

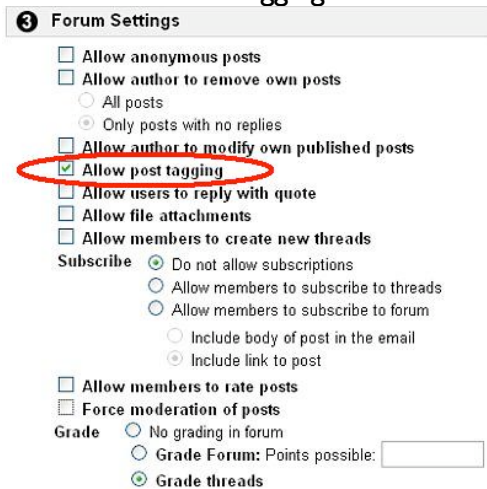
WHY WOULD YOU USE THIS FEATURE?

Forum managers may want to add text tags to messages in order to sort and search easier. Discussion board users will be able to read, search, and filter messages by tags, but cannot create new tags.

Note: You must first choose to Allow Tagging before the options will be available to you. If you experience a slow loading time for Discussion Boards, turn tagging off.

TO ALLOW TAGGING

1. Click on Control Panel.
2. Under the Course Tools menu, click on Discussion Board.
3. Click Modify next to the Forum where you would like to allow tagging.
4. Click Allow Post Tagging under the Forum Settings area.



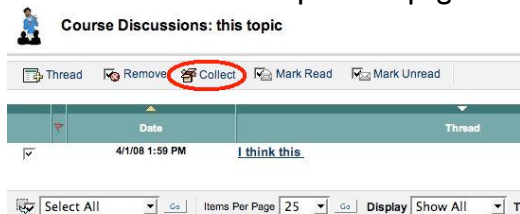
Forum Settings

- Allow anonymous posts
- Allow author to remove own posts
 - All posts
 - Only posts with no replies
- Allow author to modify own published posts
- Allow post tagging
- Allow users to reply with quote
- Allow file attachments
- Allow members to create new threads
- Subscribe
 - Do not allow subscriptions
 - Allow members to subscribe to threads
 - Allow members to subscribe to forum
 - Include body of post in the email
 - Include link to post
- Allow members to rate posts
- Force moderation of posts
- Grade
 - No grading in forum
 - Grade Forum: Points possible:
 - Grade threads

5. Click Submit.
6. Follow directions below to Add Tags.

TO ADD TAGS (WHILE IN LIST VIEW)

1. Click on Control Panel.
2. Under the Course Tools menu, click on Discussion Board.
3. Select a Discussion Forum in which you would like to add Tags.
4. Click the boxes next to the messages you would like to Tag.
5. Click Collect at the top of the page.



Course Discussions: this topic

Thread Remove **Collect** Mark Read Mark Unread

Date	Thread
4/1/08 1:59 PM	I think this

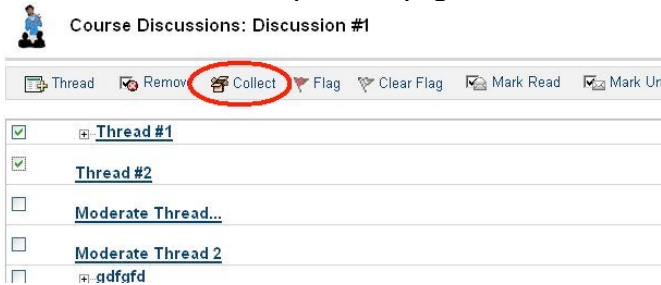
Select All | Go | Items Per Page | 25 | Go | Display Show All | T

6. Select the messages that you would like to tag.

- If you would like to select all of the messages, click Select All from the drop-down menu and click Go.
- Enter a tag name in the Tag text box.
- Click Go and the new tag will be created.

TO ADD TAGS (WHILE IN TREE VIEW)

- Click on Control Panel.
- Under the Course Tools menu, click on Discussion Board.
- Select a Discussion Forum in which you would like to add Tags.
- Select the specific messages or thread you would like to tag by clicking the box next to them.
- Click Collect at the top of the page.



- Enter a tag name in the Tag text box.
- Click Go and the new tag will be created.

VIEWING TAGS (ONLY AVAILABLE IN LIST VIEW)

- There are two ways to view Tags.
- Click the underlined link in the Tags Column of the group you would like to view.
- OR Use the drop-down menu at the bottom titled Tags to select the ones you would like to see and click Go.



REMOVING TAGS (ONLY AVAILABLE IN LIST VIEW)

- Select the Tag you would like to remove.
- Click the red X icon.
- A pop-up window will appear. Click Ok to finalize this action.