

# Tags

Tags are keywords which can be used to categorise courses and other content to help users find them during a search. They are available for use in both Totara Learn and Totara Engage.

There are different types of tags:

- Standard tags are site-wide and defined by a Site Administrator
- Tags can also be defined by users for their own use

Once a tag has been defined other users can also select the tag to categorise their content. The tag manager enables the Site Administrator to see all of the tags that have been defined and ensure that tags are consistently and appropriately used.

## Enabling tags

Before tags can be used on your site they must first be enabled.

1. Select *Quick-access menu > Configure features*.
2. Click **Enable tags functionality**.

## Adding site-wide tags

As a Site Administrator any new tags you add will be marked as **Standard** by default, meaning they will be available site-wide. You can add new tags either from a course, from a workspace, or from the **Manage tags** page.

### From a course (standard tags)

As a Site Administrator you can add site-wide tags while editing a course, activity, or resource.

1. Scroll down to the **Tags** section of the settings page in a course, activity, or resource.
2. You can either:
  - Type a new or existing tag into the **Enter tags...** text-input box.
  - Click **Manage standard tags** which will take you through the [Manage tags administration page](#).
3. When you are done click **Save and return to course** or **Save and display**.

## ▼ Tags

Tags

No selection

Enter tags...



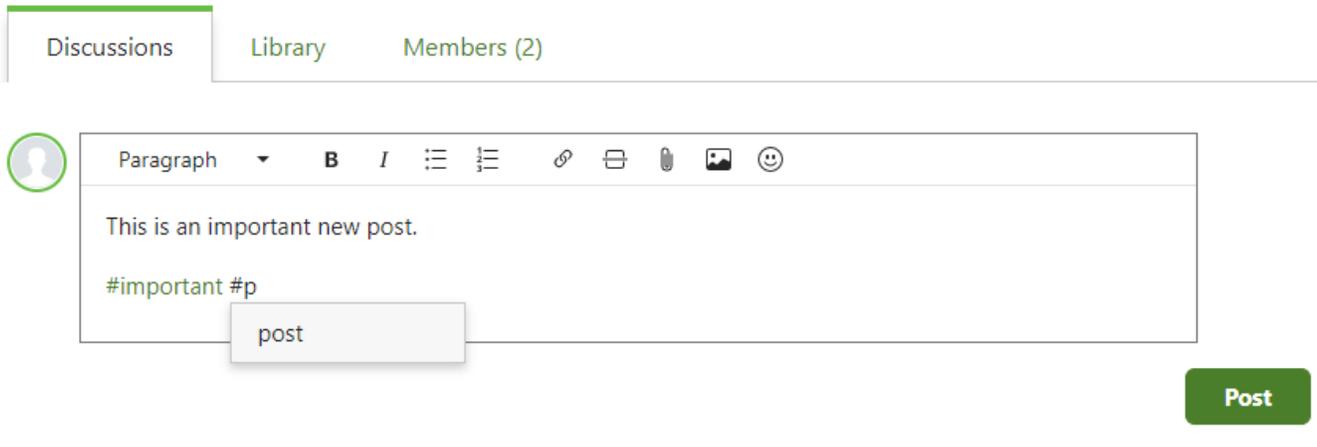
[Manage standard tags](#)

### From a workspace (hashtags)

As any user you can add site-wide tags as hashtags whilst creating or editing a [workspace](#) discussion or resource. Only Site Administrators will be able to manage these site-wide hashtags.

1. When typing into the body of the discussion or resource enter the hashtag you want e.g. #important.
2. When you post the discussion or add the resource the hashtags will become site-wide.

As you type any existing standard tags will be suggested to you.



You can manage hashtags by following these steps:

1. Go to *Quick-access > Appearance > Manage tags*.
2. Click on the **Hashtag collection**.

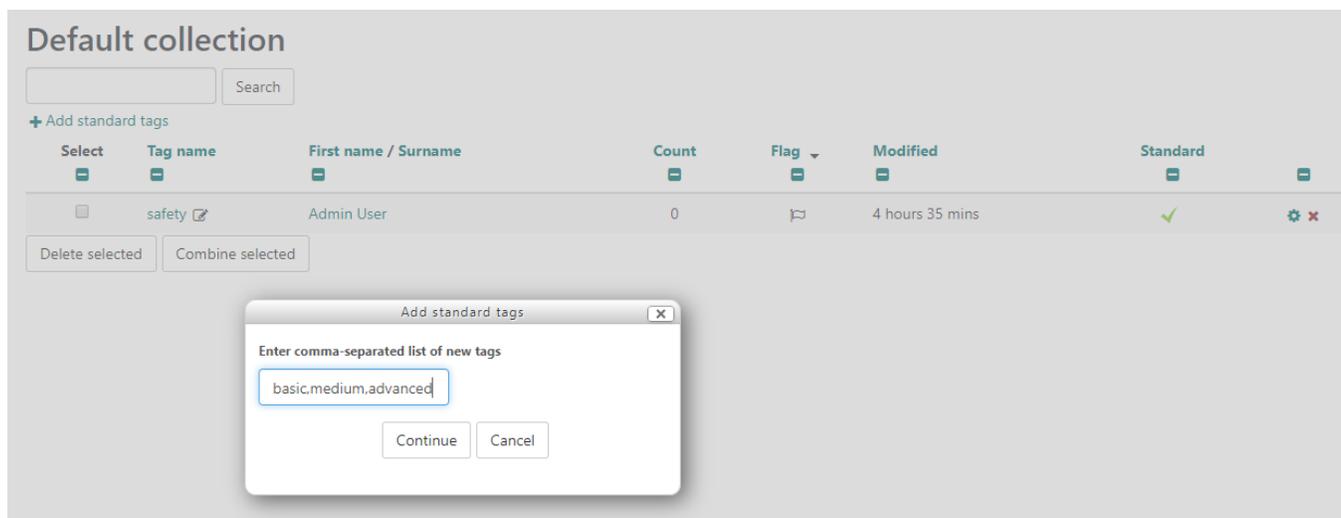
### From site administration (standard tags and topics)

From the site administration area you can add standard tags and also Totara Engage topics.

To add new tags from the **Manage tags** administration page follow these steps:

1. Go to *Quick-access menu > Appearance > Manage tags*.
2. Select a collection (if you don't wish to add tags to a specific collection just use the **Default collection**).
3. Click the **Add standard tags** link.
4. Enter a comma separated list of new tags (you can add one or more tags).
5. Click **Continue** to add the tag(s).

Follow the process above, but select the **Topic** collection to add new topics to Totara Engage.



### Adding course tags

You can add tags while editing a course, activity, or resource.

1. Scroll down to the **Tags** section of the settings page in a course, activity, or resource.
2. Type a new or existing tag into the **Enter tags...** text-input box.
3. When you are done click **Save and return to course** or **Save and display**.

## ▼ Tags

Tags

No selection

Enter tags...

Manage standard tags

### Adding activity tags

As well as course tags, you can add activity-level tags to individual activities. Activity-level tags can be used when reporting on activities across your site. For example, you could tag any activities that users must complete with a 'Mandatory' tag, while other activities have an 'Optional' tag. This would allow you to easily report on essential activities within your courses.

To add tags while creating a new activity:

1. Navigate to your course and create a new activity.
2. Expand the **Tags** section.
3. Select any activity-level tags you want to add using the **Enter tags...** dropdown.
4. If you need to add a new tag to the list, select **Manage standard tags**.
5. Save your course.

You can edit or add tags at a later date by navigating to the activity and clicking **Edit settings** in the **Administration** block.



You can report on activity-level tags using activity-level report sources (such as **SCORM** and **Feedback Summary**) in the [report builder](#).

### Managing tags

Once site-wide tags have been added these can be managed by a Site Administrator. You can rename tags and decide whether they should be standard (site-wide) or not, as well as add or remove them from collections (or the site entirely).

You can do the following actions:

- Manage tag collections
- Manage tag areas
- Rename tags (✎)
- Flag as inappropriate (🚩)
- Delete tags (✖)
- Toggle mark as standard (site-wide) (✔)
- Edit tag settings (⚙️)

### Key skills

+ Add standard tags

Select	Tag name	First name / Surname	Count	Flag	Modified	Standard	
<input type="checkbox"/>	Accounting	Admin User	0		20 hours 54 mins	✔	
<input type="checkbox"/>	Team working	Admin User	0		now	✔	
<input type="checkbox"/>	Communication	Admin User	0		20 hours 57 mins	✔	
<input type="checkbox"/>	Leadership	Admin User	0		20 hours 57 mins	✔	
<input type="checkbox"/>	Organisational	Admin User	0		18 secs	✔	

Delete selected

Combine selected

### From a course

To access the **Manage tags** administration page from a course follow these steps:

1. Scroll down to the **Tags** section of the settings page in a course, activity, or resource.
2. Click **Manage standard tags** which will take you through the [Manage tags administration page](#).
3. Click the name of the collection containing the tag(s) you wish to edit.
4. Alongside the tag you wish to edit click the cog icon (.
5. Edit the tag [settings](#).
6. Click the **Update** button to save the changes.

## From site administration

To manage tags from the **Manage tags** administration page follow these steps:

1. Go to *Quick-access menu > Appearance > Manage tags*.
2. Click the name of the collection containing the tag(s) you wish to edit.
3. Alongside the tag you wish to edit click the cog icon (.
4. Edit the tag [settings](#).
5. Click the **Update** button to save the changes.

## Tag settings

Each tag has the following settings you can edit.

Setting	Description	Notes
<b>Tag name</b>	The name of the tag, this is what users see.	-
<b>Description</b>	You can add a description of the tag, which should help guide others in its usage.	-
<b>Standard</b>	Tick to make the tag a standard tag (site-wide).	-
<b>Related tags</b>	You can add any related tags.	-

## User interests tags

On the user profile page users can add topics they are interested in under the **Interests** heading.

If the tags entered by the user already exist within the system the user will be added to the tag. If the tag does not currently exist it will be created when the user clicks **Save changes**.

## Tag collections

Tag collections are sets of tags for different areas of your site. For example, a collection of standard tags can be used to tag courses, but user interests and blog post tags are kept in a separate collection. When a user clicks on a tag, the tag page displays only items with that tag in the same collection.

There are three default collections:

- **Default collection:** Most tags are added to the default collection, this includes course tags
- **Hashtags:** Are another type of tag (often used in Totara Engage)
- **Topics:** These are [Topics from Totara Engage](#)

You can also set up your own custom tag collections.

## Tag collections <sup>1</sup>

Name	Component	Tag areas	Searchable <sup>1</sup>
Default collection 		<ul style="list-style-type: none"><li>• External blog posts</li><li>• Audiences</li><li>• Courses</li><li>• Activities and resources</li><li>• Blog posts</li><li>• User interests</li><li>• Questions</li><li>• Book chapters</li><li>• Data records</li><li>• Forum posts</li><li>• Glossary entries</li><li>• Wiki pages</li><li>• Programs &amp; Certifications</li></ul>	<input checked="" type="checkbox"/>
Topics	Topics	<ul style="list-style-type: none"><li>• Engage resource</li><li>• Survey</li><li>• Playlist</li></ul>	<input checked="" type="checkbox"/>
Hashtag 	Totara core		<input checked="" type="checkbox"/>

Tags can be automatically added to a collection according to the area tagged or can be added manually as standard tags.

Clicking on the name of a tag collection then displays the list of tags, together with information on their creators, how many times they are used, when they were last modified, which tags have been flagged as inappropriate, and which tags are marked as standard.

Standard tags are tags which are added by a Site Administrator and are available for others to use. Standard tags are never deleted during clean-up tasks even when there are no tagged items.

## Tag collections <sup>1</sup>

Name	Component	Tag areas	Searchable <sup>1</sup>
Default collection 		<ul style="list-style-type: none"><li>• External blog posts</li><li>• Audiences</li><li>• Courses</li><li>• Activities and resources</li><li>• Blog posts</li><li>• User interests</li><li>• Questions</li><li>• Wiki pages</li><li>• Programs &amp; Certifications</li></ul>	<input checked="" type="checkbox"/>
Skills 			<input checked="" type="checkbox"/> 

[Add tag collection](#)

## Tag areas

Name	Component	Enabled	Tag collection	Standard tags usage <sup>1</sup>
External blog posts	System	<input checked="" type="checkbox"/>	Default collection 	Suggest 

## Adding a new collection

A new collection may be added by clicking the **Add tag collection** link and giving the new collection a name.

## Managing a tag collection

When viewing a tag collection you can perform the following actions:

- Quickly rename by clicking the edit icon () alongside the tag name
- Toggle whether a tag collection is searchable by clicking the icon in the **Searchable** column, if the tick icon () is showing then the collection is searchable
- Re-order collections using the up () and down () arrows
- Delete a collection by clicking on the cross icon ()

Clicking on the name of the collection will allow you to enter that collection and [manage the tags](#) within it.

## Combining tags

Within a collection you can combine tags with similar names into a single tag.

1. In the collection select the tags you wish to combine (this could be two or more).
2. Click **Combine selected**.
3. Select the tag you wish to be shown after the combination.
4. Click **Continue** to complete the combination.

## Default collection

 Search

+ Add standard tags

Select	Tag name	First name / Surname	Count	Flag	Modified	Standard	
<input type="checkbox"/>	advanced	Admin User	0		23 mins 55 secs	✓	
<input type="checkbox"/>	basic	Admin User	0		23 mins 55 secs	✓	
<input type="checkbox"/>	intermediate	Admin User	0		1 sec	✓	
<input type="checkbox"/>	medium	Admin User	0		23 mins 55 secs	✓	
<input type="checkbox"/>	safety	Admin User	0		5 hours 16 mins	✓	

Delete selected    Combine selected

## Tag areas

Tag areas are areas of Totara in which tags can be used such as blog posts, or activities and resources. These may be enabled or disabled as required.

For example, if you don't intend to use course tags on your site, the courses tag area can be disabled so that the **Tags** section doesn't appear on the edit settings page for each course.

## Tag areas

Name	Component	Enabled	Tag collection	Standard tags usage <sup>1</sup>
External blog posts	System		Default collection	Suggest
Audiences	System		Default collection	Suggest
Courses	System		Default collection	Suggest
Activities and resources	System		Default collection	Suggest
Blog posts	System		Default collection	Suggest
User interests	System		Default collection	Don't suggest
Questions	System		Default collection	Suggest
Engage resource	Article		Topics	Force
Survey	Survey		Topics	Force
Book chapters	Book		Default collection	Suggest
Data records	Database		Default collection	Suggest
Forum posts	Forum		Default collection	Suggest
Glossary entries	Glossary		Default collection	Suggest
Wiki pages	Wiki		Default collection	Suggest
Playlist	Playlist		Topics	Force
Programs & Certifications	Program Management		Default collection	Suggest

## Enabling tag areas

A tag area may be enabled or disabled by using the eye icons in the **Enabled** column. If this eye is open () then the tag area is currently enabled and clicking it will change the icon to an eye with a cross through it () which indicated that the tag area is now disabled.

## Adding a collection to an area

Tag areas may then be selected for the new collection by clicking the pencil icon (  ) in the **Tag collection** column of a particular tag area. Changing the **Tag collection** from **Default collection** to the chosen, new collection.

## Tag behaviour

You can set the behaviour for standard tags in each of the listed area. Alongside the area click the edit icon (  ) in the **Standard tags usage** column and then choose one of the following options:

- **Suggest:** When entering tags suggest any matching standard tags
- **Force:** New tags cannot be entered and only standard tags can be used
- **Don't suggest:** New tags may be entered with no standard tag being suggested