Lastinger Center for Learning
UNIVERSITY *of* FLORIDA

Tag Management System Documentation

1. Introduction

The **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 a corresponding **value**. These tags help users and systems better understand, filter, and analyze course information.

Object: An instance of an item in our data lake. Examples include a grade, a course section, a user, or a specific assignment or assessment.

Tag: A classification label such as "Program" or "Assessment".

Tag Value: The specific value within a tag (e.g., "Literacy Matrix" or "Pre-Assessment").

Classification: A combination of a tag and a tag value.
Example 1: For a course section, use Tag: Program and Tag Value: Literacy Matrix.

2. Project Objective

The primary objective of this initiative is to provide a unified interface for managing tag categories and their values, and to enable 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

Navigate to the website and log in using your username and password.
Click **Log In** to access the **Tag Manager Dashboard**.

Tag Manager Dashboard
The dashboard is the control center with these main sections:
Tag Categories: Define and manage tag categories.
Manage Tag Values: Assign values 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 system, enabling categorization of academic data. The system uses a **two-level classification structure**:

- **Tag Categories**: Broad classification types (e.g., Program, Department).

- **Tag Values**: Specific instances within a category (e.g., Math Matrix, Literacy Matrix).

Creating and Managing Tag Categories and Values

To manage tags:

1. Navigate to the **Tag Manager Homepage**.

2. **Manage Tag Categories**:

- Click on Tag Categories.
- To add a new category, enter its Name (e.g., "Program") and an optional Description, then click Add.
- Existing categories are listed and can be deleted individually (if unused).

3. **Manage Tag Values**:

- Click on **Tag Values**.
- Select a tag category from the dropdown.
- Enter the **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.
-

To Delete Tags:

- Activate **Delete Mode**, then click **Delete** next to the desired tag.
- The system will **prevent deletion of tags that are currently associated** with course sections.
- A confirmation prompt will appear before permanent deletion.

---

5. Utilizing Advanced Filters for Course Search

The system provides several **advanced filters** to refine course search results during bulk tagging.

Course Name Matching Options:

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

Other Filters:

- **Start Date**: Enter a date in YYYY-MM-DD format to filter courses starting on or after that date.
- **Department**: Filter by department name or ID (e.g., "Nursing" or "Dept101").
- **Term**: Filter by term code or name (e.g., "Fall 2024").
- **Tagging Status**:

  I. Only tagged courses
  II. Only untagged courses

Sorting Options:

- **Single Click Sort**: Click a column header (e.g., "Course Name") to sort ascending.
- **Reverse Sort**: Click again to reverse sort.
- **Reset Sort**: Click the **Reset Sort** button to restore default order.

Search results appear in a sortable table where users can select multiple rows and apply tags in bulk.

6. Bulk Tagging and Tag Status Tracking

The **Bulk Tagging interface** simplifies applying tags to multiple course sections simultaneously ideal for large-scale updates.

How to Bulk Tag Courses:

- Navigate to **Bulk Tagging** via the **Section Tags** menu.
- Select the **Tag Value** using the dropdown.
- Apply **Advanced Filters** (e.g., course name, department, term).
- Review the **Mapped?** column:
    1. ✅ = Course already has the selected tag
    2. — = Course is untagged with the selected value

Check the boxes for desired sections, then click **Apply Tag** to complete bulk tagging.

Status Indicators:

- Courses with existing tags are visually marked.
- The system shows a **warning** if tags are reapplied.
- **Real-time feedback** is shown for success or failure of each tagging attempt.

7. Steps to Map Tags

- Use filters to search for course sections.
- Select the appropriate Tag Value (e.g., Program: Math Matrix).
- Apply the tag using the bulk tagging interface.
- Confirm tagging on the Section Tag Mappings page.