

Learning Cheatsheet - Axis LMS Keywords

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The Course and Learning Object Keywords offer an easy way to help you organize your online courses and learning objects for when you work with them via the Partition Admin area. If you have a lot of courses (or a lot of learning objects), the keyword feature gives you the ability to tag each of those courses/learning objects with one or more keywords that you can then use when searching your content to access them faster.

You can set the keywords for a course by going to the management screen for the course [Learning > Online Courses > Manage Course > Manage (course)] and then going into the Course Settings. Scroll down to the **Keywords** section and enter each keyword you would like to associate with that course (*separated by spaces*) and then click the **Submit Changes** button when finished.

You can set the keywords for a learning module by going into the properties/settings screen for that module [Learning > Online Courses > Learning Objects > Manage Learning Objects > **Edit (learning object)**]. Depending on the learning object type the location of the **Keywords** field within the learning object's settings may vary; it is either located under *General Settings* or *Advanced Settings* . Enter each keyword separated by a space and remember to **Submit/Save** the changes when finished.

Once you have keywords set for courses/learning objects you can enter a keyword in the course search bar and bring up a listing of only courses that have that keyword *or* enter a keyword in the learning objects search bar and bring up a listing of modules that have that keyword. You could also use the Keyword dropdown in either of these areas.

Here are some examples of how you might use keywords to help organize courses/learning objects:

If you offer courses on a variety of different subjects (e.g. History, Math, Science, etc) you might tag each course/learning object with the subject that it pertains to so you can work with all "History" courses at one time, or work with all "Science" learning objects at one time. If you offer courses/learning objects in varying degrees of difficulty you may want to tag each with a keyword indicating that difficulty (e.g. Beginner,

- Intermediate, Advanced) to help you easily work with the general theme of the course(s) difficulty.*
- You might also tag your learning objects with the general theme of the course(s) difficulty. This would allow you to easily bring up a listing of all learning objects that are within a course so you can work with just those learning objects.
- If you're updating your courses/learning objects to include new questions and/or content you may want to tag either learning objects that you have already updated with a keyword like "revised" or learning objects that you have not yet revised with a keyword like "pending" so you can easily see which learning objects you've finished and which you still need to work on.