

## Tagging

Building blocks provide sample REfLECT session structures. See the example Session Frameworks for ideas on how to integrate the different elements within one session. This building block can be used in conjunction with:

- 1.0 About the learners;
- 2.0 Aims and objectives;
- 3.0 Session framework;
- 4.0 Associated building blocks;
- 5.0 Tipsheets; **Tagging**
- 6.0 Scenarios; **Peer Observation, Annual Review, Collaborating**

Time	4.0 Connection Activity:	4.1 Colleague Activity:
00:00	Introduction to the session and logging in.	Active listening and members to log in to REfLECT through the IfL website using their IfL membership numbers.
00:05	Select <b>view, my assets</b> to show the asset store and select an asset to tag.	Active listening / participating in a discussion around the purpose and importance of tags within REfLECT.
00:10	From the synopsis pad select <b>more options, tag this asset</b> . Show the 3 default tags (Institutional Context, Subject Specialism, Learning and Teaching)	Active listening / participating in a discussion around the right balance of CPD activities needed.
00.15	Demonstrate how to create a sub tag under subject specialism and also how to create a new tag.	Colleagues to create a new tag (possibly named 'research') and a sub tag (related to their specific subject specialism).

00:20	Go back to the home screen and <b>select view, my assets</b> . Show colleagues how to access the tag cloud and the importance of being able to search by tag to inform their CPD record.	Colleagues to practise creating tags, tagging their assets and searching through the tag cloud for specific assets
00:30	Feedback and end of session.	<p>Participation in a question and answer session.</p> <p><b>Questions that may need to be addressed are:</b></p> <p>What is a tag?</p> <p>What is the purpose of a tag?</p> <p>Why is it important to tag work within REfLECT?</p> <p>What is the right balance of CPD activities in line with the default tags provided?</p> <p><b>Top Tip!</b></p> <p>Use the search function on the <b>my asset</b> store to demonstrate the importance of tags for making synoptic links between CPD activities that have been undertaken.</p>