

Tagging content with Custom Metadata

Updated 6 days ago



This functionality is available for **Authors**.

Only Custom Metadata that has been created at the tenant level by a Custom Metadata Manager (see article [🔗](#)) and then made available by an Item Bank Manager (see article [🔗](#)) will be visible to Authors.

How to tag content

1. Select the content to tag

From the Question or Question Set list view, select which content you wish to tag.

Questions						2	▼	Create New
🔍 Search						Created by me Edited today Shared with me Filters ▼ 0 ↺ 🗖 ☰		
<input type="checkbox"/>	Title	Type	Created by	Last edited ▼	Edited by	Created		
<input type="checkbox"/>	Second Example Question	Text Entry	Fergus Fergus	01.09.2025 12:27 PM	Fergus Fergus	01.09.2025 12:27 PM		
<input checked="" type="checkbox"/>	Example Question	Text Entry	Fergus Fergus	01.09.2025 12:27 PM	Fergus Fergus	01.09.2025 12:26 PM		

In the bottom action panel click 'Edit Custom Metadata'



Please note: If you select multiple questions or question sets, you won't be able to see their existing Custom Metadata. Any new tags you apply will be made in bulk and will overwrite any current values for those fields.

2. Tagging using single-select or multi-select values

Within the modal, find the relevant field and then select the value (for single-select) or values (multi-select) that you wish to tag against the content. Click 'Update' to save.

Edit Custom Metadata - 1 questions

Custom field

Language Assessed

Value(s)

× French

French

Italian

×

Cancel

Update

3. Tagging using numbers

Enter the numeric value directly in the input box and then click 'Update'. Note, decimals are not supported.

Edit Custom Metadata - 1 questions

Custom field

Credits

Value(s) - Decimals not allowed

20

Cancel

Update

4. Tagging dates

Use the date picker to define the relevant date and then click 'Update'.

Edit Custom Metadata - 1 questions

Custom field

Review Date

Start date:

dd/mm/yyyy

September 2025

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Clear

Today

Update

5. Tagging multiple content items

Choose your intended field and then select or define which values to add. The changes to apply will be shown at the bottom of the modal.

Edit Custom Metadata - 3 questions

Custom field

Review Date

Start date:

14/12/2025

Changes to apply

Questions	Tagged Value(s)
Contemporary Jazz	2025-12-14
Folk	2025-12-14
Classical	2025-12-14

CancelUpdate

For multi-select values, you will also be able to choose any values you wish to remove from the content items:

Edit Custom Metadata - 3 questions

Custom field

Language Assessed

Value(s) to add

×

French

×

Swedish

Value(s) to remove

×

German

Changes to apply

Questions	Tagged Value(s)
Contemporary Jazz	<div><div>German</div><div><div>⊕</div>French</div><div><div>⊕</div>Swedish</div></div>
Folk	<div><div>German</div><div><div>⊕</div>French</div><div><div>⊕</div>Swedish</div></div>
Classical	<div><div>German</div><div><div>⊕</div>French</div><div><div>⊕</div>Swedish</div></div>

Cancel

Update