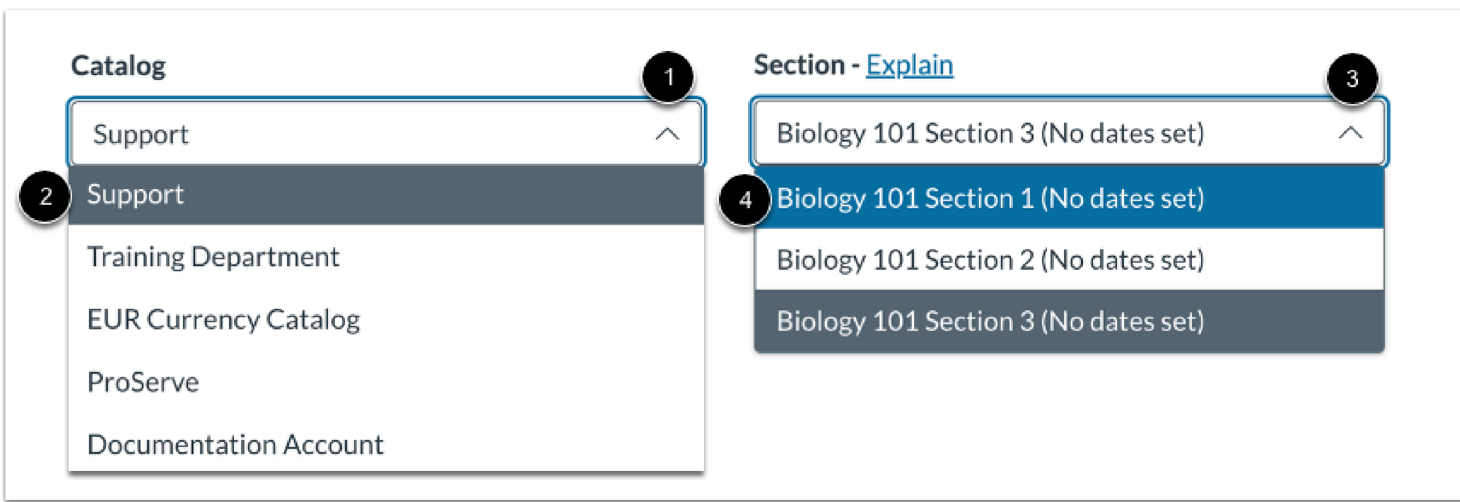
Add Instructor



To add an instructor, enter it in the **Instructor** field [1]. Instructors that already exist in the account display in the drop-down menu. To select a pre-existing instructor from the list, click the instructor name.

To create a new instructor, enter it in the Instructor field and click the **Create Instructor** button [2].

Select Catalog and Section

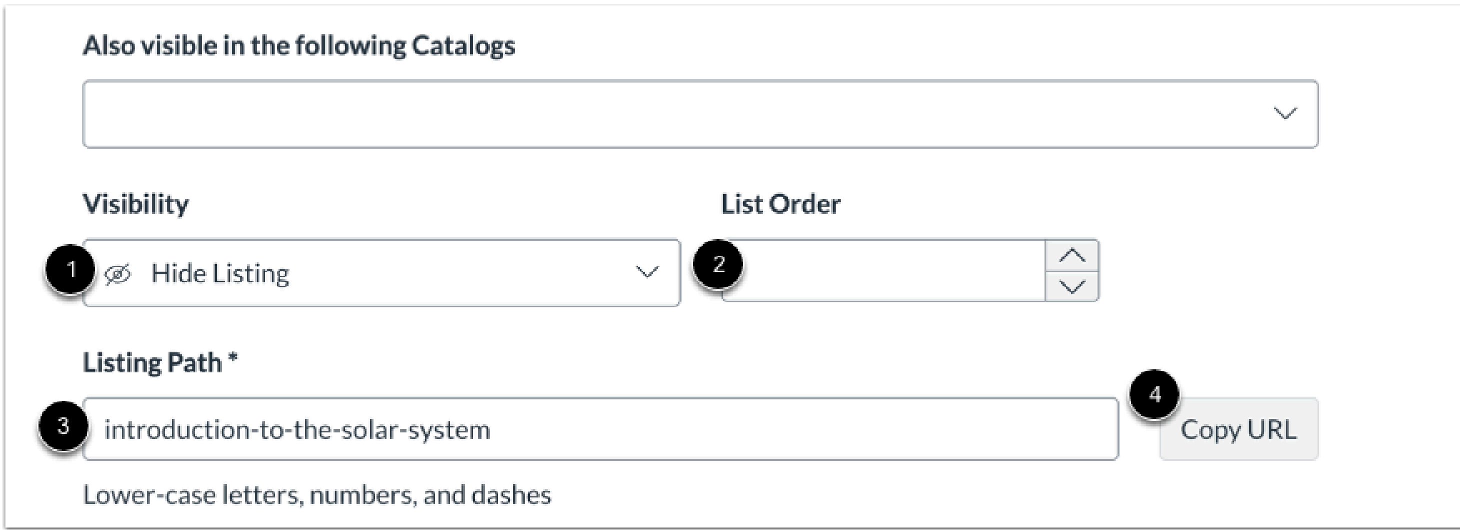


To select the Catalog where you want the listing to appear, click the **Catalog** drop-down menu [1]. Then select a catalog name [2].

If the linked Canvas course has more than one section, the most recently added section displays by default. To link the Catalog listing to a different section, click the **Section** drop-down menu [3]. Then, click a section name [4].

Note: A Canvas course can only be linked to a single Catalog listing at one time. This includes multiple sections of the same course.

View Visibility and Listing Settings



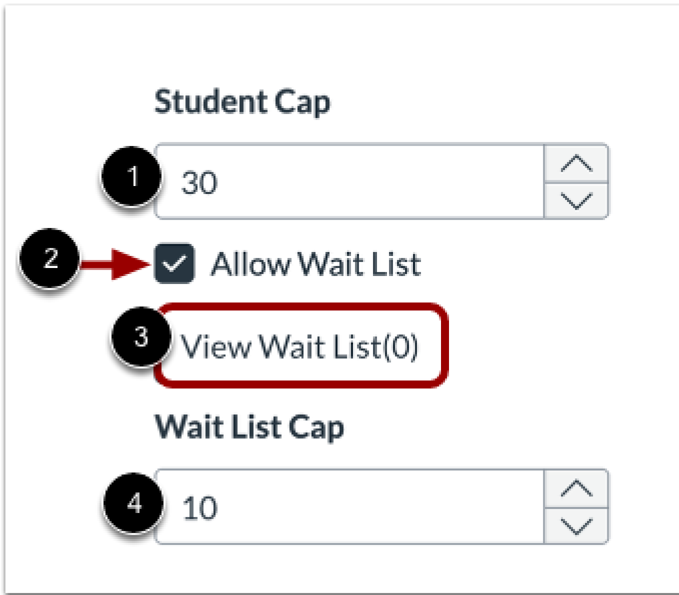
By default, listing visibility is set to Hide Listing. To mange visibility settings, click the **Visibility** drop-down menu [1].

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



To set an optional maximum number of students who can enroll in the course, enter a number in the **Student Cap** field [1].

To enable a wait list after the enrollment cap is reached, click the **Allow Wait List** checkbox [2].

To view the wait list, click the **View Wait List** link [3].

To set a cap for the course wait list, enter a number in the **Wait List Cap** field [4].

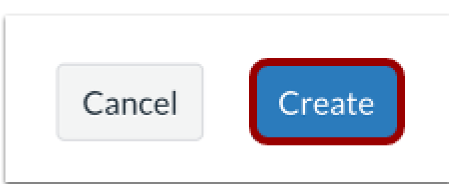
Learn more about enrollment caps and wait lists.

View Preview

To view the course card as it displays to users, view the **Preview** window [1].

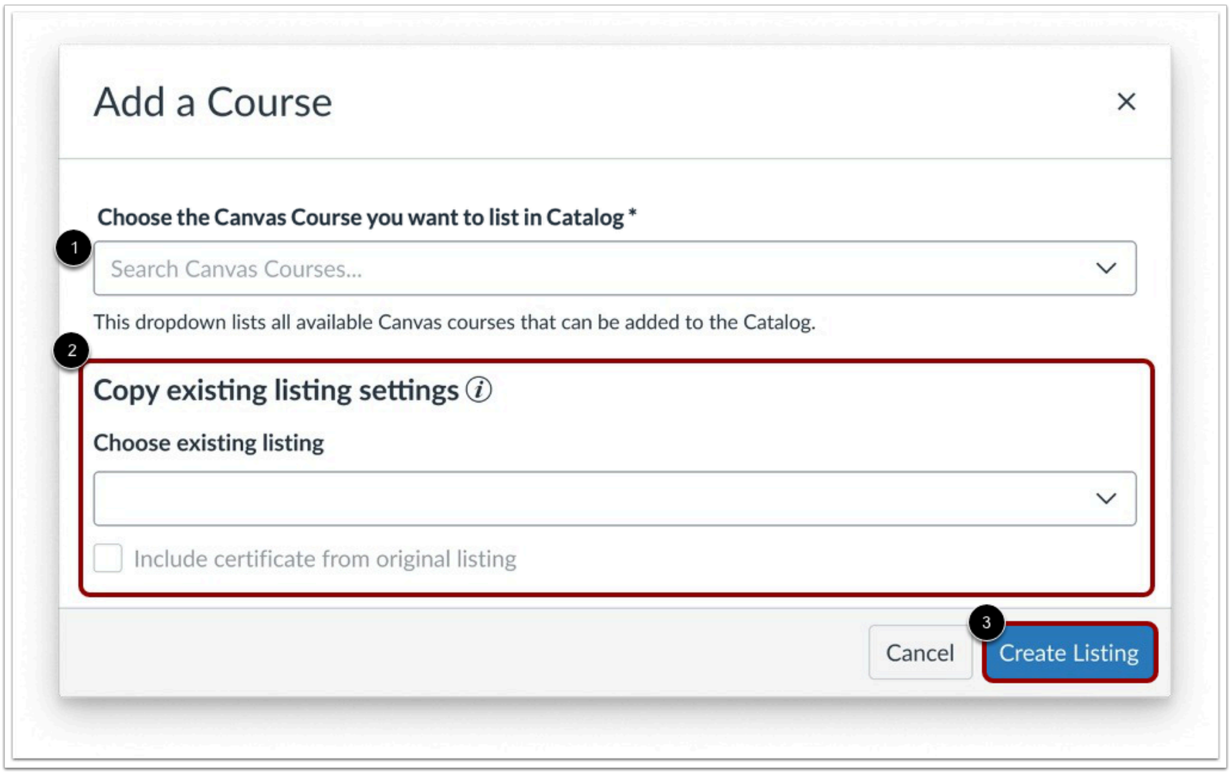
To open the course for enrollment, click the **Open For Enrollment** toggle on [2].

Create Listing



To save changes and create the listing, click the **Create** button.

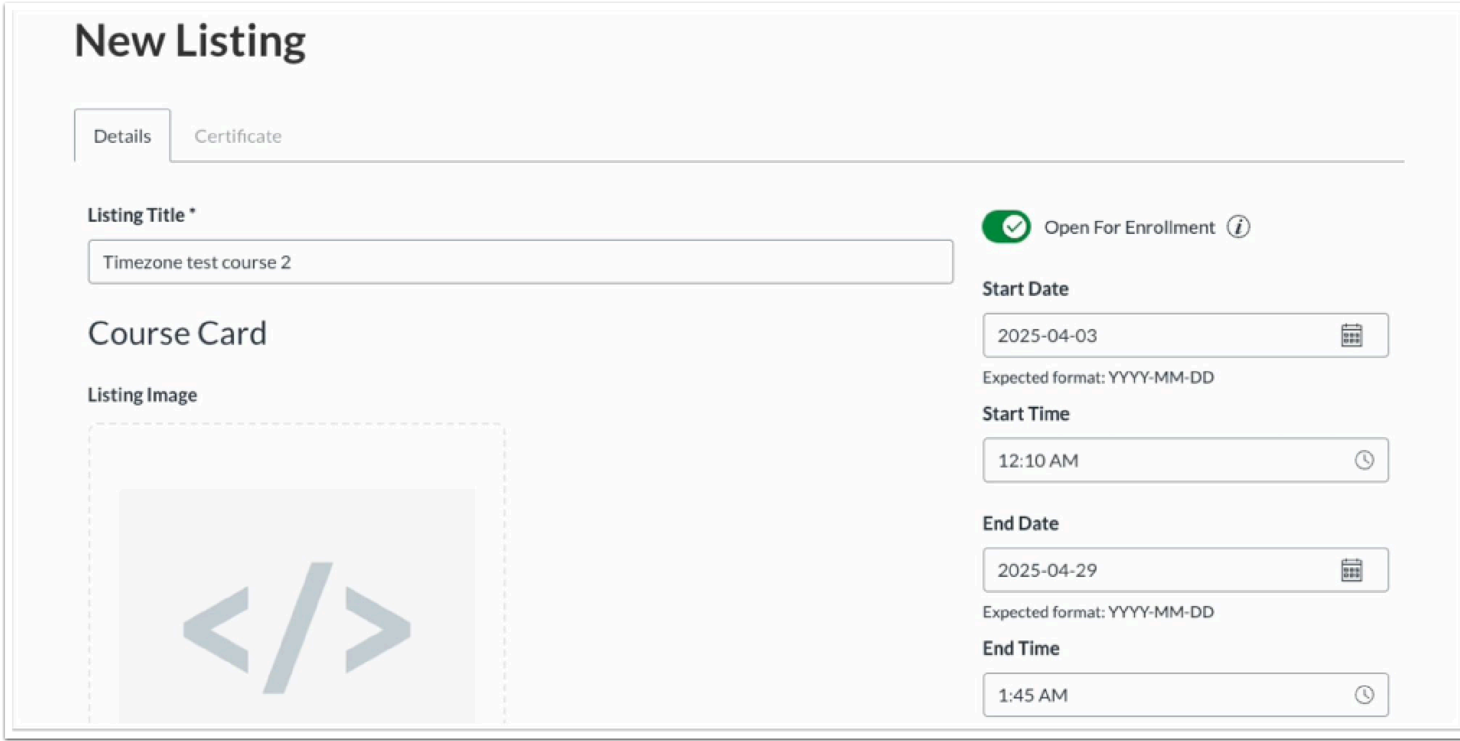
Copy Catalog Listing



Search for a Canvas course in the **Choose the Canvas Course you want to list in Catalog** drop-down menu [1].

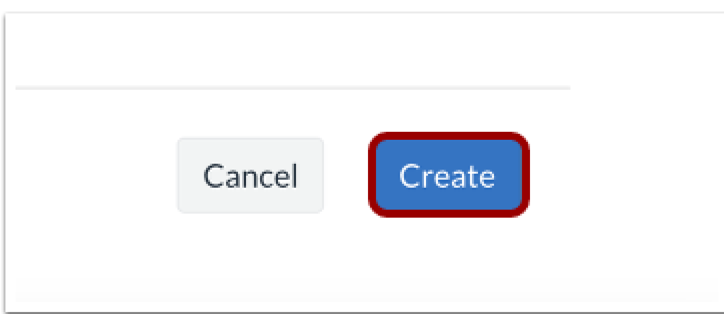
Choose a listing to copy in the **Copy listing** drop-down menu [2].

Click the **Create Listing** button [3].



When creating a new listing by copying an existing one, all the pre-filled fields from the original listing automatically populate in the new listing.

Create Listing



Click the **Create** button.

How do I add a program listing in Canvas Catalog?

In Canvas Catalog, a Program consists of a group of required courses that students must complete. As a Canvas Catalog admin, you can create a program listing using existing courses in your Catalog account.

When a catalog course is associated with a program, it also exists as an independent listing. You should set course visibility and enrollment details before adding them as requirements in a program. Learn how various course and program listings display in Canvas Catalog.

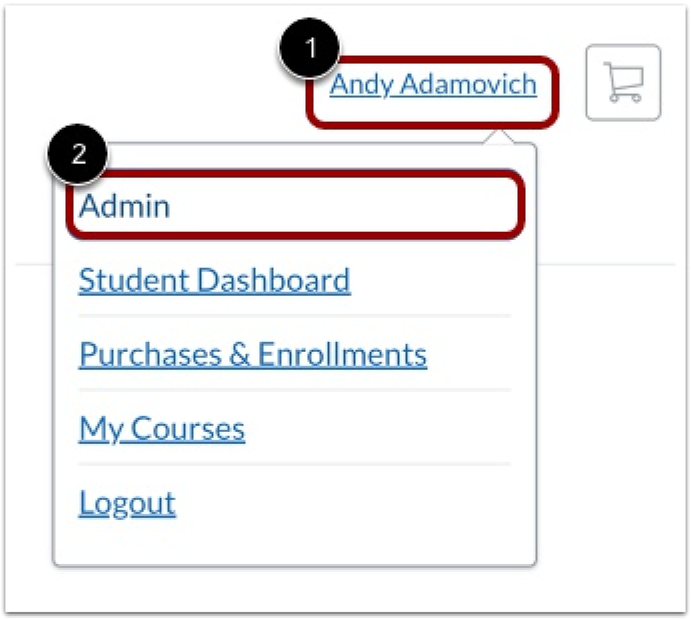
You can add tags to listings. Subcatalog admins can add tags to listings but can create and manage tags only if tag permission is enabled for their account. Learn more about managing tags.

Program listings are assigned to a primary catalog. As an admin, you can elect to cross list a program in additional catalogs. Subcatalog admins can access the cross listing feature only if it has been enabled for their account. Learn more about managing subcatalog admin permissions.

Notes:

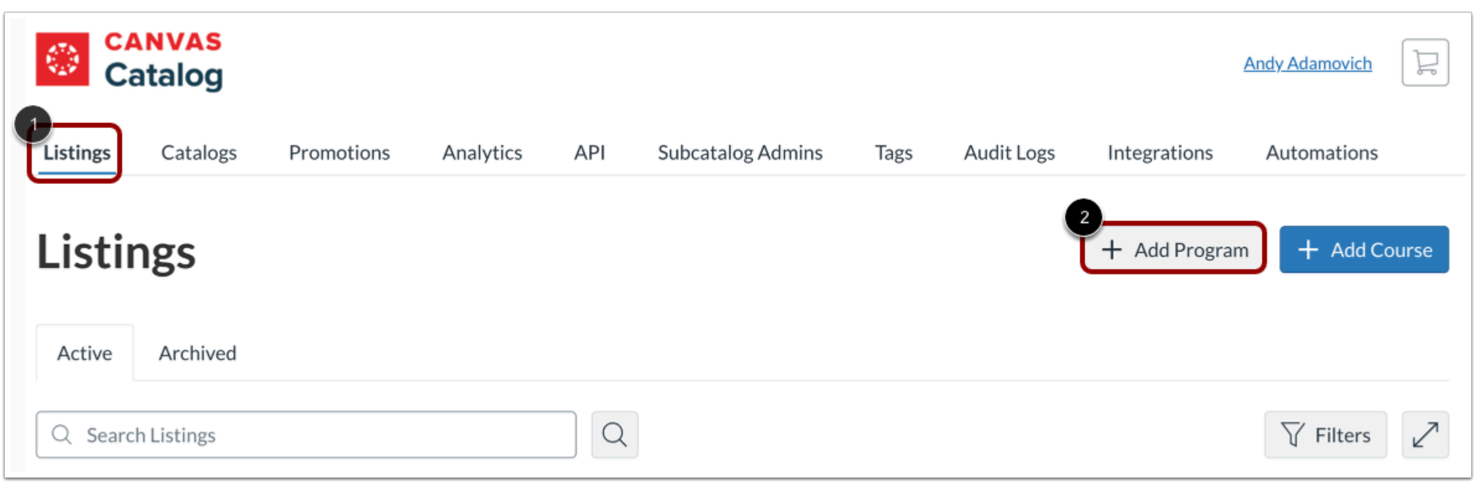
- You must create catalog course listings before you can create a catalog program listing.
- When a program is visible in multiple catalogs, any program revenue is assigned to the primary catalog.
- Learn more about how Canvas Catalog interacts with your institution's Canvas account.

Open Admin



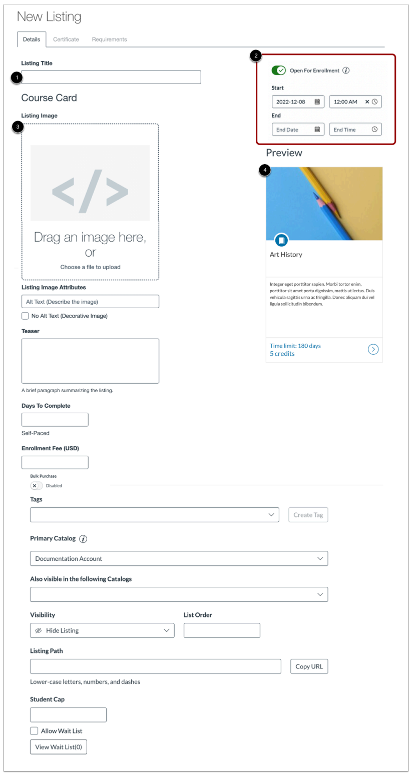
Click the **User name** drop-down menu [1]. Then, click the **Admin** link [2].

Add Program



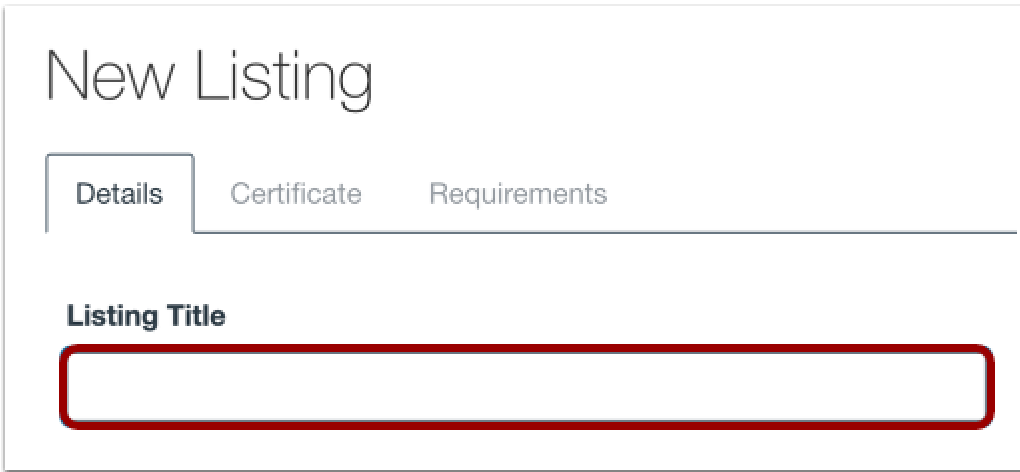
Click the **Listings** tab [1]. Then, click the **Add Program** button [2].

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], and preview the course listing card [4].

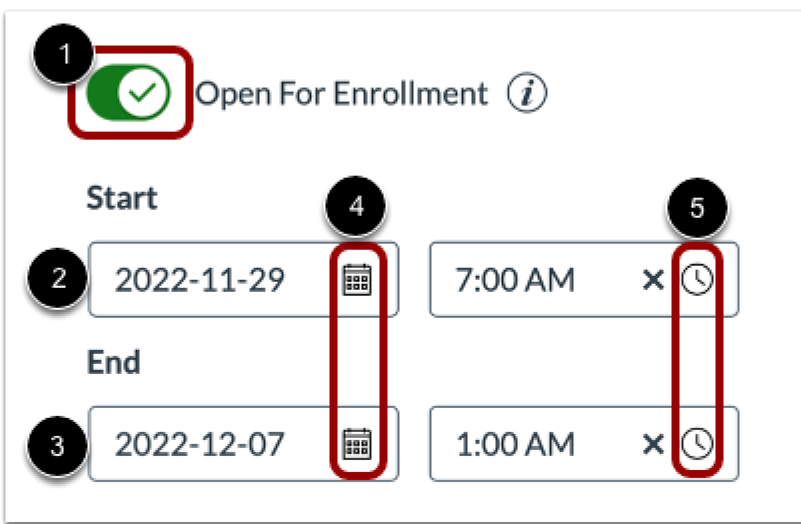
Add Listing Title



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 on [1].

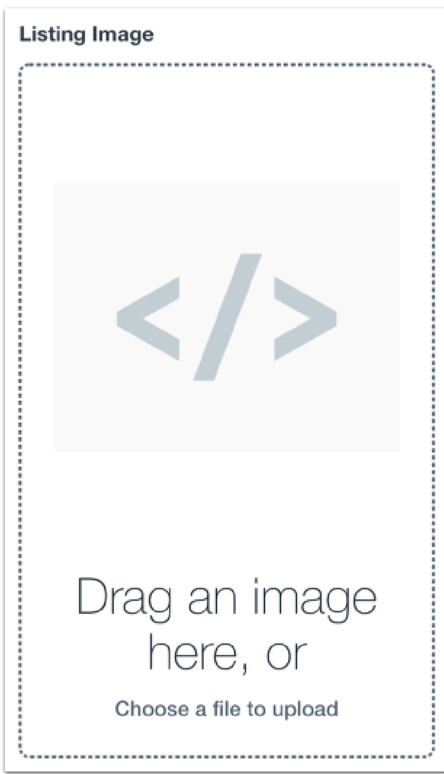
When the Open for Enrollment toggle is switched on, optional start and end text fields display. If start and end dates are not entered, the program is listed as self-paced.

To set the start of enrollment for a date in the future, enter a start date in the **Start** text field [2] or click the calendar icon [4]. To set a closing date for enrollment, enter an end date in the **End** text field [3] or click the calendar icon [4]. To enter optional start and end times, click the **Time** icon and select a time in the list [5].

Notes:

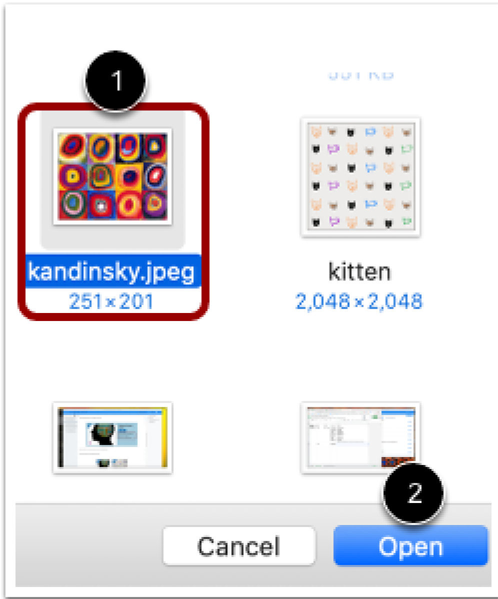
- When the Open For Enrollment toggle is on and start or end dates are entered, the listing can still display in the catalog, but enrollment is allowed only during the set dates/times.
- When the Open For Enrollment toggle is on, the listing always displays as enroll-able on the Listings page.

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.

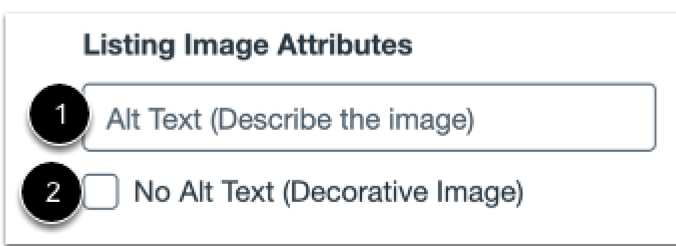
Select Image File



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

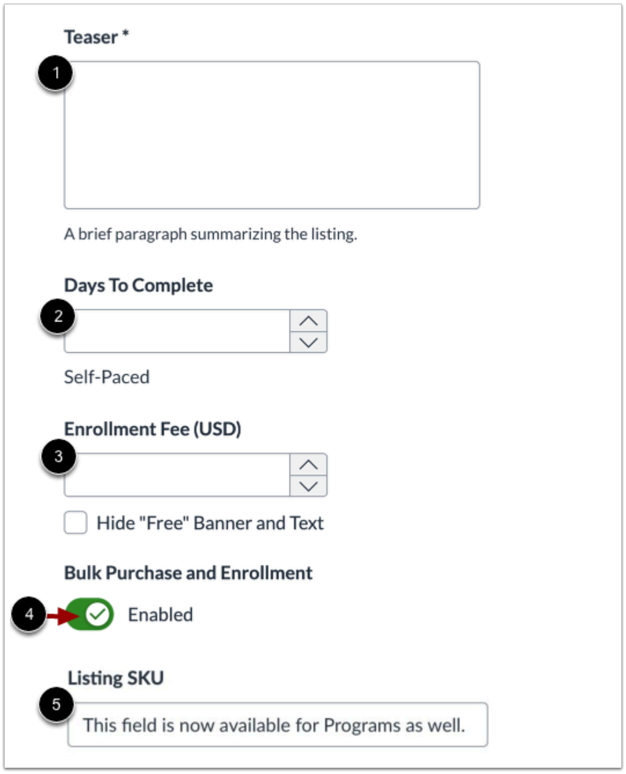
Note: Catalog supports PNG, JPG, and GIF images with a recommended size of 768 pixels high and 1050 pixels wide.

Add Alt Text



To improve accessibility, enter alternative text for your listing card image in the **Listing Image Attributes** field [1]. If the image is decorative and should not be read by a screen reader, click the **No Alt Text (Decorative Image)** checkbox [2].

Add Listing Card Details



Each listing must include a brief explanation. To enter your program listing explanation, type in the **Teaser** field [1]. The teaser cuts off from view at approximately 280 characters, though the text field supports up to 1,000 characters.

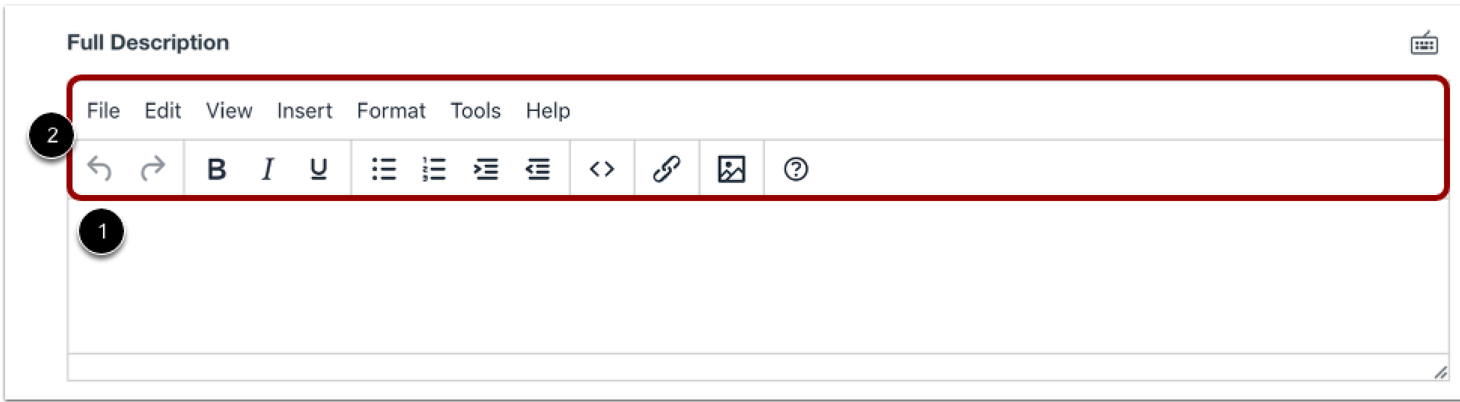
If you want to set the number of days that the course will be available to the student, enter the number in the **Days to Complete** field [2]. The countdown begins for a student the day a student enrolls in the course. If this field is left blank, the listing will be designated as self-paced.

By default, there is no enrollment fee. If you want to set an enrollment fee for the listing, enter a price in the **Enrollment Fee (USD)** field [3].

By default, bulk purchasing is enabled or disabled, depending on how it is set for the catalog or subcatalog. To disable or enable bulk purchasing for the listing, click the **Bulk Purchase** toggle [4]**.**

You can add a Program **Listing SKU** [5], depending on how the catalog or subcatalog is configured.

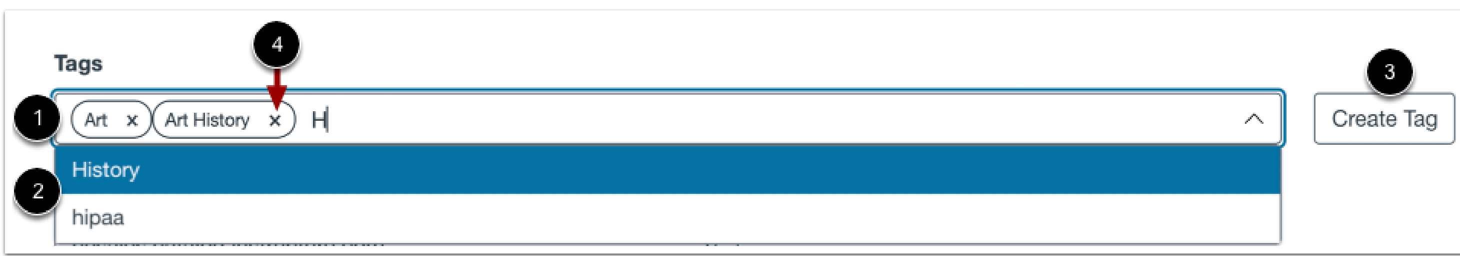
Add Description



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



To add tags to a 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].

You can manage tags from the Tags tab.

Notes:

- If tag options are disabled or unavailable, tag management permissions have been disabled for your subcatalog admin account.

- When you create a tag, it becomes available for all catalogs at your institution.

Select Catalog

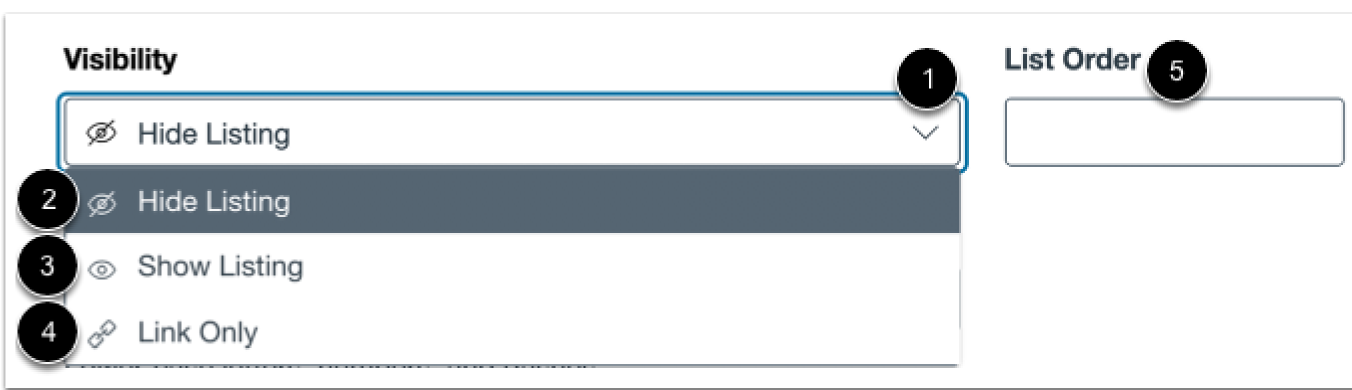
To select the primary catalog for the program listing, click the **Catalog** drop-down menu. You can choose from your domain catalog or a custom subcatalog (path URL).

To cross list the program in additional catalogs, click the **Also visible in the following Catalogs** drop-down menu and select a catalog from the list [2].

To delete a program from an additional catalog, click the catalog's **Delete** icon [3].

Note: If the Also visible in the following Catalogs option does not display, cross listing has not been enabled for your account.

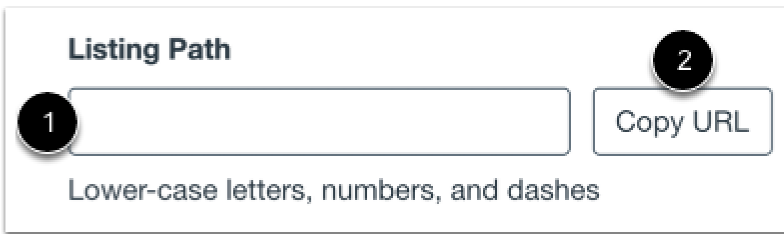
Set Visibility



To change the program's visibility, click the **Visibility** drop-down menu [1]. You can hide the listing [2], show the listing in the catalog [3], or make the listing only accessible via a direct link [4]. By default, the listing is hidden in the catalog.

To set the program listing order, enter a number in the **List Order** field [5]. If not specified, the program will have no priority list order.

Add Listing Path



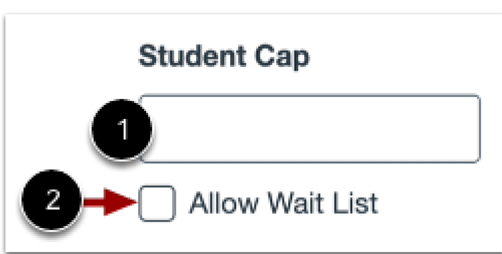
To add a listing path, enter a path in the **Listing Path** field [1]. The Listing Path is the name of the listing added to the end of the catalog URL, e.g., *[domain URL]/programs/[listing path]*. Listing paths should be unique per Catalog account and support lowercase letters, numbers, and dashes.

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

Notes:

- If the listing visibility is set to hidden, you will not be able to view the listing URL.
- When visibility is set to Link Only, copy the URL to distribute the program listing.

Set Enrollment Cap and Wait List



You can set an enrollment cap for your program. To set the maximum number of students who can enroll in the program, type in the **Student Cap** field [1]. By default, there is no cap limit.

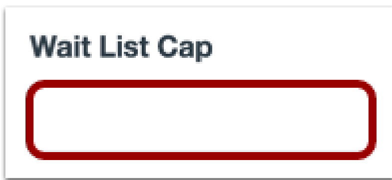
If you want to enable a wait list for your enrollment cap, click the **Allow Wait List** checkbox [2]. By default, wait listing is not enabled.

Learn more about [enrollment caps and wait lists].

Notes:

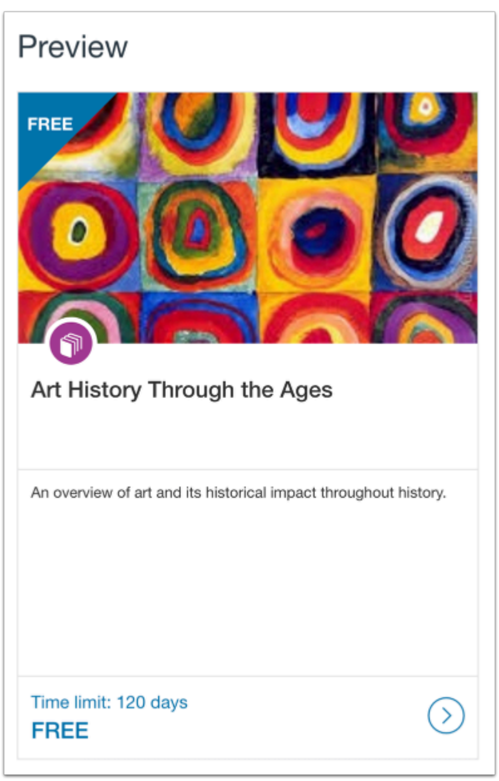
- When an enrollment cap is added to a listing, the enrollment number begins at zero, even if students have already enrolled in the listing. To maintain an accurate student count, it is best practice to set the enrollment cap prior to publishing the listing.

Set Wait List Cap



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

Preview Program Listing Card



Preview the program listing card.

Create Listing

Click the **Create** button.

How do course and program listings display in Canvas Catalog?

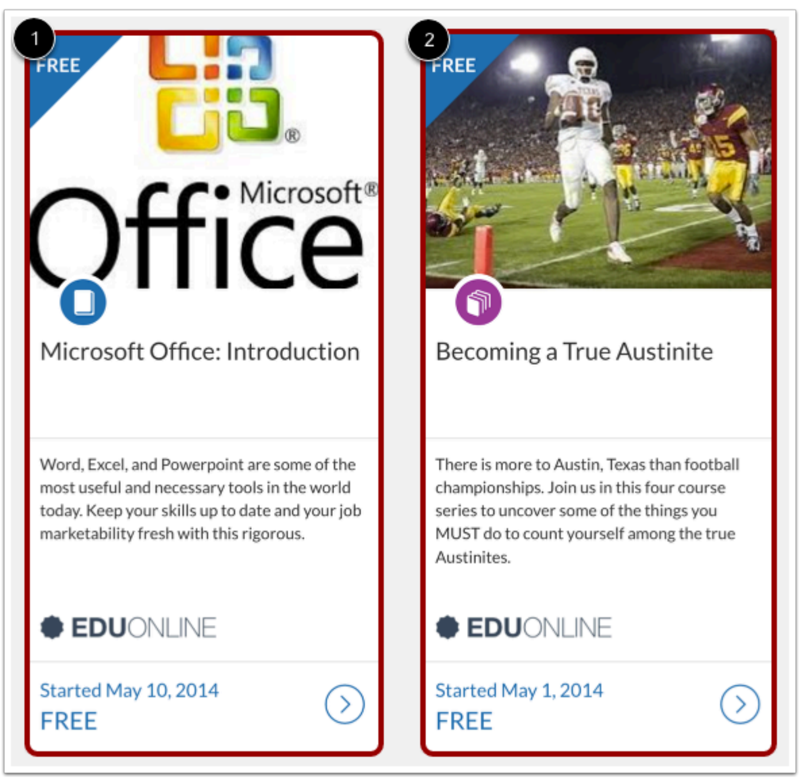
As a Canvas Catalog admin, you create a stand-alone listing in Catalog using a Canvas course, and you can add a program listing that uses a group of Catalog course listings as requirements to complete the program.

When you create a course or add a program, you can select visibility details for each individual listing. The selections you make affect the way course and program listings display in Catalog.

Notes:

- All courses in Catalog exist as independent listings, even if they are associated with a program listing. It is recommended that you set visibility and enrollment details for a course listing before you include it as a requirement in a program.
- If a visibility option is not selected for a course, Hide Listing is selected by default.

View Program and Course Listings



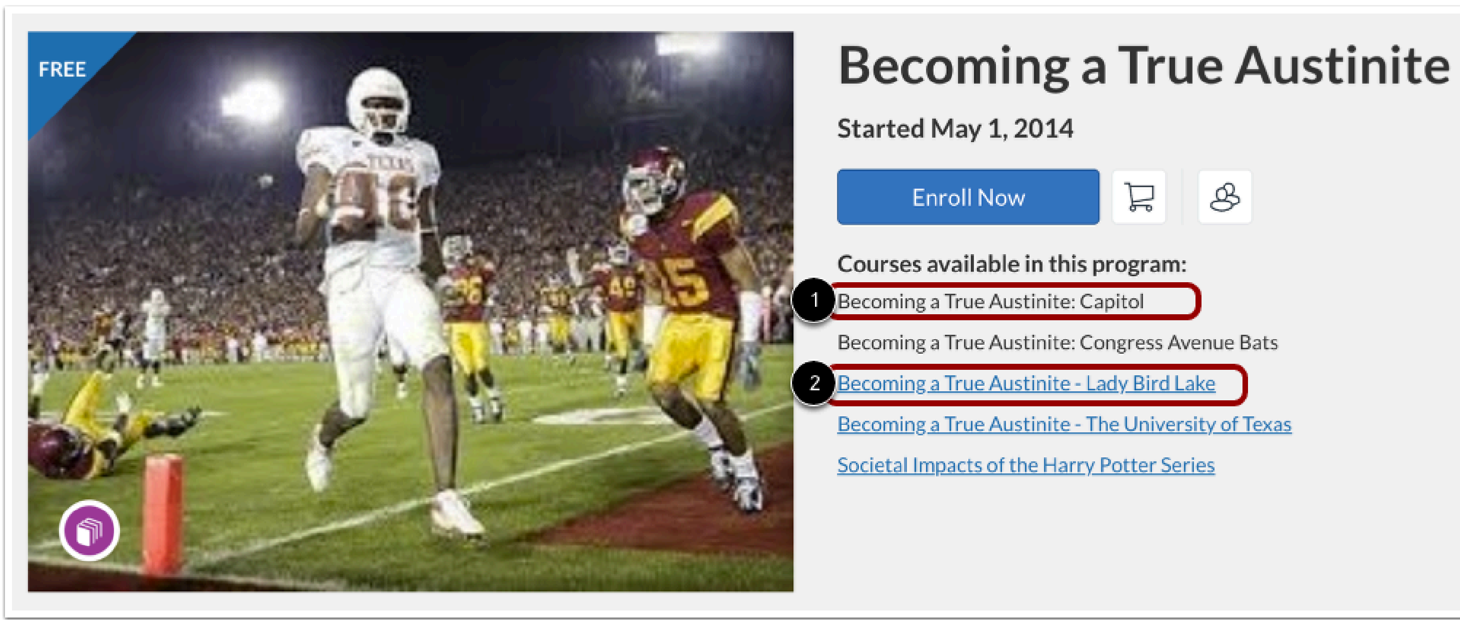
When a program's visibility option is set to Show Listing, the program listing displays as a public listing in the catalog [1].

When a course's visibility option is set to Show Listing, the course displays as a stand-alone public listing in the catalog in addition to displaying in any program where it is included as a requirement [2].

Notes:

- When you select a course as a requirement in a program, the course name displays on the registration page for the program no matter which visibility option you select for the course.
- When offering a course both individually and as part of a program, it is recommended that course visibility be set to Show Listing.

View Course Requirements in Program Listing



All course requirements, regardless of their visibility settings, display on the registration page of the program listing.

If course visibility is set to Hide Listing or LInk Only, only the course name displays [1].

If course visibility is set to Show Listing, a link to course details displays [2].

Notes:

- When course or program visibility is set to Link Only, students can register only using a provided link.
- When a program's visibility is set to Hide Listing, the program does not display anywhere in the catalog.

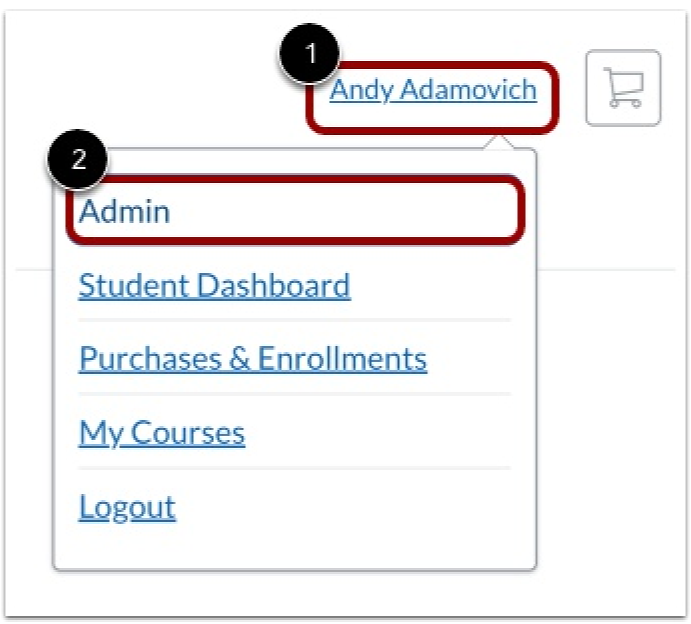
How do I add a requirement to a Catalog program?

To create a Catalog program, you must add course requirements that students must finish to complete the program. Requirements can also include other programs added as subprograms. Learn how to manage program requirements.

Notes:

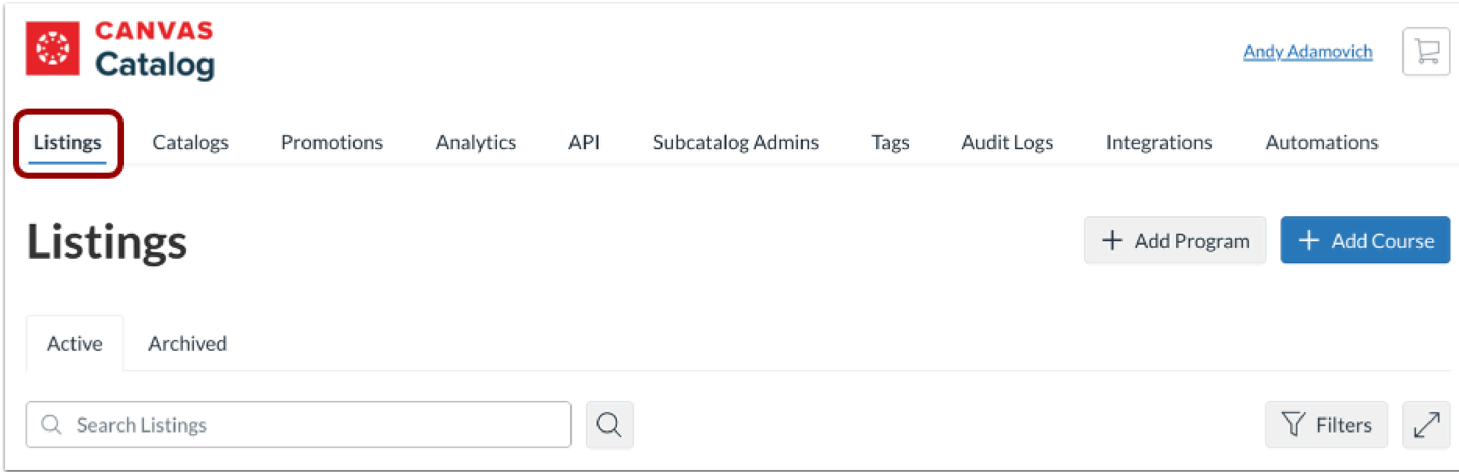
- Catalog does not prevent you from adding a requirement to more than one program, but doing so is discouraged and performance can not be guaranteed.
- In a Catalog program, each course includes a series of module requirements that students must fulfill before they can move on to the next course in the program. These module requirements are set in the Canvas course. Learn more about course module requirements in Canvas.

Open Admin



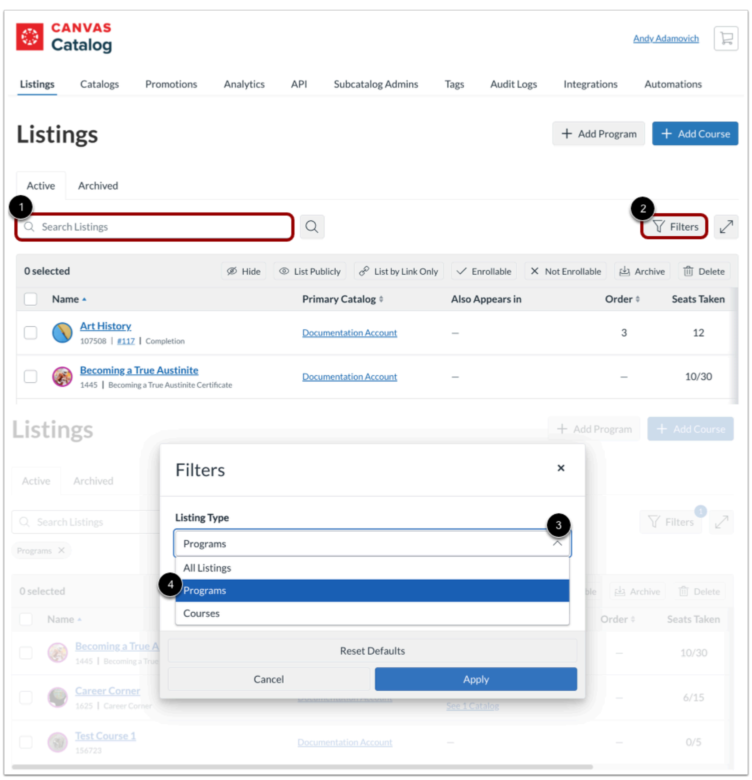
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings Page



Click the **Listings** tab.

Filter Programs

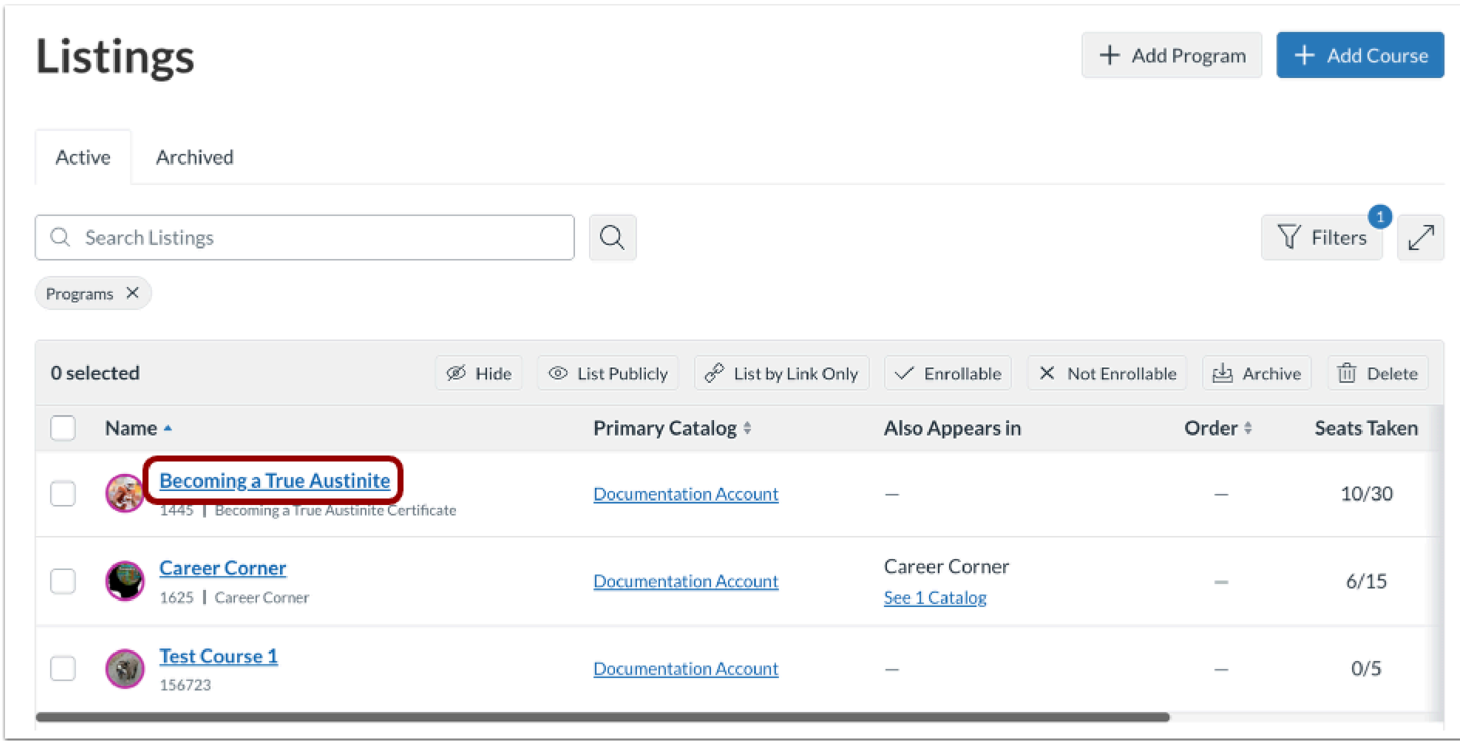


To search for a program by name, enter text in the Search Listings field [1].

To filter the search and to view only programs in the results, click **Filters** button [2].

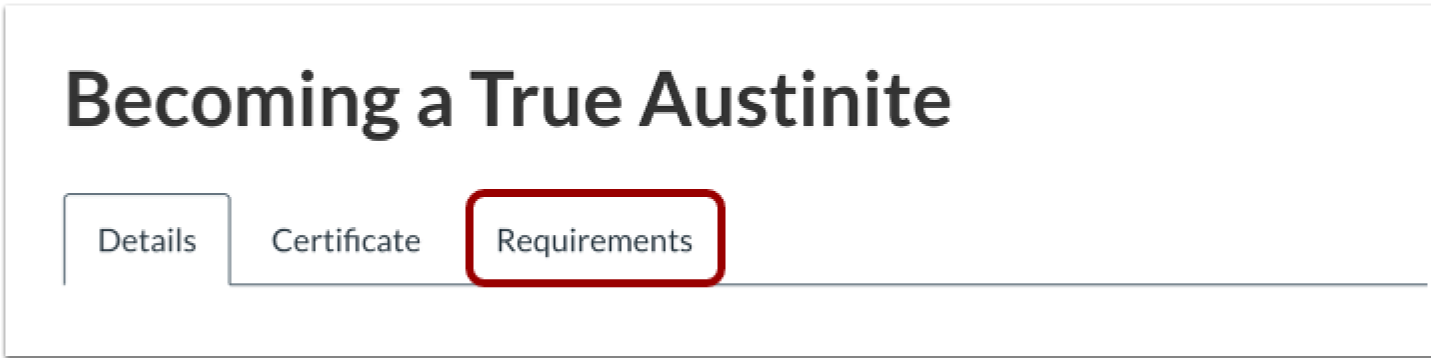
Click the **Listings Type** drop-down menu [3]. Then, click the **Programs** link[4].

Open Program



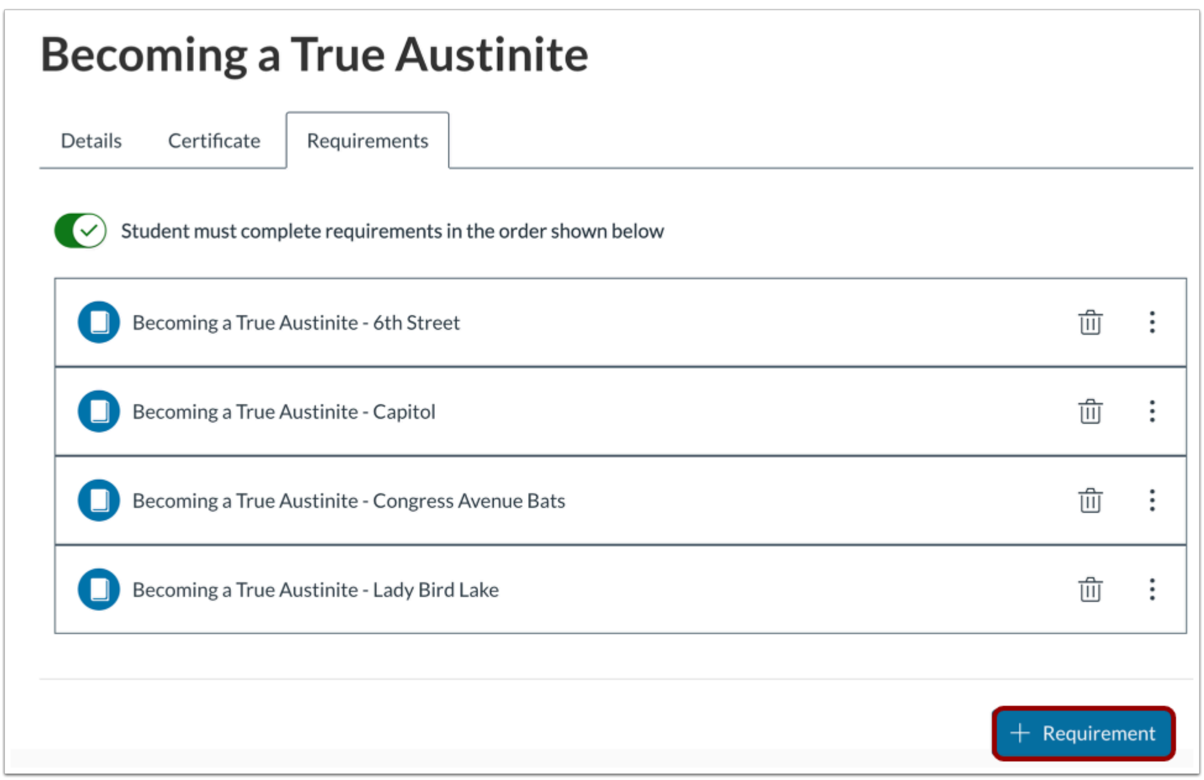
To select a program, click the program name link.

Open Requirements



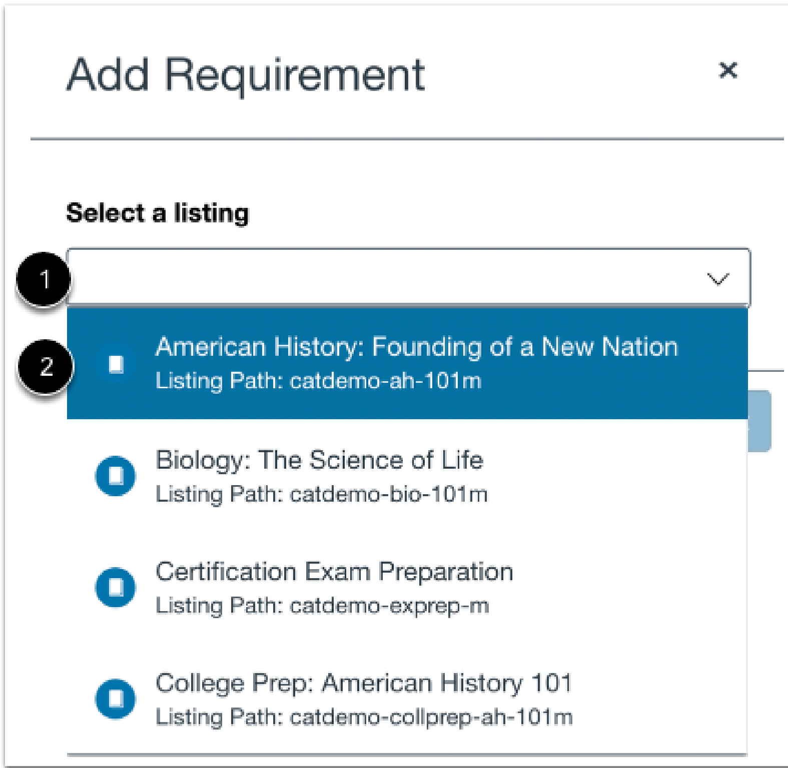
Click the **Requirements** tab.

Add Requirement



Click the **Add Requirement** button.

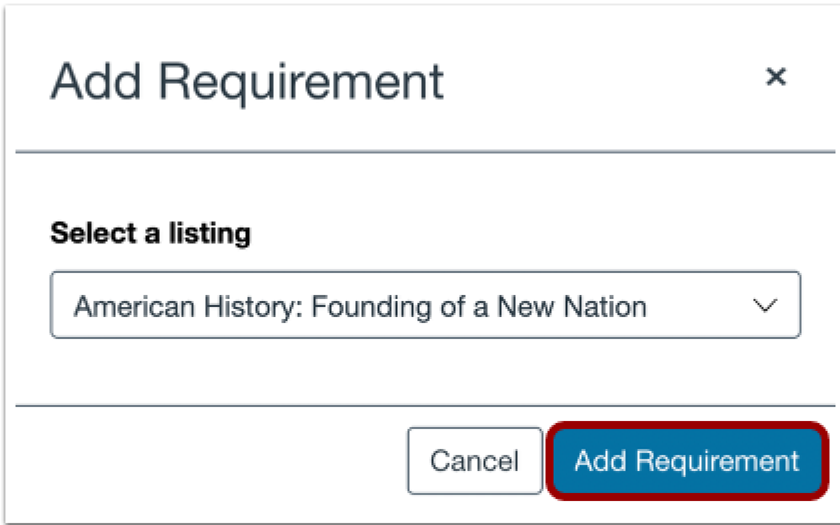
Search Canvas Courses or Programs



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 Course or Program



Click the **Add Requirement** button.

How do I manage program requirements in Canvas Catalog?

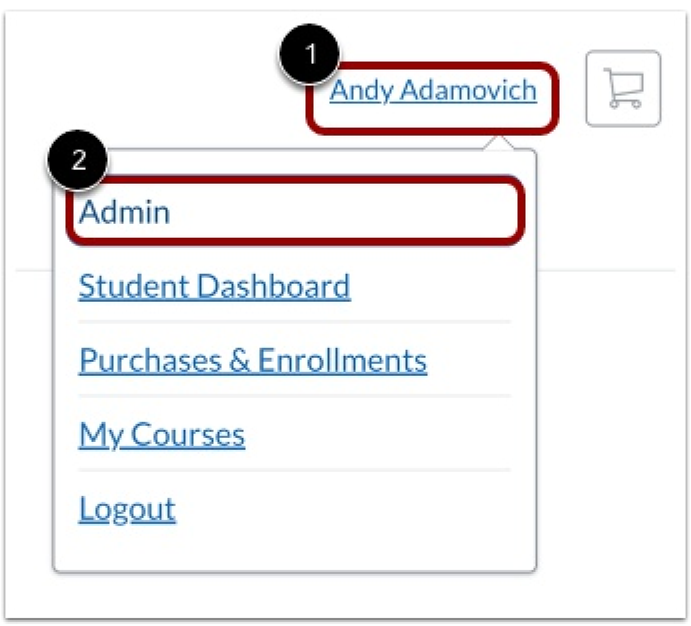
In Canvas Catalog, programs are comprised of requirements that students must finish to complete the program. Requirements can be Catalog courses or other Catalog programs added as subprograms. As a Catalog admin, you can view current requirements within a program and add or delete requirements.

Each course listing in Catalog exists as a stand alone listing, 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.

Notes:

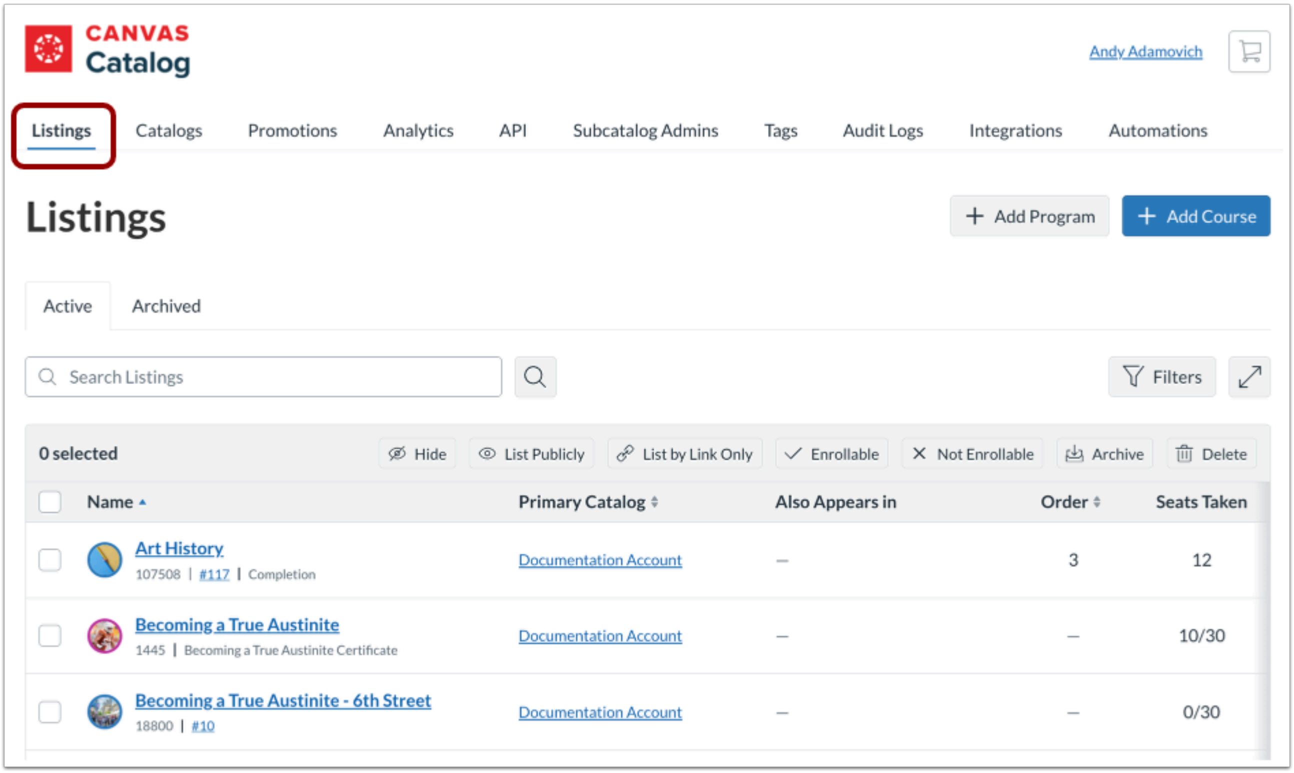
- Catalog does not prevent you from adding a requirement to more than one program, but doing so is discouraged, and performance can not be guaranteed.
- In a Catalog program, each course includes a series of module requirements that students must fulfill before they can move on to the next course in the program. These module requirements are set in the Canvas course. Learn more about course module requirements in Canvas.

Open Admin



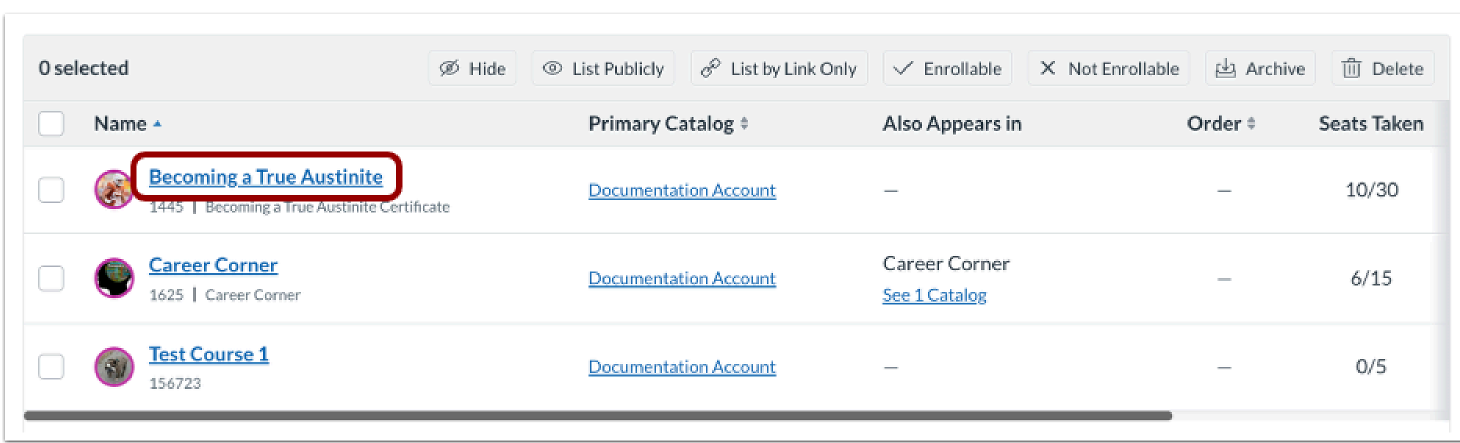
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

View Listings Page



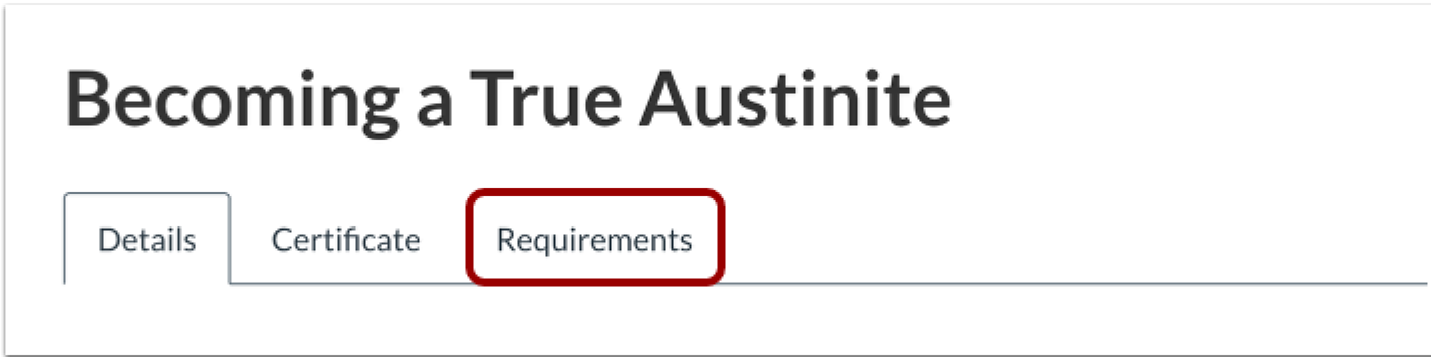
Click the **Listings** tab.

Open Program



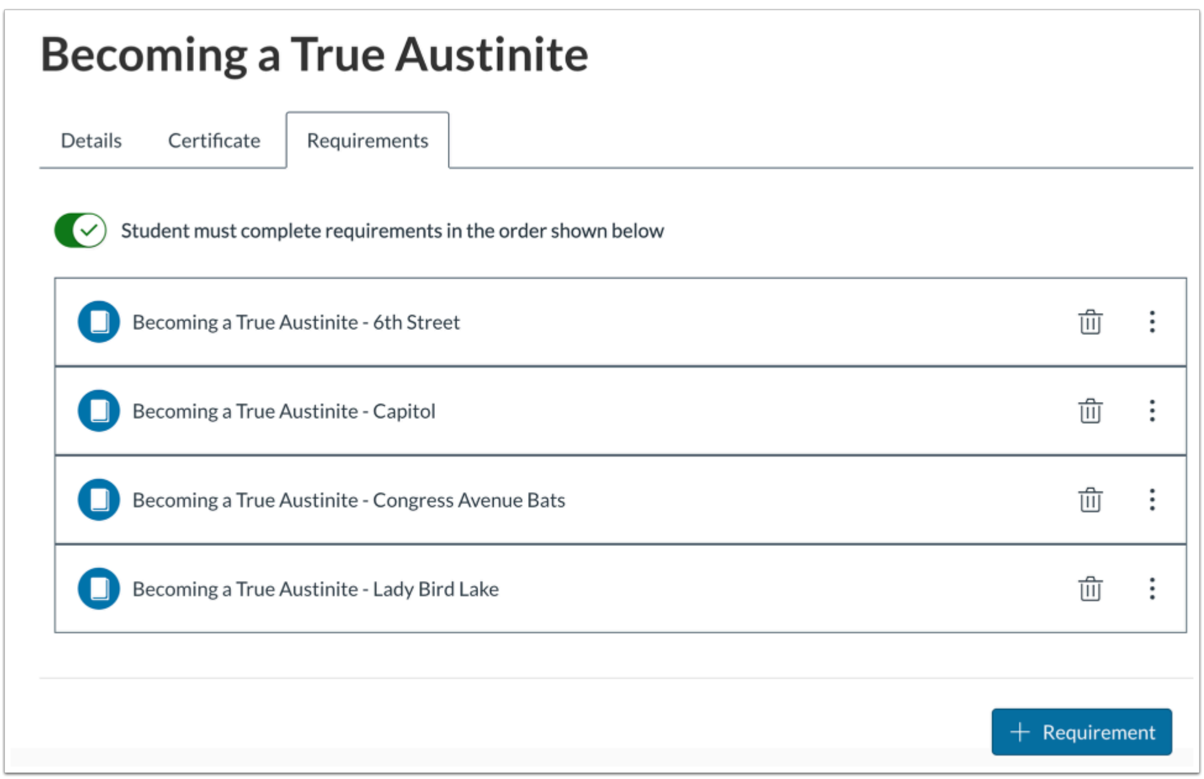
Click the program name link.

Open Requirements



Click the **Requirements** tab.

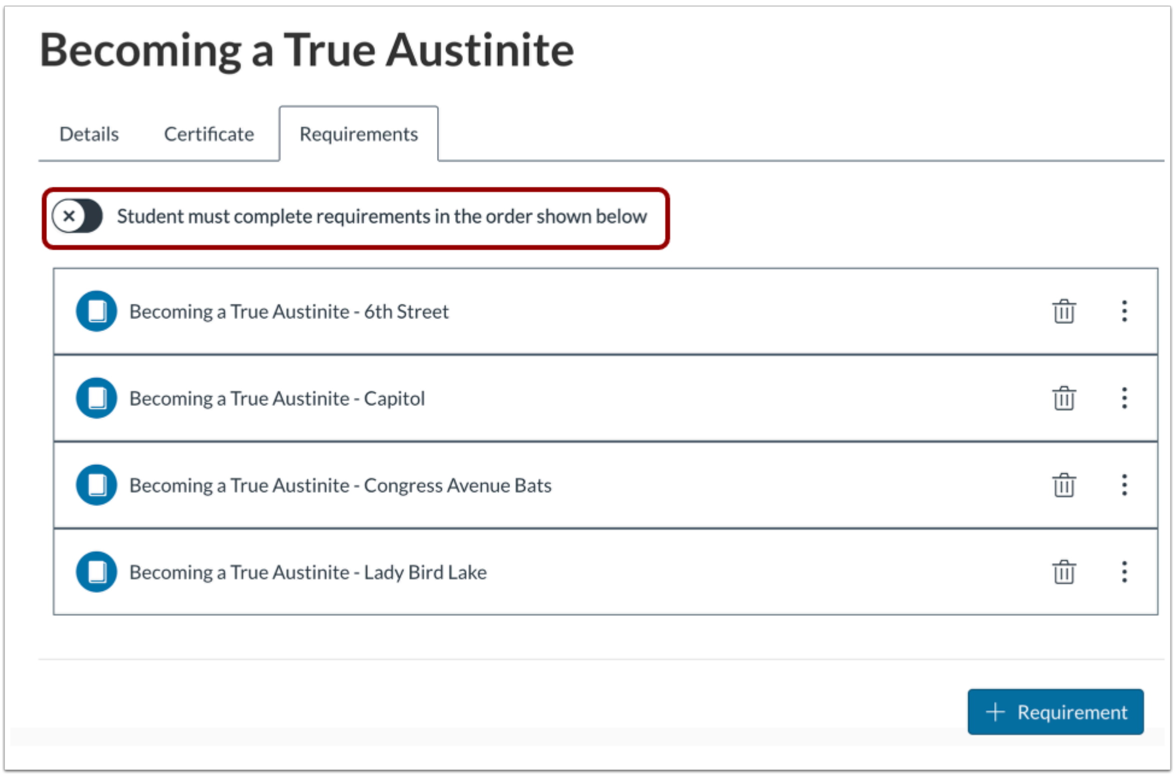
View Requirements



The Requirements page shows 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 subprogram that is part of a program listing also exists as a stand alone listing. Learn how various visibility and enrollment statuses display in Catalog.

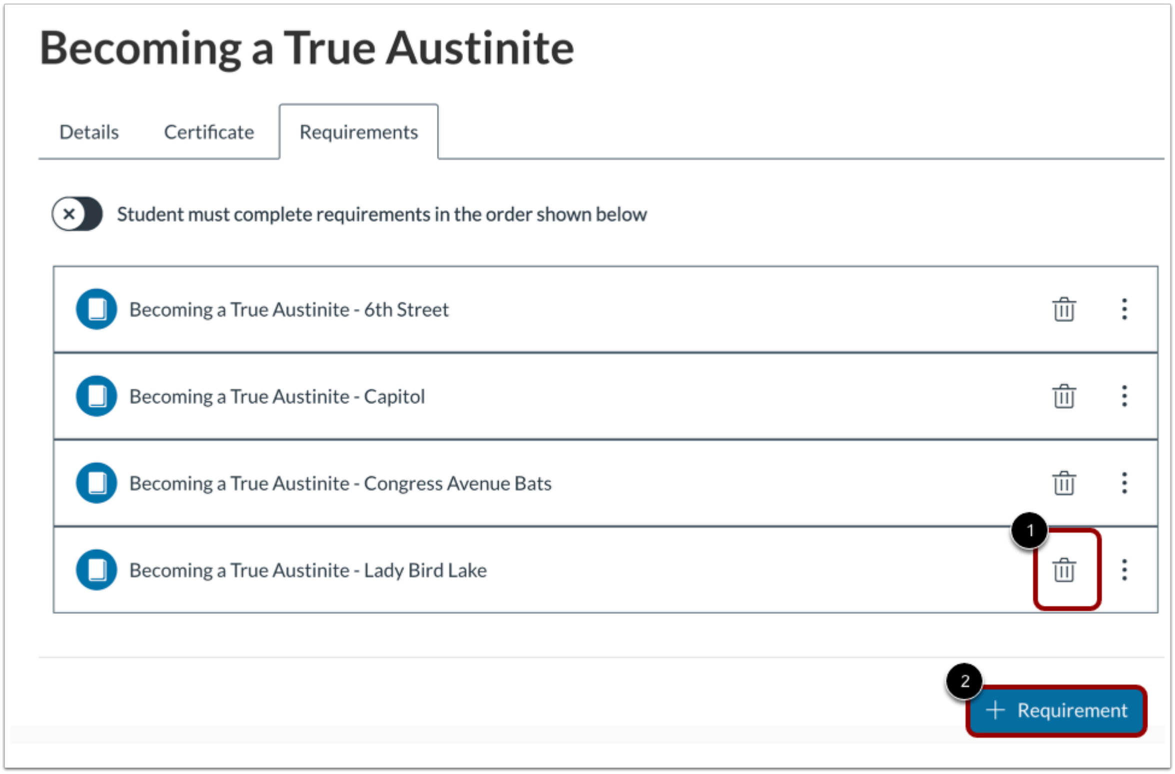
Manage Requirement Completion Order



By default, students must complete program requirements in the order in which they appear on the Requirements page.

To allow students to complete program requirements in any order, click the **Student must complete requirements in the order shown below** toggle off.

Manage Program Requirements



To remove a program requirement from the list, click the **Delete** icon [1].

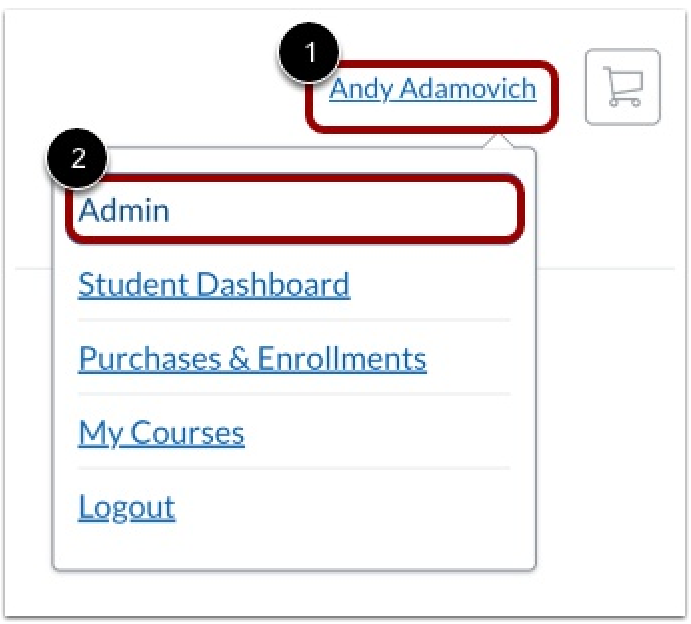
To add a program requirement, click the **Add Requirement** button [2].

How do I manage single-listing enrollment behavior in my institution's Canvas Catalog?

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

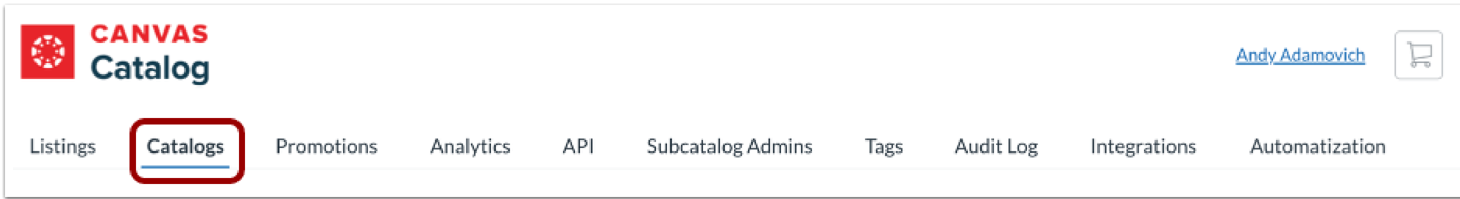
Catalog supports a shopping cart feature that allows students to select multiple catalog listings for enrollment before completing the checkout process. By default, when a student selects to enroll in a listing from the listing's details page, the listing is first added to the shopping cart and then the student is redirected to the checkout page. However, you can change this default behavior so that single-listing enrollments bypass the shopping cart and navigate straight to the checkout page.

Open Admin



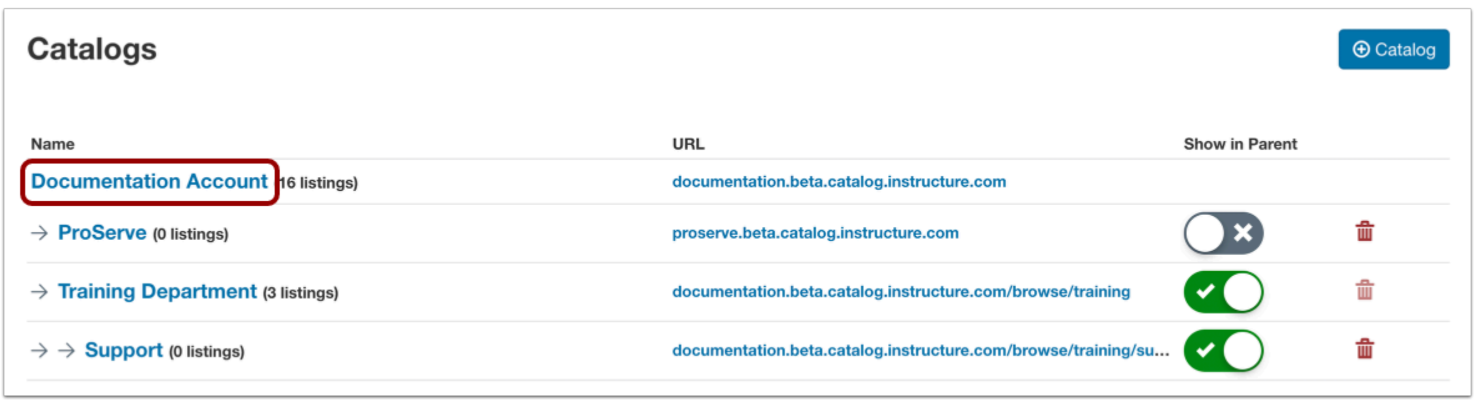
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



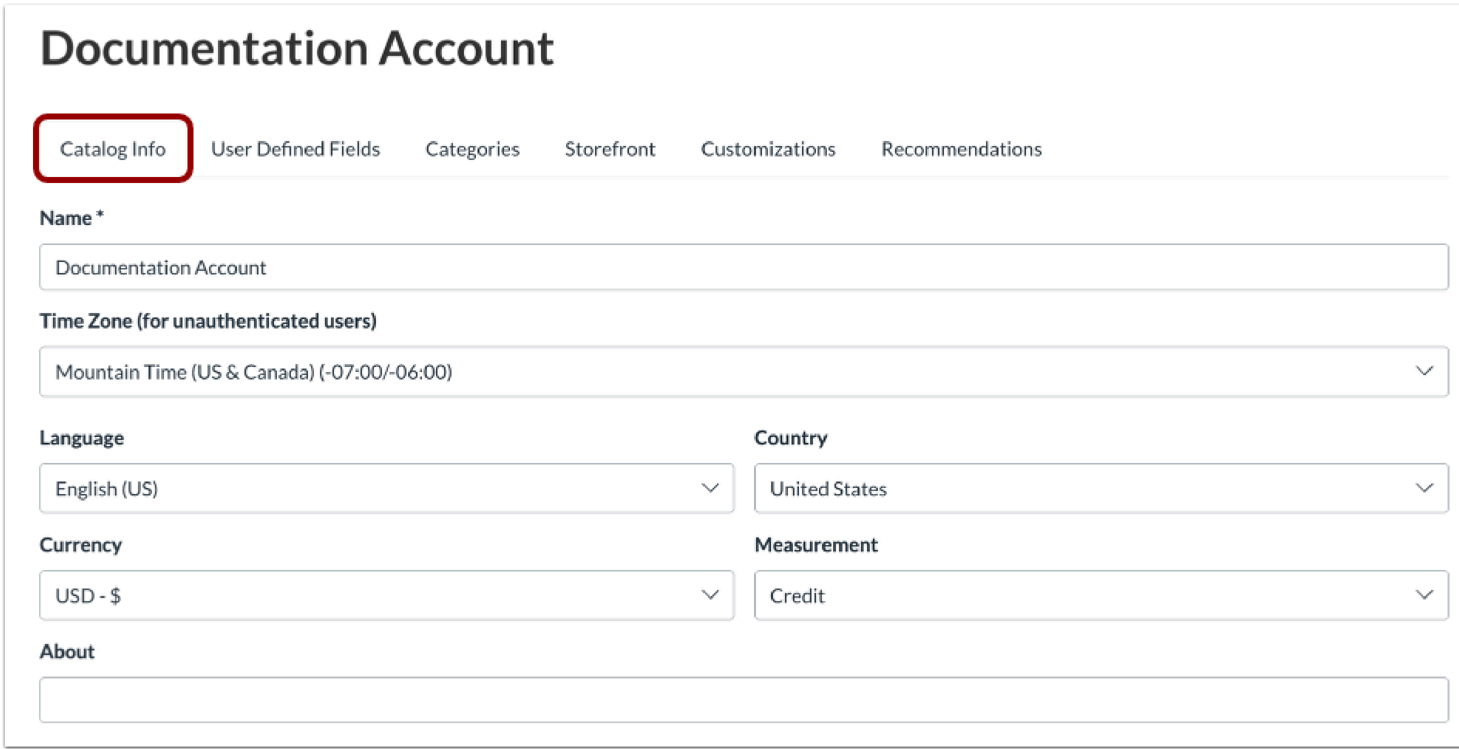
Click the **Catalogs** tab.

Select Catalog



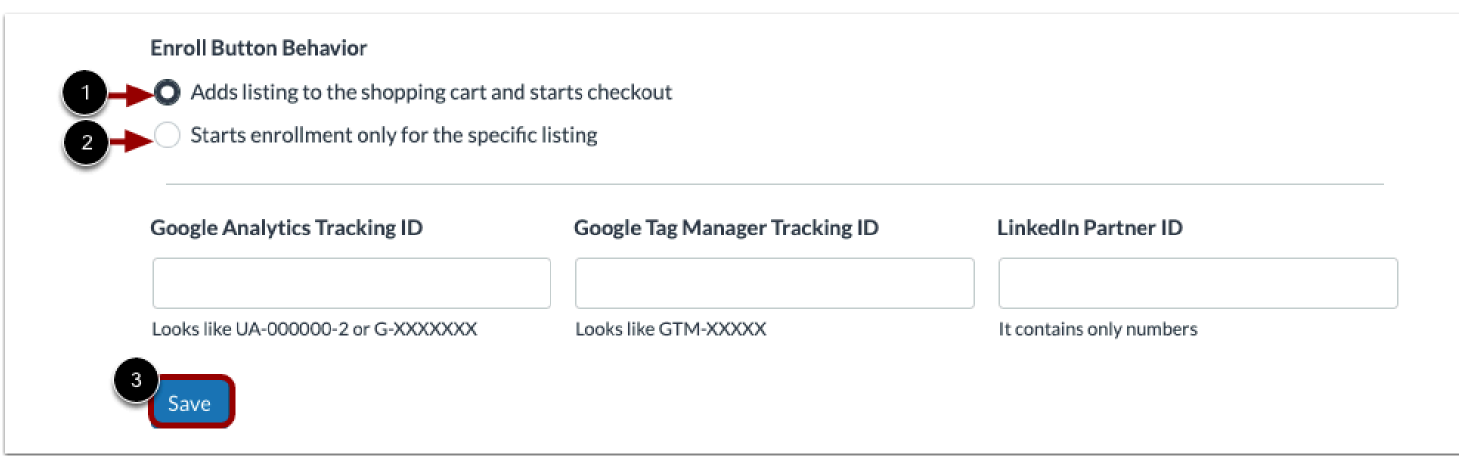
Click the root catalog name link.

View Catalog Info



In the Catalog Navigation menu, the **Catalog Info** tab opens by default.

Manage Enrollment Button



In the Enroll Button Behavior section, the Adds listing to the shopping cart and starts checkout radio button is selected by default [1]. When a student clicks the Enroll button for a listing, the listing is added to the shopping cart before Catalog navigates to the checkout page.

To prevent the listing from being added to the shopping cart and force navigation directly to the checkout page, click the **Starts enrollment only for the specific listing** radio button [2].

To save your selection, click the **Save** button [3].

Catalog Registration and Enrollments

How do I add user defined fields to customize catalog registration?

As a Catalog admin, you can add user defined fields to a catalog. User defined fields allow you to customize the information you gather during user registration in addition to the default fields of Full Name and Email.

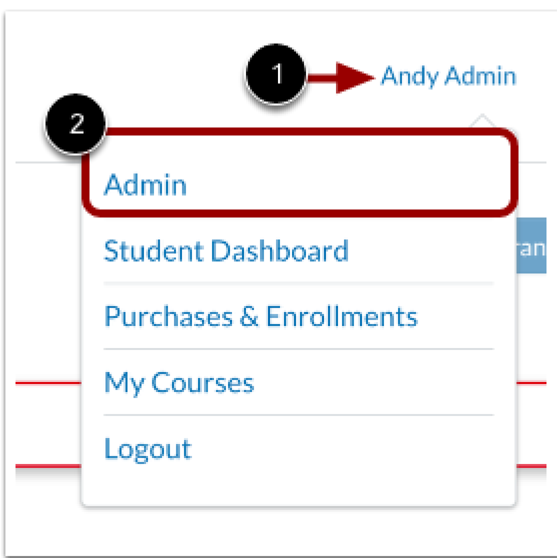
By default, user defined fields are collected for new user registrations only. To allow user defined fields to display when existing users enroll in a course, you can enable user defined fields during enrollments in the Catalog Info tab.

By default, user defined fields created in a parent catalog are applied to all subcatalogs. Custom user defined fields can be added to a subcatalog by disabling the default setting.

Learn more about editing and deleting user defined fields.

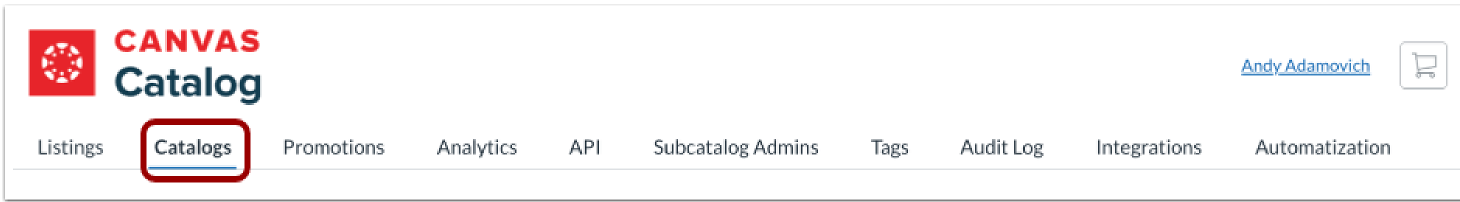
Note: Data collected in user defined fields displays in the Enrollments and Users tabs of the Analytics page.

Open Admin



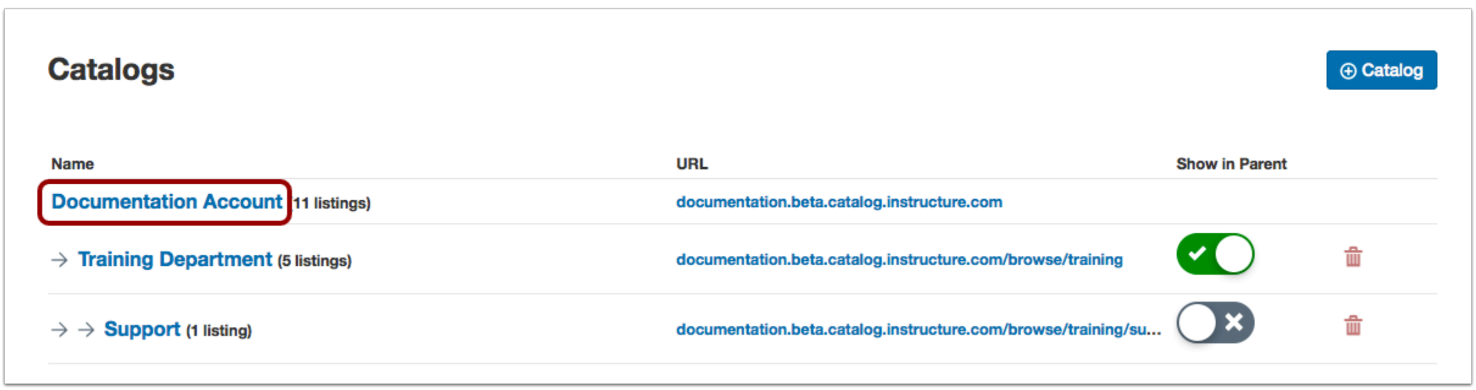
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



Click the **Catalogs** tab.

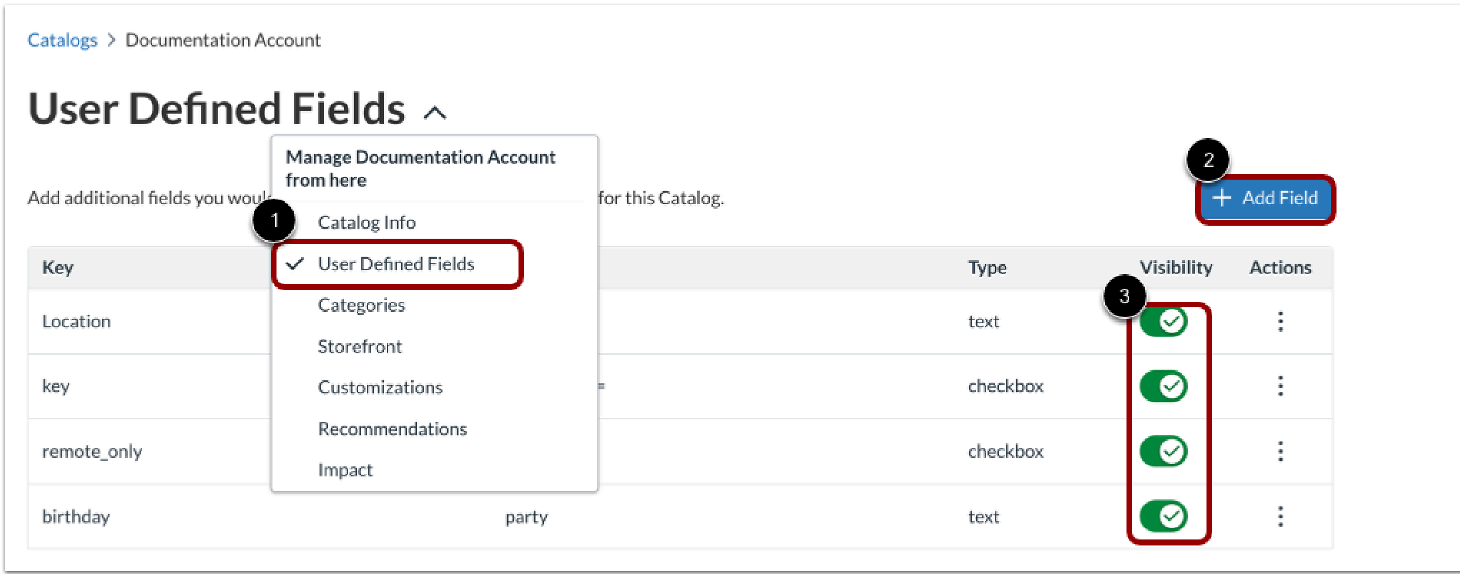
Open Catalog



To open a catalog or subcatalog, click the catalog name link.

Click to copy

Add User Defined Fields

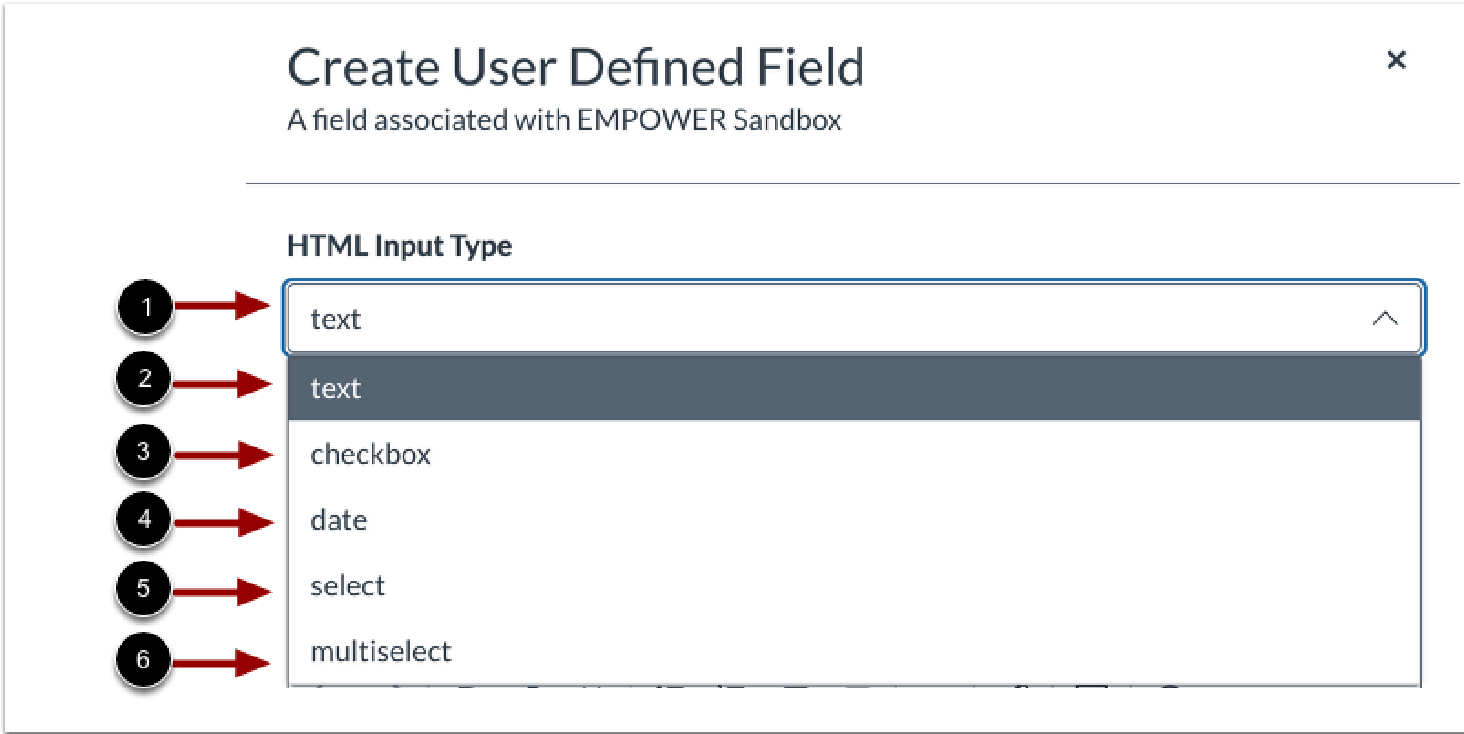


To add user defined fields to a parent catalog, in the Catalog settings drop-down menu, click the **User Defined Fields** link [1]. Then, click the **Add Field** button [2].

To select which fields to display, click the **Visibility** buttons [3].

Note: Administrators can toggle the visibility of **User Defined Fields**. This feature allows outdated or unnecessary fields to be hidden from user-facing forms without deleting them, preserving historical data for reporting and analytics.

Choose HTML Input Type



To select a user input type, click the **HTML Input Type** drop-down menu [1].

To add a text field response type, click the **text** link [2].

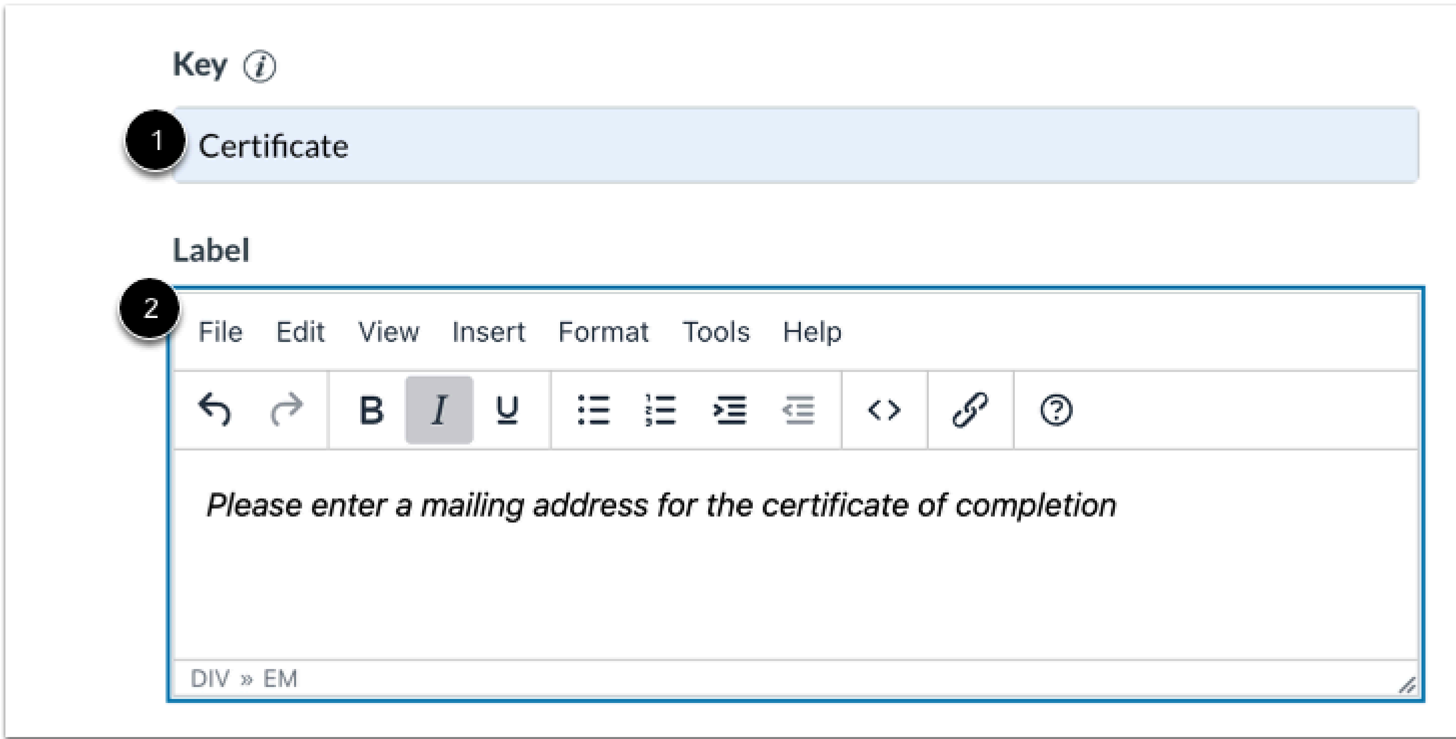
To add a checkbox response type, click the **checkbox** link [3].

To add a date selection calendar response type, click the **date** link [4].

To add a drop-down menu option select response type, click the **select** link [5].

To create multiple User Defined Fields configurations for users to select multiple values from a list, click the **multiselect** link [6].

Create Key and Label

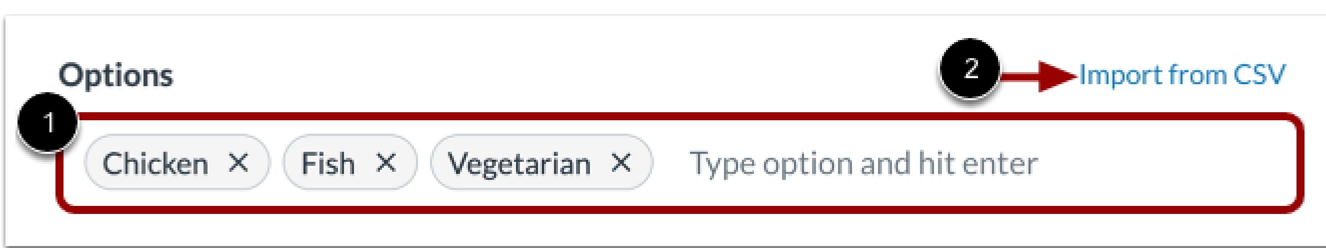


Enter a name key for the field in the **Key** text-box [1]. Use lowercase letters and numbers. Spaces are not allowed, use underscores or dashes between words.

Enter the text for the field name that displays during user registration in the **Label** text-box [2]. You can format the field name text, or include a link in the text field in the Rich Text Editor.

Note: You are required to enter text in both the Key and Label fields.

Enter Select Options



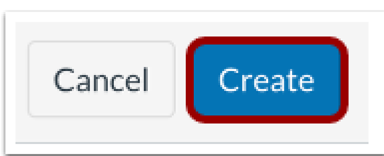
If the select response type is chosen, you can enter up to 1000 options for users to select from. To add an option, type the option and hit the enter key [1].

Alternatively, to enter a list of selection options from a CSV, click the **Import from CSV** link [2]. In the CSV file, enter a single option in a cell, and add additional options in subsequent cells in the column. Catalog prompts you to select a CSV from your computer. When the upload has finished, the options display in the Options field.

Create Required Field

To indicate that the field is required to complete registration, click the **This field is required** checkbox [1]. To display an error message in a required field that is left blank, enter text in the **Error Message** field [2].

Save Field



Click the **Create** button.

How do I view and manage user defined fields for my catalogs?

As a Catalog admin, you can view and manage user defined fields in your catalogs and subcatalogs. User defined fields allow you to customize the information you gather during new user registration in addition to the default fields of Full Name and Email.

Learn more about adding user defined fields to your catalogs and subcatalogs.

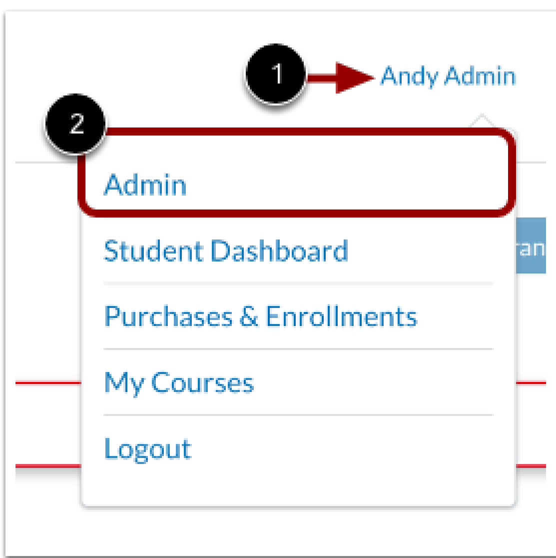
Learn more about viewing user defnied field information for catalog registrations.

You can export user defined fields using the Catalog API.

Notes:

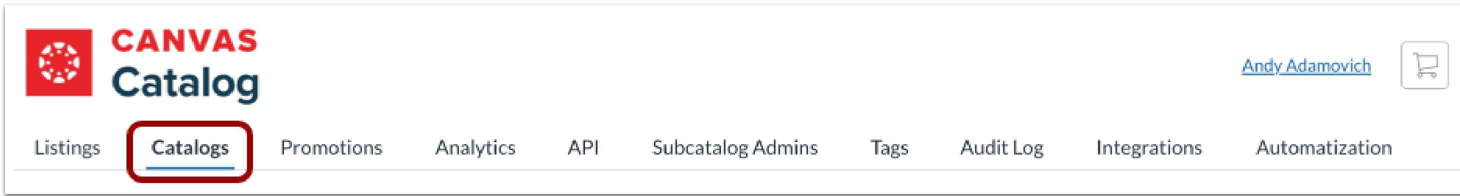
- By default, user defined fields created in a parent catalog are applied to all subcatalogs. Custom user defined fields can be added to a subcatalog when the default setting is disabled.
- By default, information in user defined fields is only collected during new user registrations. To allow user defined fields to display when existing users enroll in a course, you can enable user defined fields for all enrollments.

Open Admin



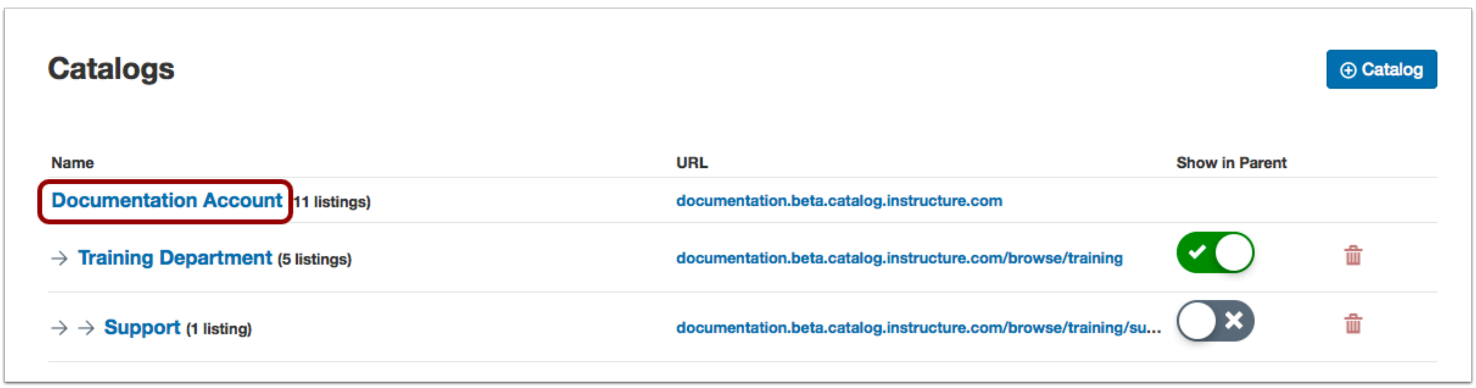
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



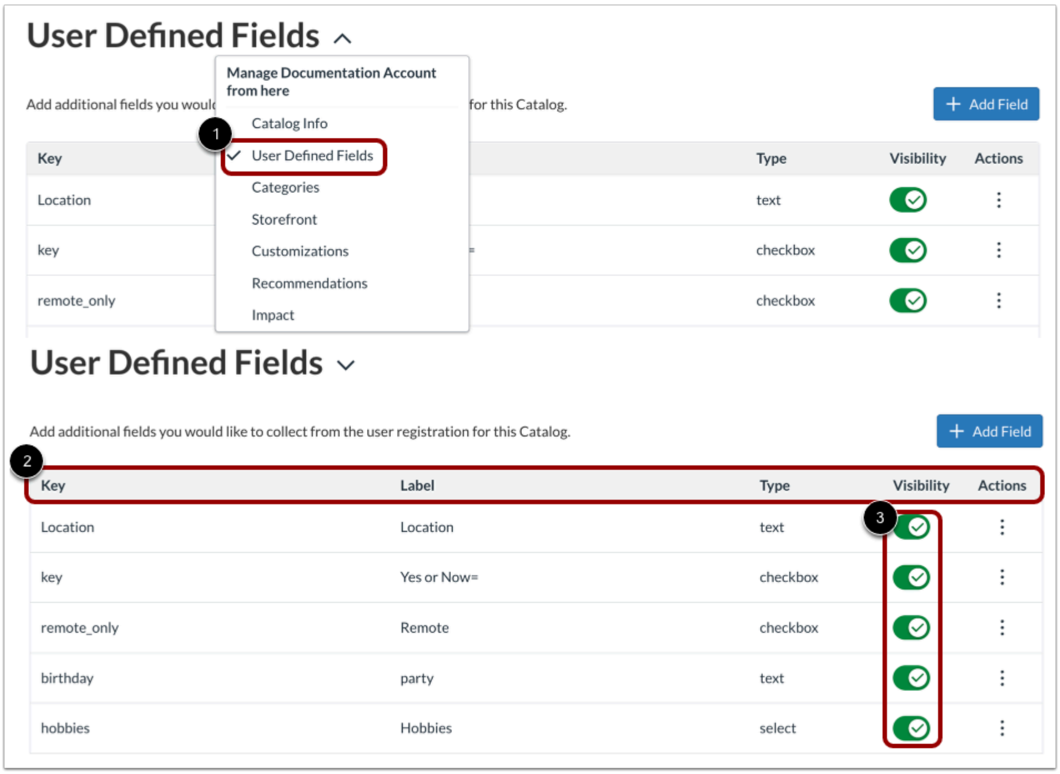
Click the **Catalogs** tab.

Open Catalog



Click the catalog or subcatalog name link.

View Fields

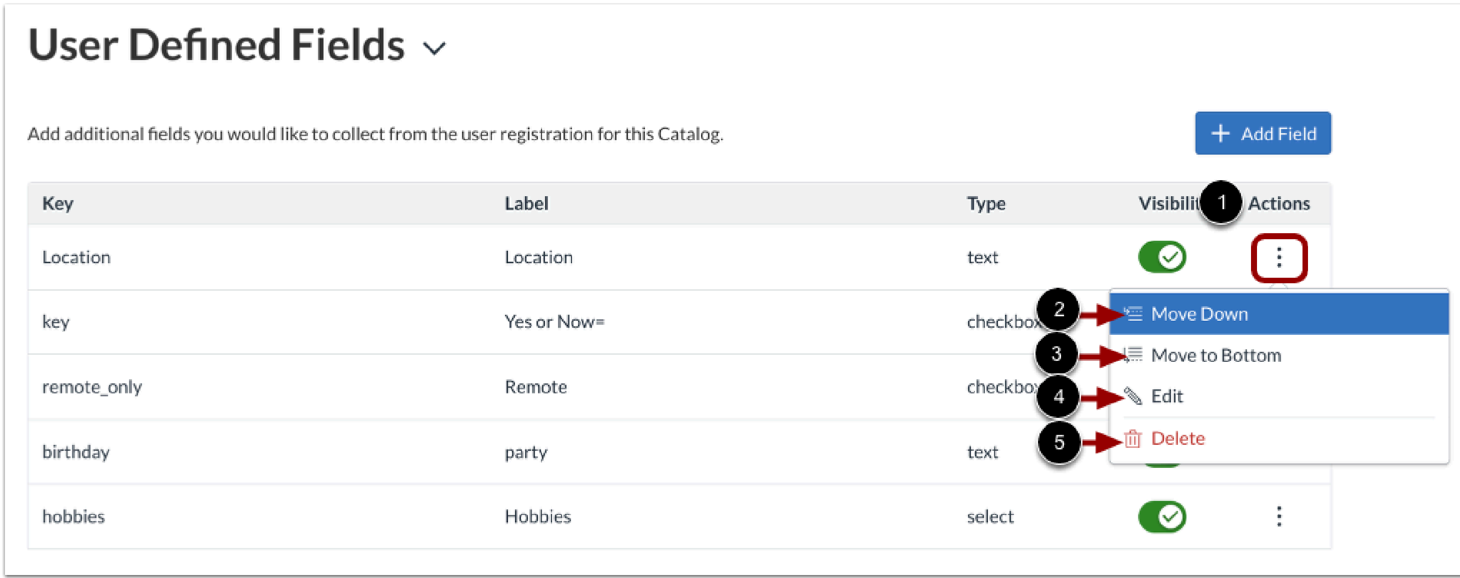


In the Catalog settings drop-down menu, click the **User Defined Fields** link [1]. User defined field information displays in the header [2].

To select which fields to display, click the **Visibility** buttons [3].

Note: Administrators can toggle the visibility of **User Defined Fields**. This feature allows outdated or unnecessary fields to be hidden from user-facing forms without deleting them, preserving historical data for reporting and analytics.

Re-Order Fields



To re-order a field click the **Actions** icon [1].

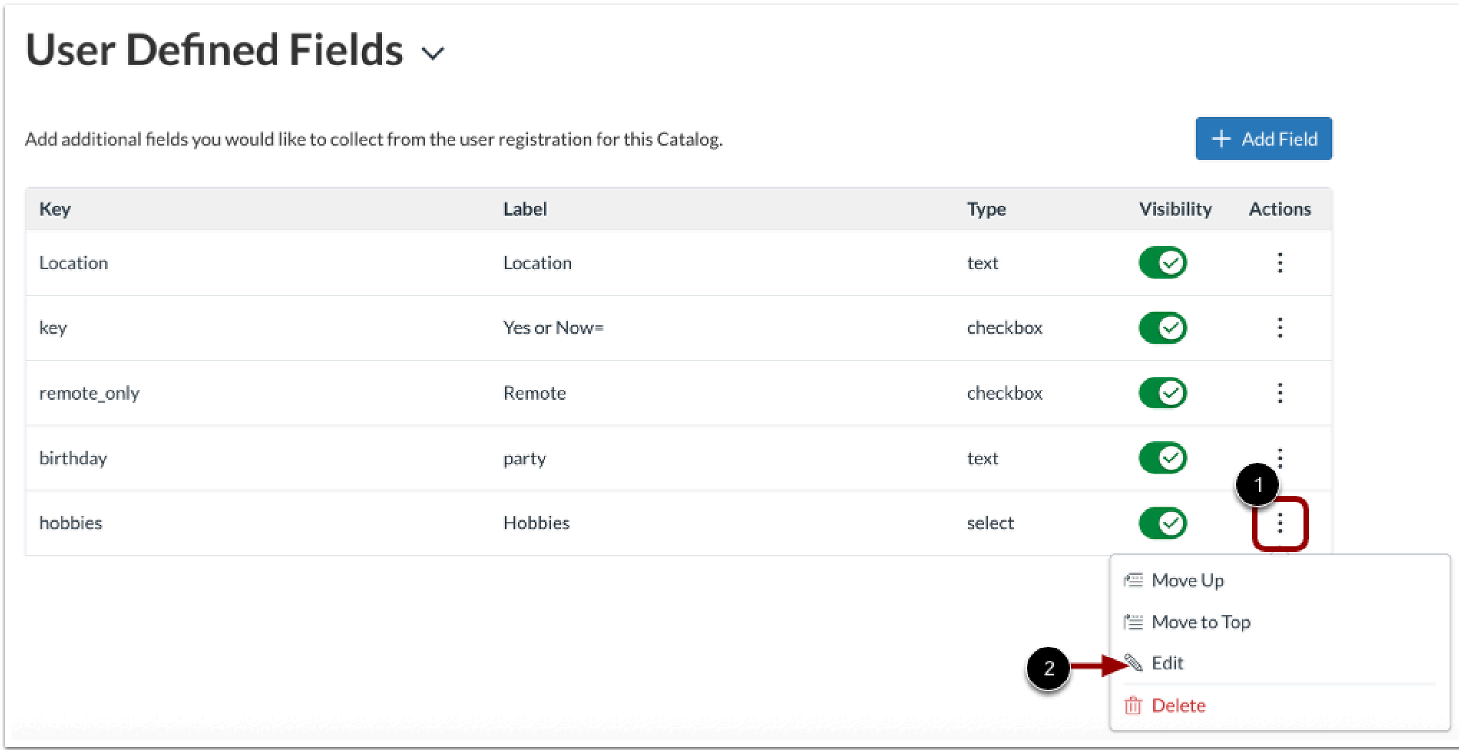
To move the field down one spot, click the **Move Down** option [2].

To move the field to the bottom of the list, click the **Move to Bottom** option [3].

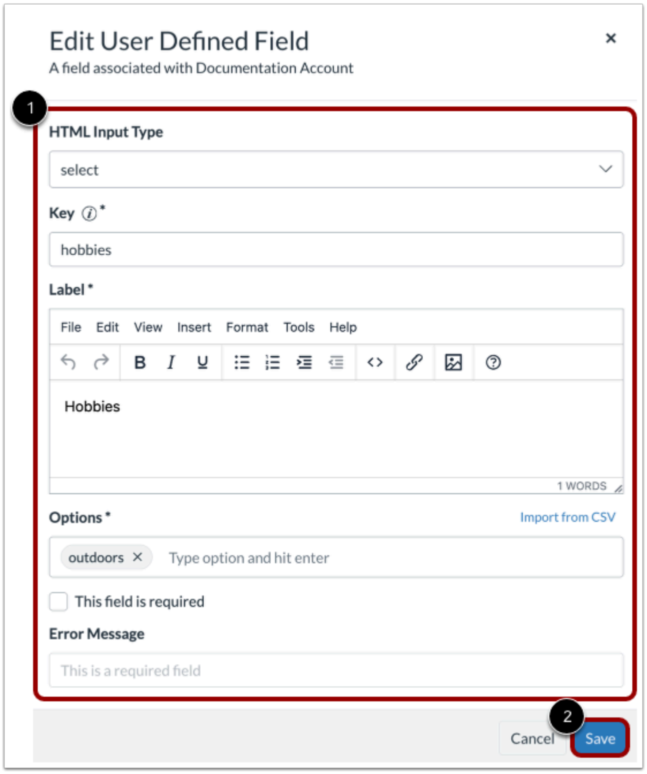
To edit the field, click the **Edit** option [4]

To delete the field from the list, click the **Delete** option [5].

Edit Fields



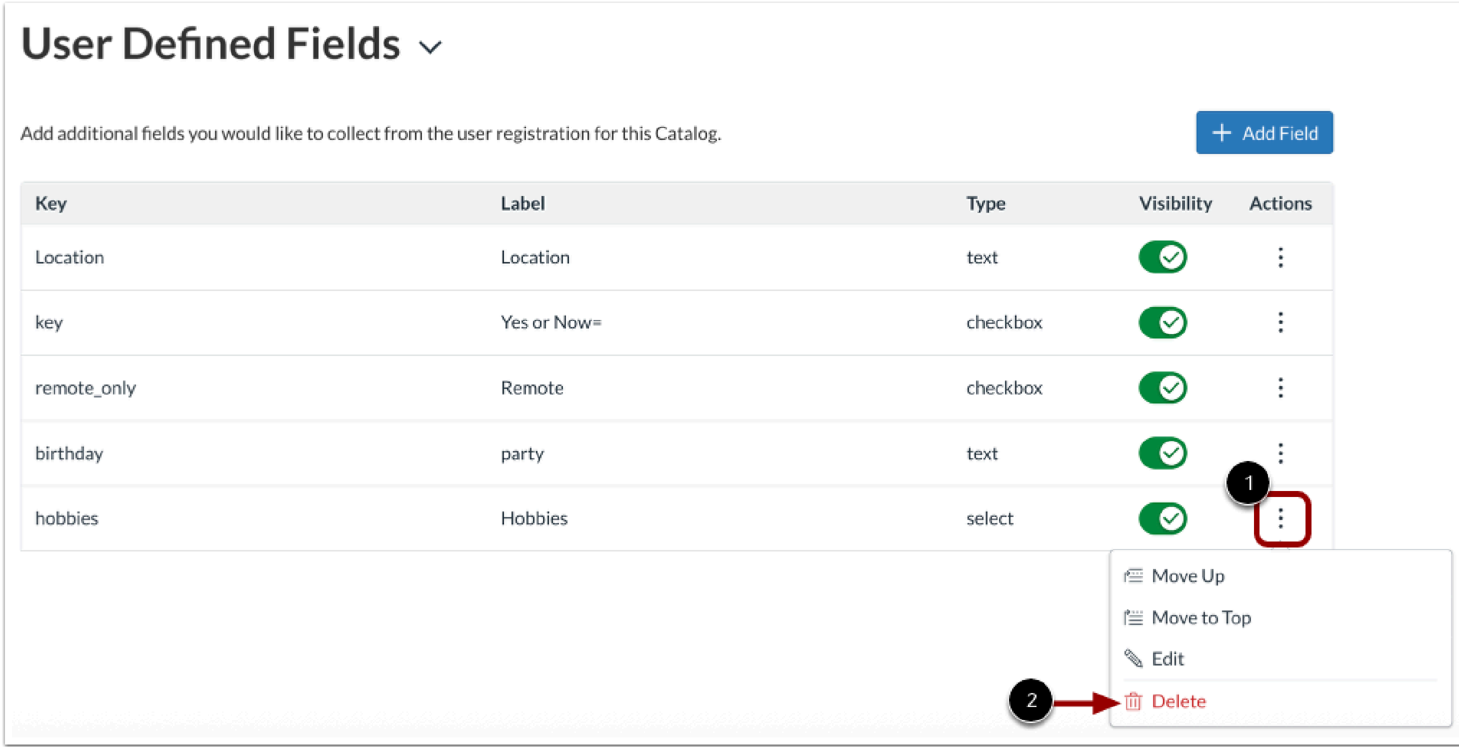
To edit a field, click the **Actions** icon [1]. Then, click the **Edit** link [2].



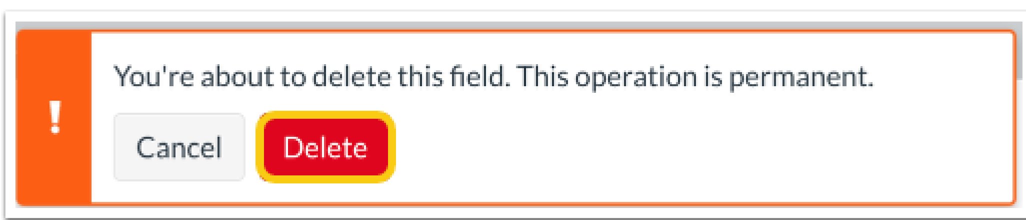
In the Edit User Defined Field window, use the drop-down menu and text fields to make desired changes [1].

To save changes, click the **Save** button [2].

Delete Fields



To permanently delete a field, click the **Actions** icon [1]. Then, click the **Delete** link [2].



The deletion confirmation window displays.

To confirm deletion, click the **Delete** button.

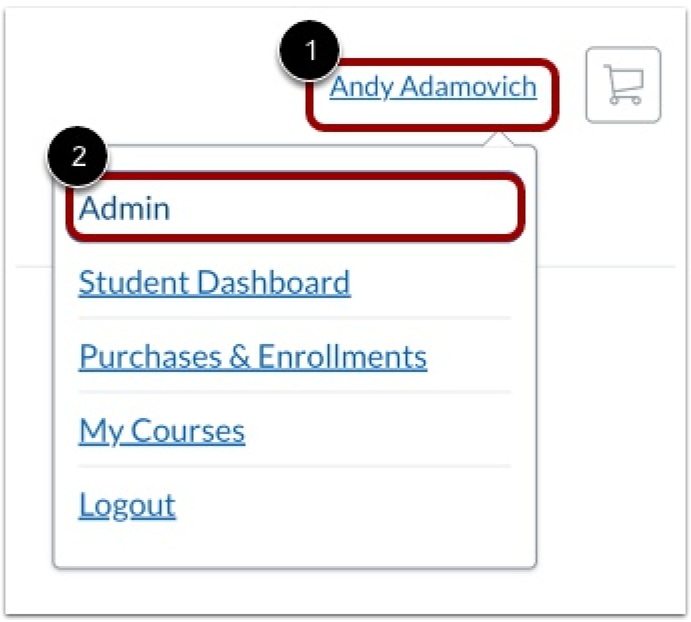
Note: Deletion is permanent. Deleted items can not be recovered.

How do I enable user defined fields for existing user registrations in Catalog?

As a Catalog admin, you can customize the information you collect during user registration by creating user defined fields.

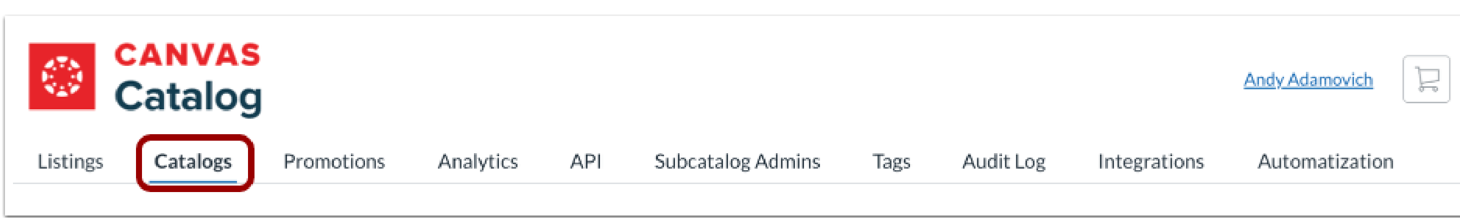
By default, user defined fields are collected for new user registrations only. To allow user defined fields to display when existing users enroll in a course, you can enable user defined fields during enrollments in the Catalog Info tab.

Open Admin



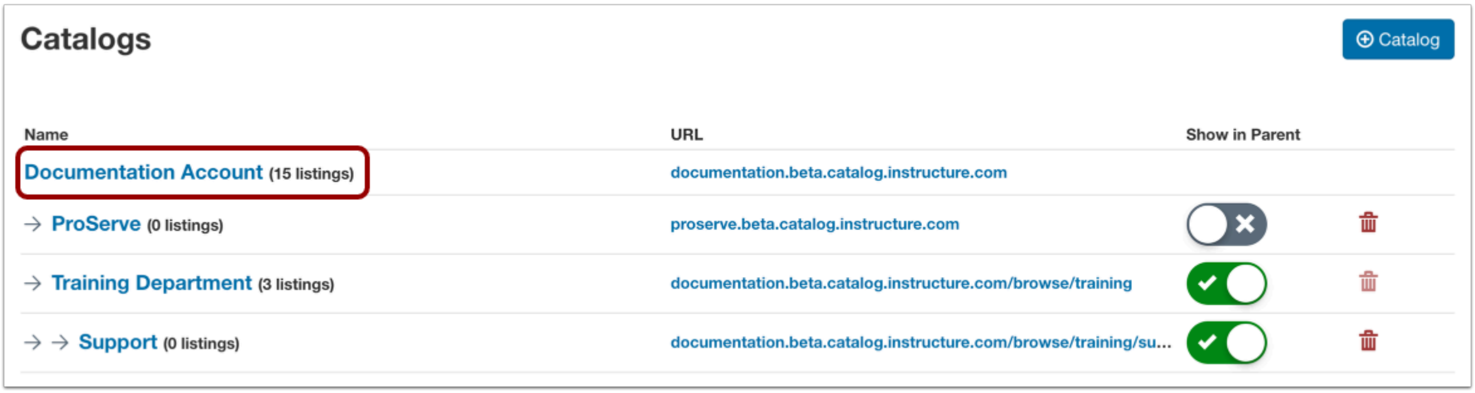
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



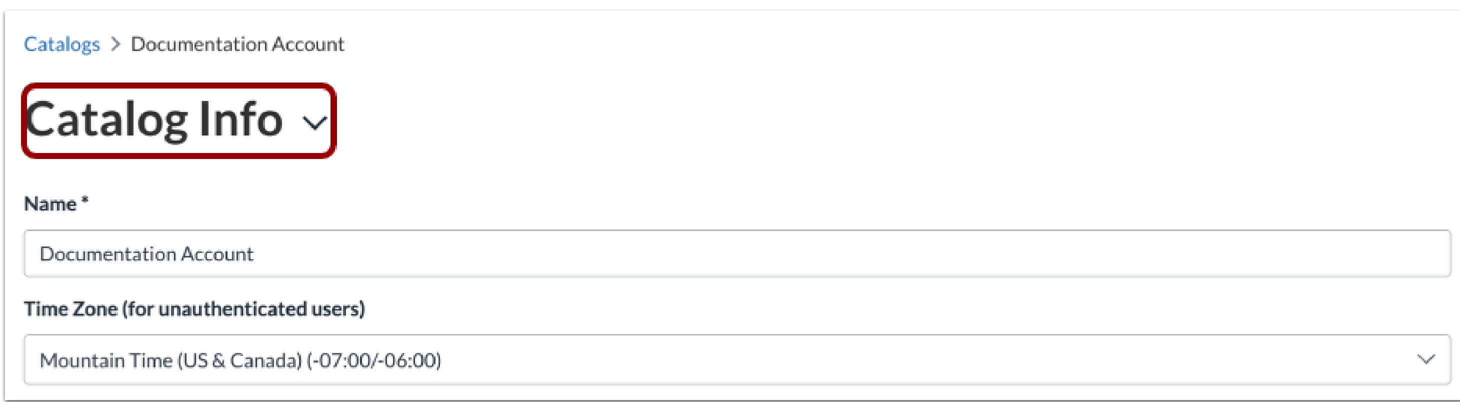
Click the **Catalogs** tab.

Select Catalog



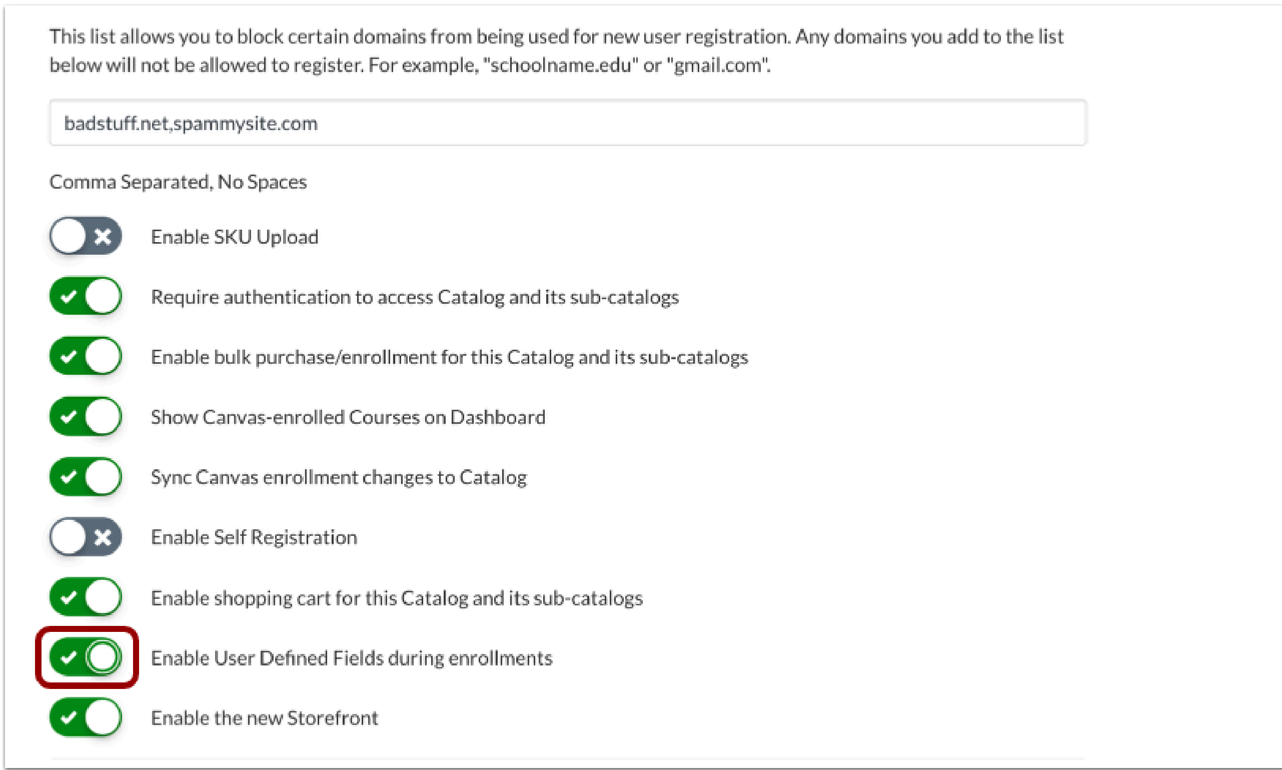
Click the root catalog name link.

View Catalog Info



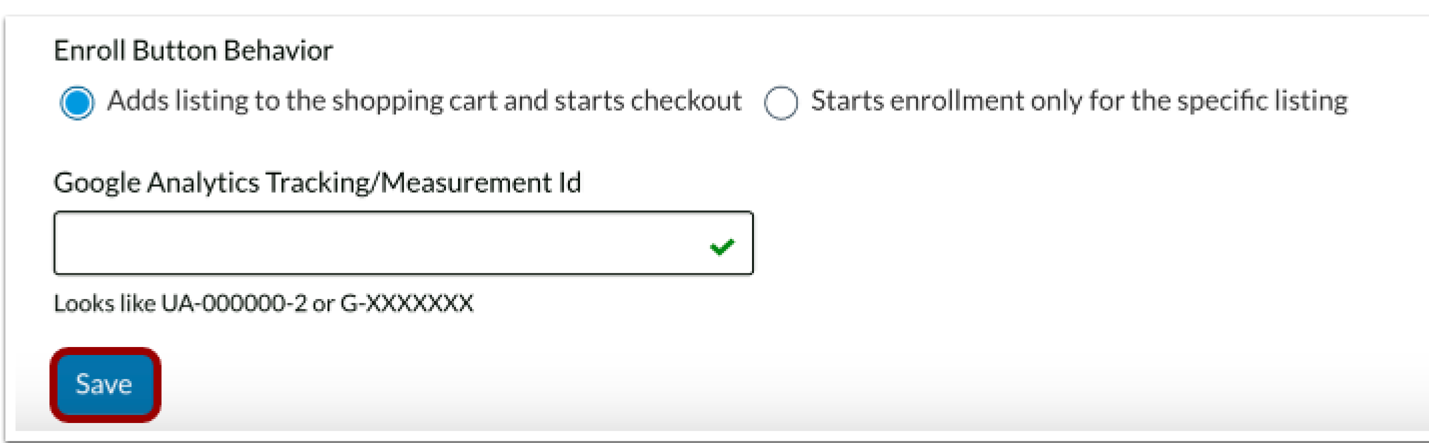
In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

Enable User Defined Fields



By default, user defined fields are enabled for new registrations only. To enable user defined field information collection for all Catalog registrations, click the **Enable User Defined Fields during enrollments** toggle on.

Save Changes



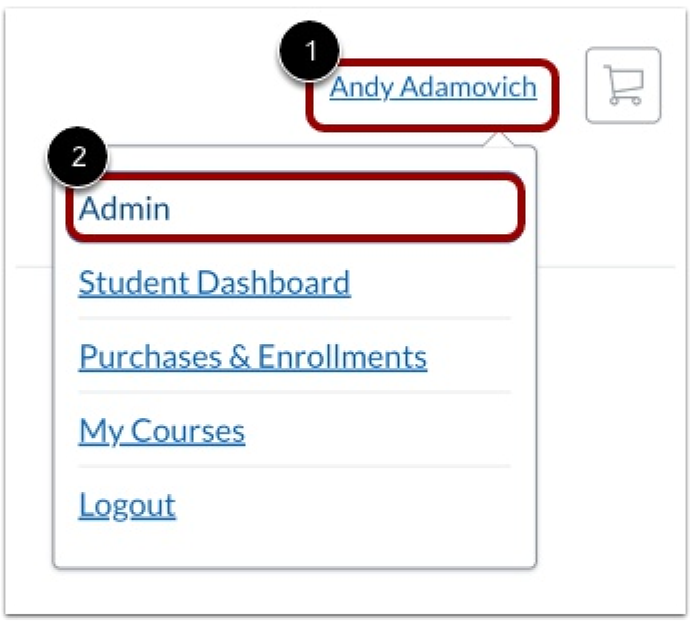
To save your changes, click the **Save** button.

How do I enable self registration in Catalog?

As a Canvas Catalog admin, you can enable self registration for catalog listings. Self registration allows students who do not have a Canvas account to sign up for one when they register for a course in Catalog.

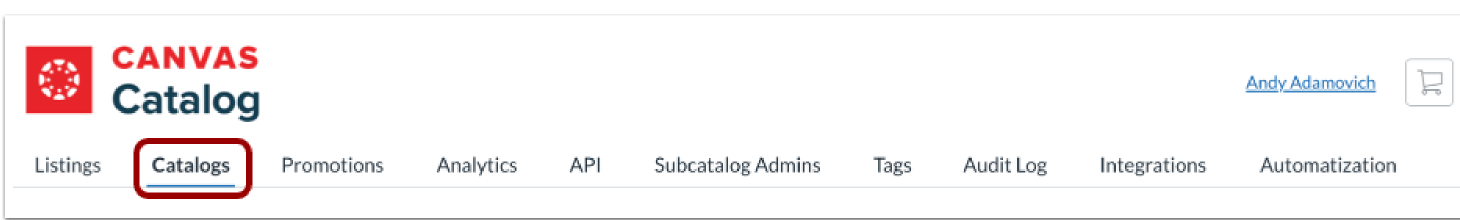
Note: When self registration is disabled, students must have a Canvas account created for them by an administrator before they can enroll in a Catalog listing.

Open Admin



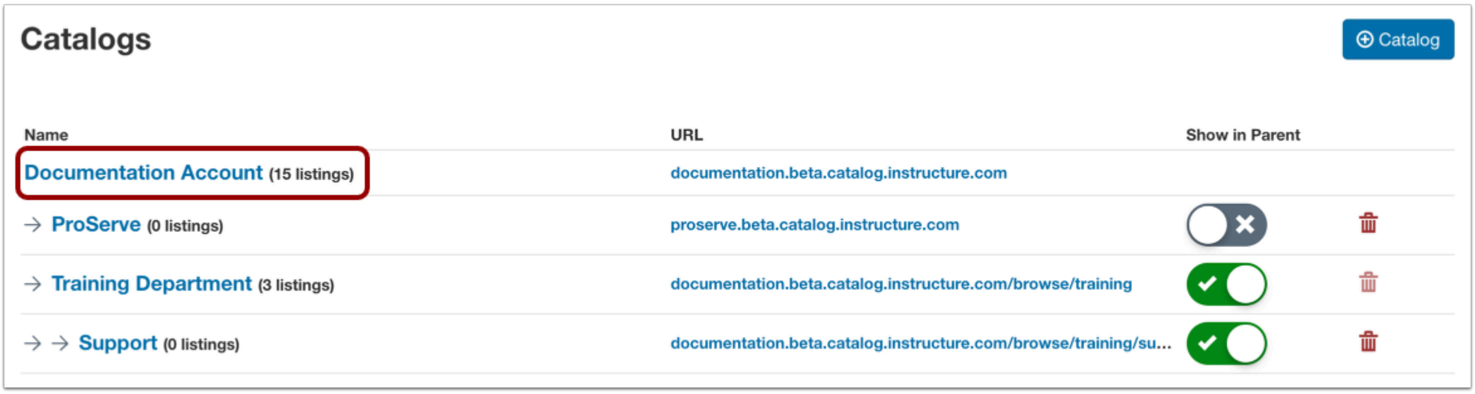
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



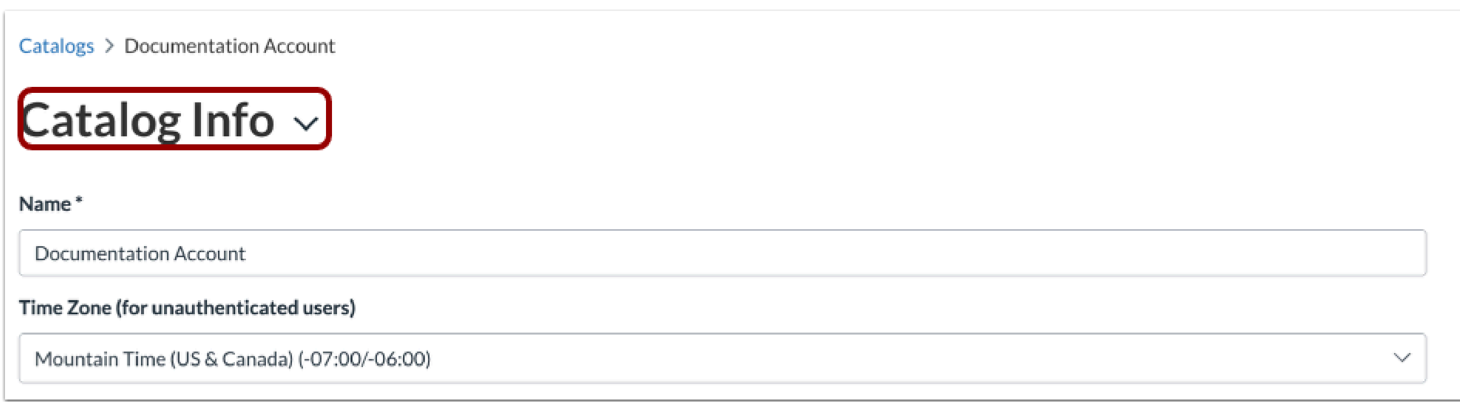
Click the **Catalogs** tab.

Select Catalog



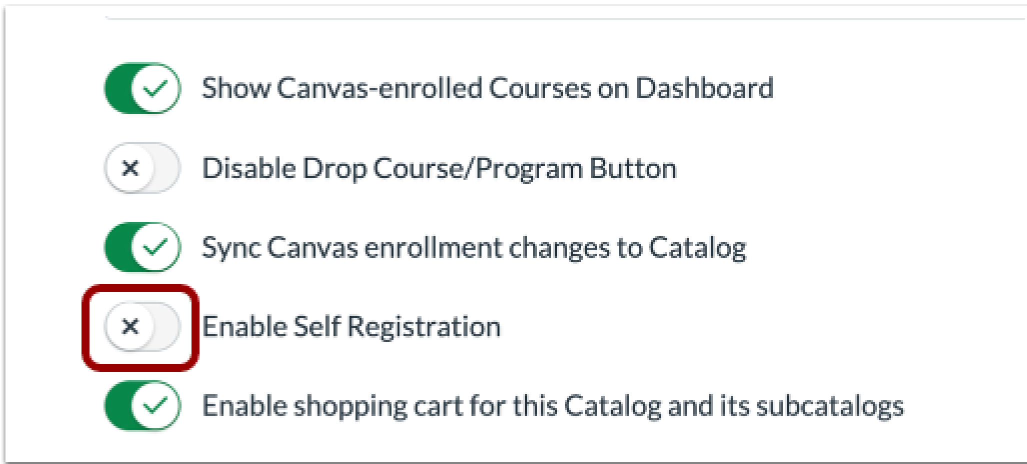
Click the root catalog name link.

View Catalog Info



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

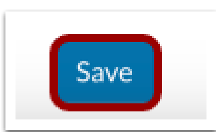
Enable Self Registration



By default, self registration is enabled.

To disable self registration, click the **Enable Self Registration** toggle off.

Save Catalog Info



Click the **Save** button.

How do enrollment caps and waitlists display for a course or program listing in Catalog?

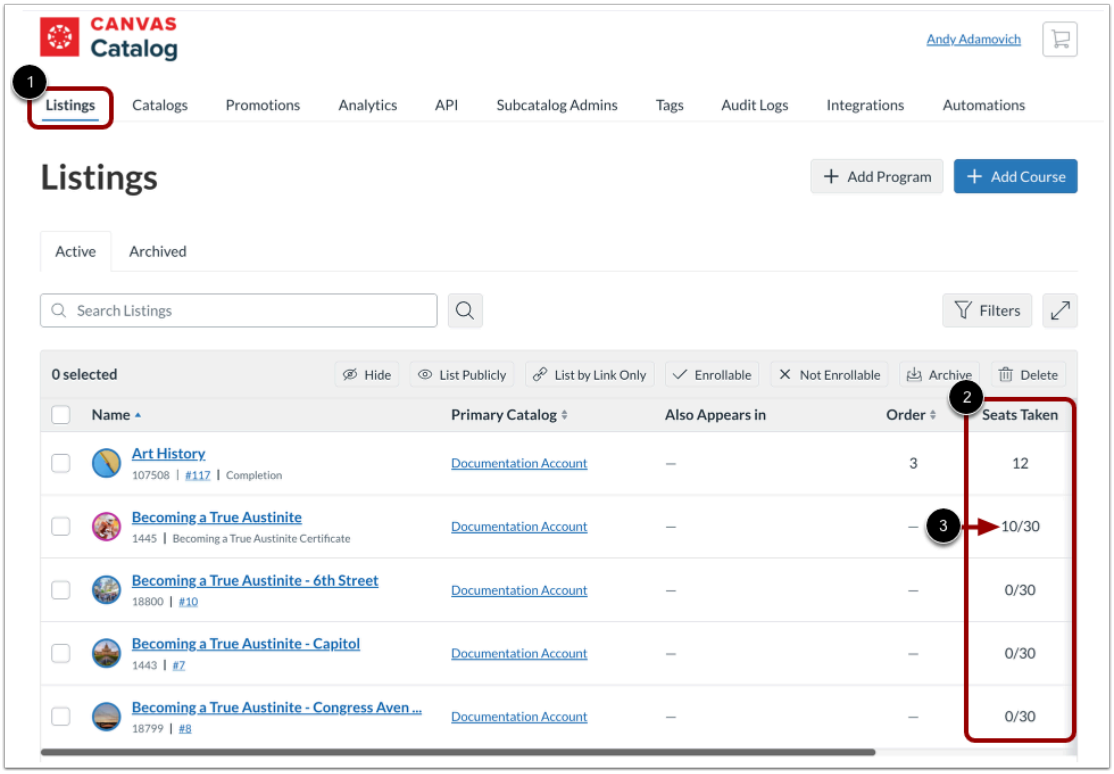
As a Canvas Catalog admin, you can set an optional enrollment cap and waitlist when you add a course listing or add a program listing. An enrollment cap allows you to limit the number of students who can enroll in a listing. When an enrollment cap is set, you can add a waitlist for the course or program.

Although it is possible as a Catalog admin to manage enrollments in the Canvas dashboard, it is best practice to use the Catalog dashboard to manage Catalog enrollments. Managing enrollments in the Catalog dashboard ensures the accuracy of enrollment caps and waitlist counts.

Notes:

- When an enrollment cap is added to a listing, the existing enrollments are counted toward the cap. The count does not reset to zero, even if students have already enrolled in the listing. To maintain an accurate student count, it is best practice to set enrollment caps prior to publishing a course or program listing.
- Enrollment caps are applied per listing. A single listing can have an enrollment cap as both a stand-alone course and as part of a program.
- Enrollment caps and waitlists are only recognized in Catalog when listings are added or dropped in Catalog. If you 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.

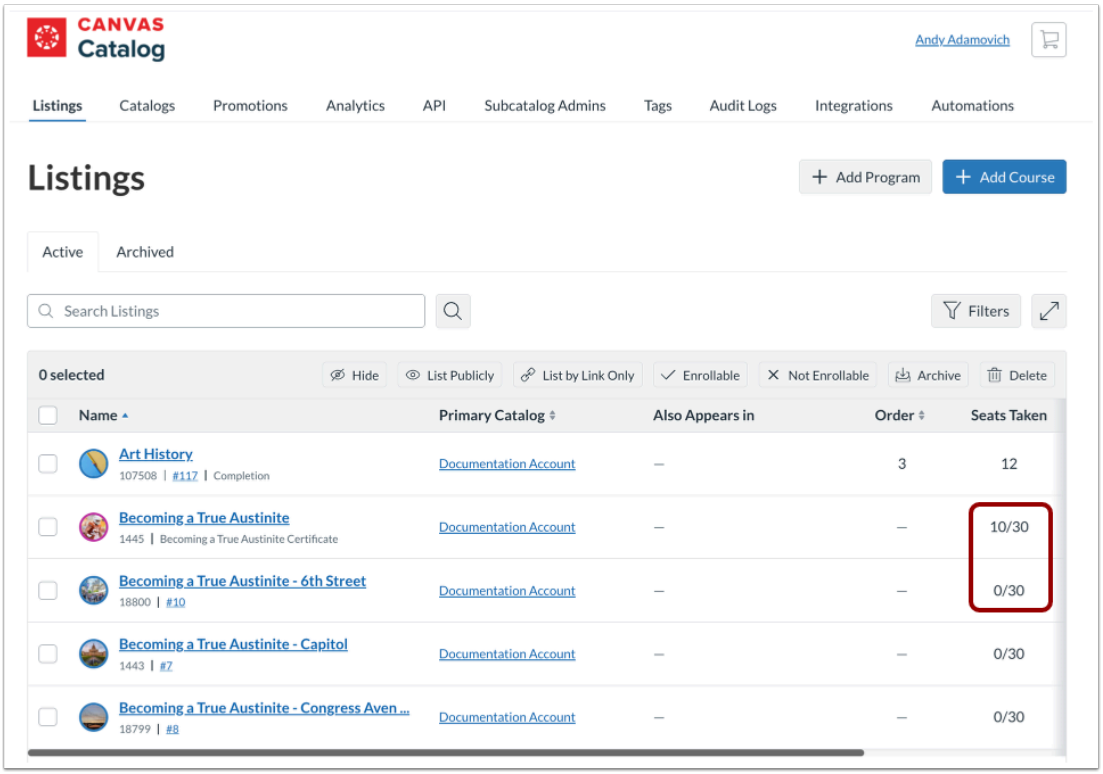
View Listing Enrollments



To view enrollment details for a listing, click the **Listings** tab [1].

On the list, the number of enrolled students in a course or program displays in the **Seats Taken** column [2]. Courses with an enrollment cap display the current number of enrollments compared to the number of allowed enrollments [3].

View Total Enrollments for Courses within Programs



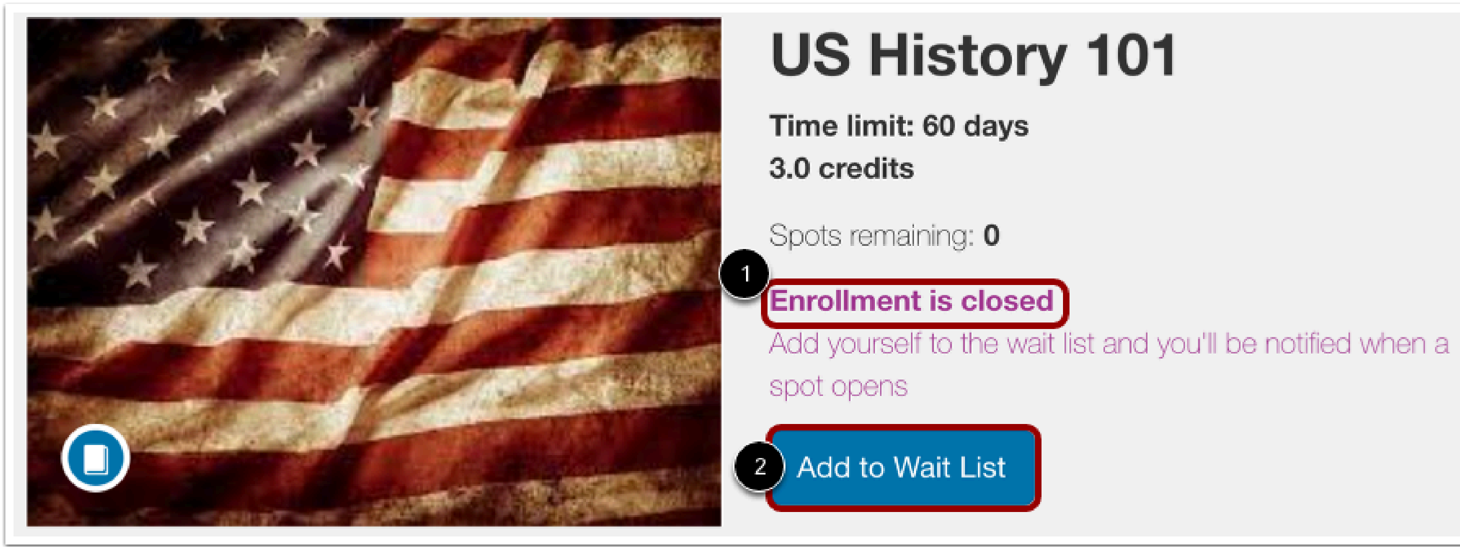
When a course is listed both individually and as part of a program, each listing has a separate enrollment cap. The total number of enrollments allowed for the course is the sum of the enrollments allowed for both the course and the program.

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

On the enrollment card, the number of spots remaining displays when the number of spots remaining drops to 20 or fewer.

View Waitlist on Enrollment Page



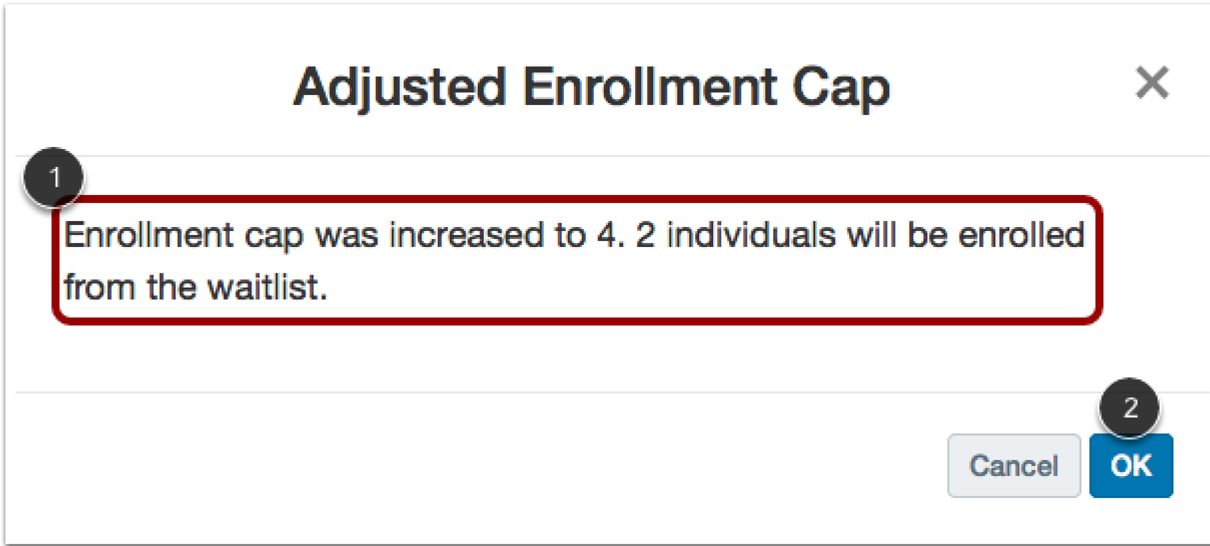
When the enrollment cap is reached, the Enrollment is closed message displays [1].

If a waitlist has been enabled for the listing, the Add to Wait List button displays [2].

Notes:

- When a spot opens, students who add their name to the waitlist are automatically enrolled in free listings, and notified to register for paid listings.
- Spots can become available if a student drops a course or program, or if you increase the enrollment cap for the listing.
- To activate the waitlist, a course or program must be dropped in the Catalog dashboard. Courses dropped in the Canvas dashboard are not recognized by Catalog.

View Enrollment Changes



When you increase the enrollment cap for a listing with a waitlist, Catalog displays the number of students to be enrolled from the waitlist [1].

To approve the enrollment changes, click the **OK** button [2].

How do I view the waitlist for a Catalog course or program?

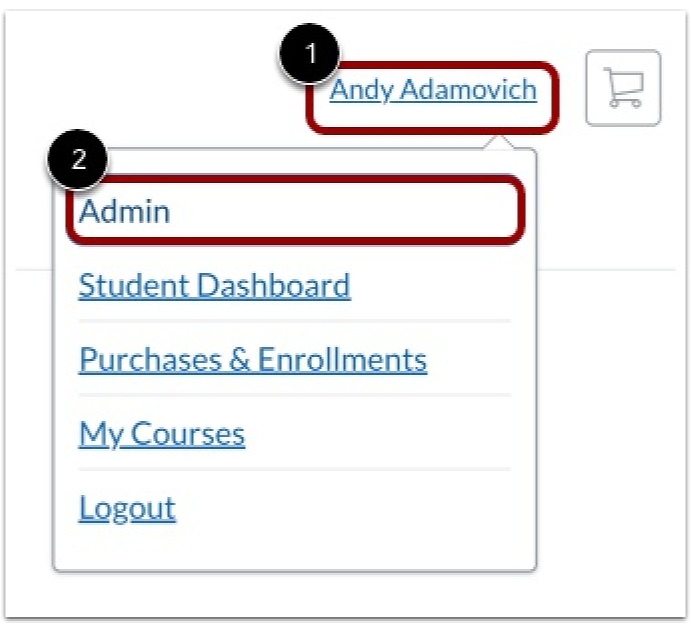
As a Catalog admin, if you set an enrollment cap when you add a course or add a program, you can create a waitlist for the listing. When the enrollment cap limit is reached, the listing displays a waitlist option for students to join the course or program when additional spots become available.

When a student drops out of a course or program from the Catalog dashboard, the first student on the waitlist will be added to the course (for free courses) or be notified of the opening and given enrollment instructions (for paid courses).

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

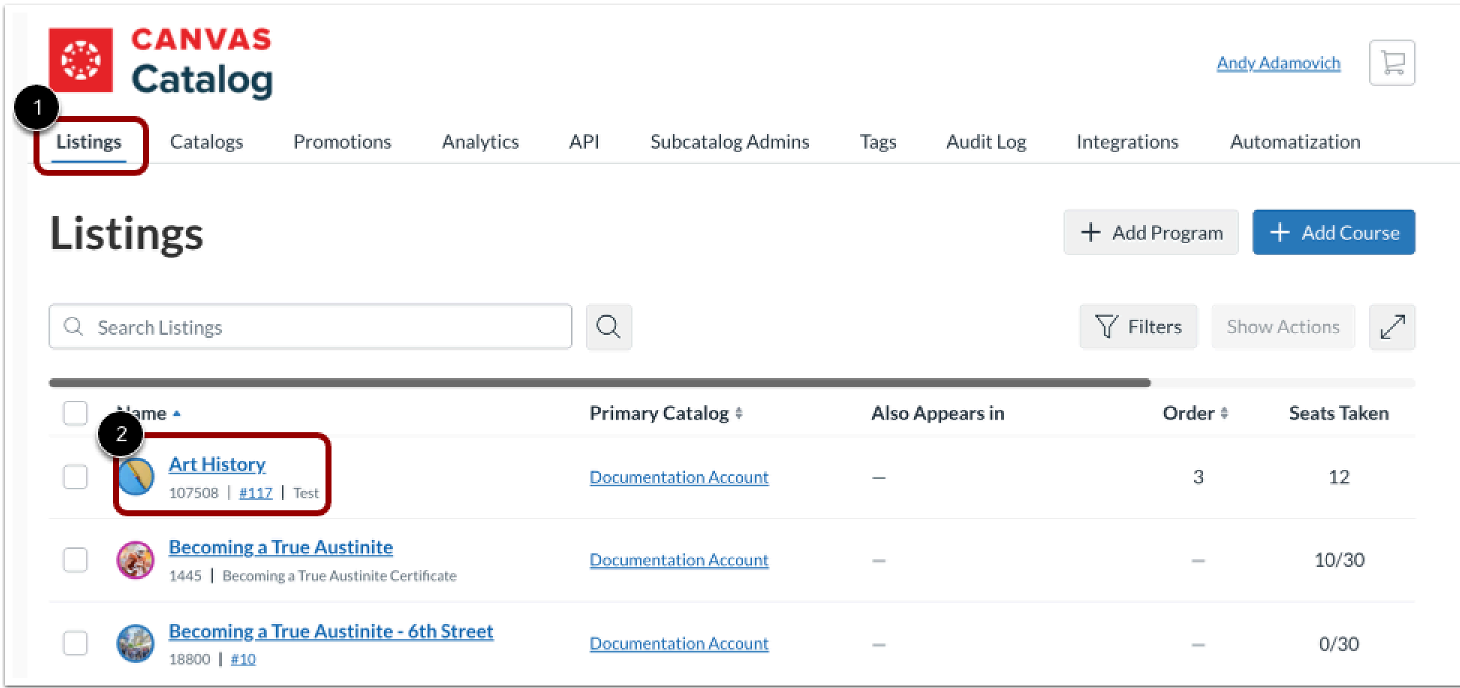
Note: For a waitlist to activate for a dropped course, the course must be dropped in the Catalog dashboard. If a student drops a course from the Canvas dashboard, the action is not recognized by Catalog, and the waitlist does not open for that listing in Catalog.

Open Admin



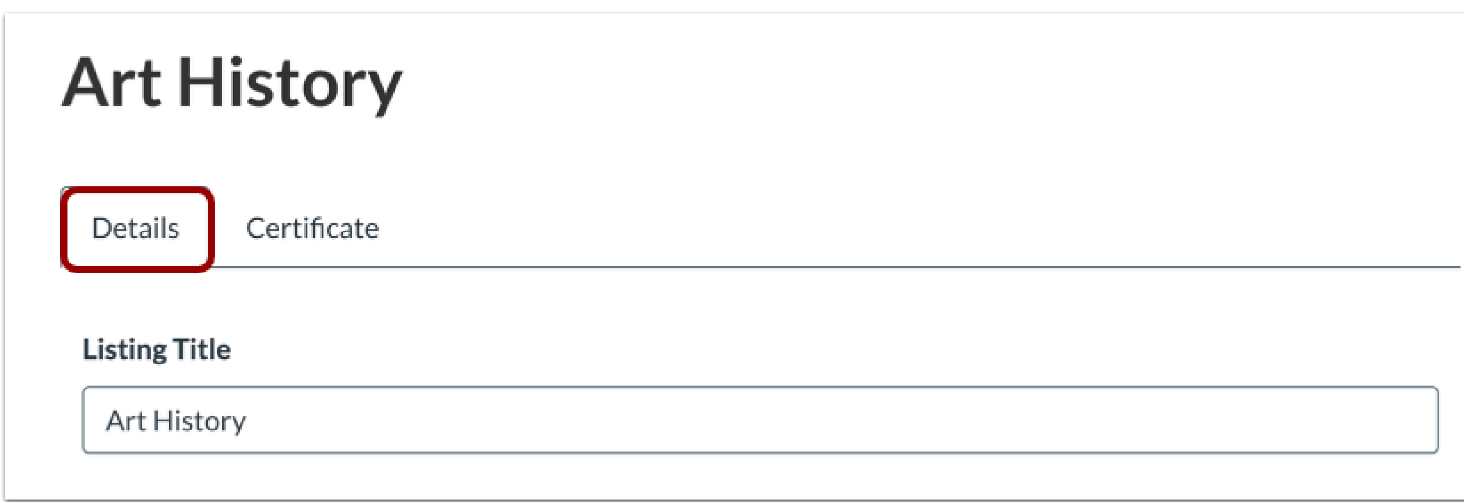
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Listing



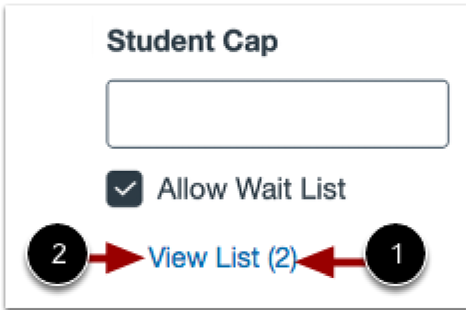
Click the **Listings** tab [1]. Then, click the listing name [2].

Open Listing Details



Click the **Details** tab.

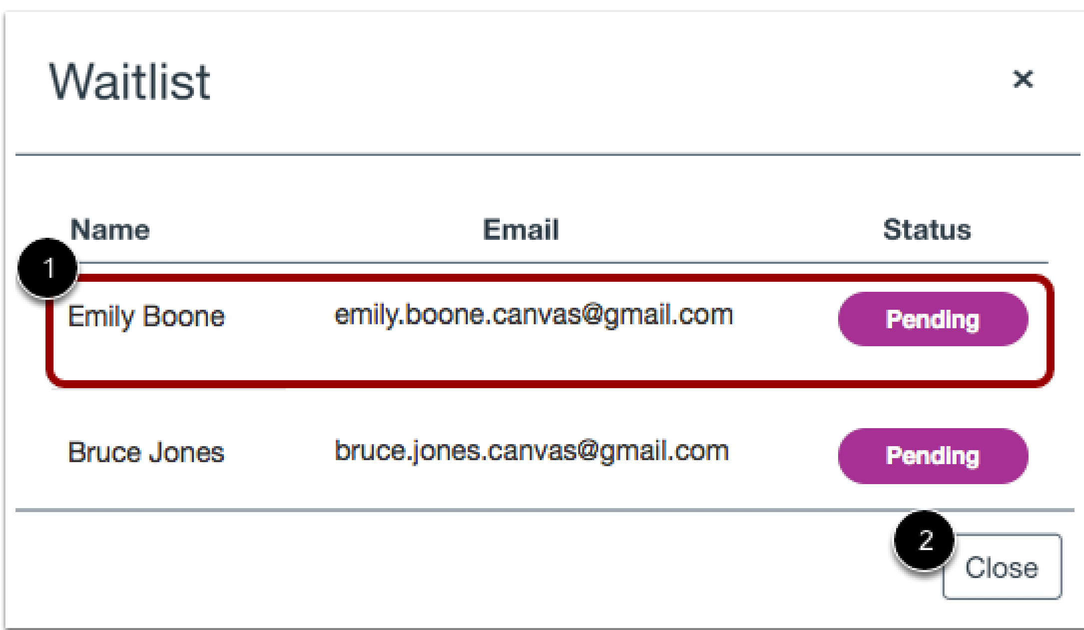
Open Wait List



Scroll down the listing to the Student Cap section. The number of students on the waitlist displays [1]. To open the waitlist, click the **View List** link [2].

Note: The View List link displays only if there are students on the waitlist.

View Waitlist



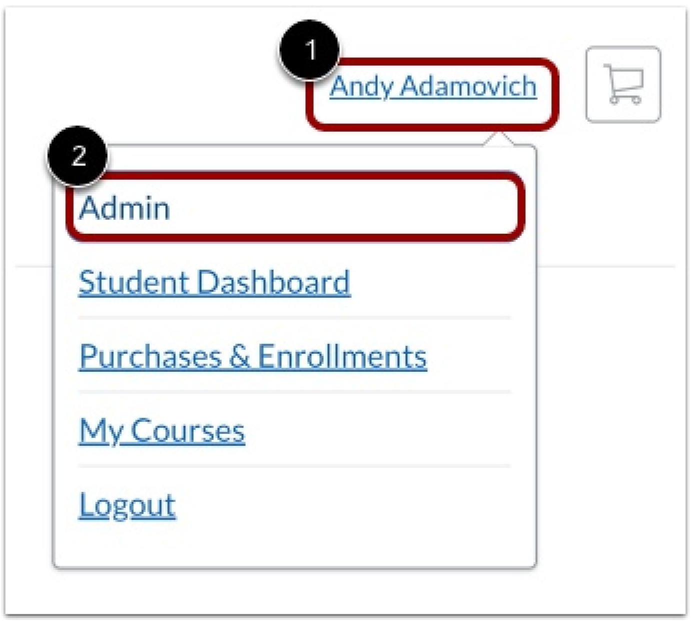
The Waitlist window displays the student information in the order in which they were added [1]. The first name on the list is the first to be enrolled or receive an enrollment invitation when a spot opens.

To close the Waitlist window, click the **Close** button [2].

How do I require a user to authenticate into Catalog before viewing my institution's catalog or subcatalog listings?

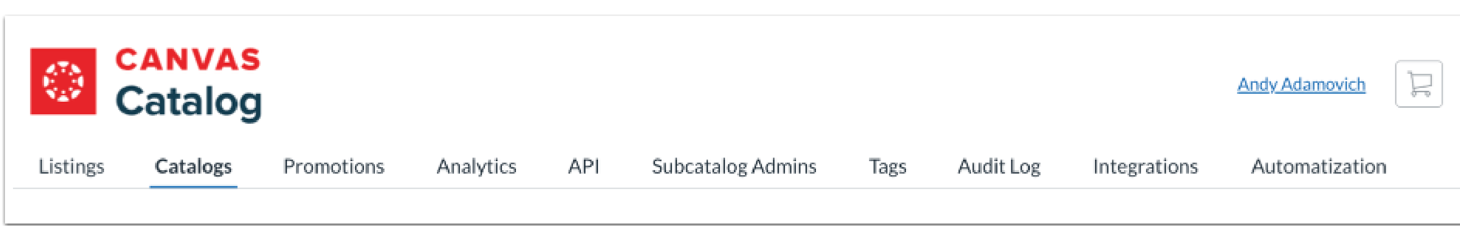
As a Canvas Catalog admin, you can require users to authenticate into Catalog before viewing your institution's listings. When you require user authentication for a catalog or a subcatalog, all listings in the catalog are restricted from view until after users log in to their Canvas accounts.

Open Admin



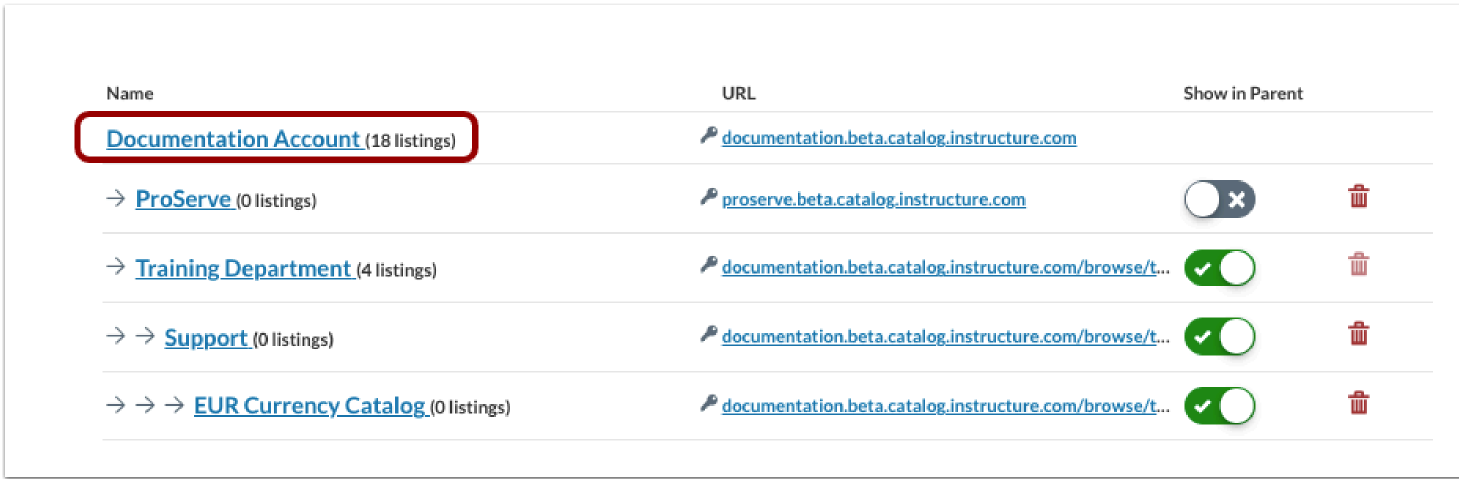
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



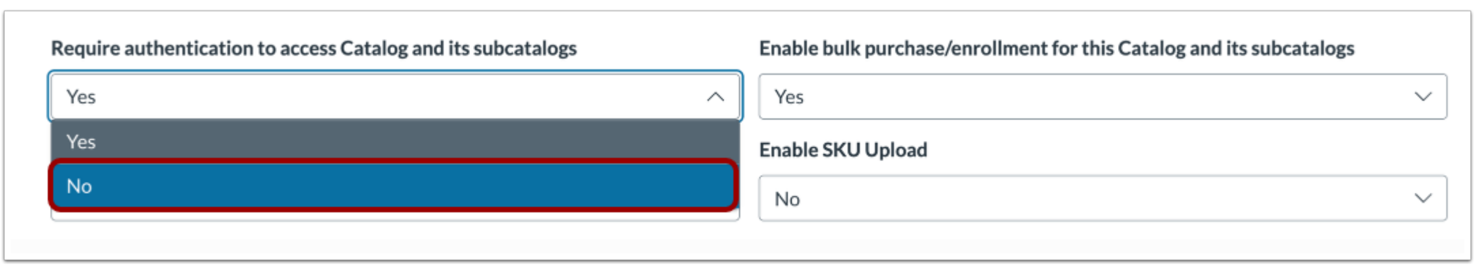
Click the **Catalogs** tab.

Select Catalog



Click the Catalog or Subcatalog name link.

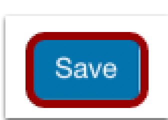
Disable Require Authentication Option



The Catalog Info page displays.

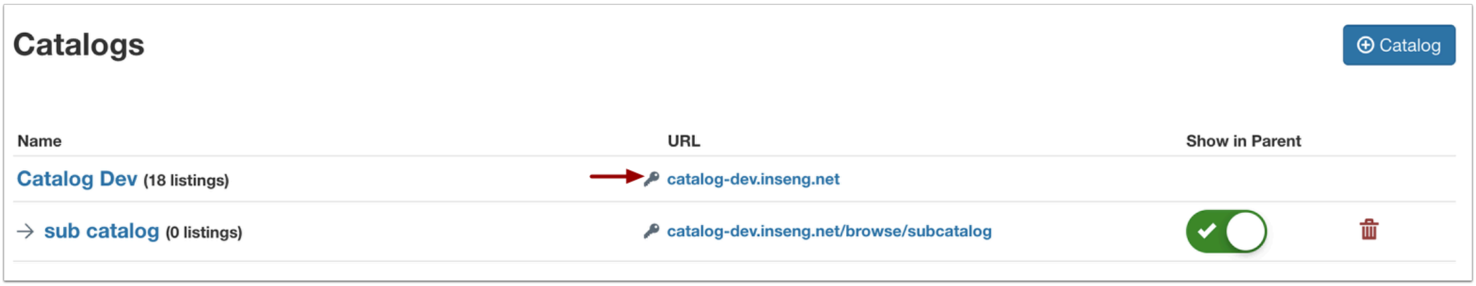
The Require authentication to access Catalog and its subcatalog option is enabled by default. To disable the option, click the **Require authentication to access Catalog and its subcatalogs** drop-down menu and click the **No** option.

Save Catalog Info



Click the **Save** button.

View Catalogs that Require Authentication



When authentication is required, the catalog displays a **Key** icon on the Catalogs page.

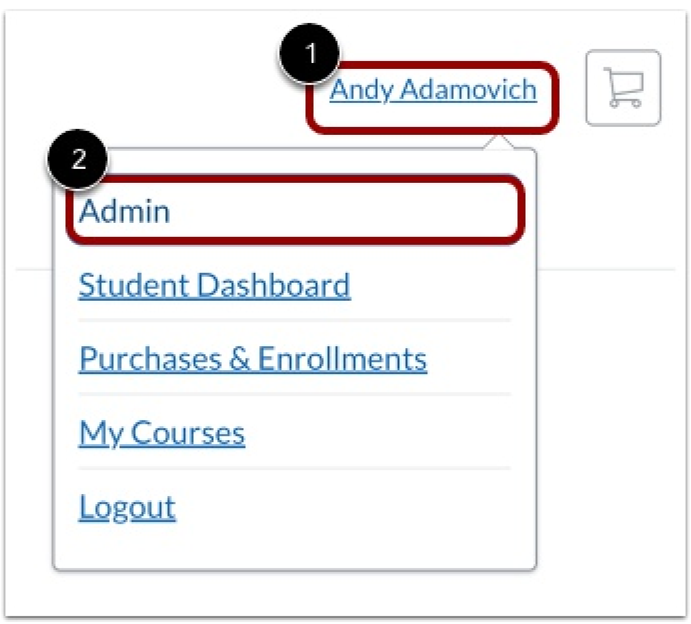
How do I display or hide Canvas-enrolled courses in the Student Dashboard?

As a Canvas Catalog admin, you can choose to display or hide Canvas-enrolled courses in the Catalog Student Dashboard through the root catalog settings. Canvas-enrolled courses are courses that students enrolled in through Canvas rather than Catalog.

By default, Canvas-enrolled courses are displayed in the Student Dashboard.

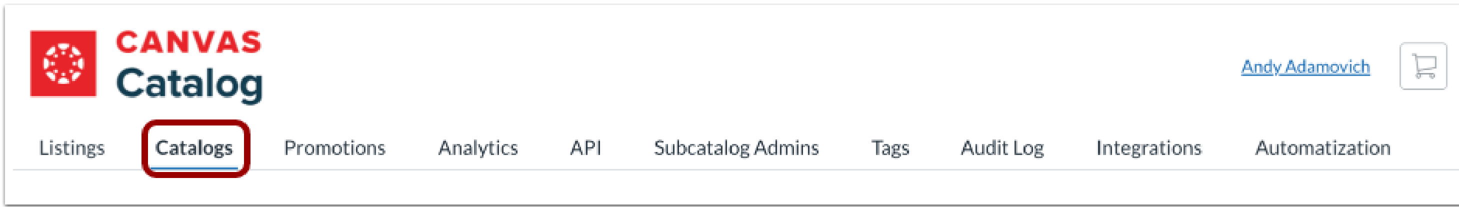
Note: If a user is enrolled in a course through Canvas, the user will not display in Catalog analytics and the user will only be able to view a certificate of completion in Catalog. A certificate of completion is not sent via email for Canvas-enrolled courses.

Open Admin



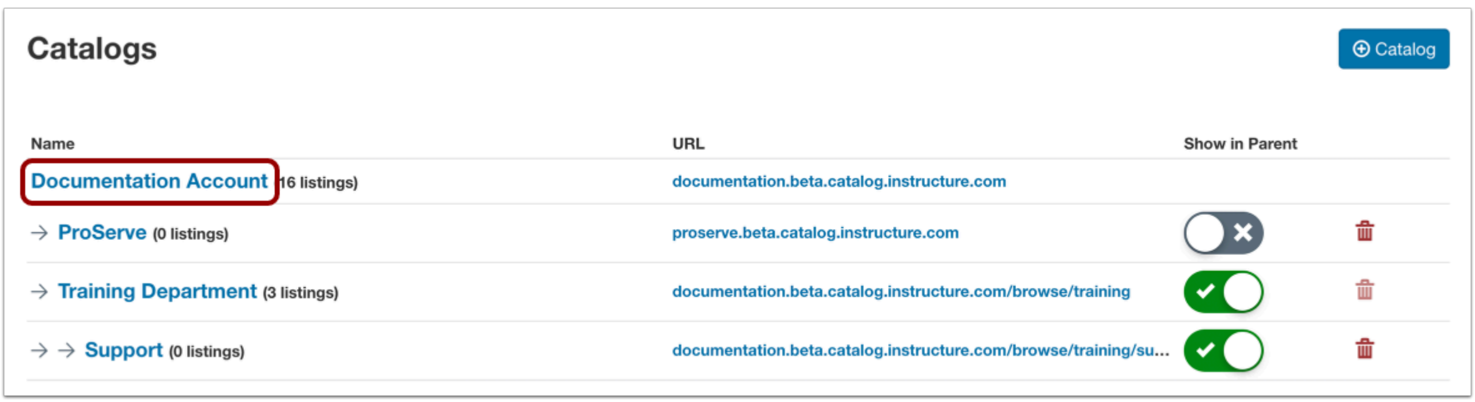
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



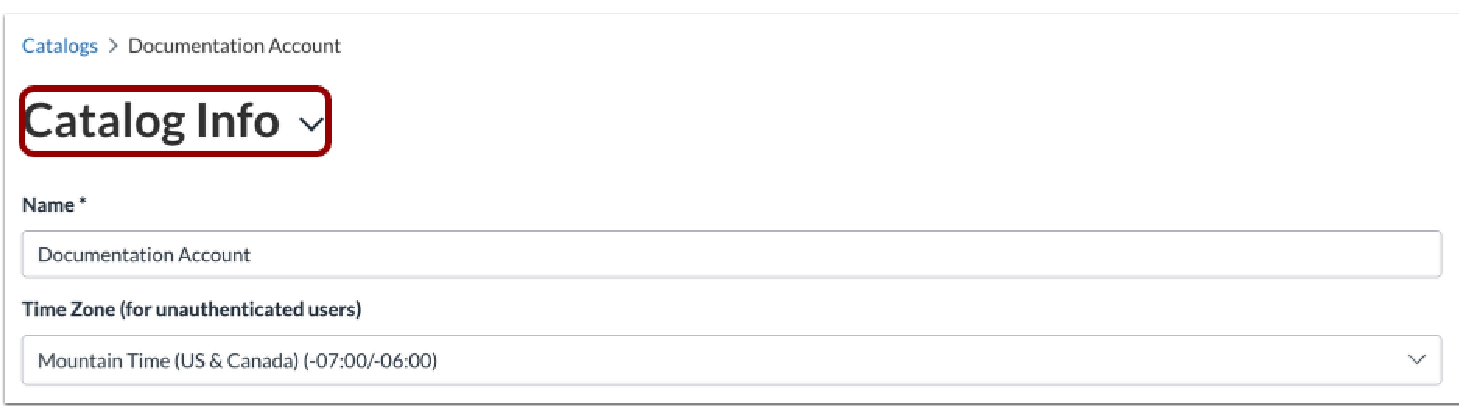
Click the **Catalogs** tab.

Select Catalog



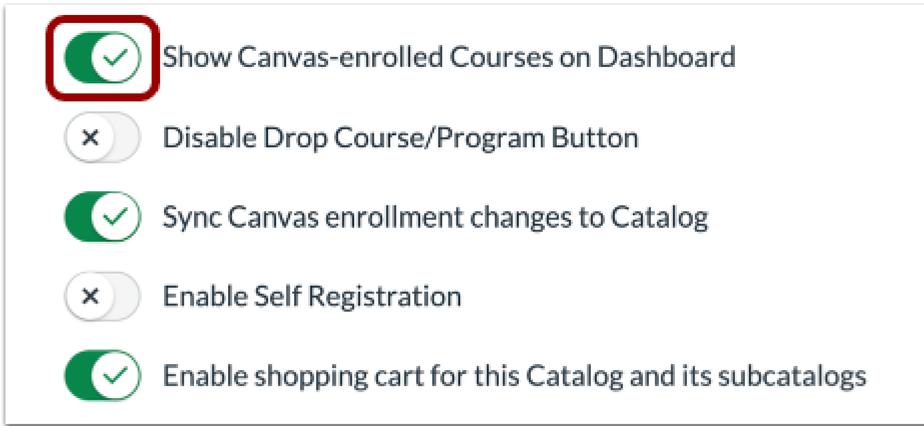
Click the name of the root catalog.

View Catalog Info



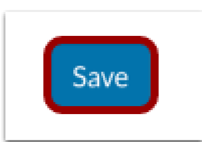
In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

Show Canvas-enrolled Courses



To show Canvas-enrolled courses on the Student Dashboard in Catalog, click the **Show Canvas-enrolled Courses on Dashboard** toggle on.

Save Catalog Info



Click the **Save** button.

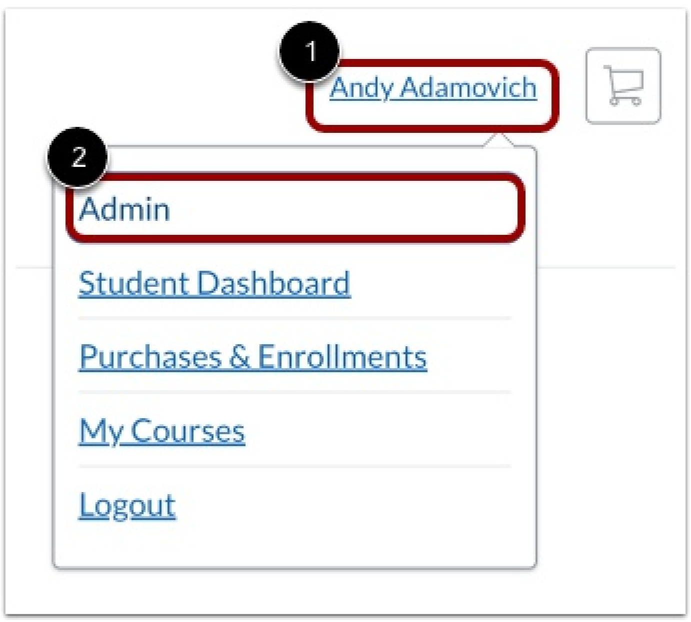
How do I sync Canvas enrollment changes to Catalog?

As a Canvas Catalog admin, you can set your Catalog account to sync Canvas enrollment changes. When you sync your Catalog account to Canvas, Catalog updates enrollment data when enrollments are added to or removed from Canvas.

By default, a Catalog account does not sync Canvas enrollment changes.

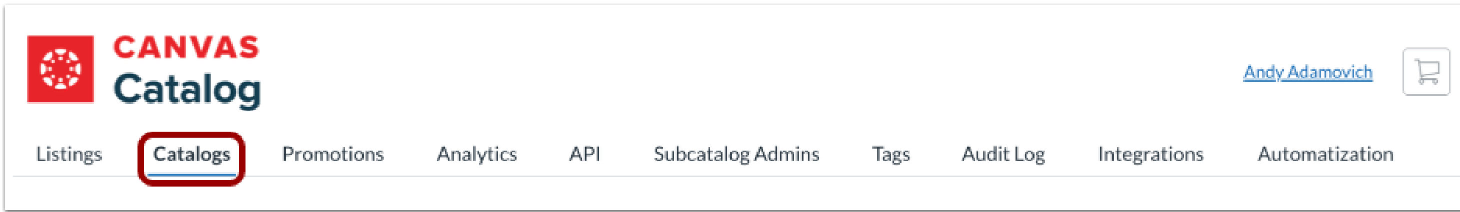
Note: If an enrollment was created through Catalog, deleting the section in Canvas removes the enrollment in Catalog.

Open Admin



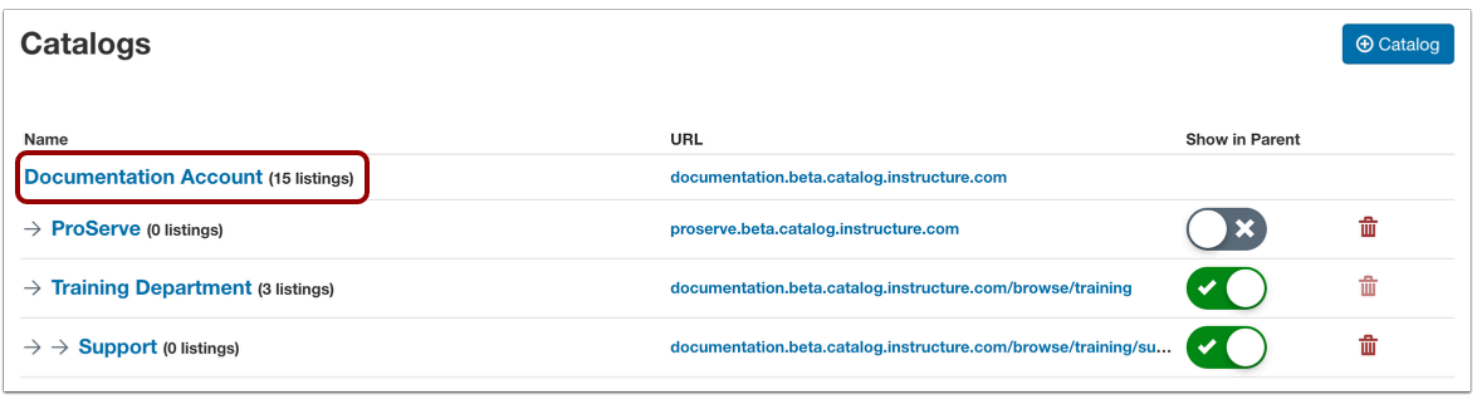
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



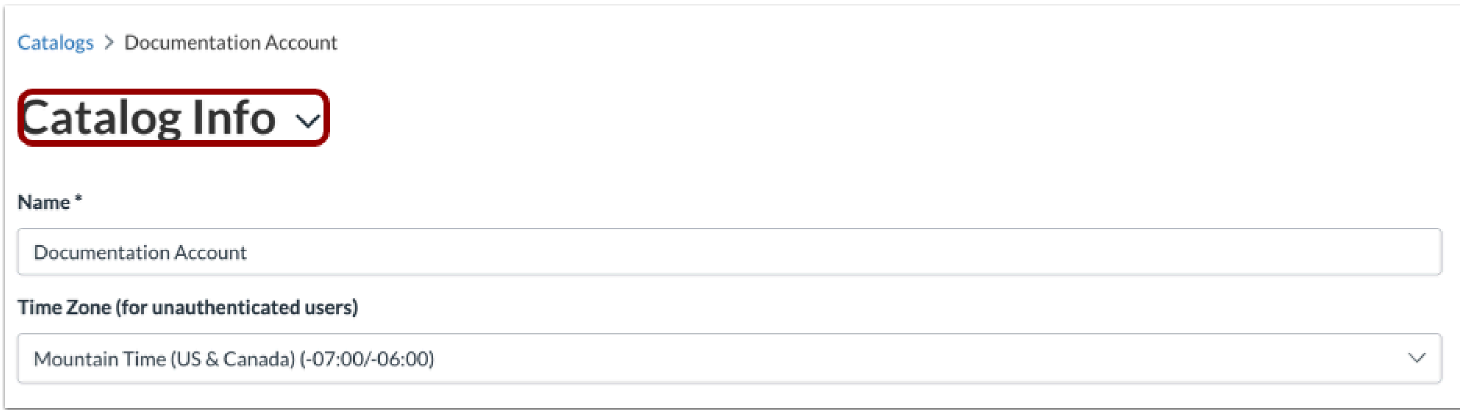
Click the **Catalogs** tab.

Select Catalog



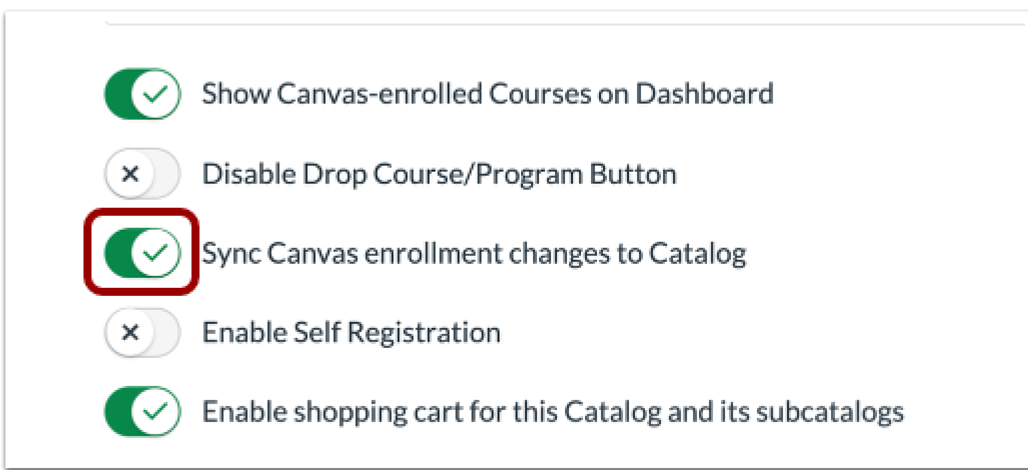
Click the name of the root catalog.

View Catalog Info



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

Enable Canvas Enrollment Sync



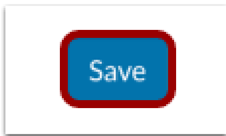
To sync Canvas enrollment changes to Catalog, click the **Sync Canvas enrollment changes to Catalog** toggle on.

Notes:

- This setting only controls whether Catalog listens to and processes the enrollment_created live event from Canvas.
- It does not apply to enrollment edits, deletions, or other changes.

- Even when the setting is turned off, Canvas may still send live events (such as deletions), and Catalog might process them depending on availability and system state.

Save Catalog Info

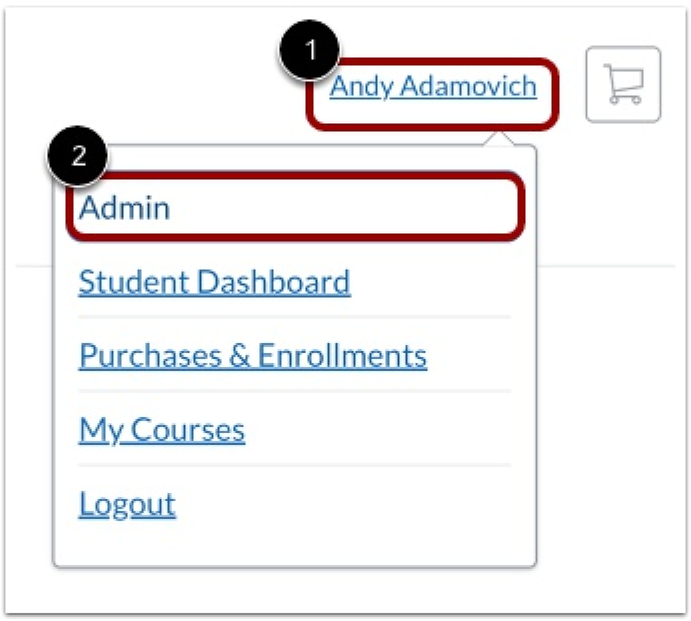


Click the **Save** button.

How do I disable the drop course/program button in Catalog?

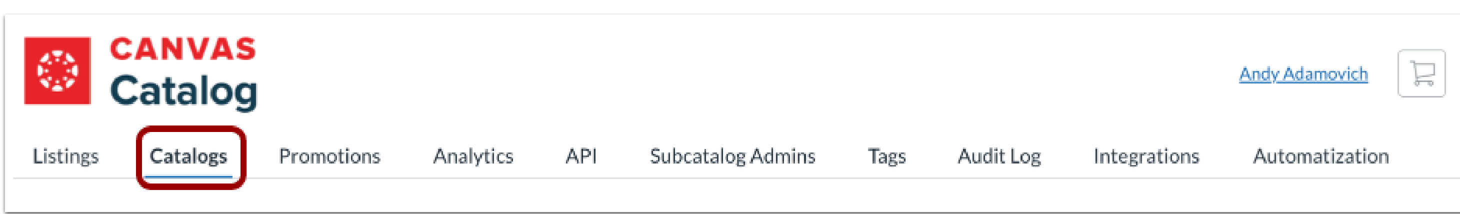
In Canvas Catalog, the Drop Course/Program button displays in the Student Dashboard by default. As a Catalog admin, you can remove the Drop Course/Program button from the Student Dashboard by disabling it in the Catalog Info page.

Open Admin



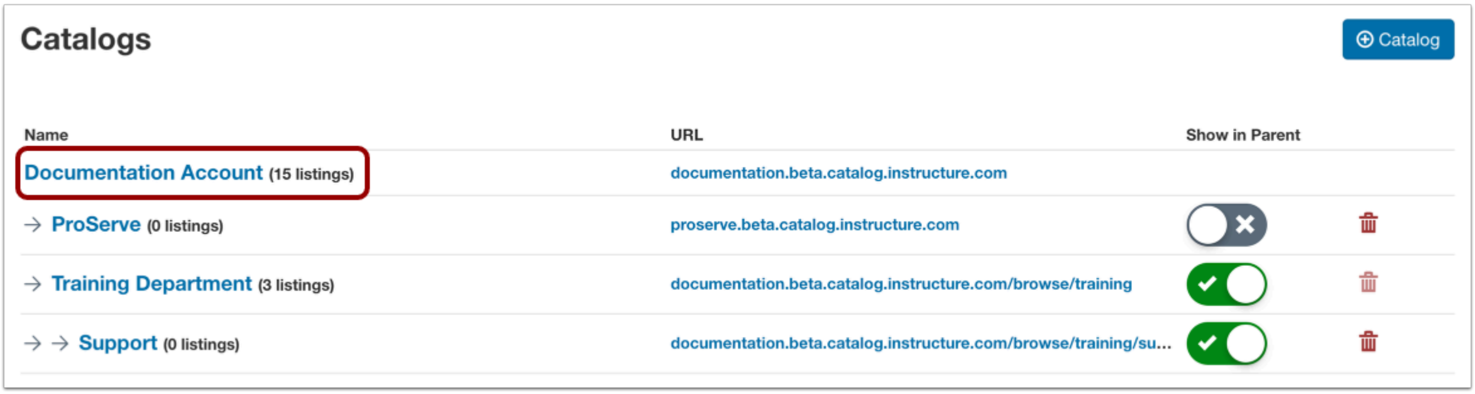
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



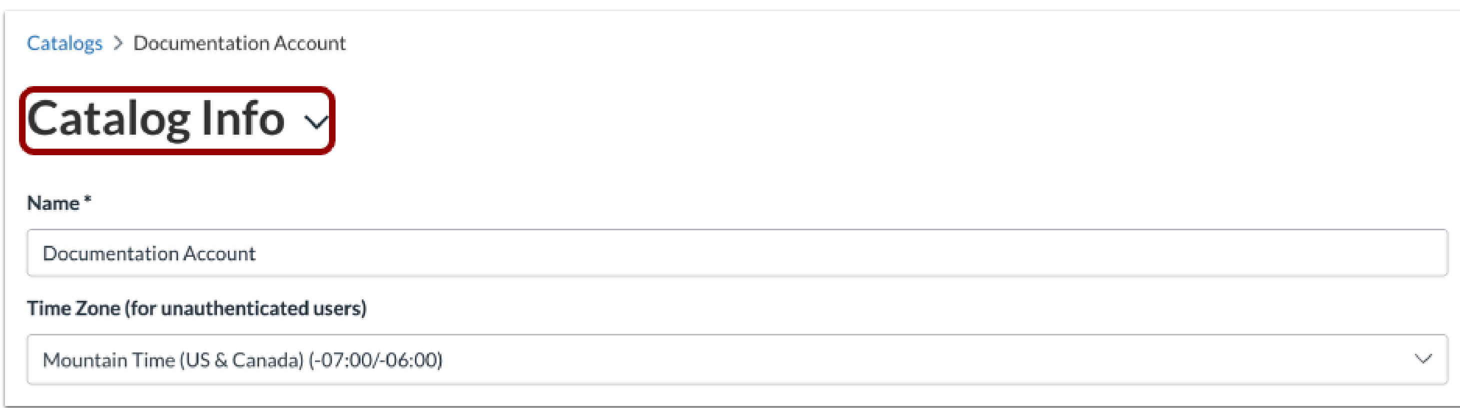
Click the **Catalogs** tab.

Select Catalog



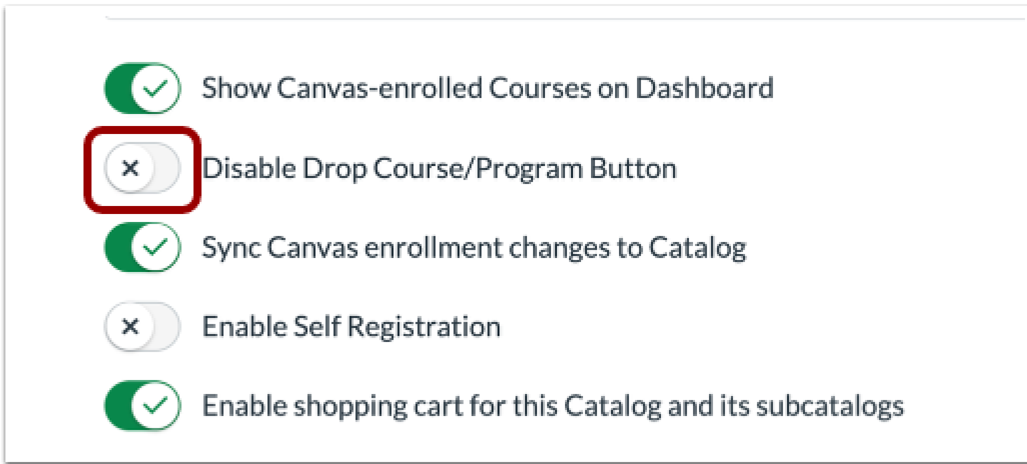
Click the root catalog name link.

View Catalog Info



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

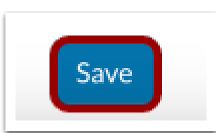
Disable Drop Course/Program



By default, the Disable Drop/Course Program Button is de-selected.

To remove the Drop Course/Program button from all courses and programs in the Catalog and its Subcatalogs, click the **Disable Drop Course/Program** button on.

Save Catalog Info



Click the **Save** button.

How do I manage automated deadline nudges in Canvas Catalog?

As a Canvas Catalog admin, you can automatically send personalized reminder emails to students based on course end dates and progress. These nudges are configured through a dedicated automation menu and use customizable templates with dynamic variables.

Where does the deadline come from?

The nudge feature does not use the course end date set in Canvas. Instead, it relies on the internal enrollment end date generated by the Catalog listing's *Days to Complete* setting. If *Days to Complete* is not configured, no nudge is sent.

Who gets nudged?

Nudges go to students who enroll through Catalog or get enrolled through Canvas.

How is progress tracked?

Progress is based on modules in the Canvas course. Your course should use modules with completion requirements.

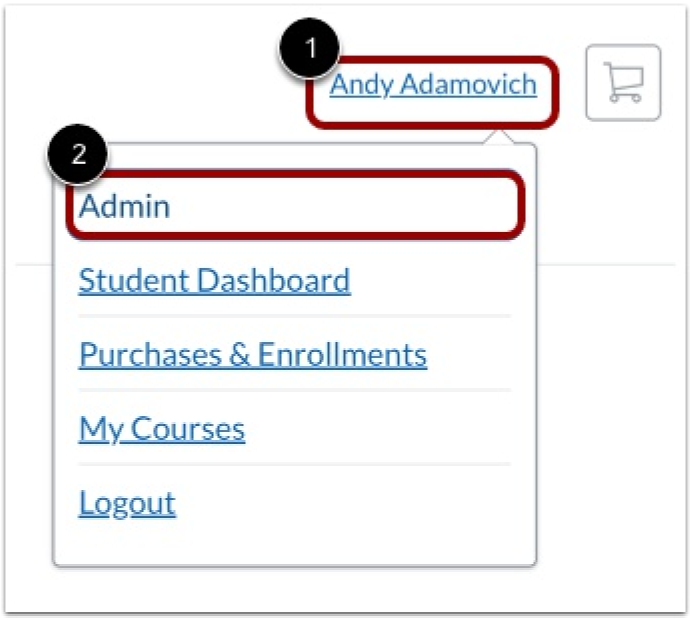
What if students are already enrolled?

Nudges will also work for students who are already in the course when the automation is set up.

Notes:

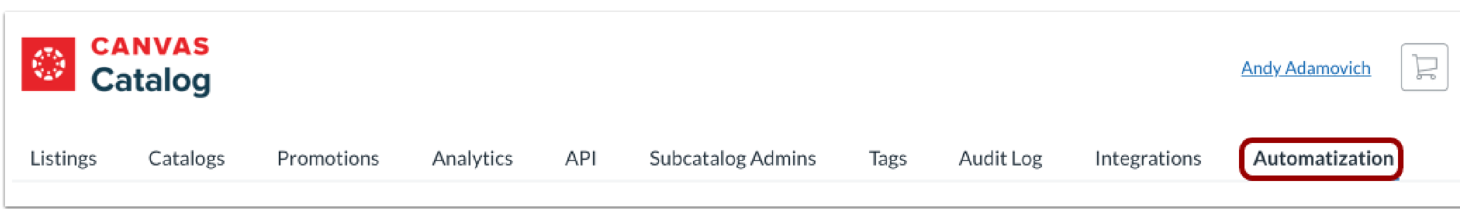
- Deadline nudge emails only apply to courses, not programs.
- Deadline nudge emails apply to catalogs and subcatalogs.

Open Admin



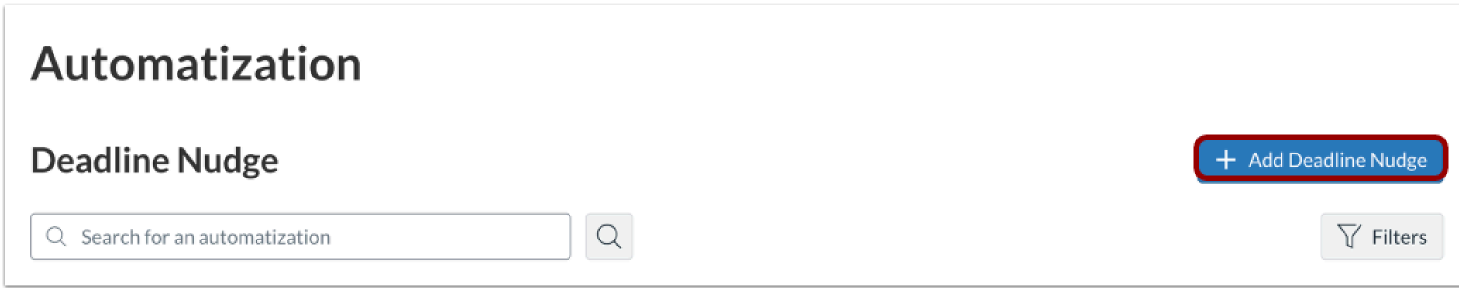
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Automatizations



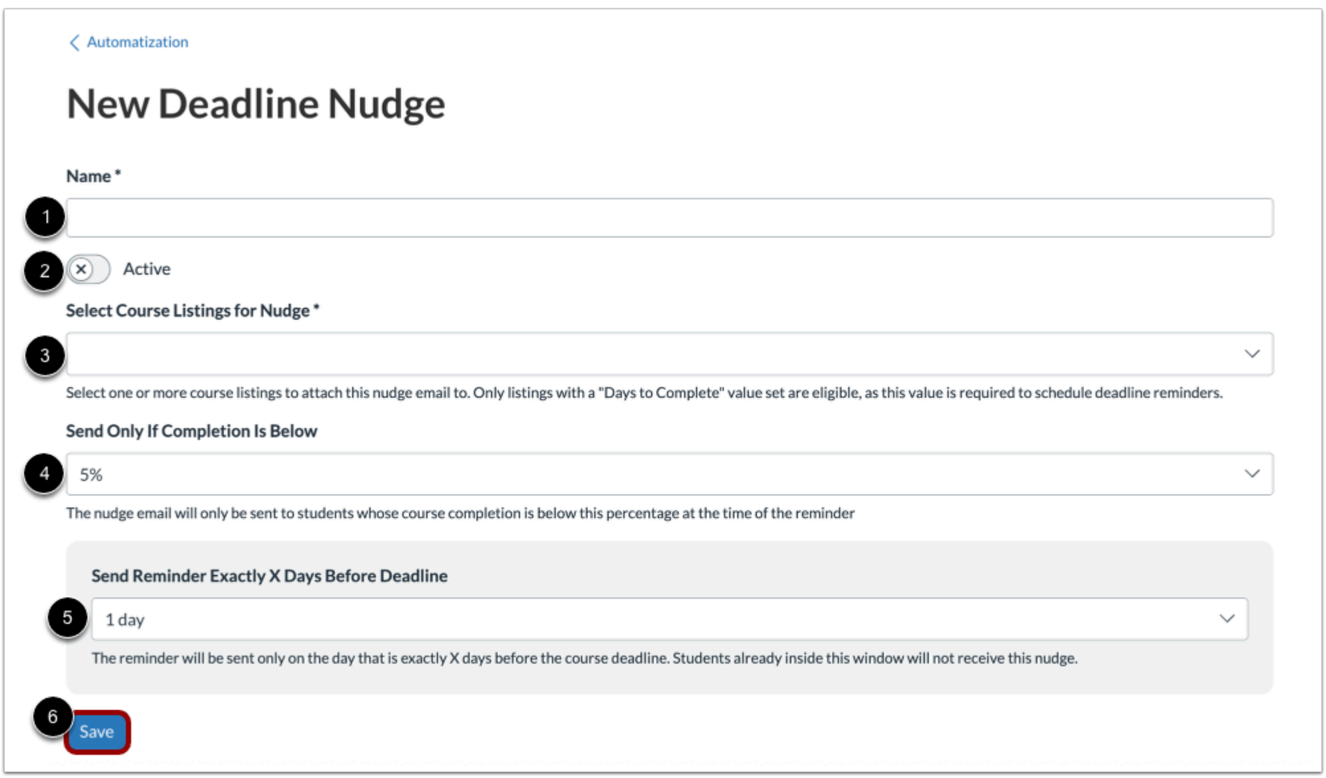
Click the **Automatization** tab.

Add Deadline Nudge



Click the **Add Deadline Nudge** button.

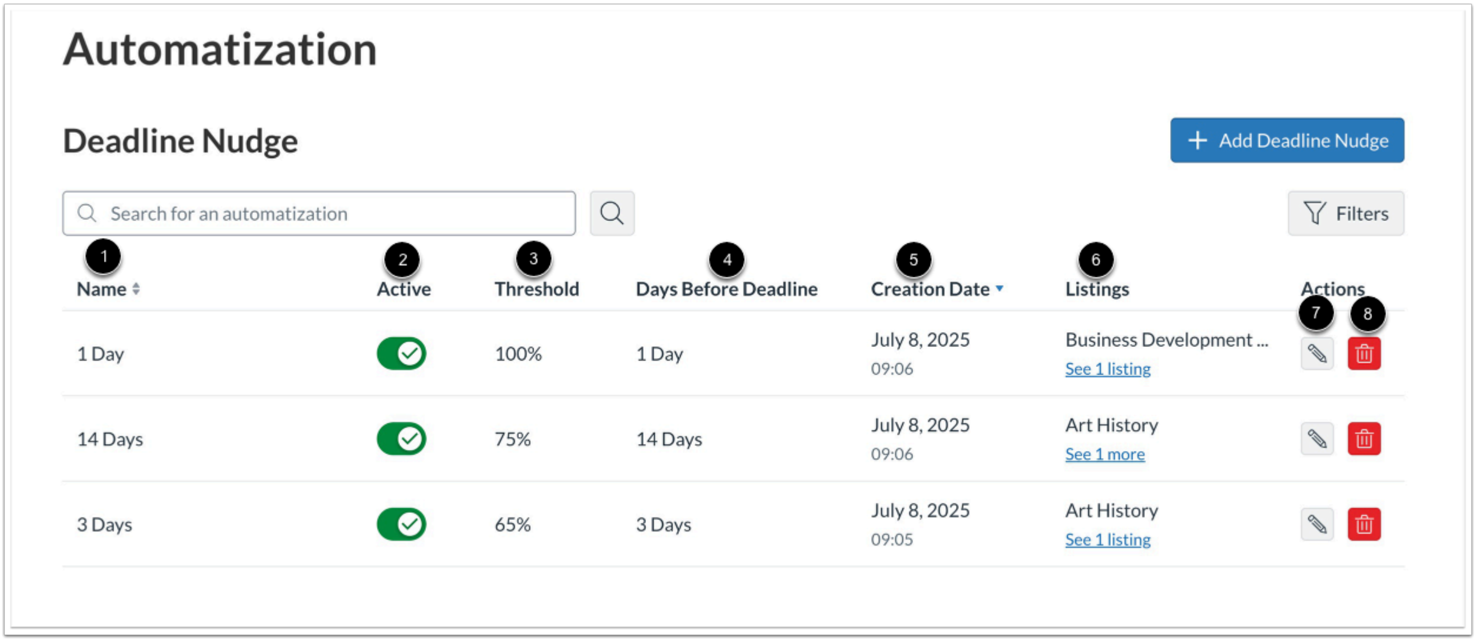
Add Details to Deadline Nudge



Add a **Name** [1], enable or disable the **Active** toggle [2], select course listings for reminder emails [3], select the completion percent [4], and select the number of days before the deadline [5].

To apply the new deadline nudge, click the **Save** button [6].

View Deadline Nudges Page



The Automatization page lists the nudges in the Catalog account. The table includes the following:

- Nudge Name [1]
- Active toggle [2]
- Threshold percentage [3]
- Number of days before the deadline [4]
- Creation Date [5]
- Listings included in the reminder email [6]
- Ability to manage the nudge by clicking the **Edit** [7] or **Delete** [8] icons

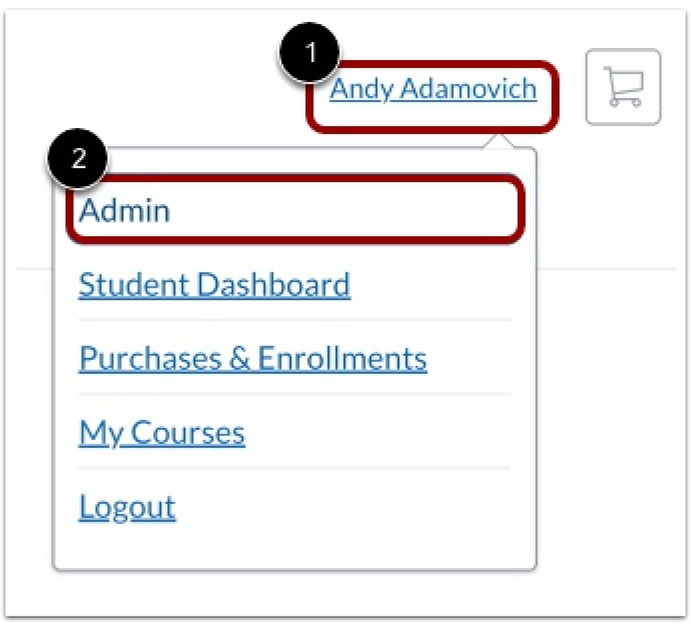
How do I manage abandoned cart nudge email reminders in Canvas Catalog?

Canvas Catalog expanded the nudging feature to include automated outreach based on abandoned carts.

As a Canvas Catalog admin, you can automatically re-engage students who leave items in their cart without enrolling. After a set delay, they receive a personalized email with cart details and a link to complete checkout, helping reduce drop-off and recover lost revenue.

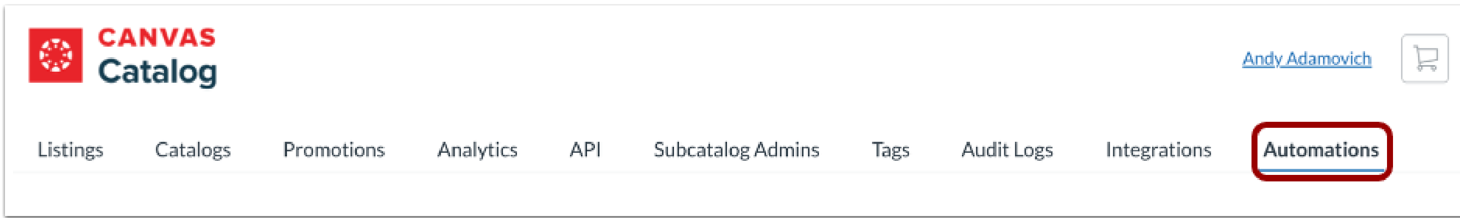
This feature empowers admins to automate timely engagement, recover lost revenue opportunities, and drive higher course completion through targeted learner communication.

Open Admin



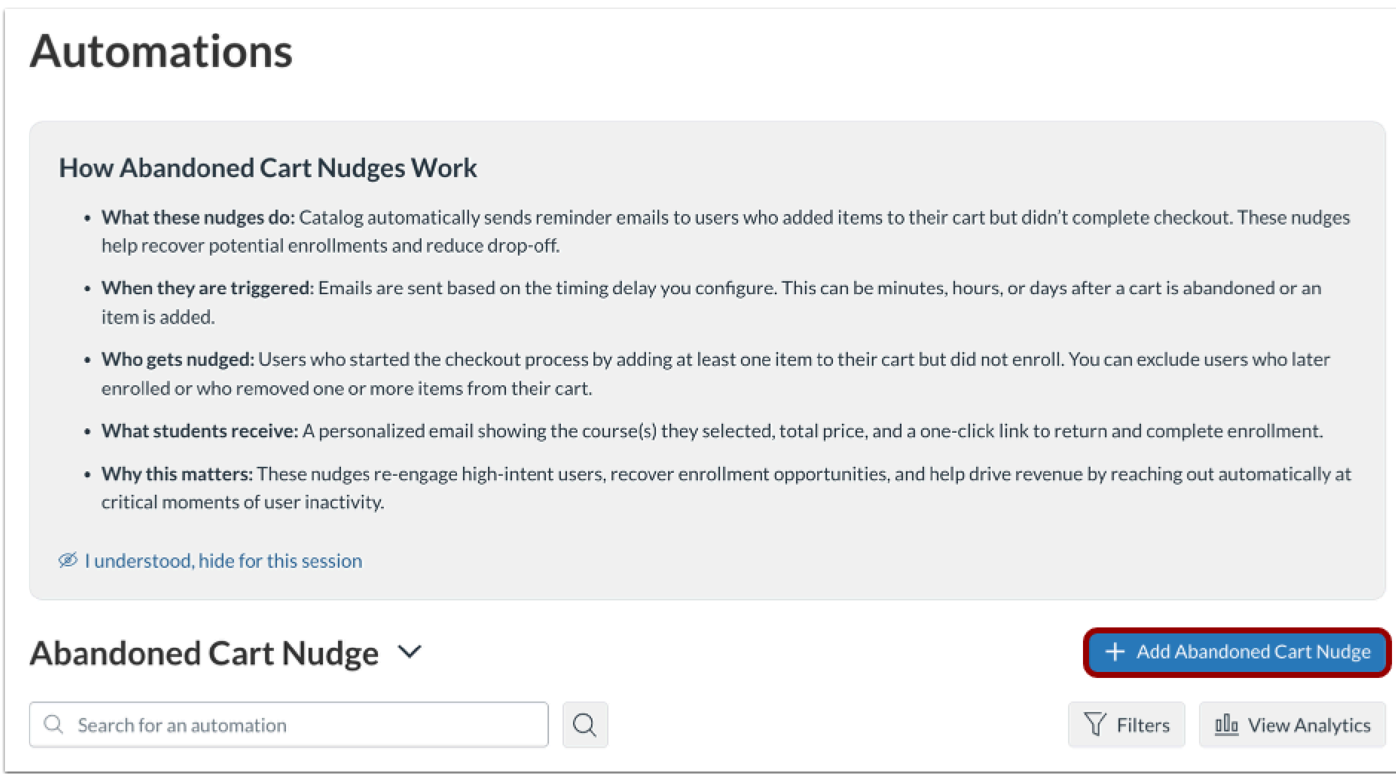
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



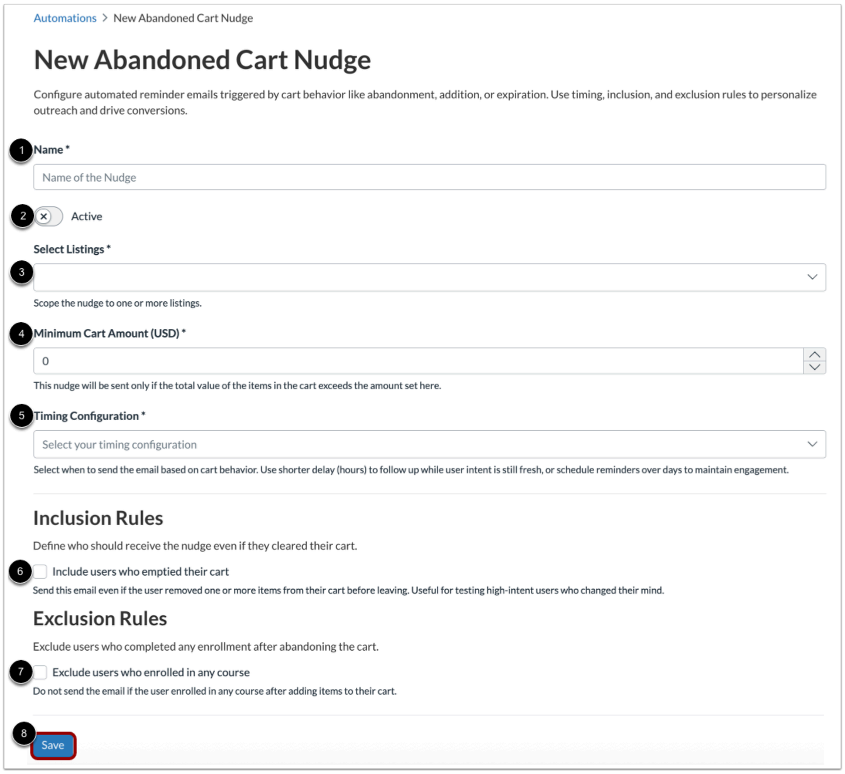
Click the **Automations** tab.

Add Abandoned Cart Nudge



Click the **Add Abandoned Cart Nudge** button.

View Edit Details



In the details, add a name [1], enable or disable the Active toggle [2], select course listings for reminder emails [3], select the minimum cart amount [4], and select timing configuration [5].

If you want to further refine abandoned cart settings, you can define either Inclusion or Exclusion rules. The Inclusion rule enables messages to be sent to users who removed one or more items from their cart [6], while the Exclusion rule prevents messages from being delivered to learners who have enrolled in any course since abandoning their cart [7].

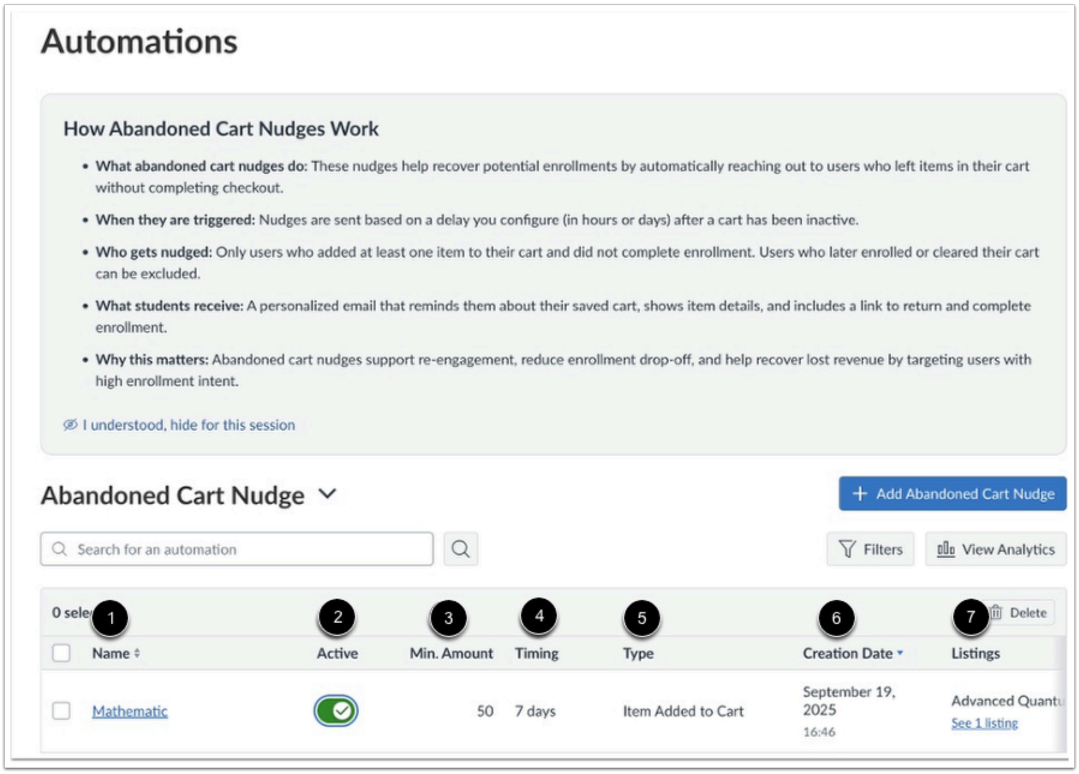
Click the **Save** button [8].

Notes: Abandoned Cart Timing Configurations

- **X Days after cart abandonment:** Sends a reminder days after the cart is abandoned. Good for delayed follow-ups.
- **X Hours after cart abandonment:** Sends a quick nudge to capitalize on recent intent.
- **X Days after item added to cart:** Reaches users who added an item but haven't taken further action.
- **X Hours after item added to cart:** Ideal for immediate engagement post cart addition.
- **X Days before cart expires:** Gives early warning before cart is cleared.

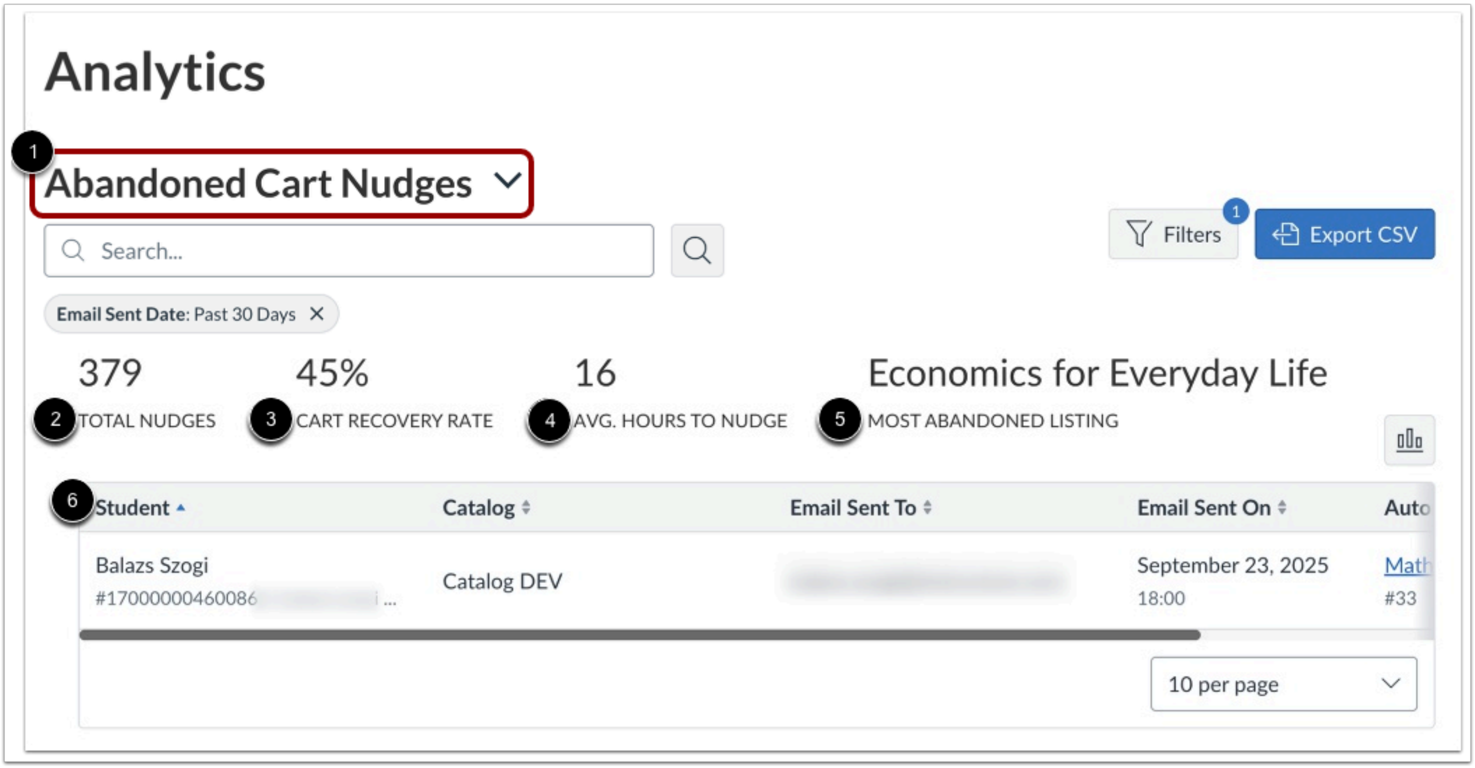
- **X Hours before cart expires:** Creates urgency right before cart expiration.

View Automations Page



The Automations page lists the nudges in the Catalog account. The table includes the nudge name [1], the Active toggle [2], the minimum amount [3], the timing configuration [4], the type [5], the creation date [6], the listings included in the reminder email [7].

View Abandoned Cart Nudges Analytics



The Nudges tab in the Analytics menu includes support for behavior-based nudge types.

To view the analytics for abandoned carts, click the **Abandoned Cart Nudges** drop-down menu [1].

In **Total Nudges Sent** [2], displays the total number of automated cart reminder emails sent.

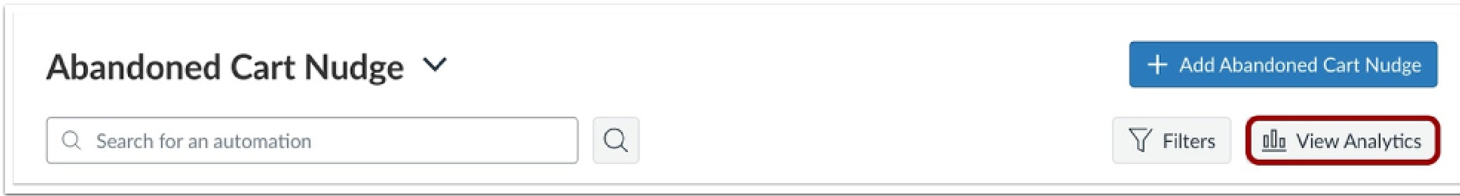
In **Cart Recovery Rate [**3], displays the effectiveness of nudges in driving conversions.

In **Avg. Time Between Abandonment and Nudge** [4], displays the average delay between abandonment and nudge delivery.

In **Most Abandoned Listing** [5], displays the Top course/program listing most often abandoned in carts.

The table includes the student name, catalog name, email address, the date the email was sent, and automation [6].

Open View Analytics Button



You can view Abandoned Cart Nudges analytics by clicking the **View Analytics** button in the Abandoned Cart Nudge Automatics page.

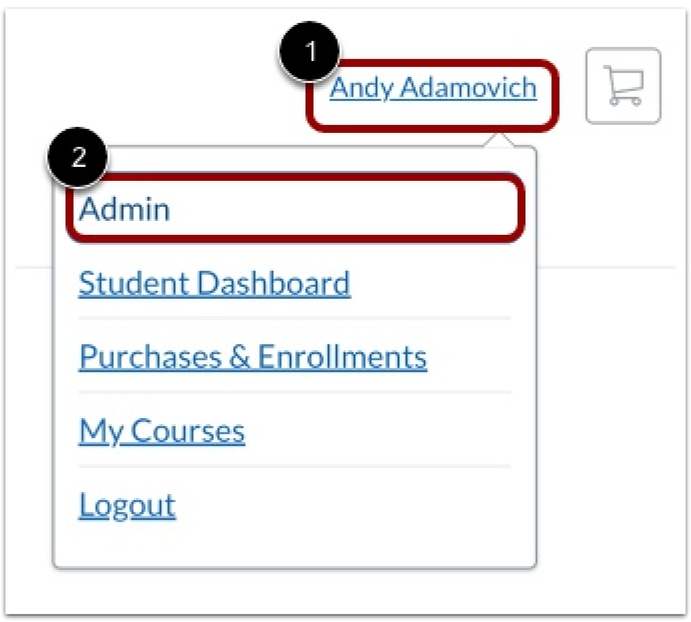
How do I manage post enrollment nudge email reminders in Canvas Catalog?

The nudge feature is expanded to include post-enrollment behavior triggers, enabling admins to automatically re-engage learners who have enrolled but havent started their course.

As a Canvas Catalog admin, you can can automate follow-ups for inactive students, reduce manual outreach, and increase visibility into post-enrollment behavior.

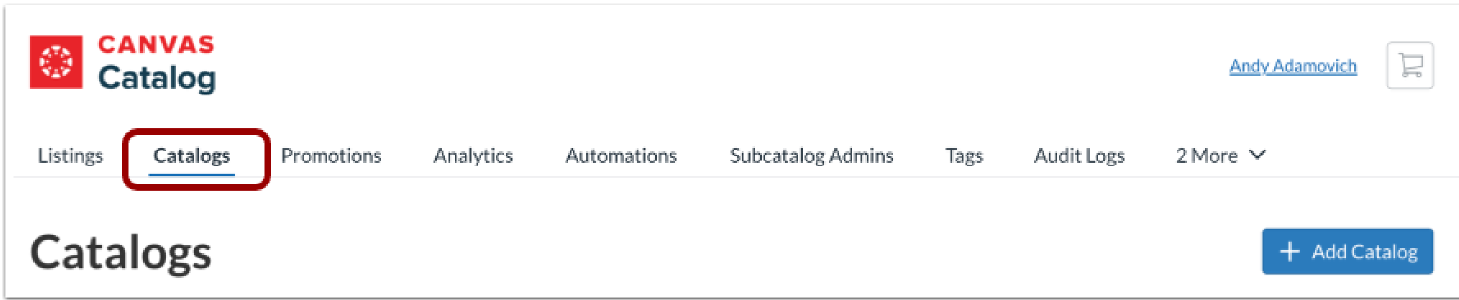
This feature empowers automatically re-engage students who have not started their coursework. Each nudge can be customized with timing, targeting, and automation settings.

Open Admin



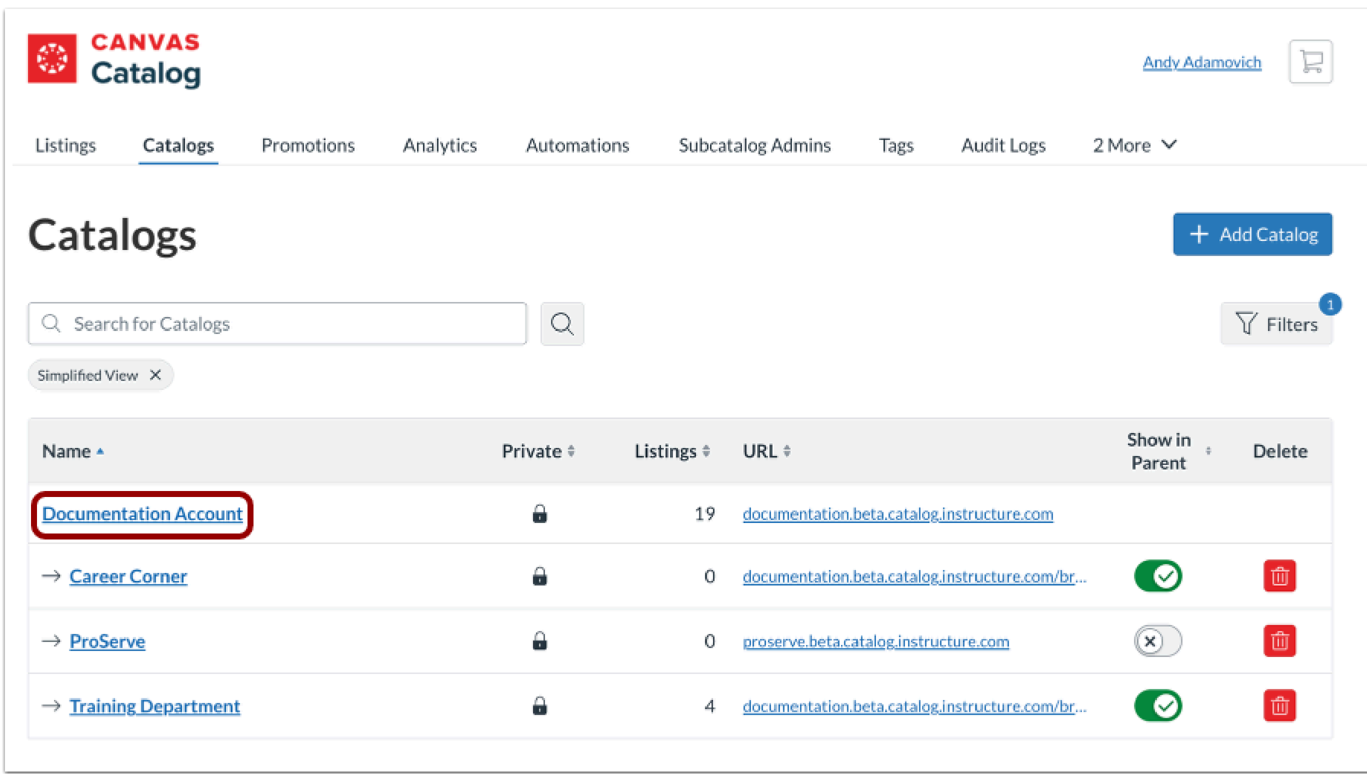
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



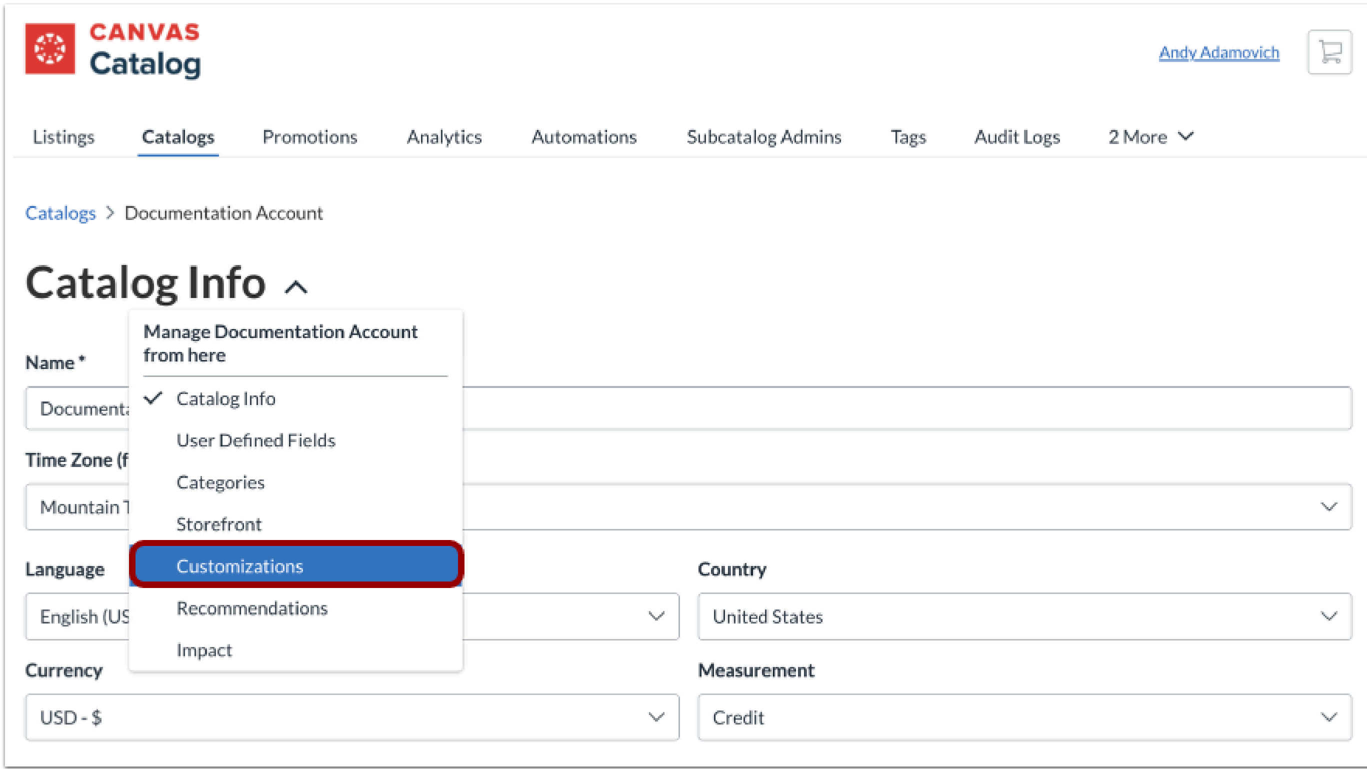
Click the **Automations** tab.

Select Catalog



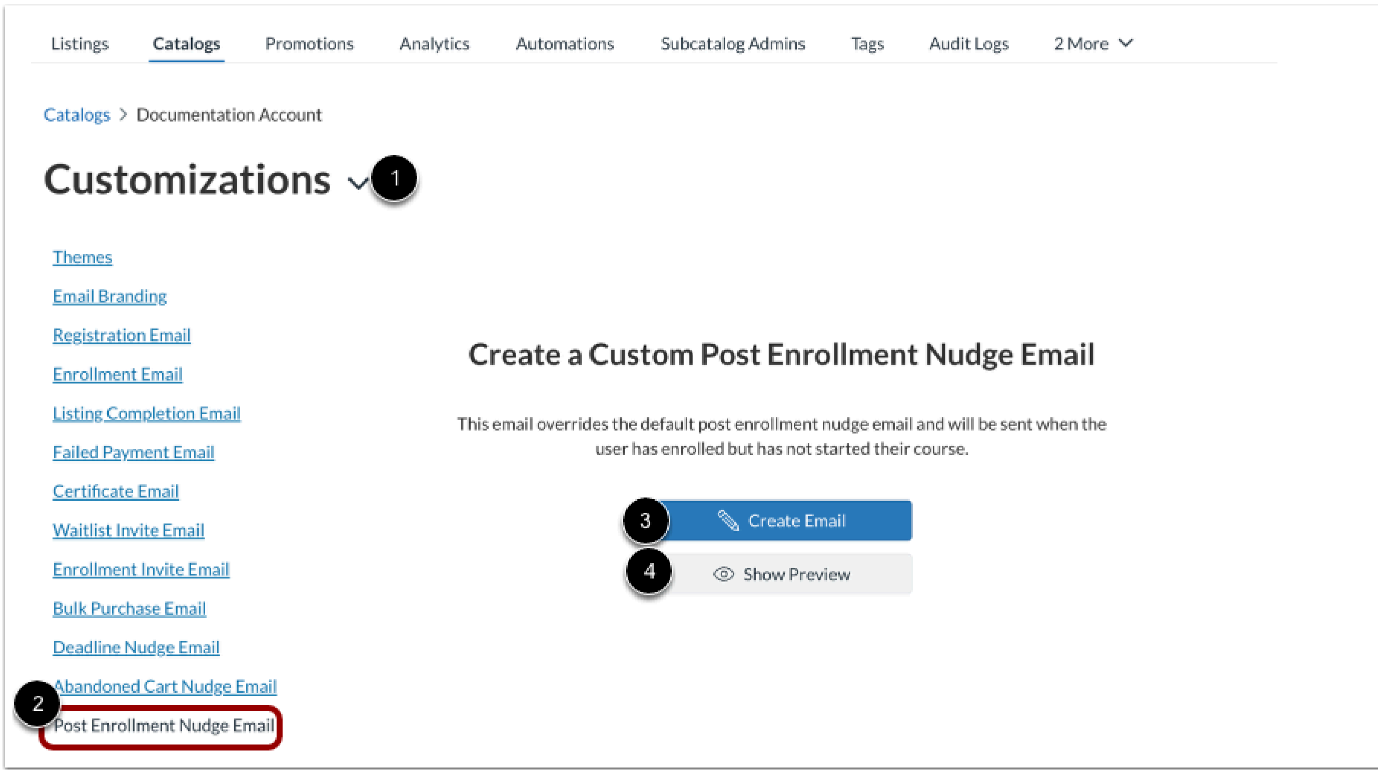
Click the Catalog or Subcatalog name link.

View Catalog Info



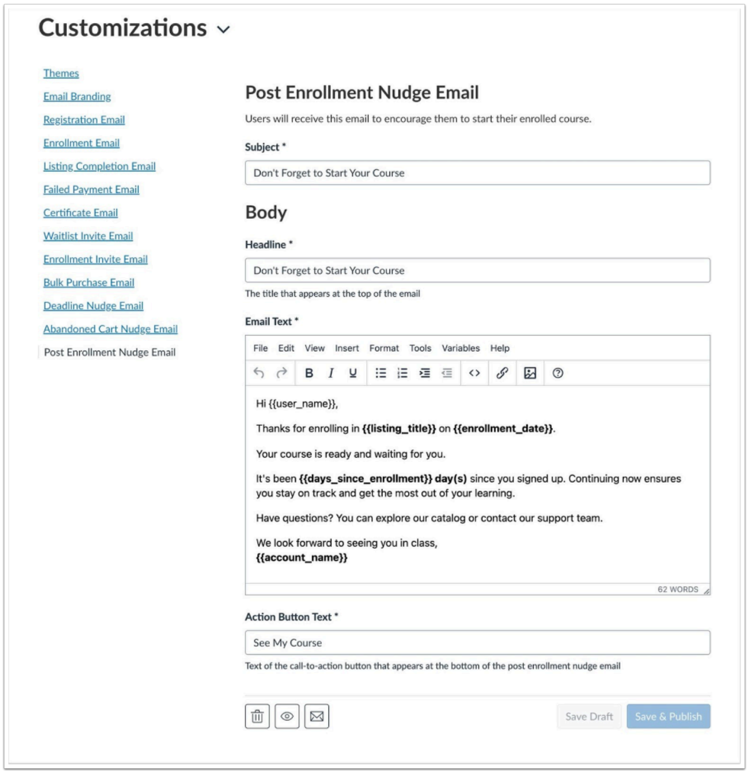
In the Catalog settings drop-down menu, the **Catalog Info** page displays by default. Click the **Customizations** menu.

View Create Custom Post Enrollment Nudge Email



In the **Customizations** menu [1], click the **Post Enrollment Nudge Email** link [2]. To customize the nudge email, click the **Create Email** button [3]. To preview the email template, click the **Show Preview** button [4].

View Post Enrollment Nudge Email

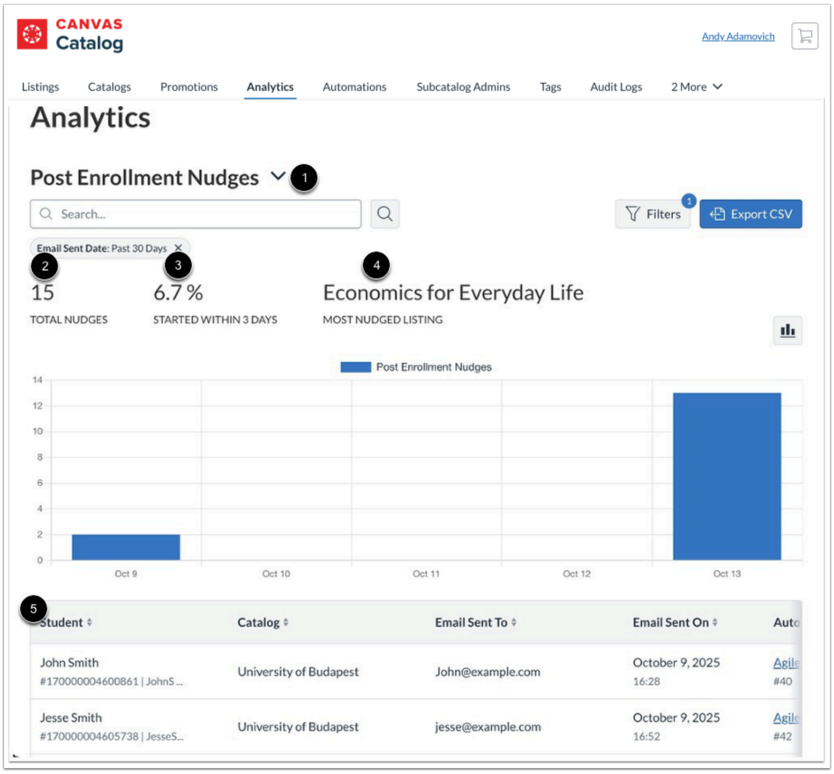


You can make the necessary changes to the email using supported variables.

Post Enrollment Email Variables

- {{enrollment_date}}
- {{course_name}}
- {{student_dashboard}}
- {{days_since_enrollment}}

View Post Enrollment Nudge Analytics

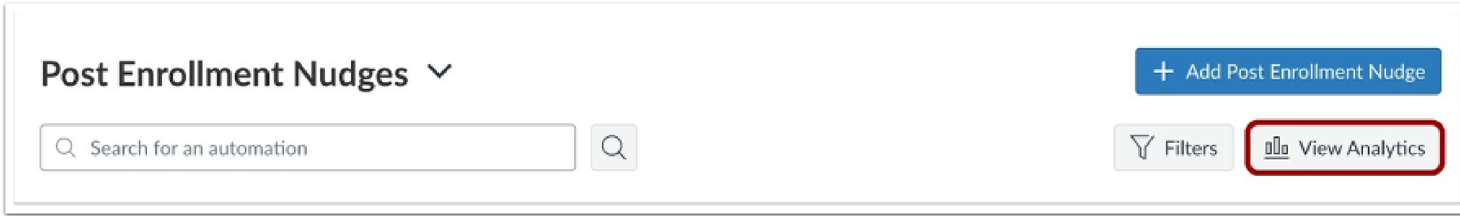


The nudges tab in the Analytics menu includes support for behavior-based nudge types. To view the analytics for post enrollments nudges, open the **Post Enrollment Nudges** drop-down menu [1].

- **Total Nudges Sent** [2]: Displays the total number of enrollment reminder emails sent.
- **Started within 3 Days** [3]: Measures learner responsiveness after nudge delivery.
- **Most Nudged Listing** [4]: Highlights which listing is the most nudged in the given period.

The table includes the student name, catalog name, email address, the date the email was sent, and automation [5].

View Post Enrollment View Analytics Button



To view Post Enrollment Nudges analytics, click the **View Analytics** button in the Post Enrollment Automations page.

Catalog Payments, Promotions, and Revenue

What payment gateways are supported in Canvas Catalog?

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

You can set up multiple payment gateways via individual subcatalogs. 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 Customer Success Manager (CSM).

The following payment gateways are supported in Canvas Catalog:

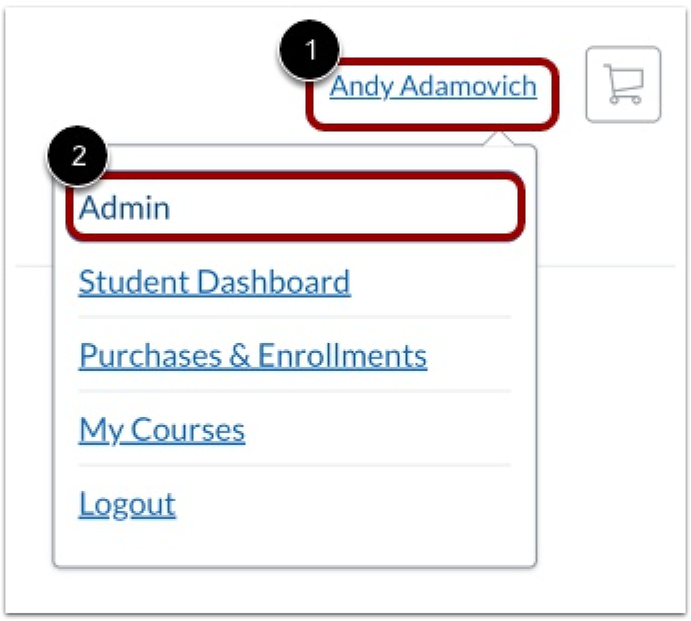
- Authorize.net (Accept Hosted)*
- CCP*
- CommWeb
- CyberSource*
- Flywire
- Mercado Pago*
- Nelnet
- OneStop Secure*
- PayU
- PayPal*
- PayPal Payflow*
- Paystack*
- Rapyd*
- Stripe*
- TouchNet*
- Transact (previously known as Cashnet - requires both Checkout and Gateway)
- Xendit*

*Purchase receipts are itemized.

How do I set a different currency in a catalog?

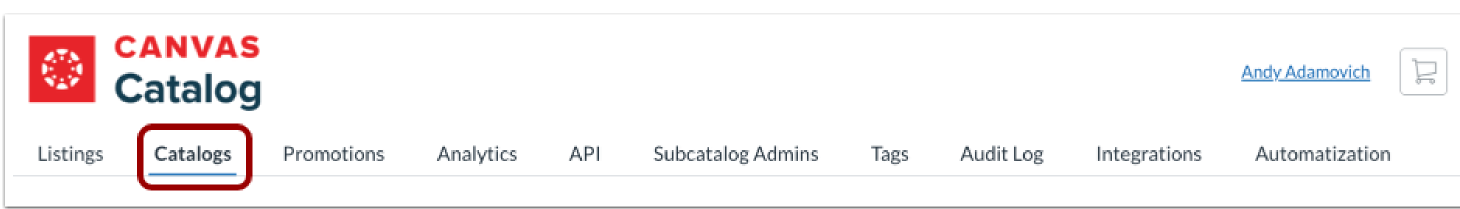
As a Canvas Catalog admin, you can customize the currency settings for domain-based Canvas catalogs and subcatalogs.

Open Admin



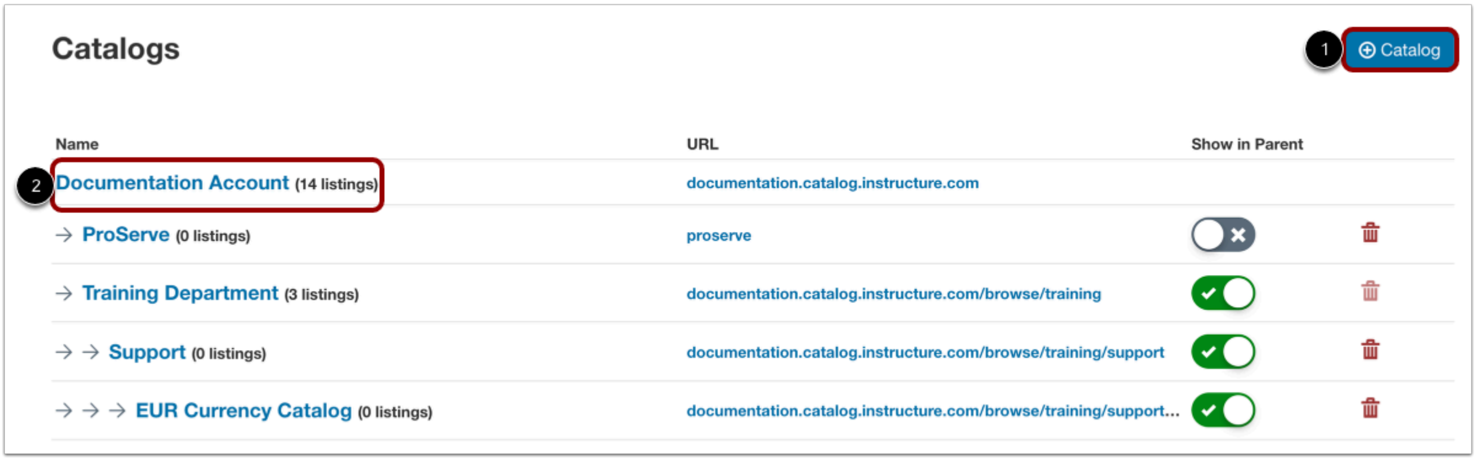
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



Click the **Catalogs** tab.

Select or Add Catalog

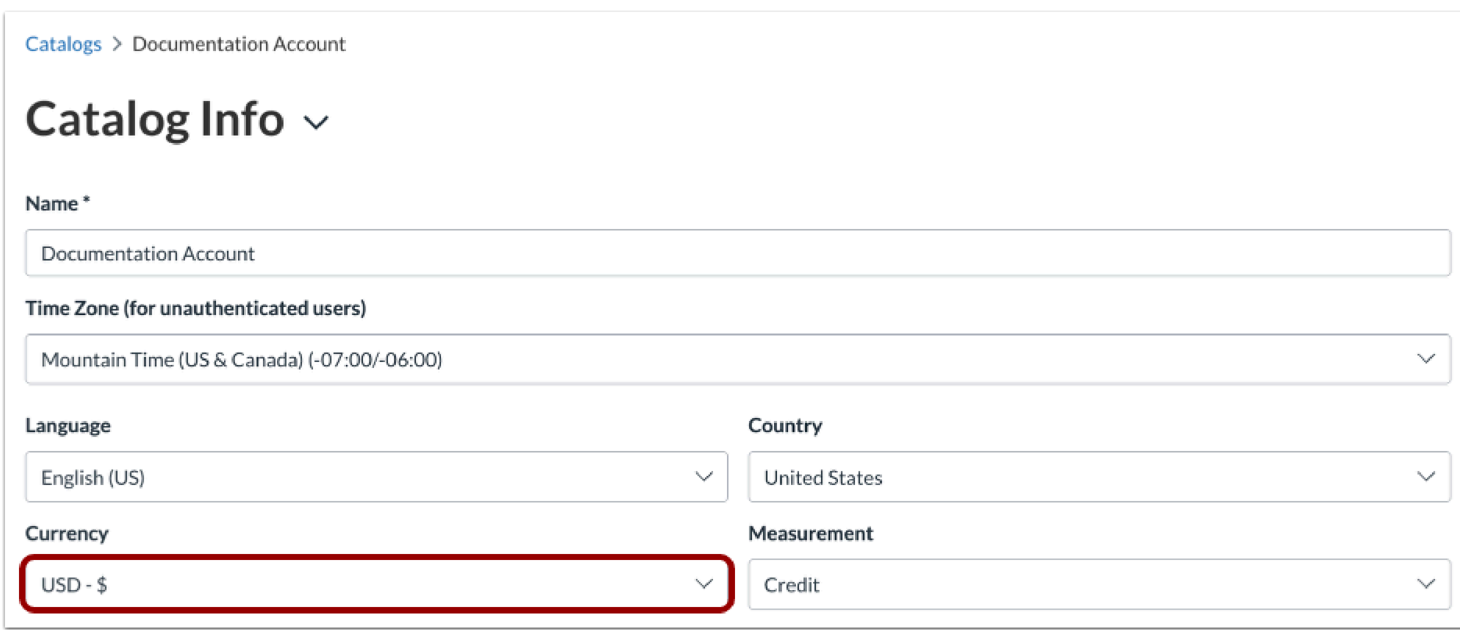


You can select the currency setting when creating a new catalog or subcatalog, or editing an existing one.

To create a new catalog, click the **Add Catalog** button [1].

To edit a catalog or subcatalog, click its name link [2].

Select Currency



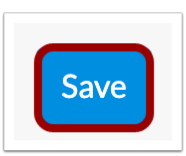
In a domain-based catalog or subcatalog page, click the **Currency** drop-down menu.

Select Currency Type

Select a currency option. A check mark displays next to the selected currency.

Note: The default currency is set for the US dollar (USD - $).

Save Catalog Info



Click the **Save** button.

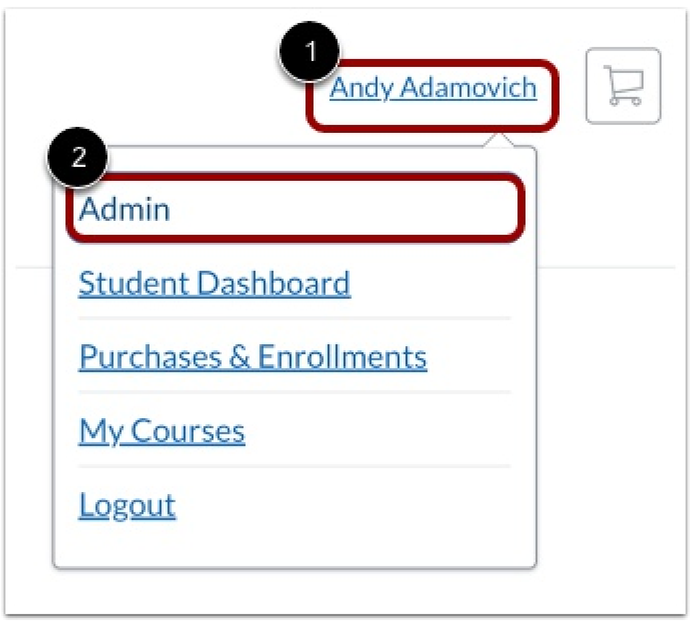
How do I set measurement options in a catalog?

As a Canvas Catalog admin, you can set a measurement type to apply to all listings in a catalog and its subcatalogs. The measurement option specifies the type of credit that a user receives upon completion of a catalog course. Available options include credits, points, and CEUs.

Users can view the selected measurement in Catalog listings, their Student Dashboard, and transcripts.

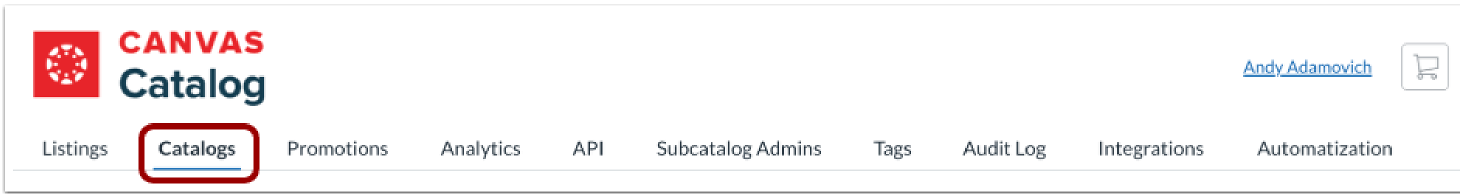
Note: The default measurement options are inherited from the parent, but a subcatalog can set a different measurement option.

Open Admin



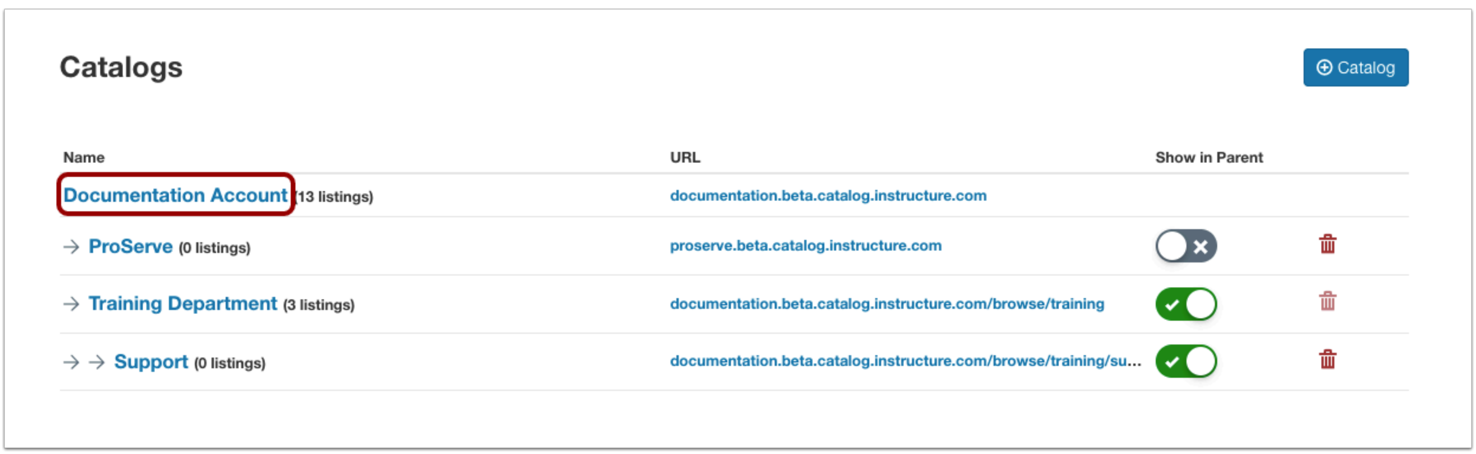
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



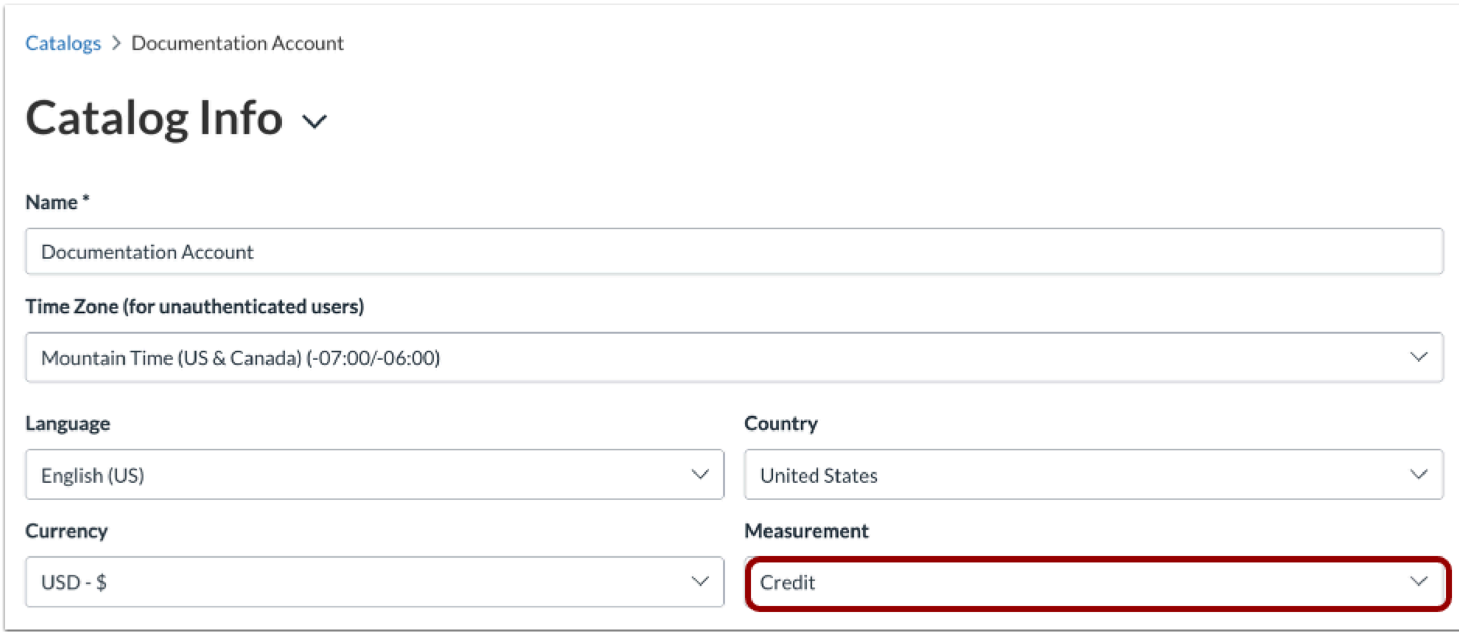
Click the **Catalogs** tab.

Select Catalog



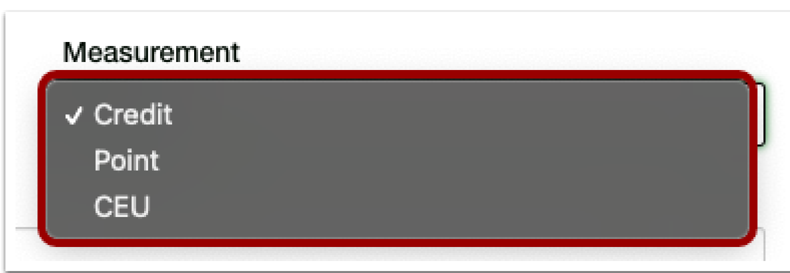
Click the catalog name link.

Open Measurement Menu



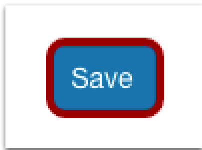
Click the **Measurement** drop-down menu.

Select Measurement Type



Select a measurement option.

Save Catalog Info



Click the **Save** button.

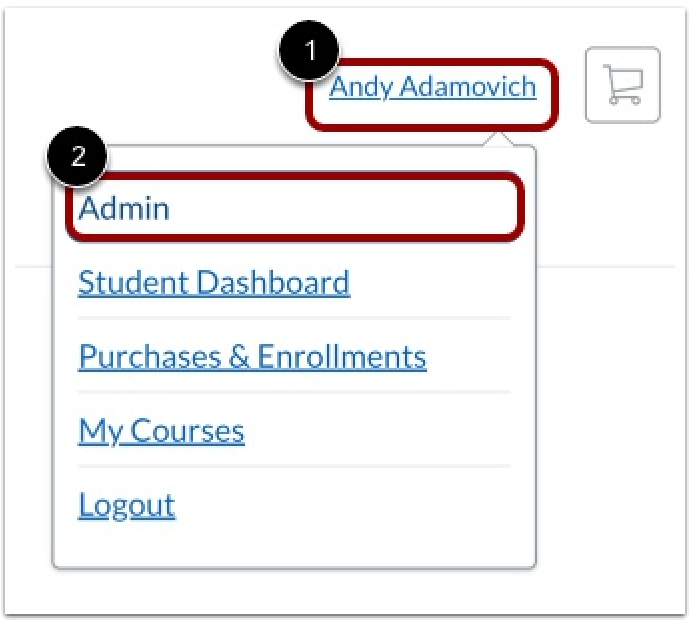
The selected measurement applies to all listings in the catalog and subcatalogs.

How do I add a promotion code to a listing in Canvas Catalog?

As a Canvas Catalog admin, you can add a promotion code to your paid listings. A promotion code enables a discount that can be applied to all listings in a catalog, or to an individual listing.

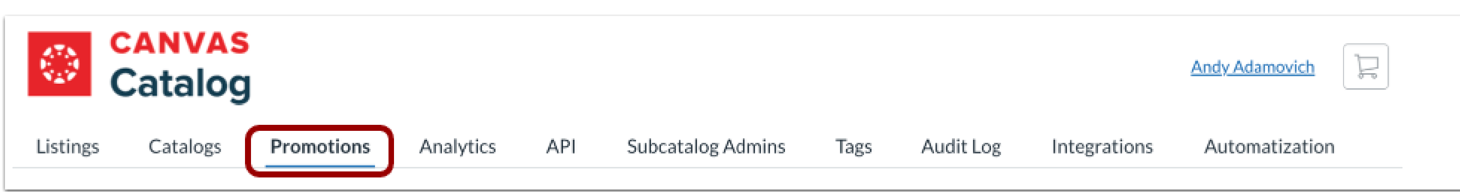
Note: Promotion codes can be applied only to listings with an enrollment fee.

Open Admin



Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Promotions

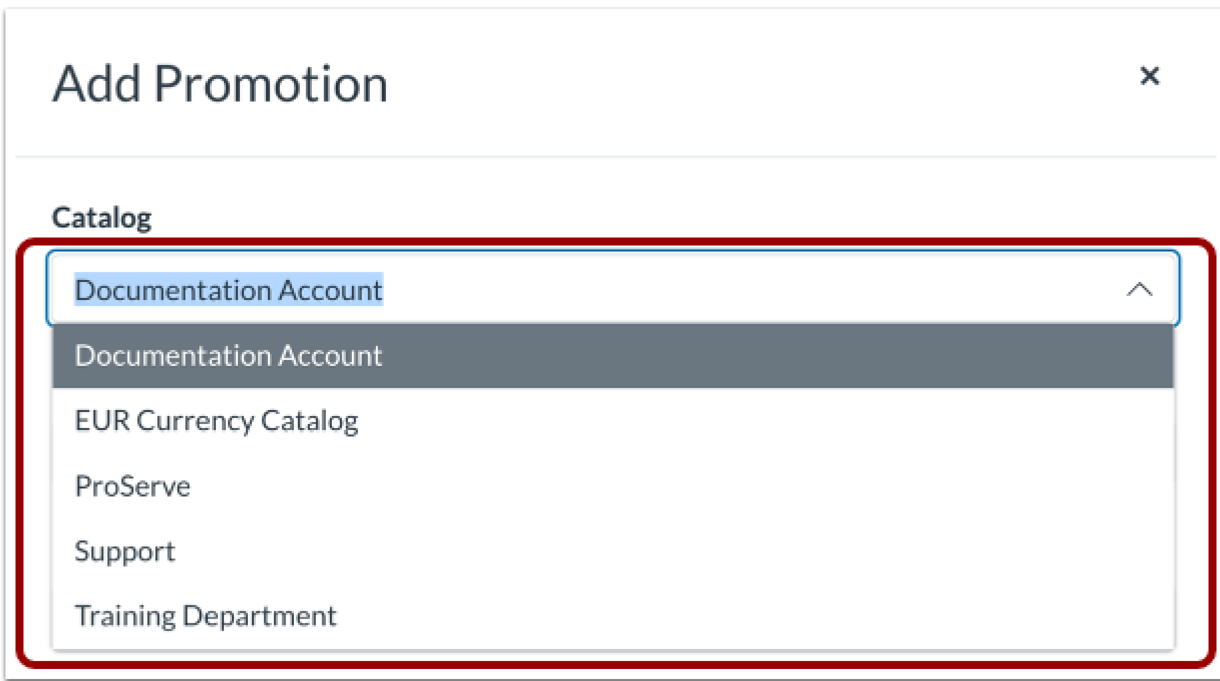


Click the **Promotions** tab.

Add Promotion

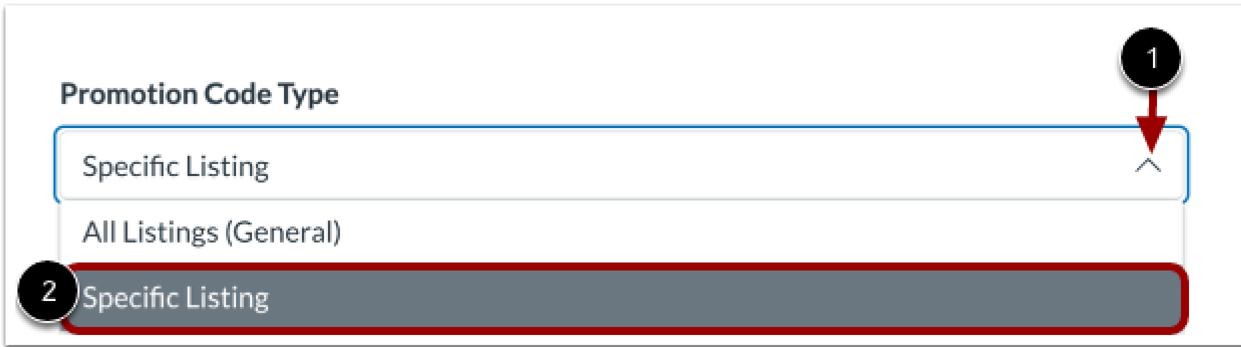
Click the **Add Promotion** button.

Choose Catalog



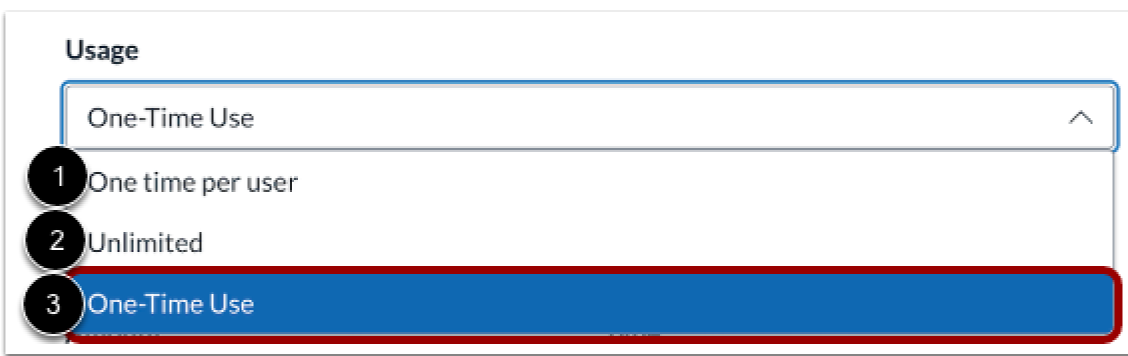
To select the catalog where you want to add the promotion, click the **Catalog** drop-down menu.

Select Promotion Type



By default, promotion codes apply to all listings in the catalog. To create a promotion code for a specific listing, click the **Promotion Code Type** drop-down menu [1]. Then, click the **Specific Listing** option [2].

Choose Usage



Click the **Usage** drop-down menu and select a code type.

To allow each user to redeem an individual code only once, click the **One time per user** option [1].

To allow users to use the same promotion code multiple times without restriction, click the **Unlimited** option [2].

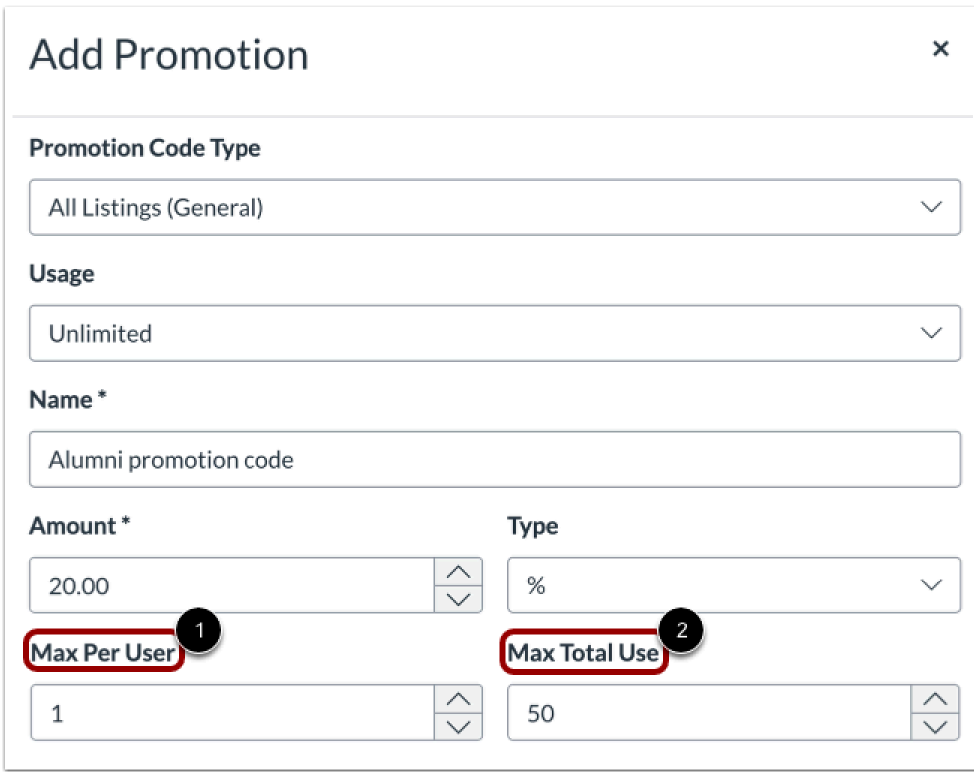
To automatically invalidate the code after a single redemption regardless of the user, click the **One-Time Use** option [3].

Notes:

- In **One-Time Use**, the promotion applies to the most expensive eligible product in the cart and may lock out the code after first redemption.

- Upon first successful use, the code is marked as used and becomes inactive for everyone.
- All future redemption attempts are blocked, including by the original redeemer.
- Checkout displays a clear error message: *This promotion code has already been used.*
- If a promotion has the Usage option set to Unlimited and does not have either of the Max Per User or Max Total Use options set then it can be used with bulk enrollments.

Choose Unlimited Usage

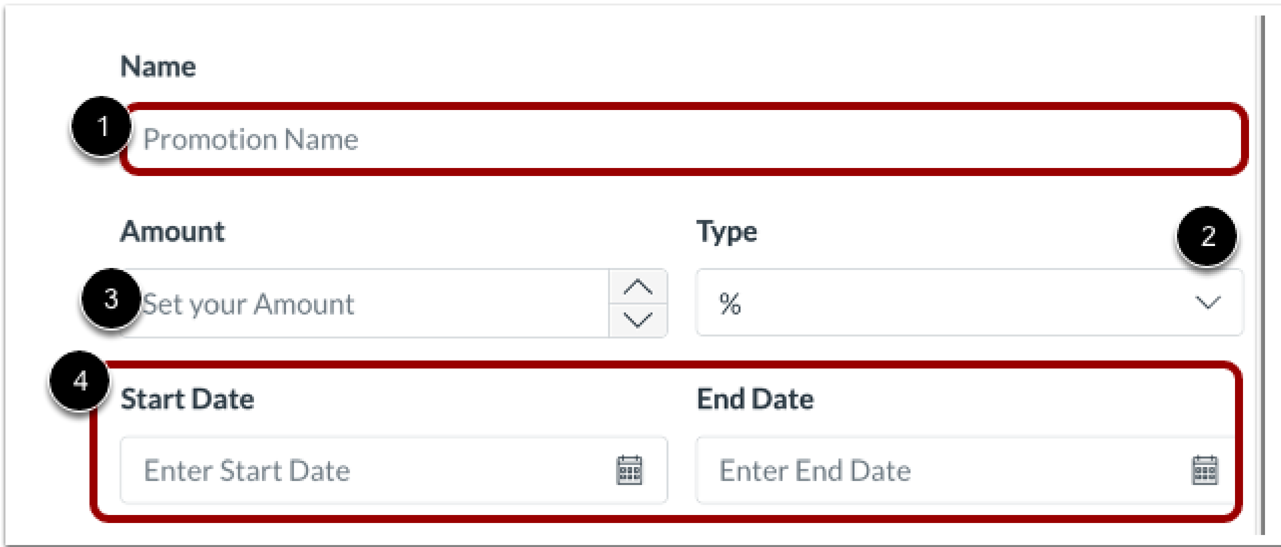


The Unlimited option is enhanced to give admins greater flexibility. If you configure **Max Use Per User**, set the number of times an individual user can redeem the code [1]. If you configure **Max Total Use**, set the total number of times the code can be redeemed across all users [2].

Notes:

- When using **Max Per User**, each user can redeem up to the configured number with no global lock.
- When **Max Total Use** is reached, the code is invalid for any further redemption, regardless of user.
- When **both** are used, enforcement includes both individual and global usage caps.

Add Promotion Details



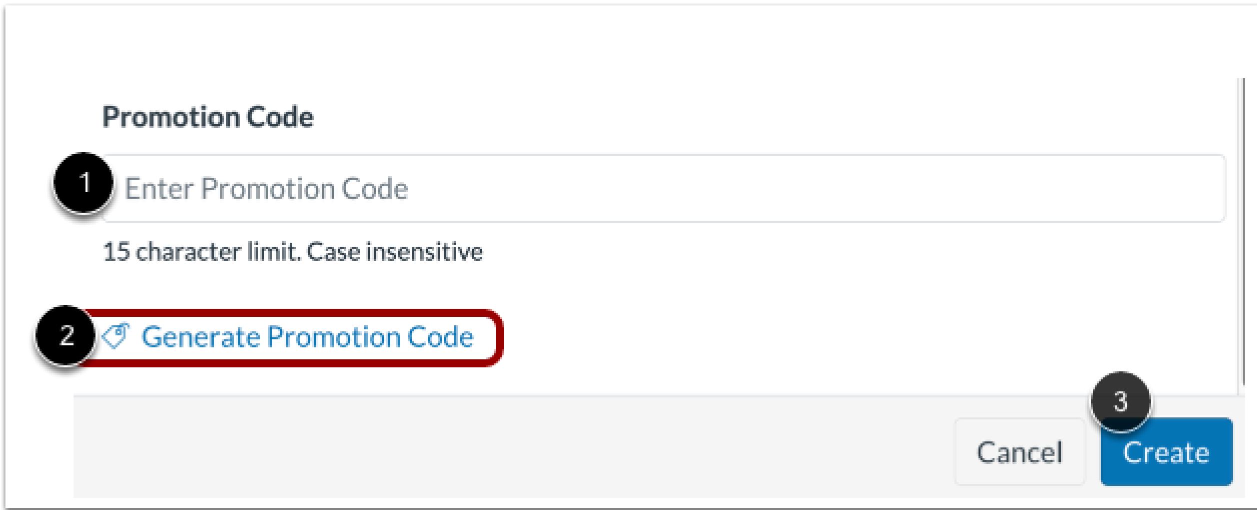
Enter a name for the promotion in the **Name** field [1].

To select whether the discount should be applied as a currency amount or a percentage amount, click the Type drop-down menu and select a discount type [2].

To select an amount for the currency or percentage type, enter it in the **Amount** field [3].

To enter a time frame for the promotion, enter dates in the **Start Date** and **End Date** fields [4].

Add Promotion Code



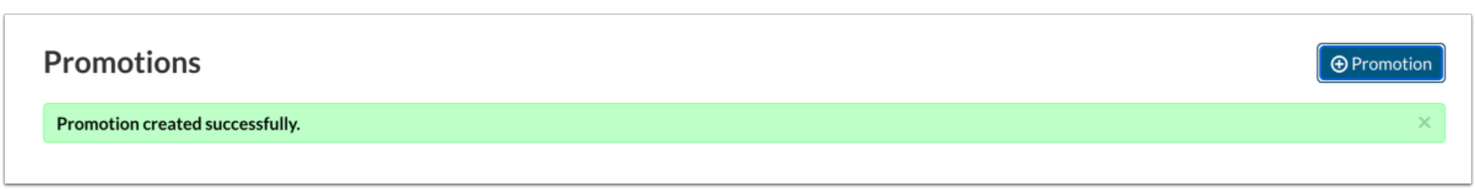
Enter a code for the promotion in the **Promotion Code** field [1]. Alternatively, Canvas Catalog can generate a 6-character code for you. To generate a code, click the **Generate Promotion Code** link [2].

Click the **Create** button [3].

Notes:

- Promotion codes are not case sensitive.
- Self-created promotion codes can consist of no more than 15 characters with no spaces.

Confirm Save



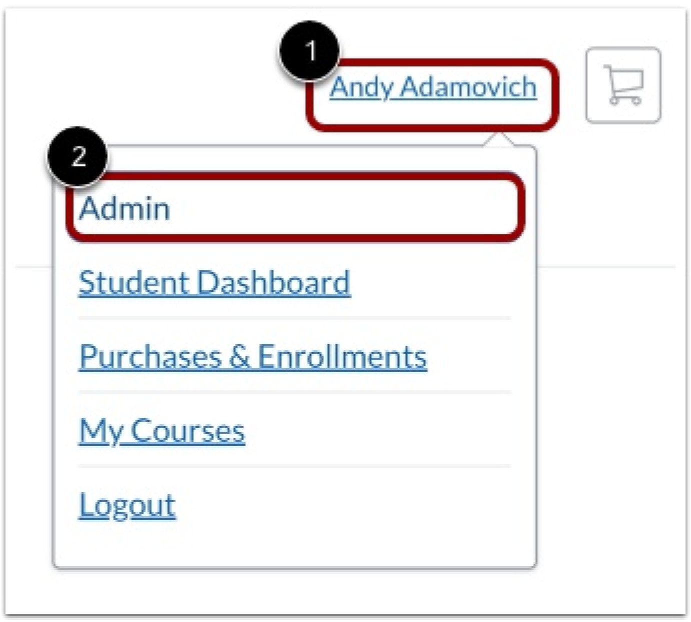
When the promotion has been saved, the Promotion created successfully banner displays.

How do I manage catalog promotions?

As a Canvas 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. From the Promotions page, you can add, edit, or delete promotions.

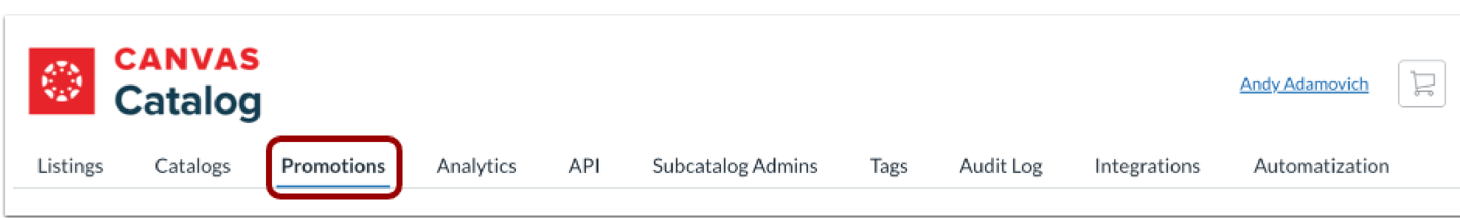
Note: Promotions only apply to listings with an enrollment fee.

Open Admin



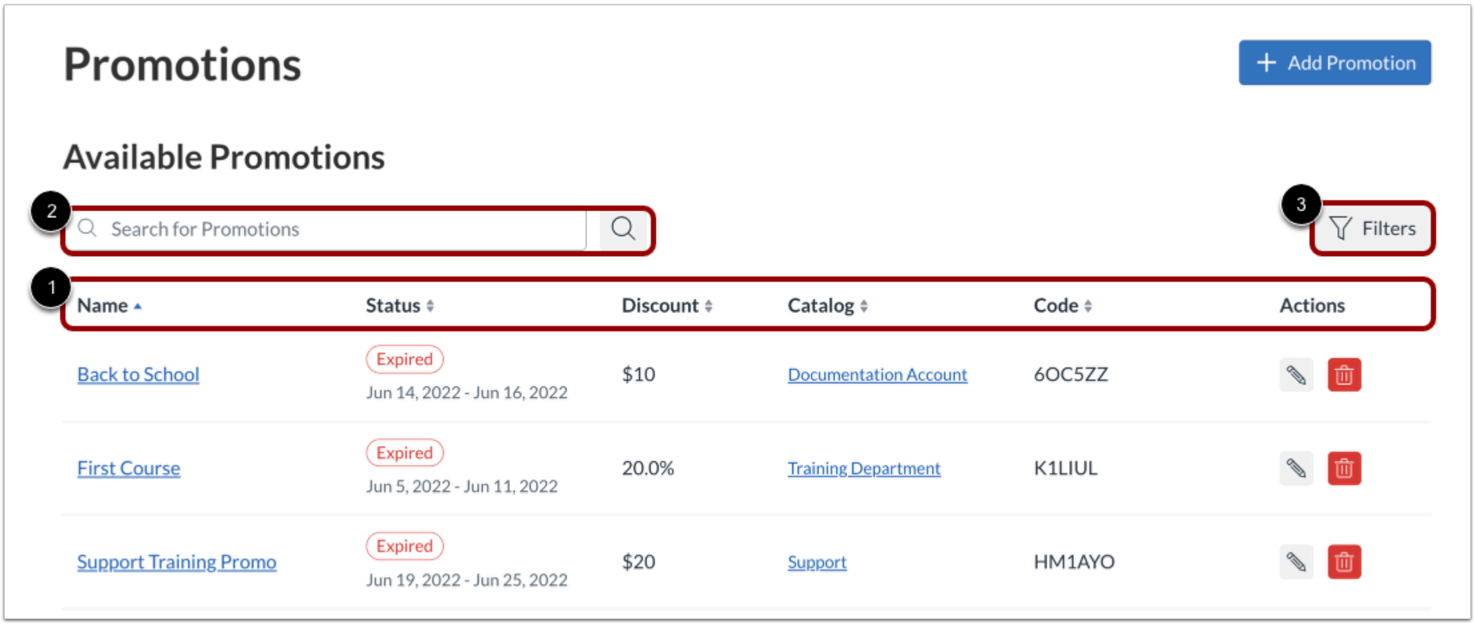
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Promotions



Click the **Promotions** tab.

View Promotions

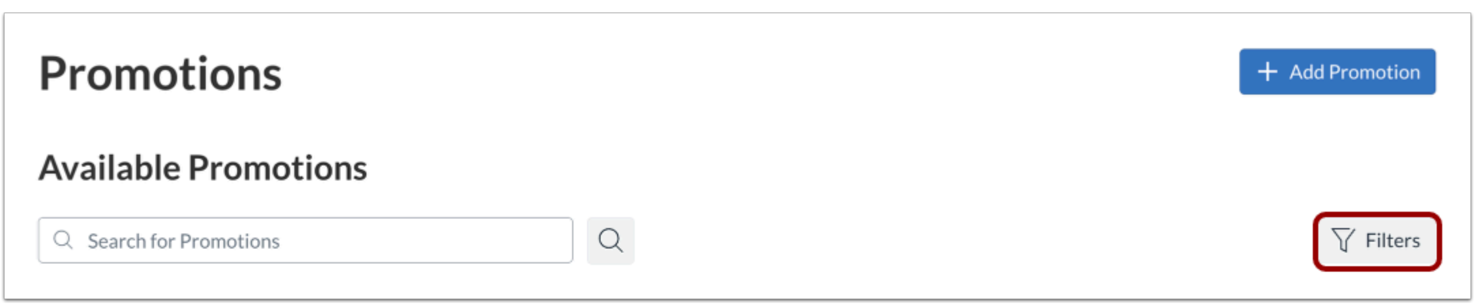


By default, promotions display by name in alphabetic order. To sort the list by a different parameter, click a column header name [1].

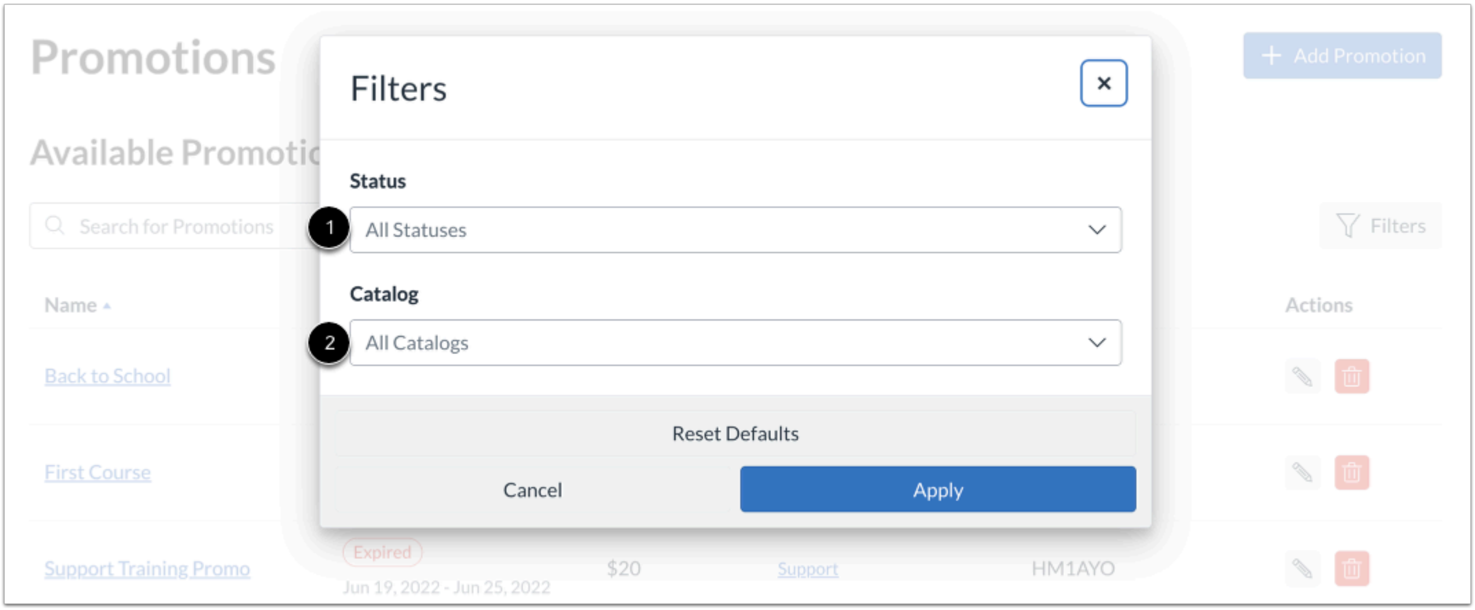
To search for a promotion, enter all or part of the promotion name in the **Search** field [2].

The Promotions page also supports filtering by status and catalog using the **Filters** button [3].

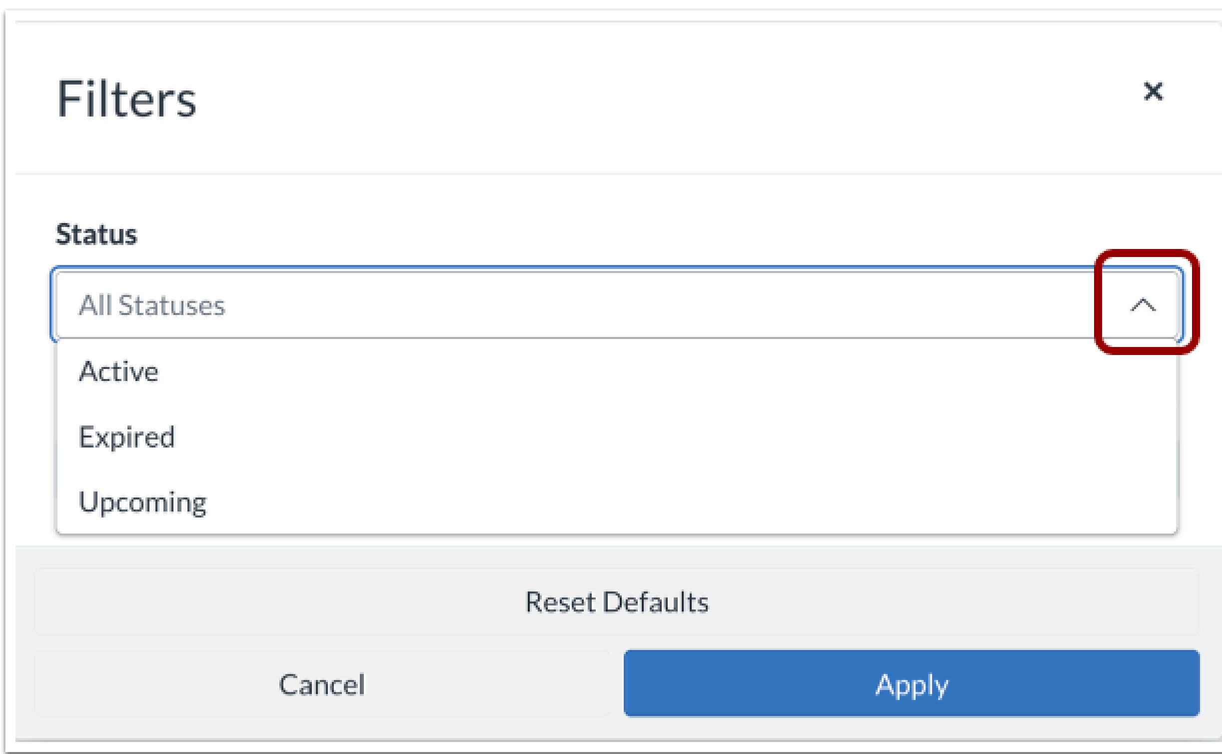
Filter Promotions



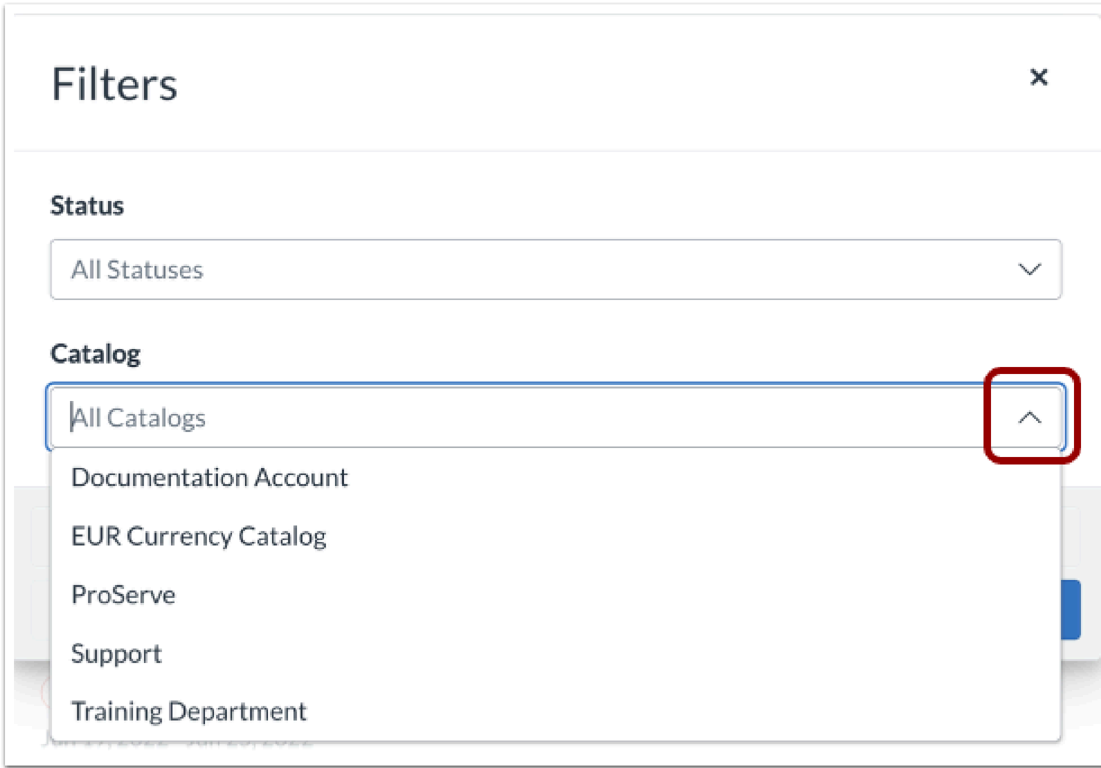
To filter promotions by status and catalog, click the **Filters** button.



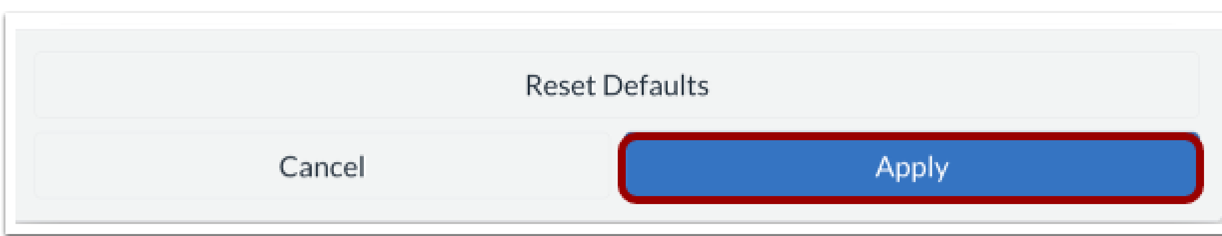
The **Filters** pop-up menu will appear allowing users to filter promotions by **Status** [1] and **Catalog** [2].



To filter promotions according to their status, click the **Status** drop-down menu and select based on whether the promotions are Active, Expired, or Upcoming.

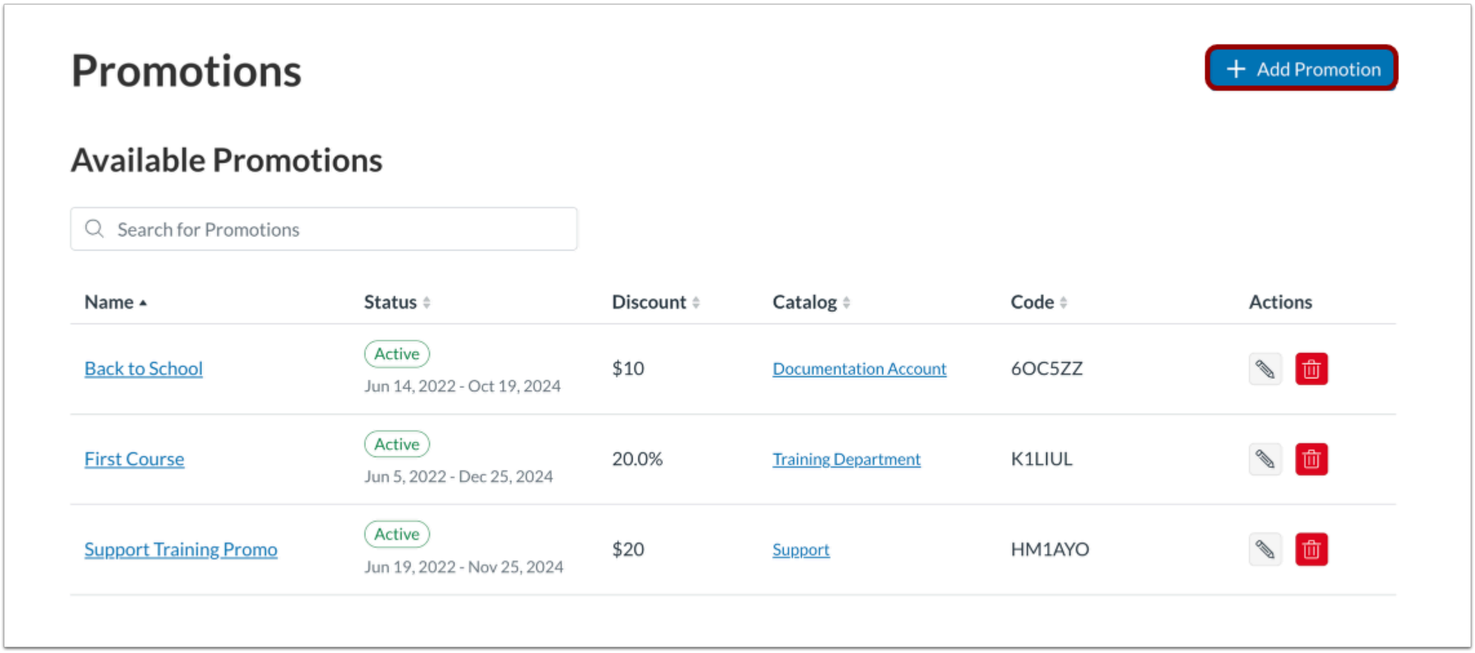


To narrow results by catalog, choose a specific catalog from the **Catalog** drop-down menu. If no specific catalog is selected, promotions across all catalogs are displayed.



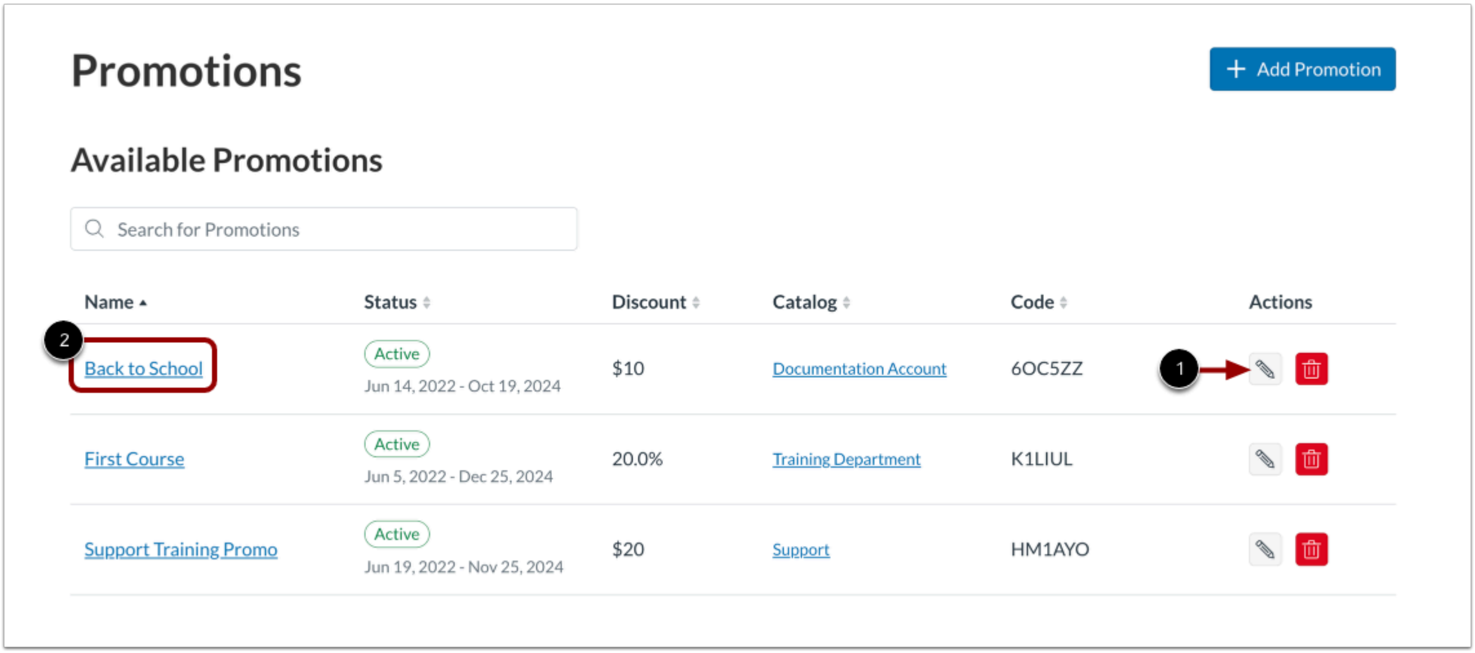
To show your results, click the **Apply** button.

Add Promotion



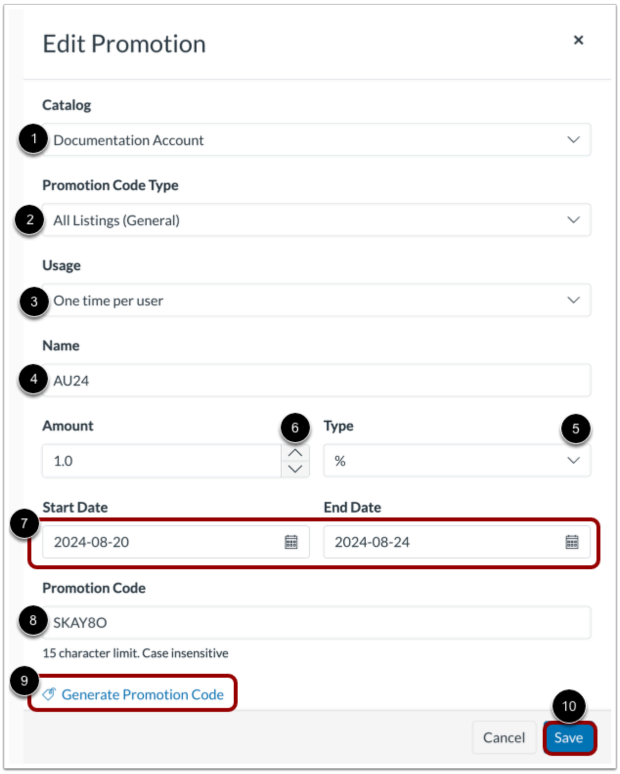
To add a catalog promotion, click the **Add Promotion** button.

Manage Promotion



To edit a promotion, click the **Edit** button [1]. Alternatively, you can click the promotion name link [2].

Edit Promotion



To apply the promotion to a different catalog, click the **Catalog** drop-down menu [1].

Promotion codes can be applied to all listings, or to a specific listing. To select a different code type, click the **Promotion Code Type** drop-down menu [2].

To change the usage available for the promotion, click the **Usage** drop-down menu [3].

To change the promotion name, enter a new name in the **Name** field [4].

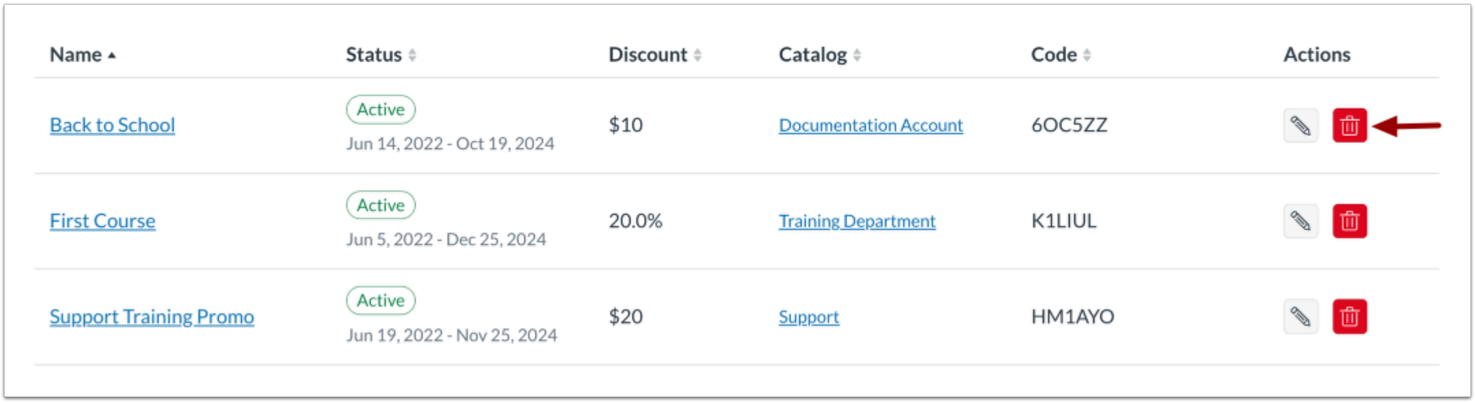
Promotion discounts can be set to a currency or percentage amount. To edit the promotion type, click the **Type** drop-down menu [5]. To edit the currency or percentage amount, click the **Amount** indicator [6].

To edit the start and end dates for the promotion, enter new dates in the **Start Date** and **End Date** fields [7].

To enter a custom promotion code, enter a code in the **Promotion Code** field [8]. To use an auto-generated promotion code, click the **Generate Promotion Code** link [9].

To save changes, click the **Save** button [10].

Delete Promotion

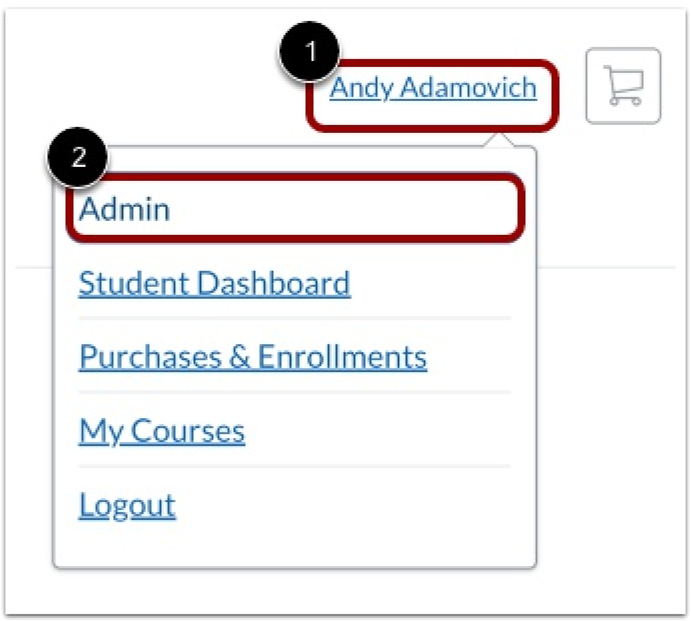


To delete a promotion, click the **Delete** button.

How do I allow multiple promotion codes in Canvas Catalog?

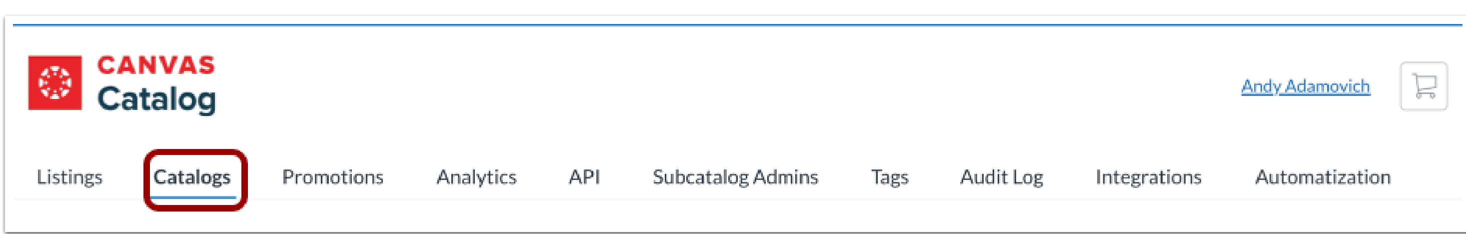
As a Canvas Catalog admin, you can decide to leave the Allow Multiple Promotion Codes setting on or turn it off. When the Allow Multiple Promotions Code settings is set to No, users can apply only one promotion code per checkout, the user interface displays a single input field for promo codes, and if multiple codes are entered, only the first will be applied.

Open Admin



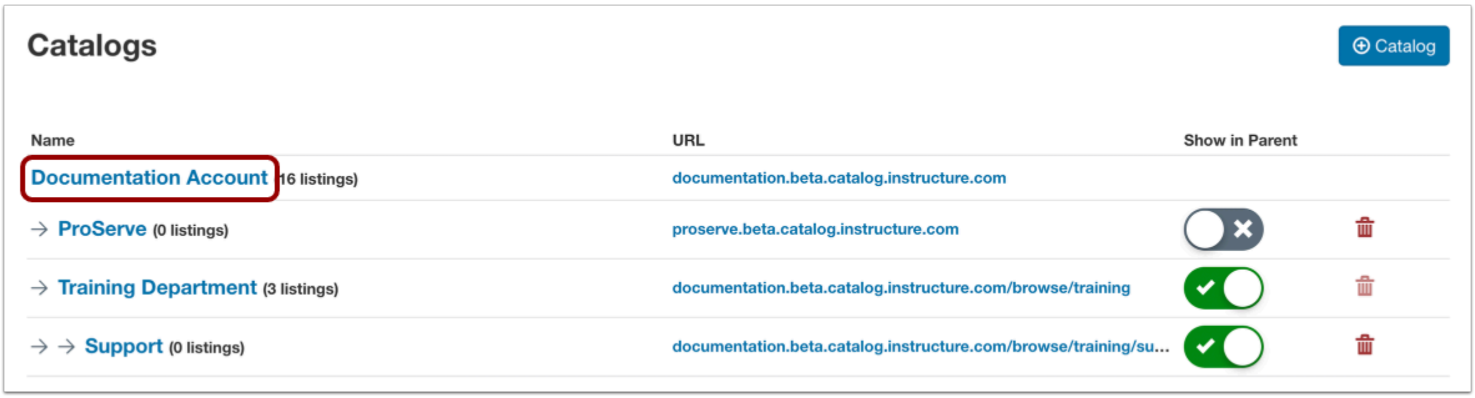
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



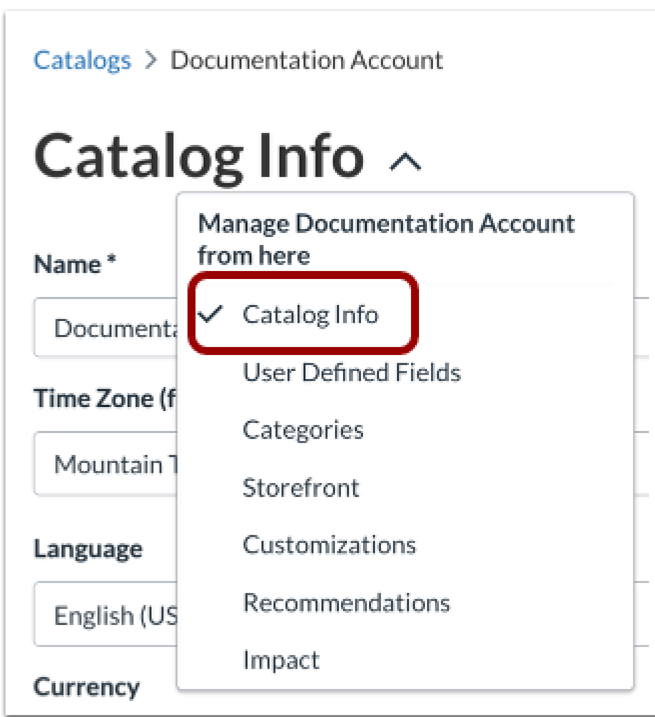
Click the **Catalogs** tab.

Select Catalog



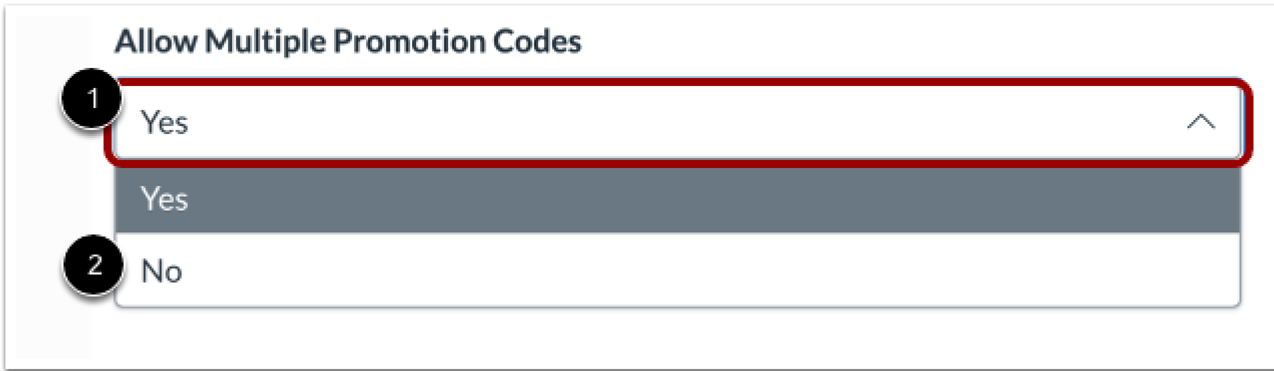
Click the catalog or subcatalog name link.

View Catalog Info



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

Allow Multiple Promotion Codes

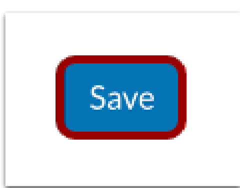


By default, learners can use multiple promotion codes.

In the Catalog Info page, to turn off multiple promotion codes, click the **Allow Multiple Promotion Codes** drop-down menu [1] and select the **No** option [2].

When the Allow Multiple Promotions Code settings is set to No, users can apply only one promotion code per checkout, the user interface displays a single input field for promo codes, and if multiple codes are entered, only the first will be applied.

Save Catalog Info



Click the **Save** button.

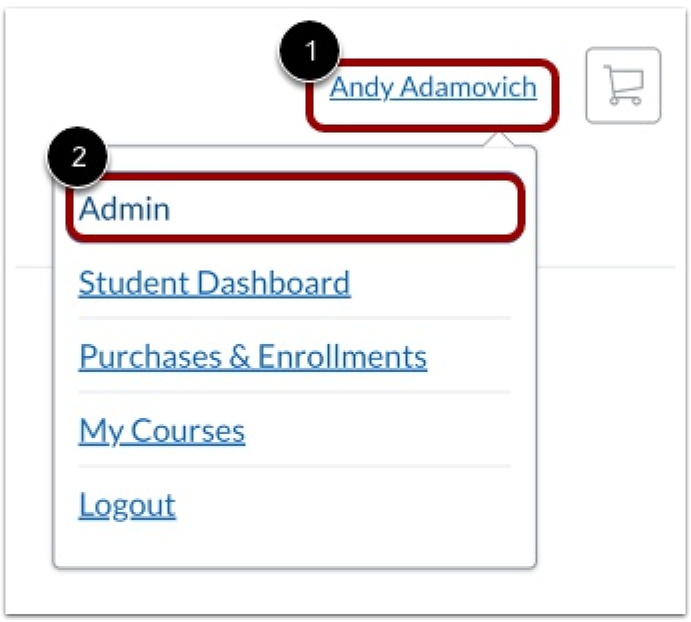
How do I manage and view revenue modifications as a Catalog admin?

As a Canvas Catalog admin, or a subcatalog admin with permissions enabled, you can modify listing revenue data and view revenue modification information from the Analytics page.

Learn more about [managing subcatalog admin access](#).

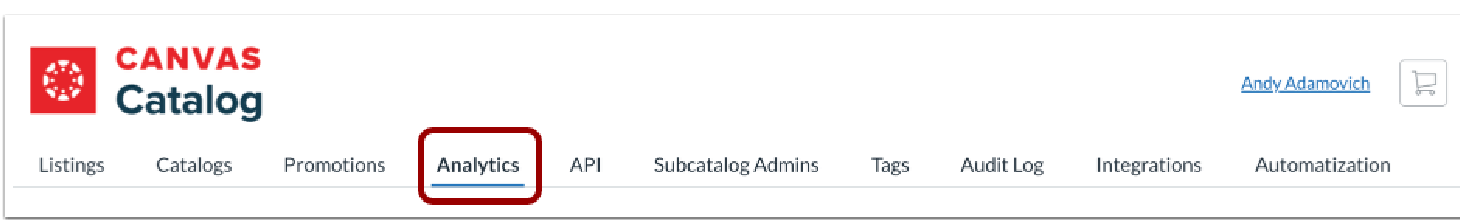
Note: Root catalog admins can view a detailed history of revenue modifications in the [Audit Log](#).

Open Admin



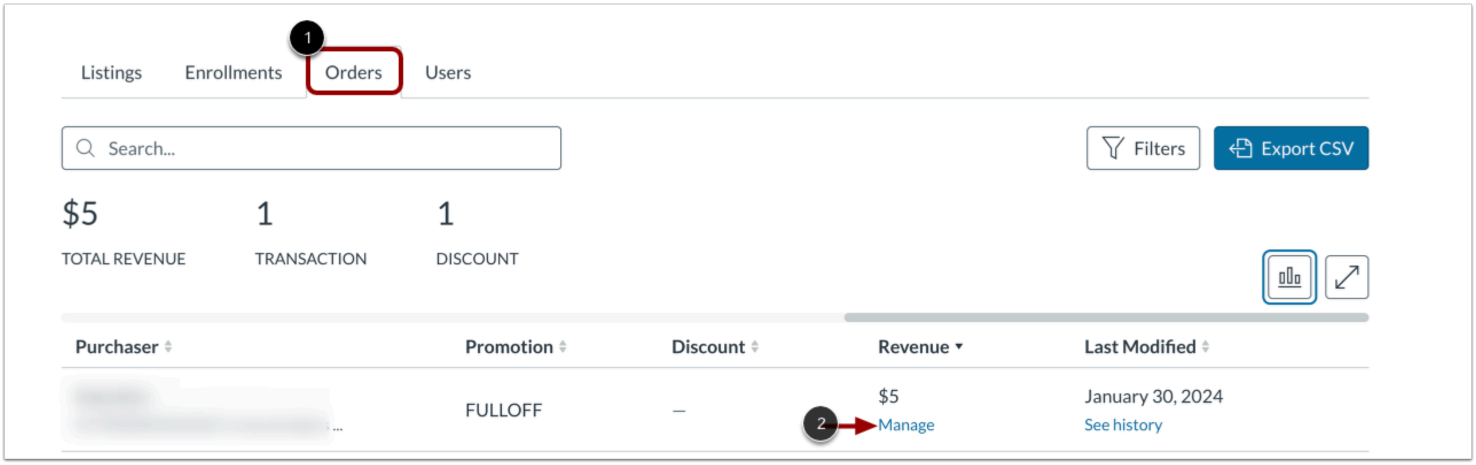
Click the **User Name** link [1]. Then, click the **Admin** link [2].

Open Analytics



Click the **Analytics** tab.

Manage Revenue

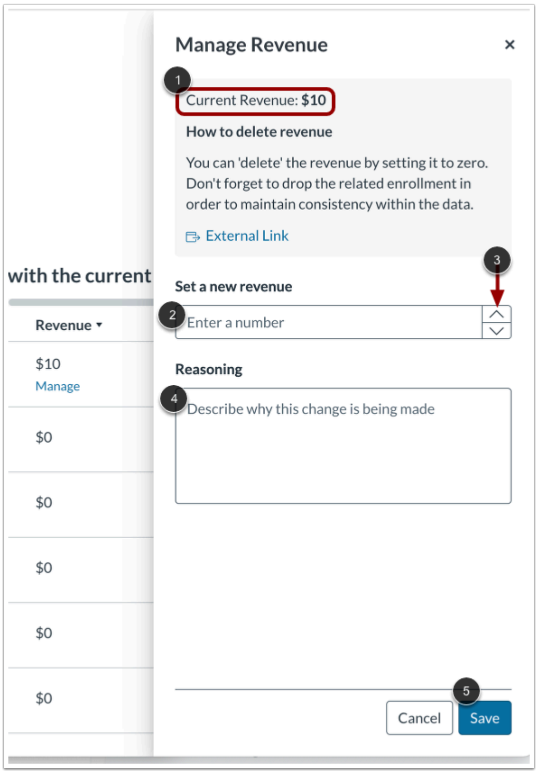


Click the **Orders** tab [1].

In the list, locate the purchase with the revenue you want to modify, and click the **Manage** link [2].

Note: The Manage link appears only if the listing revenue is greater than $0.

Adjust Revenue



In the Manage Revenue tray, the current revenue displays [1].

To set a new revenue amount, enter it in the **Set a new revenue** field [2]. Alternatively, you can adjust the amount in $1 increments by clicking the **Up** and **Down** buttons [3].

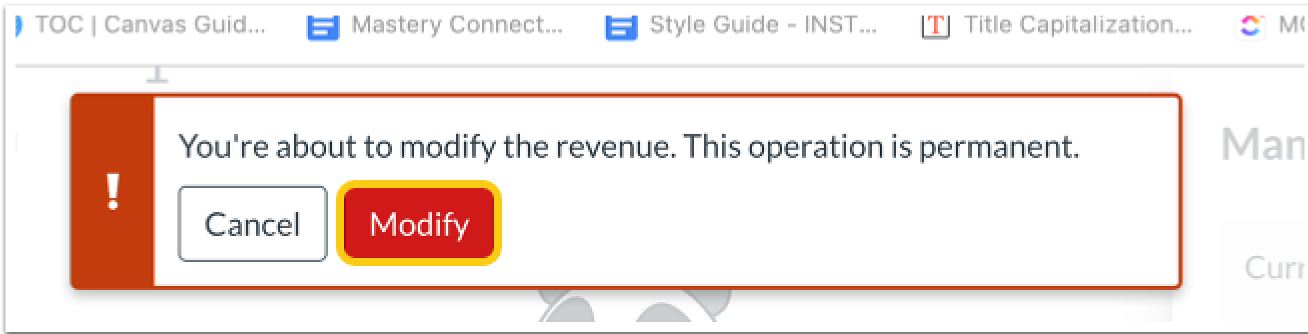
Enter a reason for the change in the **Reasoning** field [4].

To save changes, click the **Save** button [5].

Notes:

- To add or subtract revenue, enter the new revenue total including any previous revenue amount. For example, if the existing revenue was $10 and you wish to add an additional $5, enter $15 as the new revenue amount.
- To delete all revenue, enter $0 in the Set a new revenue field.

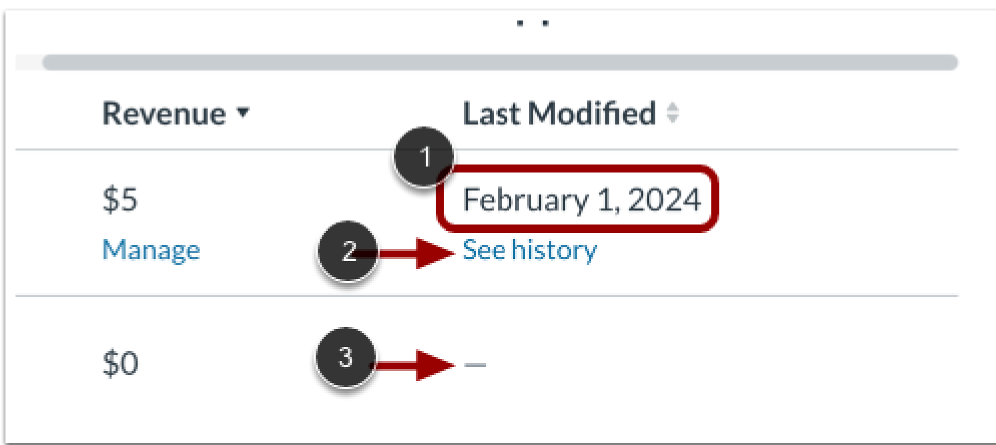
Confirm Modification



The confirmation window displays.

To confirm the action and modify the revenue total, click the **Modify** button.

Open History Tray

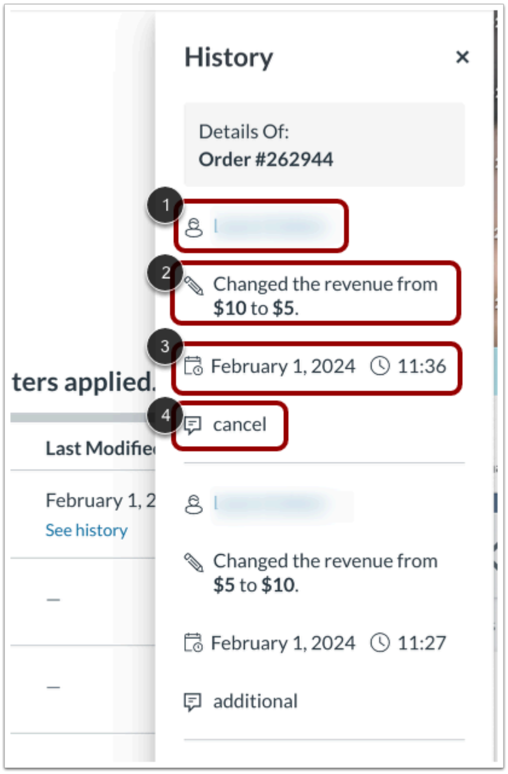


In the Last Modified column, the date of the most recent revenue modification displays [1].

To view the modification history, click the **See history** link [2].

Note: If revenue for the listing has not been modified, an em dash displays [3].

View Modification History



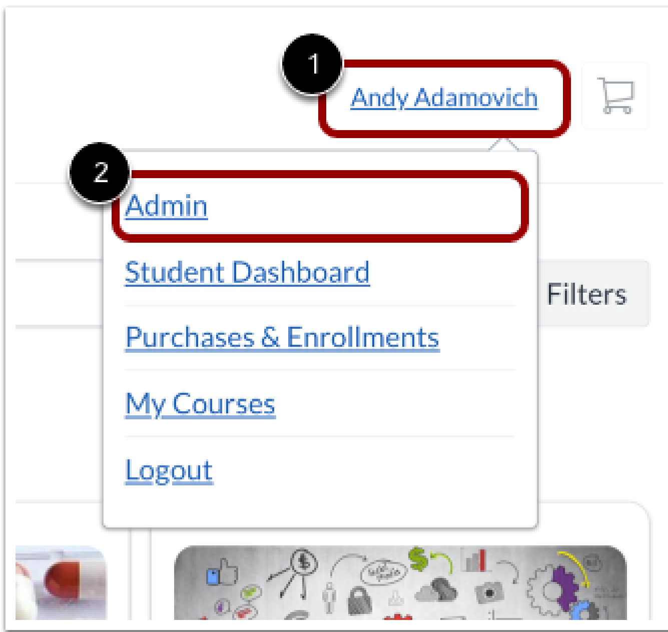
The History tray displays revenue modification details.

Each revenue modification listing displays the name of the user who made the modification [1], the modification amount [2], the date and time of the modification [3], and the reason for the modification [4].

How do I enable bulk purchase/enrollment for a catalog?

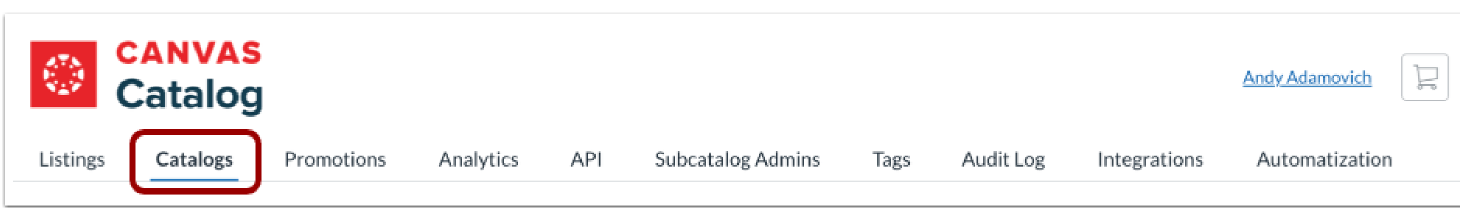
As a Canvas Catalog admin, you can enable bulk purchase or enrollment for a catalog and its subcatalogs in the Catalog Info page.

Open Admin



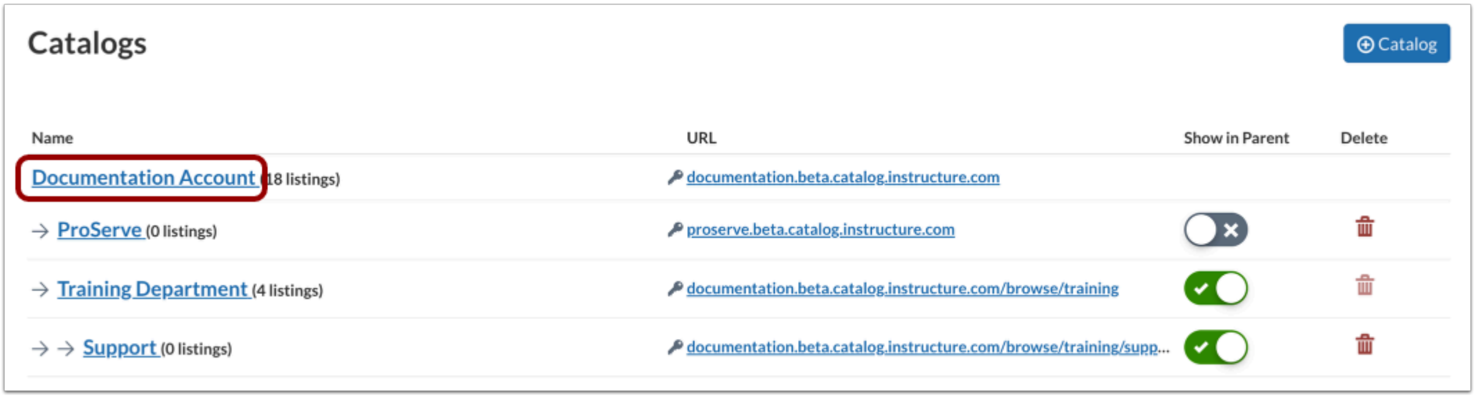
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Catalogs



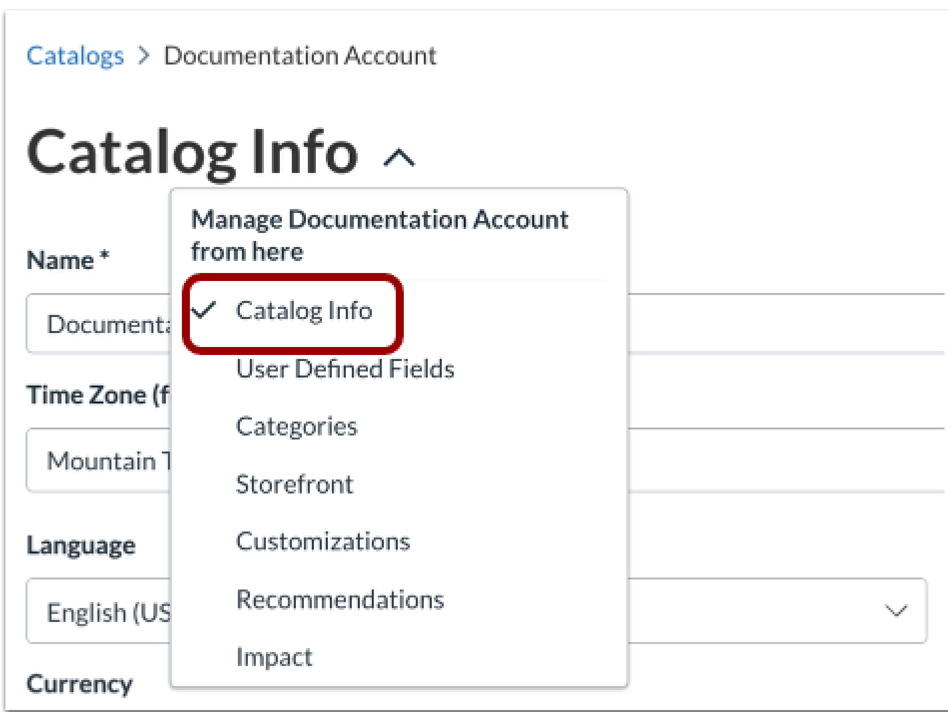
Click the **Catalogs** tab.

Select Catalog



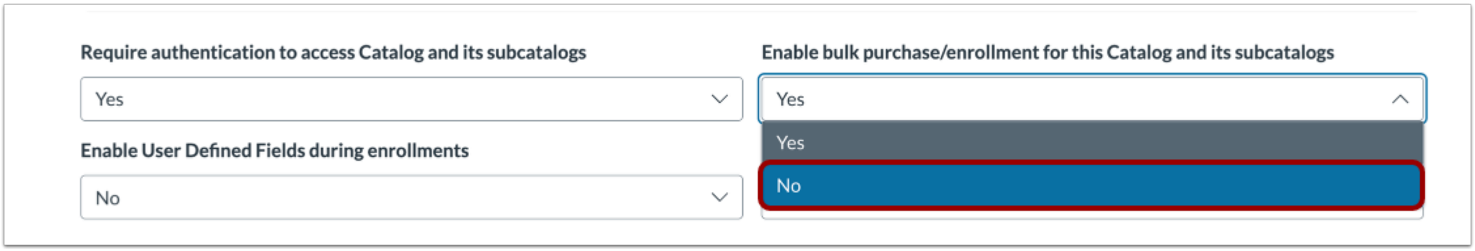
Click the catalog or subcatalog name link.

View Catalog Info



In the Catalog settings drop-down menu, the **Catalog Info** page displays by default.

Disable Bulk Purchase/Enrollment



In the Catalog Info page, **Enable bulk purchase/enrollment for this Catalog and its subcatalogs** is enabled by default. To disable bulk purchase/enrollment, click the **Enable bulk purchase/enrollment for this Catalog and its subcatalogs** drop-down menu and select the **No** link.

Notes:

- Turning on this setting immediately enables the bulk purchase setting on all course listings under the catalog and its subcatalogs.
- The catalog-level setting acts as a default value manager for new listings, but does not enforce a lock or permission restriction. Subcatalog admins and listing-level users can still change this setting independently after it is enabled at the catalog level.
- Disabling this feature reverts the setting across all course listings and descendant catalogs — removing access to the feature from the user interface but does not restore previous states.
- If you are piloting this feature or enabling it for a limited audience, consider disabling **Inherit Parent Settings** in subcatalogs to manage visibility more granularly, and clearly communicate with subcatalog admins before activation.

Save Catalog Info

Click the **Save** button.

Catalog Analytics and Reporting

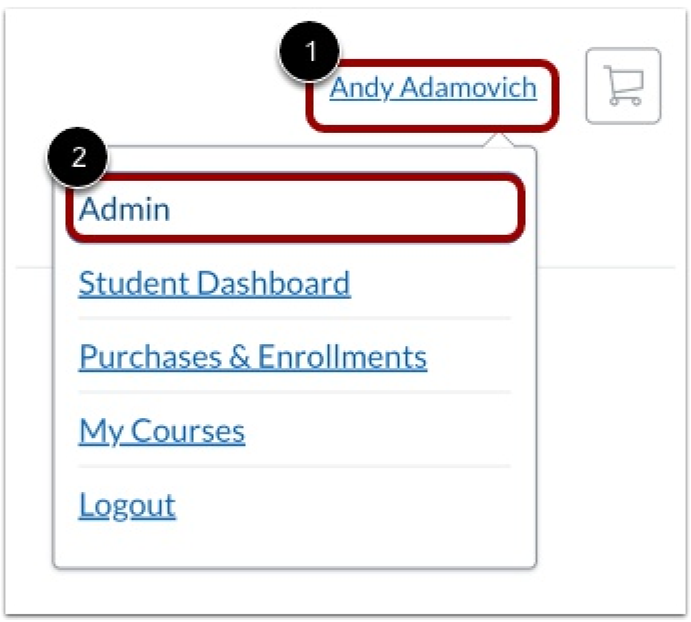
How do I view the Catalog Analytics page?

As a Canvas Catalog admin, you can view and manage catalog data and generate custom reports in the Analytics page. Tabs in the Analytics page allow you to view summary and detailed data for listings, enrollments, orders, and users.

Catalog data can be viewed in both chart and list views in the Analytics page.

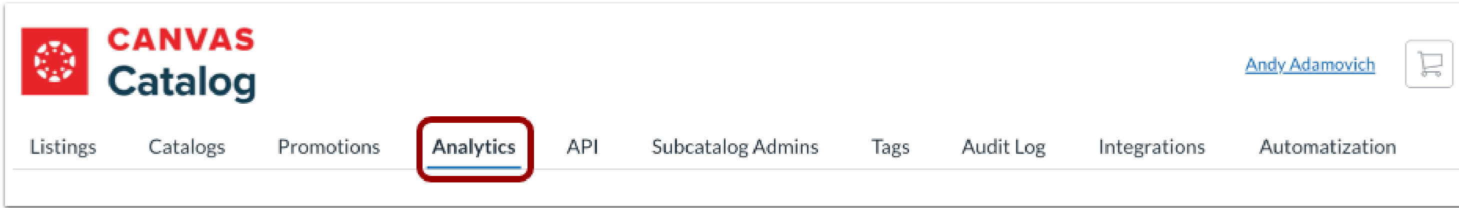
Note: Enrollments that are not added to a course through the Catalog enrollment page are included in Catalog analytics only if the two are synced.

Open Admin



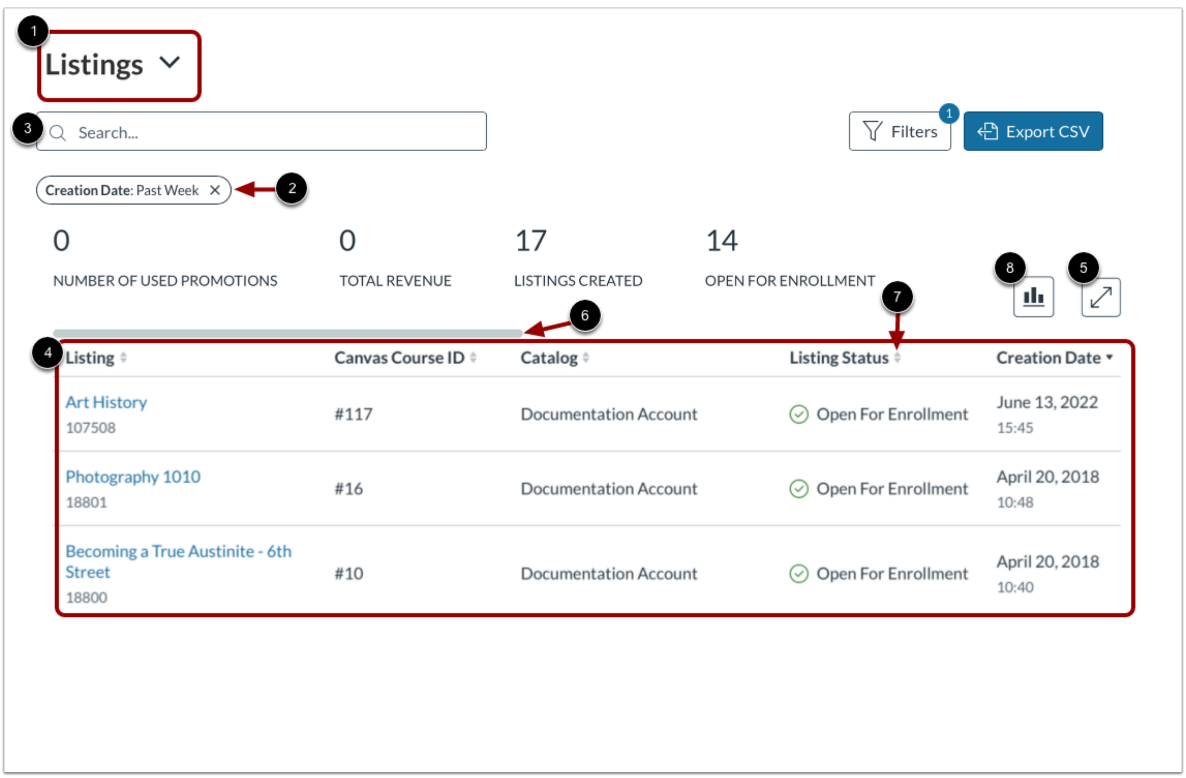
Click the **User Name** link [1]. Then, click the **Admin** link [2].

Open Analytics



Click the **Analytics** tab.

View Analytics



The type of Analytics drop-down menu includes Listings, Enrollments, Orders, Users, and Nudges [1].

Filters may be selected by default. To delete filters and view all listings, click the filter label [2].

To search for a specific item on a page, type all or part of an item name in the **Search** field [3].

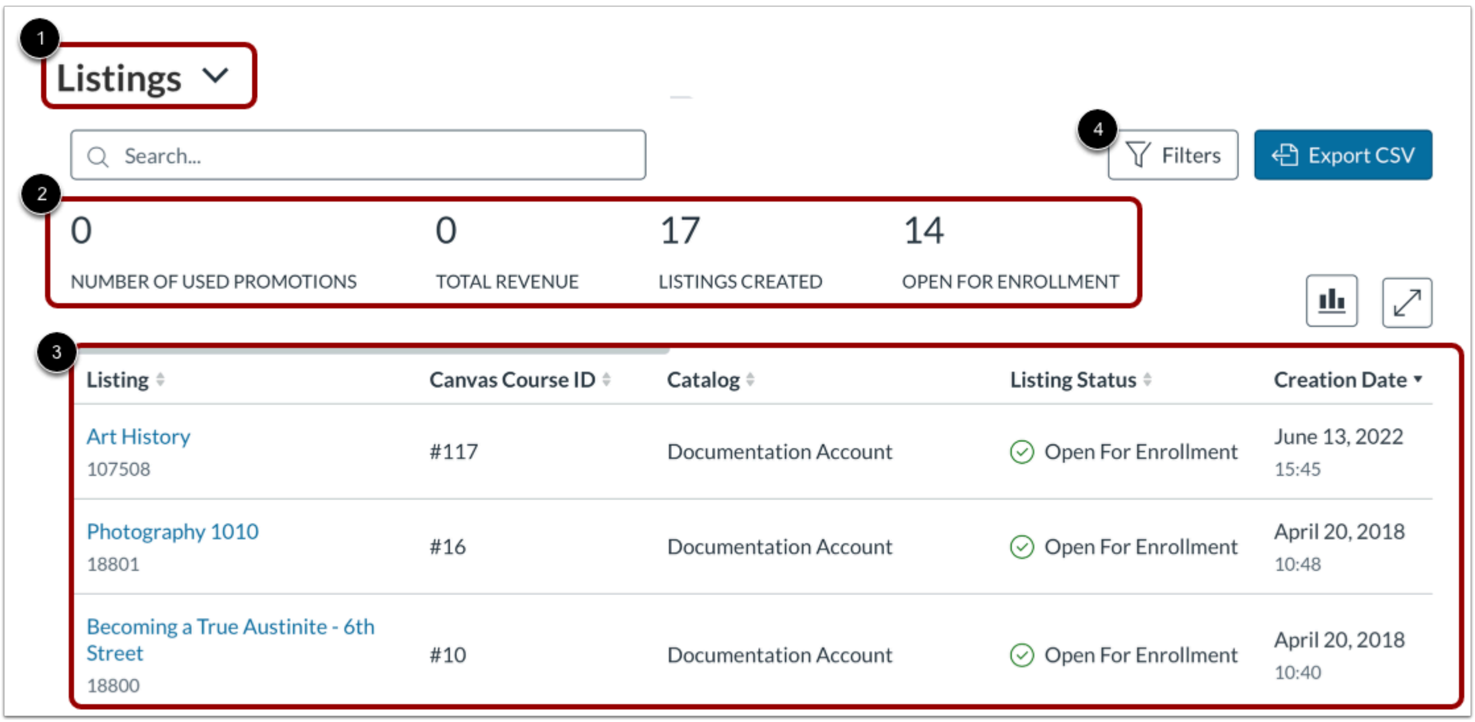
Details for each category display in a table [4].

By default, only the first several columns display in a table. To display additional columns, click the **Toggle table width** icon [5]. Alternatively, to view additional columns, use the horizontal scroll bar [6].

To sort a table by a column in alphabetical or numerical order, click the **Order** icon for the header name [7]. To reverse the sort order, click the **Order** icon again.

To display data in a chart view, click the **Chart** button [8].

View Listings Analytics



In Analytics, the Listings page opens by default [1].

Summary data displays [2]. The following data is available:

- Number of used promotions
- Total revenue
- Total number of listings
- Total number of listings open for enrollment

The following data displays in the Listings table [3]:

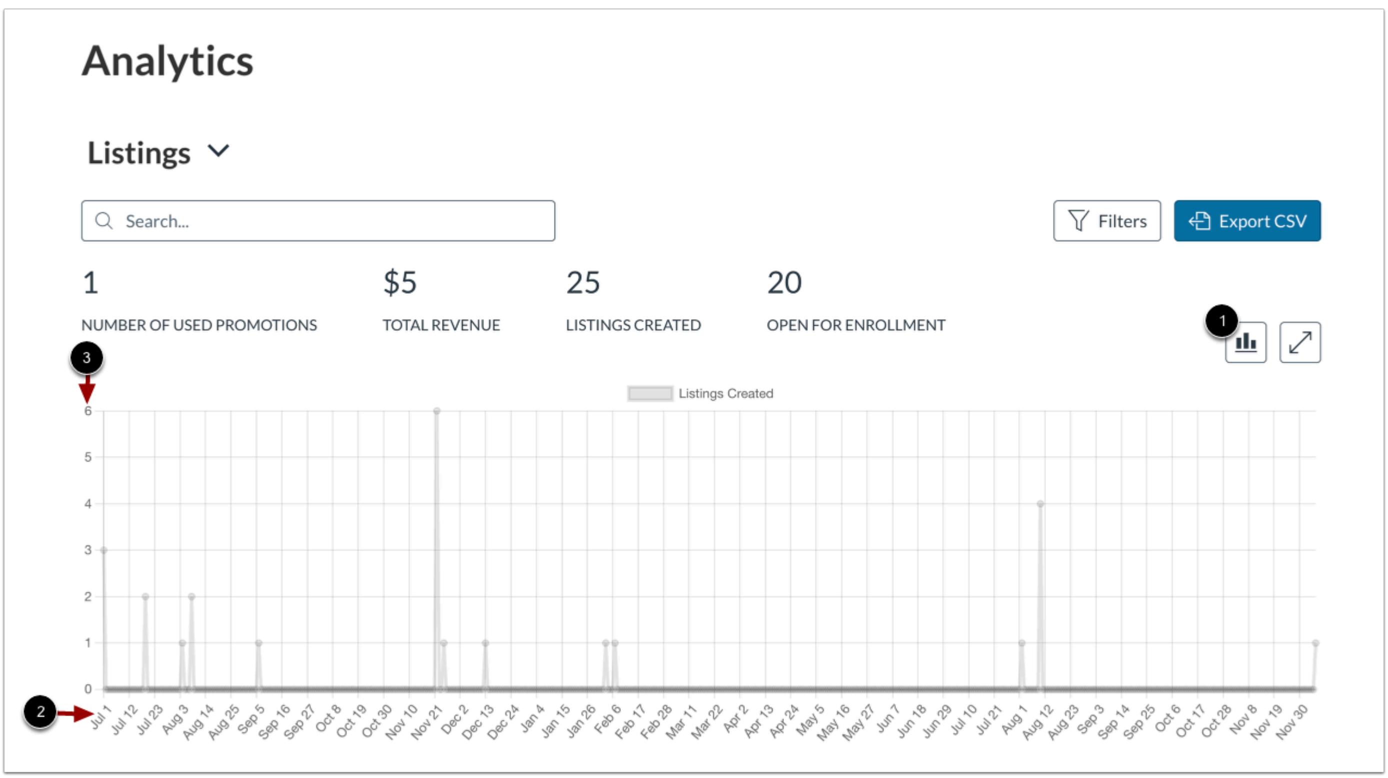
- Listing - listing name link and listing number
- Canvas Course ID - course ID number in Canvas LMS (if applicable)
- Catalog - home catalog for the course

- Listing Status - status of the listing
- Creation Date - month, day, year, and time listing was created
- Certificate - yes or no, indicating whether the listing offers a certificate
- Enrollment Count - number of students enrolled
- Completion Count - number of students who completed
- Dropped Count - number of students who dropped
- List Price - list price for registration (if applicable)
- Promotion - promotion code (if applicable)
- Discount - amount of promotional discount applied (if applicable)
- Revenue - net amount earned on registrations after discounts are applied

Notes:

- To search and filter listings data, click the **Filters** button [4].
- Both summary and table data are based on filters and search criteria.

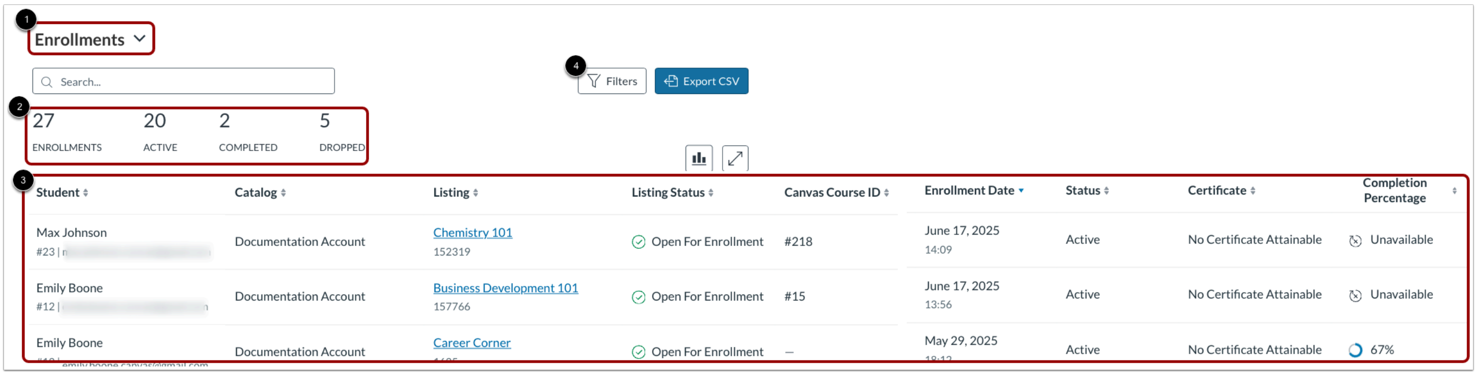
View Listings Chart



To view listings data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the listings created on that date [3].

View Enrollments Analytics



Open the **Enrollments** link [1].

Summary data displays [2]. The following data is available:

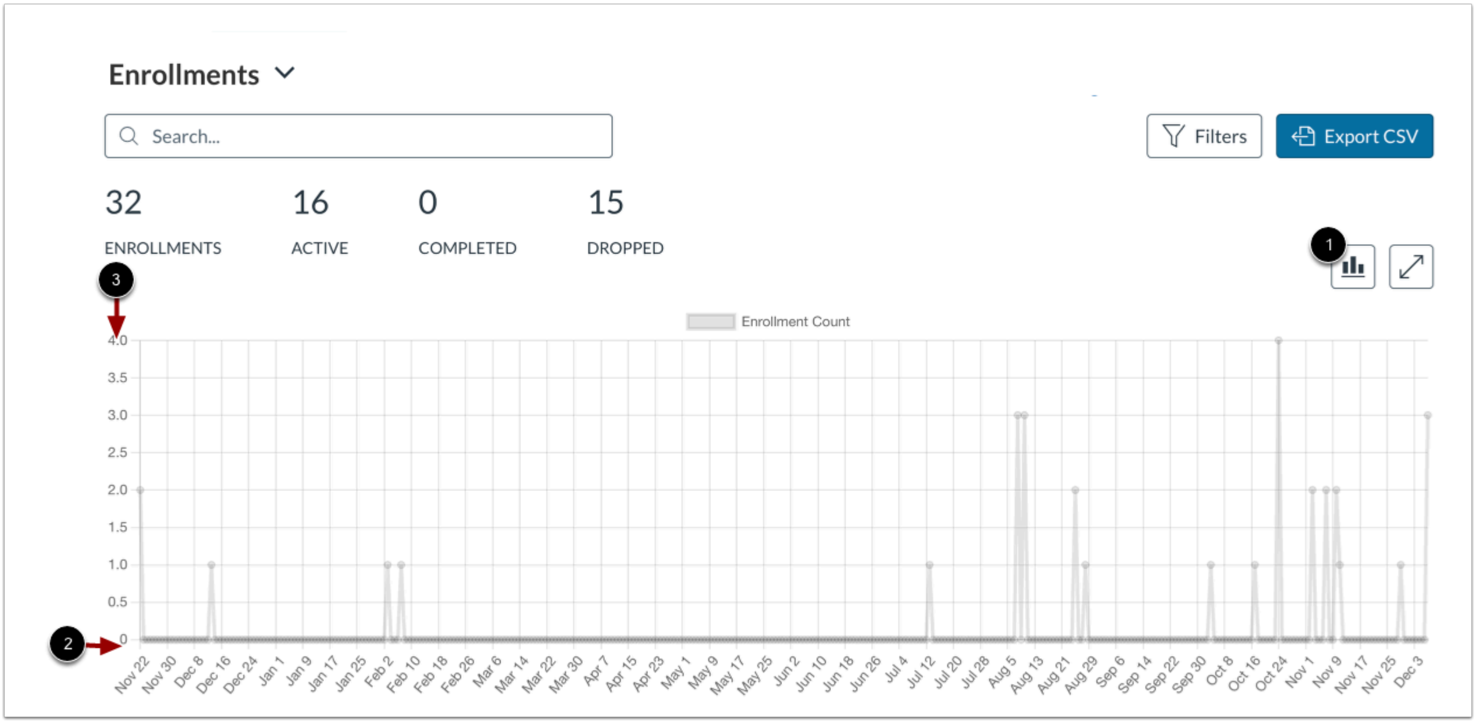
- Total enrollments
- Active enrollments
- Completed enrollments
- Dropped enrollments

Data collected during enrollment, including data collected with user defined fields displays in the Enrollments table [3].

Notes:

- To search and filter enrollments data, click the **Filters** button [4].
- User defined field information for registrations completed outside of Catalog displays in the Enrollments table only.
- Both summary and table data are based on filters and search criteria.
- All user defined fields that have been added to the account will be included in the **Enrollments** tab, either under the enrollment chart or in the exported Enrollments CSV file.
- User defined field data will still be included even if the **Enable User Defined Fields during enrollments** setting in Catalog is not turned on.

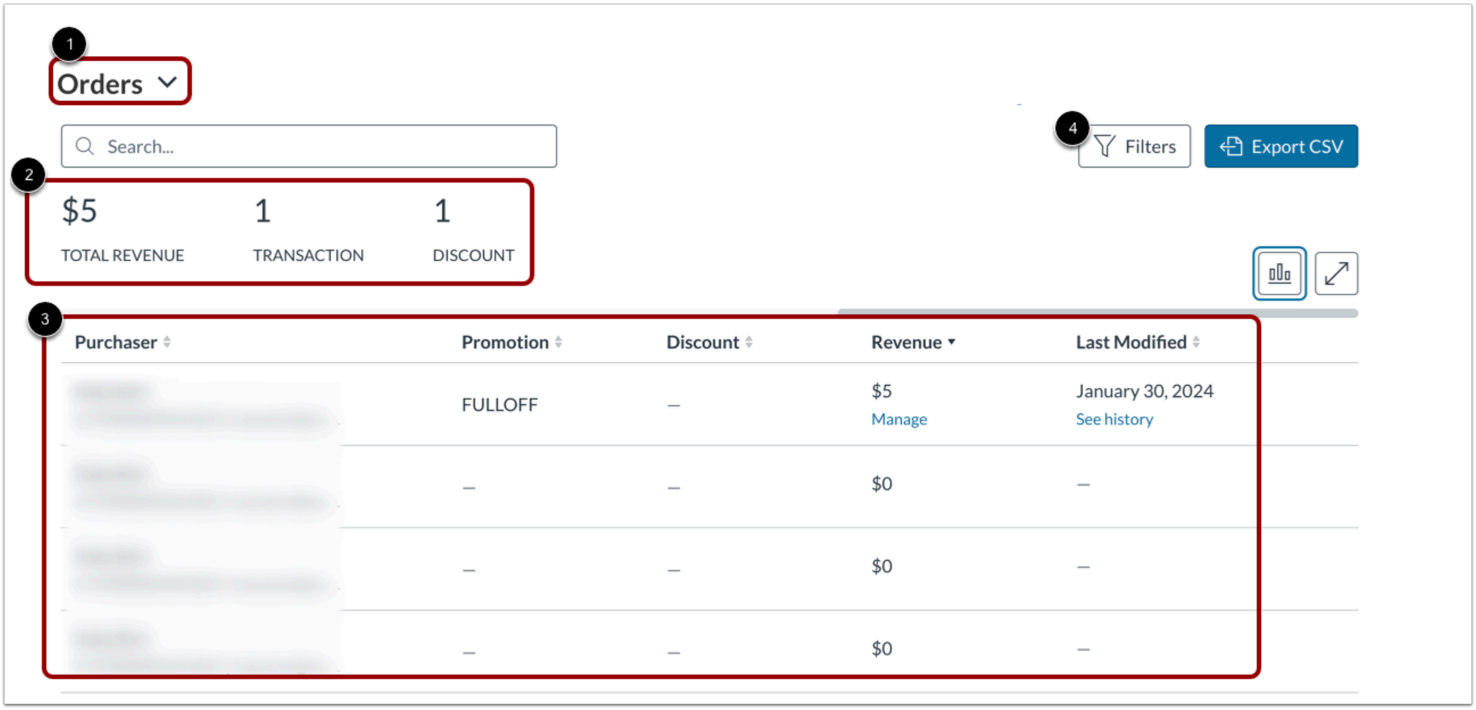
View Enrollments Chart



To view enrollment data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the enrollments created on that date [3].

View Orders Analytics



Open the **Orders** link [1].

Summary data displays [2]. The following data is available:

- Total revenue
- Total number of transactions
- Total number of promotional discounts available

The Orders table displays purchase-related data and revenue, or data related to free courses [3].

Notes:

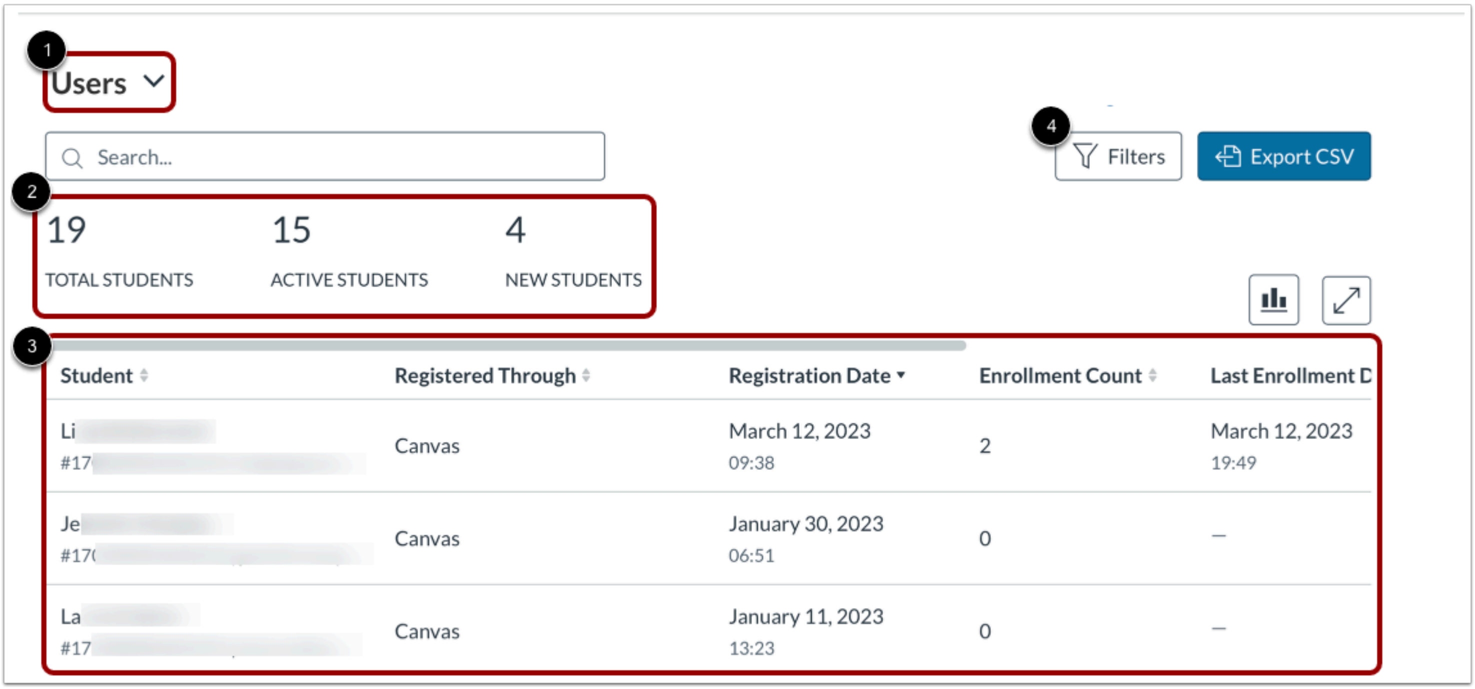
- To search and filter orders data, click the **Filters** button [4].
- Learn more about modifying revenue data.
- Both summary and table data are based on filters and search criteria.
- You can issue refunds from the Orders page.

View Orders Chart

To view orders data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the revenue recorded on that date [3].

View Users Analytics



Open the **Users** link [1].

The following summary data displays [2]:

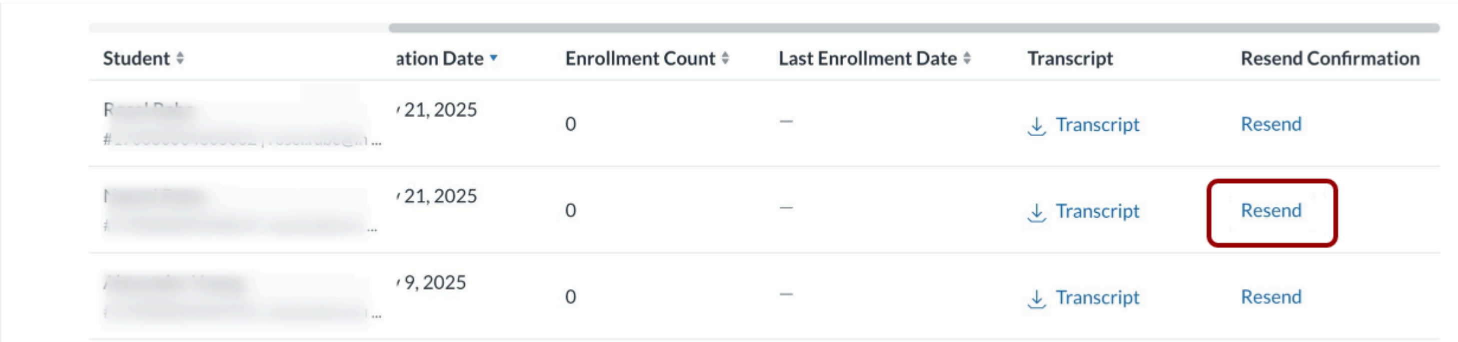
- Total Students - total number of registered students (not newly registered) in the time period defined by the filter
- Active Students - total number of registered students with at least one active (not completed) enrollment
- New Students - total number of newly registered students who have not yet enrolled

Registration data for all students, including data collected with user defined fields displays in the Users tab [3].

Notes:

- To search and filter user data, click the **Filters** button [4].
- User defined field information for registrations completed within Catalog displays in the Users table. For all other registrations, user defined field information displays in the Enrollments table only.
- Both summary and table data are based on filters and search criteria.

Resend Confirmation Email

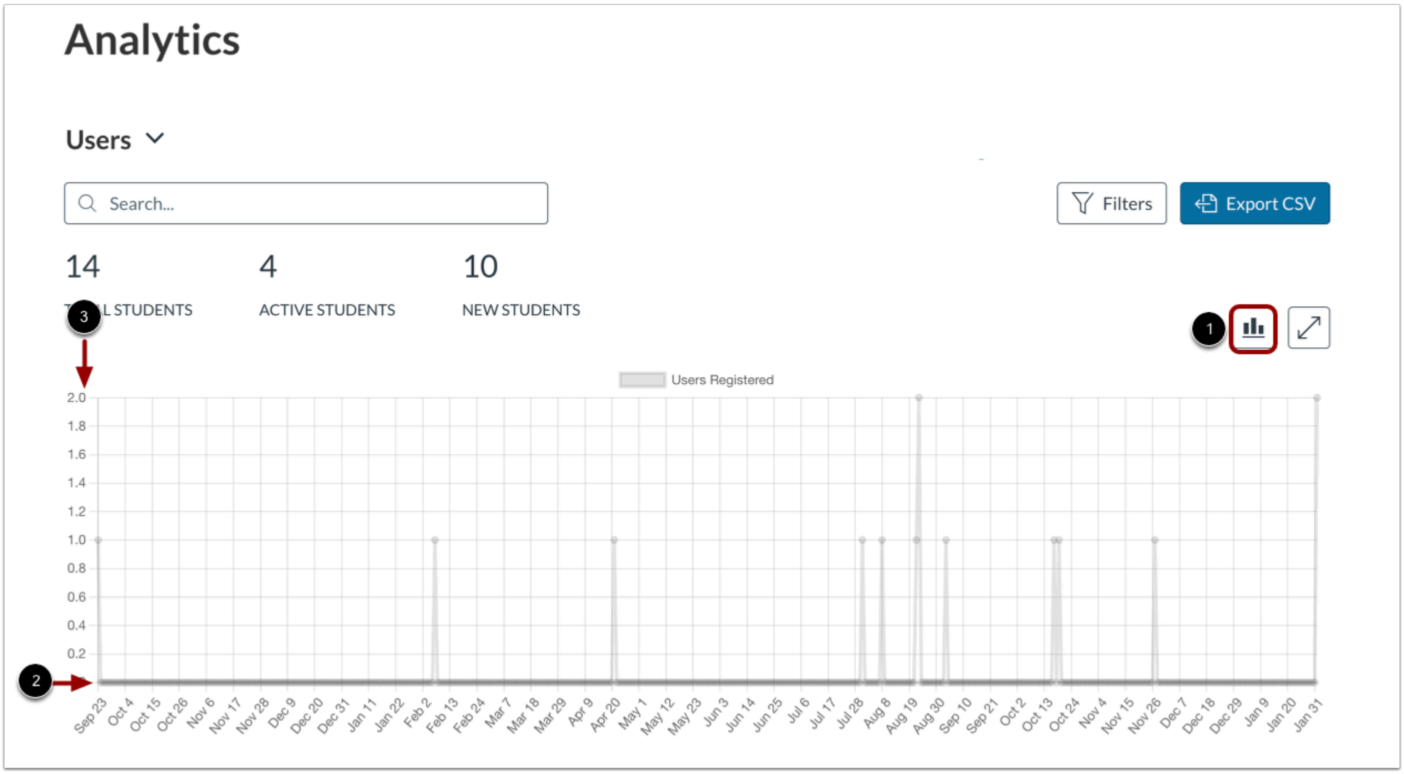


To resend the registration confirmation email to a user, click the **Resend** link.

Depending on the outcome of the registration confirmation email, one of the following real-time notification displays:

- Success: The confirmation email has been resent successfully.
- User activated: The user has already been activated.
- Failure: An error occurred. Please try again later.

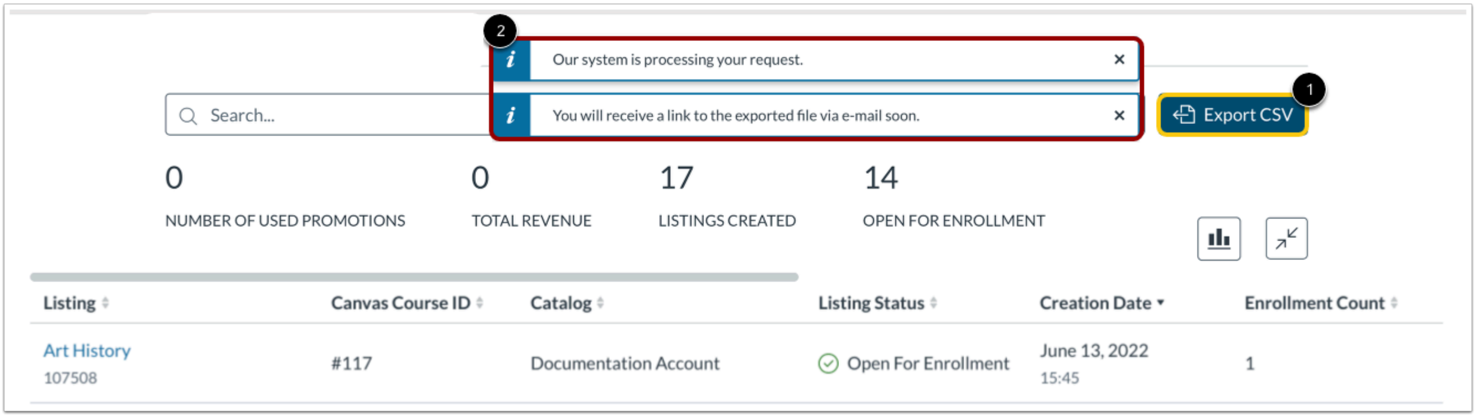
View Users Chart



To view user data as a chart, click the **Chart** button [1].

The x-axis displays the date [2], and the y-axis displays the users registered on that date [3].

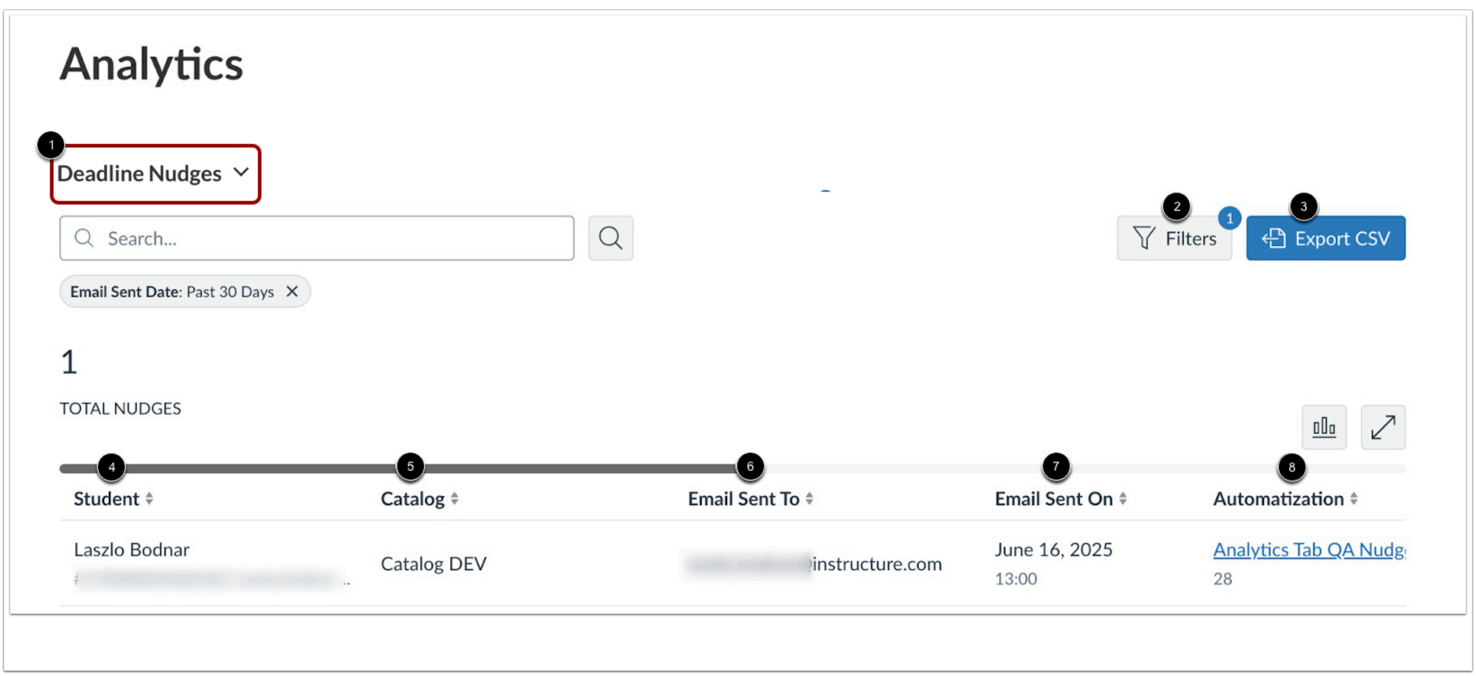
Export CSV



To export a custom report of the data displaying in a table, click the **Export CSV** button [1].

The confirmation banner displays [2]. A link to the requested file is sent to the email address for the account.

View Nudges Analytics

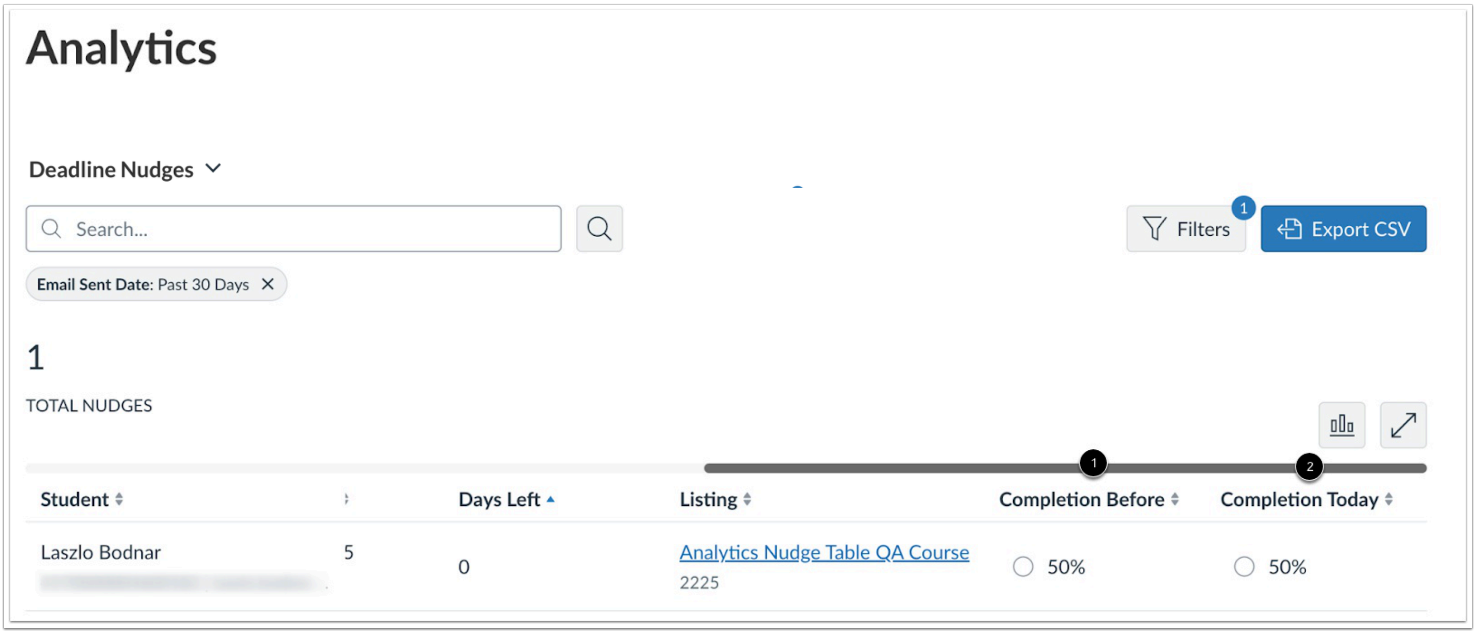


Open analytics for Deadline Nudges, Abandoned Cart Nudges, or Post Enrollment Nudges [1].

Admins can click the **Filters** button to filter the nudges [2]. The nudges can be exported as a CSV file by clicking the **Export CSV** button [3].

The table includes the **Student** name [4], the **Catalog** name [5], the email address the nudge is sent to [6], the date and time the email was sent [7], and the **Automatization** name [8].

Other columns in the table include the date when the learner enrolled [1], the number of days left in the course [2], and the listing name [3].



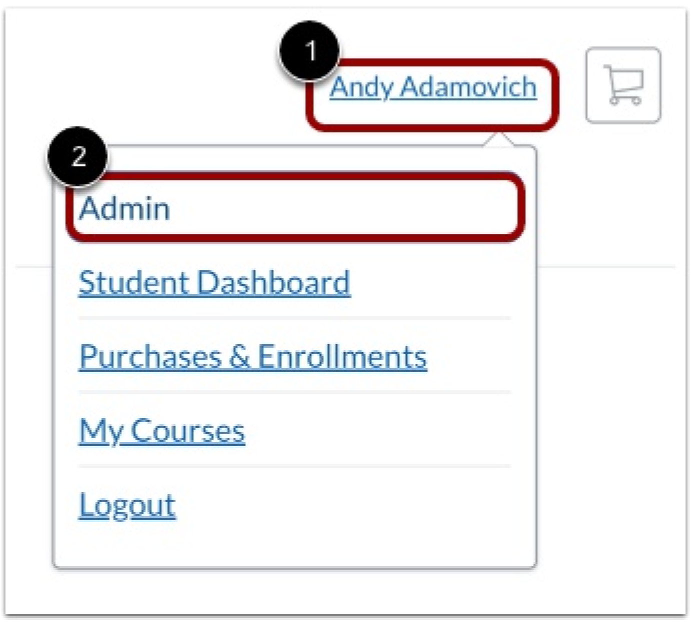
The **Completion Before** [1] column displays the course completion percentage at the time the learner received the nudge and the **Completion Today** [2] column indicates the current completion percentage as of today, after receiving the nudge. This information is synced several times a day.

How do I create a custom listings report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter listings data to generate a custom report in the Analytics page.

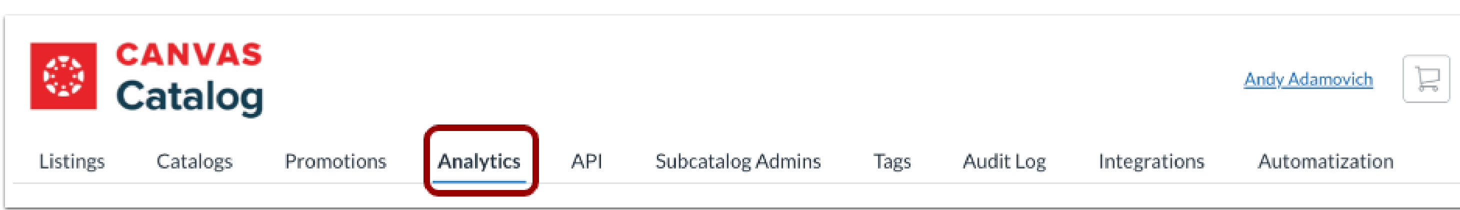
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

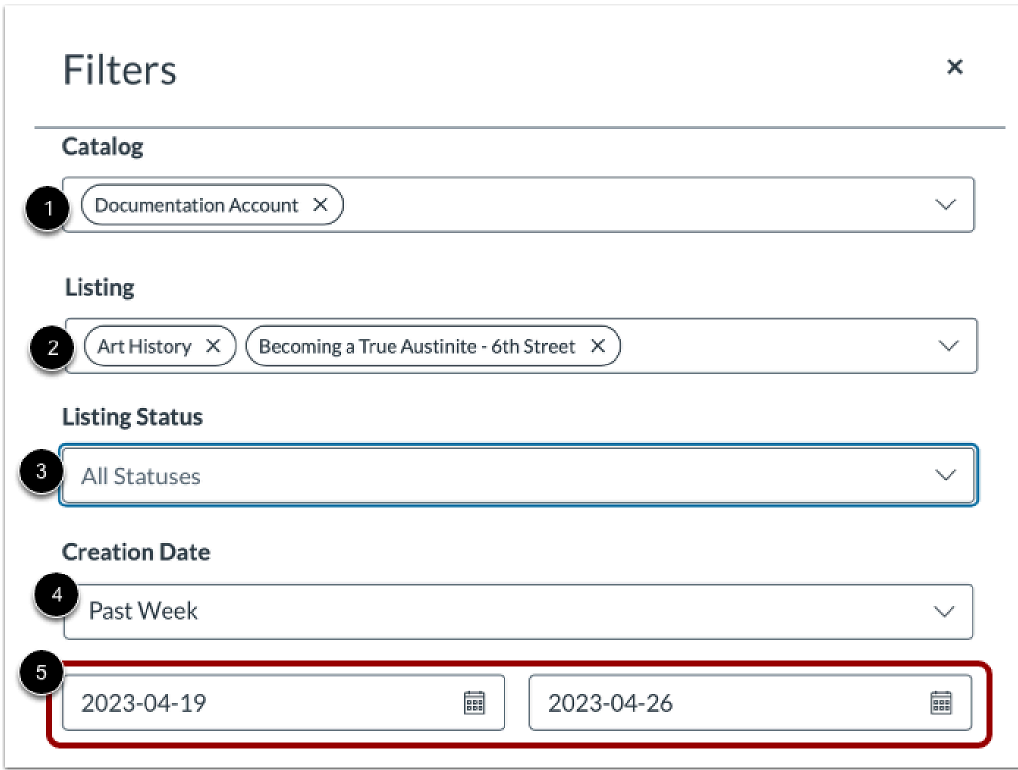
Open Listings Filter

The Listings page allows you to view course data by listing status and revenue generated. In Analytics, the Listings page is selected by default [1].

To search listings data using filters, click the **Filters** button [2].

By default, a creation date filter may be set. To delete the filter and view all course listings, click the **Creation Date** filter [3].

Filter Listings



To filter by catalog, click the **Catalog** drop-down menu and select a catalog to include in the search [1]. Repeat to select additional catalogs.

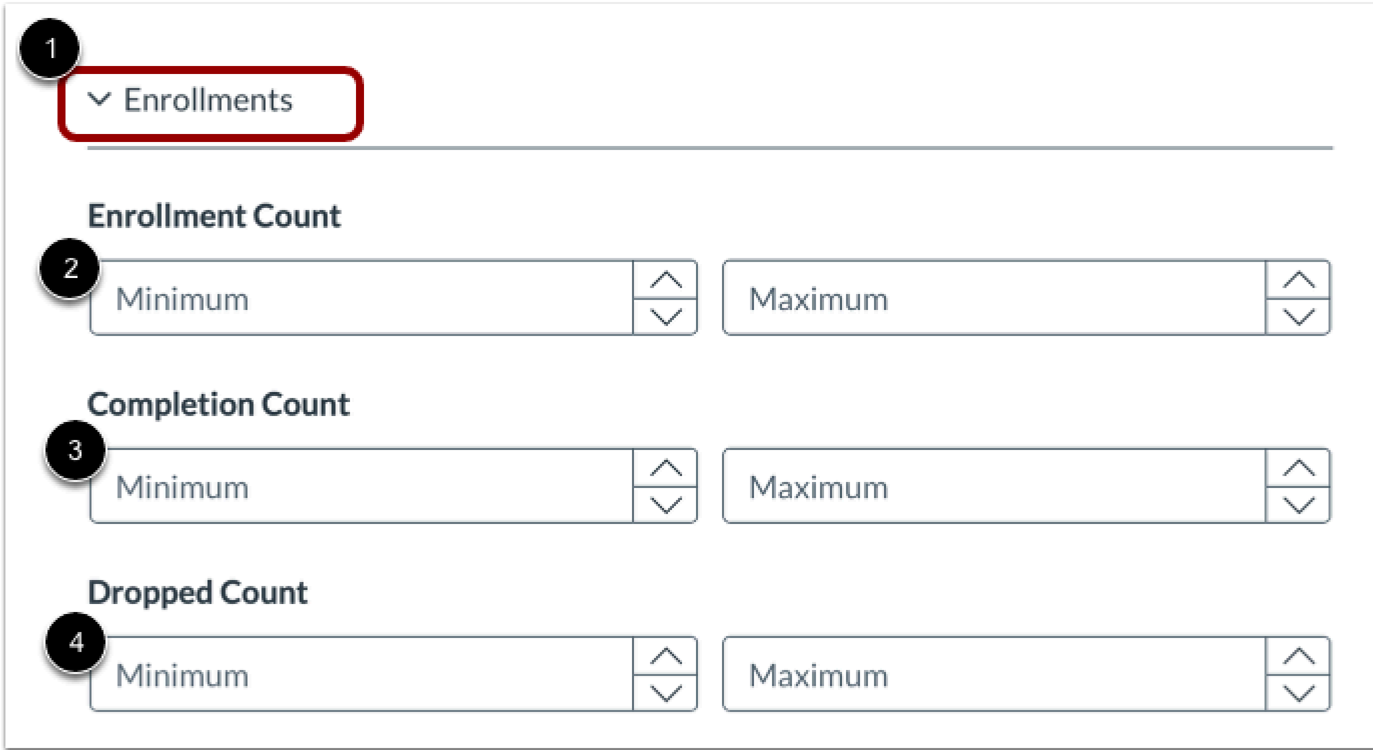
To filter by listing, type all or part of a listing name in the **Listing** field [2]. Select an option from the drop-down list of possible matches and repeat to select additional listings.

To select a listing status filter from a list, click the **Listing Status** drop-down menu [3].

To select a creation date time-frame filter from a list, click the **Creation Date** drop-down menu [4].

To filter by a specific creation date or date range, type dates in the **From** and **To** fields [5]. Alternatively, click a calendar icon and select dates on the calendar.

Filter Enrollments



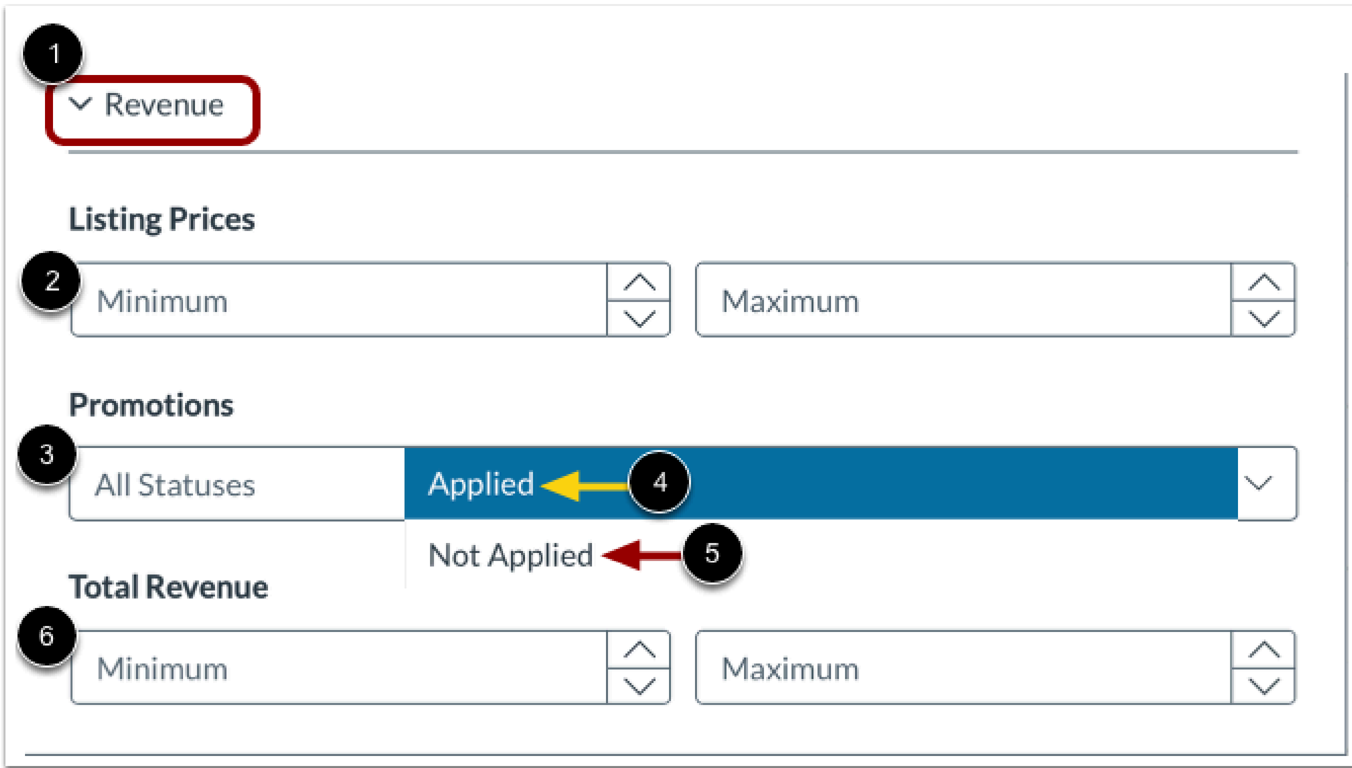
To expand the filter window to view enrollment filters, click the **Expand Enrollments** icon [1].

To filter by minimum and maximum number of students enrolled, click the **Enrollment Count** indicators [2].

To filter by minimum and maximum number of students who completed the course, click the **Completion Count** indicators [3].

To filter by minimum and maximum number of students who dropped the course, click the **Dropped Count** indicators [4].

Filter Revenue



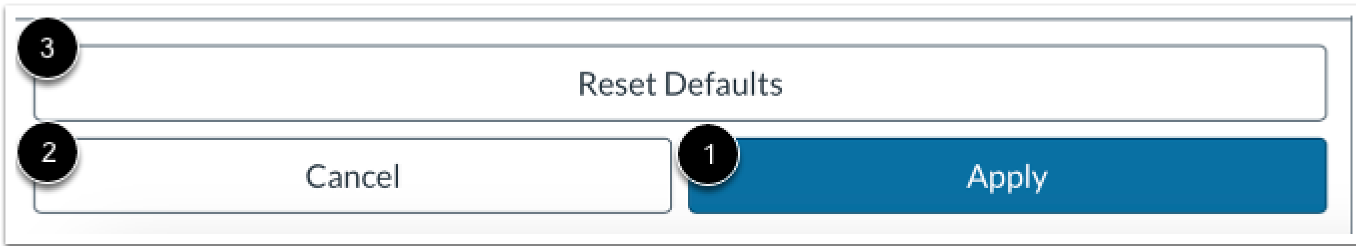
To expand the filter window to display revenue data, click the **Expand Revenue** icon [1].

To filter by minimum and maximum registration price, click the **Listing Prices** indicators [2].

To filter by listing promotion status, click the **Promotions** drop-down menu [3]. Then, to include only listings where a promotional discount was applied, click the **Applied** option [4]. To include only listings where no promotional discount was applied, click the **Not Applied** option [5].

To filter by minimum and maximum revenue earned, click the **Total Revenue** indicators [6].

Apply or Delete Filters

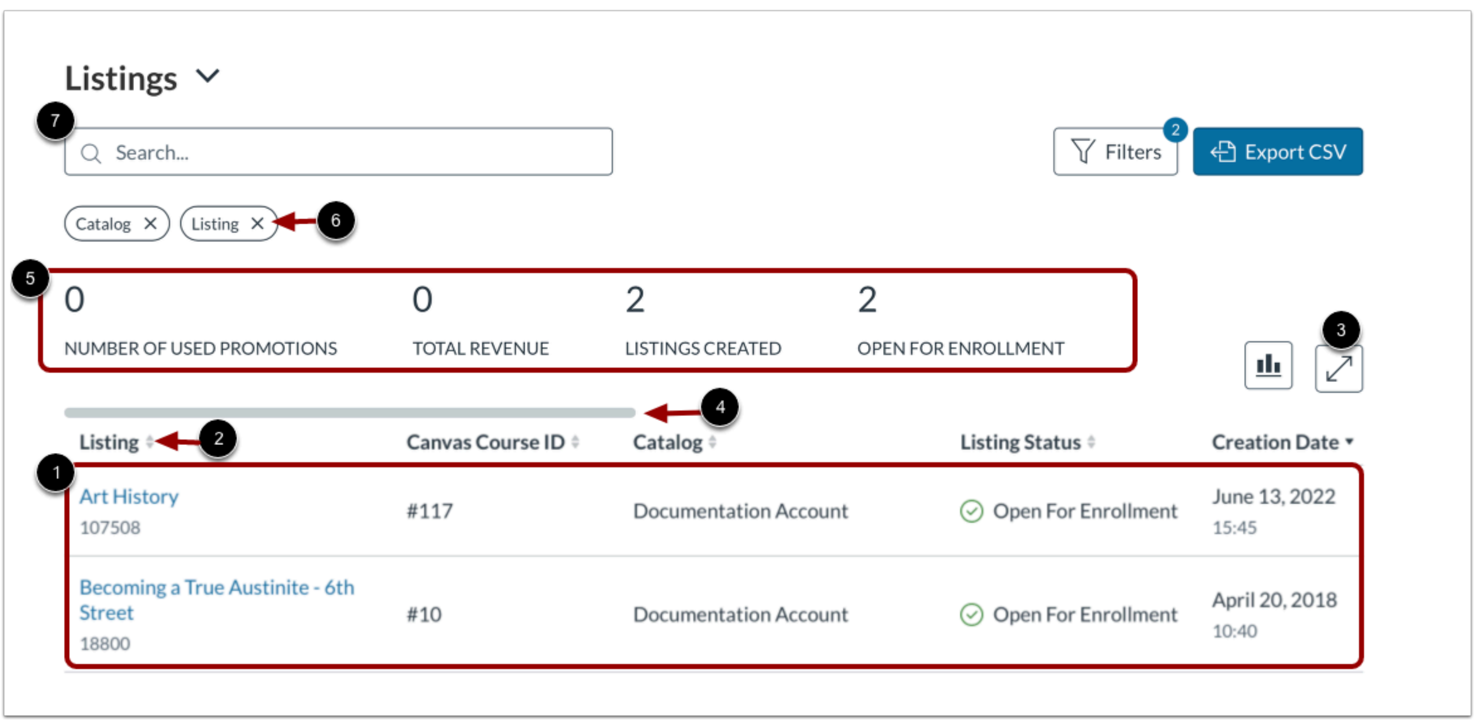


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Listings page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



When filters are applied, the filtered list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

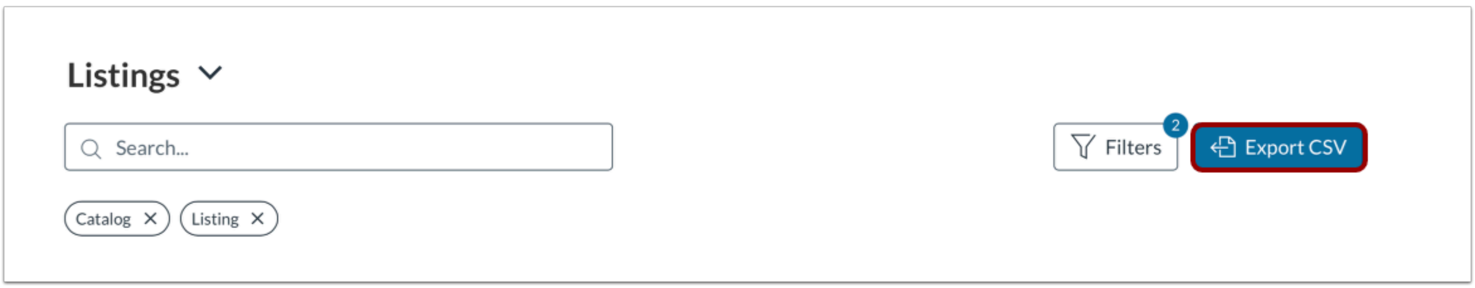
All columns in the table do not display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scroll bar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

To search for an item in the filtered list, enter all or part of a search parameter in the **Search** field [7].

Export Filtered Data



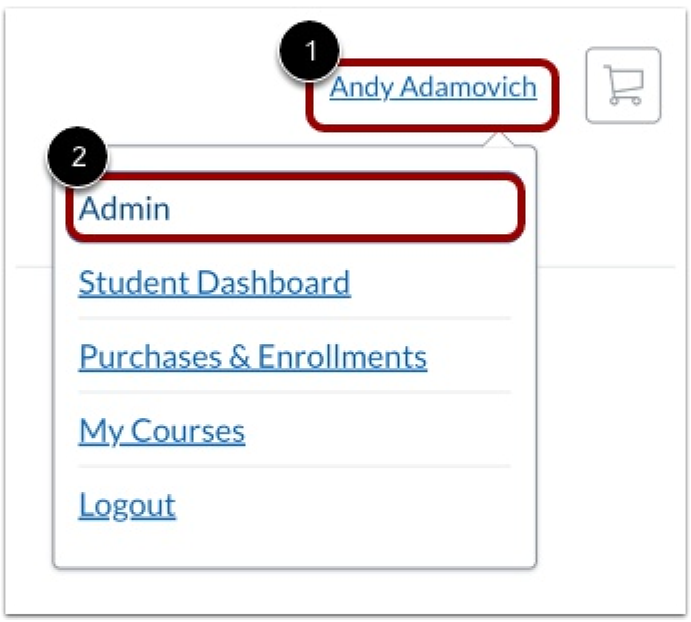
To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

How do I create a custom enrollments report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter enrollment data to generate custom reports in the Analytics page.

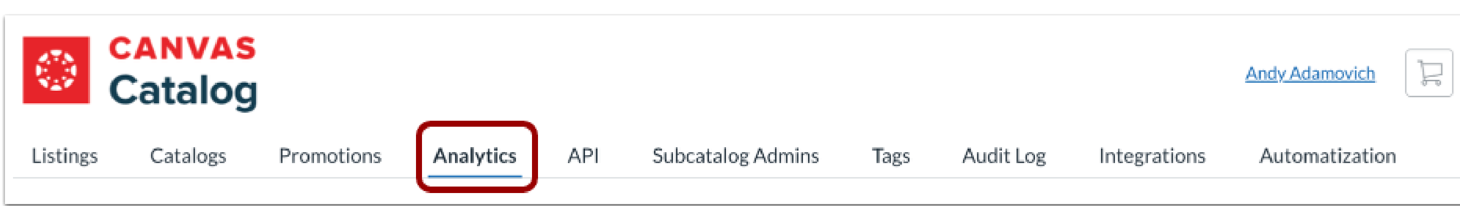
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

Search Enrollments

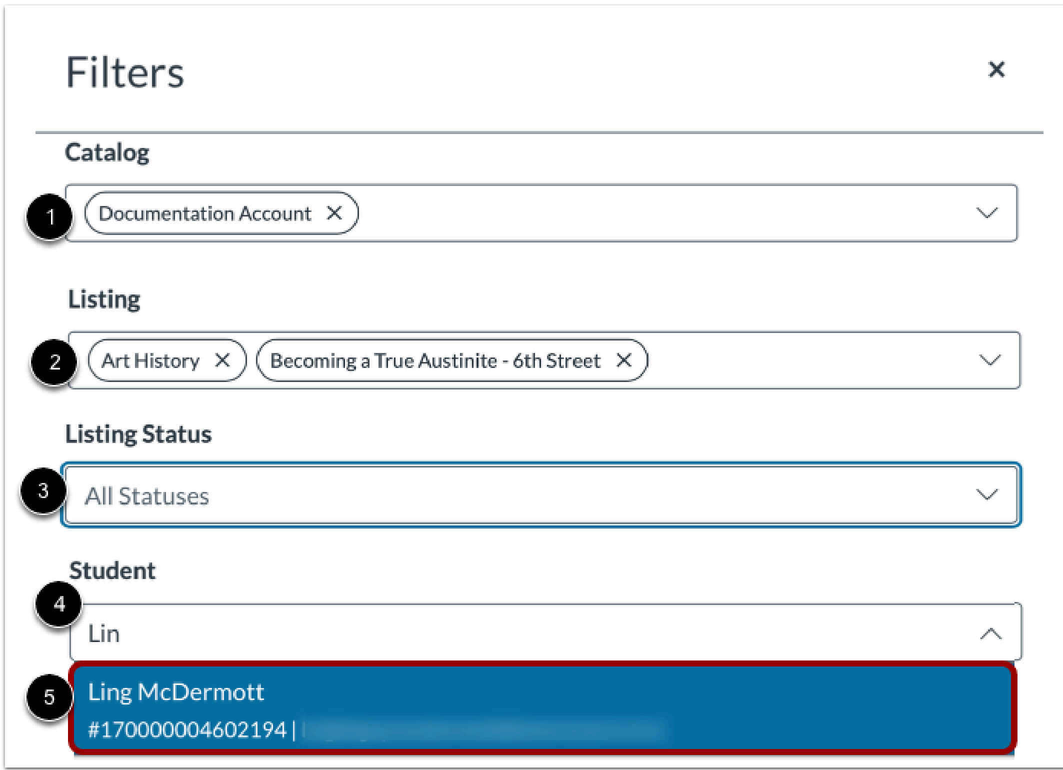
Open the **Enrollments** link [1].

To search enrollments, type all or part of a search parameter in the **Search** field [2].

To search enrollments using filters, click the **Filters** button [3].

By default, the creation date filter is set to past week. To delete the filter and view all course listings, click the filter icon [4].

Select Filters



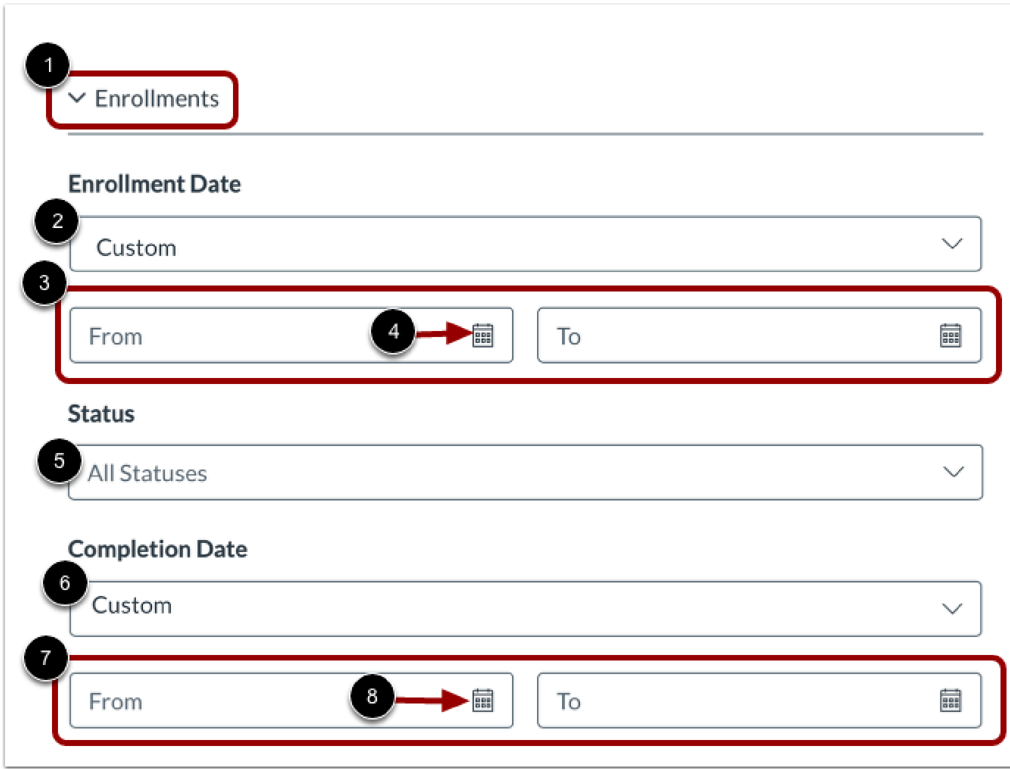
To filter by catalog, click the **Catalog** drop-down menu and select a catalog to include in the search [1]. Repeat to select additional catalogs.

To filter by listing, type all or part of a listing name in the **Listing** field [2]. Select an option from the drop-down list of possible matches and repeat with additional listings.

To filter by listing status, click the **Listing Status** drop-down menu [3].

To filter by student, click the **Student** field [4]. Then, enter all or part of a student name and in the list, and click to select a student name [5].

View Additional Filters



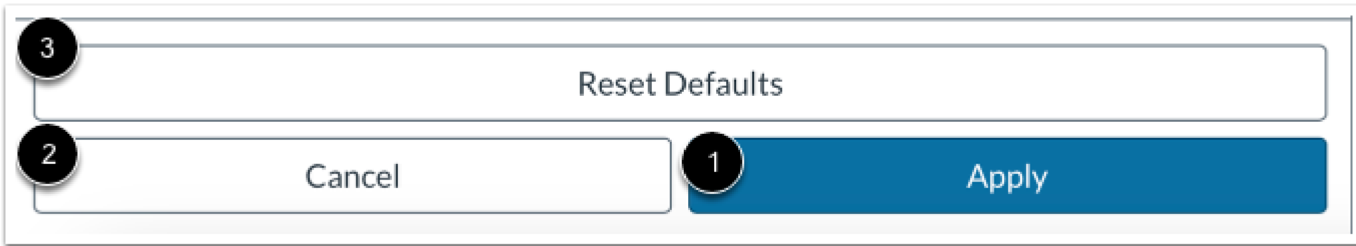
To expand the filter window to display enrollments filters, click the **Expand Enrollments** icon [1].

To filter by an enrollment time frame, click the **Enrollment Date** drop-down and select a time frame [2]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [3]. Alternatively, to select a date from the calendars, click a **Calendar** icon [4].

To filter by enrollment status, click the **Status** drop-down menu [5].

To filter by completion date click the **Completion Date** drop-down and select a time frame [6]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [7]. Alternatively, to select a date from the calendars, click a calendar icon [8].

Apply or Delete Filters

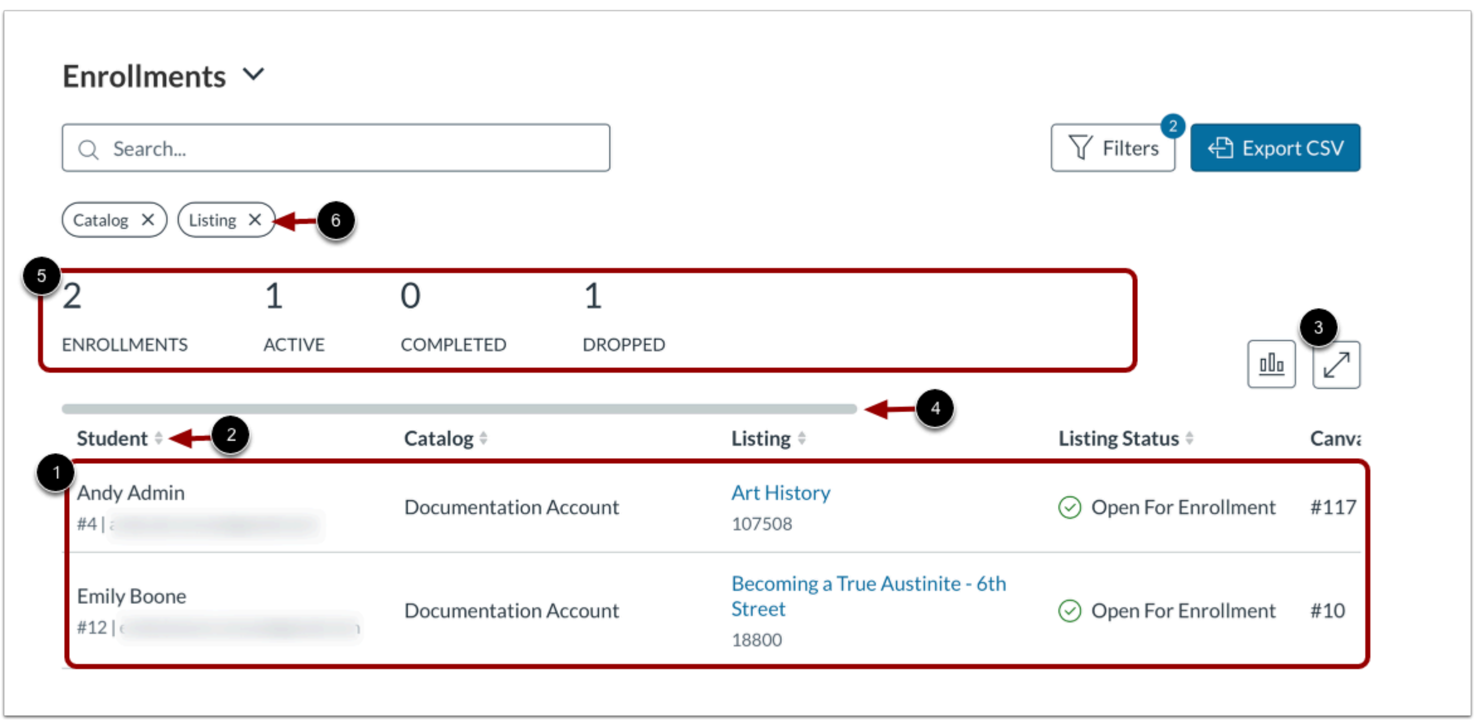


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Enrollments page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



When filters are applied, the filtered list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

All columns in the table do not display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scrollbar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

Export Filtered Data

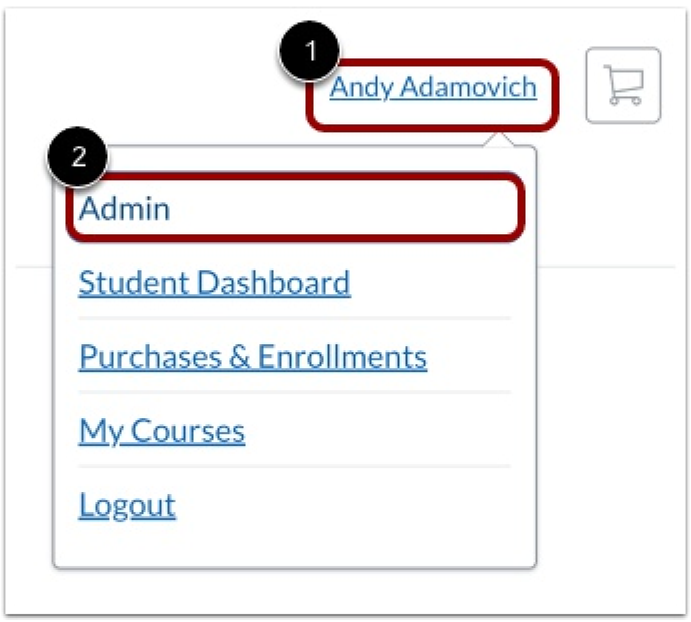
To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

How do I create a custom orders report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter order data to create custom reports in the Analytics page.

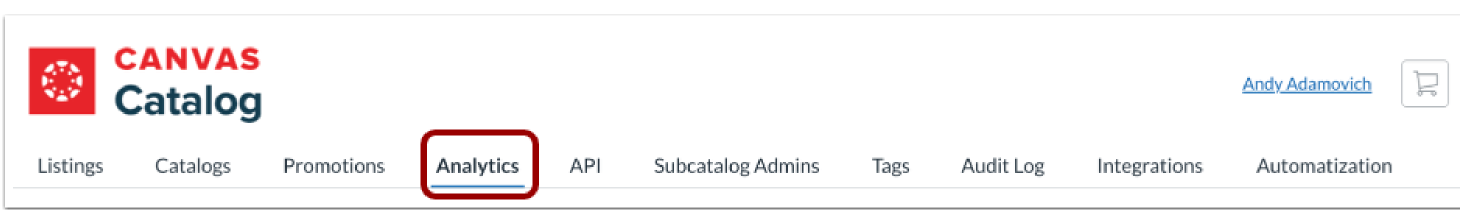
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



Click the **User Name** menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

Search Orders

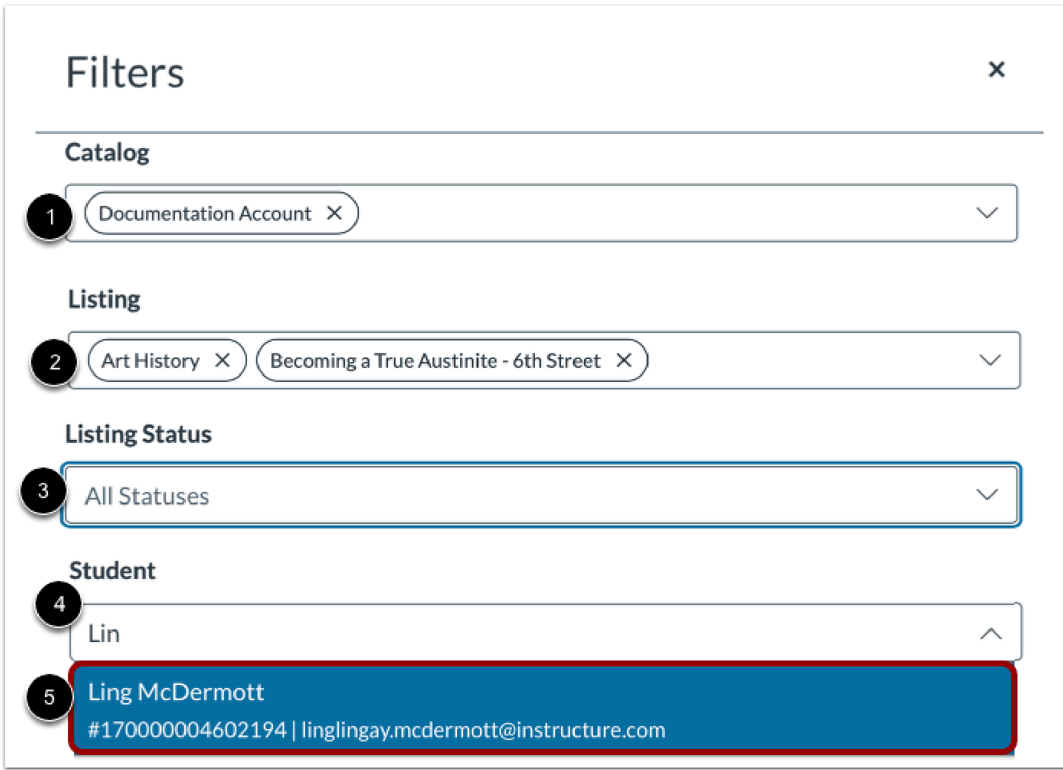
Open the **Orders** link [1].

To search orders, type all or part of a search parameter in the **Search** field [2].

To search order data using filters, click the **Filters** button [3].

By default, a creation date filter may be set. To delete the filter and view all course listings, click the **Creation Date** icon [4].

Filter Orders



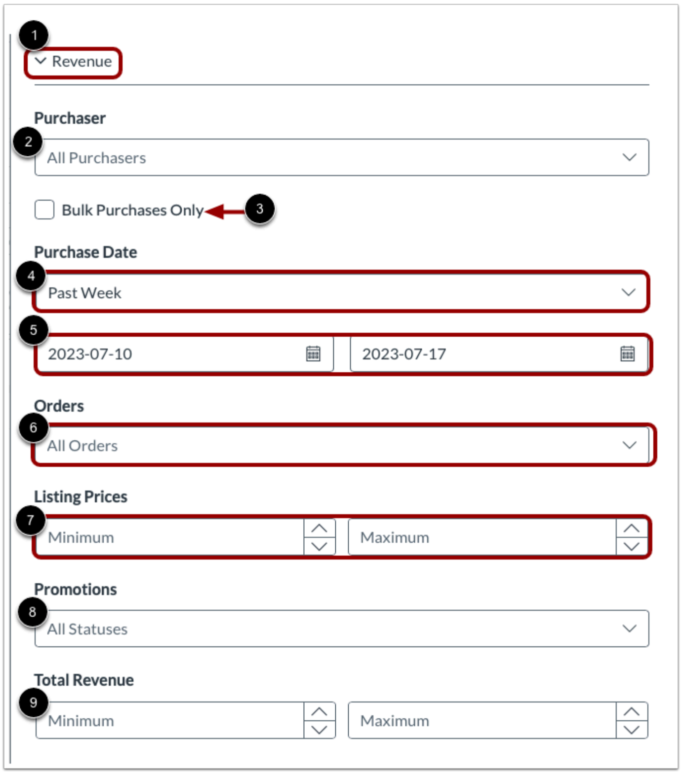
To filter by catalog, click the **Catalog** drop-down menu and select a catalog on which to filter[1]. Repeat with additional catalogs.

To filter by listing, type all or part of a listing name in the **Listing** field [2]. Select an option from the drop-down list of possible matches and repeat with additional listings.

To filter by listing status, click the **Listing Status** drop-down menu [3].

To filter by student, click the **Student** field [4]. Then, enter all or part of a student name and click the student name in the list [5].

View Additional Filters



To expand the filter window to display revenue filters, click the **Expand Revenue** icon [1].

To filter by purchaser, click the **Purchaser** field and enter all or part of a purchaser name [2].

To search bulk purchases only, click the **Bulk Purchases Only** checkbox [3].

To filter by date, click the **Purchase Date** drop-down and select a time frame [4]. To select a custom time-frame, click the calendar icons to select start and end dates [5].

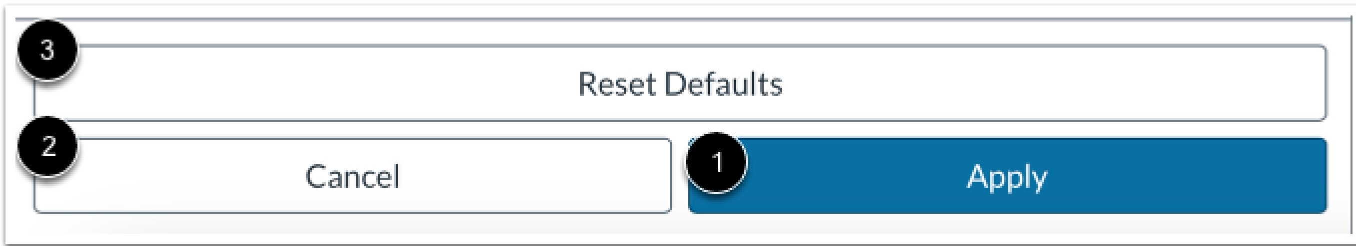
To filter by free or paid orders, click the **Orders** drop-down menu [6].

To select a minimum and maximum price range for paid orders, enter prices in the **Listing Prices** fields [7].

To filter by promotion status, click the **Promotions** drop-down menu [8].

To filter by minimum and maximum revenue range, enter values in the **Total Revenue** fields [9].

Apply or Delete Filters

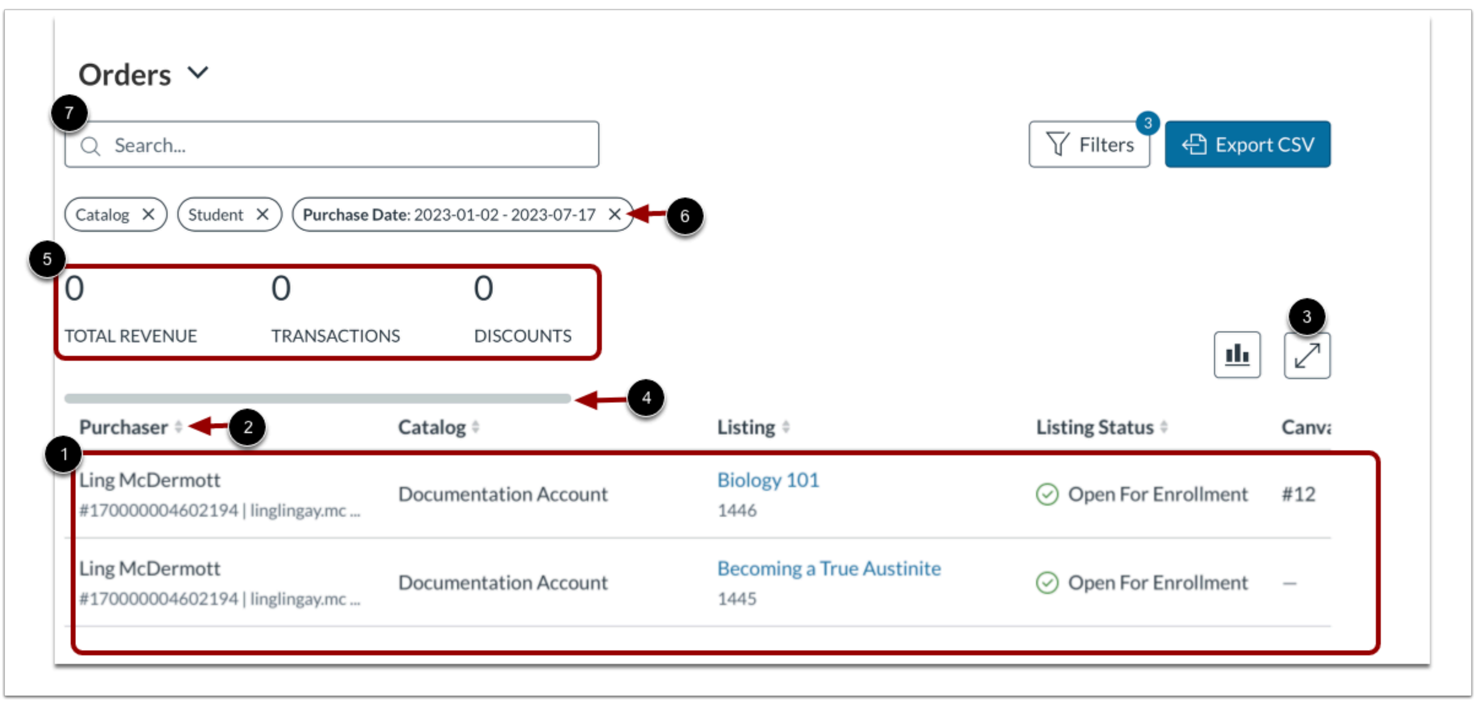


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Orders page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



The filtered list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

Not all columns in the table display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scrollbar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

To search for an item in the filtered list, enter all or part of a search parameter in the **Search** field [7].

Export Filtered Data

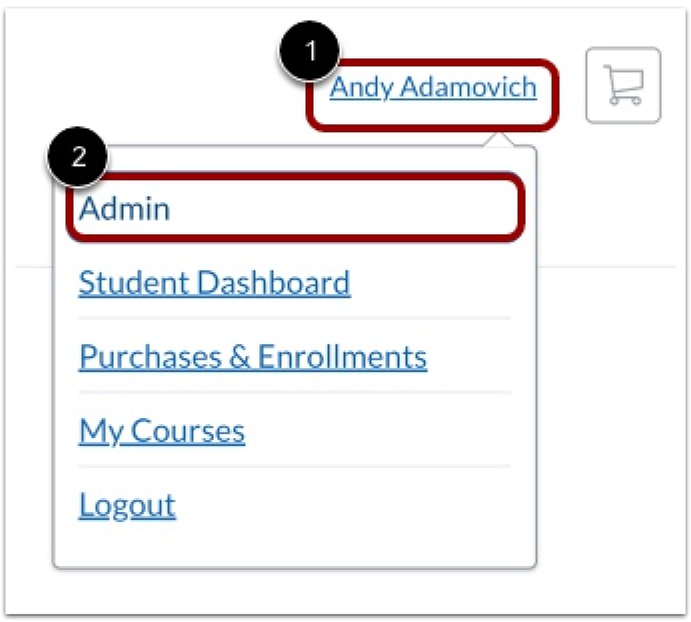
To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

How do I create a custom users report in Catalog Analytics?

As a Canvas Catalog admin, you can search and filter user data to generate custom reports in the [Analytics](#) page.

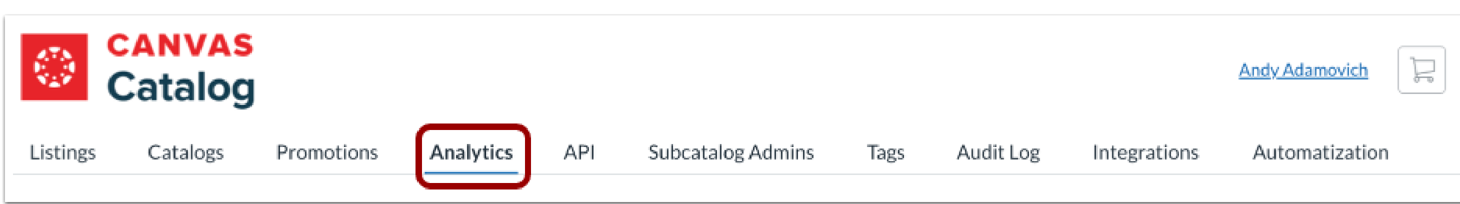
Note: Enrollments that are not added to a course through the Catalog enrollment page are not included in catalog analytics.

Open Admin



Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Analytics



In the navigation menu, click the **Analytics** link.

Search Users

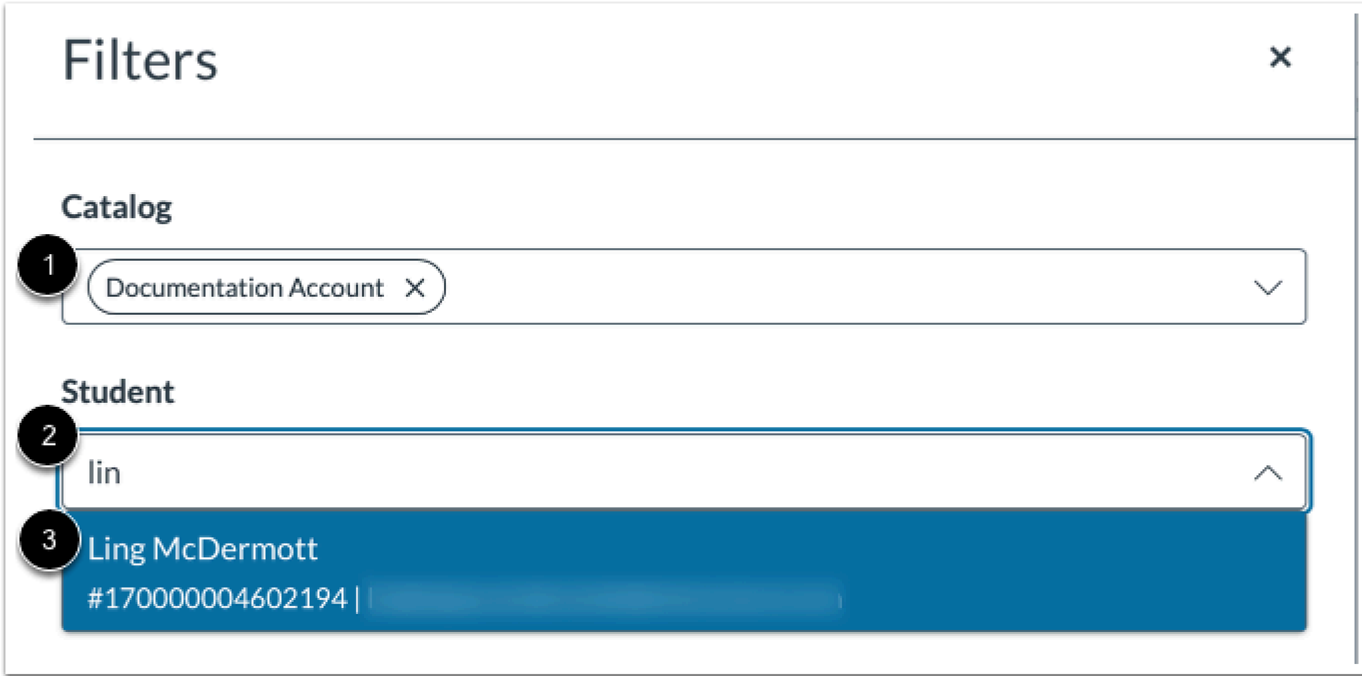
Open the **Users** link [1].

To search users, type all or part of a search parameter in the **Search** field [2].

To search order data using filters, click the **Filters** button [3].

By default, a Registration Date filter may be set. To delete the filter and view all users, click the **Registration Date** button [4].

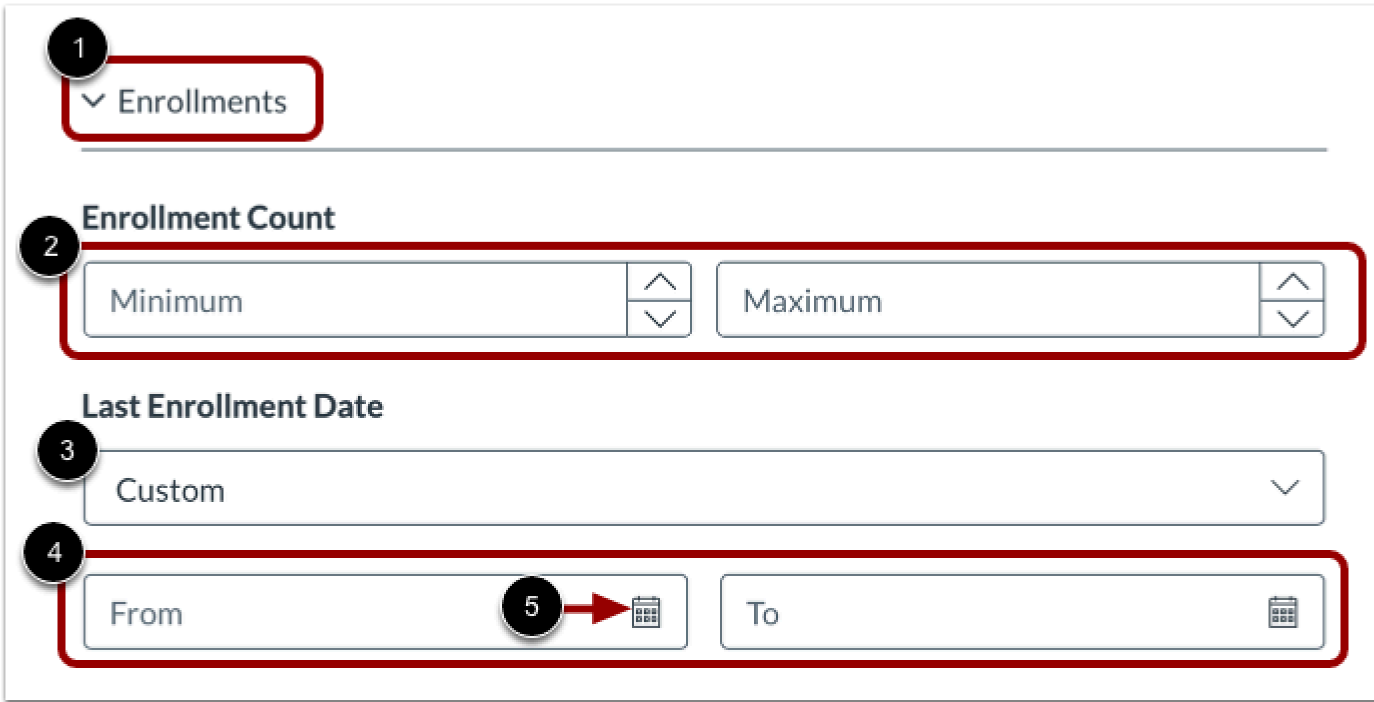
Filter Users



To filter by catalog, click the **Catalog** drop-down menu and select a catalog to include in the search [1]. Repeat with additional catalogs.

To filter by student, click the **Student** field [2]. Then, enter all or part of a student name and in the list, and click the student name [3].

Select Enrollments Filters

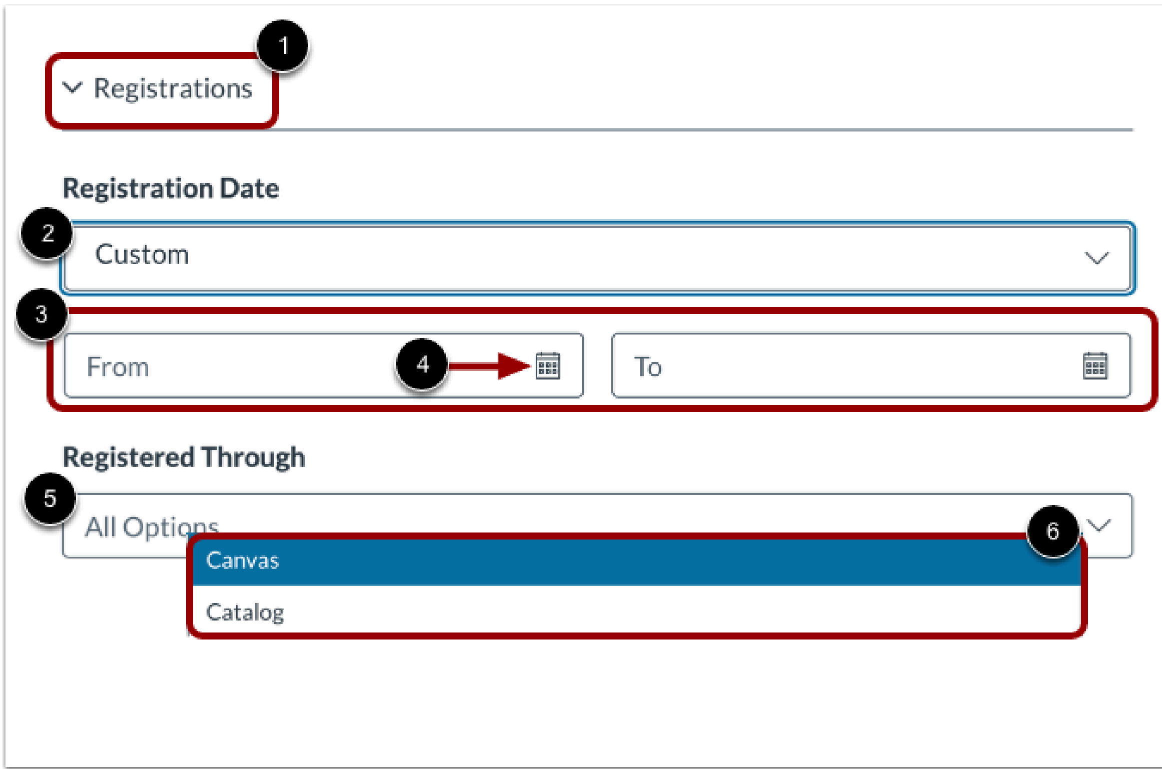


To expand the filter window to display user enrollments filters, click the **Expand Enrollments** icon [1].

To filter by number of user enrollments, click the **Enrollment Count** indicators [2].

To filter the users last enrollment date by a time frame, click the **Last Enrollment Date** drop-down and select a time frame [3]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [4]. Alternatively, to select a date from the calendars, click a calendar icon [5].

Select Registration Filters

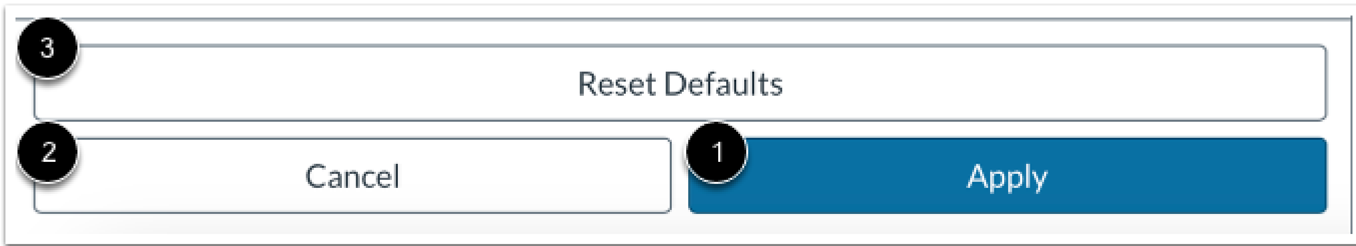


To expand the filter window to display user registration filters, click the **Expand Registrations** icon [1].

To filter the users registrations by a time frame, select a time frame from the **Registration Date** drop-down menu [2]. To use a custom time frame, select the **Custom** option. Then, type the start and end dates in the **From** and **To** fields [3]. Alternatively, to select a date from the calendars, click a calendar icon [4].

To filter by user registration method, click the **Registered Through** drop-down menu [5]. Then select the **Canvas** or **Catalog** option [6].

Apply or Delete Filters

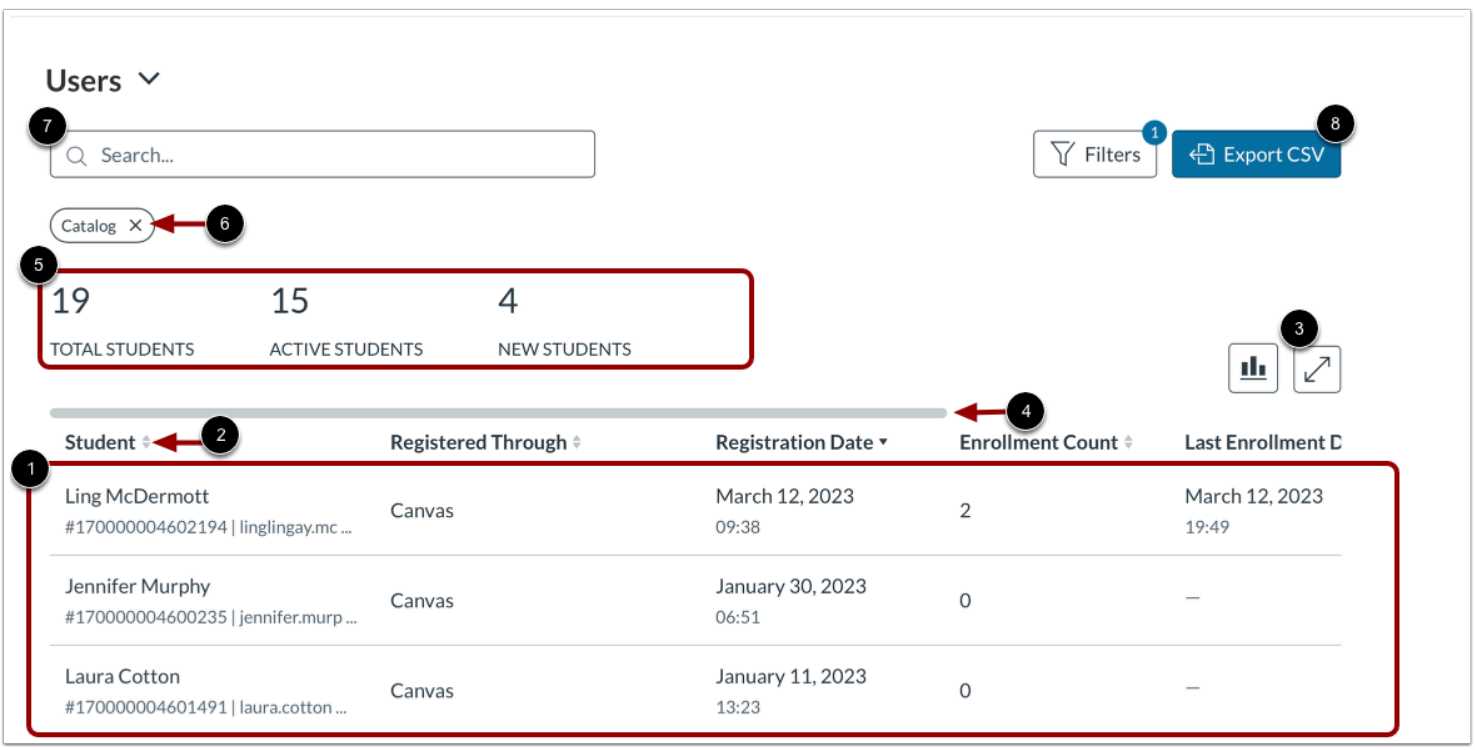


To apply the selected filters, click the **Apply** button [1].

To save selections without applying and return to the Listings page, click the **Cancel** button [2].

To delete selections and return to the default settings, click the **Reset Defaults** button [3].

View Filtered Data



When filters are applied, the list displays in the table [1]. To sort a table column in alphabetic or numerical order, locate the header for that column and click the **Sort** selector [2].

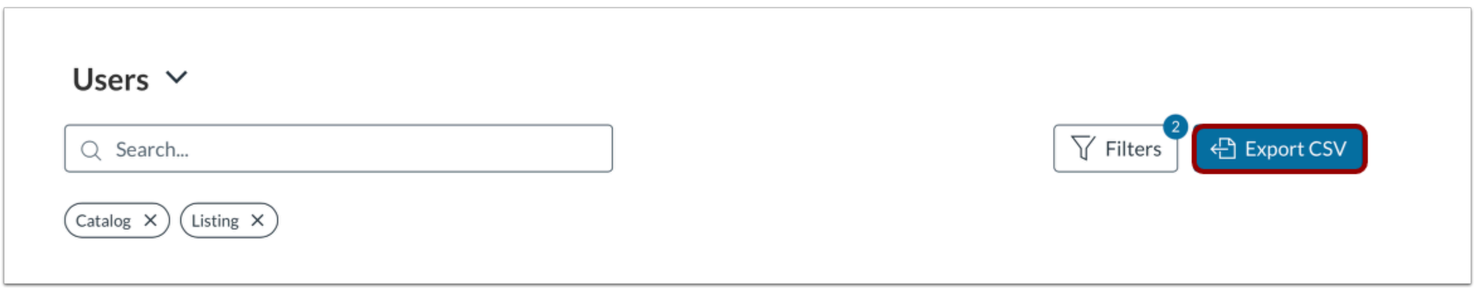
All columns in the table do not display at the same time. To display additional column headers, click the **Expand** icon [3]. To view additional columns, click and drag the horizontal scrollbar [4].

Summary data for the filtered list displays [5].

To delete a selected filter, click the filter name icon [6].

To search for an item in the filtered list, enter all or part of a search parameter in the **Search** field [7].

Export Filtered Data



To export a CSV of the report, click the **Export CSV** button. A link to the CSV file is sent to your Canvas account email address.

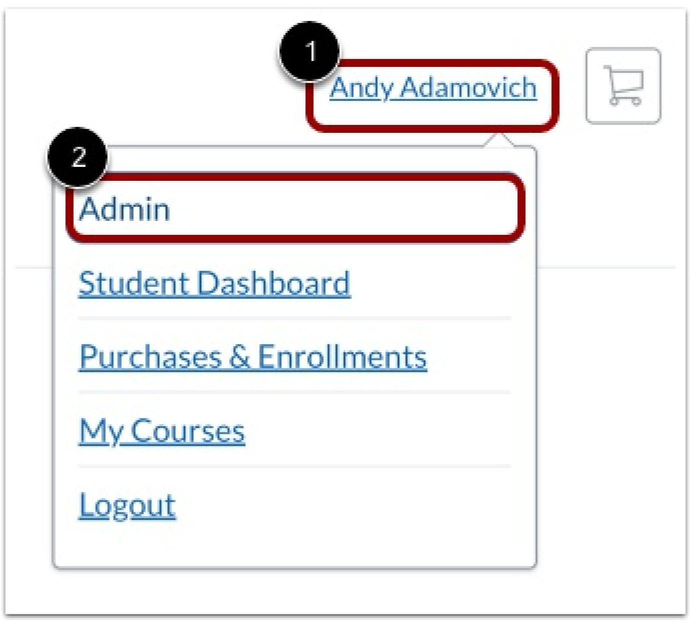
How do I issue a refund in Catalog?

As a Canvas Catalog admin, you can issue refunds for Authorize.net, PayPal, and Stripe transactions directly within Catalog.

Notes:

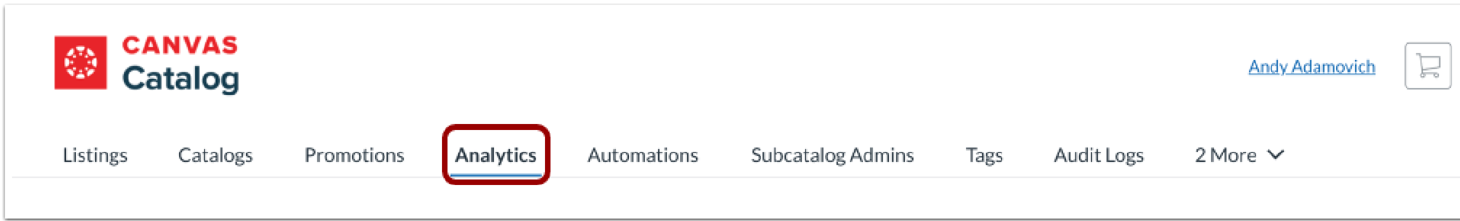
- This capability is opt-in, and institutions must contact their Customer Success Manager (CSM) to activate it.
- All refund actions are displayed in the Audit Log for transparent record-keeping.

Open Admin



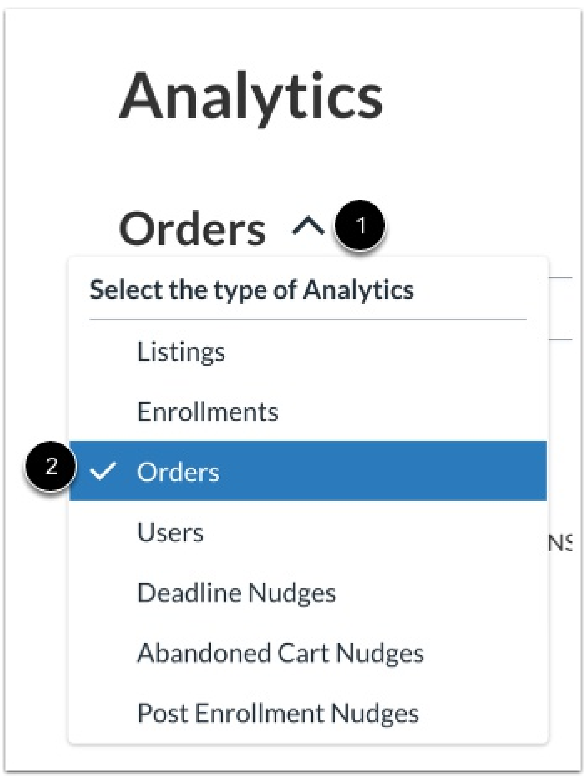
Click the **User Name** link [1]. Then, click the **Admin** link [2].

Open Analytics



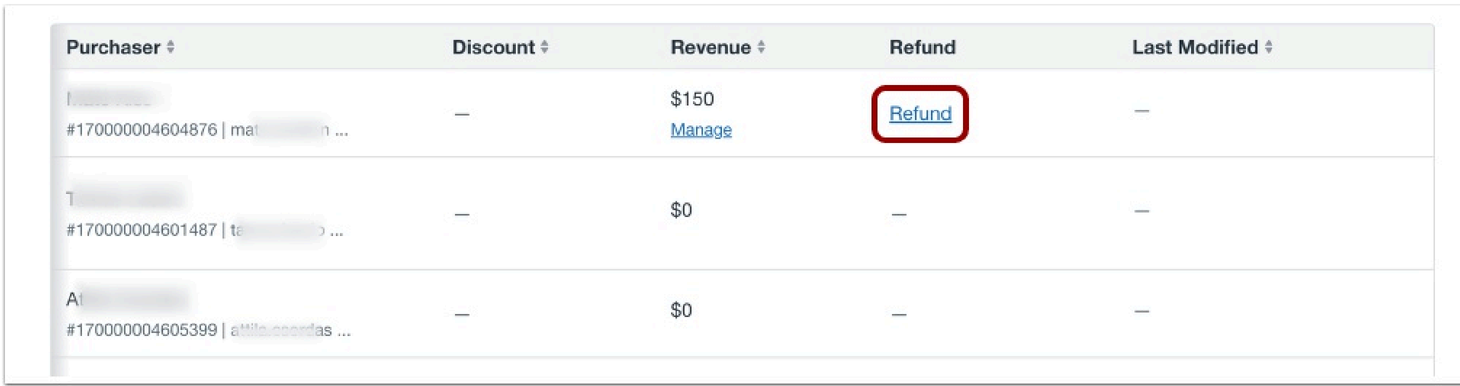
Click the **Analytics** tab.

View Orders Analytics



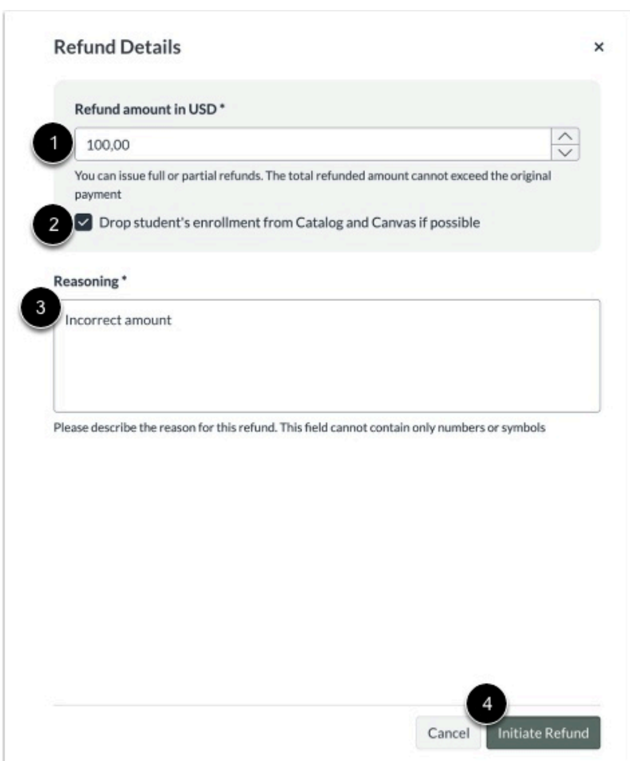
In the type of **Analytics** drop-down menu [1], click the **Orders** link [2].

View Orders Table



In the Orders table, locate the name of the learner and in the Refund column, click the **Refund** link.

View Refund Details



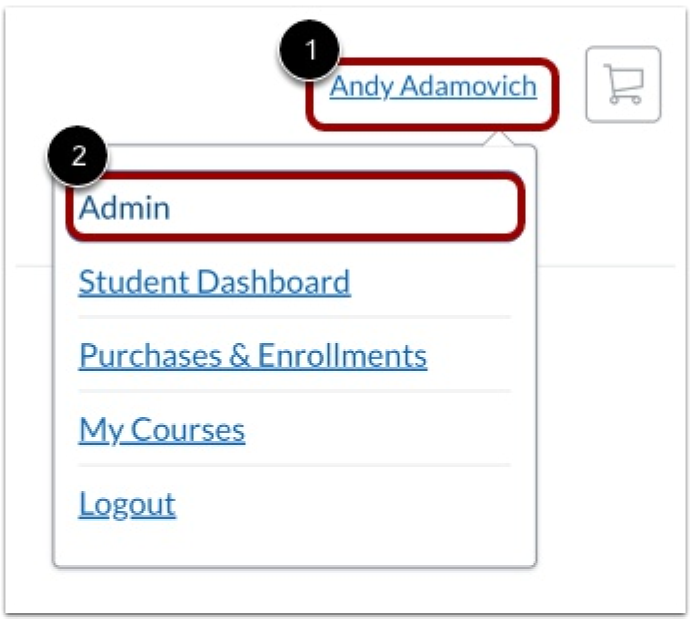
Enter the refund amount [1]. Admins can issue full or partial refunds.

During the process, admins may choose whether to remove the students enrollment from both Catalog and Canvas by clicking the **Drop students enrollment from Catalog and Canvas if possible** checkbox [2]. In the Reasoning field, describe the reason for the refund [3]. Click the **Initiate Refund** button [4].

How do I view the Catalog Audit Log?

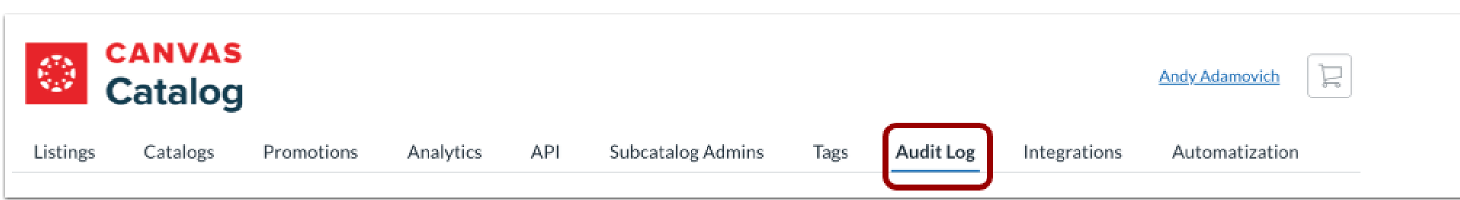
In the Audit Log page, Catalog users with root admin permissions can view a detailed list of all listing revenue changes made by admins and subcatalog admins.

Open Admin



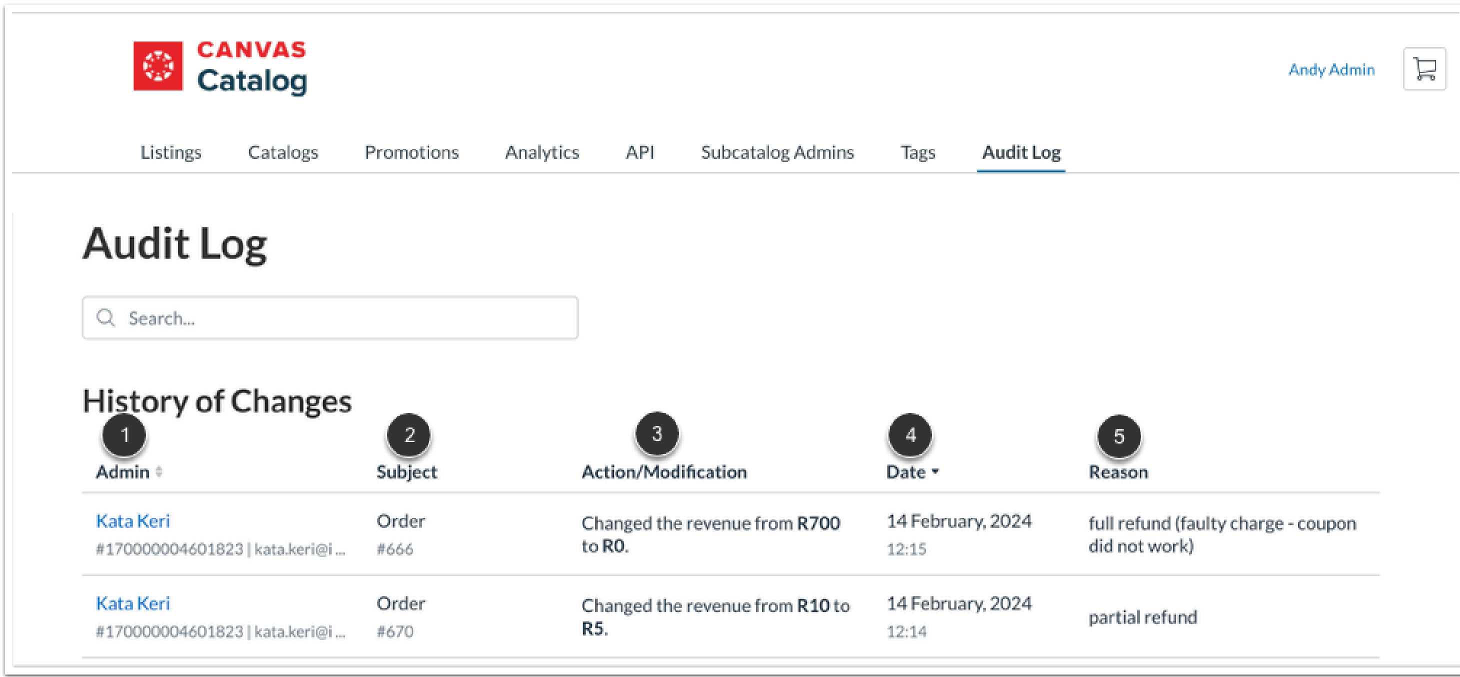
Click the **User Name** drop-down menu [1]. Then, click the **Admin** link [2].

Open Audit Log



Click the **Audit Log** tab.

View Catalog Audit Log



In the Audit Log page, root admins can view a detailed history of all revenue changes including:

- Admin user name and ID information [1]
- Order number [2]
- Action performed [3]
- Action date [4]
- Modification reason [5]