Setting up the catalogue

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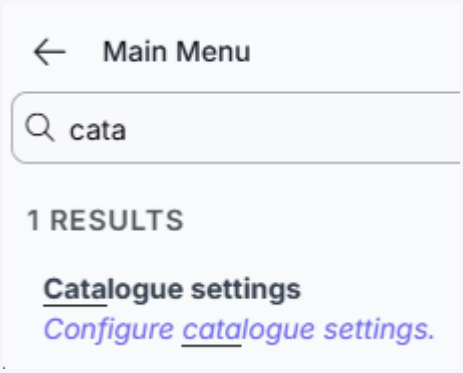
Add courses to the catalogue

The catalogue is a page of optional courses your learners can browse and enrol on in their own time. It only shows the courses you add.

1 Open the main menu and click **Catalogue Settings**



2 Find the courses you want

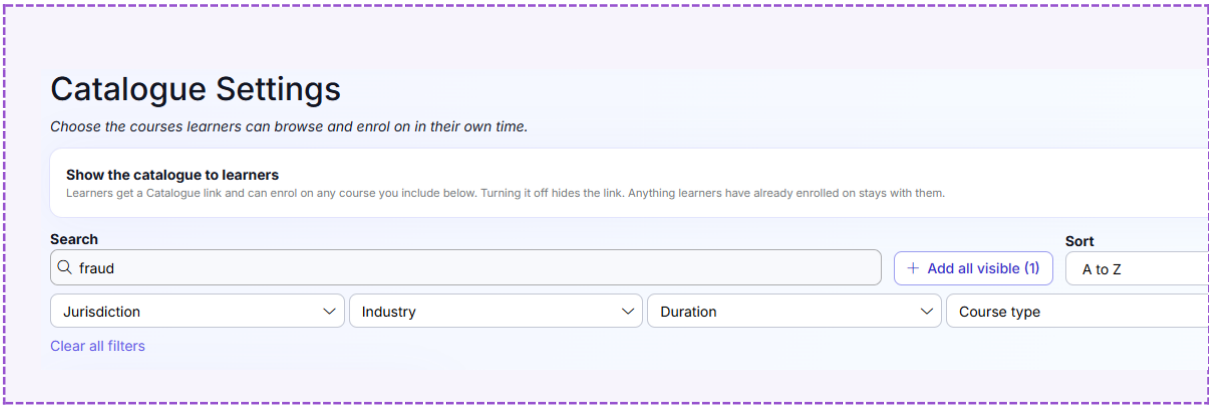
Search by name, or narrow the list with the **Jurisdiction**, **Industry**, **Duration** and **Course type** filters.

Click a course to read what it covers before you add it.

3 Click **Add to catalogue** on each course you want

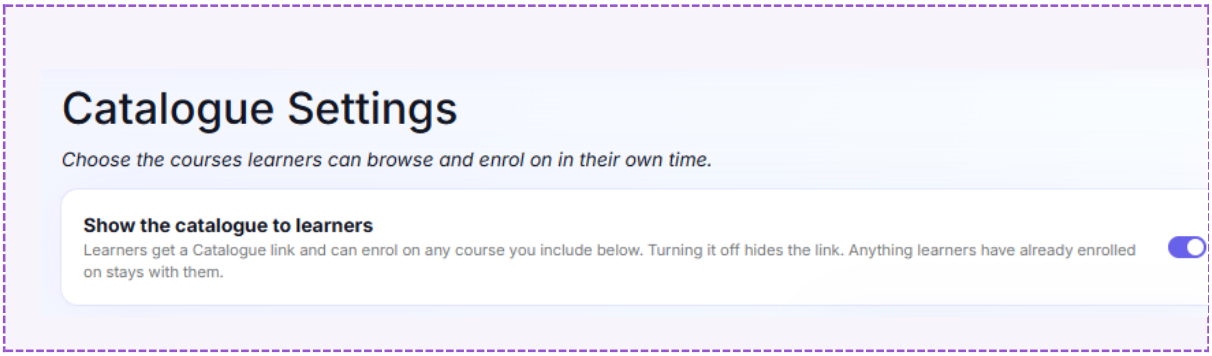
To add everything the list is showing, click **Add all visible**.

Each course you add appears in the **In the catalogue** panel on the right.



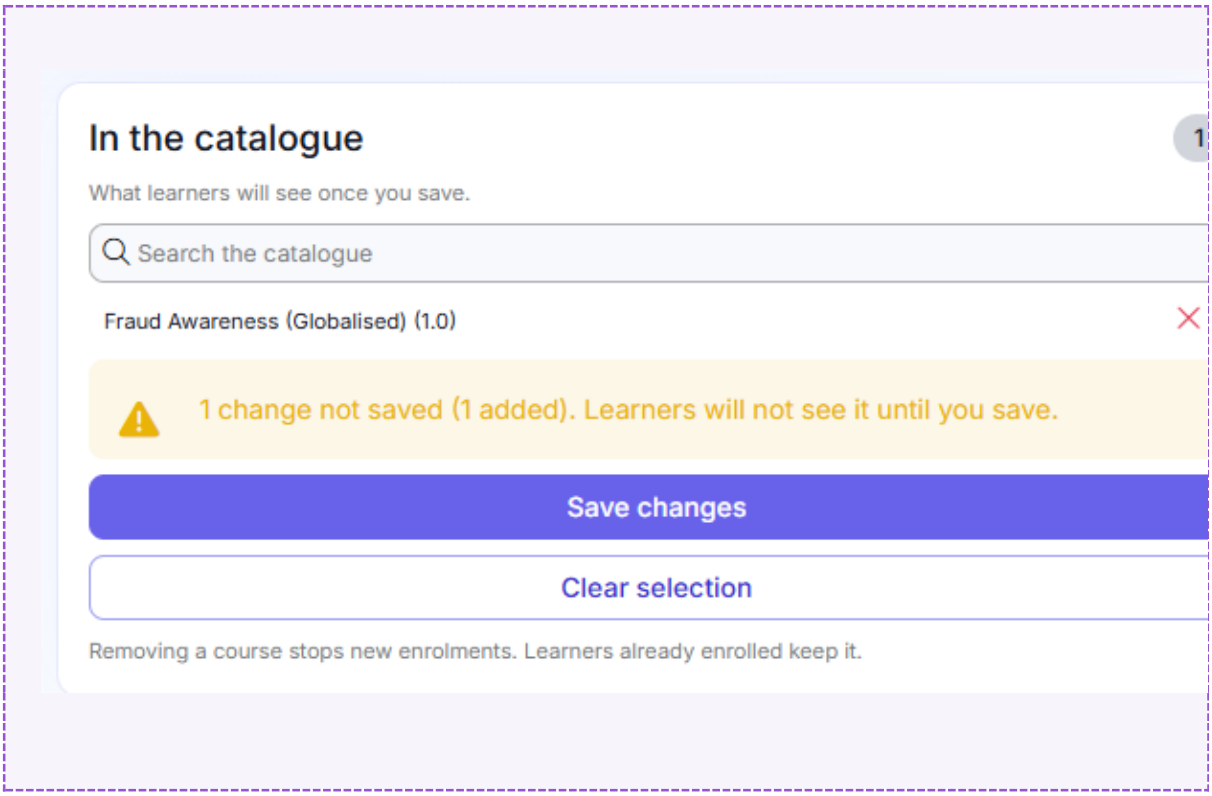
4 Check **Show the catalogue to learners** is switched on

It's at the top of the page. Learners only get a Catalogue button once it's on and has at least one course.



5 Click **Save changes**

Nothing changes for learners until you save. If you try to leave the page with unsaved changes, Astute checks with you first.



✓ **Your catalogue is ready for learners.**

> **New courses are never added for you**
>
> New courses appear in Catalogue Settings, ready to add. Learners only see a course once you've added it and saved.

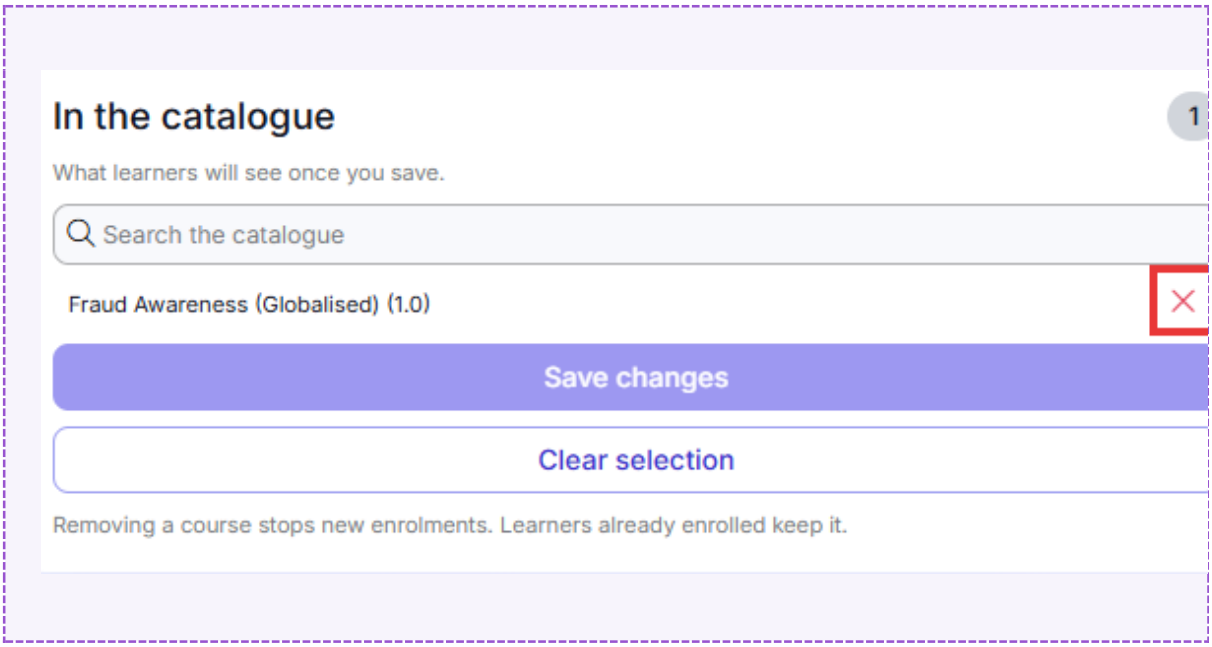
Remove courses

Removing a course stops new enrolments. Learners already on it keep it, along with their progress.

1 Click the **X** next to the course in the **In the catalogue** panel

You can also click **Added** on the course itself.

The course is crossed out until you save, so you can undo it.



2 Click **Save changes**

Switch the catalogue on or off

You can add and remove courses while the catalogue is off, so you can get it ready before learners see it.

1 Click the **Show the catalogue to learners** switch

2 Click **Save changes**

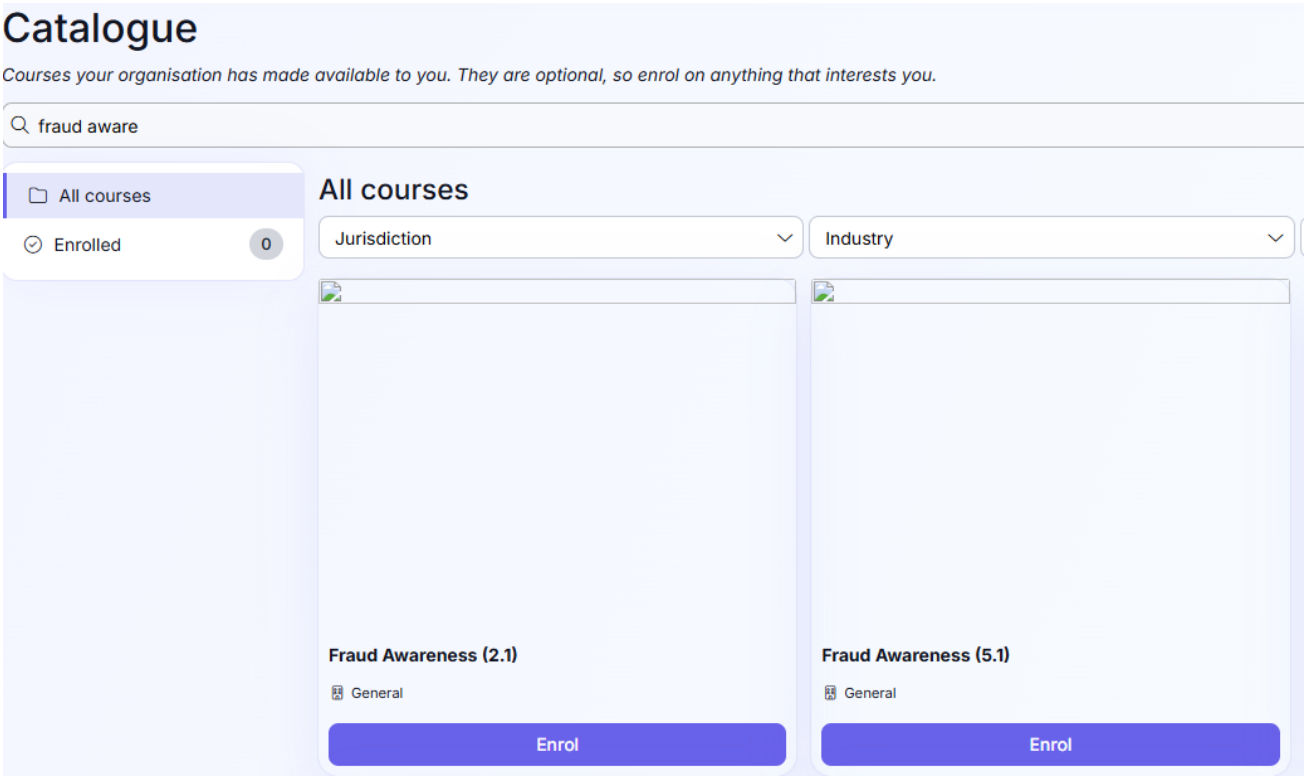
> **When the catalogue is off**
>
> Learners no longer see the Catalogue button and can't enrol on anything new. Courses they've already enrolled on stay on their home page, and they can still finish them.

What learners see

Learners get a **Catalogue** button on their home page, next to **My Self Enrolments**.

The catalogue page

Every learner sees the same courses, with the same search and filters. They click **Enrol**, and the course appears on their home page.



Catalogue courses on their home page

Courses from the catalogue carry a **Catalogue** label, so learners can tell them apart from training you've assigned.



Unenrolling

Learners can unenrol from a catalogue course they haven't finished, from the catalogue page or from **My Self Enrolments**. They're warned first that their progress will be lost. Finished courses stay in My Self Enrolments and can't be unenrolled.

Taking a course again

Once a learner finishes a catalogue course, they can enrol on it again, for example as a refresher.

FAQ

Courses

Will new courses appear in the catalogue on their own?
No. They appear in Catalogue Settings, ready to add. Learners only see a course once you've added it and saved.

Why does my catalogue already have courses in it?
If you used the catalogue before, it starts with the courses your learners could already see.

What happens to learners on a course I remove?
They keep it, along with their progress and any completion. Removing a course only stops new enrolments.

Can I show some courses to certain learners only?
Not in the catalogue. Everyone sees the same courses. To offer training to one group, use a self-enrol event, where you can choose who can see it.

Reporting

Do catalogue courses count in Compliance Reporting?
No. The catalogue is for optional training. If a course needs to count, assign it with an enrolment event.

Learners

Why can't my learners see the Catalogue button?
Check the catalogue is switched on, has at least one course, and that you clicked Save changes.

Can a learner unenrol from a course they've finished?
No. Only courses they haven't finished can be unenrolled, so completions and certificates are kept.

Can learners take a catalogue course again?
Yes. Once they've finished it, the button goes back to Enrol.

Need a hand?
Contact your account manager or astutesupport@vinciworks.com