Using Categories And Tags

There are a few ways to organize and search your work in the Learning Portfolio, but Categories and Tags are the two most important. Both help you reflect back upon the work and also allow you and also visitors to understand the relationship that exists across the images, text, videos, and other content that you’ve created in the various projects, classes, or years at The New School.
Categories

When you add content to the portfolio (for example a series of sketches related to an early stage of a project or drafts of essays leading to a final paper) you have an opportunity to use an existing category or to add a new one. Use categories to represent the BIG ideas that frame the post for a visitor.

These were sketches created in the first year course Time (PUFY 1040).

So the biggest idea that should be used to categorize the post would be “First Year.” This means that when a visitor goes to “Years” in your menu and clicks “First Year” the post would appear on screen along with all of the other posts that you categorized in this way.
Follow these steps to create and use categories:

**Step 1**

From your Dashboard under the “Posts” menu click the “Categories” link.

**Step 2**

Input the category name in the field under “Name” and click “Add New Category”. 
Step 3

As you add your portfolio content, don’t forget to check the appropriate category to be grouped in your menu.

When you edit posts, you can create new categories within the post admin page.

Once you have created categories don’t forget to place them in your menu to display in the header menu. Read the tutorial, “Working With Menu Items” for more information and follow the steps below:

Step 1

A menu item can be created from “Categories”. To make it a sub menu check the category such as “Image” and click “Add to Menu”.

Step 2

The category is added to the menu. To make it a sub menu of “Concepts”, indent the category name.

Step 3

After you have made your edits, don’t forget to click “Save Menu” located to the upper right of the page.
Tags

Tagging helps you organize and also search your own portfolio, as well as items shared with you by tags. You can tag items with course codes (PUFY 1400), subjects (Cultural Studies), purposes (research), or status (in process, final draft).

Follow these steps to create and use tags:

Step 1

From your Dashboard under the “Posts” menu click the “Tags” link.

Step 2
Input the tag name in the field under “Name” and click “Add New Tag”.

Step 3

Tags can also be added in the post admin page.

As you add your portfolio content, don’t forget to include the appropriate tag to appear in your tag cloud or menu.