

# iLearn

**Change publishing status of catalogue item**

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

### Description

#### [Catalogue items published as 'Public'](#)

Learning assets created as '**Public**' are viewable by learners via the 'Browse Learning' facility and it allows learners to self enrol into sessions. This option can be changed to another status if required.

#### [Catalogue items published as 'Private'](#)

Learning assets created as '**Private**' are not viewable by learners. Learners will not be able to search the learning asset via the 'Browse Learning' facility and can be enrolled by invite only. This option can be changed to another status if required.

#### [Catalogue items published as 'Draft'](#)

If a learning asset was created and a selection of '**Public**' or '**Private**' was not made, the catalogue item will be saved in '**Draft**' status. This option can be changed to another status as required.

#### [Catalogue Items 'Archived'](#)

Learning assets that are no longer relevant or are stand alone items not part of any program can be '**Archived**'. Please note: any learning items that are in 'draft' status will need to be changed to 'Private' status in order to archive them.

# Publish 'public' and 'private' to the Catalogue and 'archive' to Catalogue

## Changing the catalogue item from 'Public' to 'Private'

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

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

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

**TIPS**  
You can view the available Catalogue items by clicking on the different tabs. The default tab is 'Available in Catalogue'.

4 Tick the box beside the catalogue item you wish to change. Click 'Make Private'.

Type	Catalogue Name ▲	Number Of Enrolments	Created
<input checked="" type="checkbox"/>	TEST-Janison training-Fox test-janison-training-fox-20141023	3	23 Oct

## Changing the catalogue item from 'Private' to 'Public'

The screenshot shows the 'Catalogue Manager' interface. At the top, there are buttons for 'Add Catalogue Item' and 'Add Learning Wizard'. Below this is a search bar with the text 'fox' entered. A red box highlights the search bar and the 'Search' button. Below the search bar, there are tabs for 'Available in Catalogue (0)', 'Not in Catalogue (2)', 'Draft (1)', 'Archived (0)', and 'All (3)'. A red box highlights the 'Not in Catalogue (2)' tab. Below the tabs is a table with columns: 'Type', 'Catalogue Name', 'Number Of Enrolments', and 'Created'. The table has two rows. The first row is 'test-fox' with 0 enrolments, created on 21 Oct. The second row is 'TEST-Janison training-Fox' with 3 enrolments, created on 23 Oct. A red box highlights the second row, and a red box highlights the 'Make Public' button at the bottom of the interface. A red box with the number '6' is next to the checkbox for the second row.

Type	Catalogue Name	Number Of Enrolments	Created
<input type="checkbox"/>	test-fox test-fox	0	21 Oct
<input checked="" type="checkbox"/>	TEST-Janison training-Fox test-janison-training-fox-20141023	3	23 Oct

### TIPS

Follow steps 1 to 3 to search the catalogue item you wish make 'Public'.

5

From the search results, click the 'Not in Catalogue' tab. 'Private' catalogue items will appear here.

6

Tick the box beside the catalogue item you wish change. Click 'Make Public'.

## ‘Archiving’ a catalogue item

The screenshot shows the 'Catalogue Manager' interface. At the top, there are buttons for 'Add Catalogue Item' and 'Add Learning Wizard'. Below this is a search bar with the text 'foxy' entered. A red box highlights the search bar and the 'Search' button. Below the search bar, there are tabs for 'Available in Catalogue (0)', 'Not in Catalogue (1)', 'Draft (0)', 'Archived (0)', and 'All (1)'. A red box highlights the 'Not in Catalogue (1)' tab. Below the tabs is a table with columns: 'Type', 'Catalogue Name', 'Number Of Enrolments', and 'Created'. The table contains one row: 'Test-Foxy' with 'test-foxy' as the catalogue name and '0' as the number of enrolments. A red box highlights the 'Test-Foxy' row. Below the table, there are pagination controls and two buttons: 'Archive' and 'Make Public'. A red box highlights the 'Archive' button. Red numbers 7 and 8 are placed near the 'Not in Catalogue (1)' tab and the 'Test-Foxy' row, respectively.

### TIPS

Follow steps 1 to 3 to search the catalogue item you wish to ‘Archive’.

7

Click the relevant tab to find the item you wish to archive. For example Click the ‘Not in Catalogue’ tab. ‘Private’ catalogue items will appear here.

8

Tick the box beside the catalogue item you wish to ‘Archive’.  
Click ‘Archive’.

### TIPS

**NOTE:** If a catalogue item is in ‘Draft’ the ‘Archive’ option will not be available. You must change the status to ‘Private’ in order to archive it.