

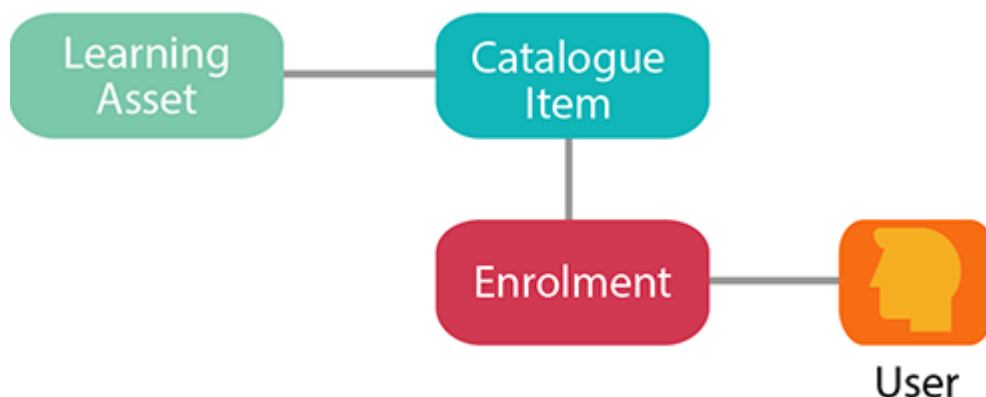
TOC

Manage Catalogue- introduction	3
Add Catalogue Item	5
Overview and Objectives	7
Price	8
Due Date	9
Has Certificate	9
Templates	10
Catalogue Item – Components	11
Catalogue Component Grouping	12
Enable Component Grouping	13
Grouping components	14
Learner Experience of the Catalogue Item	17
Setting the Component Groups as nested items	18
Component Equivalency Groups	20
Enabling Equivalency Groups	21
Adding Equivalency Groups to the catalogue Item.	21
Prerequisites and Equivalency Groups	25
Equivalency Groups and Catalogue Component Grouping	26
Some additional points about Equivalency groups	29
Sections of the Catalogue Item.	29
Inspect Catalogue Item details	29
Instalaunch link	30
Setting the Catalogue Status from within a Catalogue Item	31
Link to learning Asset	31
Catalogue Item – Tags	31
Catalogue Item - Point Allocation	33

Catalogue Item - Competencies	33
Catalogue Items and Prerequisites	34
Prerequisites between Catalogue Items	35
Bypassing Catalogue Item prerequisites	36
The learner's experience	37
Prerequisites within Programs	38
The learner's experience	39
Catalogue Item - Recent Activities	39
Catalogue Item – Thumbnails	40
Catalogue Item – Extended Information	41
Catalogue Item - Self-Enrolment Settings	41
Enrolment Method	42
Enrolment Question Set	43
Re-enrolment option	43
Catalogue Item - Additional Enrolment Settings	44
Available for Guest users	45
Notifications	45
Expiry	45
Access After Completion	46
Enrolment in a Catalogue Item	46
Edit Catalogue Item	47
Extra features for Programs	48
Search for Catalogue Item	50
Catalogue Manager	51
Manage Catalogue Statuses in the Catalogue Manager	52
Edit in Wizard	53
Add Learning Wizard	54
Assign Learning	54

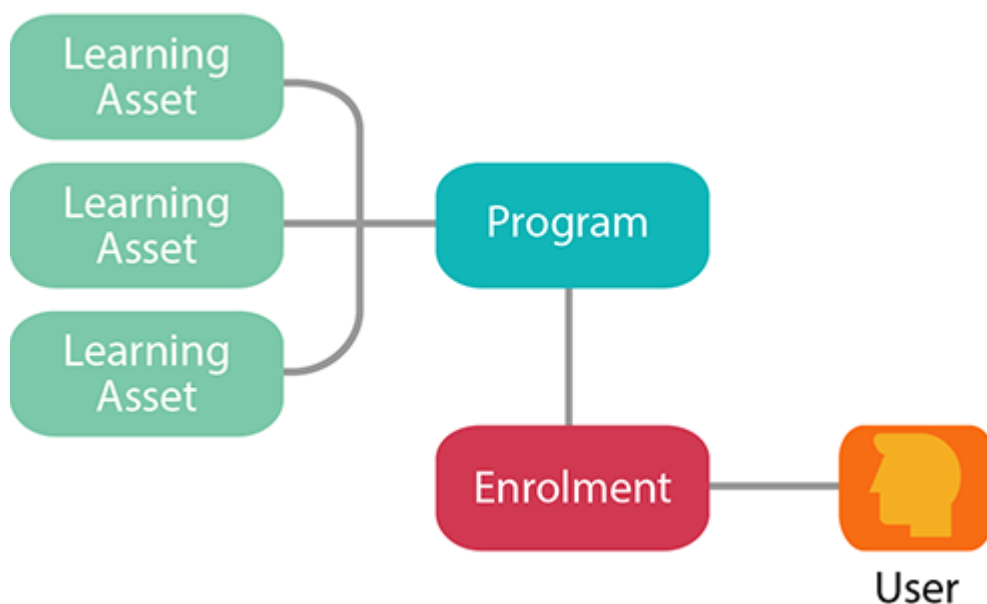
Manage Catalogue- introduction

The CLS makes a number of Learning Assets available to Users, such as Courses, Tests, Discussion Forums, and Face to Face Events. A User does not enrol in these directly, but instead enrolls in a **Catalogue Item** that is linked to the Learning Asset.




A Catalogue Item is the enrollable container of Learning Assets and has many settings and features. The features available within a Catalogue Item depend on the plugins enabled on your site. For example you will not see the Competencies section if you do not have the competency plugin active. There are also various settings that change what can be specified for a Catalogue Item. See the document on [Catalogue Item Settings](#) for further information.

If a Catalogue Item contains only one linked Learning Asset it is referred to as a Catalogue Item. If the Catalogue Item contains more than one Learning Asset it becomes known as a Program. Because they are functionally very similar (with some exceptions, see [Extra features for Programs](#)), further references to Catalogue Items in this document also include Programs.



The icon in the **Type** column of the Catalogue Manager represents the type of Learning Asset linked to the Catalogue Item. Hovering over the icon will generate a pop-up with the Learning Asset type, e.g. **Janison Course**.

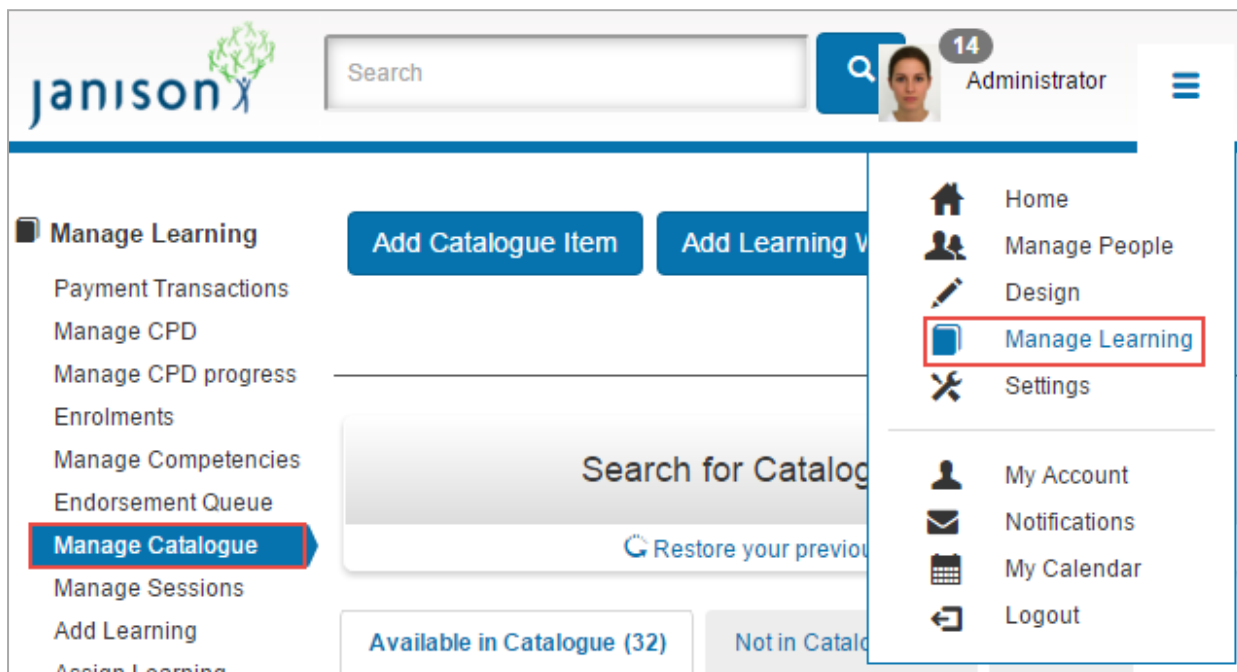
Type	Catalogue Name ▲	Number Of Enrolments	Created
 Cells - the basic units of living things Janison Course	basic-units-of-living-things	1	08 Apr
 Learning Event	demolearneventcatitem	3	10 Jul
 Other learning	demoootherlearncatitem	2	09 Jul
 Learning Plan	demoplancatitem	10	08 Jul
 First Aid	demotrackcatitem	2	09 Jul

The icon representing a Catalogue Item becomes an open folder once more than one asset is added . When hovering over the icon the learning assets are not listed, instead the pop-up names it a **Program**.

Manage Catalogue

Type	Catalogue Name ▲	Number Of Enrolments	Created
 Clinical Supervision clinical-supervision		3	16 Feb

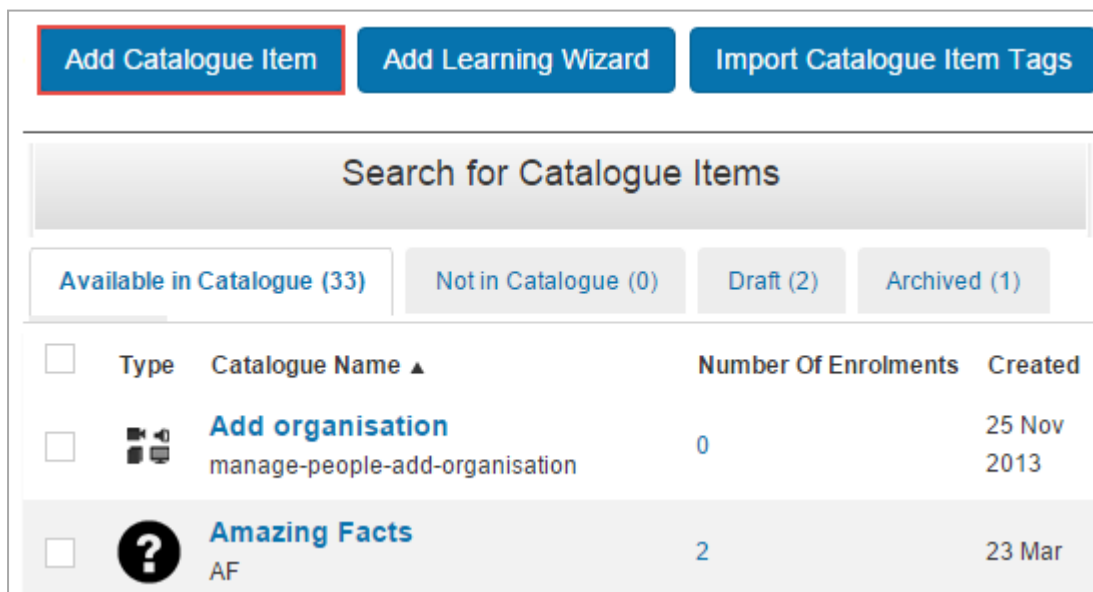
Catalogue management can be reached by selecting **Manage Learning** > **Manage Catalogue**.





The screenshot shows the Janison application interface. In the top left, there is a search bar and a user profile for 'Administrator' with 14 notifications. The left sidebar contains a 'Manage Learning' section with several options. The 'Manage Catalogue' option is highlighted with a red box. The top right dropdown menu is open, showing options like Home, Manage People, Design, Manage Learning (highlighted with a red box), Settings, My Account, Notifications, My Calendar, and Logout.

Add Catalogue Item

Select **Manage Learning** > **Manage Catalogue** and click **Add Catalogue Item**.



The screenshot shows the 'Add Catalogue Item' page. At the top, there are three buttons: 'Add Catalogue Item' (highlighted with a red box), 'Add Learning Wizard', and 'Import Catalogue Item Tags'. Below these is a search bar labeled 'Search for Catalogue Items'. Under the search bar are four filter buttons: 'Available in Catalogue (33)', 'Not in Catalogue (0)', 'Draft (2)', and 'Archived (1)'. Below the filters is a table with the following data:

<input type="checkbox"/>	Type	Catalogue Name ▲	Number Of Enrolments	Created
<input type="checkbox"/>		Add organisation manage-people-add-organisation	0	25 Nov 2013
<input type="checkbox"/>		Amazing Facts AF	2	23 Mar

1. Enter the **Name**.
2. Enter the **Identifier**.
3. If required select a **Provider** from the drop-down list. These can be created in **Settings > Providers**.
4. Optionally enter an **Author**.
5. Optionally enter **Accreditation Number** recognised by your institution.
6. Optionally enter an estimated time the learning should take to complete in **Approx Duration**.

New Catalogue Item

1

Name*

Word 2013

2

Identifier*

word-2013

3

Provider

Microsoft × ▼

4

Author

Carol

5

Accreditation Number

Microsoft 236

6

Approx Duration (minutes)

60

The fields will be displayed slightly differently to the Learner depending on the **Catalogue Item Template** selected. In the below screenshot the **Singular Asset** Template has been selected. See the document on [Program Templates](#) for further details.

Word 2013



Word

Microsoft

View

Download

Recommend to a colleague

☆ ☆ ☆ ☆ ☆

Rate ?

Status	Not Attempted
Type	Document
Price	100
Comment	1
Release date	14/09/2015
Last viewed	Today at 4:53 PM
Duration	1h
Author	Carol
Provider	Microsoft

Overview and Objectives

Enter information about the learning material in the **Overview** window.

Enter information about the aims and goals in the **Learning Objectives** window.

Overview

Learning Objectives

Edit

Insert

View

Format

Table

Font Family

Font Sizes

↶

↷

Formats

B

I

≡

≡

≡

≡

⋮

⋮

≡

≡

🔗

<>

A


A

Word 2013 is the word processing application in the newest Microsoft Office suite. Learn how to use Word 2013's powerful tools for creating professional and eye-catching documents both for print and online sharing in this tutorial.

span


Words: 35


The Overview will appear on the Catalogue Tile in Browse Learning.




Word 2013


Word 2013 is the word processing application in th...




 1 Comments


AU \$100.00

 Not Attempted
  Trackable Document

 Recommended by John Paramedic



 Word Microsoft


The Overview and Learning Objectives will appear in the Template.




Word

Microsoft

 View
  Download

 Recommend to a colleague



Rate ?

Status	Not Attempted
Type	Document
Price	100
Comment	1
Release date	14/09/2015
Last viewed	Today at 4:53 PM
Duration	1h
Author	Carol
Provider	Microsoft

Overview

Word 2013 is the word processing application in the newest Microsoft Office suite. Learn how to use Word 2013's powerful tools for creating professional and eye-catching documents both for print and online sharing in this tutorial.

Learning Objectives

You will become proficient in Word 2013.

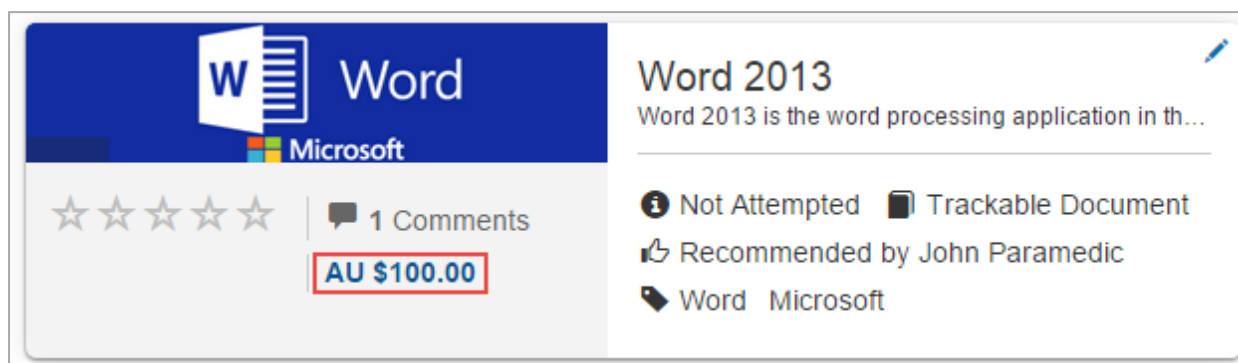
Price

The price field will only appear if the **Payment** plugin is active. This field allows you to set a price for the Catalogue item if applicable. It works in conjunction with the **Self Enrolment Settings** if the Enrolment Method is set to a paid type such as **Self-enrolment (Paid)**.

Price

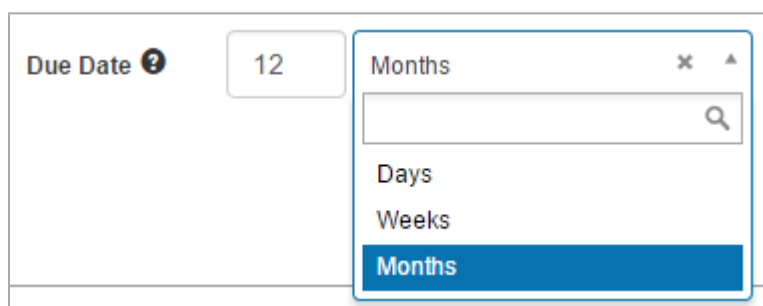
Manage Catalogue

The Price will be displayed to the learner on the Catalogue Item tile.

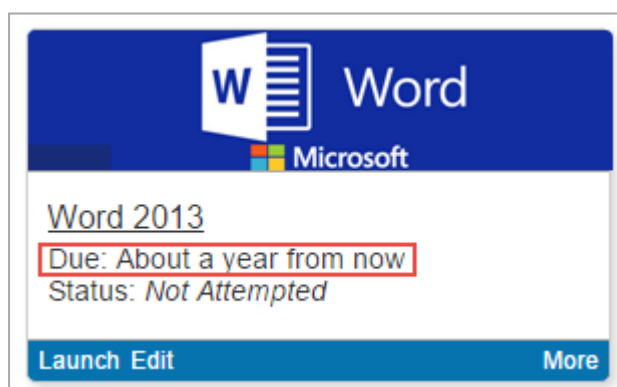


Due Date

The date set here will indicate how long learners have to complete the catalogue Item after enrolment.



Once enrolled a learner will see the due date on the Catalogue Item tile on the My Learning page.



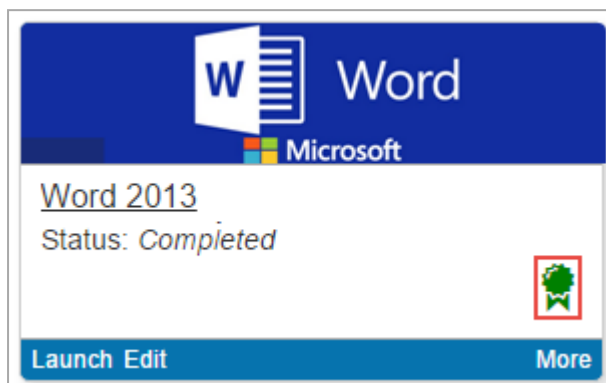
Note that when Users re-enrol in a completed Catalogue Item and the expiry date of their most recent completion is later than the due date for the new enrolment, the due date for the new enrolment is set to this expiry date.

Has Certificate

A certificate can be linked to the Catalogue Item and will be generated once the Learner has completed. See the document on [Certificates](#) for further information.

☐ Has Certificate

Learners can access their certificates from the Catalogue Item tile and from **My Learning Transcript**.




My Learning Transcript
Export to PDF

All (17)
Completed (8)
Incomplete (4)
Not Attempted (5)

Catalogue Item	Completed date	Status	Certificate
Word 2013	20/10/2015	Completed	

Templates

Templates control the page the learner encounters before they launch into a Learning Asset. See the document on [Program Templates](#) for further information. Below is an example using the **Singular Asset** Template.



Word

Microsoft

View

Download

Recommend to a colleague

Status	Not Attempted
Type	Document
Price	100
Comment	1
Release date	14/09/2015
Last viewed	Today at 4:53 PM
Duration	1h
Author	Carol
Provider	Microsoft

Overview

Word 2013 is the word processing application in the newest Microsoft Office suite. Learn how to use Word 2013's powerful tools for creating professional and eye-catching documents both for print and online sharing in this tutorial.

Learning Objectives

You will become proficient in Word 2013.

Catalogue Item – Components

Learning Assets are added to the Catalogue item in this section.

1. Search for and select a Learning Asset from the list of Learning Assets. Click the + icon to add it to the Catalogue Item.
2. If a Catalogue Item contains multiple components the components can optionally have **prerequisites**, see [Prerequisites within Catalogue Items](#).
3. The **Weight** is the relative importance of the component.
 - This can be used to make a component optional. If the Weight = 0 then the component does not need to be completed for the Catalogue Item to be completed.
 - Alternatively use this value to make one component's Test to be worth more for a learner's mark than another component's Test.

Manage Catalogue

- Component weight can also be used as an indicator of relative load for learners, so a component taking 5 minutes would be a smaller percentage and a 3 hour course would be larger percentage.
4. **Share Progress** accommodates the situation where, for example, the same Learning Asset appears in two Catalogue Items. If a learner is enrolled in both Catalogue Items and both components for the identical Learning Asset have been set to Share Progress, then there is one progress record for that Learning Asset. Thus the learner's progress in the Learning Asset in one Catalogue Item is reflected in their progress for that Learning Asset in the other Catalogue Item. This would not otherwise be the case.
 5. Click the icons under **Actions** to drag a component up or down in the list or to delete it altogether

Components

[first-aid] First Aid - Other Learning

Component	Prerequisite	Weight	Share progress	Actions
Trackable Document Word 2013	set full stop	100	<input checked="" type="checkbox"/>	+ -
Trackable Document Introduction to Groups	set full stop (0)	45	<input checked="" type="checkbox"/>	+ -
First Aid Other Learning	set full stop (0)	10	<input type="checkbox"/>	+ -

Catalogue Component Grouping

A Catalogue Item that contains more than one Learning Asset is called a Program. If you want to organise its Learning Asset components into categories, you can use Component Grouping.

With Component Grouping, the Components are grouped within the Program so that they are presented to the Learner in an organised manner. In the example below they have been divided into 3 groups:

- Documents
- Courses
- Assessment

Learners expand these sections by clicking the chevron as shown below for the Documents group. Learners can see that there are two Trackable documents in this category and they can launch them from here.

First Aid Certificate

Enrolment Status Not Attempted

<div> <div>▼</div> <div>Documents</div> </div>	0%	Not Attempted
<hr/>		
<div> <div>+</div> <div>Trackable Document:Snake bites</div> </div>	0%	<div>Launch</div>
<div> <div>+</div> <div>Trackable Document:CPR</div> </div>	0%	<div>Launch</div>
<hr/>		
<div> <div>></div> <div>Courses</div> </div>	0%	Not Attempted
<hr/>		
<div> <div>></div> <div>Assessment</div> </div>	0%	Not Attempted

Note that these groups can be nested, so that groups are inside other groups.

Enable Component Grouping

The option to group components is not available in a Catalogue Item unless its setting is activated. To do this Browse to **Settings > Tenant Settings**, enter edit mode and expand **Catalogue Item Settings**. Check the option **Enable Component Grouping**.

▼

Catalogue Item Settings

☒

Enable catalogue items to be accessed by guest users ?

☒

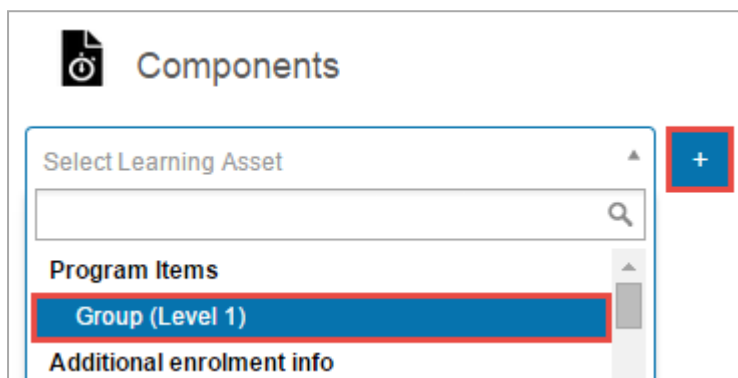
Enable prerequisites within catalogue items

☒

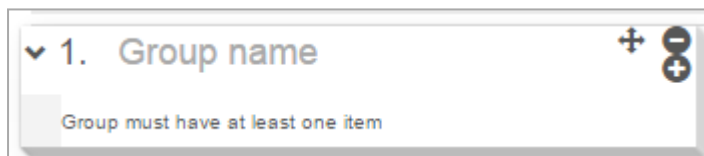
Enable Component Grouping

Grouping components


- Open your Catalogue Item in edit mode.
- Locate the **Components** section on the page.
- Click in the Components drop-down and select the Component labelled Group (Level 1) and add it to the Catalogue Item using the + icon.



It will appear at the bottom of your list of Components as below.




1. Click **Group name** to edit the name.
2. When you add more Components they will now be listed below the Group name.








Components



Component	Prerequisite	Weight	Share progress	Actions
<div> <div>▼</div> <div>1.</div> <div> <input type="text" value="Group name"/> <input type="button" value="1"/> </div> </div> <div>Group must have at least one item</div>				<div> <div>+</div> <div>-</div> </div>
<div> <div> <div> <div> <div></div> <div></div> </div> <div> <div>Trackable</div> <div>Document</div> <div>Snake bites</div> </div> </div> <div> <div>2</div> <div>set full stop</div> <div> <input type="text"/> </div> <div> <input checked="" type="checkbox"/> </div> </div> </div> <div> <div>+</div> <div>-</div> </div> </div>				

One or more groups can be added and one or more Learning Asset components can be added to each group. An example can be seen below.


Components

✕
+

Component	Prerequisite	Weight	Share progress	Actions
<div> <div>1.</div> <div>Documents</div> </div>				<div>+</div> <div>-</div>
<div>  Trackable Document Snake bites </div>	set full stop	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	<div>+</div> <div>-</div>
<div>  Trackable Document CPR </div>	set full stop (0)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	<div>+</div> <div>-</div>
<div> <div>2.</div> <div>Courses</div> </div>				<div>+</div> <div>-</div>
<div>  SCORM Course First Aid part one </div>	set full stop (0)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	<div>+</div> <div>-</div>
<div>  SCORM Course First Aid part two </div>	set full stop (0)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	<div>+</div> <div>-</div>
<div> <div>3.</div> <div>Assessment</div> </div>				<div>+</div> <div>-</div>
<div>  First Aid practical Assignment </div>	set full stop (0)	<input type="text" value="14"/>	<input type="checkbox"/>	<div>+</div> <div>-</div>
<div>  Test First Aid assessment with Question (18) This test contains examples of the various question types. </div>	set full stop (0)	<input type="text" value="14"/>	<input type="checkbox"/>	<div>+</div> <div>-</div>

Note that you can now re-order a whole group in the list or delete it using the cross hair  and minus  icons.

Note also that the Components within a group are not prevented from being part of a Program-wide implementation of Prerequisites.

Learner Experience of the Catalogue Item

The Learner experience will differ depending on which Program Template has been used in the Catalogue item. For more information please see the document on [Program Templates](#).

In the example below the Default Vertical template has been used.

First Aid Certificate

Enrolment Status Not Attempted

<div>Documents</div> <div>0%</div> <div>Not Attempted</div>	
<div>+ Trackable Document:Snake bites</div> <div>0%</div> <div>Launch</div>	
<div>+ Trackable Document:CPR</div> <div>0%</div> <div>Launch</div>	
<div>Courses</div> <div>0%</div> <div>Not Attempted</div>	
<div>+ SCORM Course:First Aid part one</div> <div>0%</div> <div>Launch</div>	
<div>+ SCORM Course:First Aid part two</div> <div>0%</div> <div>Launch</div>	
<div>Assessment</div> <div>0%</div> <div>Not Attempted</div>	
<div>+ Assignment:First Aid practical</div> <div>0%</div> <div>Launch</div>	
<div>+ Test:First Aid assessment</div> <div>0%</div> <div>Launch</div>	
<div>+ Survey:First Aid training program survey</div> <div>0%</div> <div>Launch</div>	

Clicking the + or – icon will open or close the progress details for that particular Learning Asset.

First Aid Certificate

Enrolment Status

Incomplete (14%)

First Visit

18th August 2015

▼ Documents

[-]

Trackable Document:Snake bites

Enrolment Status

Completed

First Visit

18th August 2015

✔


Completed 18th August 2015, at 11:25am.

+




























Trackable Document:CPR

Setting the Component Groups as nested items

Components Groups can be nested within other Components Groups. There are two methods:


- Click the re-order  icon at the RHS for the Component Group that you want to nest and drag it onto the name of the Component Group where it should be nested.
- Click the + icon at the RHS of a Group name to create a new, empty nested Component Group within it.

Manage Catalogue

Component	Prerequisite	Weight	Share progress	Actions
▼ 1. Documents				 
 Trackable Document Snake bites	set full stop	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	 
 Trackable Document CPR	set full stop (<input type="text" value="0"/>)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	 
▼ 1.1. Courses				 
 SCORM Course First Aid part one	set full stop (<input type="text" value="0"/>)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	 
 SCORM Course First Aid part two	set full stop (<input type="text" value="1"/>)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	 
▼ 1.1.1. Assessment				 
 First Aid practical Assignment	set full stop (<input type="text" value="0"/>)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	 
 Test First Aid assessment with Question (18) This test contains examples of the various questions.	set full stop (<input type="text" value="1"/>)	<input type="text" value="14"/>	<input checked="" type="checkbox"/>	 
 Survey First Aid training program survey with Question (0)	set full stop (<input type="text" value="2"/>)	<input type="text" value="16"/>	<input checked="" type="checkbox"/>	 

In the above example they will be presented to learners as nested items, as shown below.

First Aid Certificate



First aid

Enrolment Status

Incomplete (14%)

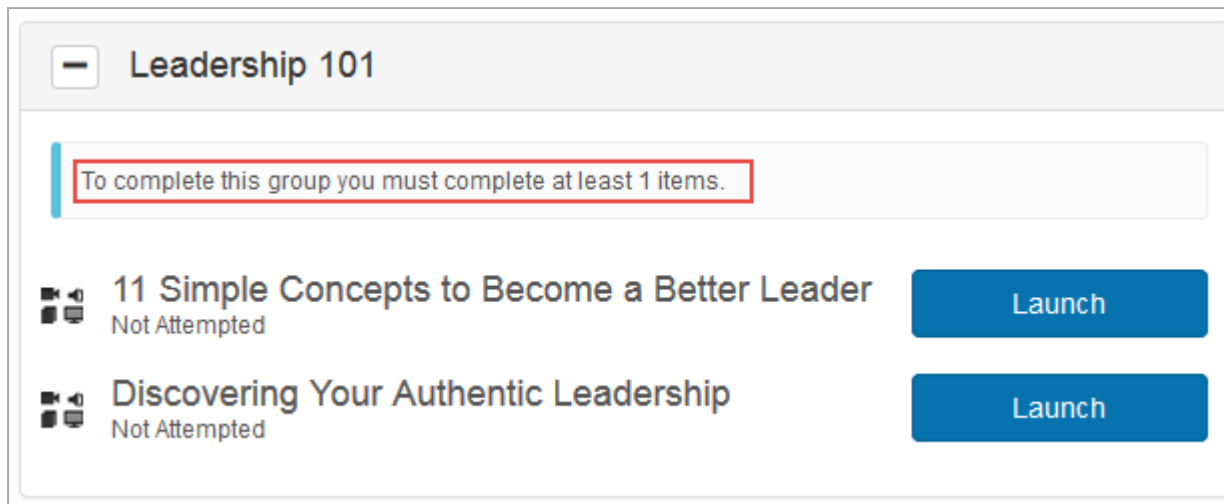
First Visit

18th August 2015

<div>Documents</div>	<div>50%</div>	<div>Incomplete</div>
<div>+ Trackable Document:Snake bites</div>	<div>100%</div>	<div>Launch</div>
<div>+ Trackable Document:CPR</div>	<div>0%</div>	<div>Launch</div>
<div>Courses</div>	<div>0%</div>	<div>Not Attempted</div>
<div>+ SCORM Course:First Aid part one</div>	<div>0%</div>	<div>Launch</div>
<div>+ SCORM Course:First Aid part two</div>	<div>0%</div>	<div>Launch</div>
<div>Assessment</div>	<div>0%</div>	<div>Not Attempted</div>
<div>+ Assignment:First Aid practical</div>	<div>0%</div>	<div>Launch</div>
<div>+ Test:First Aid assessment</div>	<div>0%</div>	<div>Launch</div>
<div>+ Survey:First Aid training program survey</div>	<div>0%</div>	<div>Launch</div>

Component Equivalency Groups

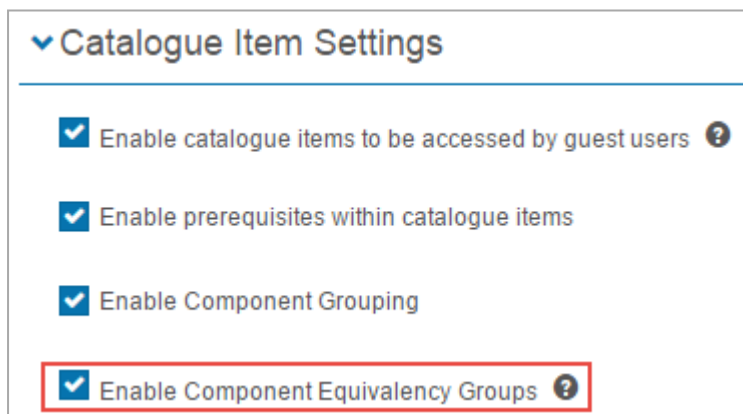
This feature allows **groups of components** to be created in a Catalogue Item, so that only a certain number of components within the group need to be completed. In the example below there are two Learning Assets in the group but the Learner only has to complete 1 to meet the completion requirements.



Enabling Equivalency Groups

The ability to add Component Equivalency Groups will only become available in the Catalogue Item if the setting is enabled.

- To enable this feature navigate to **Settings > Tenant Settings** and expand the **Catalogue Item Settings** section.
- Check the **Enable Component Equivalency Groups** checkbox.

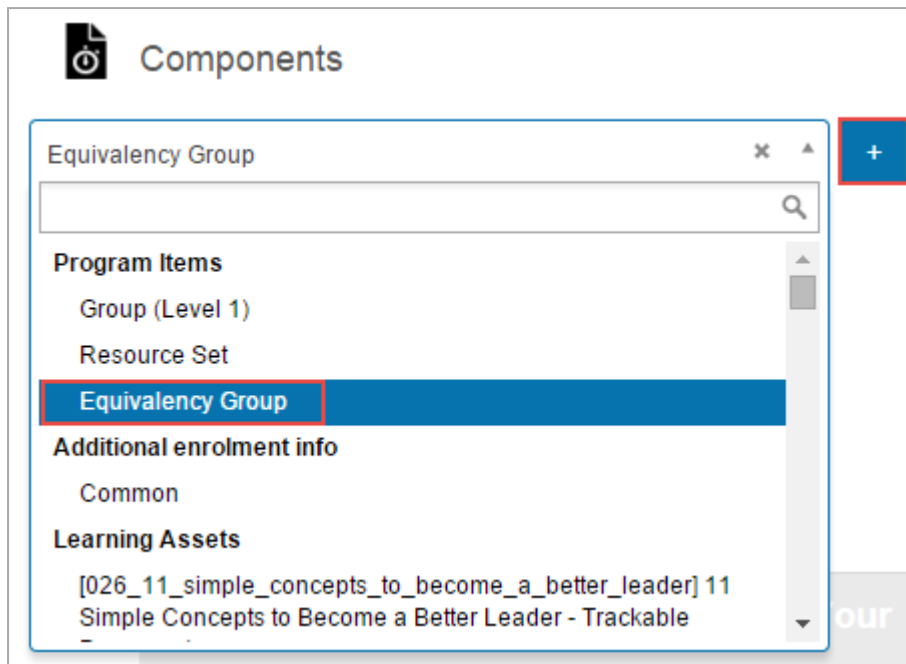


Adding Equivalency Groups to the catalogue Item.



To add an Equivalency Group to a Catalogue Item, open the Catalogue Item in **Edit** mode.

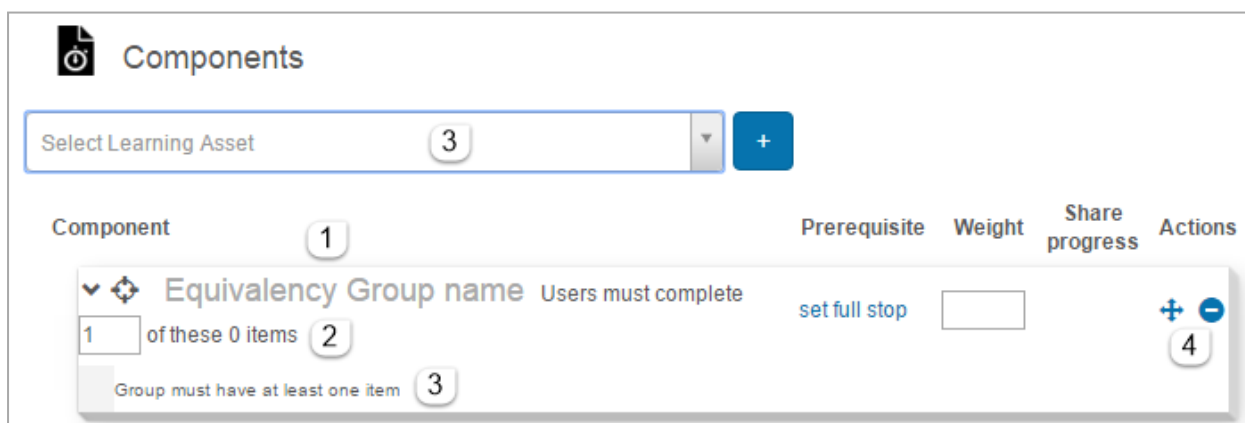
Select **Equivalency Group** from the **Component** drop-down.

Click the  button to add the group.



The group will appear as below.

1. Enter the **name** of your group.
2. Specify the **number of components** that are required to be completed.
3. Learning Assets can be added by selecting them from the drop-down and will appear below the **Group name**.
4. The group can be removed  and reordered  as required.



The below is a possible Equivalency Group where a learner is required to undertake 1 of the 3 components to complete the Catalogue Item.

Components

Select Learning Asset +

Component	Prerequisite	Weight	Share progress	Actions
<div> <div>1 of these 3 items</div> <div> <div>Leadership 101</div> <div> <div>Users must complete</div> <div>set full stop</div> <div>50</div> </div> </div> </div>				+ -
<div> <div>Trackable Document Concepts to Become a Better Leader</div> <div>✓</div> </div>				+ -
<div> <div>Trackable Document Discovering Your Authentic Leadership</div> <div>✓</div> </div>				+ -
<div> <div>Trackable Document How To Be a Better Boss</div> <div>✓</div> </div>				+ -


When the Learner opens the Catalogue Item they will see the following screen with information about the number of components they need to complete.

Leadership 101

To complete this group you must complete at least 1 items.

<div> <div>Concepts to Become a Better Leader - Trackable Document</div> <div>Not Attempted</div> </div>	Launch
<div> <div>Discovering Your Authentic Leadership - Trackable Document</div> <div>Not Attempted</div> </div>	Launch
<div> <div>How To Be a Better Boss - Trackable Document</div> <div>Not Attempted</div> </div>	Launch

Multiple Equivalency Groups can be added to a single Catalogue Item, alongside ungrouped components if required. In the below example two Equivalency Groups have been added. One component of each Equivalency Group has been specified to be completed by learners.


Components

Component	Prerequisite	Weight	Share progress	Actions
<div> <div> <div>▼</div> <div>✚</div> </div> Leadership 101 <div> <input type="text" value="1"/> of these 3 items </div> <div> <div> <div>📄</div> <div>📄</div> </div> Trackable Document Concepts to Become a Better Leader </div> <div> <div> <div>📄</div> <div>📄</div> </div> Trackable Document Discovering Your Authentic Leadership </div> <div> <div> <div>📄</div> <div>📄</div> </div> Trackable Document How To Be a Better Boss </div> </div>	<div>Users must complete</div> <div>set full stop</div>	<input type="text" value="100"/>	<input checked="" type="checkbox"/>	<div>+</div> <div>−</div>
<div> <div> <div>▼</div> <div>✚</div> </div> Leadership 102 <div> <input type="text" value="1"/> of these 2 items </div> <div> <div> <div>📄</div> <div>📄</div> </div> Trackable Document Partnership Primer </div> <div> <div> <div>📄</div> <div>📄</div> </div> Trackable Document Strategy Beyond Scale </div> </div>	<div>Users must complete</div> <div>set full stop (<input type="text" value="0"/>) <input type="text" value="0"/></div>		<input checked="" type="checkbox"/>	<div>+</div> <div>−</div>

This will be presented to Learners as below. The Learner will be required to undertake 2 out of the 5 Learning Assets to complete the Catalogue Item. It is noted to the learner at the top of each group the number of components they need to complete.

Leadership 101

To complete this group you must complete at least 1 items.

Concepts to Become a Better Leader - Trackable Document

Not Attempted

Launch

Discovering Your Authentic Leadership - Trackable Document

Not Attempted

Launch

How To Be a Better Boss - Trackable Document

Not Attempted

Launch

Leadership 102

To complete this group you must complete at least 1 items.

Partnership Primer - Trackable Document

Not Attempted

Launch

Strategy Beyond Scale - Trackable Document

Not Attempted

Launch

Prerequisites and Equivalency Groups

Prerequisites can be set between the Equivalency Groups. See the document on [Prerequisites within Programs](#) for further information.

In the below example the Equivalency Group **Leadership 101** has been set as a prerequisite for **Leadership 102**, therefore the **Launch** Buttons will stay inactive for **Leadership 102** until the required components in **Leadership 101** have been completed.

—

Leadership 101

To complete this group you must complete at least 1 items.

Concepts to Become a Better Leader - Trackable Document

Not Attempted

Launch

Discovering Your Authentic Leadership - Trackable Document

Not Attempted

Launch

How To Be a Better Boss - Trackable Document

Not Attempted

Launch

—

Leadership 102

To complete this group you must complete at least 1 items.

Partnership Primer - Trackable Document

Not Attempted

Launch

Strategy Beyond Scale - Trackable Document

Not Attempted

Launch

Equivalency Groups and Catalogue Component Grouping

Equivalency groups can be added within **Catalogue Component Groups**. See the document on [Catalogue Component Grouping](#) for further information.

The opposite is not possible, **Catalogue Component Groups** cannot be added inside **Equivalency Groups**.

Program Components (Learning Assets)			
Component	Prerequisite	Weight	Share progress
<div> <div>1. Leadership</div> <div>Program Component 1</div> </div>			
<div> <div>Leadership 101</div> <div>Equivalency Group 1</div> <div>Users must complete 1 of these 2 items</div> </div>		100	
<div> <div>Trackable Document Concepts to Become a Better Leader</div> </div>			<input checked="" type="checkbox"/>
<div> <div>Trackable Document Discovering Your Authentic Leadership</div> </div>			<input checked="" type="checkbox"/>
<div> <div>Leadership 102</div> <div>Equivalency Group 2</div> <div>Users must complete 1 of these 2 items</div> </div>	(0)	0	
<div> <div>Trackable Document How To Be a Better Boss</div> </div>			<input checked="" type="checkbox"/>
<div> <div>Trackable Document Strategy Beyond Scale</div> </div>			<input checked="" type="checkbox"/>
<div> <div>2. Management</div> <div>Program Component 2</div> </div>			
<div> <div>Management 101</div> <div>Equivalency Group 1</div> <div>Users must complete 1 of these 2 items</div> </div>	(0)	0	
<div> <div>Course Time and Stress Management</div> </div>			<input checked="" type="checkbox"/>
<div> <div>Trackable Document Management Tools & Trends 2015</div> </div>			<input checked="" type="checkbox"/>
<div> <div>Management 102</div> <div>Equivalency Group 2</div> <div>Users must complete 1 of these 2 items</div> </div>	(0)	0	
<div> <div>Trackable Document How to Manage Your Manager</div> </div>			<input checked="" type="checkbox"/>
<div> <div>Trackable Document Manage Learning Assets</div> </div>			<input checked="" type="checkbox"/>

It will be presented to learners as below.

Manage Catalogue

Program Components0%

Leadership0%

Leadership 1010%

To complete this group you must complete at least 1 items.

Concepts to Become a Better Leader

Not Attempted

Launch

Discovering Your Authentic Leadership

Not Attempted

Launch

Leadership 1020%

To complete this group you must complete at least 1 items.

How To Be a Better Boss

Not Attempted

Launch

Strategy Beyond Scale

Not Attempted

Launch

Management0%

Management 101100%

To complete this group you must complete at least 1 items.

Time and Stress Management

Completed

Launch

Management Tools & Trends 2015

Not Attempted

Launch

Management 1020%

To complete this group you must complete at least 1 items.

How to Manage Your Manager

Not Attempted


Launch

Manage Learning Assets

Not Attempted

Launch

- 28 of 56 -


janison 




Some additional points about Equivalency groups

- **Resource Sets** cannot be added to **Equivalency Groups**.
- **Weight** is set for an **Equivalency Group** not for each asset inside the group.
- The same asset can be added within different equivalency groups within a Catalogue Item but they will have only one progress record. The exception is for surveys.

Sections of the Catalogue Item.

When you are **inspecting** the Catalogue Item you will see different **Sections** compared to what you see when **Editing** it, as per the table below.

When inspecting the Catalogue Item some Sections have a pencil  icon to access **Edit mode** for the section. Anything that can't be edited this way can be accessed from **Actions > Edit Catalogue Item**.

Inspect Catalogue Item		Create or Edit Catalogue Item	
Tags		Components	Edit Catalogue
Point Allocation		Thumbnails	Edit Catalogue
Competencies	Edit Catalogue	Competencies	Edit Catalogue
Prerequisites		Extended Information	Edit Catalogue
Extended Information	Edit Catalogue	Self Enrolment Settings	Edit Catalogue
Recent Activities	Read Only	Additional Enrolment Settings	Edit Catalogue

Inspect Catalogue Item details

Inspecting a Catalogue Item gives you access to view information about it and allows you to edit some sections. The screen also offers the opportunity to edit more details about the Catalogue Item by selecting **Edit Catalogue Item** from the **Actions** drop-down menu, see [Edit Catalogue Item](#).

Manage Catalogue

Enrolled Users (4): Not Attempted (0), Incomplete (0), Completed (4).

Name	Other Learning
Identifier	other-learning
Instalaunch link ?	http://help.janison.com/q/other-learning
Status	● Available in Catalogue Change ▾
Price	AU \$100.00

[Other Learning Event Seminars](#)

[Archive](#) ⓘ
[Make private](#) ⓘ

To inspect a Catalogue Item select **Manage Learning** > **Manage Catalogue** and select the required Catalogue Item.

Data about enrolled Users is displayed:

Enrolled Users (4): Not Attempted (0), Incomplete (0), Completed (4).

- **Enrolled Users** in the Catalogue Item
- Users who have **Not Attempted** the Catalogue Item
- Users who have not completed the Catalogue Item (**Incomplete**)
- Users who have **Completed** the Catalogue Item

Each piece of data is a link to the Enrolments section of the CLS where the appropriate selection of Enrolments in the Catalogue Item will be listed. If required these enrolments can be modified.

Instalaunch link

The **Instalaunch** link is a link that can be copied and sent to learners via email or other means. When the learner clicks the link they will be taken to the login screen of the site. Once they have logged in they will be directed to the Catalogue Item and enrolled automatically.

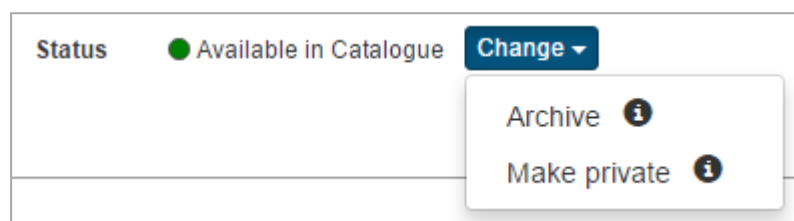
Instalaunch link ? <http://help.janison.com/q/other-learning>

There are two requirements to make this available to learners:

- The learner must have an account in the system.
- The Self Enrolment Settings Enrolment Method must be set to Self-enrolment (Free) or No Approval. If these enrolment methods are not set the link will not appear on the Catalogue Item.

Setting the Catalogue Status from within a Catalogue Item

The Catalogue Status controls enrolment access to the Catalogue Item.



Make Private removes the item from Browse Learning. Although it will not be possible for learners to find the Catalogue item. They can still be enrolled in it, for example manually by an administrator or via an enrolment rule.

Make Public adds the item to the catalogue. Learners will see the Catalogue Item in Browse Learning.

Archive will remove the Catalogue Item from Browse Learning as well as restrict any further enrolments.

Link to learning Asset


The Learning Asset linked to this Catalogue Item is listed in this screen. The name of the asset is a link to the asset.



Catalogue Item – Tags

The main purpose for tagging Catalogue Items is to categorise them and make them searchable, especially in **Browse Learning**.

Browse Learning is a page available to Learners where they can browse the Learning Assets available to them. By default the Learning Assets are listed on the page without any categorisation. **Tags** can be added to Catalogue Items as a means of categorising them. See the documents on [Browse Learning](#) and [Tags and Tag Types](#) for further information on these topics.

Click the  icon to edit and link new Tags.

1. **Link existing tag** – This section allows you to select and link existing tags to the Catalogue Item.
2. **Link new tag** – This links a tag that you are creating on the spot. Select an existing Tag Type, enter the name of the new Tag and click Link New Tag.

Tags (4)

Link existing tag

1

× CrossKnowledge - Provider

× Microsoft - Provider

× Janison - Provider

× Skillsoft - Provider

Link new tag ?

2

Tag type

New tag

Link New Tag

Or Cancel

Below is an example of the Tags selected above can be used when the Tag Type is added as a **Top Filter** on the **Browse Learning** screen. See the document on [Browse Learning](#) for further information on how to set the filters up.

Browse Learning

1 - 1 of 1 items

Microsoft

Provider:

Microsoft

All

CrossKnowledge

Janison

✓ Microsoft

Skillsoft

Word

Word 2013

Word 2013 is the word pro...

Not Attempted

Microsoft

Tags can also be assigned to existing Catalogue Items in bulk, see [Import Catalogue Item Tags](#).

Catalogue Item - Point Allocation

Points are numeric values used to set and achieve **Continuing Professional Development** (CPD) requirements. This is explained in detail in the document on [Continuing Professional Development](#).

▼

Point Allocation

Tags	Points	Actions
<div> <div></div> <div>CLINICAL</div> </div>	<input type="text" value="10"/>	<div>⊖</div>
Total points		10

Tag:

▼

Add

Save

or Cancel

Catalogue Item - Competencies

Competency can be defined as the ability of an individual to do his/her job properly. **Competencies** and **Competency Sets** can be linked to Catalogue Items so that they are achieved on completion of the Catalogue item. See the document on [Competencies](#) for further information.

▼ Competencies



You can add Competencies or Competency sets to this Catalogue Item. Learners will automatically obtain these Competencies after completing this Catalogue Item.

From Learning Assets linked to this Catalogue Item

No Records To Display

Competencies for this Catalogue Item

Specify Competencies and Competency sets achieved through completion of this Catalogue Item. They will automatically be awarded to any learner after completion of the Catalogue Item.

Code	Name	Active	Validity	Actions
leadership	Competency Unit Leadership	True	Forever	 

Select Competency or Competency Set

To add or edit competencies you will need to edit the Catalogue Item.

Catalogue Items and Prerequisites

Prerequisites are items that must be completed before enrolment in a particular learning entity is permitted. The CLS supports prerequisites at two levels:

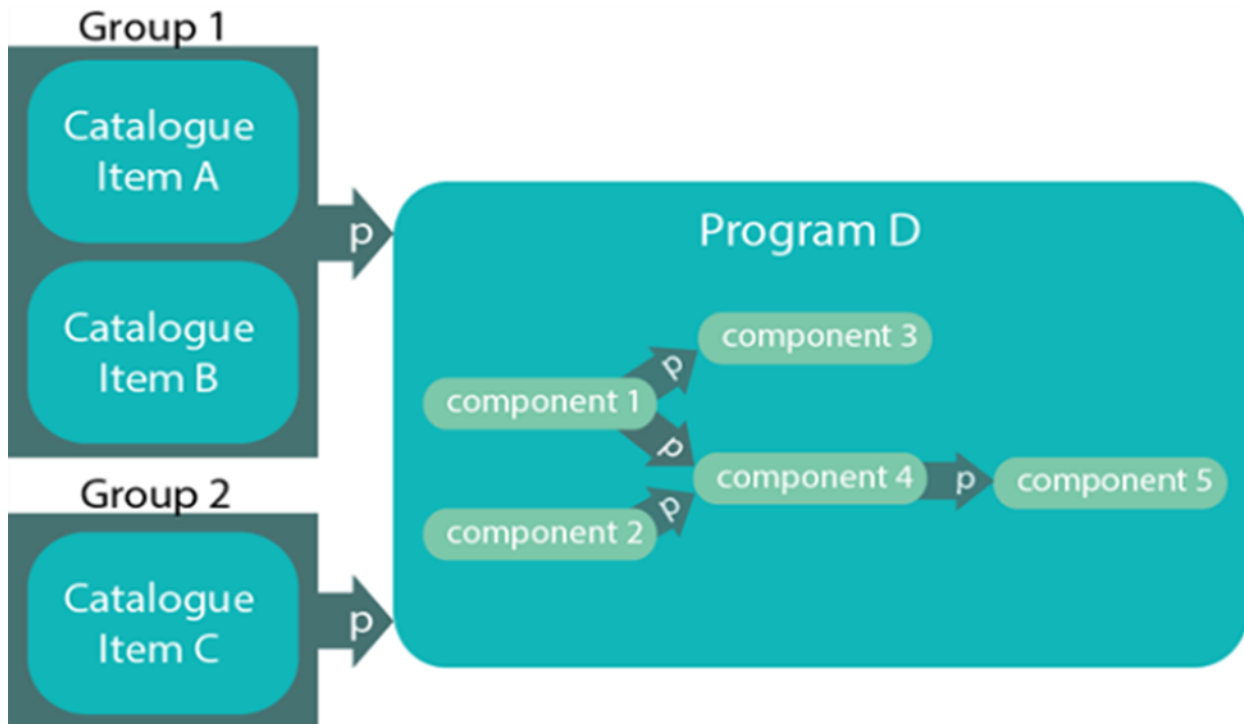
- Between Catalogue Items.
- Within a Catalogue Item.

Prerequisites **between** Catalogue Items are managed using Prerequisite Groups such that a Catalogue Item can have one or more Prerequisite Groups attached to it. A learner must complete at least one Item from each of these groups before s/he can enrol in the Catalogue Item. Note that these only apply when a learner self-enrols, see [Prerequisites between Catalogue Items](#).

Pre-requisites **within** a Catalogue Items are attached to the components within it. A learner cannot start a particular component until its prerequisite components have been completed.

In the diagram below prerequisites between Catalogues can be visualised on the left and prerequisites within a Catalogue Item can be visualised on the right. A learner must complete either Catalogue Item A

or Catalogue Item B in group 1, as well as Catalogue Item C in group 2 before s/he can enrol in Program D. Once enrolled in D, s/he must complete Component 1 before Component 3 can be launched. Component 4 awaits the completion of both Components 1 and 2. And Component 5 awaits the completion of Component 4.



Prerequisites make it possible to design sophisticated and flexible learning programs that build knowledge and skills in a structured and controlled manner. With prerequisite groups, you can allow learners to do Course A or Course B as a prerequisite. This can be useful if the two courses are equivalent for prerequisite purposes or if you have an old version of a course that people can no longer enrol in but which still counts as having met a prerequisite requirement.

Prerequisites between Catalogue Items

Prerequisite Groups are created after you have created a Catalogue Item. A learner must complete at least one Item from each of these groups before s/he can enrol in the Catalogue Item. Click the chevron to open the Prerequisites collapsible window from the Catalogue Item inspection screen.

▼

Prerequisites

Create one or more groups of prerequisite catalogue items. Groups can contain one or more catalogue items. To enrol in this catalogue item, the learner must have completed at least one item from each prerequisite group.

Click the pencil icon to **edit**. The screen displays an empty **Prerequisite Group**.

1. Click in the Group box to search for and select other Catalogue Items to add to the Group.

You can perform this step multiple times.

2. Click the X icon to remove a Catalogue Item from the Group
3. Click **Remove** to remove a whole Group
4. Click **Add a prerequisite group** to add another Group
5. Click **Save** to save the Groups.

The screenshot shows the 'Prerequisites' section of a management interface. At the top, there is a heading 'Prerequisites' with a downward arrow. Below it is a descriptive text: 'Create one or more groups of prerequisite catalogue items. Groups can contain one or more catalogue items. To enrol in this catalogue item, the learner must have completed at least one item from each prerequisite group.' Below the text is a button labeled 'Add a prerequisite group' with a callout '4'. Below this is a list of groups. The first group is 'Group 1' in a blue box. To its right is a search box containing 'x Building courses' with a callout '1'. Below the search box is a red 'Remove' button with a callout '3'. To the left of the 'Remove' button is a callout '2' pointing to the 'x' icon in the search box. At the bottom of the interface is a blue 'Save' button with a callout '5' and a link 'or Cancel'.

Bypassing Catalogue Item prerequisites

Catalogue Item prerequisites **only apply** when a learner **self-enrols**. When administrators enrol learners into a Catalogue Item directly, this bypasses its prerequisite requirements. The following methods also bypass the prerequisites requirements, as they directly enrol the user in the catalogue item:

- Assign Learning
- Enrolment rules
- Enrolment imports

Note that the CLS [RPL](#) feature can be used to recognise a learner's prior learning as equivalent to completing a prerequisite.

The learner's experience

If learners have not completed the relevant prerequisites for a Catalogue Item they will not be allowed to enrol.

When they attempt to self-enrol, they will see in the Browse Catalogue screen that an item has pre-requisites. When they click the item they will see a summary screen that lists the prerequisites. If they have access to the relevant items, they can click on their names and be taken to the summary screens for those items.

In the example below, the two Prerequisite Groups attached to a Catalogue Item mean that before a User can enrol in this Catalogue Item s/he must complete:

- 'It's Time for a Change' or '10 principles of change management'
- and
- 'A New Narrative for Leadership'

Prerequisites

Create one or more groups of prerequisite catalogue items. Groups can contain one or more catalogue items. To enrol in this catalogue item, the learner must have completed at least one item from each prerequisite group.

Group 1

"It's Time for a Change"

10 principles of change management

Group 2

A New Narrative for Leadership

The learner sees this:

Prerequisites

You are not able to enrol because you have not met the prerequisites.

In order to enrol in this catalogue item, you need to have completed at least one catalogue item from each group below. Click on them to see more information. If you can't click on any item, you do not have access to it in the catalogue and will need to contact your administrator.

Group 1

"It's Time for a Change"

10 principles of change management

Group 2

A New Narrative for Leadership

Prerequisites within Programs


Note that component prerequisites must be enabled in **Settings > Tenant Settings > Catalogue Item Settings**. Click the box next to Enable prerequisites within catalogue items.

You set component Prerequisites for components in the Components (Learning Assets) list during creation or editing of the Catalogue Item.

There are two links shown under Prerequisite:

1. **Set full stop or clear full stop** – clicking set full stop creates a prerequisite. A prerequisite controls a User's progress by effectively saying "you can't start any of the subsequent components until this one is completed".
2. **a number in brackets** – this is the number of prerequisites for that particular component

The screenshot shows a table with columns: Component, Prerequisite, Weight, Share progress, and Actions. The first row is for 'Trackable Document Chemistry' with a 'clear full stop' link (1), a weight of 100, and a checked 'Share progress' checkbox. The second row is for 'Learning Event' with a 'set full stop (1)' link (2), an empty weight field, and an unchecked 'Share progress' checkbox. A modal window titled 'Prerequisite' is open, showing a list with 'Chemistry' (3) checked.

3. The number in brackets  is also a link to the set of prerequisites for that particular component. Click the number to open a window where you can add and edit prerequisite(s) using the checkbox. Click the x at the top RHS to close the window.

Note that your choices here can override what you set using **set/clear full stop**.

Note also that the order of a component in the list is important: you can only set a component as a prerequisite to another component if it comes before that component in the list. Thus, the first component (the Trackable Document) has no number in brackets because it can't have a prerequisite component. Set/clear full stop is a binary switch for setting break points. It functions as shown in the table below.


See	Clicking it
set full stop	<ul style="list-style-type: none"> Adds the component to the lists of prerequisites for all subsequent components changes the switch to read “clear full stop”
clear full stop	<ul style="list-style-type: none"> Deletes the component from the lists of prerequisites for subsequent components changes the switch to read “set full stop “

When you subsequently edit a Program and view its previously created prerequisites, all the links will reset to set full stop however the list of prerequisites that you set for each component remains the same as before.

The learner's experience


If the prerequisites for a component have not been completed then its launch button will be greyed out and unclickable. The component prerequisites set up above will appear like this to the learner:

Program components



Chemistry - Trackable Document
Not Attempted

Launch >




Basic Computer Training - Learning Event
No session selected


Sessions >


Catalogue Item - Recent Activities

An audit exists of all activities recently undertaken. In the below screenshot three activities are listed, an **edit**, **point adjustment** and an **enrolment**.

Recent activities

 edited by Administrator on Thursday, June 25, 4:16 PM

 action [Catalogue Points changed from to] performed by Administrator on Thursday, June 25, 4:16 PM

 enrolled by Administrator on Thursday, June 25, 4:11 PM

enrolled User John Paramedic for ECG Interpretation

Catalogue Item – Thumbnails

Large Thumbnail URL allows you to add an image to the Catalogue Item tile.


Thumbnails

For best results, always use images of the same aspect ratio. Double the resolution for high pixel density devices. For large thumbnails use 292px by 70px. For small thumbnails use 47px by 22px.

Large Thumbnail URL

Select file...

Done ✓


 education.jpg

100% ×

Small Thumbnail URL

Select file...

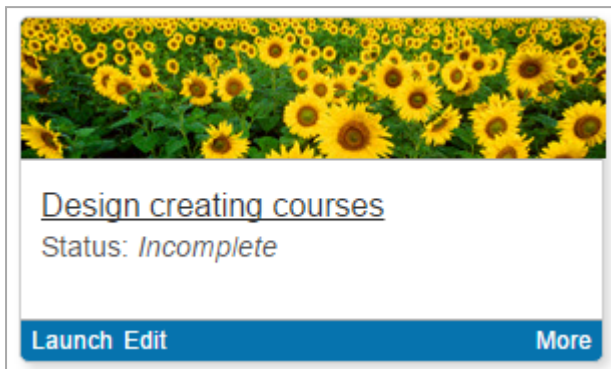
The Catalogue Item tile is displayed below does not have a thumbnail.



Design creating courses
Status: *Incomplete*

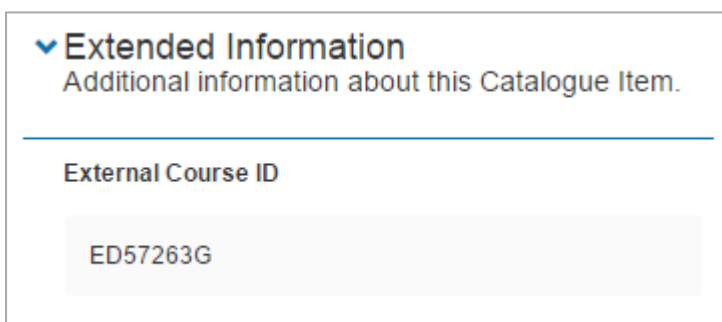
Launch Edit
More

A thumbnail has been added to the Catalogue Item tile below.



Catalogue Item – Extended Information

The section will appear if a custom attribute is created and a **Linked Object** of type **Catalogue Item** is selected. See the document on [Custom Attributes](#) for further information. An example of a use of this is for an external course ID where the Janison Catalogue Item needs a second identifier to marry it to another system.



Catalogue Item - Self-Enrolment Settings

These section controls the way learners enrol in a Catalogue Item.

▼ Self Enrolment Settings

This section controls whether learners are allowed to enrol or request enrolment at their own initiative.

Enrolment Method

Default (Self-enrolment (Free))

Enrolment Question Set ?

Additional enrollment questions

Re-enrolment option

☐ Never allow re-enrolment (a user can only complete this item once) ?

☒ Allow re-enrolment at any time ?

☐ Allow re-enrolment after a period ?

(None)

Enrolment Method

This will determine whether learners can automatically enrol or if they need to go through a workflow or payment gateway. See the documents on [Self-Enrolment Settings](#) and [Payment Settings - Catalogue Item Configurations](#) for details about the available options.

Enrolment Method

No approval, enrol and launch immediately

Default (Self-enrolment (Free))

Do not allow

Self-enrolment (Free)

Self-enrolment (Paid)

No Approval

1-Step Approval (Manager)

No approval, enrol and launch immediately

1-Step Approval (Administrator)

2-Step Approval (Manager -> Manager)

(None)

Enrolment Question Set

This drop-down can be used to select preconfigured questions which will be displayed to learners during the enrolment process. Their purpose is to collect information from Users. See the document on [Custom Attributes and Self Enrolment Questions](#) for details on how to create the questions.

Enrolment Question Set ?

Additional enrollment questions
 x
 ▼

The questions will be presented to the learner during enrolment.

Enrolment For First Aid

1

2

Additional Information

Confirmation

1 Step 1 - Enrolment Info

Please provide some additional information for this enrolment.

Please select your state

Where did you hear about the course?

Next ➔

or Cancel

Re-enrolment option

These options can be set to restrict re-enrolments

Re-enrolment option
 ☐ Never allow re-enrolment (a user can only complete this item once) ?

☒ Allow re-enrolment at any time ?

☐ Allow re-enrolment after a period ?

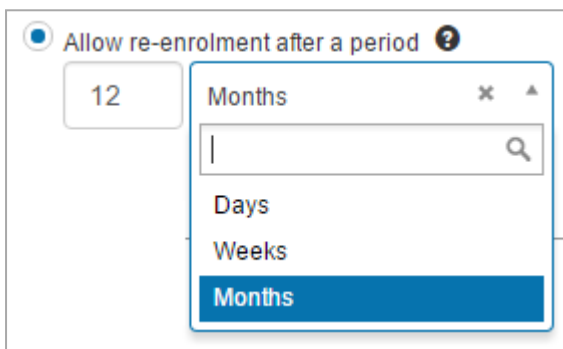
12
 Months
 x
 ▼

Never allow re-enrolment - Users will never be able to self-enrol a second time for this item. Note that administrators are not bound by this rule, and they can re-enrol users at any time.

Allow re-enrolment at any time - Users will be allowed to self-enrol any time after completing an enrolment.

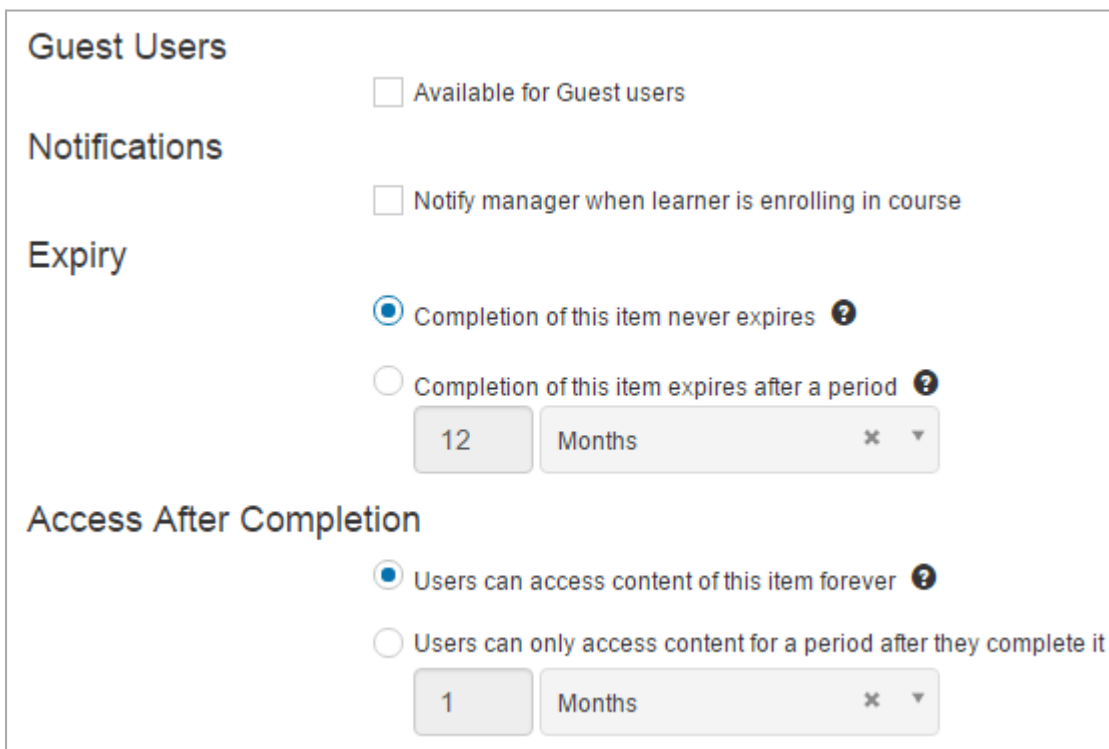
Allow re-enrolment after a specified period - Users will be allowed to self-enrol a specified period after completing the preceding enrolment. Under this setting, users must still complete any earlier enrolments prior to enrolling again.

To set a time enter a number and select a unit of time from the drop-down box:



Catalogue Item - Additional Enrolment Settings

These settings give administrators additional options for enrolments.



Guest Users

☐ Available for Guest users

Notifications

☐ Notify manager when learner is enrolling in course

Expiry

☒ Completion of this item never expires ?

☐ Completion of this item expires after a period ?

12 Months

Access After Completion

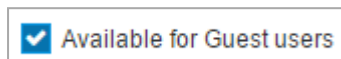
☒ Users can access content of this item forever ?

☐ Users can only access content for a period after they complete it

1 Months

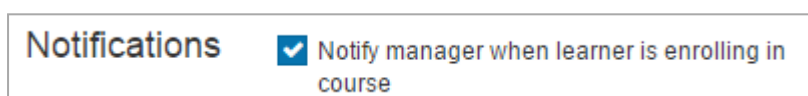
Available for Guest users

This feature should not be used without consulting with Janison support services as it is only intended for very specific requirements. As no progress will be accessible for the user it is recommended that the **Instalaunch** link feature is used instead.



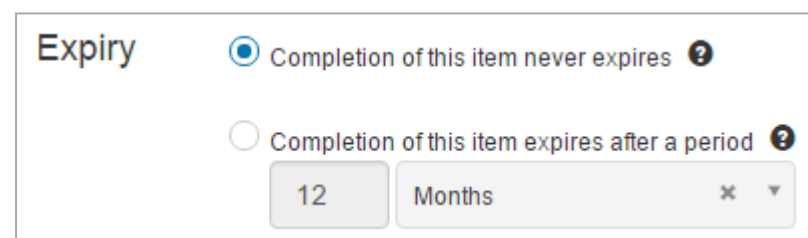
Notifications

If checked this setting will trigger an email notification to managers when learners self-enrol. The [Message Template](#) used for this notification is Enrolment-ManagerConfirmation.



Expiry

Set an expiry date if the learning expires after some time, and learners must re-do it in order to keep their learning up to date.



Expiry dates can be reported on using the Customisable reports feature. The learner will see the expiry date on the catalogue tile when they access their My Learning page.



They will also see the expiry date on My Learning Transcript.

My Learning Transcript					Export to PDF
All (18) Completed (9) Incomplete (4) Not Attempted (5)					
Catalogue Item	Completed date	Expiry Date	Status	Ce	
Microsoft Excel	23/10/2015	23/10/2016	Completed		
Word 2013	23/10/2015	23/10/2016	Completed		

Access After Completion

Sometimes it can be important to restrict the amount of time that a learner has to access content after they complete it. It is therefore possible to restrict access to content after a specified time.

Access After Completion

☒ Users can access content of this item forever ?

☐ Users can only access content for a period after they complete it

Enrolment in a Catalogue Item

There are a number of ways that User enrolment in a Catalogue Item can take place. See the linked documents below for further details on each method.

- [Self Enrolment Settings](#) - controls whether learners are allowed to enrol or request enrolment.
- [Assign Learning](#) is a wizard with the facility to enrol one or many users into the catalogue Item.
- Manage Catalogue - brings you to the Enrolments section with the Catalogue Item.
- Importing Enrolments from an Excel spreadsheet See [Import Learning History](#).
- Creating and running [User Enrolment Rules](#). You can select specific Users and automatically enrol them in specific Catalogue Items in **Settings > User Enrolment Rules**.

See [Enrolments](#) for more general information about managing enrolments once they have been created.

Edit Catalogue Item

To edit a Catalogue Item, Select **Manage Learning > Manage Catalogue**. Locate the required Catalogue Item and click it. The inspection screen allows you to inspect it, change its Status and edit its linked Tags and Points.

To further edit the Catalogue Item, select **Edit Catalogue Item** from the **Actions** drop-down menu.

Catalogue Item: Astronomy

Actions ▾

- Edit Course
- Edit Catalogue Item**
- Edit in Wizard
- Assign Learning

✓ Tasks 📄 Notes 📎 Attachments

Enrolled Users (1): Not Attempted (0), Incomplete (1), Completed (0).

Name	Astronomy
Identifier	astronomy
Instalaunch link ?	http://help.cls.janison.com/q/astronomy
Status	● Available in Catalogue Change ▾

The subsequent screen offers editing of all the same fields that are present when you create a Catalogue Item.

Edit Catalogue Item: Astronomy

Delete Catalogue Item

Name*

Identifier*

Provider

(Not specified) ▼

Author

Accreditation Number

You can also delete the Catalogue on this screen, but it is recommended that Catalogue Items be archived rather than deleted.

Extra features for Programs

As we saw in the introduction, **Programs** are **Catalogue Items** that have more than one linked **Component**, that is, more than one linked Learning Asset. They are functionally very similar to Catalogue Items, except in a few cases:

1. Prerequisites within Catalogue Items require more than one Component hence can only take place within Programs, see [Prerequisites within Programs](#).
2. There are some circumstance e.g. a User's withdrawal from a Session under certain conditions, where an enrolment might be cancelled. In this case, if the linked Learning Event is the only Component in a Catalogue Item, then the whole enrolment can be cancelled. However, if the Learning Event is not the only Component (the enrolment is in a Program), then the whole enrolment cannot be cancelled as the other Learning Asset(s) still remain.
3. Programs can become quite complex structurally so the facility to copy them by, in effect, doing a Save As operation is offered. To find this, inspect the Program and select Copy Program from the Actions drop-down list.

Catalogue Item: Amazing Facts

✓ Tasks

📄 Notes

📎 Attachments

Enrolled Users (6): Not Attempted (3), Incomplete (0), C (1).

Name

Amazing Facts

Identifier

amazing-facts

Instalaunch link ?

<http://help.cls.janison.com/q/amazing-facts>

Status

● Available in Catalogue

Change ▾

Actions ▾

Edit Catalogue Item

Copy Program

Edit in Wizard

Assign Learning

Preview

This takes you to a **New Catalogue Item** screen with Copy appended to the old Program name and all other details and links in place. You can save your copy of the Program here with its new name.

4. Additionally you can preview a Program in from a learner's point of view. To do this inspect the Program and select **Preview** from the **Actions** drop-down list.

Catalogue Item: Amazing Facts

✓ Tasks

📄 Notes

📎 Attachments

Enrolled Users (6): Not Attempted (3), Incomplete (0), C (1).

Name

Amazing Facts

Identifier

amazing-facts

Instalaunch link ?

<http://help.cls.janison.com/q/amazing-facts>

Status

● Available in Catalogue

Change ▾

Actions ▾

Edit Catalogue Item

Copy Program


Edit in Wizard

Assign Learning

Preview

A separate window opens with Browse Learning and your Program displayed ready to test.

Amazing Facts



Enrolment Status Not Attempted

+ Janison Course:Amazing Facts	0%	Launch
+ Trackable Document:Basic Maths Refresher	0%	Launch
+ Trackable Document:Chemistry	0%	Launch
+ Trackable Document:TrackLearning	0%	Launch
+ :Enrollment questions		Launch

Search for Catalogue Item

The search feature allows you to quickly find a Catalogue Item in the Catalogue Manager. It is really only required when there are a large number of Catalogue Items in the list

- Select **Manage Learning > Manage Catalogue** .
- Click **Search** for Catalogue Items and a search field will appear.
- Enter the search word(s).

Optionally you can click the arrow next to Search to view a drop-down box allowing you to choose search modes. If you enter “facts amazing” as the search words, a Keyword Search will locate the Catalogue Item “Amazing Facts” whereas an Exact Search will not locate it.

- Click **Search**.
- The search results will appear on the screen.
- To perform another search click **Reset Search**.

Search for Catalogue Items

Search

Reset Search

Exact Search

Keyword Search ☒

Not in Catalogue (0)

Draft (0)

Archived (0)

All (1)

<input type="checkbox"/>	Type	Catalogue Name ▲	Number Of Enrolments	Created
<input type="checkbox"/>		Amazing Facts AF	2	23 Mar

Catalogue Manager




To access the Catalogue Manager browse to **Manage Learning > Manage Catalogue**.

The Catalogue Items are filtered into the following tabs:

- **Available in Catalogue** - the Catalogue Item is **Public** and learners can see it in **Browse Learning**. Setting a Catalogue Item to **Make Public** will add it to this tab.
- **Not in Catalogue** – the Catalogue Item is **Private** and learners can't see it in **Browse Learning**. They can still enrolled in it by an authorised User. Setting a catalogue to **Make Private** will add it to this tab.
- **Draft** - the Catalogue Item is incomplete – e.g. the Add learning wizard was started but not completed.
- **Archived** - the Catalogue Item has been Archived and is unavailable for enrolments. Setting a catalogue to **Archive** will add it to this tab.
- **All**

Manage Catalogue

Available in Catalogue (3) | Not in Catalogue (0) | Draft (0) | Archived (1) | All (4)

<input type="checkbox"/>	Type	Catalogue Name ▲	Number Of Enrolments	Created
<input type="checkbox"/>		CLS course designer cls-course-designer	5	12 Mar 2014
<input type="checkbox"/>		Design creating courses design-creating-courses	9	24 Jul 2014
<input checked="" type="checkbox"/>		Design creating courses cohort 2 design-creating-courses-cohort-2	1	12 Jan

◀◀

1

▶▶

20 items per page

1 - 3 of 3 items

↻




Archive **Make Private**

Manage Catalogue Statuses in the Catalogue Manager

The status of one or more Catalogue Items can be set by:

1. Selecting one or more Catalogue Items in the left column.
2. Selecting one of the buttons at the bottom of the list, i.e. Archive.

Available in Catalogue (3) | Not in Catalogue (0) | Draft (0) | Archived (1) | All (4)

<input type="checkbox"/>	Type	Catalogue Name ▲	Number Of Enrolments	Created
<input type="checkbox"/>		CLS course designer cls-course-designer	5	12 Mar 2014
<input type="checkbox"/>		Design creating courses design-creating-courses	9	24 Jul 2014
<input checked="" type="checkbox"/>		Design creating courses cohort 2 design-creating-courses-cohort-2	1	12 Jan

◀◀

1

▶▶

20 items per page

1 - 3 of 3 items

↻

Archive **Make Private** 2

Manage Catalogue

The buttons will vary slightly for each filtered tab.

Buttons available in the **Available in Catalogue** filter:



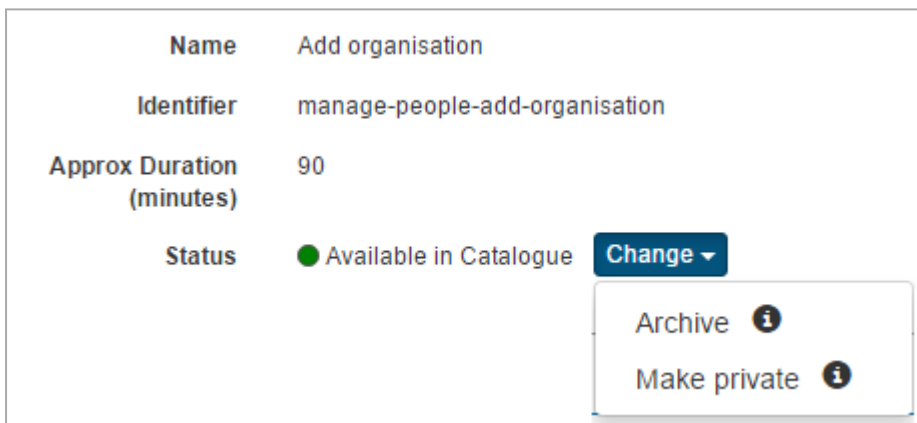
Buttons available in the **Not in Catalogue** filter:



Buttons available in the **Archived** Filter:



Note: You can also make a change of Status when you inspect the Catalogue Item (see [Inspect Catalogue Item](#)).

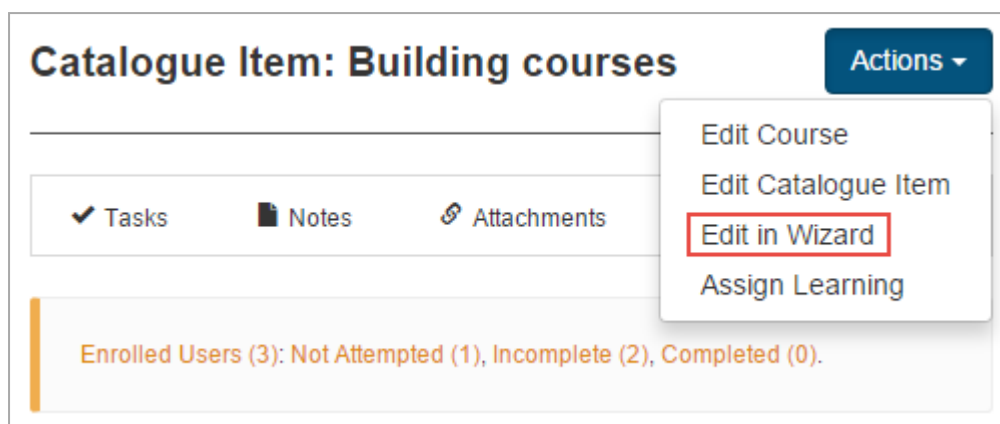


Edit in Wizard

Add Learning wizard is a setup assistant that offers a series of dialog boxes to complete the steps required to create a Learning Asset in the CLS and then link it to a new Catalogue Item. See [Add Learning](#) for details.

To edit a Catalogue Item in the wizard select **Manage Learning > Manage Catalogue**.

- Click the required Catalogue Item.
- Select **Edit in Wizard** from the **Actions** drop-down box.



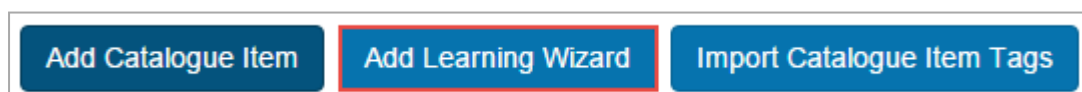
The next screen displayed is **Step 2** of the **4** steps in the **Add Learning wizard**. Complete the wizard as usual.

Add Learning Wizard

The Add Learning wizard will step you through the creation of a learning asset while automatically creating a Catalogue Item of the same name. See Add Learning for details.

To launch the Add Learning Wizard from Manage Catalogue:

- Select **Manage Learning** > Manage Catalogue.
- Click Add Learning Wizard
- Note that you can also click Add Learning on the side menu to access the wizard.



Assign Learning

The Assign Learning Wizard is a setup assistant that offers authorised Users a series of dialog boxes to complete the steps required to enrol Users in Catalogue Item(s) and schedule the enrolment process. Manage Catalogue provides a link to this wizard through a Catalogue Item. The wizard starts off with that Catalogue Item selected as part of the Content that User(s) enrol in.

To run this Add Learning Wizard:

- Select **Manage Learning** > **Manage Catalogue**.
- Click the required Catalogue Item.
- Select **Assign Learning** from the **Actions** drop-down menu.

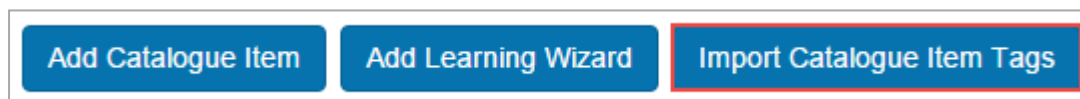


This launches at Step 1 of the Assign Learning wizard, with the Catalogue Item already added. See [Assign Learning](#) for details.

Import Catalogue Item Tags

The main purpose for tagging Catalogue Items is to categorise and make them searchable in **Browse Learning**. For further details see the document on [Browse Learning](#). Tags can be assigned to existing Catalogue Items in bulk.

Select **Manage Learning** > **Manage Catalogue** and click **Import Catalogue Item Tags**.



- Download the Excel Template and complete the required details. The **Supported Attributes** sheet in this document gives more details about the fields required.
- **Save** the file.
- Click the check boxes if you want to create new Tags and/or Tag Types as part of this import.
- Select your saved Excel file, enter an email address, then click **Import and email result**.

Add Catalogue Items with Tags from spreadsheet

✓ Tasks

You can add new Catalogue Items with Tags from a spreadsheet ([Template](#))

☒ Allow Tag Type Creation ?

☒ Allow Tag Creation ?

Email Address

Spreadsheet File

[Import and email result](#)