

Tag Management System Documentation

1. Introduction

The UFL Tag Management System is a web-based tool developed to streamline the tagging process for academic course sections. Designed for efficiency and scalability, the system allows users to manage tagging categories, values, and mappings. Whether organizing courses by program type or term, the system ensures that tagging remains consistent, accurate, and easily searchable.

This documentation is intended to help users understand how to access the site, use its key features, and effectively apply tags.

What Are Tags?

Tags are descriptive labels applied to courses or sections to categorize them in a structured and meaningful way. A tag consists of a category and its corresponding value. These tags help users and systems better understand, filter, and analyze course information.

Key definitions:

Object - An instance of a thing in our data lake. Examples include a grade, a section (or instance of a course), a user, a specific assignment or assessment in a course, etc.

Tag - A way to classify an object. Tags include 'Program' or 'Assessment'

Tag value - used in conjunction with a tag to create a classification

Classification - a combination of a tag and a value. Examples: given an instance of a course (a section or sometimes called a course offering) we might tag it with the Tag: **Program** and the Tag Value: **Literacy Matrix**. Given a specific grade object (a quiz in a section or course offering for example) in the database we might tag it with the Tag: **Assessment Item** and the Tag Value **Pre-Assessment**.

2. Project Objective

The primary objective of this initiative is to provide a unified interface for managing tag categories and their corresponding values, and to enable the mapping of these tags to academic sections. By centralizing these operations, the system:

- Reduces manual effort.
- Mitigates inconsistencies.
- Supports ongoing evaluation initiatives.

3. Accessing the System:

1. Navigate to the website and log in with your Username and Password.
2. Click **Log In** to access the **Tag Manager Dashboard**.

Tag Manager Dashboard:

The **Tag Manager Dashboard** is the control center, with these main sections:

- **Tag Categories:** Define and manage tag categories.
- **Manage Tag Values:** Assign details to categories.
- **Section Tag Mappings:** View and manage tag assignments to sections.
- **Bulk Insert into Section Tags:** Apply tags in bulk.

4. Understanding and Managing Tags

Tags are fundamental to the UFL Tag Management System, enabling the categorization of courses and sections. The system uses a two-level classification structure:

- **Tag Categories:** Broad classifications.
- **Tag Values:** Specific instances within a category.

Creating and Managing Tag Categories and Values

To create or manage tags:

1. **Navigate to the Tag Manager Homepage.**
2. **Manage Tag Categories:**
 - Click on **Tag Categories** in the navigation menu.

- To add a new tag category, enter its **Name** (e.g., “Program”) and an optional **Description**, then click **Add**.
- Existing tag categories are listed below and can be deleted individually.

3. Manage Tag Values:

- Click on **Tag Values**.
- Use the dropdown menu at the top to select a tag category.
- Enter a new value **Name** (e.g., “Math Matrix”) and an optional **Description**.
- Click **Add** to save the new tag value.
- Existing tag values can be updated or deleted from this page.

To Delete Tags:

- To delete a tag category, activate **Delete Mode**, then click the **Delete** option next to the desired tag.
- The system prevents the deletion of tags currently associated with any course section mapping to protect data integrity. A confirmation prompt will appear before permanent removal.

5. Utilizing Advanced Filters for Course Search

The system provides several advanced filters to refine course search results when applying tags in bulk. These filters can be combined for highly specific searches.

Search by Course Name:

Enter a course name with flexible matching options:

- **Exact Match:** Matches courses with the exact name.
- **Starts With:** Matches courses starting with your input.
- **Ends With:** Matches courses ending with your input.
- **Contains:** Matches courses containing your input.
- **Doesn't Match:** Excludes courses with the exact name.

Other Filters:

- **Filter by Start Date:**
Enter a date in YYYY-MM-DD format to display courses starting on or after that date.
- **Filter by Department:**
Enter a department name or ID (e.g., “Nursing” or “Dept101”) to narrow results.
- **Filter by Term:**
Input a term code or name (e.g., “Fall 2024”) to focus on a specific academic term.
- **Filter by Tagging Status:**
Choose to view:
 - **Only tagged courses**
 - **Only untagged courses**

Sorting Options:

- **Single Click Sort:**
Click a column header (e.g., "Course Name," "Tag Name") to sort the list in ascending order.
- **Reverse Sort:**
Click the same header again to reverse the order (descending).
- **Reset Sort:**
Click the **Reset Sort** button to return the list to its original order.

Once filters are applied, the results will appear in a sortable table, allowing users to select multiple rows and assign tags in bulk.

6. Bulk Tagging and Tag Status Tracking

The Bulk Tagging interface simplifies the process of applying tags to multiple course sections simultaneously, making it ideal for large-scale classification tasks.

How to Bulk Tag Courses:

1. Navigate to the Bulk Tagging Page via the **Section Tags** menu.
2. **Select the Tag Value** using the Tag Selector dropdown.

3. **Apply Advanced Filters** (e.g., course name, department, start date, term, or tag status) to narrow down the list of sections.
4. **Review the Mapped? Column:**
 - A ☒ indicates the course is already tagged with the selected value.
 - A — indicates the course is not tagged with the selected value.
5. **Select the Desired Sections** by checking the boxes next to them and click **Apply Tag** to map the tag in bulk.

Status Indicators:

- Already-mapped courses are visually marked.
- The system provides a warning before reapplying tags.
- Real-time feedback is displayed following successful or failed mapping attempts.

7. Steps to Map Tags:

1. **Search for Sections** using the filters mentioned above.
2. **Select the Appropriate Tag Value** (e.g., Program: Math Matrix).
3. **Apply the Tag** via the bulk tagging interface.
4. **Verify Tagging** by reviewing the **Section Tag Mappings** page to confirm that courses are correctly tagged.