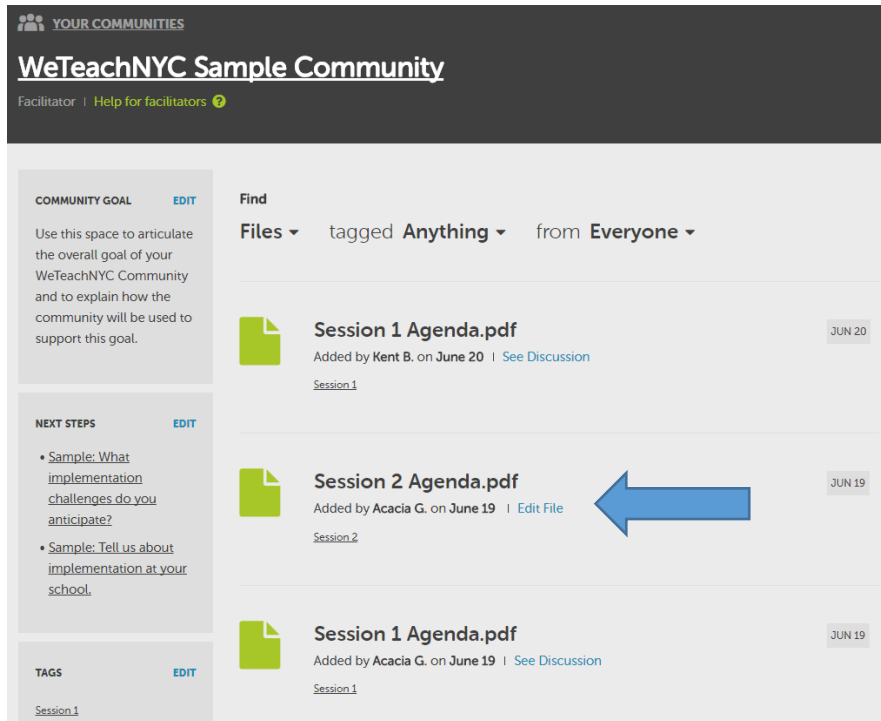


Adding a Tag to an Existing File or Video

If you have an existing file or video and want to add a tag (or additional tags) select **'Edit File'**.



YOUR COMMUNITIES
WeTeachNYC Sample Community
Facilitator | [Help for facilitators](#)

COMMUNITY GOAL [EDIT](#)
Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

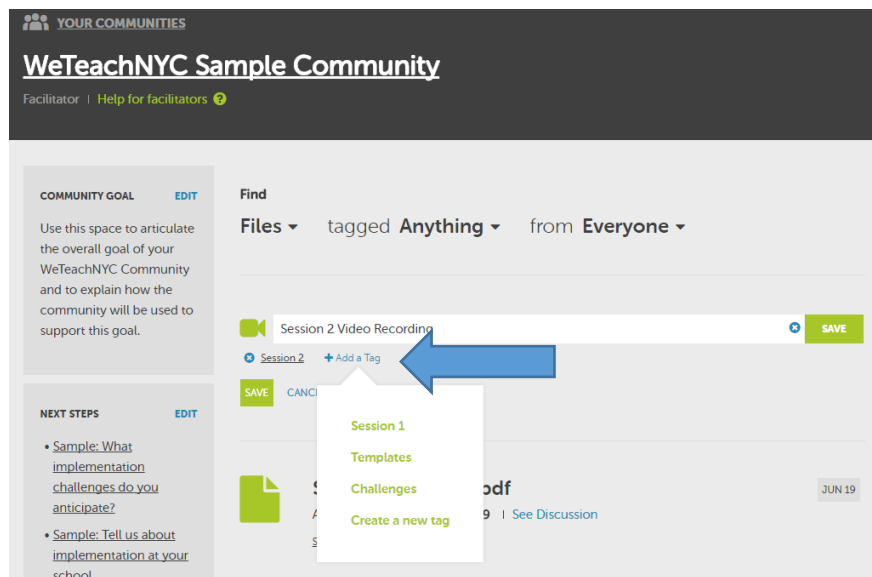
NEXT STEPS [EDIT](#)
• [Sample: What implementation challenges do you anticipate?](#)
• [Sample: Tell us about implementation at your school.](#)

TAGS [EDIT](#)
[Session 1](#)

Find
Files ▾ tagged **Anything** ▾ from **Everyone** ▾

- Session 1 Agenda.pdf** JUN 20
Added by Kent B. on June 20 | [See Discussion](#)
[Session 1](#)
- Session 2 Agenda.pdf** JUN 19
Added by Acacia G. on June 19 | [Edit File](#) ←
- Session 1 Agenda.pdf** JUN 19
Added by Acacia G. on June 19 | [See Discussion](#)
[Session 1](#)

Then click **'+ Add a Tag'**. You will be prompted to select from a list of existing tags.



YOUR COMMUNITIES
WeTeachNYC Sample Community
Facilitator | [Help for facilitators](#)

COMMUNITY GOAL [EDIT](#)
Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

NEXT STEPS [EDIT](#)
• [Sample: What implementation challenges do you anticipate?](#)
• [Sample: Tell us about implementation at your school.](#)

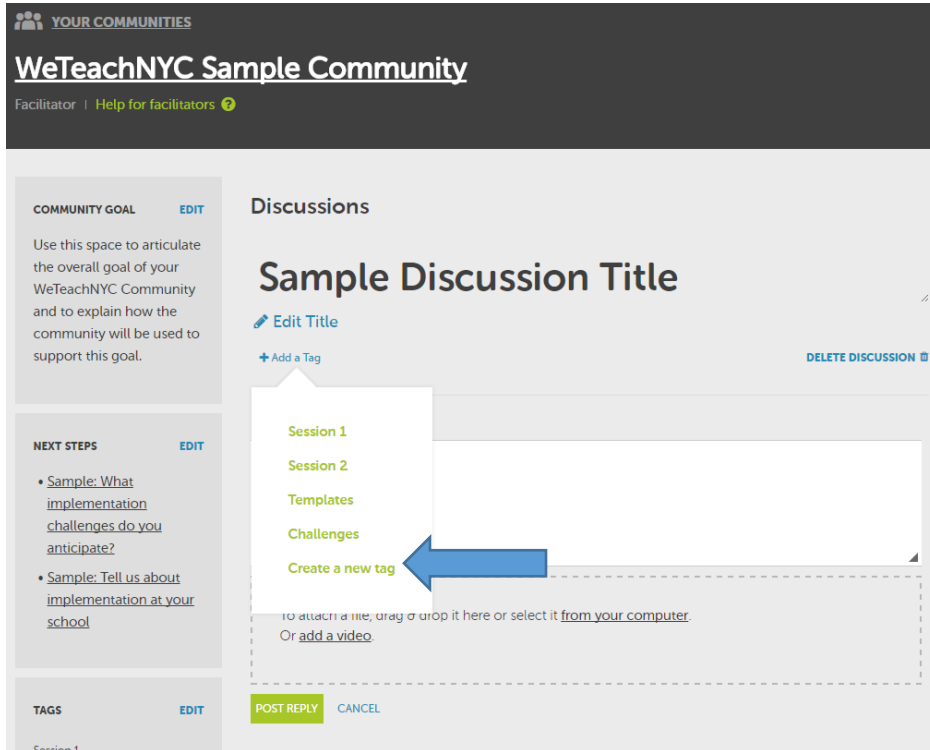
Find
Files ▾ tagged **Anything** ▾ from **Everyone** ▾

Session 2 Video Recording [SAVE](#)

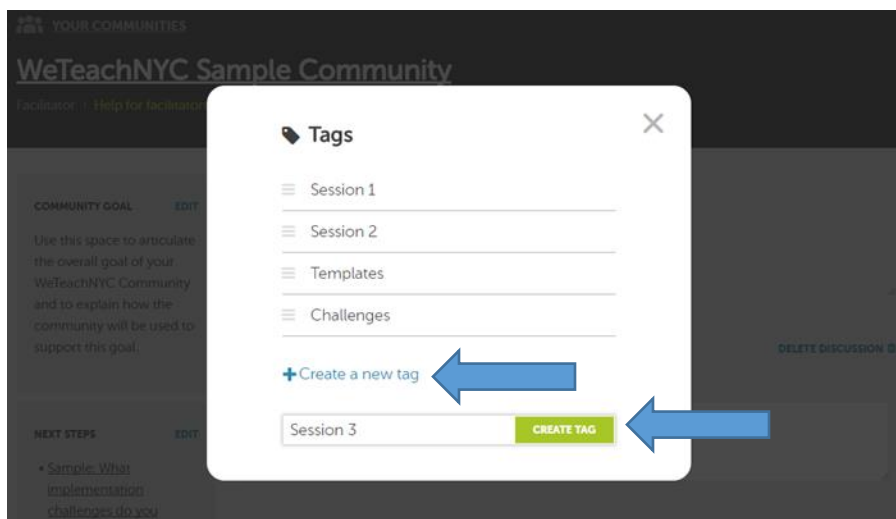
[Session 2](#) **+ Add a Tag** ←

- [Session 1](#)
- [Templates](#)
- [Challenges](#)
- [Create a new tag](#)

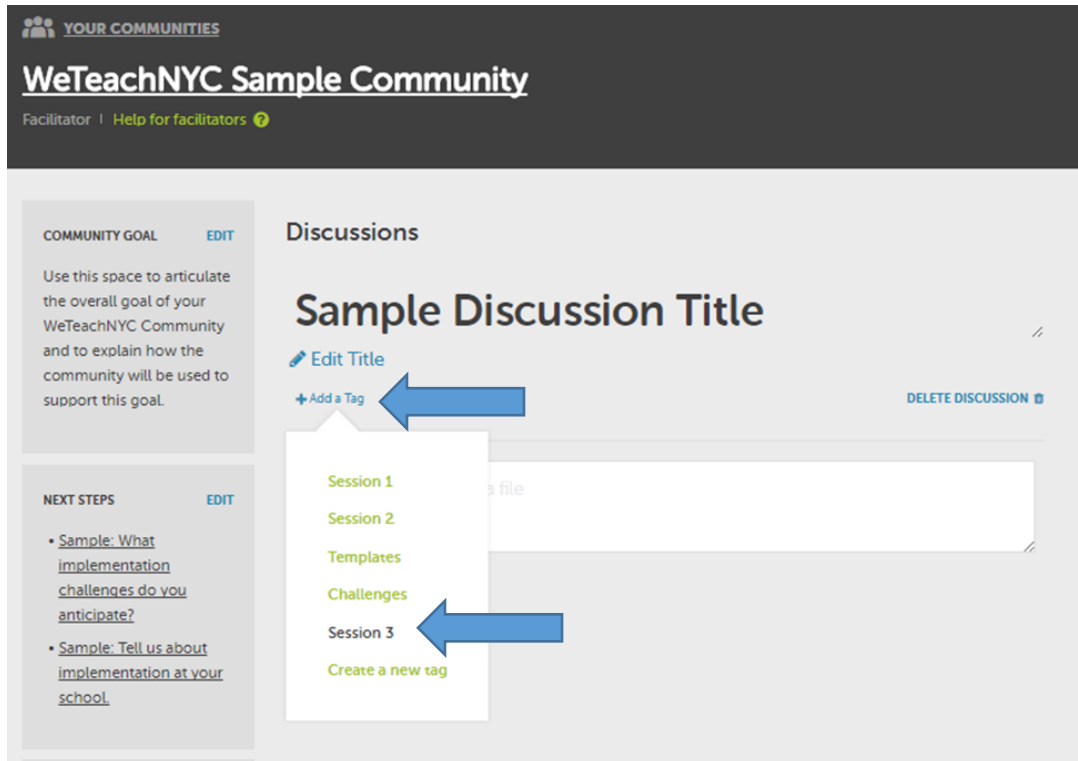
If you need to create a new tag for this discussion, you can select **'Create a new tag'** from the dropdown menu.



Then click **'+ Create a new tag'** and type the name of the tag in the box provided. Then click **'Create Tag'**.



Then go back to the discussion and click '+ Add a Tag' under the discussion title and the dropdown menu with your new tag will appear. Click on that tag to associate it with this discussion.



Facilitator Tip:



All discussions, files or videos should have at least one tag so community members can easily find the content they need. Adding multiple tags to a file, video, or discussion provides multiple access points for community members.