

## Using Tags

**What: Tags** are short text labels that staff and faculty can apply to students. They can be used to easily pull reports on a key population of students or track their outcomes over time.

**Where:** Tags can be found, created, or used in several parts of the platform: the **Student Profile Overview tab**; within search options in **Advanced Search** and **Reports**, and within the filters in **Intervention Effectiveness, Population Health Dashboard, and Activity Analytics**.

**Who:** Tags are a tool for student success **staff** and **faculty** who work to support student success efforts. They can also be useful tools for leaders at your institution to track information about a group of students.

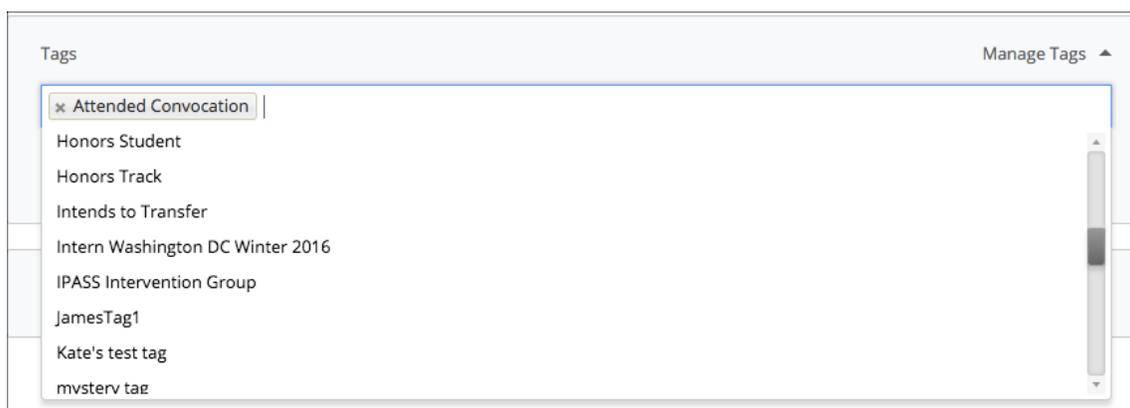
NOTE: The creation of new tags is limited to Navigate application administrators. Please submit a request to [navigate@utc.edu](mailto:navigate@utc.edu).

### Adding Tags to Students

There are several ways to add tags to students: directly from the **Student Profile**, a mass tag via **student ID**, or via the **Actions** menu.

Option 1. Add Tags on a Student Profile

1. Open a student profile.
2. Navigate to the bottom of the page - Tags section and click **Manage Tags**.
3. Add existing tags to the student OR create new ones (if the permission has been enabled) by typing directly into the search bar.



4. Click **Save Tags** to add the tags to the student's profile.

Option 2. Mass Tag via Student ID

While adding tags via the student profile is manageable for a limited group of students, it is time-consuming to use this method to tag large numbers of students. Instead, use the **Mass Tagging** feature. Mass tagging is typically restricted to a select group of Navigate users.

1. Open the **Administration** page.
2. In the **User Management** section, select **Mass Tagging by ID**.



3. Click on existing tags to add them to the Tags free text field or type directly into the field to add a new tag. Make sure that if you choose to type into the field, you separate each tag with a comma.

Attended Impact	Attended Kickoff Experience	Attended Online Orientation Summer 2018
Completed Probationary Requirements	Connection	Eligible for Graduation
Honors Student	Honors Track	Intends to Transfer

**Tags (comma separated)**

4. Enter Student IDs. Make sure that you start a new paragraph between each ID so that each entry is on a separate line

**Student IDs (one per line)**

123456
234567
345678
456789

5. Click **Add Tags**.

### Option 3. Tag from the Actions Menu

Navigate has several features that allow you to identify specific student populations, whether via the Advanced Search or Reporting, are often you can add tags to student groups after you have identified

1. Open a list of students. This could be a Student List, a Saved Search, a Report, or your Assigned Students.
2. Choose the boxes next to the students you want to tag, open the **Actions** menu, and select **Tag**.

**My Assigned Students for Fall Semester 2018** ▾

Actions	NAME	ID	WA
Send Message	na	075270435	
Create Appointment Summary		610832550	
Appointment Campaign		214098430	
Schedule Appointment		814412859	
Tag		377603617	
Note			
Mass Print			

1. The **Add a Tag** window opens. Add the tags you want to apply to the students and then click **Save Tags**.

**ADD A TAG** ✕

**New Tags**

Enter tags

Cancel **Save Tags**

## Frequently Asked Questions

*Can I see another user's tags?*

Yes, if you have permission to see tags. Moreover, the ability to view a tag is not limited to the tag's creator; once a tag is built, all users with access to tagging functionality can view all tags. As a result, we recommend using a clear naming convention and system for creating and managing tags in order to minimize confusion and allow for clear reporting.

*Can I mass delete tags?*

Yes, use the Mass Edit of Students page to do this. See [this page](#) for more details.

*What is the character limit for tags?*

The character limit for tags is 32 characters.