

# Tagging Posts

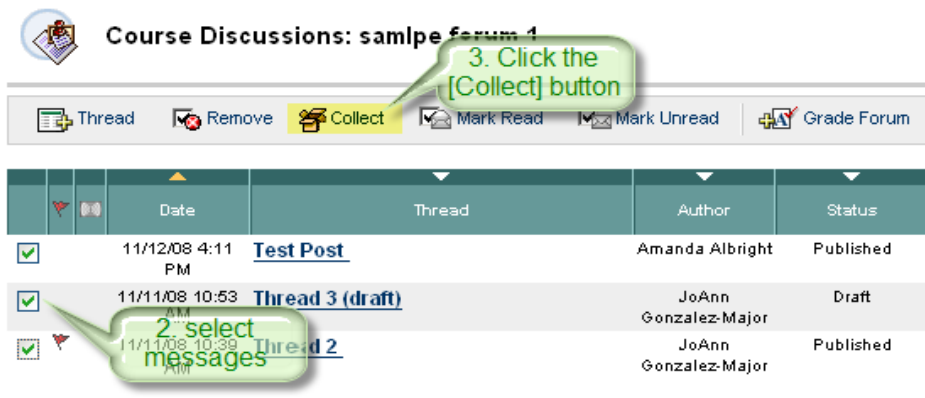
Forum managers can create and apply text labels of their own choosing to messages in a Forum; other Discussion Board users can read, filter, and search messages using the tags, but cannot create new ones. (Blackboard User Guide)

Tags allow arbitrary message grouping independent of thread or thread status.

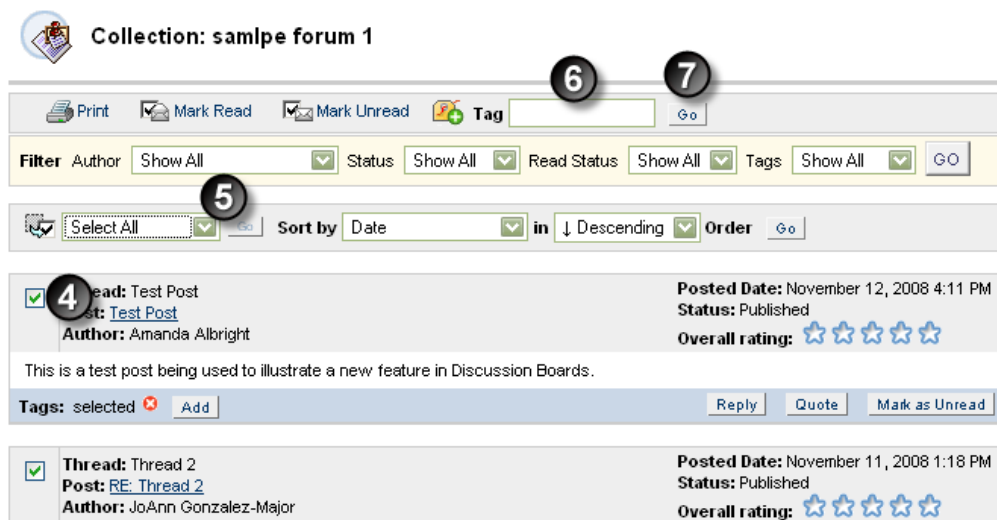
**Note:** Tagging is only available if “Allow post tagging” is selected in Forum Settings.

## Tagging Posts (List View):

1. Select the **Discussion Board Forum** where you want to add tagging.



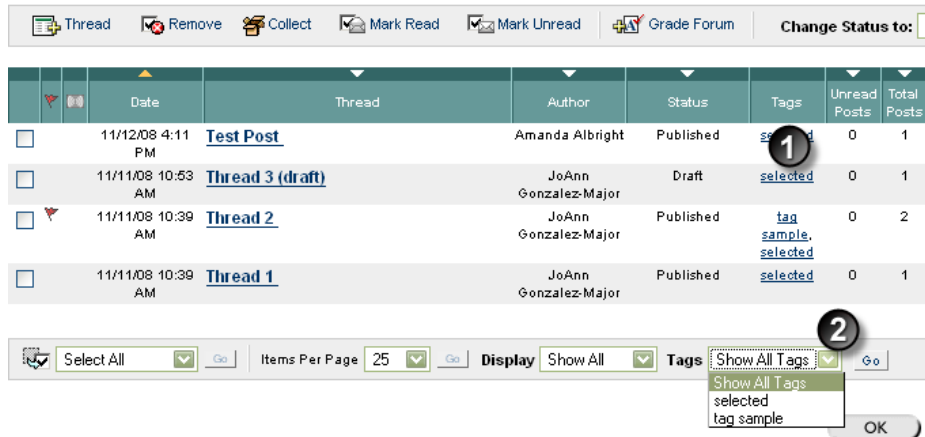
2. Next select the specific messages to be tagged by clicking on the Check Box next to the messages.
3. Click on the **[Collect]** button located in the tool bar towards the top of the screen. The **Collection** screen will be displayed.



4. Select the messages to tag from the message list using the check boxes.

5. Or select all messages by choosing **Select All** from the dropdown menu and then clicking on the **[Go]** button.
6. Next enter a tag name in the add **Tag** text box.
7. Then click the **[Go]** button to create the new tag.

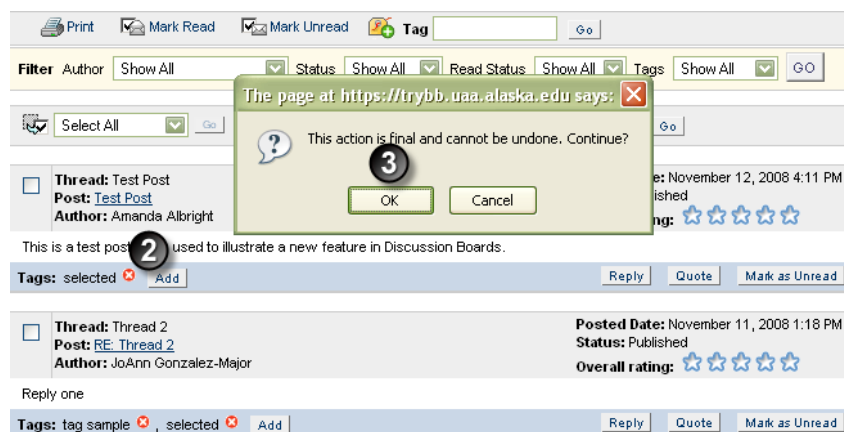
### Viewing Tags (Available Only from Forum List View):



1. Click on the message keyword hyperlink in the **Tag** column
2. Or select the desired Tag category from the **Tags** dropdown list, then click on the **[Go]** button.
3. The Discussion message listing will be refreshed displaying only the messages with the selected tag.
4. Select “Show All Tags” and click the **[Go]** button to display complete list of messages again.

### Removing Tags (Available Only from Forum List View):

1. Click on the keyword hyperlink in the **Tag** column that you would like to remove. The **Collection** screen will be displayed.



2. Click on the **Red X** icon to the right of the word you would like to remove. The verification Window will be displayed.
3. Click on the **[OK]** on the verification window to complete the action.