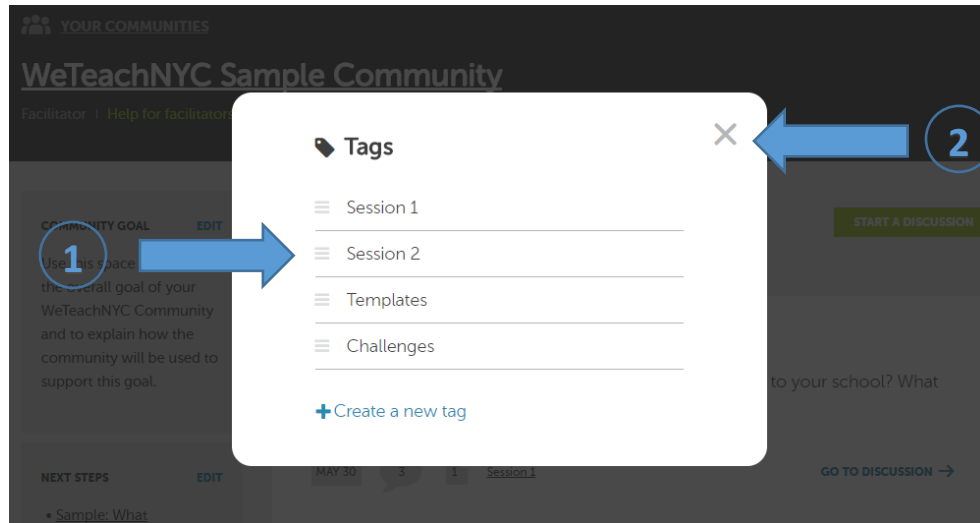


Organizing Tags

As a facilitator, you can decide on the order in which the tags appear. Click **'EDIT'** in the Tags section of the left-hand navigation bar to access your tag menu. The tag menu contains all of the tags that you've created for your community.



- 1 Click and drag tags to reorder how they appear on the sidebar.
- 2 Click the 'x' in the top right-hand corner when you're done ordering your tags.



Facilitator Tip:

The order of tags can be changed at any time if you'd like to push certain tags to the top of the list for easier navigation or to draw community members' attention to a specific topic.