Using the Tagging Features in Digication

1. Click on the “Edit” tab on the upper left corner atop the banner. *(See image 1.1)*

   ![Image 1.1](image1.1)

2. Scroll down to the “Tag this Page” box. *(See image 1.2)*

   ![Image 1.2](image1.2)

3. A drop down menu of all tags available at LAGCC will appear. Choose and click the appropriate tag. *(See image 1.3)*

   ![Image 1.3](image 1.3)

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

   ![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.’