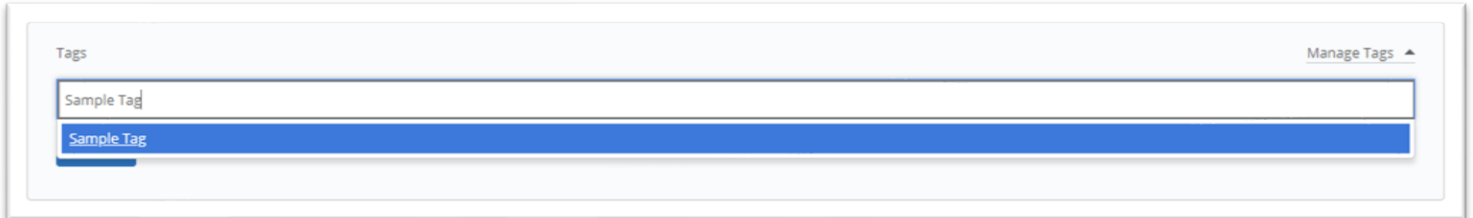


Navigate: Add a Tag to Students


1. Create a Tag

- Open a student profile by typing the student 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 in the list.

2. Add the Tag to other students

- Click on the Administration  icon from the left navigation.
- In the *User Management* box, click *Mass Tagging by ID*.
- Type the Tag to be applied in the *Tags (comma separated)* box. 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. Do not separate E Numbers by comma. Be sure to separate E Numbers by pressing the Enter key if they are not already listed one per line.
- Click *Add Tags*.

