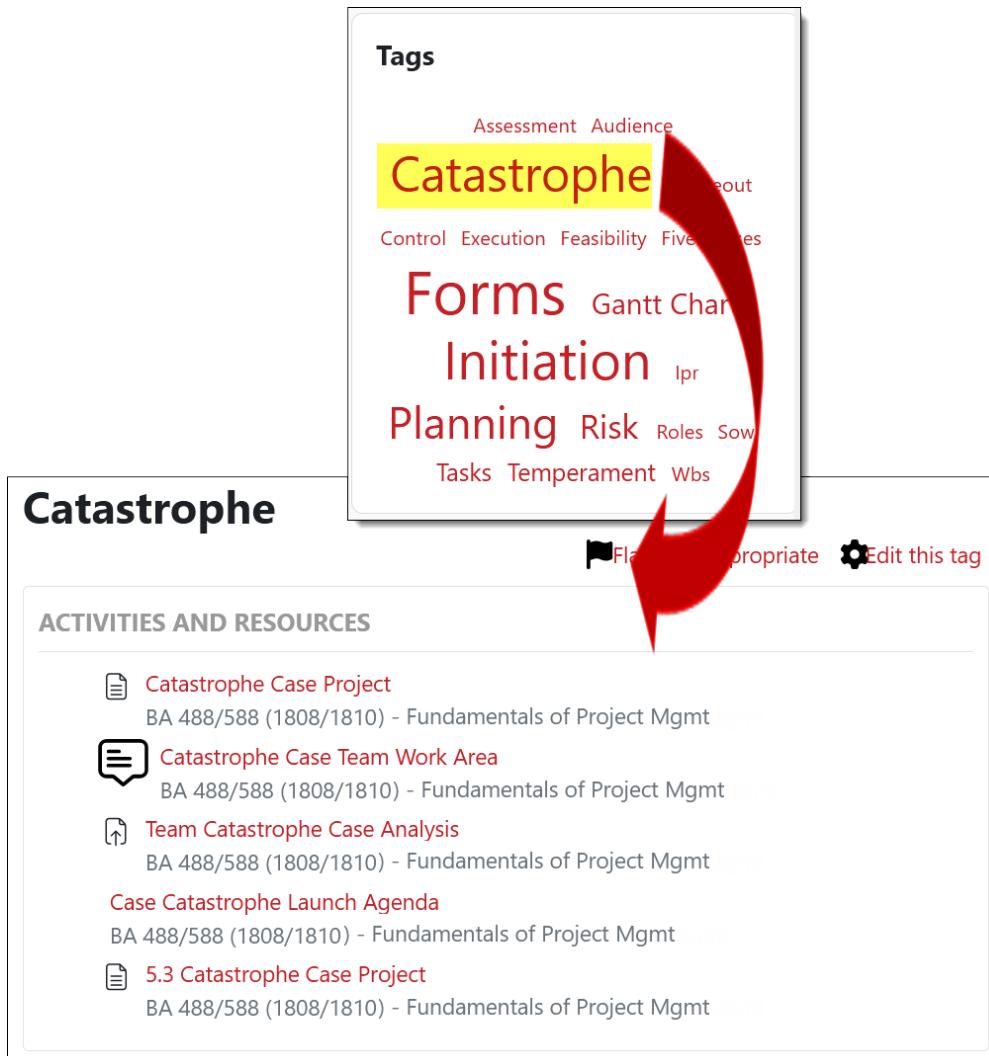


## Faculty: Set Up Tags

Hart Wilson - 2025-12-28 - [Comments \(0\)](#) - [Faculty](#)

Moodle allows you to provide links to related resources and activities by using tags. Here's how it works:

As you create resources and activities, tag them with an appropriate key word (or words). When you add a **Tags** block to the block drawer, the tags will appear in the block. Clicking on a tag will display links to the items you have tagged with that key word. Note that each item displays the item type—where the icon is missing in the list below, the link is for a file resource.

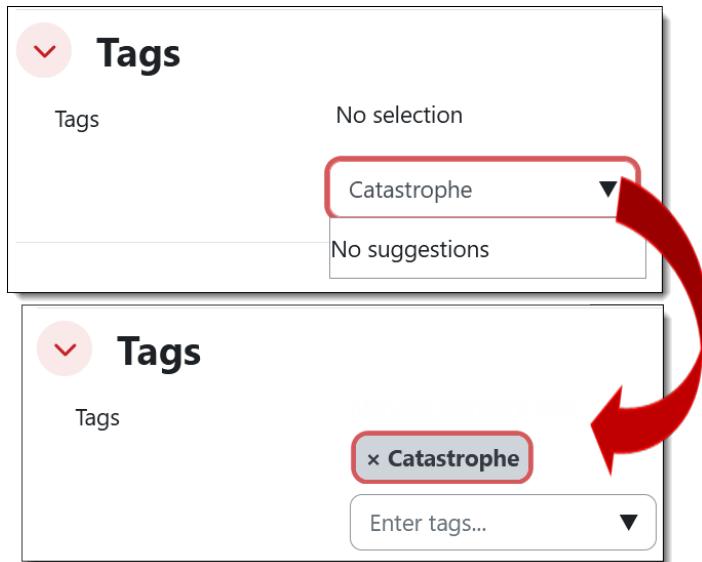


The image shows a Moodle interface. On the left, a resource titled 'Catastrophe' is displayed. On the right, a 'Tags' block is shown with a list of tags: Assessment, Audience, Catastrophe, Control, Execution, Feasibility, Five, Forms, Gantt, Initiation, Ipr, Planning, Risk, Roles, Sow, Tasks, Temperament, Wbs. A red arrow points from the 'Catastrophe' tag in the 'Tags' block to the 'Catastrophe' resource page, which is also titled 'Catastrophe'. The resource page has an 'ACTIVITIES AND RESOURCES' section containing several items, each with a small icon and a description.

Icon	Activity/Resource	Description
document	Catastrophe Case Project	BA 488/588 (1808/1810) - Fundamentals of Project Mgmt
chat	Catastrophe Case Team Work Area	BA 488/588 (1808/1810) - Fundamentals of Project Mgmt
up arrow	Team Catastrophe Case Analysis	BA 488/588 (1808/1810) - Fundamentals of Project Mgmt
document	Case Catastrophe Launch Agenda	BA 488/588 (1808/1810) - Fundamentals of Project Mgmt
document	5.3 Catastrophe Case Project	BA 488/588 (1808/1810) - Fundamentals of Project Mgmt

## Create a Tag

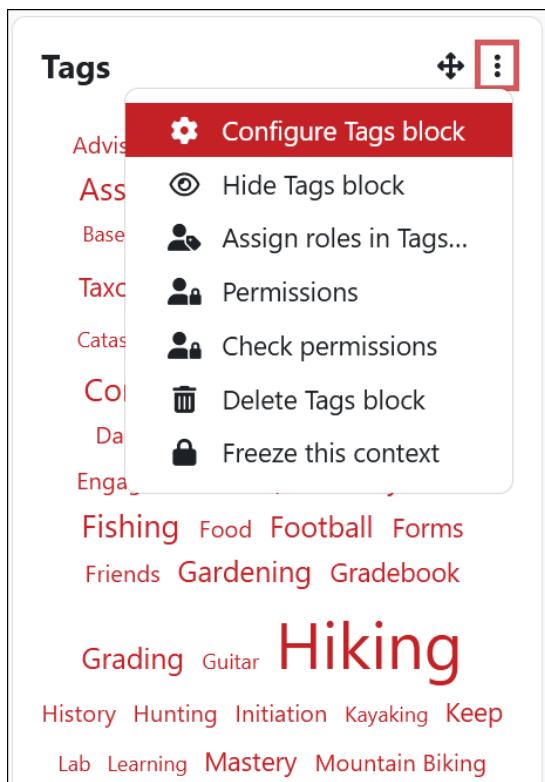
To tag an item, open it in edit view, then scroll down to expand the **Tags** option area. Enter the first key word in the field provided and click on **Enter** to save the tag. Add more tags if appropriate. **Save** the item to record your changes.



## Add a Tags Block

With editing turned on in your course and the block drawer on the right expanded, click on the **Add a block....** button at the top of the section and select **Tags** from the list of available blocks.

Locate the new **Tags** block (ignore all of the random tags in it) and hover over the top of the block to display the editing icons. Click on the **Configure Tags block** icon.



In the **Configure Tags block** page, set the maximum number of tags to display. In the **Tagged items context** field, use the pull-down menu to select your course name. Click on **Save changes** to display the tags that you have attached to items in your course.

## Configure Tags block

X

### Block settings

Tags block title

Tags

Number of tags to display

80

Display tags

All

Tagged items context

System

System

Course: Demo Course

Cancel

Save changes