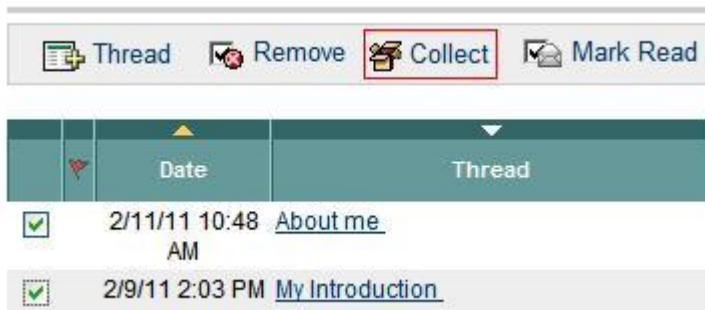


## Tagging Posts

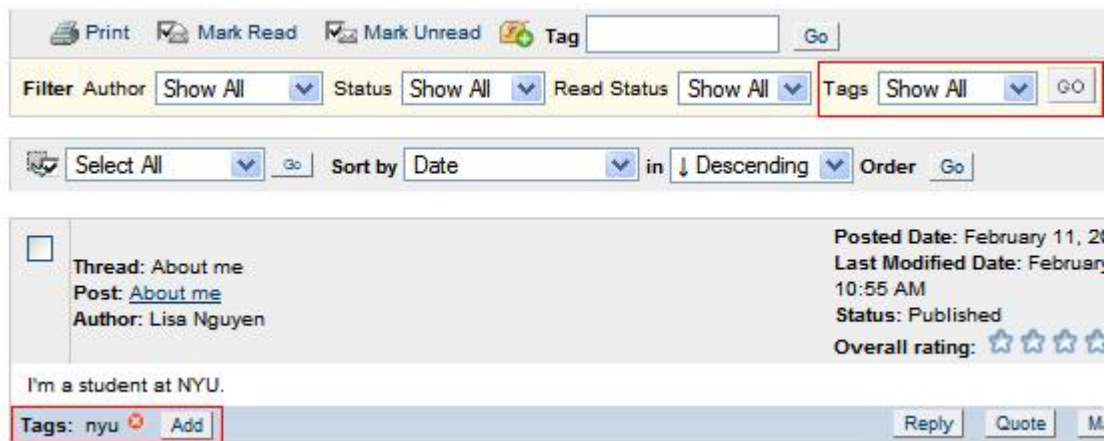
Posts can also be associated with keywords called "tags". Unlike ratings, only faculty and instructors can create tags.

To tag posts, they first have to be collected.

1. Select the threads containing the posts you wish to tag by clicking the check box to the left of the thread.
2. Click **Collect**.



Once posts have been collected, you can click **Add** next to individual posts and add tags. You can also sort from tags you already created by selecting a tag from the **Tags** menu and click **Go**.



If there are several posts to which you'd like to add the same tag, you can select each post, enter a tag in the **Tag** box, and click **Go**.

The screenshot shows a forum interface with the following elements:

- Top navigation: Print, Mark Read, Mark Unread, Tag (with a search box containing "lecture 1" and a "Go" button).
- Filter section: Filter Author (Show All), Status (Show All), Read Status (Show All), Tags.
- Sort section: Select All, Sort by (Date), in (Descending).
- Post 1:
  - Thread: About me
  - Post: [About me](#)
  - Author: Lisa Nguyen
  - Posted Date: February 10:48 AM
  - Last Modified Date: February 2011 10:55 AM
  - Status: Published
  - Overall rating: 2 stars
- Post 2:
  - Thread: My Introduction
  - Post: [RE: My Introduction](#)
  - Author: Kuri Di Fede
  - Posted Date: February 10:27 AM
  - Status: Published
  - Overall rating: 2 stars