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Tags in Student Success

**Help Center Manager**

1 year ago · Updated

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What: **Tags** are short text labels that staff and faculty can apply to students. The differences between Tags, Categories, and Custom Attributes are explained in a file attached at the bottom of this article.

Where: Tags can be found, created, or used in several parts of the platform: the **Student Profile Overview tab**; within search options in **Advanced Search** and **Reports**, and within the filters in **Intervention Effectiveness**, **Population Health Dashboard**, and **Activity Analytics**.

Who: Tags are a tool for student success **staff** and **faculty** who work to support student success efforts. They can also be useful tools for leaders at your institution to track information about a group of students.

Conditions: Tags are frequently used within the **Strategic Care** module for faculty and staff to track lists of students for outreach. They also serve an important role within the **Intelligence** module, where they can be used to easily pull reports on a key population of students or track their outcomes over time.

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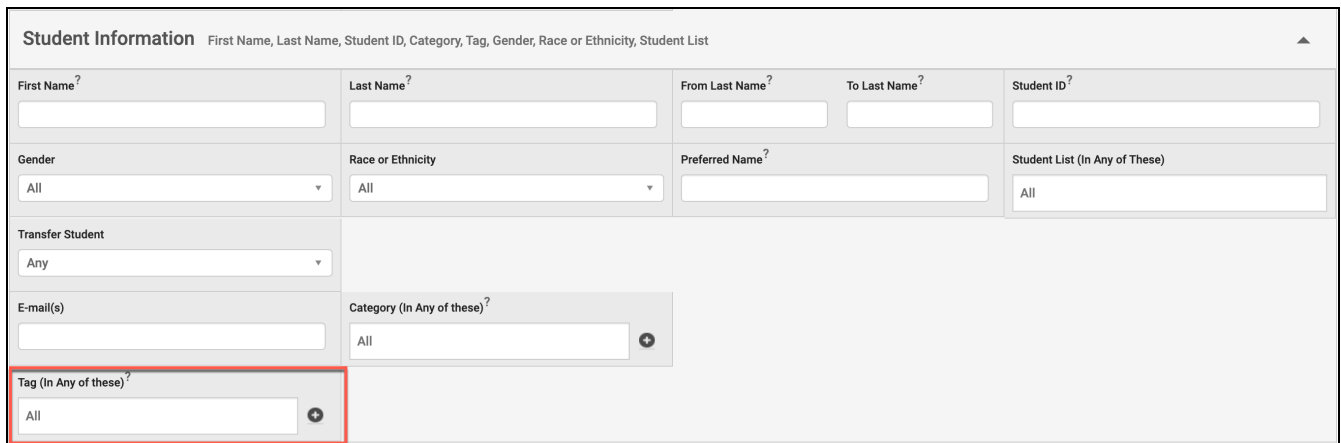
Feature Overview

Tags are short text labels (32 characters or less) that staff and faculty can apply to students. They are frequently used to create ad hoc lists of students for issues that are not accounted for in other methods of grouping students (such as Advanced Search criteria or Categories). Many institutions allows staff to create tags, making tags a very flexible and personalized feature. Once a tag is built, all users with access to tagging functionality can view all tags. As a result, we recommend using a clear naming convention and system for creating and managing tags in order to minimize confusion and allow for clear reporting.

Where Can I Interact with Tags?

There are several areas within Navigate360 you can use tags:

- **Student Profile.** Tags are found on the [Overview Tab](#) of the Student Profile below the Categories section.
- **Advanced Search.** You can select one or more tags as a search filter to help you narrow down your results in the **Student Information** drawer.



Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List ▲

First Name [?] 	Last Name [?] 	From Last Name [?] 	To Last Name [?] 	Student ID [?]
Gender All ▼	Race or Ethnicity All ▼	Preferred Name [?] 		Student List (In Any of These) All
Transfer Student Any ▼				
E-mail(s) 	Category (In Any of these) [?] All +			
Tag (In Any of these) [?] All +				

- **Analytics Reports.** Tags are a filter in the Intervention Effectiveness, Population Health, and Activity Analytics. After you have created or updated a tag in Navigate360, please allow one day for it to appear in Analytics. Use tags to select a population of students when using these reports.

In

CATEGORY

All

TAG

All

CLASSIFICATION

All

- As a filter in Intervention Effectiveness:

Current Student Information		Current Student Information	
TAG A	CATEGORY A	TAG B	CATEGORY B
All	All	All	All

- As a filter in Activity Reports:

Current Student Information

CLASSIFICATION

All

COLLEGE

All

MAJOR

All

DEGREE

All

CONCENTRATION

All

GROUP

All

CATEGORY

All

TAG

All

Adding Tags to Students

There are several ways to add tags to students: directly from the **Student Profile**, a mass tag via **student ID**, or via the **Actions** menu. You can also create tags using any of these ways.



about the naming conventions for tags at your institution.

Option 1. Add Tags on a Student Profile

1. Open a student profile.
2. Navigate360 to the Tags section and click **Add Tag**.

^ Tags

+ Add Tag

Search in Results

☐	≡	TAG NAME
☐	≡	20 - '21 Student Success Cohort
☐	≡	Attended Impact
☐	≡	Attended Orientation
☐	≡	Bacari Test 2 04-04-18
☐	≡	can i tag 1000+
☐	≡	can i tag 946 at once?

0 1 - 16 of 16 50 < 1 >

3. The Add Tags panel opens. Add existing tags to the student (if the user has the **Add & Remove Student Tags That Currently Exist on Students** OR create new ones (if the user

Add tags to this student below. Review existing tags before adding new ones.

Add Existing Tags

Add New Tags

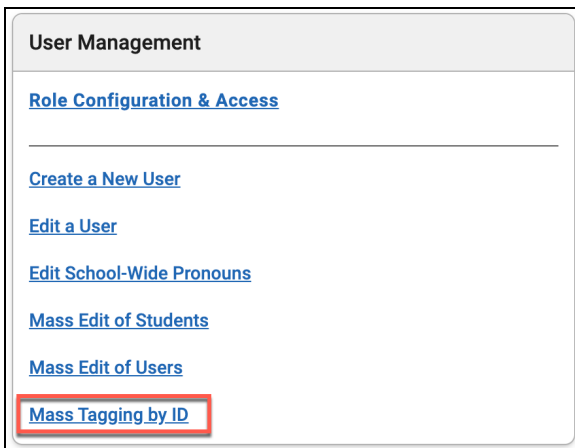
Separate multiple tags with a comma (case sensitive)

4. Click **Save** to add/update the tags to the student's profile.

Option 2. Mass Tag via Student ID

While adding tags via the student profile is manageable for a limited group of students, it is time-consuming to use this method to tag large numbers of students. Instead, use the **Mass Tagging** feature. Mass tagging is typically restricted to a select group of Navigate360 users.

1. Open the **Administration** page.
2. In the **User Management** section, select **Mass Tagging by ID**.



User Management

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[Mass Edit of Students](#)

[Mass Edit of Users](#)

[Mass Tagging by ID](#)

3. Click on existing tags to add them to the Tags free text field or type directly into the field to add a new tag. Make sure that if you choose to type into the field, you separate each tag with a



Success Confront	Success Confront	Success Confront	Success Confront	Success Confront	Success Confront
Attended Online Orientation Summer 2018	Attended Orientation	Bacari Test 04-04-2018	Bacari Test 2 04-04-18	Campaign - Student in existing outreach	CFAR
counseling	Drama Club Category	Eligible for Graduation	EP Tag 1200	ErinTagSp22	FA22 SGA Interest
Frank Test	honor potential	honors	Honors Student	Honors Track	Intends to Transfer
JamesTag1	Kate's test tag	Katie's Tag	Masstagtest	Megan	mystery tag
new tag	Nick Test 2 - Tags	Nick Test Tag - GSU	Nick's Tag	Nick's Tag	NO PGRCC Goal
Outreach Campaign - Seniors 2016 #1	Pell Eligible	Pre-Enrollment Risk Indicator	Professionalism Issues	prospect student - fall 2020	Prospect Student - Summer 2020

Tags (comma separated)

Attended Online Orientation Summer 2018, Attended Kickoff Experience

4. Enter Student IDs. Make sure that you start a new paragraph between each ID so that each entry is on a separate line

Student IDs (one per line)

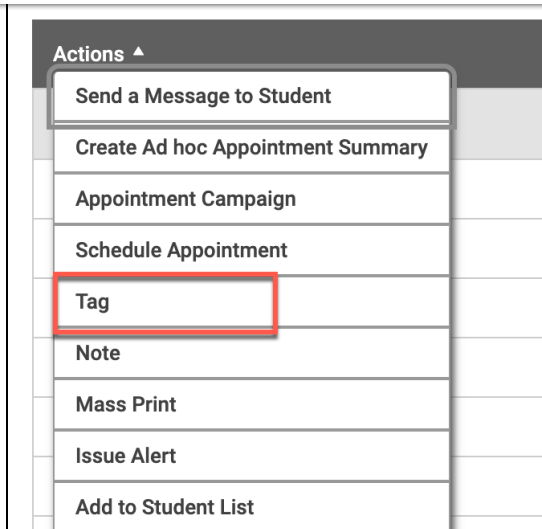
123456
234567
345678
456789

5. Click **Add Tags**.

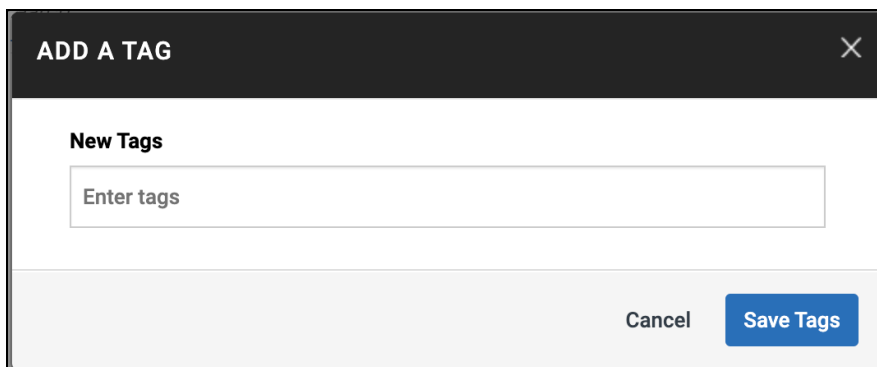
Option 3. Tag from the Actions Menu

Navigate360 has several features that allow you to identify specific student populations, whether via the Advanced Search or Reporting, are often you can add tags to student groups after you have identified

1. Open a list of students. This could be a Student List, a Saved Search, a Report, or your Assigned Students.
2. Choose the boxes next to the students you want to tag, open the **Actions** menu, and select **Tag**.



1. The **Add a Tag** window opens. Add the tags you want to apply to the students and then click **Save Tags**.



Deleting Tags from Navigate360

Navigate360 lets you mass-delete tags from students using the **Mass Edit of Students** page. First, open the **Mass Edit of Students** page from the **Administration** page.

04/30/2023

04/30/2023

☐ My Students Only
 ☐ At-Risk Students Only
 ☐ Include Inactive

Status

Password

Classification

At-Risk

Assign to Someone

Category

Study Hall

Tags

Active/Inactive?

☒ Set users to Active

☐ Set users to Inactive

Select the **Tags** tab.

Status

Password

Classification

At-Risk

Assign to Someone

Category

Study Hall

Tags

☐ Add tag...

☒ Remove tag...

Existing System Tags

20 - '21 Student Success Cohort	20 - '21 Student Success Cohort	20 - '21 Student Success Cohort	20 - '21 Student Success Cohort	ADD NEW TAG HERE!	Advising Self Assessment Completed	Attended Impact	Attended Kickoff Experience
Attended Online Orientation Summer 2018	Attended Orientation	Bacari Test 04-04-2018	Bacari Test 2 04-04-18	Campaign - Student in existing outreach	CFAR	Completed Probationary Requirements	Connection
counseling	Drama Club Category	Eligible for Graduation	EP Tag 1200	ErinTagSp22	FA22 SGA Interest	FAFSA HOLD	Fitness Waiver Completed
Frank Test	honor potential	honors	Honors Student	Honors Track	Intends to Transfer	Intern Washington DC Winter 2016	IPASS Intervention Group
JamesTag1	Kate's test tag	Katie's Tag	Masstagtest	Megan	mystery tag	new	NEW TAG
new tag	Nick Test 2 - Tags	Nick Test Tag - GSU	Nick's Tag	Nick's Tag	NO PGRCC Goal	Online Portfolio Complete	online student
Outreach Campaign	Pell Eligible	Pre-Enrollment	Professionalism	prospect student -	Prospect Student - Summer 2020	Prospective Student	Quidditch Club

Tags (comma separated)

Choose the **Remove tag** option. Select tags from the list of **Existing System Tags**. When you are finished, click **Save this Setting**, which removes the tag from all students with the tag.

If you want to simply remove tags from a selected list of students, first create a search on the **Mass Edit of Students** page, select students from the list and then choose the **Remove tag** option, select the tag, and click **Save this Setting**.

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Does deleting tags change historical reporting like deleting other fields in Navigate (e.g. users deletions)?



Bonnie Sullivan EAB Partner Support Team

4 years ago



0

Hi Tracy,



Thanks for your question! Deleting tags would affect historical reporting in that you'd no longer be able to use those tags in reporting. However, they shouldn't affect anything else in the site.



Best,

Bonnie



Help Center Manager

2 years ago



0

8.5.2024: Updated this article to reflect the new tag grid on the Student Profile as well as some permission changes based on the 24.14 release.



Max Cherbak

1 year ago



0

Is there currently a way to extract tag information for students via any of the available APIs? I looked through several and didn't see anything, but it seems to be an option for data exports.



Taylor Johnson EAB Partner Support Team

1 year ago



0

Tags are included as a *field* in the many Export files, but they are not available as an Export file currently. One thing that you could do is utilize our Academic Search tool to export tag data.

Best,

Taylor (Partner Support Team)



Andrew Osheroff (he/him)

1 year ago



2



Is it possible to create a report of a when students were assigned a certain Tag? For instance, if we wanted to review all of the students that received a Tag in one semester for their majors versus all of the students that received a Tag in a different semester for their majors?

