

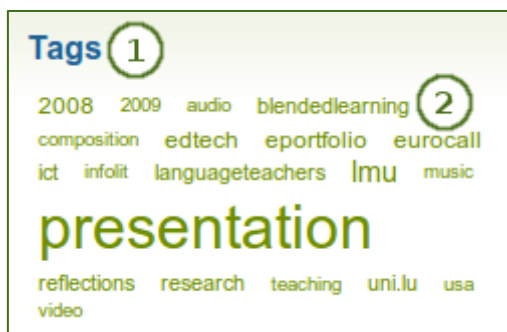
4. Portfolio

4.11. Tags

Tags are keywords that you can give to artefacts and pages in your portfolio to find them more easily later on.

4.11.1. Tag cloud

You can see your tag cloud in the sidebar when you are in the **Content** and **Portfolio** areas. Configure how many different tags you wish to display in your tag cloud in your account settings.



Tag cloud

1. Click on the **Tags** heading to be taken to all your tags.
2. Click on any tag to see all artefacts and pages from your portfolio area that have this tag associated.

The more you use a tag for your files, journal entries and pages, the bigger its font size in the tag cloud.

4.11.2. My tags

On the **My tags** page you see all your tags and the artefacts and pages associated with them. You have a number of filter options to show only the resources that you wish to see.

The screenshot shows the 'My tags' interface. At the top, the title 'My tags' is followed by a list of tags sorted alphabetically, each with a count in parentheses. A green 'Edit tags' button is in the top right. Below the tags, there are two tabs: 'Sort tags alphabetically' (selected) and 'Sort tags by frequency'. A search bar is present, showing 'Search results for presentation'. To the left of the search results is a 'Filter results by' sidebar with buttons for 'All', 'Files', 'Images', 'Text', 'Pages', and 'Collections'. The search results list four items: a file 'pizza_talk_20130314.mp3', a journal entry 'Portfolio presentation', a page 'Learning journey', and a file '20090625_Edmedia.pdf'. Each result shows its creation date, a brief description, and its associated tags. Numbered callouts 1 through 9 are placed over various elements: 1 points to the 'Sort tags alphabetically' tab, 2 to the 'Sort tags by frequency' tab, 3 to a tag in the list, 4 to the search bar, 5 to the 'Filter results by' sidebar, 6 to the 'Sort results by' dropdown, 7 to a resource icon, 8 to the 'Edit this tag' button, and 9 to the 'Edit tags' button.

My tags overview page

1. **Sort tags alphabetically:** The default view is to sort your tags alphabetically.
2. **Sort tags by frequency:** You can also sort tags by frequency showing the most frequently used tags first.
3. You can click on any tag and filter the content items and pages you have for it. The number in parentheses tells you how many times a tag occurs in your resources.
4. **Search results for:** The tag you filtered on is displayed.
5. **Filter results by:** You can filter your results by specific content types or just show portfolio pages or collections.
6. **Sort results by:** You can sort the results by their name or creation date.
7. The title of a resource, its description if available, its associated tags, creation date and time as well as the type of resource are displayed.
8. Click the **Edit this tag** button to make changes to the tag that is currently the filter.
9. Click the **Edit tags** button to make changes to your tags.

4.11.3. Edit tags

You can edit your tags to correct spelling mistakes or delete a tag.

Edit tags

5 My tags

Select a tag to edit: 1

2003 (1) 2004 (1) 2007 (1) 2008 (3) 2009 (1) aks (1) audio (1) bibliography (1) blendedlearning (2) book (1) bsce (1) california (1) composition (1) conference (1) edtech (3) eportfolio (3) eurocall (3) gallery (1) ict (2) infolit (1) international (1) jure (1) languageteachers (2) links (1) lmu (4) mediateach (1) music (1) new zealand (1) overseas (1) photos (1) ple (1) pln (1) portfolio (1) **presentation (8)** profile (1) reflections (2) research (2) resources (1) san francisco (1) song (1) teaching (1) travel (1) travels (1) tutoring (1) uni.lu (2) usa (1) video (1)

Edit presentation

All items in your portfolio tagged "presentation" will be updated

Name * presentation 2

Submit 3

Delete presentation

Remove this tag from all items in your portfolio

Delete 4

Edit your tags

1. **Select a tag to edit:** Select the tag that you want to edit. Once you have selected your tag, it is highlighted in bold in the list and two new boxes appear.
2. **Name:** You can provide the new name for your tag by replacing the old one. This field is mandatory.
3. Click the **Submit** button to save your change.
4. Alternatively, click the **Delete** button to delete this tag entirely. All occurrences of it will be removed.
5. You can also click the **My tags** button to be taken back to the overview page of all your tags and their associated resources.