

ENABLING POST TAGGING IN THE DISCUSSION BOARD

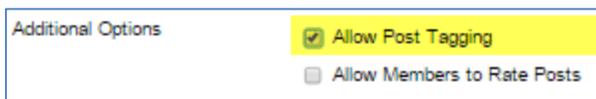


Blackboard Learn

By enabling *Post Tagging* in your discussion forum, you can assign tags to your students' contributions so that you can group threads by theme or topic. Adding tags to threads can make searching, sorting, retrieving, and printing particular threads much easier for the instructor and student alike.

TO ENABLE POST TAGGING IN A DISCUSSION FORUM

1. Create or Edit a discussion board forum. On the Create or Edit page associated with the forum, scroll down to the part of the page labeled as **FORUM SETTINGS**.
2. Locate the **ADDITIONAL OPTIONS** settings and check the **ALLOW POST TAGGING** checkbox.



3. Click the **SUBMIT** button at the bottom of the page to apply this setting.

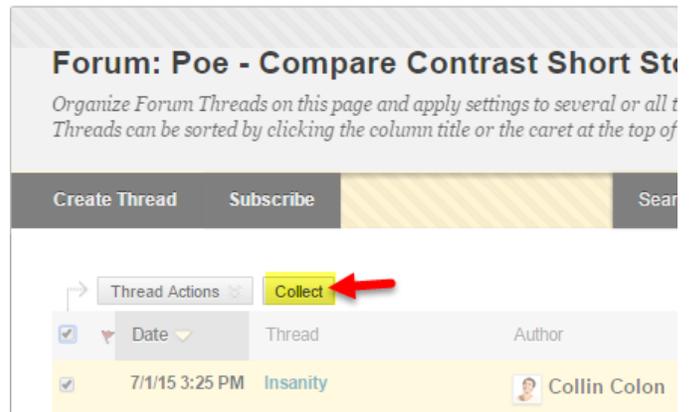
TO CREATE A COLLECTION AND ASSIGN TAGS TO POSTS

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. Navigate to your discussion forum. Click the **LIST VIEW** button to sort threads into a list. Then, click the first checkbox at the top of the list to **SELECT** all the **THREADS**.

<input checked="" type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	7/1/15 3:25 PM	Insanity	Collin Colon	Published		2	2
<input checked="" type="checkbox"/>	7/1/15 3:24 PM	Unreliable Narrators	Annie Asterisk	Published		3	3
<input checked="" type="checkbox"/>	7/1/15 3:22 PM	My Post - Tell Tale Heart	Brett Bracket	Published		4	4

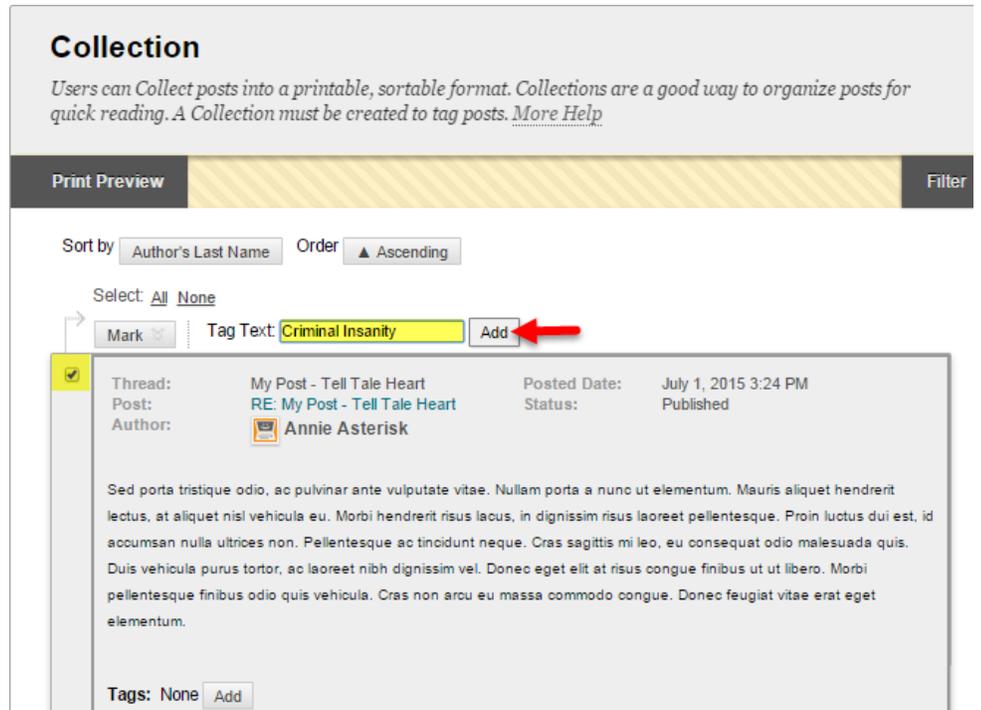
- While all the threads are selected, click the **COLLECT** button.



- This will collect all of the threads and replies onto one page, called a **COLLECTION**.

If you had enabled Tag Posting on this forum, you will see tools for selecting and assigning Tag Text to threads.

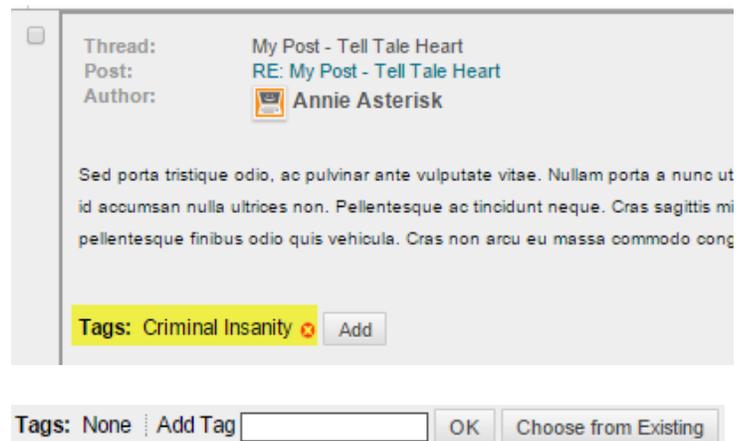
SELECT one or more **THREADS**, type a short, descriptive label into the **TAG TEXT** field, and click the **ADD** button to assign a tag.



- The assigned tag will be listed in the thread's **TAGS description**. If you would like to remove a tag from a post, click the red icon next to the name of the tag.

Additional tags can be added to a thread through the **ADD** button here.

If you click the **ADD** button, tools to add a new tag or select from existing tags will appear.

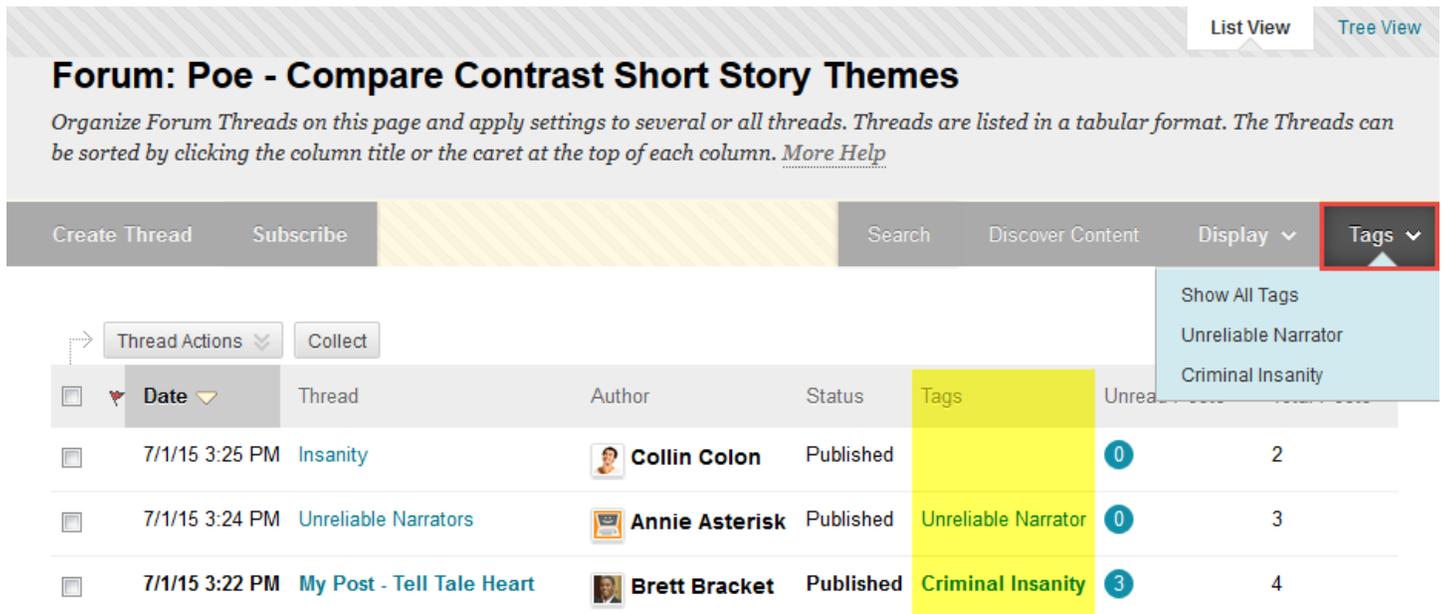


SORTING POSTS USING TAGS

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 the tags to read, filter, and search for content in the discussion board.

Skimming for Posts Using Tag Summaries

When the forum is viewed in *List View*, forum participants will see a column that displays a summary of the tags applied to each thread as well as a TAGS menu button to search for threads associated with specific tags. This is helpful for skimming the full forum for threads of interest.



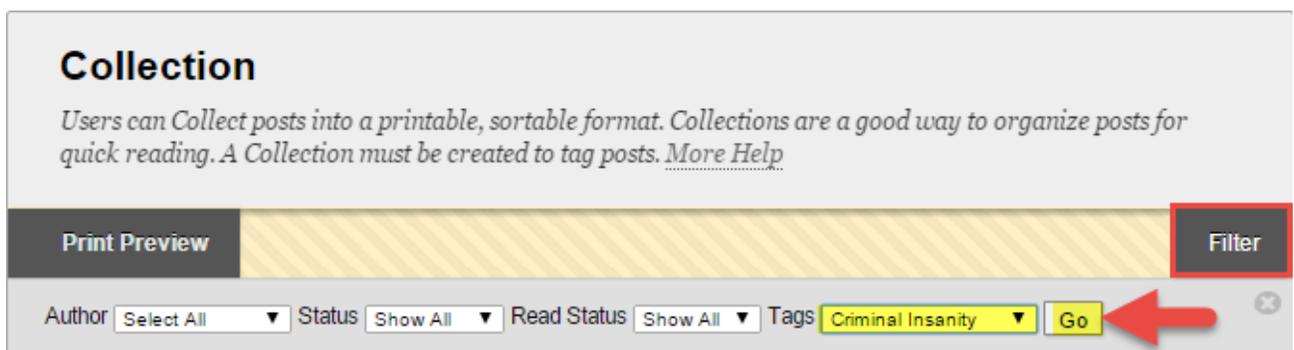
The screenshot shows a forum interface for a discussion board. At the top, there are tabs for 'List View' and 'Tree View'. Below that is a header for the forum: 'Forum: Poe - Compare Contrast Short Story Themes'. A sub-header reads: 'Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)'. Below the header is a navigation bar with buttons for 'Create Thread', 'Subscribe', 'Search', 'Discover Content', 'Display', and 'Tags'. The 'Tags' button is highlighted with a red box. Below the navigation bar is a table of threads. The table has columns for 'Date', 'Thread', 'Author', 'Status', 'Tags', and 'Unrea...'. The 'Tags' column is highlighted in yellow. A dropdown menu is open over the 'Tags' column, showing options: 'Show All Tags', 'Unreliable Narrator', and 'Criminal Insanity'. The table contains three rows of threads:

Date	Thread	Author	Status	Tags	Unrea...
7/1/15 3:25 PM	Insanity	Collin Colon	Published		0 2
7/1/15 3:24 PM	Unreliable Narrators	Annie Asterisk	Published	Unreliable Narrator	0 3
7/1/15 3:22 PM	My Post - Tell Tale Heart	Brett Bracket	Published	Criminal Insanity	3 4

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 tool. Follow these steps:

1. First, go through the steps to create a Collection of posts (see pages 1 & 2 for instructions).
2. Once you have your posts in a Collection, click the **FILTER** button. A simple search form will appear. Use the drop-down menus to set your search criteria and click **GO**.



The screenshot shows a 'Collection' page. At the top, there is a header: 'Collection'. Below that is a sub-header: 'Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. [More Help](#)'. Below the header is a navigation bar with buttons for 'Print Preview' and 'Filter'. The 'Filter' button is highlighted with a red box. Below the navigation bar is a search form with the following fields: 'Author' (Select All), 'Status' (Show All), 'Read Status' (Show All), 'Tags' (Criminal Insanity), and 'Go'. A red arrow points to the 'Go' button.

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