Enabling Post Tagging for Searching and Printing Discussion Posts

By enabling “Post Tagging” in your discussion forum’s settings, you can assign text labels to your students’ contributions so that you can group similar messages together. Adding these “tag bookmarks” can make searching, sorting, retrieving, and printing particular discussion posts much easier for the instructor and student alike.

To Enable Post Tagging in a Discussion Forum

1. On the “Create Forum” or “Edit Forum” page associated with the forum, scroll down to the part of the page labeled as “Forum Settings”.
2. Check the checkbox labeled as “Allow Post Tagging”.
3. Click the “Submit” button on the page to save this setting.

To Create a Collection and Assign Tags to Posts

To create and assign tags to discussion posts, you will first have to collect your forum’s posts onto one page using this simple process:

1. In your discussion forum, select all the discussion posts in the forum by clicking the “master checkbox”.

Click “Master Checkbox” to select all posts.
2. Then, click the “Collect” button.

3. This will collect all of the posts onto one page, called a Collection.

If you had enabled Tag Posting on this forum, you will see options for adding “Tag Text” to the posts in the Collection.

You can create and add tags to multiple posts at once or to individual posts.

To create a tag and apply it to multiple posts:

a. “Select” the posts you want to add a Tag to by checking their checkboxes.

b. In the “Tag Text” field at the top of the page, type your text label.

c. Then, click the “Add” button.
To create a tag and apply it to a single post in the Collection:

a. In the blue footer region of a single post, click the “Add” button. It will change into a small form. In the “Add Tag” text field, type your new Tag and click the “OK” button.

Alternatively, if you have already created and applied a particular Tag to another post, but would like to apply it to other posts in the forum, click the “Add” button, then the “Choose from Existing” button that appears. A list of Tags that are in use in the forum will appear; clicking a Tag link will apply it to the post.

b. You can apply as many Tags to a post as you like by repeating the process. When Tags has been applied to a post, they will appear in the footer of the post.

To remove a Tag from a post:

Click the button that appears on the right of the tag in the Tags list. It will be removed from the post.
Sorting Posts Using Tags

Although the instructor is the only one who can make and apply customized Tag labels to discussion posts, both the instructor and student can use these Tags to read, filter, and search for content in the discussion board.

Skimming for Posts Using Tag Summaries

When you view the forum in “List View”, you will see a column that displays a summary of the tags applied to each post.

This summary information only appears when you are in “List View” and is helpful for skimming the full forum for threads of interest.

Filtering a Collection

If you have a rather large forum, the best way to find the content you are looking for is to make use of the “Filter” search form. Follow these steps:

1. First, go through the steps to create a Collection of posts. To review, the steps are:
   a. Enter your forum
   b. Select your discussion posts
   c. Click “Collect” button

2. Once you have your posts in a Collection, click the “Filter” button.

3. A simple search form will appear. To view a selection of posts associated with a Tag, select a Tag from the “Tags” list, then click “Go”.

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The Collection page will just display those posts matching your search criteria.

Optionally, you can print the results using the “Print Preview” button.