

Using the Tagging Feature in Digication

1. Select the ePortfolio you want to view. (See image 1.1)



Image1.1

2. Scroll down to the "Tag this Page" box. (See image 1.2)



Image1.2

3. A drop down menu of tags available will appear. Choose the appropriate tag. (See image 1.3)

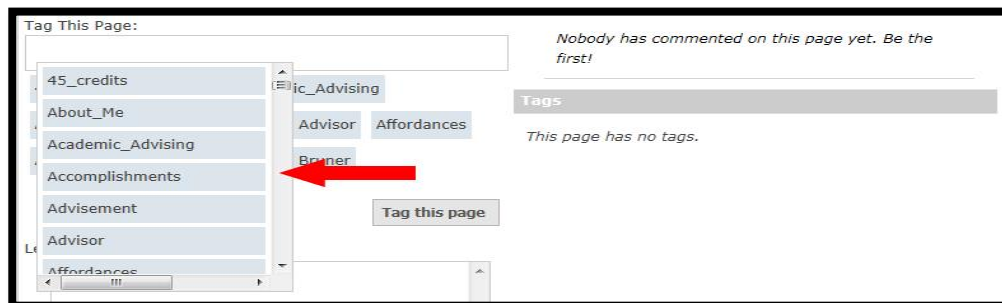


Image 1.3

4. When done, click on the "Tag this Page" button. (See image 1.4)



Image1.4

Note: not all ePortfolios can be tagged; you can only tag it if the ePortfolio is set to 'Allow tags.'