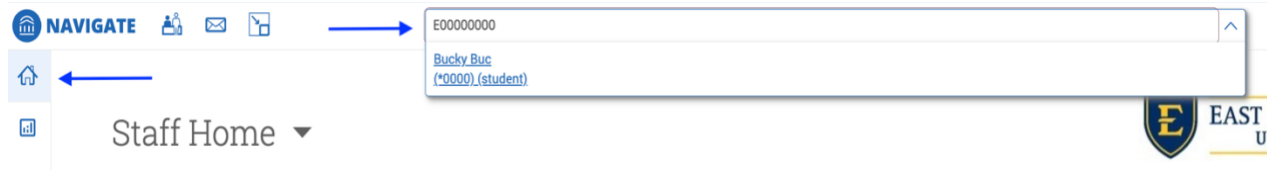


Navigate – Creating & Adding Tags

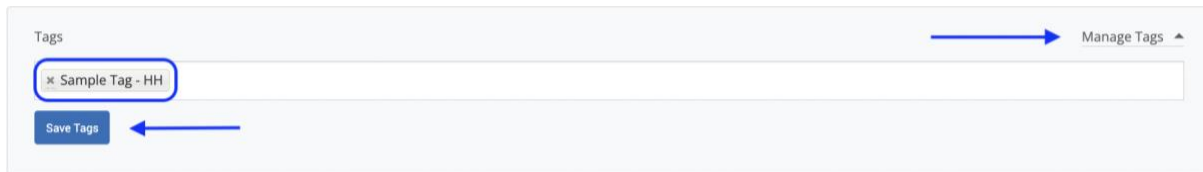
Tags help group, similar students, together. There are no limits on the number of tags. Tags can also be reused by other staff members once they are created.

1. To add/create a Tag to an individual student profile:


- Open a student profile by typing the student's name or E Number into the top *Quick Search* bar. Select the appropriate student by clicking their name from the list which drops down from the *Quick Search* bar.



- On the student profile page, scroll down to the *Tags* box and click *Manage Tags* on the right.
- Type the title of the Tag you would like to create. Press Enter.
- Click *Save Tags*. Now the new Tag has been created and applied to the first student on the list. NOTE: Make sure to add your initials when creating a new tag. This will allow for easier searchability within Navigate.



2. To add/create a Tag to multiple student profiles:

- Click on the Administration  icon from the left navigation.
- In the *User Management* box, click *Mass Tagging by ID*.
- Select one of the Existing System Tags and/or Type the Tag to be applied in the *Tags (comma separated)* box. NOTE: If applying more than one tag, be sure to separate each tag by commas.
- Copy and paste a list of E Numbers into the *Student IDs (one per line)* box. A list of E Numbers can be copied from an Excel spreadsheet.
NOTE: Do not separate E Numbers by a comma. Be sure to separate E Numbers by pressing the Enter key if they are not already listed one per line.
- Click *Add Tags*.

