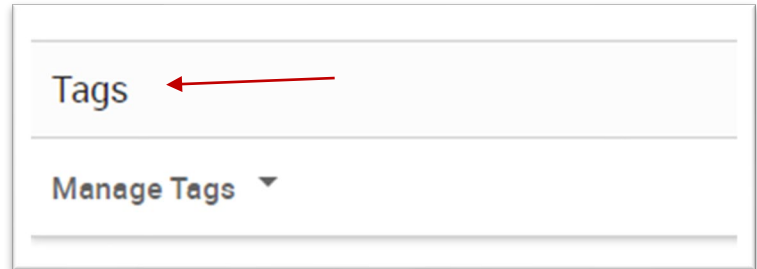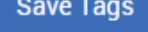# Navigate360: Create & Add a Tag to Students

Tags are short text labels that faculty and staff can apply to students to track sets of students for outreach

1. Create a Tag
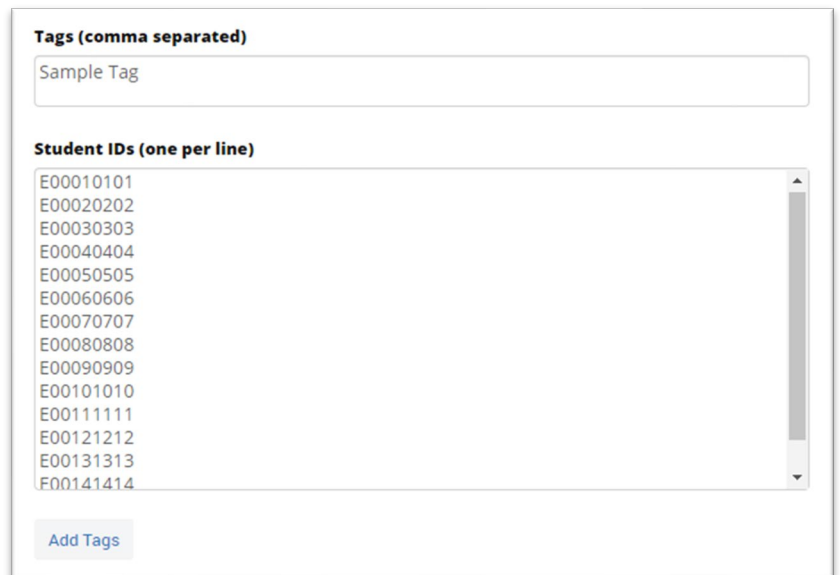
- Open a student profile by typing the student name, email handle, or E Number into the top *Quick Search* bar. Select the appropriate student by clicking their name from the list which drops down from the *Quick Search* bar.
- On the student profile page, scroll down to the *Tags* box and click *Manage Tags* in the dropdown.
- Type the title of the Tag you would like to create. Press Enter.

- Click *Save Tags* **Save Tags**. Now the new Tag has been created and applied to the first student in the list.

2. Add the Tag to multiple students

- Click on the *Administration* ⚙ icon from the left navigation.
- In the *User Management* box, click *Mass Tagging by ID*.
- Type the *Tag* to be applied in the *Tags (comma separated)* box. If applying more than one tag, be sure to separate each tag by commas.
- Copy and paste a list of E Numbers into the *Student IDs (one per line)* box. A list of E Numbers can be copied from an Excel spreadsheet. Do <u>not</u> separate E Numbers by commas. Be sure to separate E Numbers by pressing the Enter key if they are not already listed one per line.

- Click *Add Tags* **Add Tags**

Tags (comma separated)

Sample Tag

Student IDs (one per line)

E00010101
E00020202
E00030303
E00040404
E00050505
E00060606
E00070707
E00080808
E00090909
E00101010
E00111111
E00121212
E00131313
E00141414

Add Tags