How do I manage tags for my course in Conversations?

To manage tags for your course site, navigate to Conversations on Sakai's left-hand navigation menu:

- Select the **Settings** option in the upper-right hand corner; a gear icon accompanies the text.
- Navigate to **Manage Tags** on the left-hand Settings menu.
- The tags you have created for your course will appear under the text box where you add new tags.
- By each individual tag, you will be given options to **Edit** or **Delete** the tag.

Note: *You will also be able to navigate to the Manage Tags menu through the option of Edit Tags for This Course when you create a new topic. This option can be found under the Tag Topic header. If you navigate to this page without saving your post as a draft, **you will lose your work***.

Editing a Tag

To edit a tag, select the **Edit** button next to the tag you wish to change.

Below the tag, a new text editor will appear. Modify the tag in the editor and select **Save**. If you change your mind about editing the tag, you may select **Cancel** to close the tag editor.

Deleting a Tag

To delete a tag, select the **Delete** button next to the tag you wish to remove.

A dialogue window will appear asking you to confirm deleting the tag from the course. If you are sure, select **OK** to confirm the deletion.