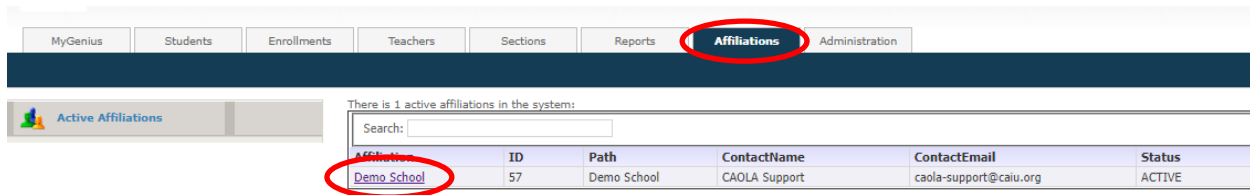


# Customizing the Course Catalog for Your Affiliation

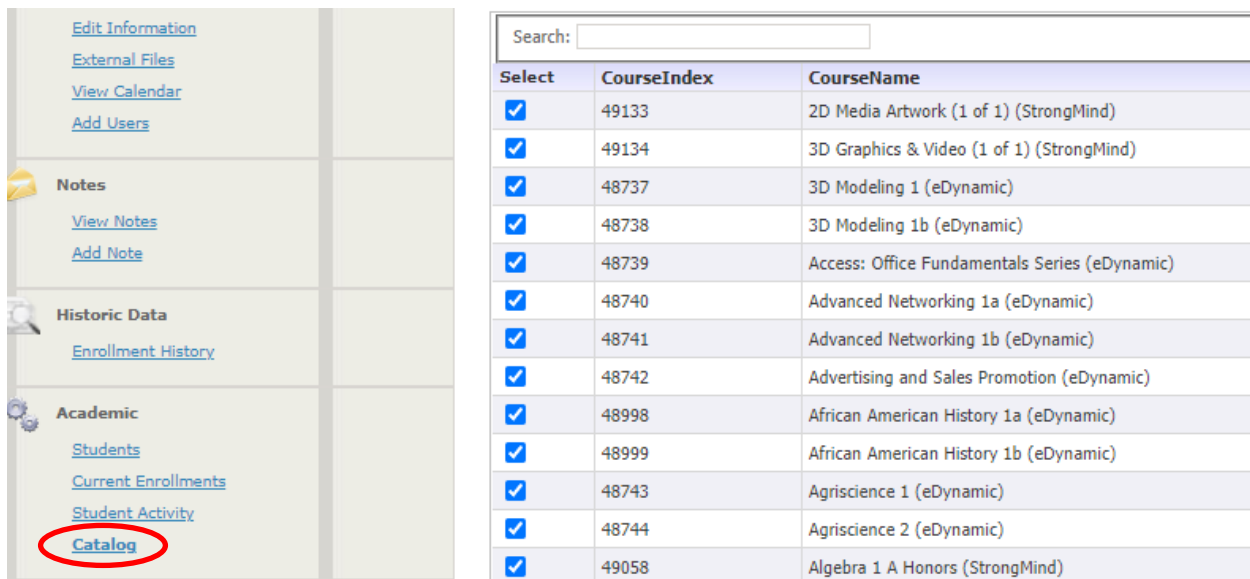
1. Log in to your Institution Admin Genius account and click on the 'Affiliations' tab. Select your affiliation from the list. (It will likely be the only one).



There is 1 active affiliations in the system:

| Affiliation | ID | Path        | ContactName   | ContactEmail           | Status |
|-------------|----|-------------|---------------|------------------------|--------|
| Demo School | 57 | Demo School | CAOLA Support | caola-support@calu.org | ACTIVE |

2. In the menu on the left, click 'Catalog.' This will open a list of all courses available to you. By default they will all be checked and will show in your affiliation's custom catalog.



| Select                              | CourseIndex | CourseName                                    |
|-------------------------------------|-------------|-----------------------------------------------|
| <input checked="" type="checkbox"/> | 49133       | 2D Media Artwork (1 of 1) (StrongMind)        |
| <input checked="" type="checkbox"/> | 49134       | 3D Graphics & Video (1 of 1) (StrongMind)     |
| <input checked="" type="checkbox"/> | 48737       | 3D Modeling 1 (eDynamic)                      |
| <input checked="" type="checkbox"/> | 48738       | 3D Modeling 1b (eDynamic)                     |
| <input checked="" type="checkbox"/> | 48739       | Access: Office Fundamentals Series (eDynamic) |
| <input checked="" type="checkbox"/> | 48740       | Advanced Networking 1a (eDynamic)             |
| <input checked="" type="checkbox"/> | 48741       | Advanced Networking 1b (eDynamic)             |
| <input checked="" type="checkbox"/> | 48742       | Advertising and Sales Promotion (eDynamic)    |
| <input checked="" type="checkbox"/> | 48998       | African American History 1a (eDynamic)        |
| <input checked="" type="checkbox"/> | 48999       | African American History 1b (eDynamic)        |
| <input checked="" type="checkbox"/> | 48743       | Agriscience 1 (eDynamic)                      |
| <input checked="" type="checkbox"/> | 48744       | Agriscience 2 (eDynamic)                      |
| <input checked="" type="checkbox"/> | 49058       | Algebra 1 A Honors (StrongMind)               |

3. Uncheck the courses you want to remove from your catalog. (This can be updated at any time). Once you have deselected the courses you want to omit from you catalog, click Save at the bottom.

Tip: You can use the Search bar at the top of the list to filter for specific courses, vendors, etc. And the Check All box can be clicked twice to uncheck boxes in bulk.

4. To access your custom affiliation catalog and the URL, click 'Check Student Course List' at the bottom of the catalog screen.

|                                     |       |                                     |              |
|-------------------------------------|-------|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | 49121 | World History Honors B (StrongMind) | Social Studi |
| <input checked="" type="checkbox"/> | 49020 | World Religions 1a (eDynamic)       | Social Studi |
| <input checked="" type="checkbox"/> | 49021 | World Religions 1b (eDynamic)       | Social Studi |

[Check Student Course List](#)

Save