

Working with Tags

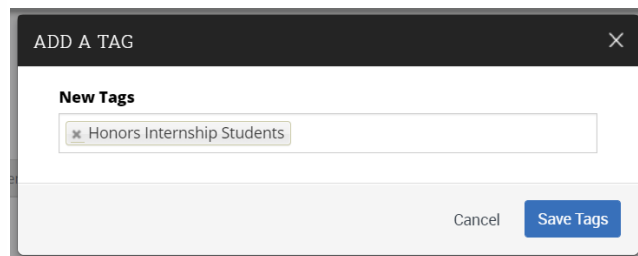
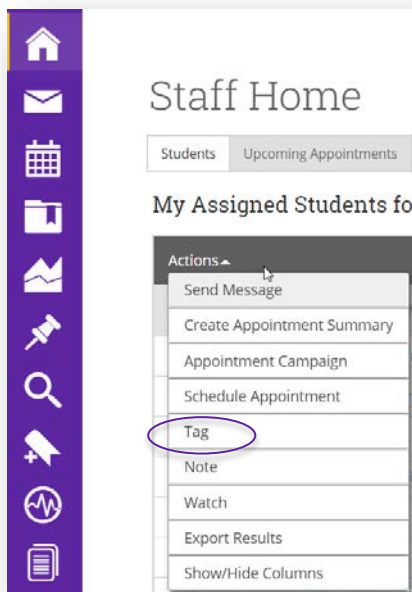
Tags are used to apply an extra layer of grouping to your students. They can be used in conjunction with Categories (or not) and help advisors make groupings that are not automatically powered through CUNYFirst data loads.

For example, if you are the advisor to all students with the Honors Category, you may want to sometimes either view, report on, or message all of the students participating in an internship. In order to do that, you would apply the “Honors Internship Students” tag to those students. Tags are best used for matters that are not already loaded in CUNYFirst.

There are other places in the app that include the Tag option as well (e.g. the Search tab, some reports via the Reports link and also the student profile page in the student’s Overview section).

From your Home page:

- Click the checkbox for each student you wish tag.
- Click the Actions menu and then click the Tag button.
- In the Add A Tag popup, enter e.g. “Softball”, click the final name in the blue dropdown menu, and click Save Tags.



From the Student Profile:

- Click Manage Tags
- Add the new tag and click the final name in the blue dropdown menu, and click Save Tags.

Now these students will have the tag associated with them.

From Advanced Search:

Tags you create will appear under 'Student Information' search header and can be included in search logic.

The screenshot shows the 'New Search' interface in the Hunter Navigate system. On the left is a vertical purple navigation bar with icons for Home, Mail, Calendar, Documents, Reports, Pins, Search, Alerts, and Lists. The main content area is titled 'Search' and 'New Search'. It features a 'Saved Searches' dropdown menu. Below this are several search criteria fields: 'Keywords (First Name, Last Name, E-mail, Student ID)?', 'Type?' (set to 'Students'), 'Student Information' (with sub-headers for First Name, Last Name, Student ID, Category, Tag, Race, Watch List), 'First Name?', 'Last Name?', 'Race' (set to 'All'), 'Watch List (In Any of These)' (set to 'All'), 'E-mail(s)', 'Category (In Any of these)?' (set to 'All'), and 'Tag (In Any of these)?' (set to 'All'). The 'Tag' field is highlighted with a red rectangular box.

Note: Tags will periodically be cleared from Navigate (~once a year) with ample prior notice for system maintenance. Since all advisors are able to create tags, be mindful about creating and working with similarly named tags (e.g. Men's Soccer, Soccer, Men's Soccer Team).

Note: Due to the static nature of tags you will need to periodically add and remove students based on your criteria.