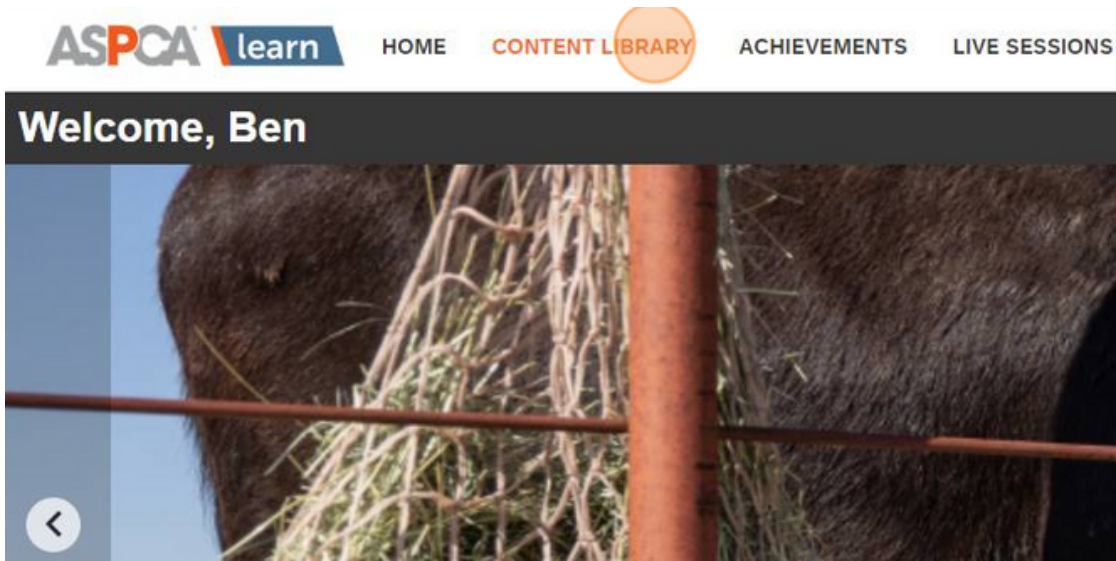
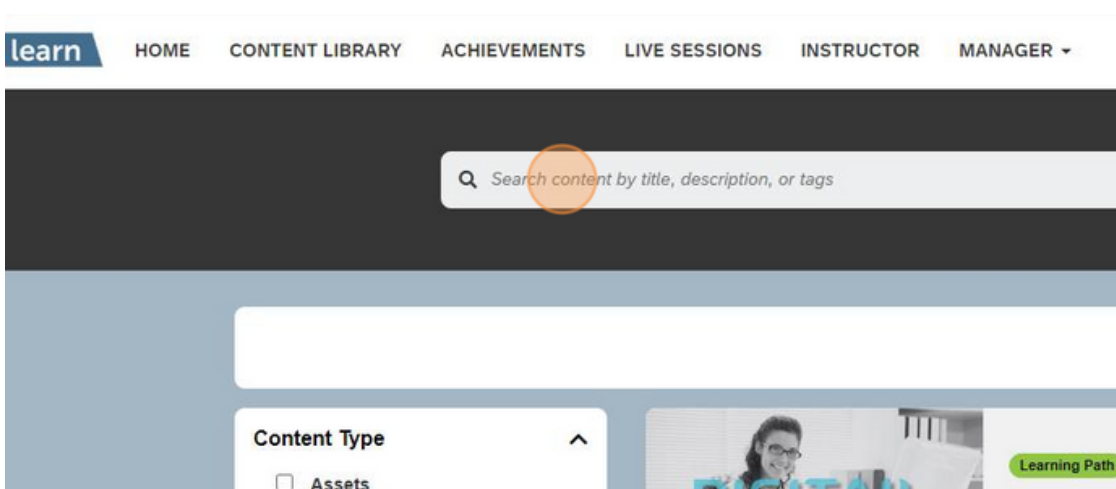


Content Library: How to Search For and Save Training, Content Tags

1. Click Content Library.

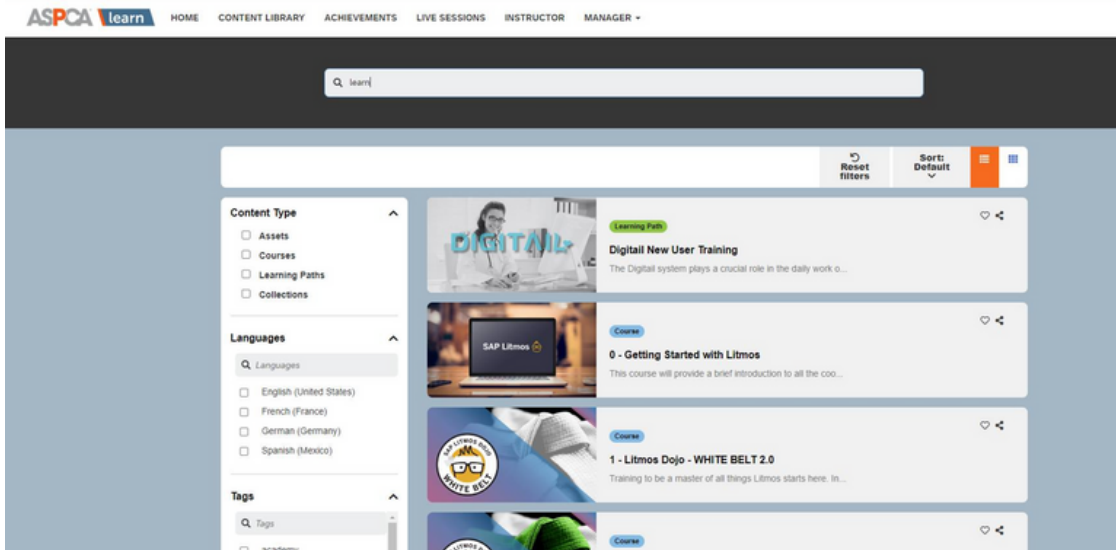


2. Click the "Search content by title, description, or tags" field.

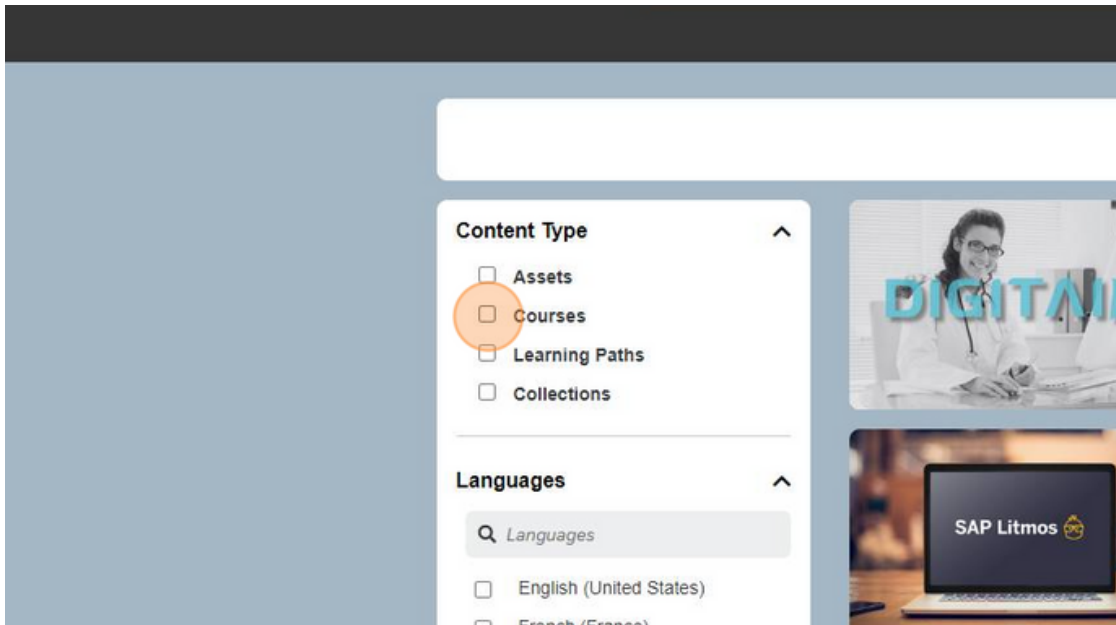


Content Library: How to Search For and Save Training, Content Tags

3. Type the keyword you'd like to search for and click Enter.

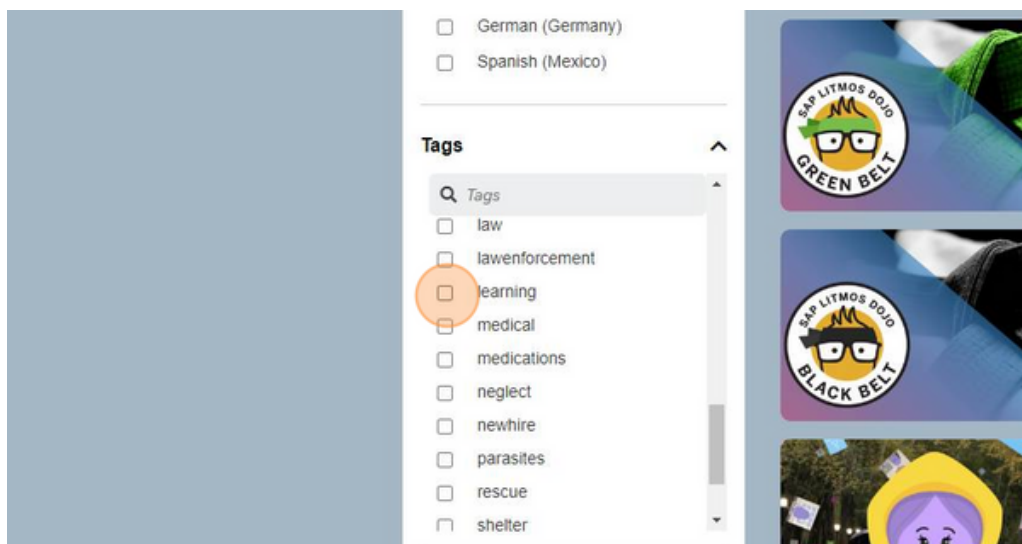


4. You can also filter results using the filters that appear on the left-hand side of the screen. You can filter by Courses, for example. This will ensure all results are courses, not assets or learning paths.

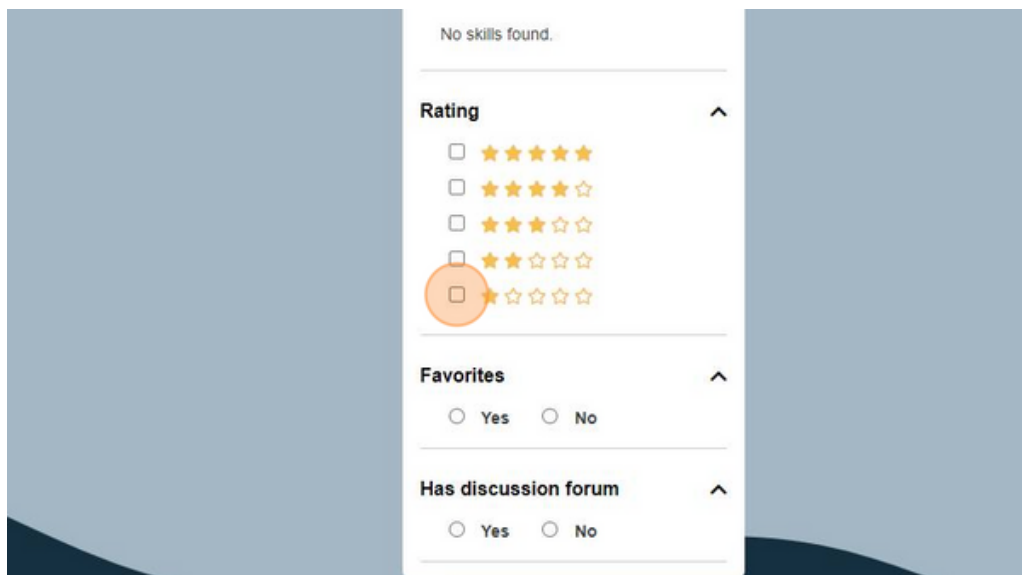


Content Library: How to Search For and Save Training, Content Tags

5. You can also search by tags. A tag is a topical keyword associated with a particular course, learning path, or resource. (Hint: When you use the search bar at the top of the screen, one of the fields it searches is tags.)



6. You can also filter by learner rating.



Use caution when filtering by course ratings. It can often take a long time for a course to accumulate enough ratings to have an accurate average. If you filter by ratings, you will most likely exclude a lot of courses.