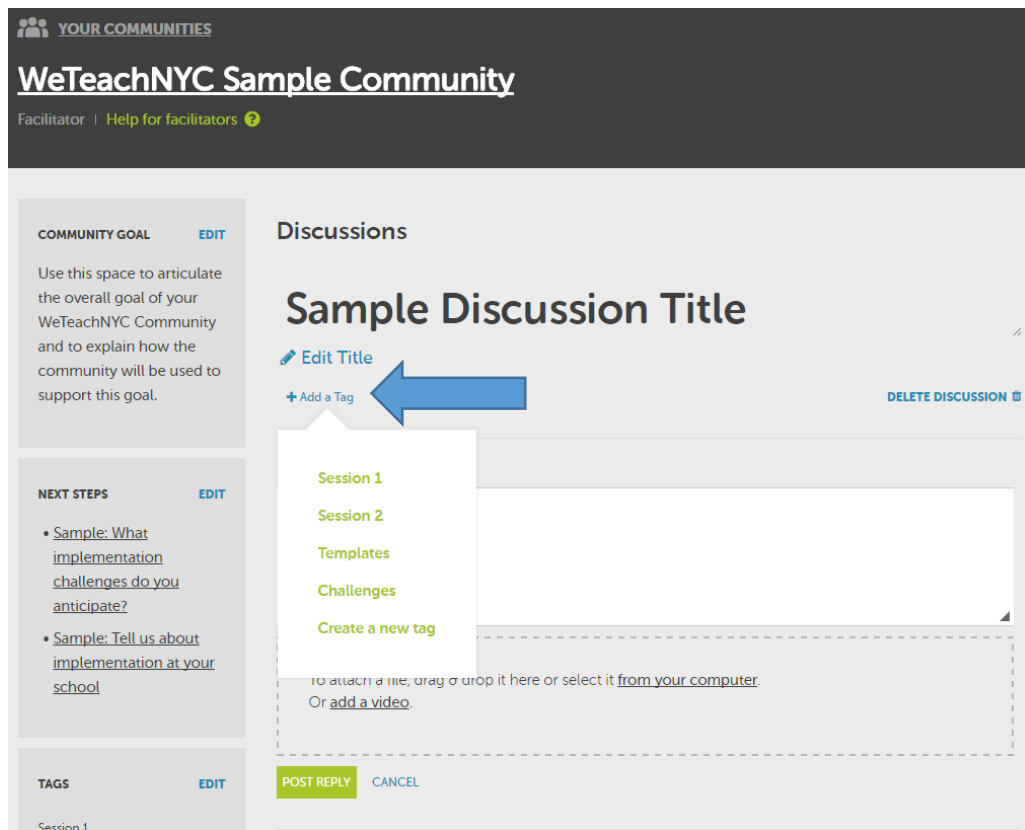


Adding Tags to Discussions

To add a tag to a discussion, click the **‘+ Add a Tag’** icon under the discussion title and a dropdown menu of options will appear. The tags in the list are the tags that you created to organize discussions, files or videos in your community. If you would like to add additional tags at a later date, you can always go back to the discussion and click the **‘+ Add a Tag’** icon.



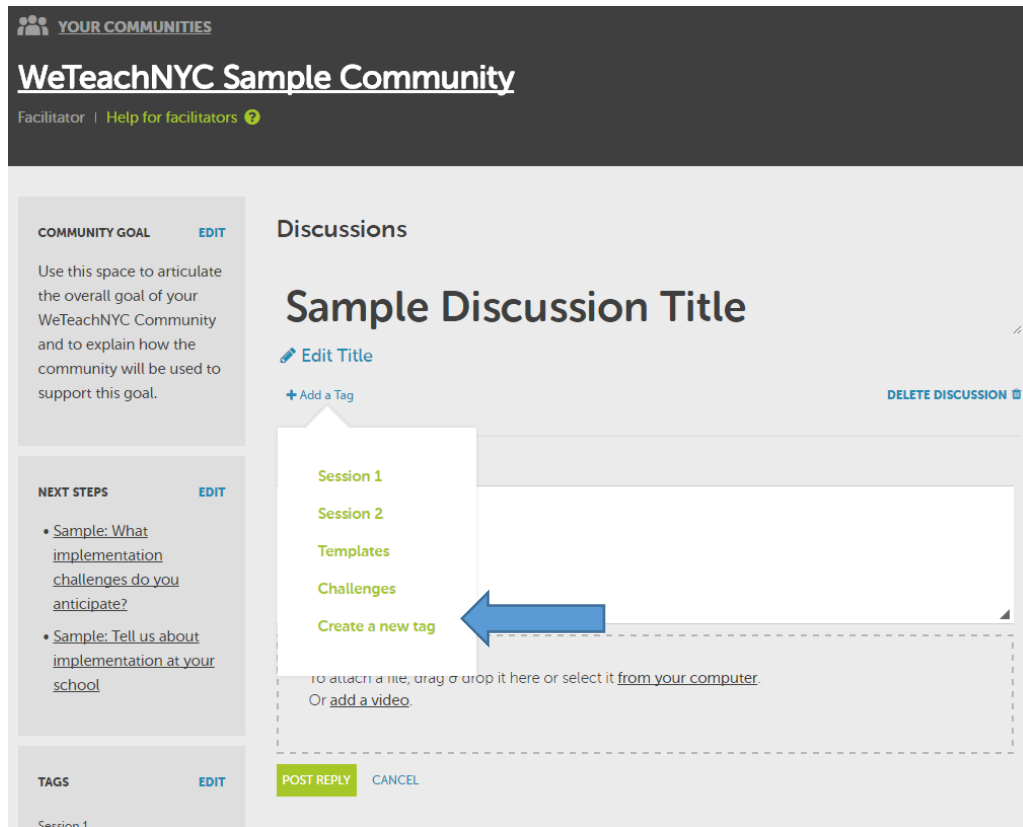
The screenshot shows the 'WeTeachNYC Sample Community' interface. On the left, there are sections for 'COMMUNITY GOAL' and 'NEXT STEPS'. The main area is titled 'Discussions' and features a 'Sample Discussion Title'. Below the title, there is an 'Edit Title' link and a '+ Add a Tag' button. A blue arrow points to the '+ Add a Tag' button, which has opened a dropdown menu. The dropdown menu contains the following options: 'Session 1', 'Session 2', 'Templates', 'Challenges', and 'Create a new tag'. Below the dropdown menu, there is a text area for the discussion content, followed by a 'POST REPLY' button and a 'CANCEL' button. The bottom of the interface shows a 'TAGS' section with the tag 'Session 1'.



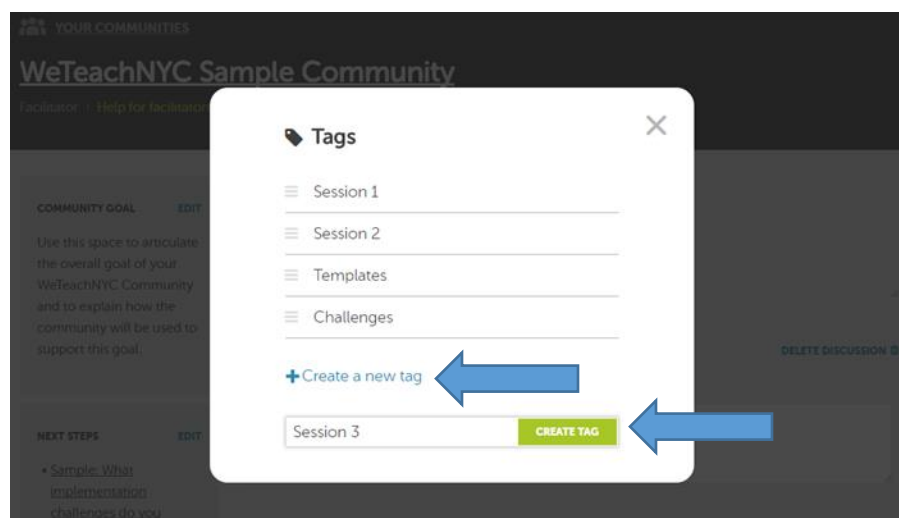
Facilitator Tip:

Add a tag to a discussion as soon as it is created so that community members can find it easily.

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

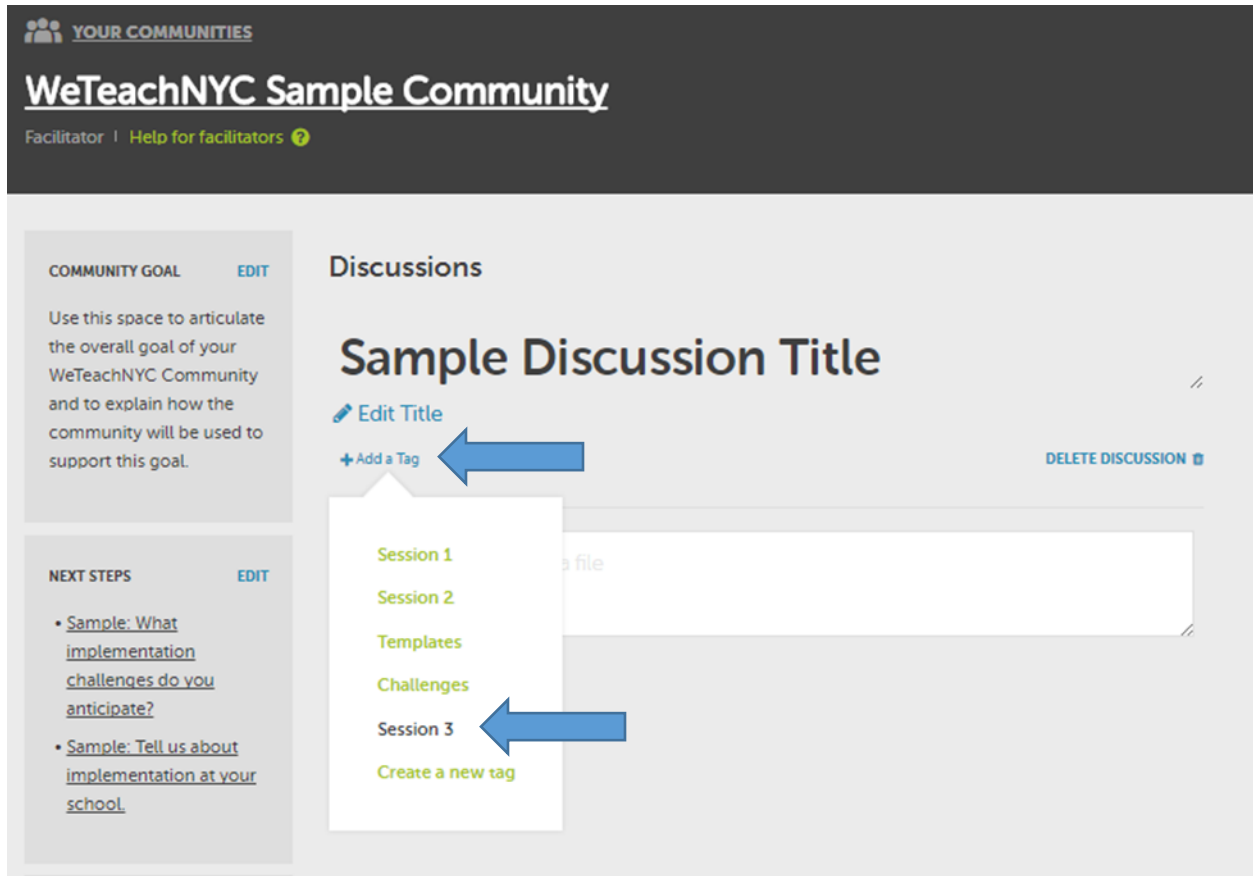


Then click ‘**+ Create a new tag**’ and type the name of the tag in the box provided. Then click ‘**Create Tag**’.



Adding Tags to Discussions

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](#)

NEXT STEPS [EDIT](#)

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

Session 1

Session 2

Templates

Challenges

Session 3

Create a new tag