

# User Manual

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# Chapter 1. Getting Started

Interact is an online learning and collaboration system. It can be used for elearning, intranet management and online community building. In a nutshell it is a website that allows you to not only read information, but to contribute your own material, post your views, and enter into discussion with other people.

To access Interact you need a web browser, and a user account for your Interact server.

## Web browser requirements

Although you will be able to view the content on a Interact server using most browsers, to get the most out of the system we strongly recommend one of the following browsers:

- PCs, ie. computers running a version of Windows:
  - Firefox or a recent mozilla based browser (<http://www.mozilla.org/products/firefox/>)
  - IE 6 or higher
- Macs:
  - Firefox or a recent mozilla based browser (<http://www.mozilla.org/products/firefox/>)
  - Safari

The following browsers have very poor support for some of the web standards used by Interact. If you are using either of these **we strongly encourage you to upgrade** (other browsers are freely available). It will not only improve your experience with using Interact, but also many other web-sites as well.

- Netscape version 4(upgrade to Firefox (<http://www.mozilla.org/products/firefox/>) or Netscape 7 or higher(<http://channels.netscape.com/ns/browsers/download.jsp>)
- IE 5 for Macintosh (upgrade to Firefox (<http://www.mozilla.org/products/firefox/>) or Safari)

## Cookies

In order to maintain your login details from page to page Interact needs to set a cookie on your computer. If you have cookies disabled on your web browser you will need to enable them when using Interact. The main cookie will be destroyed when you close your web browser.

A second cookie will be set if you select the 'keep me signed in' option on the login page. This cookie will be stored permanently by your web browser to save you having to log in again each time you return to the site.

If you have not disabled cookies in your browser, then everything will probably work as it should without you needing to change anything. If you have problems logging in then check that you have cookies enabled [<http://www.google.com/cookies.html>].

## Creating a login account

Some Interact servers will be set up so you can access them without needing to log in. Others will be set up so that you need to log in before you see any of the content, and all Interact servers require you to log in before you can post any content.

You can obtain a login account in several ways:

- The person that runs the server will forward your login details to you. If this is the case you then just need to proceed to the Interact login page and enter your username and password.
- You can create your own account. If the server is set up for self account creation you should see a link to 'Add your account here' on the login page. Follow this link and complete the online form in order to create your account. Once you have created the account a copy of your details will be emailed to you for future reference. You will then be able to proceed to the login page and enter the username and password that you just created.
- Secure account creation. This works the same as the self account creation process above, the difference being that an access code is set so that only authorised people can create accounts. If you get asked for an access code when you try and create your account then you need to enter the access code that the server owner provided you with, or contact the server owner to request an access code.

The details you will be asked for when creating your account will vary depending on how the server owner has set the account creation process up. The key things you will be asked for are:

1. **Username** - this is a short username containing only letters and numbers and between 5 and 16 characters long. It needs to be unique, so if somebody has already used the same username you will be asked to enter a different one.
2. **Password** - needs to be at least 5 characters long and contain only letters and numbers.
3. **Email address** - you must enter your current email address here. This is needed so that your user account details can be emailed to you, and so that other site information can be sent to you such as responses to your forum postings, etc. **N.B.** Interact does not create an email account for you. If you enter an email address here that does not already exist then system emails will not get to you.
4. **Details** - here you can enter a brief biography of yourself. This will be available for other members of your Interact site so they can get to know you better. This helps to build a sense of community within the sites.
5. **Photo** - this will also be visible to other site members, and can be added to forum postings that you make, again to help others get to know you and to improve the sense of community within an Interact site. You can upload either jpg or gif images.

## Modifying your login account details

If you want to edit your account details at any stage just click on your name, which will appear at the top of the navigation bar once you are logged in. When you modify your account you will see two extra settings:

- **Always load html editor when available** - if set to Yes then the EasyEdit html editor will load by default for any text input boxes. If set to No then you will just see plain text input boxes, but with an 'EasyEdit' button to load the editor manually if you wish. You need to have a compatible browser in order for the editor to work.
- **Flag displayed posts as read** - if set to Yes then all Forum postings will be flagged as read automatically once they have been displayed on your screen. If you set to No then you will need to manually flag the posts as Read.

## Retrieving your login account details

If you forget your username and password, then you do not need to create another one. You just need to click on the 'Forgot your password' link on the login page. Here you can enter your email address and your login details will be sent this address.

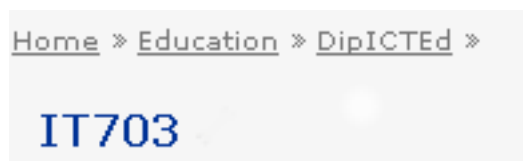
## Finding your way around

The layout of the Interact server you are using will vary depending on what it is being used for, and how it has been set up. As with any website you can find your own way around by clicking on links and following any on screen instructions. There are some things that will be standard across most Interact servers though and knowing about these in advance may help improve your experience and get you to the things you are looking for quicker.

You can move around the Interact server by clicking on any underlined links, or rollover buttons (these are buttons that change colour when you move your mouse over them), or icons. You will see links in the navigation bar, and other parts of the screen.

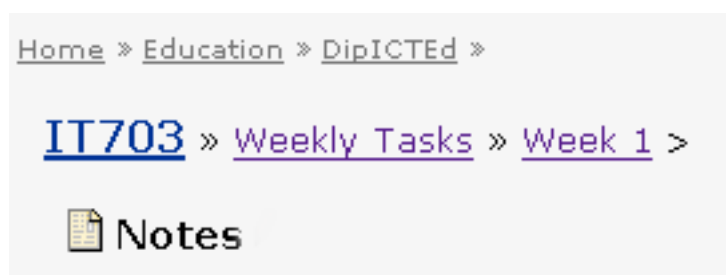
An Interact server is broken up into sites and sub-sites. As you move from one site to another, you will notice that the links in the navigation bar will change to those relevant to the current site. You can quickly work out where you are within the server by looking at the breadcrumbs at the top of the page. There are two levels of breadcrumbs:

1. The top level shows you where the current site is, eg.




The above breadcrumb trail indicates that site IT703 that you are currently in has a parent site of DipICTEd, which in turn has a parent site of Education. You can quickly get back to any point in the hierarchy by clicking on any of the links in the breadcrumbs.

2. The second level shows you where the current component you are viewing sits in the current site, eg.



The above breadcrumbs indicate that the Notes page you are currently viewing is in a folder called 'Week 1' which in turn is in a folder called 'Weekly tasks', which itself is in the IT703 site.

If you are not able to find what you are looking for by browsing through the various links on the site you can also use the 'Search' option. If you type keywords into the Search box (this usually appears near the top of every page somewhere) and click on the  icon, or hit your enter key, then the

system will display any sites or pages that contain those keywords.

## Your links

In the navigation bar you will see a list of links to sites that you are a member of. This saves you having to browser through the server each time you want to access the sites you are a member of, instead clicking on the link to the site in the list of your links will take you direct to the site.

## Site membership

In an Interact server the sites can have various access levels. Some of them any logged in users can access, others you need to be a member of in order to be allowed access. As well as restricting access to certain people there are several advantages of being a member of a site:

- Your name will appear in the members list so other users will know that you are a member of that site.
- You will see news, new postings, new items for the site on your Interact homepage each time you log in.
- A direct link to the site will appear in the 'your links' list in your navigation bar.

## Becoming a member of a site

The way you become a member of site will depend on how the site administrator has set it up:

- If the site is restricted there are two options:
  - The site admin will give you an access code. When you try and access the site for the first time you will be asked for this access code. Once you enter the correct code you will be automatically made a member of the site.
  - The site admin will manually add you to the members list. If this happens then the site will automatically appear in the 'Your links' list in your navigation bar and you will be able to access it.
- If the site is open to any logged in users you can make yourself a member by clicking on the 'Members' link in the navigation bar and selecting the 'Add me' link. This will add you to the members list, and a link to the site will appear in the 'Your links' list in your navigation bar.

## Removing site membership

If you do not want to be a member of a site any more you can remove your membership two ways:

1. If the site is open to all logged in users then click on the Members link in the navigation bar and select the 'Remove me' link
2. If the site is restricted to members then you need to ask the site admin to remove you from the members list

## Viewing member details

You can view details about other site members by clicking on the Members link in the navigation bar and then clicking on the members name. **N.B.** not all sites will have a members links available. The site admin has the ability to choose if a list of site members will be available to other users.




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# Chapter 2. Using Components

Within Interact a site admin has the ability to add various components. These can vary from static pages of information to discussion areas where you can post comments, or sharing areas where you can upload files, etc. to share with other users. The type of component may be indicated by the text the admin has used to describe it, eg. 'Discussion Forum', or it may be indicated by a distinct icon.

In most cases these components will have on-screen instructions to indicate how you can use them, but the following sections also give you an overview of what each component does, and how you can best use it.

## Calendar

A Calendar component can be used to alert you to important dates. It may be indicated by a  icon. You can access these dates in two ways:


1. Clicking on the calendar component link within a site will take you to a view of the current calendar month. Any events added to the calendar will appear on the relevant day. If there is more detail available for the event then it will appear as a link that you can follow.
2. If the current site has a calendar added then a list of events for the next 30 period will appear on the site home page.

By default on the site administrator can add events to a calendar. It is possible to set a Calendar component to allow all site members to add events. If your site administrator has allowed this then you will see and 'Add event' link at the top of the Calendar component page. If you click on this link you will have the option to add an event to the Calendar with the following settings:

1. **Date** - enter the date, and optionally the time also of the event.
2. **Remove after** - if you want to you can add a date for the event to be automatically removed from the Calendar.
3. **Event** - here enter a brief heading for the event. This will appear in the Calendar display, and in the list of events for the next 30 days on the site homepage.
4. **Description** - if needed you can add more details about the event here. If a description is added to the event then the Event heading will be hyperlinked in the Calendar to the full description.

To edit or remove an item that you have added to a Calendar, click on the Event in the Calendar display page.

## Chat


A Chat component allows more than one user to communicate together online and the same time. It may be indicated by a  icon. When you start a Chat component a small window will open. You will see a list of other people currently in the Chat room on the right hand side. In a Chat room you can:

- Watch the discussion of other people scroll across the screen on the left. The person that posted each comment will be indicated in brackets before each comment.
- Contribute to the discussion by typing in the box at the bottom of the window and clicking 'Send' or pushing your Enter/Return key.

- Save the text of a Chat session for future reference by clicking on the 'Save Chat' link at the top right of the window.

To see a list of available commands that you can type in the chat window to get emoticons, etc. click on the ? next to the text input box at the bottom of the window.

## Dropbox

A Dropbox is a place for you to upload files for a site administrator to look at. It may be indicated by a  icon. This would usually be used for submitting assignments to a lecturer, etc. You can only see the files that you upload, you can't see those uploaded by other people.


Once you have uploaded a file, you can delete it by ticking the box next to the file name and clicking on the 'Delete' button at the bottom of the page.

Once a site admin has viewed the file they can assign a grade, upload an annotated copy, or add comments. If this is done you will see a note in the 'Update items' box on the site homepage, or on the Interact server homepage, and you can then access the site admins comments, etc. by going back into the dropbox.

## Timed Dropboxes

Site admins can set up Dropboxes with a timed option. This allows them to upload a file, which you must then download, work on and save, and then upload back to the dropbox again. You will be given a time limit in which to have the file completed and uploaded again. If a Dropbox is set up with this option you will see a clear note indicating this when you enter the Dropbox, and explaining what you need to do.


## File

This component allows the uploading of files in any format that you can download and view. This may be indicated by a  icon.

Files added to the system this way could be anything from Word documents to Powerpoints, to digital photos.

In order to view the files your computer will need to have the correct software installed. Your site admin should notify you if you need any special software installed to view the files that they add.


## Folder

A folder is used to organise information within an Interact site. It may be indicated by a  icon.

When you click on a folder link you will just see the components that have been added within that folder. This may be displayed down the page, or you may see a navigation bar across the top of the page, depending on how the site administrator has set the folder up.

If there is a navigation bar across the top of the folder, then you will also see 'Next' and 'Previous' links at the bottom of the page which you can use to move through the content of the folder.

## Forum

A Forum component allows you to post messages, and also to reply to other peoples messages. It may be indicated by a  icon. Unlike the Chat component, you do not have to be online at the same time as other users in order to read their postings, or reply to them.

## Adding a post

All site users can add new posts in a Forum. To add a post just click on the 'Start new topic' link at the top of the Forum page (this may be called something else like 'Add new post').

### N.B.

You should only use the 'Start new topic' link if you are wanting to start discussion on a new subject. If you want to add something to an existing discussion you should open the message you want to respond to and follow the 'Reply' link at the bottom of the message.

You will then see a screen for adding your post with the following options:

1. **Subject** - here enter a brief subject for your post. Make this as descriptive as possible, while still brief, in order to quickly give other people an indication if the post will be of interest to them, eg. 'Red hair is yucky' rather than 'My opinion'.
2. **Nature of post** - this is an optional setting, which may or may not appear depending on how the site admin has set up the forum. If it does appear then you need to select the type of post you are adding from the list available.
3. **Display your photo with post** - if this box is selected then a copy of your photo (if you have uploaded one) will appear with your post.
4. **Message** - in this box you type the message that you wish to be posted to the forum. If you have 'EasyEdit' enabled then you will see a toolbar above the message box that you can use for formatting your message, adding text, etc.

### Hint

If adding a long message then type it in a wordprocessor first, save it, and then copy and paste it into the message box. This way if your Internet connection is lost for any reason your message will not be lost.

5. **Monitor Replies** - if you select this option, then you will be emailed if anybody replies to your message.
6. **Attachment** - if you want you can add a file attachment to your posting, this could be a relevant document, etc.

## Replying to a post

To reply to an existing post you need to first display the post on your screen and then follow the 'Reply' link at the bottom of the post. You will then be given all the same options as when adding a new post.

## Managing forum posts

If you are a member of a number of sites, each with a number of forums in which a lot of discussion is taking place, it can be a bit overwhelming trying to keep up with it all. Interact has some tools that allow you to manage your Forum postings and help you keep on top of them:

- **Read posts indicator** - all posts that have not been read will appear in a bold font on the Forum

start page, and will appear with a bold border when you view the full post. Once you have read the post it will appear with a normal font, and with a thinner border. This allows you to see at a glance which posts you have already read in a Forum.

There are two ways of having the system flag posts as read:

1. By default if you the post has been displayed on your screen then the system will see it as being read. Obviously this may not always be accurate - you may have displayed the post, but then got distracted by another task and not got back to read it.
  2. You can change your account settings so that displayed posts are not automatically seen as read. If you have done this then you need to manually tick the 'Read' box at the bottom of a post and click the 'Submit changes' button once you have read the post.
- **New posts page** - the system provides a 'New posts page' which will list all of the new posts from all of the Forums that you are a member of. You can access this page from the 'Latest Postings' box that appears on the main Interact start page, and also on each site homepage. If you access it from the main Interact start page it will display all the postings from all the sites you are a member of. If you access it from a site homepage it will only display the postings from that site.


This page means that you can catch up with all the latest postings without having to visit every Forum. If you want to view any of the postings in the context of the discussion it is from then you can follow the 'View in context' link and it will take you direct to the Forum that the post came from.

- **Follow up flags** - if you read a post that is of interest and you would like to read or reply to at a later stage, then you can tick the 'Follow up' box at the bottom of the post. This will make the post appear with a red flag icon next to the subject, which makes it easy for you to identify when you go back into the forum. You can also access a full list of all the posts you flagged to Follow up from the New posts page. Once you have followed up the post you can:
  - Tick the 'Finished' option at the bottom of the post. The flag next to the post subject will then change to white. This means you can easily identify posts which you have followed up.
  - Untick the 'Follow up' box. This will remove the red flag from the post.

#### Hint

Whenever you select one of the status boxes at the bottom of a post, 'Follow up', etc. you need to remember to click the 'Submit changes' button at the bottom of the page. If you have a number of posts on one page, you can set the status of them all and then just click the 'Submit changes' button once.

## Gradebook


The gradebook component allows a site admin to add a list of tasks/assignments that need to be completed, along with any grades for that task. This may be indicated by a  icon.

When you enter a Gradebook component you will see a list of tasks/assignments, along with any relevant due dates. If you follow the link for any of these it will take you to the full details, including links to any online content for the task.

Once an item has been marked for you by the site admin, the assigned grade will display on the Gradebook start page, along with a link to any comments that may have been added.

There is also a Global Gradebook option. If this has been activated on your Interact server you will see a link to Global Gradebook, and here you will see a list of all the assignments/tasks from all the sites you are a member of that have a Gradebook component.

## Group

A group is similar to a Folder in that it provides a place to organise other components. It may be indicated by a  icon. The differences between a Group and a Folder are:

- A Group can be restricted to just its members, so that other site members can't see the content of the group.
- A Group can have Group Leaders assigned. The Group Leader has the ability to add and modify components within the group, and also to add and remove members. If you are a Group Leader then you will see a green + on the Group start page for adding new components, and edit pencils will appear next to each of the components.
- Only members of the group will see details about new items and postings within the Group on their site homepage.


There are several ways for you to become a member of a group:

1. The site admin or group leader will make you a member. You do not need to do anything in this case, you will automatically be able to access the Group, and you will receive details about new items and postings added to the group on your site homepage.
2. The site admin or group leader will give you an access code. When you try to access the group for the first time you will be asked for the access code and entering it will make you a member of the group.
3. The group may be set to 'Self enrolment'. If this is the case you will see a green + next to the members link on the Group start page. Clicking on this link will make you a member. If you are already a member you will see a red x instead and clicking on this will remove you as a member.

To view a list of current Group members click on the Members link at the top of the Group start page.

To email other members click on the  icon at the top of the Group start page.

## Journal

The journal component allows you to keep a reflective journal, or online diary. It may be indicated by a  icon. There are two options that the site admin can set on a journal

- Open - if set to this then you can view all other site members journals as well as your own, and they can see yours. You can tell if a journal is set to open because you will see a list of all the other members journals from the Journal start page.
- Closed - if set to this then only the site admin and you can see your journal entries, and you are unable to see any other member's journals. You can tell that a Journal is closed if you are taken direct to your journal entries page, rather than to a list of member's journals.

## Viewing entries

To view a users journal entries click on their name on the Journal start page.

## Adding entries

To add entries just click on the 'Add entry' link at the top of your journal entry page.


## Editing/Removing entries

To edit or delete a journal entry just click on the 'Edit' link at the bottom of the entry.

## Adding comments

You can add comments to other people's journal entries if the Journal is set to Open and you can see their journals. To add a comment to somebodies journal just click on the 'Add comment' link at the bottom of the journal entry that you want to comment on.

## KnowledgeBase

A KnowledgeBase component is used to store collections of data of varying types, eg. Frequently Asked Questions, Useful Website Links, Files, etc. It may be indicated by a  icon.

Sometimes you will only be able to view existing entries in the KnowledgeBase, and add comments to them. Other times teh site admin may allow you to add your own entries. If you are allowed to add your own entries then you will see a green + at the top of the KnowledgeBase start page.

## Adding entries

If you are allowed to add entries to a KnowledgeBase component just click on the green + on the KnowledgeBase start page. You may then be asked to select the type of entry you are making, if so select the template that best suits the type of entry you want to make, or you will be taken direct to an entry input page. Complete the form, clicking on the ? next to each field if you want help with what to enter, and then click the submit button at the bottom of the page.


## Modifying/Deleting entries

You can modify or delete entries that you have made to a KnowledgeBase by clicking on the Edit link that appears at the bottom of the entry.

## Adding comments


You can add a comment to any KnowledgeBase entry by clicking on the 'Add comment' link at the bottom of the entry. These comments behave the same as Forum posts, so you have the same tools for managing them as for Forums.

## Note

Notes will usually be used for describing the contents of a folder or providing brief instructions. They may be indicated by a  icon.

## Noticeboard

A Noticeboard is a place that notices can be placed for a limited time, much the same as a pin board noticeboard. This could be to alert you to important information, or to advertise products and ser-

vices, flat to rent, etc. It may be indicated by a  icon.


Sometimes you will only be able to read notices that the site admin has posted. They may however also set it so that you can add your own notices. If you can do this you will see an 'Add Notice' link at the top of the Noticeboard.

## Adding notices


If you can add notices to a Noticeboard, then click on the 'Add Notice' link at the top of the Noticeboard screen. You then need to enter the following details:

1. **Heading** - a brief title for the notice.
2. **Body** - the text of your notice.
3. **Delete after** - this will be set to a default number of days by the site admin, but you can alter the number of days to keep the notice here.

## Page

This is used to display pages of content for you to read. It may be indicated by a  icon. You can read the information on a Page on-screen, or you can click on the 'Display for printing' link to display it in a format suitable for printing.

## Quiz

The quiz component is used to provide you with automatically marked online tests. It may be indicated by a  icon. These may be for your own self assessment, or may be marked and contribute to a final mark, etc.

On the quiz start page you will see:

- Details about when the quiz will be available for you to take
- A link to 'Start Quiz'
- Details about the date the quiz closed

If there is a 'Start Quiz' link on the Quiz start page, following this link will take you to a list of questions to answer.


If there is a time limit set for the quiz, once you have clicked the 'Start Quiz' link you will see a timer counting down at the top of your web browser window. You will also get a warning when you only have 10 minutes left to go. If your time runs out you will still be allowed to submit the quiz, but it will be up to the site admin to decide if the score will count.

Once you have submitted your completed questions one of the following will happen depending on how the quiz was set up by the site admin:

- You will see a page showing all the quiz questions, indicating which you answered correctly, along with all the correct answers and any relevant feedback for each question.
- You will be returned to the quiz start page and shown details about your score.
- After the quiz closing date you may be given a link on the quiz start page to see your results,

along with all the correct answers and feedback for each question.

## Sharing/Peer Review

This component allows any site member to add files or links to share with other site members. It may be indicated by a  icon.

### Adding files

To add a new file click on the 'Add file' link at the top of the Sharing component start page. The following options are available when adding/modifying a file :

1. **Name** - a short name for the file. This will display as a link to the file in the Sharing component area.
2. **Description** - this will display alongside the file name.
3. **File** - click on the browse button here to locate the file on your hard drive or network drive.
4. **File type** - select the file type of the file you are uploading. For common file types this will automatically add the correct file extension if it isn't already added.
5. **Zip file options** - if you are uploading a zip file you have the following options
  - *Unzip* - if selected this will unzip the file into its own directory on the server. If not selected then the zip file will be left as a single archive file.
  - *Start file* - if you are unzipping the file on the server then you need to enter the filename of the file that you want the component to initially link to. In the case of a small website this might be index.html. If the files are with subdirectories in the zip file you need to include the directory path with the filename, eg. foldername//index.html
6. **Manage associated files** - once you have added a file you can upload/delete files associated with it, eg. in the case of an html file you can upload any associated image files.

### Adding links

To add a link click on the 'Add link' option at the top of the Sharing component start page. The following settings are available:


1. **Name** - a short name for the link. This will display as a link to the website.
2. **Description** - this will display alongside the links name.
3. **Url** - enter the url of the website or web page that you want to link to. If linking to a site outside your Interact server it must include the http:// in the url.

### Modifying/Removing files and links

To modify or remove a file or link from a Sharing/Peer review component, click on the pencil that appears next to the item. Site admins can modify or remove items at any time. Users can only modify/remove items for 30 minutes after they are added.



## Weblink

This component provides links to websites. It may be indicated by a  icon. Clicking on a Weblink will take you to the website that it links to.

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# Chapter 3. HTML Editor

Interact comes with a built in HTML editor which allows users to format content, forum postings, add images, etc using a formatting toolbar. By default this will always load when available if you have a compatible browser, and you have 'Always load html editor when available' set to Yes in your account settings.








## Compatible browsers

The following browsers are required in order for Interact's built in html editor to work:

- PCs, ie. computers running a version of Windows:
  - Firefox or a recent mozilla based browser (<http://www.mozilla.org/products/firefox/>)
  - IE 6 or higher
- Macs:
  - Firefox or a recent mozilla based browser (<http://www.mozilla.org/products/firefox/>)

## Editor options

Most of the toolbar options are similar to those found in most Word processors. The following however provide functionality that you may not be familiar with:

-  This button can be used to hyperlink any text in the editor window. Highlight the text that you want to be a link and then click this button. You will then be asked to enter the url of the page you want to link to.
-  This button allows you to upload and insert images into page. Place your cursor at the point you want the image to appear and then click on this button. You will then be able to browse your user directory for existing images, or upload new images, and then select one to insert in the page. The images must be in gif, png or jpg format.
-  This button allows you to add short video clips. The video clips need to be in swf format.
-  A button for adding media files. At present there are three options, mp3 audio files, a flash interactive checkpoint, or a custom Flash file.
-  This button will make the editor load in a separate larger window. This is handy if you want more space to work in. Once you have finished editing click on the  button to return back to the normal edit view.
-  This button allows you to add links to 'Tags' that you have added to the system.


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# Chapter 4. Tags

A useful tool within an Interact server is the ability to add 'Tags' to pages within the system, and to external web pages. There are two main uses for this function:

1. You can use it as a way of bookmarking pages that you may want to get back to, or refer to, at a later stage.
2. You can add tags for other people to alert them to information you think may be relevant to them.

## Adding tags


To add a tag anywhere within an Interact server, just click on the  Add Tag icon at the top of the page. You will then be shown a page to enter the following details:

1. Heading - here enter a brief heading for the tag. This will display as a link to the full tag on your 'Tags' page.
2. Note - add a note here that describes the reason for the tag. Also here you could paste in some relevant content from the page that is being tagged.
3. Add tag for - this is an optional setting. By default a tag will only be visible to you, but using this setting you can also make it available to others.
4. Category - you can also optionally set up categories under which to store your tags. If you are adding a lot of tags this will help you to better organise them.

Also on the 'Add tag' page you will see an a link to 'Tag external site'. You can use this to add a tag to a site outside of your current Interact server.

## Viewing tags

You can access Tags in two ways:

- If there are tags that you can view on a page then a  icon will appear at the top of the page. Clicking on this icon will take you to the tags at the bottom of the page.
- You can click on the 'Your tags' link at the top of the navigation bar and this will take you to a list of tags that you have added, or that have been added by other people for you.

## Modifying/Deleting tags

To modify or delete a tag, go to the page that has the tag on it, and then click on the edit pencil at the top of the tag.