

# How do I add a tag to or remove a tag from a Conversations post?

In Conversations, **tags** are used as a way to organize topics related to one another. Only instructors in the course can create tags, however, any user creating a new topic will be able to select the proper tags to help other users find it.

## How do I add a tag?

You will need to select **Create a New Topic** to use tags; tags cannot be used for individual responses.

You can find the tagging mechanism below the rich text editor under the header **Tag Topic**.

The topics that have been created for this course will be pre-populated into a drop-down menu. To add a tag to your topic, select the tag you wish from the menu and then select **Add**. The tag will then appear under the drop-down menu.

You can add as many tags as appropriate following this process. After a post has been published, three dots will appear in the upper right-hand corner. Click this to go to the post options menu. From this menu, select **Edit**. You will be taken to the initial post editor.

## How do I remove a tag?

If you want to remove a tag from your post before publication, select the **x** next to the added tag.

After a post has been published, three dots will appear in the upper right-hand corner. Select this to go to the post options menu. From this menu, select **Edit**. You will be taken to the initial post editor, scroll down to find the tags, then select the **x** next to the tag you wish to remove. Select **Publish** to save your changes.