

APPLICABLE TO:


- ☒ Company Admin
- ☐ Manager
- ☐ Instructor
- ☐ Learner
- ☒ GlobalLearn

Catalogs function as containers for courses, with each catalog capable of being assigned to different users or departments. Courses can appear in multiple catalogs. Study/Site courses are not affected.

1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Catalog Management**.

2 Click on **Add Catalog**.

1



Catalog Management

Catalog Management allows you to create a collection of courses. This provides a convenient way to organize and present your courses for various audiences.

2

Catalog Management

+ Add Catalog

Edit

Delete

7 Catalogs

3 Give a **name** to the new Catalog. You can make a catalog not visible if you're not ready for users to browse or use it. Click **Save**.

Add Catalog

3.1

Name*

All Departments - Onboarding

Visible

Yes

3.2

Save

Cancel

- 4

The catalog will now be listed in **Catalog Management**.
- 5

Select the catalog and click on either **Site Catalog Mapping** or **Training Group Catalog Mapping** in order to assign pools of users to the catalog.

5

+ Add Catalog

Edit

Delete

Site Catalog Mapping

Training Group Catalog Mapping

8 Catalogs

1 Selected

Name ▾

Added By ▾

Date ▾

Sites

All Departments - Onboarding

Michael Scott

5 Sep 2024

0

- 6

Click to select Sites/Groups from the right-hand panel then click **Add**.
- 7

Click **Finish** to lock in your selection.

Site Catalog Mapping

Catalogs: All Departments - Onboarding ×

Search Site

Current Sites (2)

No Sites

London - 104

Site A - 116

Potential Sites (10)

- 44

Bathgate - Scotland - 105

Cape Town - 104

Company A - 116

Edinburgh - Covid 19

Jon Rivers - 116

London - 105

Scotland - Edinburgh - 105

Sitedummy - 116

Test SiteA - 104

<< Add

Remove >>

7

Finish

Cancel

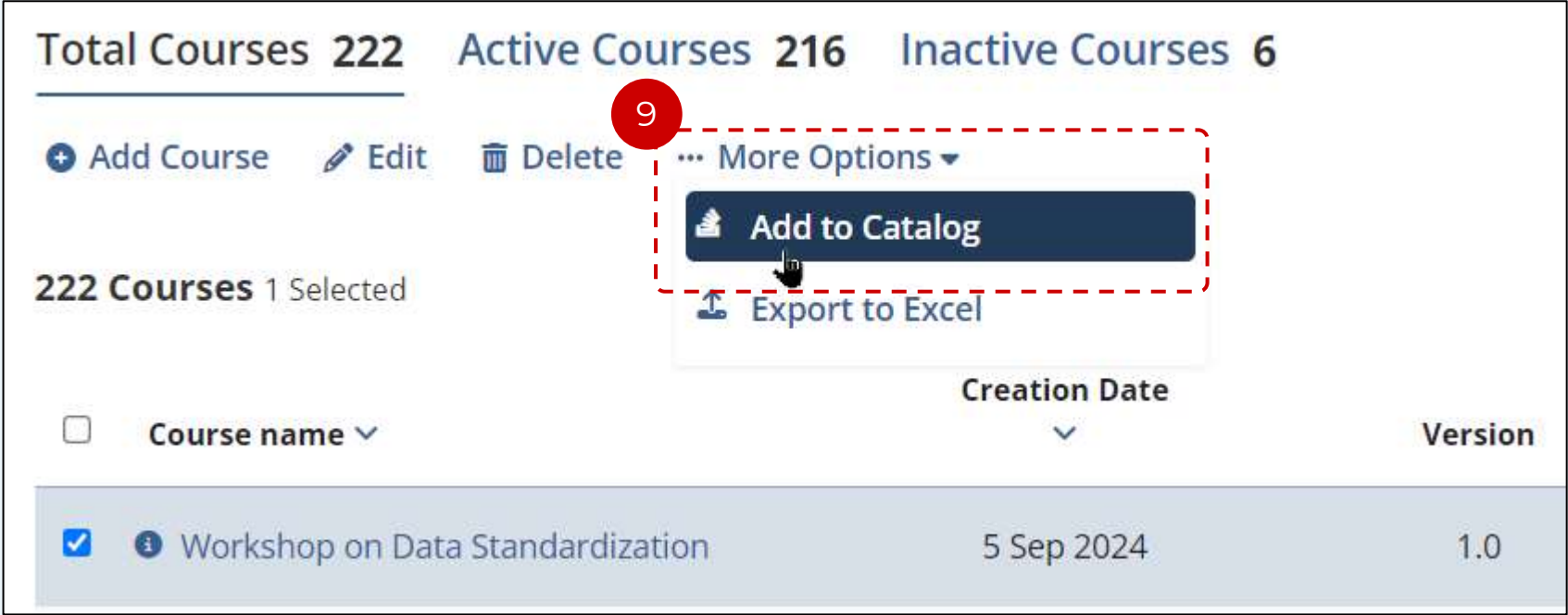
8 If you want to add an existing course to a Catalog, head to **Course Management**.



New courses will be added to a catalog during course creation.



9 Select the Course then expand **More Options** and click **Add to Catalog**.



10 Click to select any catalog from the right-hand panel, then click **Add**.

11 Click **Finish** to lock in your selection and conclude the process.

