

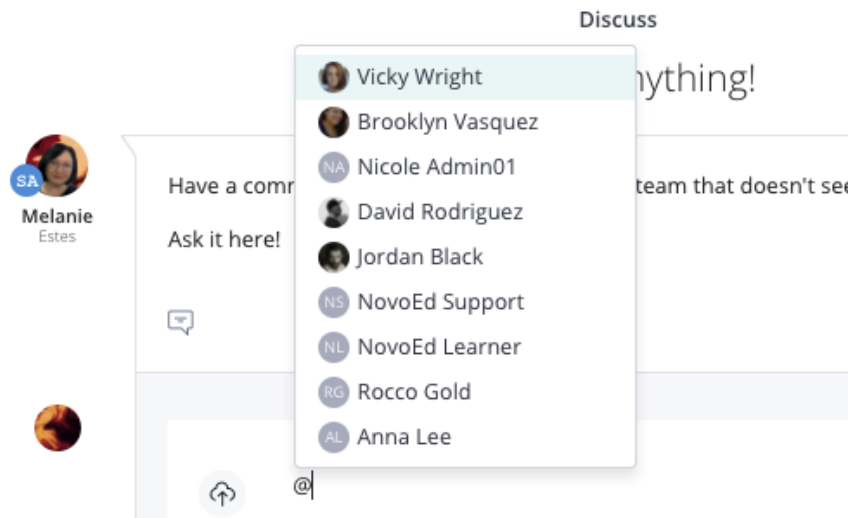
Tagging Someone in a Post/Comment

Overview

Tagging is a way for one to send an alert to a user, usually to elicit a response or draw attention to a comment. A course admin or learner may tag enrolled users in discussions, submissions, and in team/group workspaces.

How Do I Tag A User?

1. Click in the textbox
2. Type the '@' key. This will open a drop-down menu of available members in the course whom you can tag:



3. Enter the name or choose from the drop-down menu
4. Note: A successfully tagged comment will appear in blue:

@Vicky Wright and I were wondering...|



Feature Details

The tag is in-line to text, so feel free to tag where it is relevant or draw multiple users into your discussion. Your peer will receive a notification that they have been mentioned in-app and later in their email inbox (if enabled).

Best Practice Tips

- Assign facilitators to drive discussions and tag learners for questions or kudos.
- Encourage learners to tag others and demonstrate tagging in your responses to illustrate active and pointed commentary