

ePortfolios – Using Tags

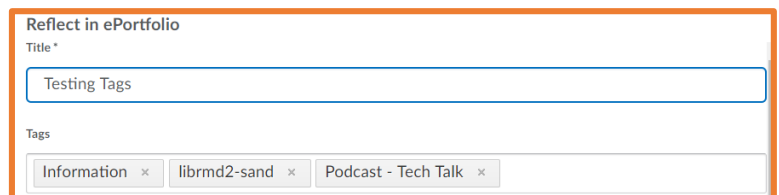
When reflecting on ePortfolio items, creating presentations or collating a collection, you and your students have the option to add tags. This is can be useful as it helps you organise and quickly find content using the tags you specified.

Reflecting from a Content Area

When reflecting or adding a new item to your portfolio, you can add tags to that item.

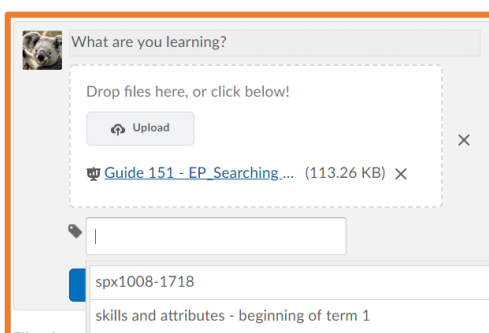
When you reflect on a content item certain tags are added automatically to label that item. These tags are: The Unit Name, the Module Code, and the title of the content item.

However, you can also add your own tags if required and/or remove the suggested ones.



The screenshot shows a form titled "Reflect in ePortfolio". It has a "Title*" field with the text "Testing Tags" entered. Below the title field is a "Tags" section containing three tags: "Information", "librmd2-sand", and "Podcast - Tech Talk". Each tag has a small 'x' icon to its right, indicating it can be removed.

Adding Items Directly into the ePortfolio



The screenshot shows a file upload interface. At the top, it says "What are you learning?". Below that is a dashed box with the text "Drop files here, or click below!" and an "Upload" button. A file named "Guide 151 - EP_Searching..." (113.26 KB) is shown as uploaded. Below the upload area is a search bar and a list of items, including "spx1008-1718" and "skills and attributes - beginning of term 1".

Even when uploading a file using the *Add Files* option, Brightspace displays a box to add any tags if required.

Once these tags are added it makes it easier for you to filter out content and reflections depending on the tag you specified for that item.

ePortfolios – Using Tags

As the ePortfolio tool sits outside the module structure in Brightspace, once you reflect on items from different modules your portfolio may get quite full, making it difficult to find content from varying modules. This is where tags are useful, for example, you can search a module tag to find all items related to that module.

1

Once you are in your ePortfolio select the *My Items* option from the top bar. You should then see a list of all your ePortfolio items.



2

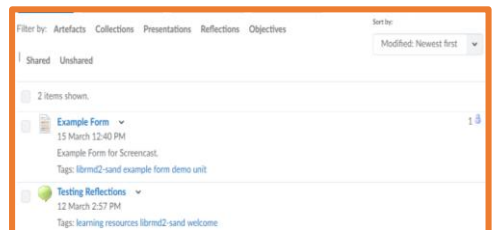
You can now use the search bar in the top right corner to search for any of your tags or module tags. In this example the module code *librmd2-sand* will be used.



3

You can then click the search button and your results should be filtered.

You can do the same thing for any of your tags.



Searching for tags will also work in the *Explore* tab. However, this will show you all items including those from other people that have been shared with you. This could be useful though if students have shared their reflections with you on a particular topic, you could ask them to use specific tags to help you find their reflections easily.

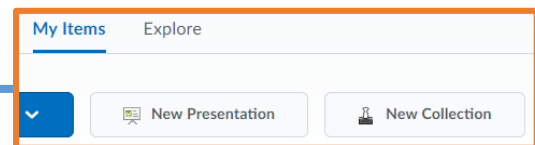
ePortfolios – Using Tags

Searching for items with specific tags also useful if you would like to quickly generate a presentation or collection.

If you have not yet created your collection or presentation, you need to do this first. Once you have created these you can move forward in this how-to guide.

To do this:

- a. On your ePortfolio go to the *My Items* page using the navigation options.
- b. Select *New Presentation* or *New Collection*
- c. Give it a name and a useful description.
- d. Then click on *Save*.



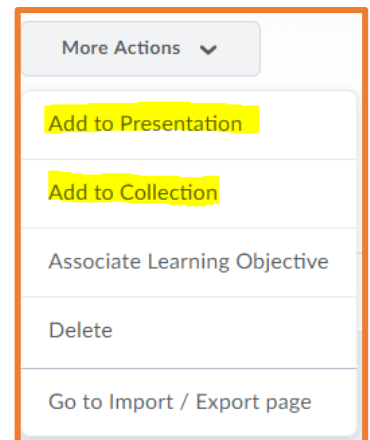
4

From the search list of tags (explained in point three), select all of these items at the same time by checking the items checkbox.

2 items shown.

5

Next click on the *More Actions* button. You can now select your choice and your filtered items will be added to the collection/presentation you choose from the drop-down list.



For more information regarding ePortfolios, see the screencasts or visit the iPark for more how-to guides.