

## Tags as Reports

**Tags** are short text labels 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). Once a tag is built, all users with access to tagging functionality can view all tags.

- **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.

The screenshot shows the 'Student Information' search interface. It includes fields for First Name, Last Name, From Last Name, To Last Name, Student ID, Gender, Race or Ethnicity, Preferred Name, Student List (In Any of These), Transfer Student, E-mail(s), Category (In Any of these), and Tag (In Any of these). The 'Tag (In Any of these)' dropdown menu is highlighted with a red box.

**Analytics Reports.** Tags are a filter in the Intervention Effectiveness, Population Health, and Activity Analytics. Use tags to select a population of students when using these reports.

- As a filter in Population Health Dashboard:

The screenshot shows the 'Current Student Information' filter in the Population Health Dashboard. It includes dropdown menus for IN /NOT IN (TAG/ CATEGORY), CATEGORY, TAG, and CLASSIFICATION. The 'TAG' dropdown menu is highlighted with a red box.

- As a filter in Intervention Effectiveness:

The screenshot shows the 'Current Student Information' filter in the Intervention Effectiveness dashboard. It includes dropdown menus for TAG A, CATEGORY A, TAG B, and CATEGORY B. The 'TAG A' and 'TAG B' dropdown menus are highlighted with red boxes.

- 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



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