

Course Catalog Enrolment



Some or all of these features may not be in use for your system.


The course catalog can be used to view a list of courses and other items available for registration. Systems may be configured to give immediate access to courses or require approval. You can typically access the Course Catalog from your home page.

An example of a course catalog.

The screenshot displays a course catalog interface. On the left is a sidebar with a 'View' section containing 'Catalogue' and 'My Registrations' buttons. Below that is a 'Filter' section with a 'Reset' button and dropdown menus for 'Category' (set to 'All'), 'Type' (set to 'All'), 'Status' (set to 'All'), and 'Instructor' (set to 'All'). There is also a 'Keyword' search field and a 'Go' button. The main content area is titled 'Catalog' and features three course cards. The first card, 'Adapting Your Style', has a blue header and a green 'Status: Approved' badge. The second card, 'After the Presentation', has a blue header and a red 'Status: Expired' badge. The third card, 'Age Discrimination in Employment Act', has a blue header and a blue 'Register Now' button. Each card includes a brief description and a small image.


1. Open the **Course Catalog** from the side bar or from a tab at the top of your screen.

Home My Transcript Se

Course Catalog
View all products 

Quick Register


Courses


Health & Safety 


Informetica Example Assets

2. Optionally use the keyword search or filter drop-down menus to find specific catalog items.

Filter Reset

Category
All 

Type
All 


Status
All 

Keyword

3. Select **Register Now** to sign up for a course.

Age Discrimination in Employment Act [Register Now](#)


The Age Discrimination Act is predicted to become the basis for increased litigation in the American workplace as baby boomers age. Can you fire someone over 40? Will you lose a lawsuit if you do? You owe it to yourself to understand this law.



4. You will see an **Approved** status if you can access the course immediately and it will be available from your home page.

Adapting Your Style Status: *Approved*

This program explains exactly how to coach in each subordinate situation ... rookie, contributor, key player, and captain. It also explains the gotchas that can harm the process, and what to do about them. NOTE: It is highly recommended that the Coaching program series be viewed in order the first time through.



Catalog Registration Statuses

Status	Description
Register Now	A register now status indicates that participants can register for this item from the catalog.
Approved	An approved status indicates that you are currently registered for this course.
Pending	A pending status means that a site manager has to approve your registration for before you can access the item.
Expired	An expired status means you no longer have access to a course due to an expiry date.