

## Faculty: Set Up Tags

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

As you create resources and activities, you tag them with an appropriate key word (or words). The tags will appear in the **Tags** block. Clicking on a key word will display links to all of the items you have tagged with that key word.



To tag an item, open it in edit view, then 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.



With editing turned on in your course, scroll down to the **Add a block....** block 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 **Configuring a Tags block** page, set the 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.

