

iLearn

Adding and removing tags

Adding and removing tags

Tagging Learning Assets allow audiences to view and search the catalogue under a particular 'Stream' and/or 'Disciplines' via *Browse Learning*. Content Administrators can attach a department tag and/or learning discipline as required. Tags can be edited by the Content Administrator. Your department tag must be on the catalogue item for it to appear in 'Browse Learning', ie Ethical Decision Making online requires DCCSDS & DATSIMA tags are assigned for the course to appear in 'Browse Learning'.

| | |
|--------------|--|
| For | Content Administrator |
| Last Updated | December 2014 (Version 1.0) |
| Menu | Manage Learning – Manage Catalogue |
| Department | DCCSDS, DATSIMA |

TIPS

The Learner's account has the ability to refine their search by stream or a discipline.

When a learner conducts a search for a specific Stream or Discipline, the search results will display all the Learning Assets tagged with that specific discipline. In this example we conducted a search for 'Mentoring'.

- All ✓
- Child Safety
- Communities
- Community Recovery
- Disability Services

- Coaching and Mentoring
- All
- Aboriginal and Torres Strait Islander Cultural Capability
- Coaching and Mentoring ✓
- Finance, Administration and Procurement
- Human Resources
- ICT
- Induction
- Management Development
- Project and Program Management
- Recordkeeping Training
- Workplace Health, Safety and Wellbeing

Adding a tag

The screenshot shows the iLearn Catalogue Manager interface. The top navigation bar includes the Queensland Government logo, the iLearn logo, a search bar, and a user profile for 'Content Administrator'. A left sidebar contains a 'Manage Learning' menu with 'Manage Catalogue' highlighted. A top-right dropdown menu is open, showing 'Home', 'Manage Learning' (highlighted with a red box and '1'), 'iLearn Support', 'My Account', 'My Calendar', and 'Logout'. The main content area has a search bar with 'fox' entered (highlighted with a red box and '2') and a 'Search' button (highlighted with a red box and '2'). Below the search bar are filters for 'Available in Catalogue (1)', 'Not in Catalogue (2)', 'Draft (0)', 'Archived (0)', and 'All (3)'. A table lists catalogue items with columns for 'Type', 'Catalogue Name', 'Number Of Enrolments', and 'Created'. The first item, 'TEST-Janison training-Fox' (ID: test-janison-training-fox-20141023), is highlighted with a red box and '3'. At the bottom, there are pagination controls and buttons for 'Archive' and 'Make Private'.

1
From the iLearn homepage hover over the 'Hamburger' icon and select 'Manage Learning', click 'Manage Catalogue'. Manage Catalogue is the default selection.

2
Using the search facility Search for the Catalogue Item you wish to edit. Click 'Search'.

3
Click the link of the catalogue item you wish to add a tag to.

Catalogue Item: TEST-Janison training-Fox

[Tasks](#)
[Notes](#)
[Attachments](#)
[Tags \(3\)](#)

[Enrolled Users \(0\): Not Attempted \(0\), Incomplete \(0\), Completed \(0\).](#)

| | |
|---------------------------|------------------------------------|
| Name | TEST-Janison training-Fox |
| Identifier | test-janison-training-fox-20141023 |
| Author | Fox |
| Approx Duration (minutes) | 120 |

4 Actions

- Edit Learning Event
- Edit Catalogue Item
- Edit in Wizard**

TIPS

Follow Steps 1 to 3 to find the Catalogue Item you wish to remove a tag from.

4

Click 'Actions' and select 'Edit in Wizard' from the menu.

What tags would describe this Learning Event?
 Tags are broad terms that describe the topic of the Learning item. Think of them as topics or category titles.

Description Tags

[DCCSDS](#)
[Disability Services](#)
[mentoring](#)

[mentor](#)
[Coaching and Mentoring - Disciplines](#)
[mentor](#)

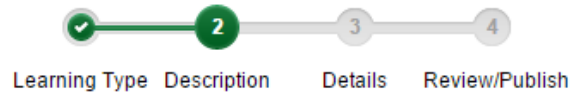
5

5

Scroll down to the 'What tags would describe this Learning Event?'. Click in the search box and enter word, click the tag you wish to add.

Removing a tag

Edit Learning



What tags would describe this Learning Event?

Tags are broad terms that describe the topic of the Learning item. Think of them as topics or category titles.

Description Tags

DCCSDS

Disability Services

mentoring

6



Who is the Manager for this Learning Event

Primary Contact Summary

Advanced Details

Advanced Details Summary

Next

7

6

If you are not already at this screen follow steps 1 to 4.

Scroll down to the 'What tags would describe this Learning Event?'. Click in the 'Descriptions Tag' box and click the 'Backspace' key on your keyboard.

NOTE: You must remove tags in reverse order, ie to remove Disability Services, mentoring must be removed first. Mentoring will need to be re-added if still required.

7

Click 'Next' and follow the Wizard prompts until you get to step 4 to save the changes.