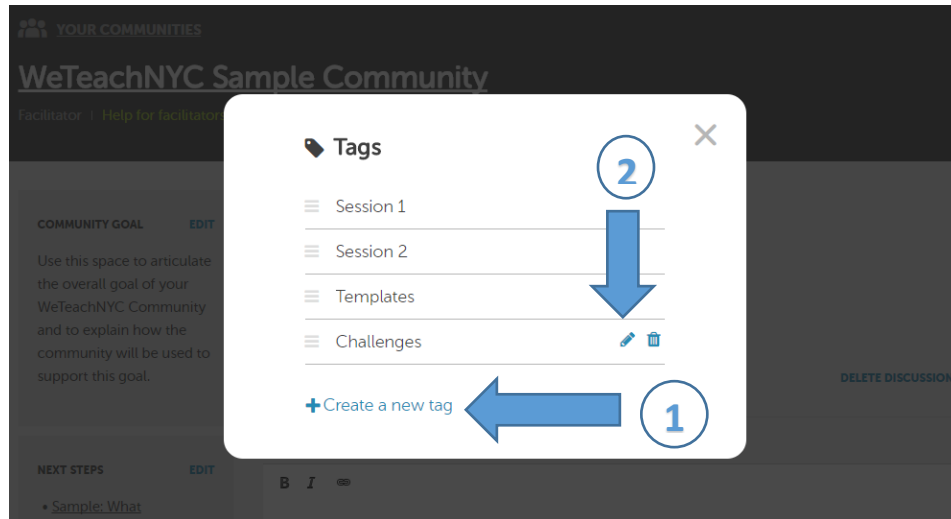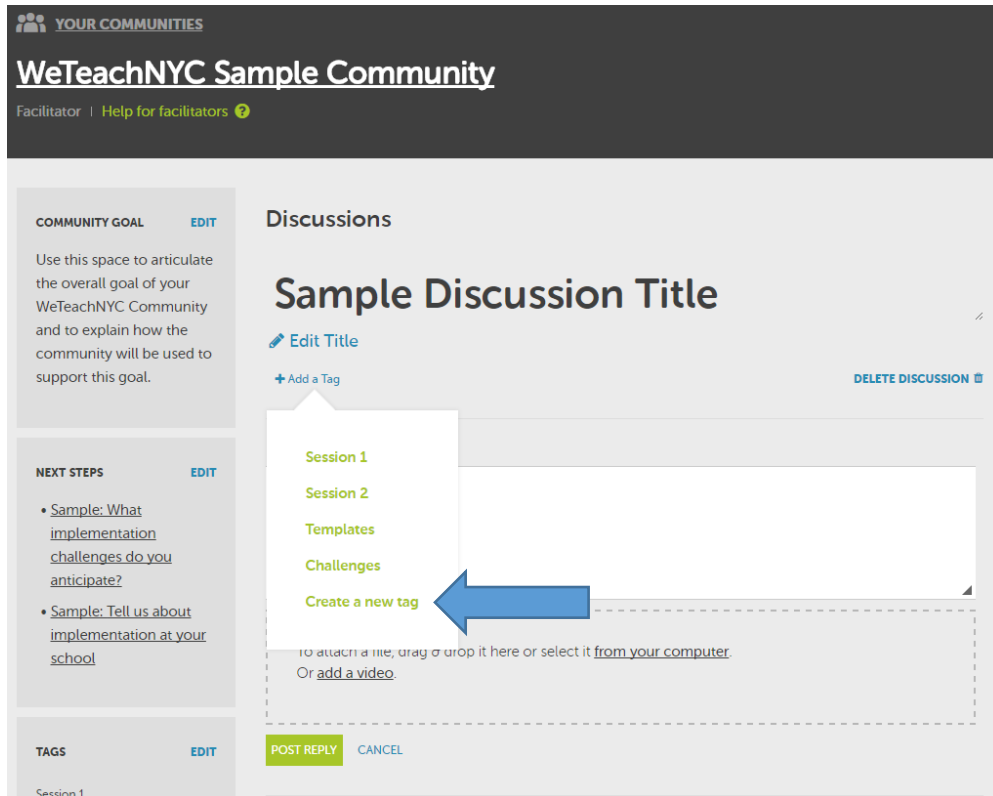# Creating Tags

**1**    To add a new tag, go to '**Tags**' on the left-hand navigation pane, click '**+ Create a new tag**', write in the name of the new tag, and then click '**+ Create a new tag**'.



All of your existing tags will appear in this menu. Tags that have not been assigned to a specific file, video or discussion are not visible to community members, even though they are visible to you as the facilitator.

**2**    Facilitators can rename existing tags by hovering over them in the tag menu and clicking the pencil icon. This will rename the tag wherever it exists in your community.

You can create new tags after you have created a discussion or uploaded a resource. Click '**+ Add a new tag**' under the discussion title or filename. Select '**Create a new tag**'. This brings you back to the tag menu where you can create a new tag.



**Facilitator Tip:**
It can be helpful to create tags before launching your community. For example, if you have multiple in-person professional learning sessions, you can create a tag for each session. If you are organizing your community by school team, you can create a tag for each school team.

**Facilitator Tip:**
Tags allow you to create an organizational structure that you can share with community members when you introduce the community. A structure that is outlined and shared in advance will help community members to find easily the discussions, files or videos they need.