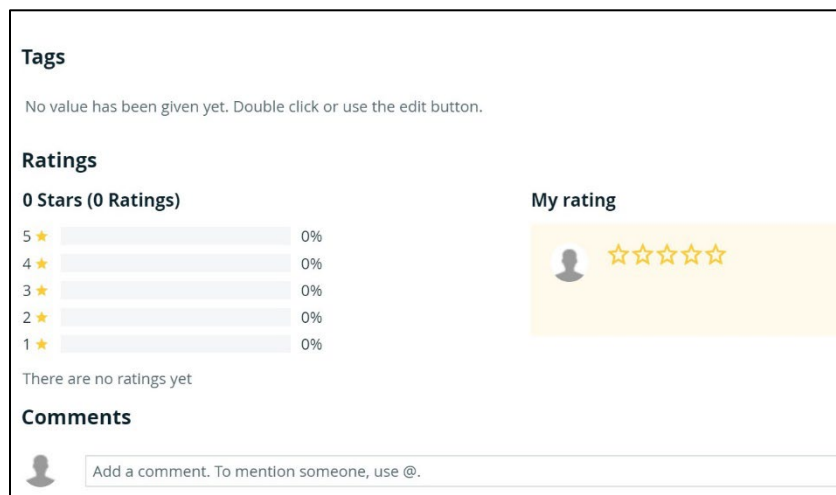
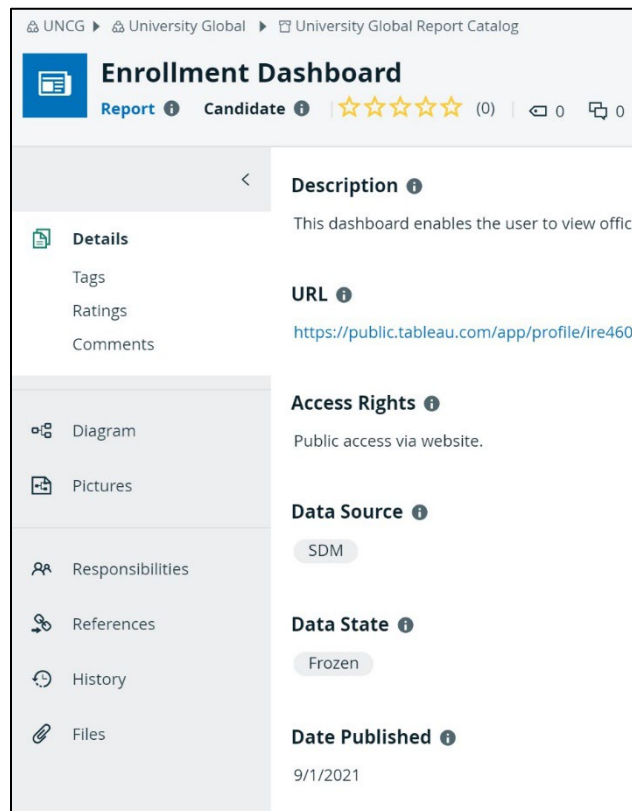



How to Tag, Rate or Comment on an Asset

1. Please go to the UNCG Collibra in your browser (<https://uncg.collibra.com/>).
2. Open the asset page of the asset you wish to tag, rate or comment on.
3. Under Details located on the left-hand side of the asset page, select Tags, Ratings, or Comments. Alternatively, you may scroll down to the bottom of the page.



4. To add a tag, double click on the textbox or select  on the far right-hand side of the textbox. Type out your tag and click Save.

Note: As you type, already existing tags that match what you are typing will be suggested.

Tags are case sensitive and spaces are not permitted. The first letter of each word should be capitalized without using spaces. Alternatively, tags may contain underscores (_) between words.

Examples include: `InstructionalMethods`
 `International_Studies`

5. To add a rating, select the star that corresponds most closely to your opinion of the quality of the asset. The rating scale is one to five, with one being the lowest quality and five being the highest quality.

Note: Ratings will display the average rating of all users who rate the asset.

6. To add a comment, double click in the textbox to enter your comment and press Save.

Note: Within the Comments box you can mention another Collibra user, add a link or image, and adjust the format of your message.

To mention another user, use the "@" to begin mentioning another Collibra user. Existing Collibra users that match what you are typing will be suggested. The mentioned user will receive an email notifying them of the comment.

If you would like an EDG team member to see or engage with your comment in a timely manner, please mention one of them in your comment. For example: @AliceFleck