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**Recommended Syllabus Instructions – Registering from the Vantage Link in your LMS**

**INSTRUCTORS - Help students have a successful start to the course by including SAGE Vantage details in your syllabus. Copy the below & paste into your course Syllabus.**

**Required Course Materials:**

**SAGE Vantage for Author Title, edition (SAGE Publishing)**

**ISBN: XXX-XXXX-XXXX**

**[INSTRUCTORS: Please update book info & ISBN above + delete any notes IN RED before sharing w/ your students]**

This course requires the use of [SAGE Vantage](http://www.vantage.sagepub.com/), an online learning environment that includes access to the entire text and integrated assignments, including multimedia activities, concept-based knowledge checks, and end of chapter reading tests. As outlined in my course syllabus, assignments will make up a significant part/% of your overall course grade [**Instructors**: use this to personalize how Vantage plays in your course grade]

**Purchasing SAGE Vantage:**

**SAGE Vantage can be purchased four ways. Please buy access asap as Vantage will be a key part of your grade and you cannot keep up in the course without it.**

1. **There are three Digital Purchase options and you can find our course materials using the ISBN above under ‘required course materials’:**
   1. **Redshelf**
   2. **Vitalsource**
   3. **SAGE**

**Please note that you will NOT receive an access code via email with your purchase and upon completion of purchase, you will have immediate access to Vantage. Complete registration using the directions below based on where you bought access. Steps vary slightly for each purchase option.**

1. **You may also purchase access at our campus bookstore. This will be physical access code or a physical access code with an optional loose-leaf print textbook. You may purchase either option.**

**REGISTRATION STEPS**

**Before you begin, you will need the following:**

* A computer connection to the internet or an internet-enabled device
* Your University email address
* Vantage access (see above purchase instructions)
* Access to our LMS to access the Vantage link posted in our course in **<Instructors: change to the LMS>**

1. **If you buy access from RedShelf or Vitalsource:**

Using the information above, visit the website and find our Vantage title. Then follow the steps to purchase Vantage. Upon completion of purchase follow the directions and click the button that says “redirect to publisher website” (will be very clear). You will need to login to Vantage with your university email that you used to buy access. Your course materials will show under MY COURSES. From there, login to our LMS and access our course. Click on the Vantage link and login to finish registration.

1. **If you buy access from your campus bookstore:**

Login to the LMS and access our course. Click on the SAGE Vantage link in our course. Enter your Vantage Access code, you will see our course ID pre-populated. Click “Join Course” to finish registration.

1. **If you buy from SAGE:**

Upon completion of purchase you will see a confirmation page. Login to Vantage at <https://www.vantage.sagepub.com>. You should see your course materials under MY COURSES. From there, login to our LMS and access our course. Click the Vantage link and login to finish registration.

Note: you will not receive an access code upon purchase, the system is smart and knows you have access purchased provided you use the same email address. Thus you do not need to wait for an email with directions, however you will receive a confirmation email and directions email after a few minutes.

1. **If you have not yet bought access, please register using the Grace Period:**

If you have not purchased access to Vantage, SAGE provides complimentary 14 day access to Vantage. After this time expires, you will need to buy access. This will help you not fall behind until you can purchase access to Vantage.

To register with Grace Period, visit: <https://www.vantage.sagepub.com> and click the “Register” button under STUDENTS on the left hand side. Get started by imputing your school email address and confirming email address; then click “Register”. Enter your personal information to complete your profile and click “Register”. From there you will see your completed profile and a button to click titled “START GRACE PERIOD”. The last step will be to type in the course ID (see above) and click “Join Course” to finish registration.

After 14 days, your grades will be hidden from your instructors gradebook until you buy access which you can do either from the platform by clicking BUY ACCESS or from the purchase avenues listed above. Upon purchase grades will reappear however rest assured that no previous work will be erased at any time.

**SAGE Vantage Technical Support**

**Live support is available at 805-410-7080 from**

* Monday – Friday: 8:00 A.M. - 11:00 P.M. EST
* Saturday: 11:30 A.M. – 8:00 P.M. EST
* Sunday: 11:30 A.M. – 11:00 P.M. P.M. EST

If you are having any difficulties **accessing the course**, you may also visit <https://sagevantage.softwareassist.com> for videos, FAQ’s and to log a tech support issue.

You can also speak to a Technical Support Representative by calling **1 (805) 410-7080** for assistance. Calls are answered in about 2 min or less and this is your fastest way to ensure support. Be sure to have your account information ready so a Technical Specialist may assist you.

Outside of live support hours you may leave a voicemail with your call back information and/or submit a ticket on the tech support website. Tickets are addressed within 24 hours and you can generally expect a response within hours.