

# iLearn

**Add a certificate to an existing catalogue Item**

## Add a certificate to an existing catalogue Item

A certificate for a Catalogue Item can be added during the initial set up stage. However, you may also add a certificate at a later date if omitted during the initial set-up or the certificate has become available at a later date.

For	Content Administrator
Last Updated	August 2016 (Version 1.2)
Menu	<a href="#">Manage Learning – Manage Catalogue - Edit Catalogue Item</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

The screenshot shows the iLearn system interface. At the top, there is a search bar and a user profile for 'Content Administrator (T)'. A red box labeled '1' highlights the menu button (three horizontal lines) in the top right corner. Below the search bar, there is a left-hand navigation menu under the heading 'Manage Learning'. A red box labeled '2' highlights the 'Manage Catalogue' option in this menu. In the main content area, the 'Catalogue Manager' section is visible, with a search bar and several filters: 'Available in Catalogue (433)', 'Not in Catalogue (2)', 'Draft (4)', and 'Archived (2006)'. A red box labeled '1' highlights the 'Manage Learning' option in the top right menu, with a red arrow pointing to the 'Manage Catalogue' option in the left-hand menu.

1 From the menu button '≡' select 'Manage Learning'.

2 Select 'Manage Catalogue' from the left menu. This should be the default selection.

# Catalogue Manager

Add Catalogue Item

Add Learning Wizard

Search for Catalogue Items

cloud

Search

Reset Search



Available in Catalogue (2)

Not in Catalogue (1)

Draft (0)

Archived (0)

All (3)

<input type="checkbox"/>	Type	Catalogue Name ▲	Number Of Enrolments	Created
<input type="checkbox"/>		<b>TEST-Cloud Learning System Documents</b> test-cloud-learning-system-documents-20141015	2	15 Oct
<input type="checkbox"/>		<b>TEST-Clouds</b> test-clouds-20141031	1	21 Oct

20 items per page

1 - 2 of 2 items

Archive

Make Private

3

From the Catalogue Manager screen, click the 'Search for Catalogue Items' enter keyword or phrase. Click 'Search'.

4

Click on the Catalogue item you would like to add the Certificate to.

## Catalogue Item: TEST-Cloud Learning System Documents

Actions

5

- Edit Learning Event
- Edit Catalogue Item
- Edit in Wizard
- Assign Learning

✓ Tasks    📄 Notes    📎 Attachments    🏷️ Tags (1)

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

**Name** TEST-Cloud Learning System Documents  
**Identifier** test-cloud-learning-system-documents-20141015  
**Approx Duration (minutes)** 60  
**Instalaunch link** <http://dcsds.cls.janisoncloud.com/q/test-cloud-learning-system-documents-20141015> ?  
**Status** ● Available in Catalogue [Change](#)

Overview

Price

Due Date  (None) ▼

Has Certificate

Template (Not specified) ▼

6

5

From the 'Actions' menu click 'Edit Catalogue Item'.

6

To add a certificate, tick the check box next to 'Has Certificate'.

Price

Due Date  (None) ▼

Has Certificate

Certificate Code

Certificate Template ()

Template (Not specified) ▼

**7**

**7** For Departments other than DCCSDS, please select your certificate by clicking on 'Select files...'. Navigate to locate .pdf certificate file from local directory and select.

› Thumbnails

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› Competencies

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› Extended Information  
Additional information about this Catalogue Item.

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› Self Enrolment Settings

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› Additional Enrolment Settings

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**8**  [Cancel](#)

**8** Click 'Save Catalogue Item' to confirm the changes.