



## **Deleting Tags**

To delete tags from a specific discussion or resource, click the small blue ' $\mathbf{x}$ ' next to the tag you wish to delete. This removes the tag from the menu. Only facilitators can delete tags.



To delete tags from the overall community, go to '**EDIT**' in the tags section of the left-hand navigation bar. When the tag menu appears, hover over the tag you wish to delete and click the trash can icon. You will get a warning reminding you that any discussions, files, or videos that have this tag attached to them will have the tag deleted. This uncategorized content can still be found in '**All Resources**' or '**All Discussions**'. If you still wish to delete, click '**Yes, Delete**'. If not, click '**No, Cance**l'.

YOUR COMMUNITIES			
WeTeachNYC Sam	<u>ple Community</u>		
Facilitator   Help for facilitator	Tags	×	
COMMUNITY GOAL EDIT	■ Session 1		
Use this space to articulate	Session 2		
the overall goal of your WeTeachNYC Community	Templates		
and to explain how the community will be used to	Challenges		
support this goal.	✦Create a new tag		DELETE DISCUSSION
NEXT STEPS EDIT	B I ©		