

# **Tagging Guide**

**Blackboard Web Community Manager**

**Blackboard®**

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This guide covers all available features and functionality. Features included in your contract may vary.

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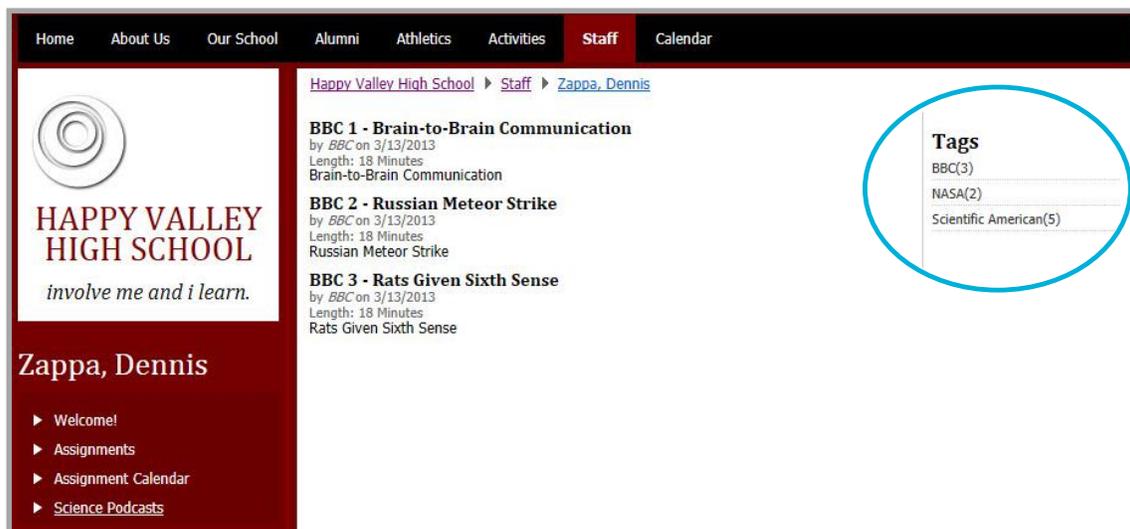


## Introduction

You add *tags* to categorize the individual records of a Blog, Headlines & Features, Podcast or Premium Video app. You use these tags to filter which app records display on the end-user website. If you choose, you can display the tags by which you filtered an app as clickable links on the end-user website or simply display the filtered records without displaying the tags.

The way you tag Blog, Headlines & Features, Podcast and Premium Video app records is the same. How you use tagging for each app can vary.

Here you see a Podcast app filtered by the tags *BBC*, *NASA* and *Scientific American*. Because the **Sidebar** option *Display Tag List* is activated for the app, you see the **Tags** heading and the specific tags used to filter the app records. Note that there are three records tagged with *BBC*, two records tagged with *NASA* and five records tagged with *Scientific American*. You click each link to see the records associated with the tag.



Here you see the same Podcast app filtered by the same tags, however, the **Sidebar** option *Display Tag List* is off. All records with the tags BBC, NASA and Scientific American display.



**HAPPY VALLEY  
HIGH SCHOOL**

*involve me and i learn.*

**Zappa, Dennis**

- ▶ Welcome!
- ▶ Assignments
- ▶ Assignment Calendar
- ▶ [Science Podcasts](#)

[Happy Valley High School](#) ▶ [Staff](#) ▶ [Zappa, Dennis](#)

**NASA 1 - Animation of Landing on Mars**  
 by *NASA* on 3/11/2013  
 Length: 5 minutes  
 NASA 1 - Animation of Landing on Mars

**NASA 2 - Curiosity on Mars**  
 by *NASA* on 3/4/2013  
 Length: 3 minutes  
 NASA 2 - Curiosity on Mars

**BBC 1 - Brain-to-Brain Communication**  
 by *BBC* on 3/13/2013  
 Length: 18 Minutes  
 Brain-to-Brain Communication

**BBC 2 - Russian Meteor Strike**  
 by *BBC* on 3/13/2013  
 Length: 18 Minutes  
 Russian Meteor Strike

**BBC 3 - Rats Given Sixth Sense**  
 by *BBC* on 3/13/2013  
 Length: 18 Minutes  
 Rats Given Sixth Sense

**Scientific American 1 - Jilted Rock Sparrow Sing Loudest**  
 by *Scientific American* on 3/6/2013  
 Length: 1 minute  
 Jilted Rock Sparrow Sing Loudest

**Scientific American 2 - Whales Sing When and Where They Wanna**  
 by *Scientific American* on 3/6/2013  
 Length: 1 minute  
 Whales Sing When and Where They Wanna

**Scientific American 3 - Whale Mimics Human Speech**  
 by *Scientific American* on 3/6/2013  
 Length: 1 minute  
 Whale Mimics Human Speech

**Scientific American 4 - Milky Way May Contain 100 Billion Planets**  
 by *Scientific American* on 3/6/2013  
 Length: 1 minute  
 Milky Way May Contain 100 Billion Planets

**Scientific American 5 - Earth-Like World May be Just 13 Light-Years Away**  
 by *Scientific American* on 3/6/2013  
 Length: 1 minute  
 Earth-Like World May be Just 13 Light-Years Away

## Tagging

Tagging is available for the Blog, Headline & Features, Podcast and Premium Video apps. The process you use to tag and filter records within each of these apps is the same. You add the app to a page, add records to the app and tag each individual app record.

To filter the records of your app, in app **Options**, select the **Tag Filtering** tab and add tag filters. If you share the app with other editors, they can place the app on pages under their control and choose the tags by which they wish to filter the app records.

To show the tags by which you filtered your app records on the end-user website, select the **Sidebar** tab and activate the *Display Tag List* check box. For Blog, Headlines & Features and Premium Video apps, you can also choose to activate the *Display Date Grouping* check box. With this option selected you see a *Recent* heading with the names of the last ten active records added. You also see a *By Month* heading with records categorized by the month in which they were posted.

## Tag App Records

Here's how you tag an app record. Note that if you do not tag a record, it is associated with the *Unassigned* tag on the end-user website.

Unassigned(8)

1. In *Site Manager*, navigate to the app to which you wish to apply tagging.
2. Add or edit an app record.
3. Click **Tags**. The Tag window displays.

The screenshot shows the 'Episode' tagging interface. At the top, there's a title 'Episode' and a subtitle 'Enter a title for your episode. If you want, you can add a description, post date, author and episode length. You can either upload a media file, or enter a file web address.' Below this are two tabs: 'General' and 'Tags', with 'Tags' being the active tab and circled in blue. Under the 'Tags' tab, there's a text input field labeled 'Episode Title:' containing the text 'BBC 2 - Russian Meteor Strike'.

4. Click in the field and enter tags for the record. As you enter text, a list displays showing the current tags containing or matching text entered into the field. Click a tag in the list to select it or enter a new tag.

This screenshot shows the same 'Episode' tagging interface, but now the 'Tags' field is active. A dropdown menu is open, showing a list of suggested tags: 's', 'hths', 'NASA', 'Scientific American', 'space', and 'sparrow'. The 'Save' button at the bottom left is highlighted in green. A blue box highlights the dropdown menu area.

5. If you have more than one tag for the record, use commas to separate them.
6. Click **Save**. You are returned to the app in Edit mode.

## Set App Options

You use App Options to set **Sidebar** and **Tag Filtering** preferences for your app.



### Sidebar

**Sidebar** options allow you to determine the appearance of your app on the end-user website.

Here's how you set **Sidebar** options.

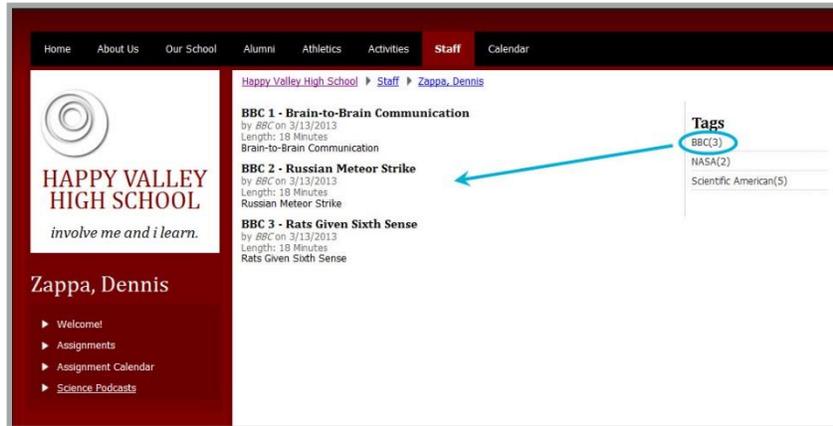
1. In *Site Manager*, navigate to the app to which you wish to set **Sidebar** options.
2. Edit the app and click *Options*. The App Options window displays.
3. Click **Sidebar**. The Sidebar dialog displays.



4. Select options on the dialog by activating the option check boxes.
5. Click **Save**. You are returned to the app in Edit mode.

**Display Tag List**

For Blogs, Headlines & Features, Podcasts and Premium Video apps, you can select the **Sidebar** option *Display Tag List*. With this option, you see a *Tags* heading on the end-user website. The tags that show in the list are those selected as filters on the app **Options Tag Filtering** tab. Tags display in alphabetical order. You click a tag in the *Tags* list to display the records associated with it. You click a record to view it in its entirety.

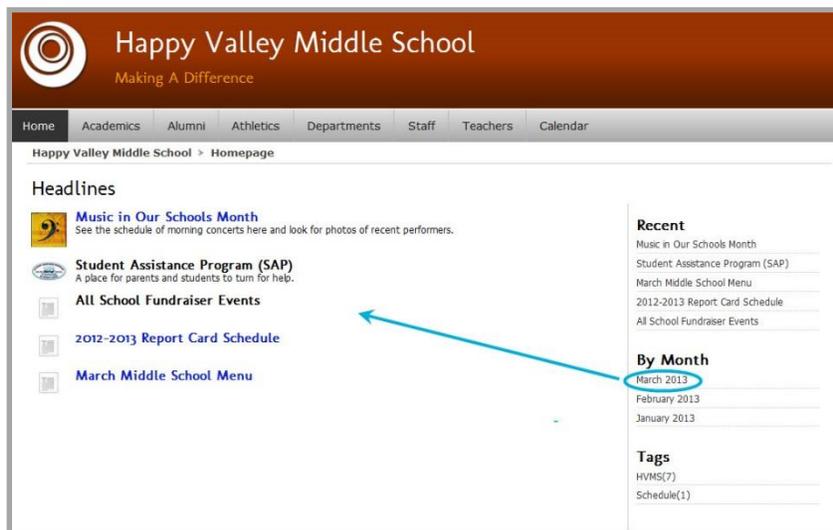


It is important to note that the *Display Tag List* check box displays on the **Sidebar** tab when the app you are editing is placed on a page. If you create an app and edit it in App Manager without placing it on a page, the *Display Tag List* check box option does not display on the **Sidebar** tab.

**Display Date Grouping**

For Blogs, Headlines & Features and Premium Video apps, in addition to the **Sidebar** option *Display Tag List*, you can also select the *Display Date Grouping* option.

If you select the *Display Date Grouping* option, you see a *Recent* heading on the end-user website, which displays the last ten active records added to the app. You click an item in the list to display the record. You also see a *By Month* heading. You click a month in the list to display the records associated with that month. You click a record to view it in its entirety.



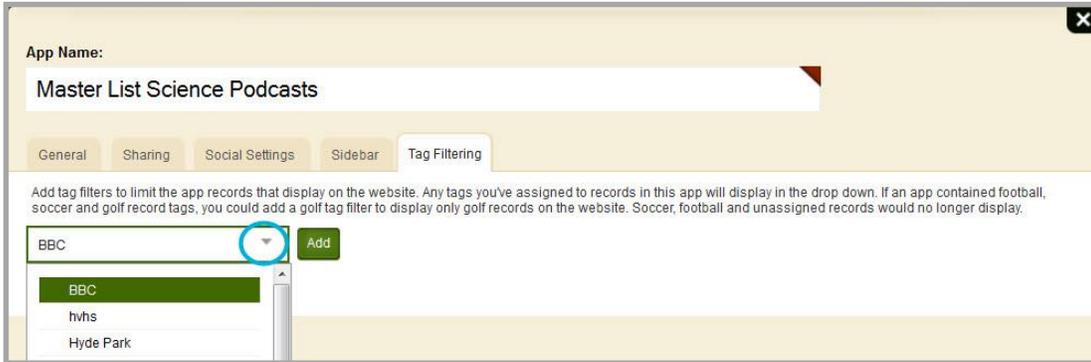
**Tag Filtering**

**Tag Filtering** allows you to choose which records display for an app on the end-user website. You select and add the tags you associated with the app records as filters.

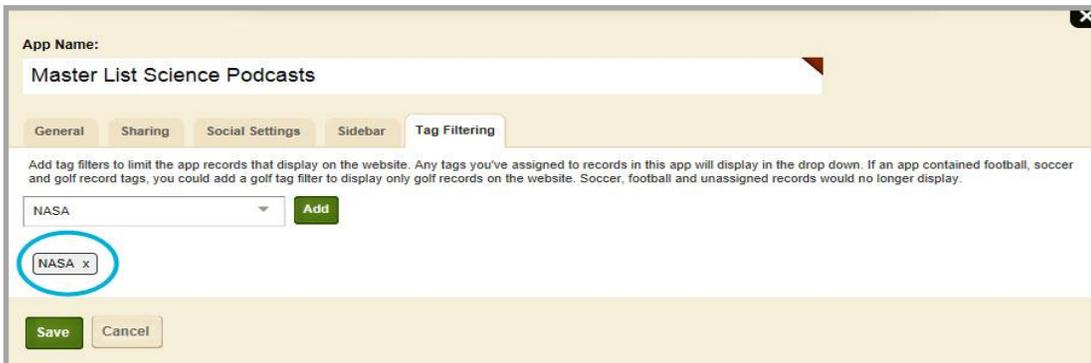
**Add Tag Filters**

Here’s how you select and apply filter tags for an app.

6. In *Site Manager*, navigate to the app to which you wish to set **Tag Filtering** options.
7. Edit the app and click Options. The App Options window displays.
8. Click **Tag Filtering**. The Tag Filtering dialog displays and you see the first tag in the field.



9. Click the drop-down arrow to see a complete list of tags used to categorize app records.



10. Click a tag in the list and click **Add**. The tag you added displays in the filter list.
11. Click **Save** when you have finished adding tags. You are returned to the app in Edit mode.

**Remove Tag Filters**

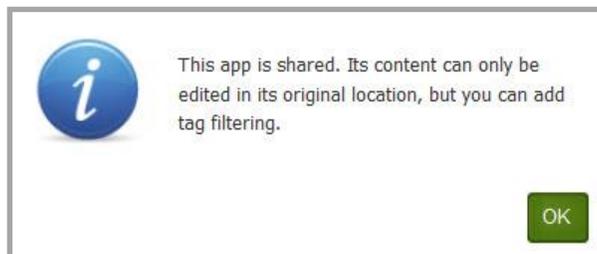
Here’s how you remove filter tags applied to an app.

12. In *Site Manager*, navigate to the app to which you wish to set **Tag Filtering** options.
13. Edit the app and click Options. The App Options window displays.
14. Click **Tag Filtering**. The Tag Filtering dialog displays.
15. Click the **x** to the right of the tag you no longer wish to use as a filter.
16. Click **Save**. You are returned to the app in Edit mode.



## Share App with Editors

When you share an app with tagging active with editors, those editors can add the app to pages under their control and add tag filtering to the app.



## Share an App

Here's how you share an app.

17. In *Site Manager*, navigate to the app to which you wish to share.
18. Edit the app and click Options. The App Options window displays.
19. Click **Sharing**. The Sharing dialog displays.
20. Click **Assign User** to share the app with individual users. Click **Assign Group** to share the app with groups of users.
21. Search for individual users or for groups by entering part of the name and clicking **Search**. Note that when sharing with a group, you can filter groups by category.
22. Click **Select** to the right of a user or group to move them to the selected list.
23. Click **Add**. Your selection is added to the app.
24. Click **Save**. You are returned to the app in Edit mode.

## Add Tag Filtering to a Shared App

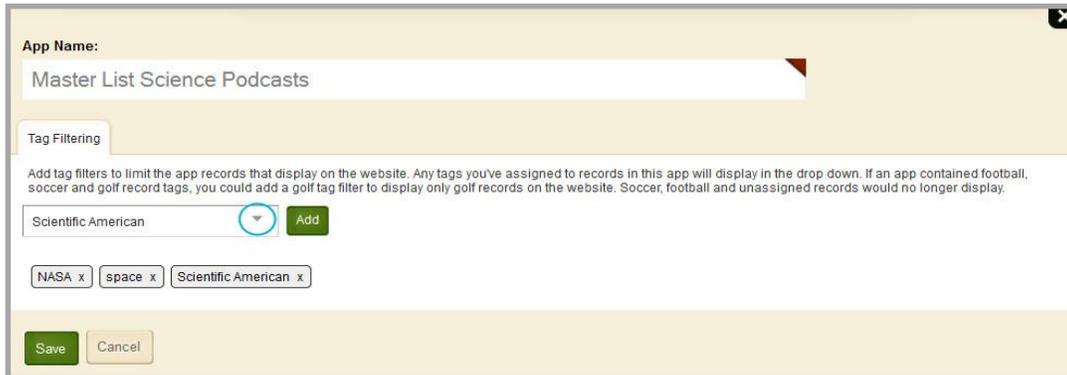
Here's how an editor adds tag filtering to a shared app they have placed on their page.

25. In *Site Manager*, navigate to and edit the page with the shared app. The page opens in Edit mode.



26. Click on the app. A dialog displays indicating that the app is shared, it can only be edited in its original location, but you can add tag filtering.
27. Click **OK**. The dialog is dismissed and the app options window opens on **Tag Filtering**.

28. Click the drop-down arrow to see a complete list of tags used to categorize app records.



The screenshot shows a web interface for tagging an app. At the top, there is a text input field labeled "App Name:" containing the text "Master List Science Podcasts". Below this is a section titled "Tag Filtering". A paragraph of text explains: "Add tag filters to limit the app records that display on the website. Any tags you've assigned to records in this app will display in the drop down. If an app contained football, soccer and golf record tags, you could add a golf tag filter to display only golf records on the website. Soccer, football and unassigned records would no longer display." Below the text is a search input field containing "Scientific American" and a green "Add" button. At the bottom of the "Tag Filtering" section, there are three tags displayed in a row: "NASA x", "space x", and "Scientific American x". At the very bottom of the interface are two buttons: "Save" and "Cancel".

29. Click a tag in the list and click **Add**. The tag you added displays in the filter list.

30. Click **Save** when you have finished adding tags. You are returned to the app in Edit mode.

Note that editors with whom an app is shared can place the shared app on multiple pages under their control. You can set different filter tags each time you add the shared app to a page.

## Blog Example

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When you first display the blog, you see the blog posts associated with the tag filters you chose for the app. In this instance *clean, décor, food, staff* and *vending*. You click a title in the *Recent* list to display the blog post. You click a month in *By Month* list to display blog posts associated with the month you selected. You click a tag in the *Tags* list to display blog posts associated with the tag.

The screenshot displays a web interface for a school district's blog. At the top, a navigation bar includes links for Home, Our District, Staff, Departments, Academics, Activities, Alumni, and Calendar. The main content area is titled 'Blogs' and features a list of posts from 'Happy Valley School District'. Each post includes a title, author, date, and a star rating. The posts are: 'HVHS - Cafeteria Staff' (6 stars), 'HVMS - Cafeteria Staff' (7 stars), 'HVHS - Snack Machine Selections' (0 stars), 'HVMS - Snack Machine Selections' (0 stars), 'HVHS - Cafeteria Food Quality' (5 stars), 'HVMS - Cafeteria Food Quality' (7 stars), 'HVHS - Cafeteria Decor' (0 stars), 'HVMS - Cafeteria Decor' (0 stars), 'HVHS - Cafeteria Cleanliness' (3 stars), and 'HVMS - Cafeteria Cleanliness' (4 stars). A sidebar on the left contains a 'Cafeteria Ratings' link. On the right, a panel titled 'Last ten active posts' contains three sections: 'Recent' (listing recent posts), 'By Month' (listing 'March 2013'), and 'Tags' (listing 'clean(2)', 'decor(2)', 'food(2)', 'staff(2)', and 'vending(2)'). Blue arrows point from the text 'Blog post list', 'Posts by month', and 'Posts by tags' to their respective sections in the interface.

## Headlines & Features Example

When you land on a page containing a Headlines & Features app with tagging applied, you see the first fifteen headlines and a **more** link. You can change the number of headlines that initially display by changing the App Options *Record Limit* field.

The screenshot shows the Happy Valley High School website interface. At the top is a navigation menu with links: Home, About Us, Our School, Alumni, Athletics, Activities, Staff, and Calendar. Below the menu is a header area with the school logo (a circular emblem) and the text 'HAPPY VALLEY HIGH SCHOOL INVOLVE ME AND I LEARN.' To the right of the header is a large photograph of a school building's rooftop area.

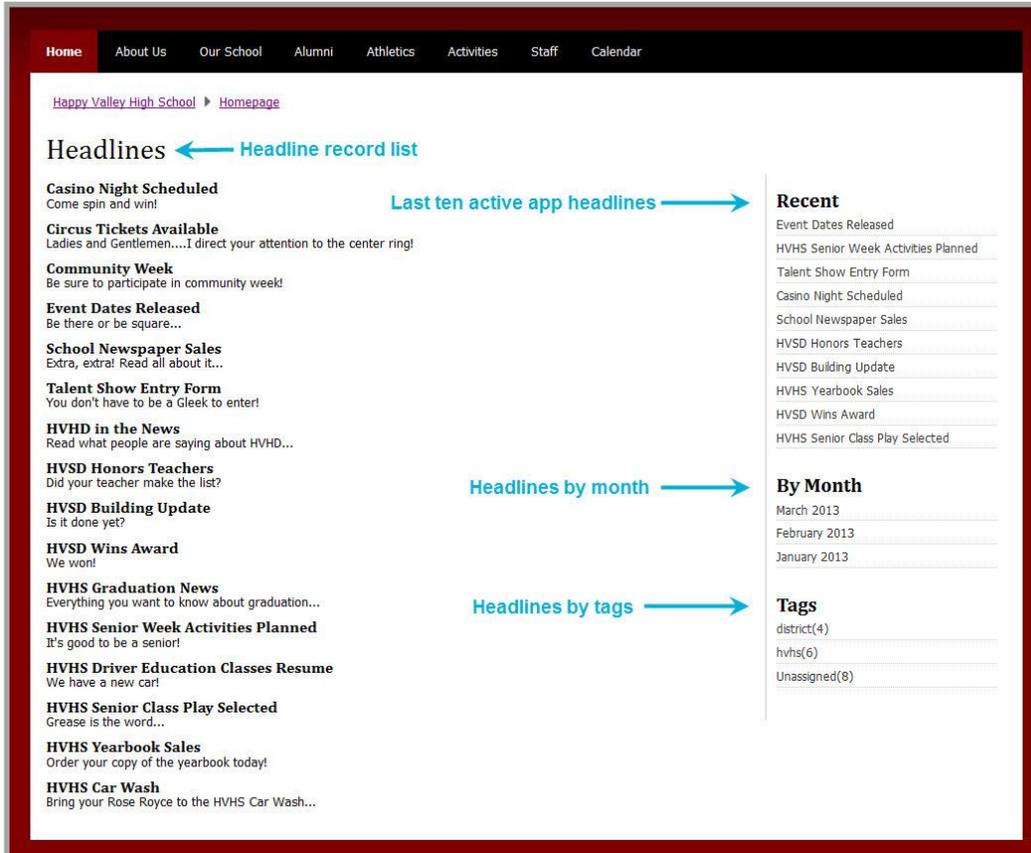
The main content area is divided into three columns:

- Announcements:** A notice about HVAC technicians with a 'FOLLOW' button.
- Site Shortcuts:** A list of links including District Policy, Staff Directory, District Photo Albums, Elementary Album, Middle School Gallery, High School Album, and District Volunteer Program (with a 'FOLLOW' button).
- Upcoming Events:** A list of events for 'Tomorrow' (10:00 AM - 11:00 AM Social Studies Presentation) and 'Wednesday' (9:00 AM - 10:00 AM Math Presentation), with a 'View Calendar' link.

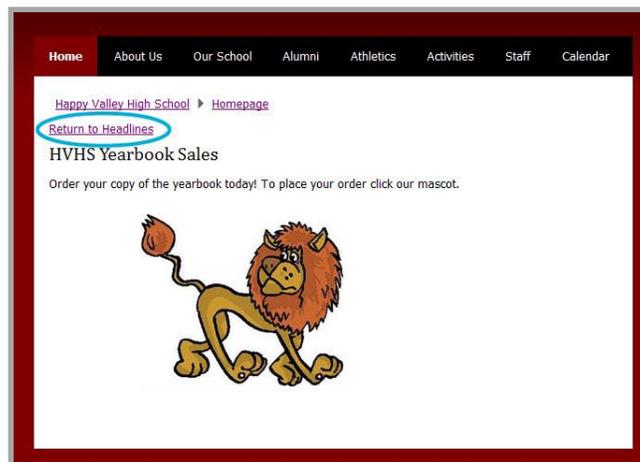
The **Headlines** section is on the right, featuring a list of news items such as 'Casino Night Scheduled', 'Circus Tickets Available', 'Community Week', 'Event Dates Released', 'School Newspaper Sales', 'Talent Show Entry Form', 'HVHD in the News', 'HVSD Honors Teachers', 'HVSD Building Update', 'HVSD Wins Award', 'HVHS Graduation News', 'HVHS Senior Week Activities Planned', 'HVHS Driver Education Classes Resume', 'HVHS Senior Class Play Selected', and 'HVHS Yearbook Sales'. A 'more' link at the bottom of this list is circled in blue.

You click the **more** link to show the *More* view.

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When you first display the *More* view, you see all headlines associated with with the tag filters you chose for the app, namely *district* and *hvhs*. You click a title in the *Recent* list to display the headline. You click a month in the *By Month* list to display the headlines associated with the month you selected. You click a tag in the *Tags* list to display headlines associated with the tag.

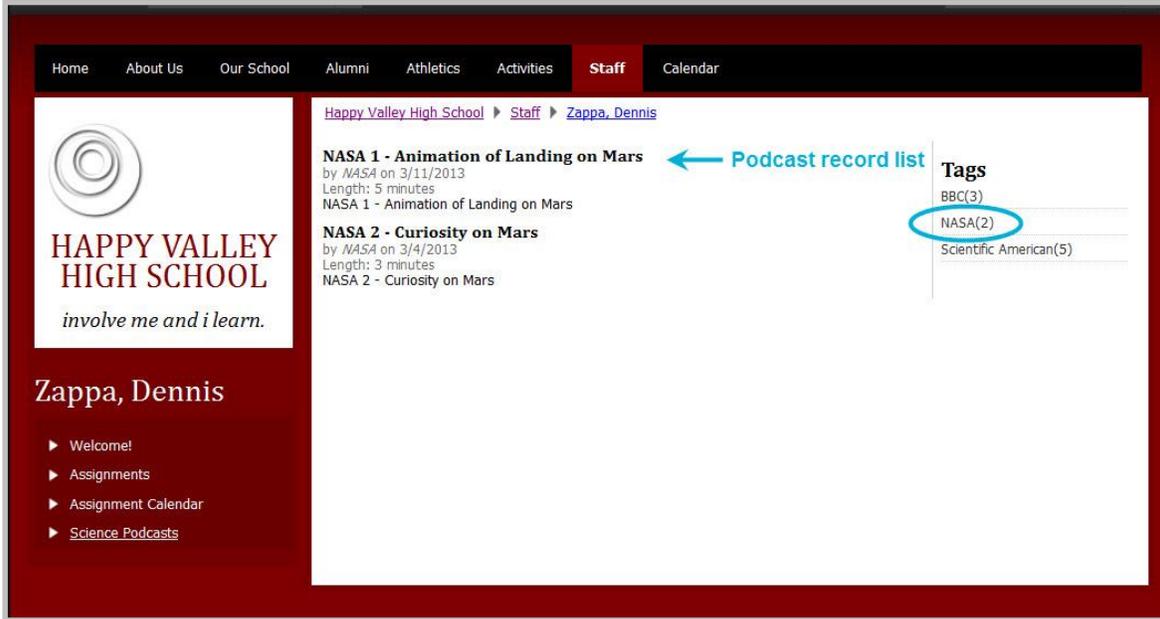


You click a title to display the entire headline. To return to the *More* view, click *Return to Headlines*.

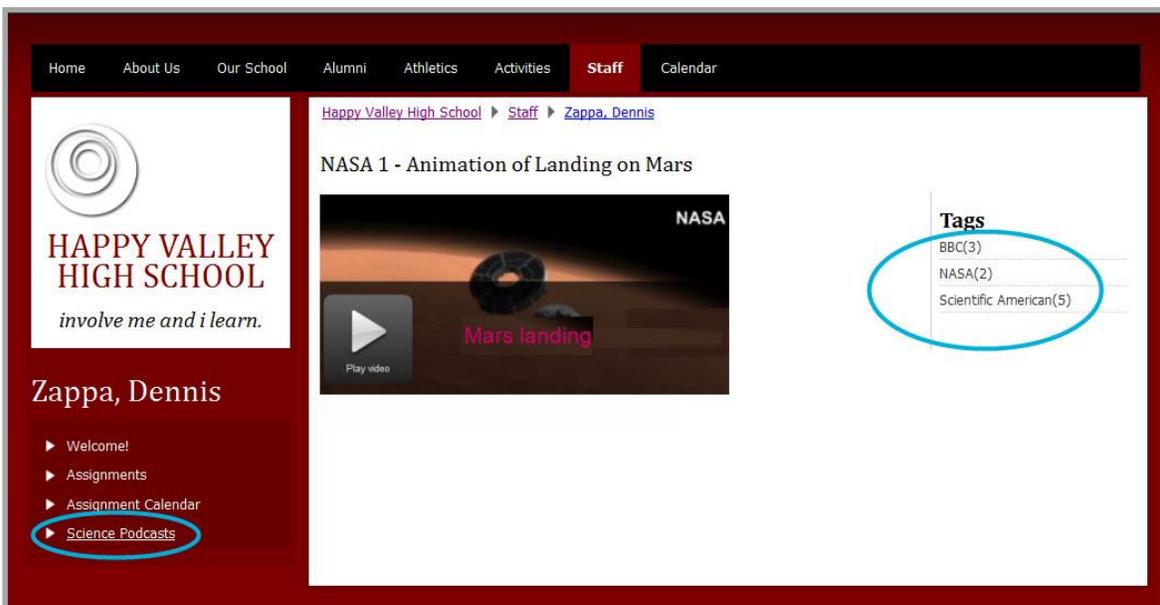


### Podcast Example

In this example podcast episodes are being filtered by the tags *BBC*, *NASA* and *Scientific America*. When you click on the NASA tag in the *Tags* list, you see the two podcasts associated with that tag.



You click an episode title to display the entire episode. To return to the list of episodes, you click the page link in the Left Navigation pane. Or, you can click another tag in the *Tags* list and show its associated episodes.



## Premium Video App Example

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When you click on the *alien attack* tag, videos indexed with that tag display.

The screenshot displays a Blackboard Web Community Manager interface for Happy Valley High School. The top navigation bar includes links for District Home, Select a School, MyView, Site Manager, My Account, My PassKeys, and a search box. The school's logo and name are prominently displayed, along with the motto: "Show me and I forget. Teach me and I remember. Involve me and I learn." Below this is a secondary navigation menu with categories like Home, About Us, Our School, Administration, Programs of Study, Athletics, Teachers (selected), Alumni, and Calendar.

The main content area is titled "Sparks, Eric" and contains a list of links: Welcome!, About Mr. Sparks, Assignment Blog, Assignments, Assignment Calendar, Sparks Video Collection, APPettizer, Sparks Video Collection 2, and Sparks Cheesy Space Movie Trailers. The "Sparks Cheesy Space Movie Trailers" link is underlined.

The central section, titled "Cheesy Space Movie Trailers", lists several video trailers:

- Flight to Mars**: Flight to Mars Movie Trailer - 1951. Author: Strawb. Length: 1.5 Minutes. Comments (0). Rating: ☆☆☆☆☆ (0).
- Gamera the Brave**: Gamera the Brave Movie Trailer - 2006. Author: Tatsui. Length: 2 Minutes. Comments (0). Rating: ☆☆☆☆☆ (0).
- Mission to Mars**: Mission to Mars Movie Trailer - 2000. Author: Cannon, Thomas, Thomas, Yost. Length: 2 Minutes. Comments (0). Rating: ☆☆☆☆☆ (0).
- Radar Men from the Moon**: Radar Men from the Moon Trailer - 1952. Author: Davidson. Length: 2 Minutes. Comments (1). Rating: ★★★★★ (1).
- Teenagers from Outer Space**: Teenagers from Outer Space - Trailer 1959. Author: Tom Graeff. Length: 1 Minute. Comments (0). Rating: ☆☆☆☆☆ (0).

The right sidebar contains three sections:

- Recent**: Lists recent content including "Teenagers from Outer Space", "Gamera the Brave", "Mission to Mars", and "Radar Men from the Moon".
- By Month**: Shows content grouped by month, with "May 2014" and "April 2014" listed.
- Tags**: Lists tags with their respective counts: "alien attack(3)", "mars(3)", "space monster(2)", "space travel(5)", "super cheesy(5)", and "UFO(1)".

## Tagging Recommended Practices

Here are some practices to consider when working with tagging.

- The maximum number of characters allowed for a tag is 20.
- Special characters such as quotes will be automatically removed from the name of your tag; you can use spaces within the tag name if you like.
- Follow the guidelines specified in the *Best Practice for Apps on a Page Guide* for each of the apps.