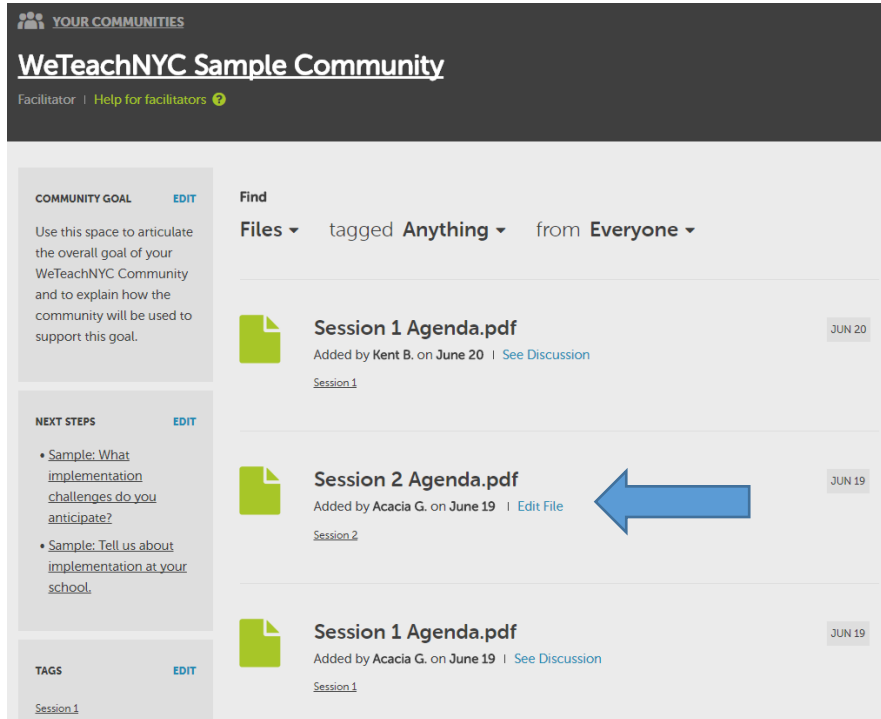


Adding a Tag to an Existing File, Link or Video

If you have an existing file, link or video and want to add a tag (or additional tags) select **'Edit File'**.



YOUR COMMUNITIES

WeTeachNYC Sample Community

Facilitator | [Help for facilitators](#) ?

COMMUNITY GOAL [EDIT](#)

Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

NEXT STEPS [EDIT](#)

- [Sample: What implementation challenges do you anticipate?](#)
- [Sample: Tell us about implementation at your school.](#)

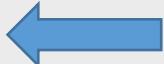
TAGS [EDIT](#)

[Session 1](#)

Find

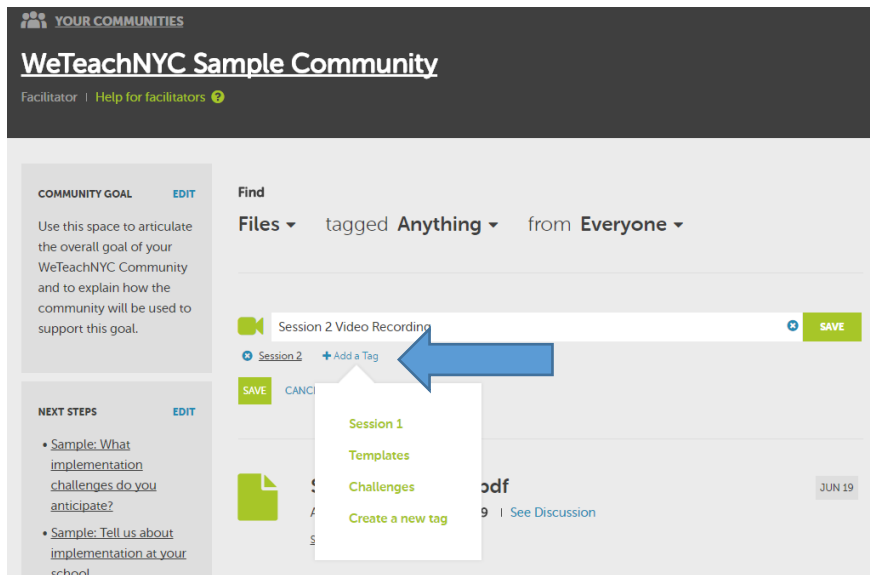
Files ▾ tagged **Anything** ▾ from **Everyone** ▾

Session 1 Agenda.pdf JUN 20
Added by Kent B. on June 20 | [See Discussion](#)
[Session 1](#)

Session 2 Agenda.pdf JUN 19
Added by Acacia G. on June 19 | [Edit File](#) 
[Session 2](#)

Session 1 Agenda.pdf JUN 19
Added by Acacia G. on June 19 | [See Discussion](#)
[Session 1](#)

Then click **'+ Add a Tag'**. You will be prompted to select from a list of existing tags.



YOUR COMMUNITIES

WeTeachNYC Sample Community

Facilitator | [Help for facilitators](#) ?

COMMUNITY GOAL [EDIT](#)



Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

NEXT STEPS [EDIT](#)

- [Sample: What implementation challenges do you anticipate?](#)
- [Sample: Tell us about implementation at your school.](#)

Find

Files ▾ tagged **Anything** ▾ from **Everyone** ▾

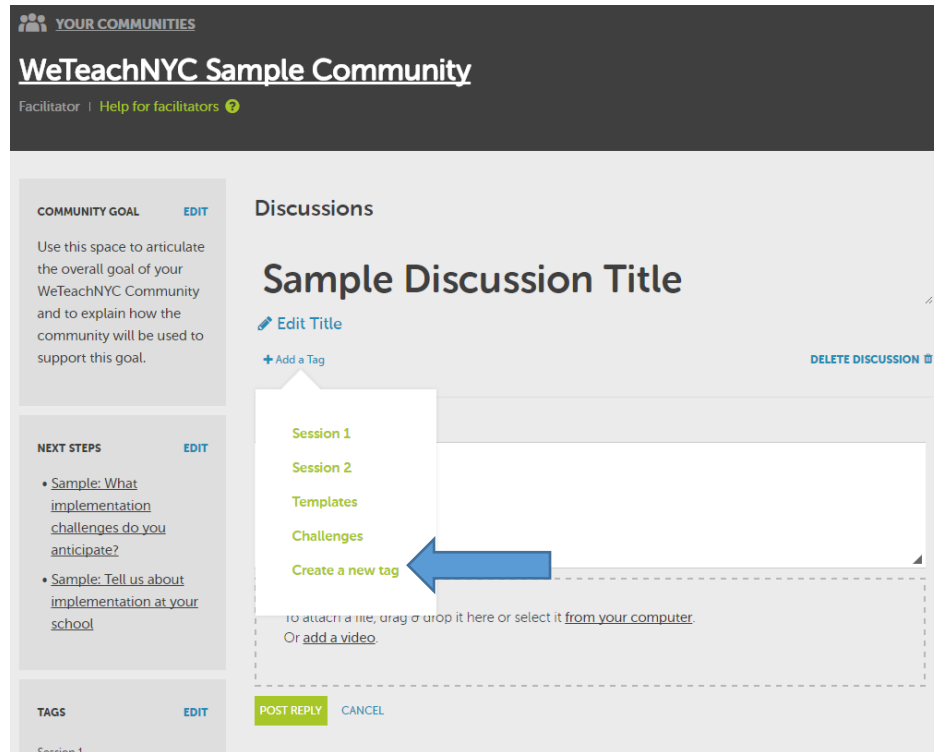
Session 2 Video Recording  [+ Add a Tag](#)  [SAVE](#)

[Session 2](#) [SAVE](#) [CANCEL](#)

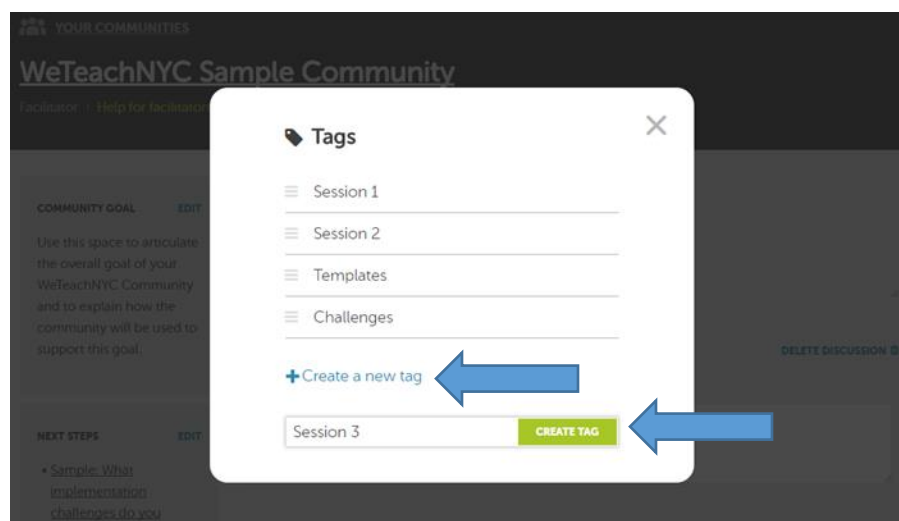
Session 1
Templates
Challenges
Create a new tag

Session 1 Agenda.pdf JUN 19
Added by Acacia G. on June 19 | [See Discussion](#)
[Session 1](#)

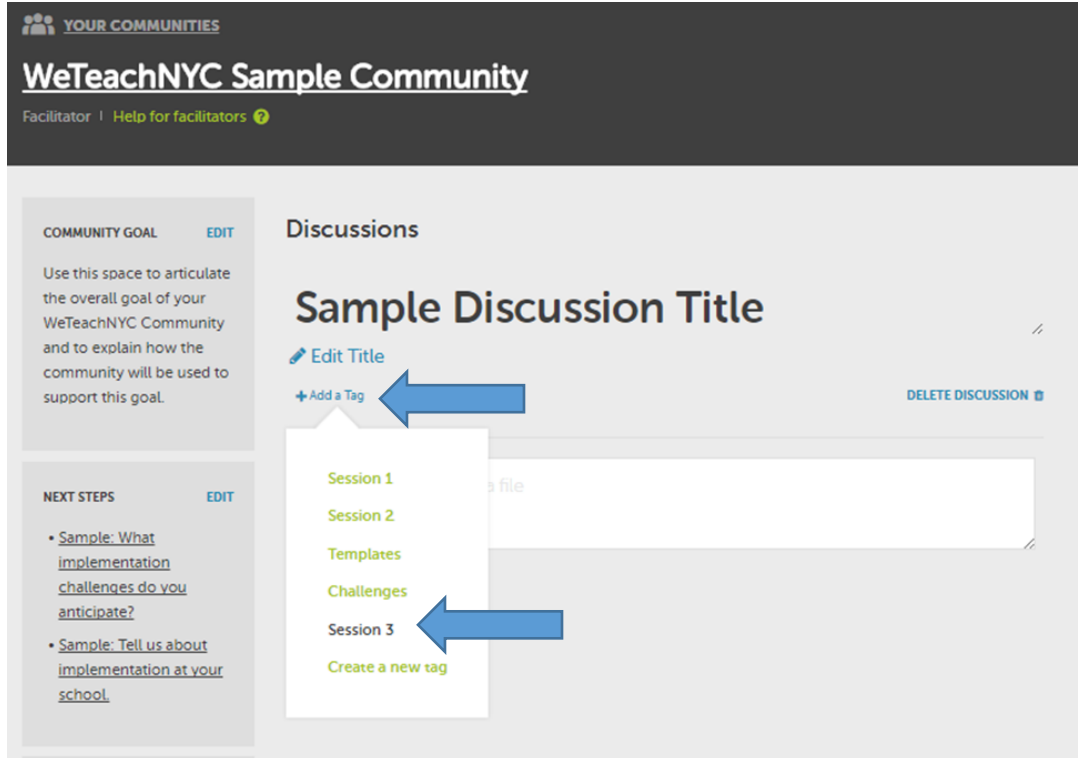
If you need to create a new tag for this discussion, you can select '**Create a new tag**' from the dropdown menu.



Then click '+ **Create a new tag**' and type the name of the tag in the box provided. Then click '**Create Tag**'.



Then go back to the discussion and click ‘+ Add a Tag’ under the discussion title and the dropdown menu with your new tag will appear. Click on that tag to associate it with this discussion.



YOUR COMMUNITIES

WeTeachNYC Sample Community

Facilitator | [Help for facilitators](#)

COMMUNITY GOAL [EDIT](#)

Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

Discussions

Sample Discussion Title

[Edit Title](#) [+ Add a Tag](#) [DELETE DISCUSSION](#)

Session 1

Session 2

Templates

Challenges

Session 3

Create a new tag

NEXT STEPS [EDIT](#)

- [Sample: What implementation challenges do you anticipate?](#)
- [Sample: Tell us about implementation at your school.](#)



Facilitator Tip:

All discussions, files, links or videos should have at least one tag so community members can easily find the content they need. Adding multiple tags to a file, link, video, or discussion provides multiple access points for community members.