

Navigate to Products

Products are a collection of materials, tests, text, and media used to inform, teach, demonstrate understanding, or prove compliance (e.g. courses, standard operating procedures). A product is typically made up of individual of individual components with unique features known as [assets](#) (e.g. tests or lessons).

Navigate to Products with Course Author Account

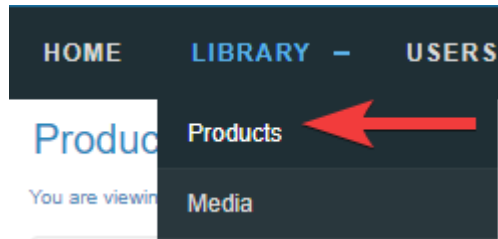
1. Log in with an account with [course author](#) permissions.
2. Select the wrench icon at the end of the list of products on the home page. Selecting the wrench ensures you see all products you have access to, not just those that are active on the home page.



If you have access to multiple product types, each container will have a wrench. Select the wrench that corresponds with the product type you wish to view.

Navigate to Products with Site Manager Account

1. Log in with a Site Manager account.
2. Select **Products** under Library in the main navigation menu.



3. A detailed list displays the Product ID, Name, Type, Status, Created and Edited dates. This page allows you to view, sort, filter, delete, copy, and edit products.
4. Use the optional sort and filters on the right. If you cannot see the menu, show the [Tool Panel](#).



[View the product filters video tutorial.](#)

Example of the Products page.

Products View: [List](#) | [Detailed](#)

You are viewing: Library > Products

ID	Name	Type	Status	Created	Edited	
972	3-Day Workplace First Aid Training	Instructor Led	active ▼	12/30/2014 11:28:26 AM Sierra Trees	9/14/2020 7:05:34 AM Sencia Administrator	
2218	Computer Basics	Orientation	inactive ▼	10/14/2015 11:05:28 AM Sierra Trees	9/14/2020 7:01:38 AM Sencia Administrator	
2219	Computer Security and Privacy	Orientation	active ▼	10/14/2015 11:06:22 AM Sierra Trees	9/14/2020 7:02:07 AM Sencia Administrator	
2220	Digital Lifestyles	Orientation	active ▼	10/14/2015 11:07:15 AM Sierra Trees	9/14/2020 7:02:37 AM Sencia Administrator	
2221	Full Day Classroom Orientation	Instructor Led	inactive ▼	10/14/2015 11:08:09 AM Sierra Trees	9/14/2020 7:03:12 AM Sencia Administrator	
2223	Lesson 1	Orientation	active ▼	10/27/2015 1:21:48 PM Sierra Trees	9/14/2020 6:41:33 AM Sencia Administrator	
7409	Microsoft Office Course	Orientation	active ▼	11/17/2020 10:36:32 AM Shelley Jacobson	11/17/2020 10:36:32 AM Shelley Jacobson	
2226	PowerPoint Course	Orientation	active ▼	12/31/2014 10:47:23 AM Sierra Trees	9/14/2020 7:14:06 AM Sencia Administrator	