Instructor Implementation Guide

Version: April 2021

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General Support Information

SAGE Vantage is designed for use on desktop computers, laptops, tablets, and mobile devices. Some features are not available on smaller devices, such as the gradebook and map-based activities.

> **TIP**: For SAGE Vantage, we recommend using the latest version of Google Chrome, Firefox, or Safari.

For additional help, please contact SAGE customer help via our website:

https://sagevantage.softwareassist.com/

Instructor Registration & Login

If you already have a SAGE instructor account

If you already have a login for accessing Instructor Resources with SAGE, you can use this same login to access Vantage. You may also hear this account referenced as your "SAGE Edge account."

If you don't know if you have a SAGE account, or if you've forgotten your password, use the "Forgot password?" link on the login screen. This new password will also work for accessing instructor resources on SAGE Edge.

> **TIP**: Your password must be eight characters or more, include uppercase and lowercase letters as well as either a number or a symbol.

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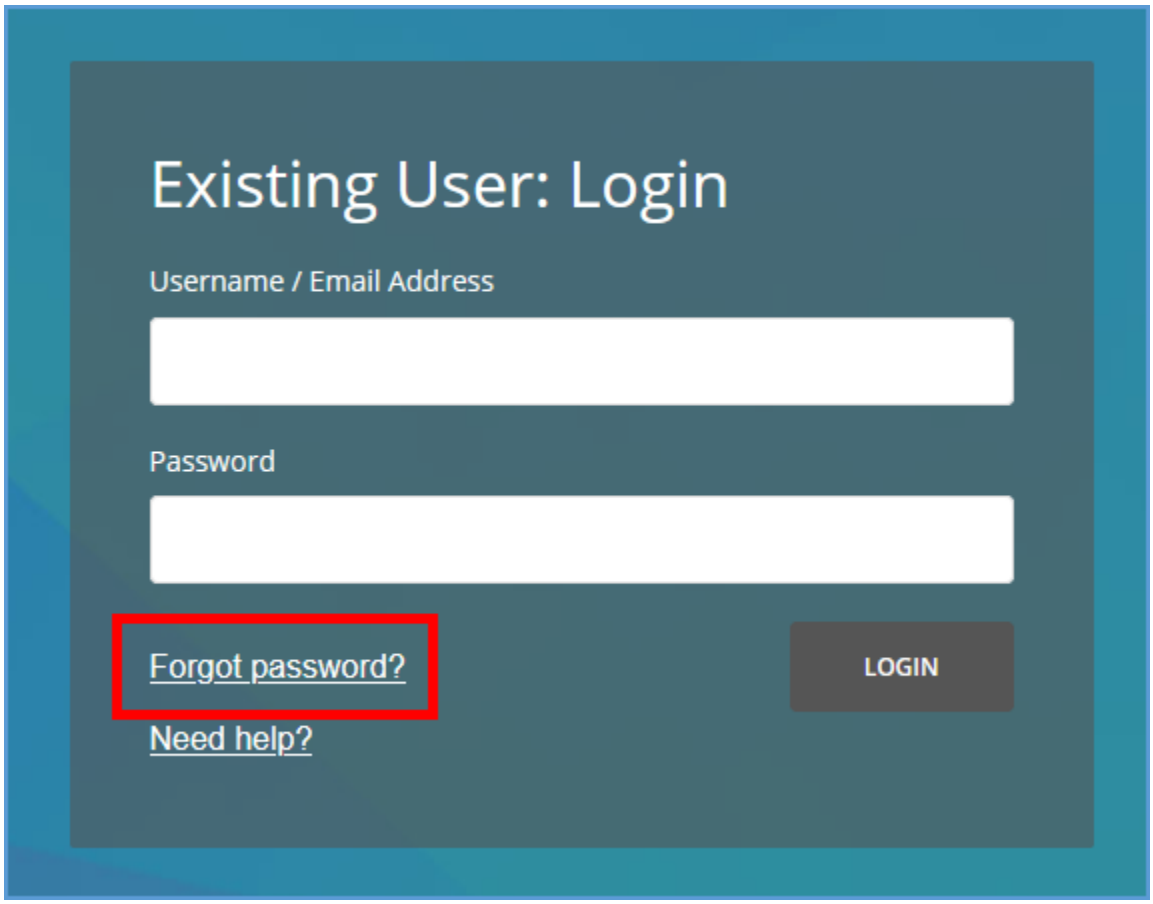

If you do not have a SAGE instructor account

If you do not have a SAGE instructor account, use the "Sign Up" button on the SAGE Vantage homepage to be granted instructor access to the platform.

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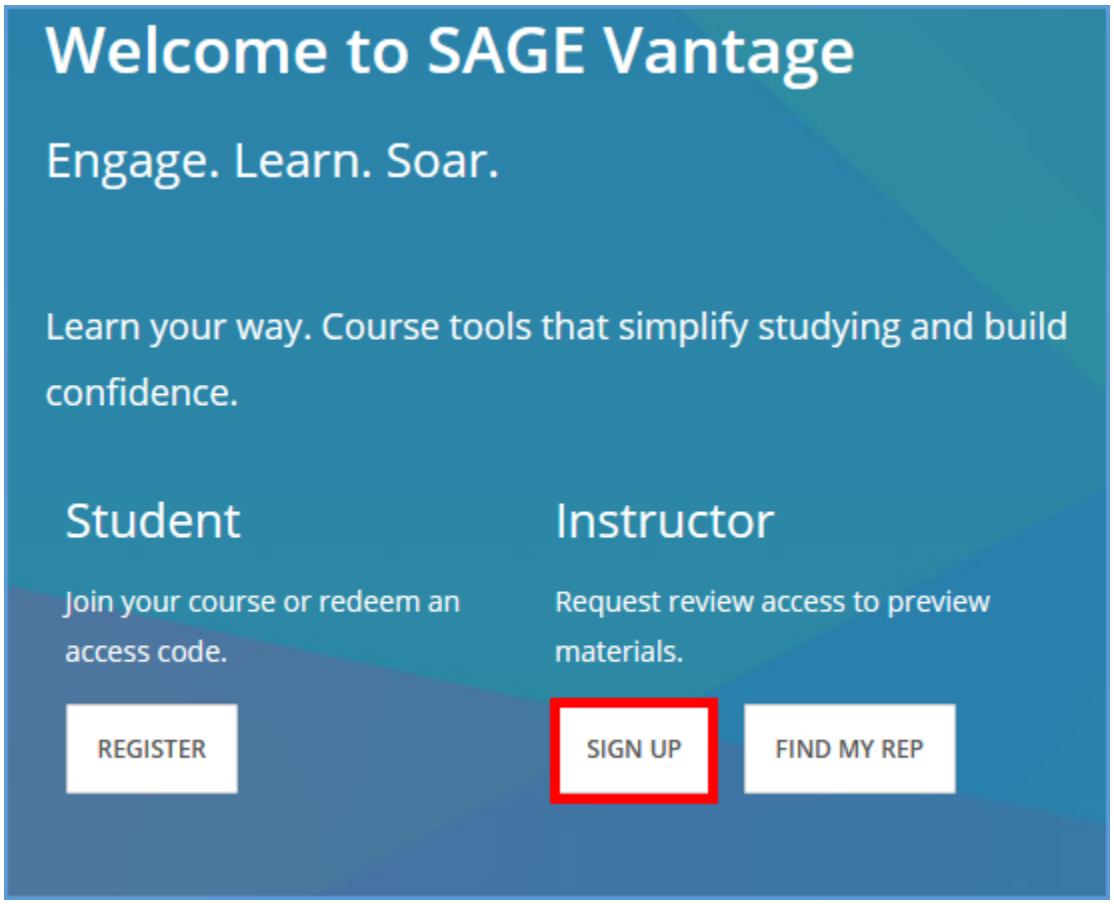

Course Creation

Sample Courses

Sample Courses allow you to easily experience a Vantage course with pre-populated student data, an interactive gradebook, and SAGE quality content for currently available and upcoming Vantage titles. They are designed to give you a realistic idea of what a live Vantage course is like. The gradebook and assignments have been set to SAGE's recommended settings and populated with sample student data so you can effectively review those features.

TIP: Sample Courses are only meant for instructor review. Students will not be able to join or purchase access.

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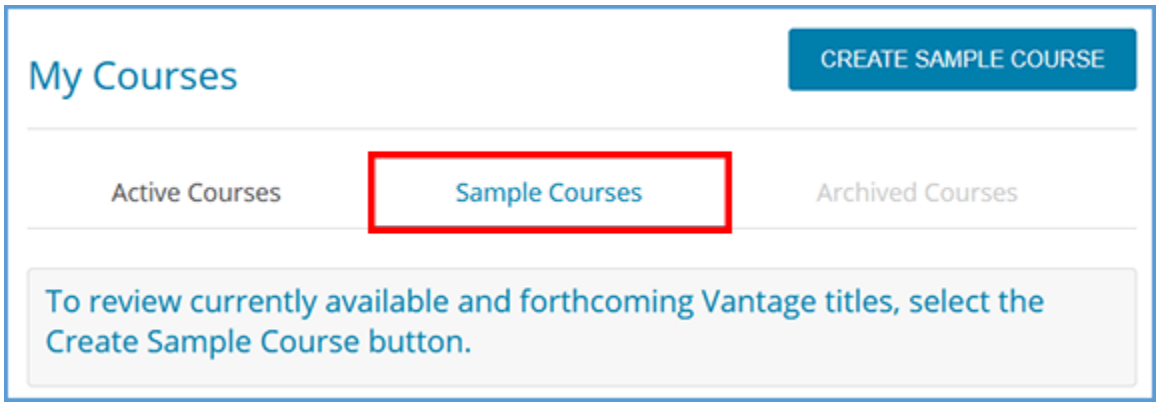
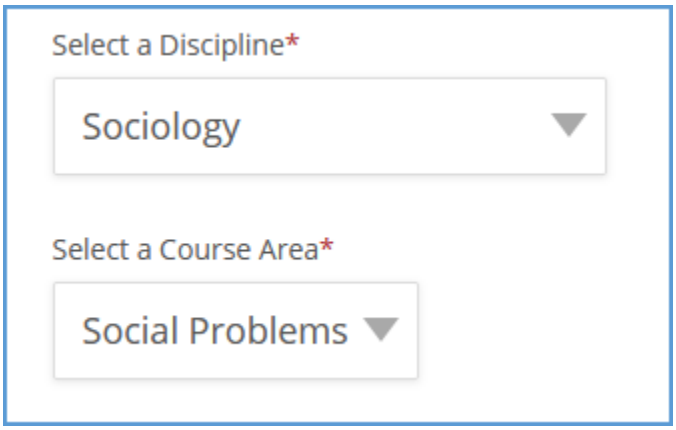
From the My Courses dashboard, switch to the Sample Courses tab. Click "Create Sample Course" in the upper right corner of the page.



Select a Discipline and Course Area to see a list of available titles.



Choose a title, then click "Create Sample Course."

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Once you create the sample course, it will appear on the Sample Courses tab. You can explore course content using the Student View and Activity Library links. You can also access the Gradebook, Assignments, and Reports pages to fully explore these features.

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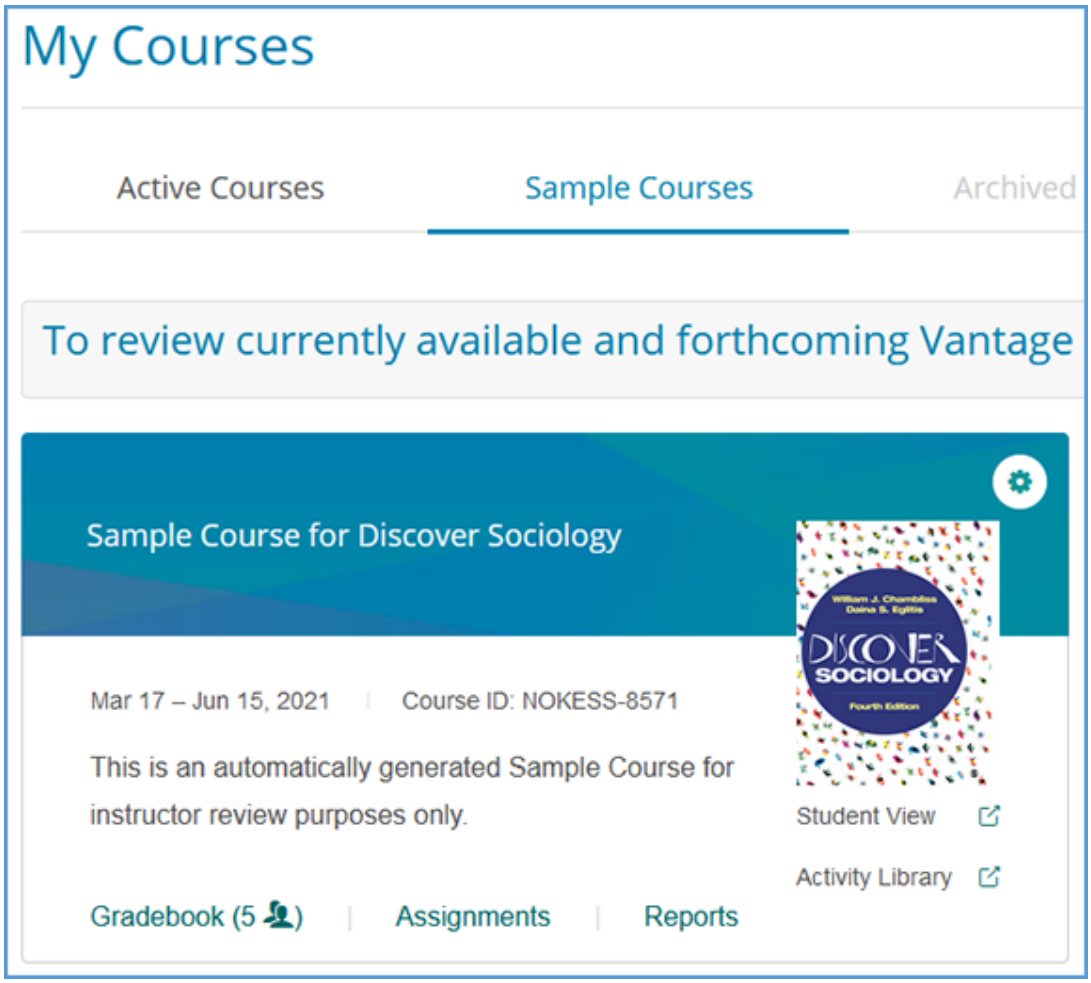

The end date for your Sample Course is 90 days after it is created. If you need more time, you can extend the course end date by clicking on the gear icon of your course tile. Choose the Edit option to modify sample course settings. You can also manually Archive the course if you are finished with your review.

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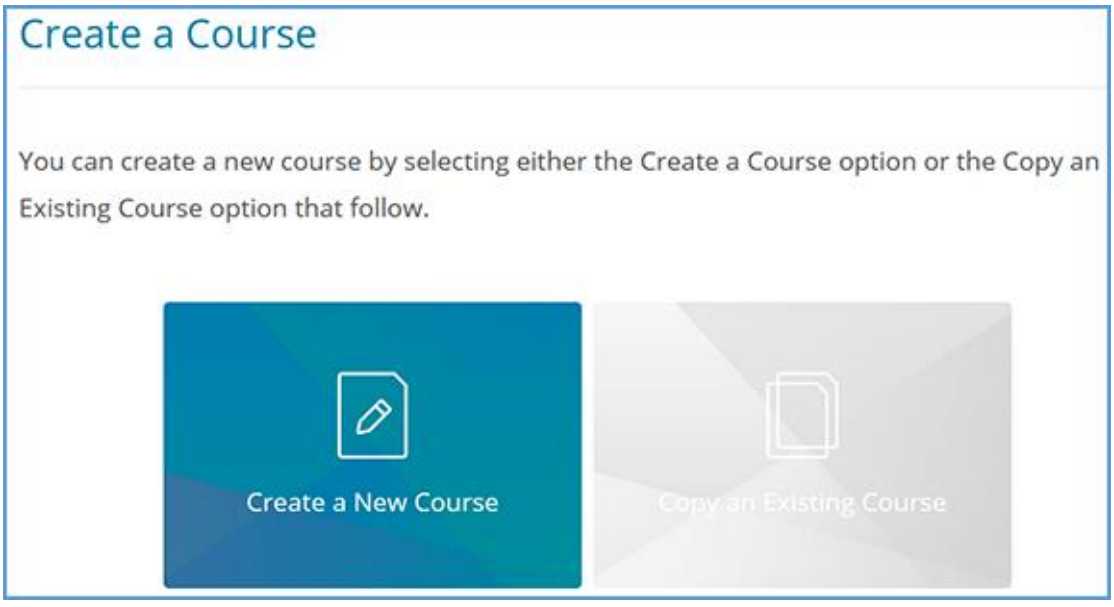
Creating Courses

If you have never created a course before, you will be taken directly into the course creation process.



If you have created a course in the past, you can begin the course creation process by clicking the "Create Course" button from your My Courses dashboard.

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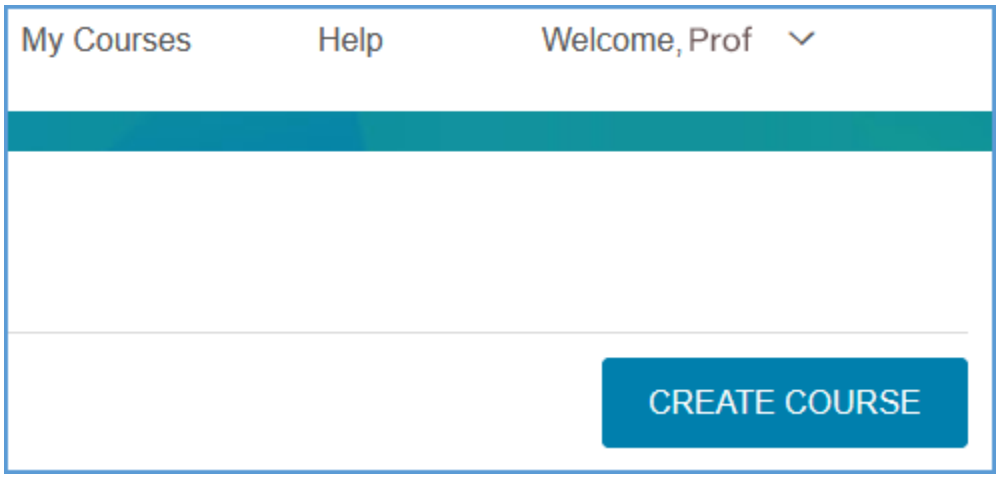
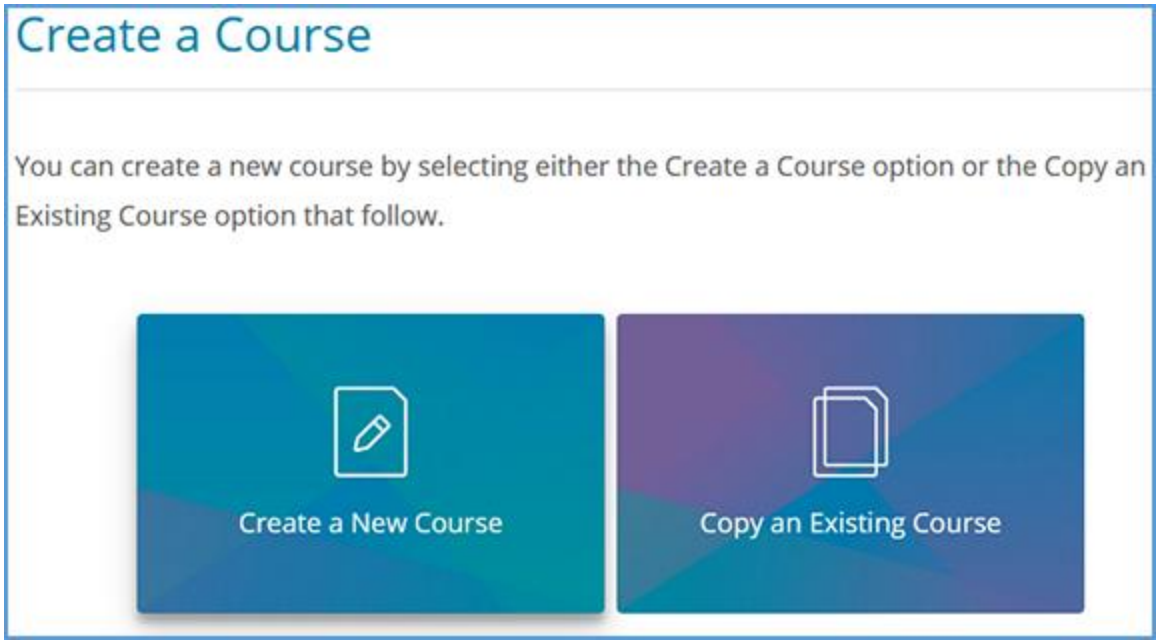


You will then have the option to create a new course or copy an existing course.

- **TIP**: Copying a course is a one-time action, so you should finish customizing your assignments and due dates to a course before making a copy of it. After you finish the copy process, you will have to make changes to both courses separately.



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1. Course Information

For a new course, you will be prompted to provide information about the course. (If you are copying a course, you begin with a different page which is explained later in this document.) The information you enter here will display on your My Courses dashboard. Some of the fields are mandatory and will be marked with an asterisk on the site.

- Institution
- Department
- Discipline
- Course Name
- Section Name
- Course Start & End Date
- Time Zone
- Course Description

TIP: Student access to the site will not be based on these dates. Their access is based on their registration date and will typically expire 180 days after their registration on the platform. In many cases, this means that students will be able to access the course after the end date you select.

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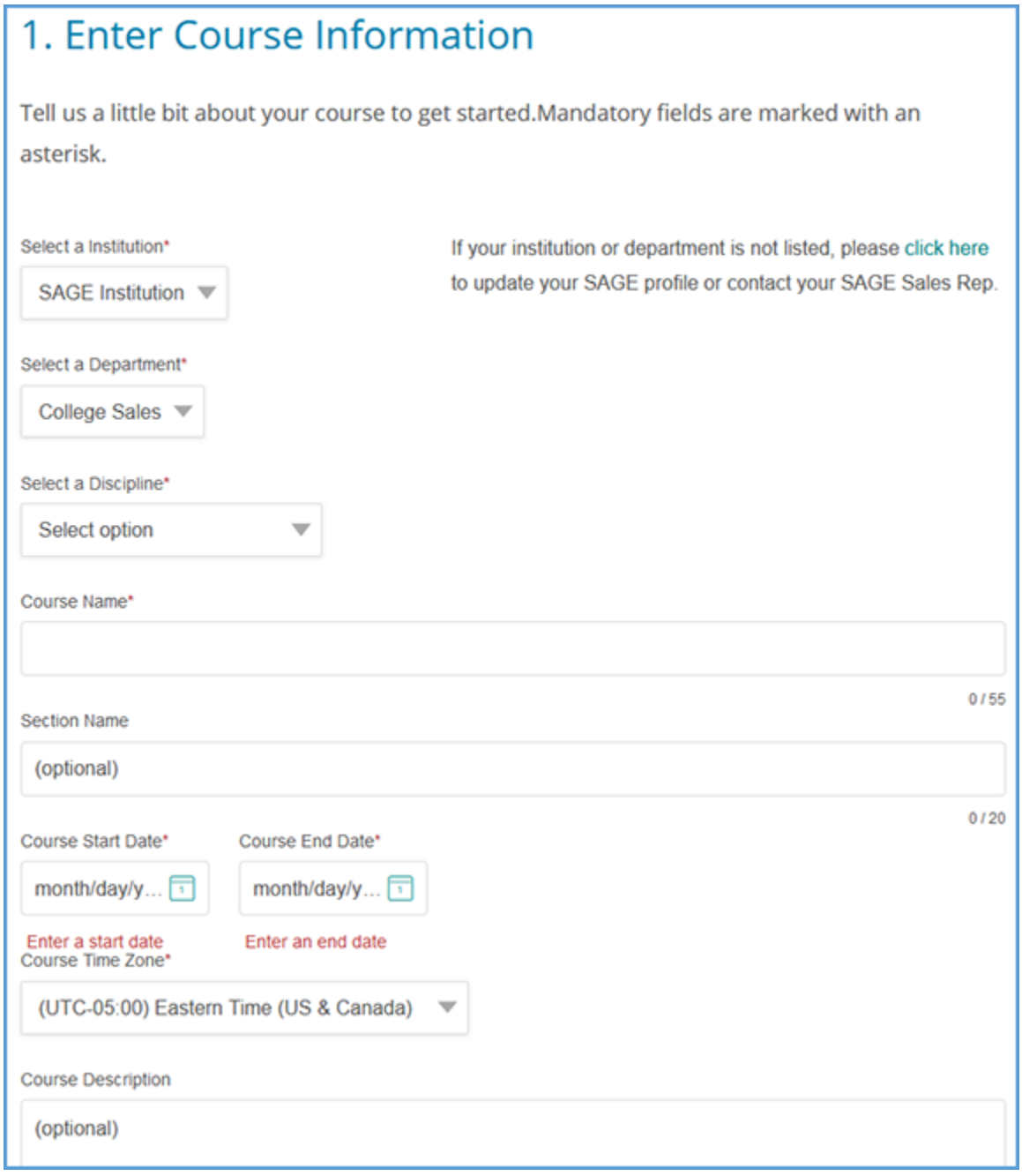

Once you select a Discipline, the Course Area dropdown will appear. Select the Course Area to view available titles.

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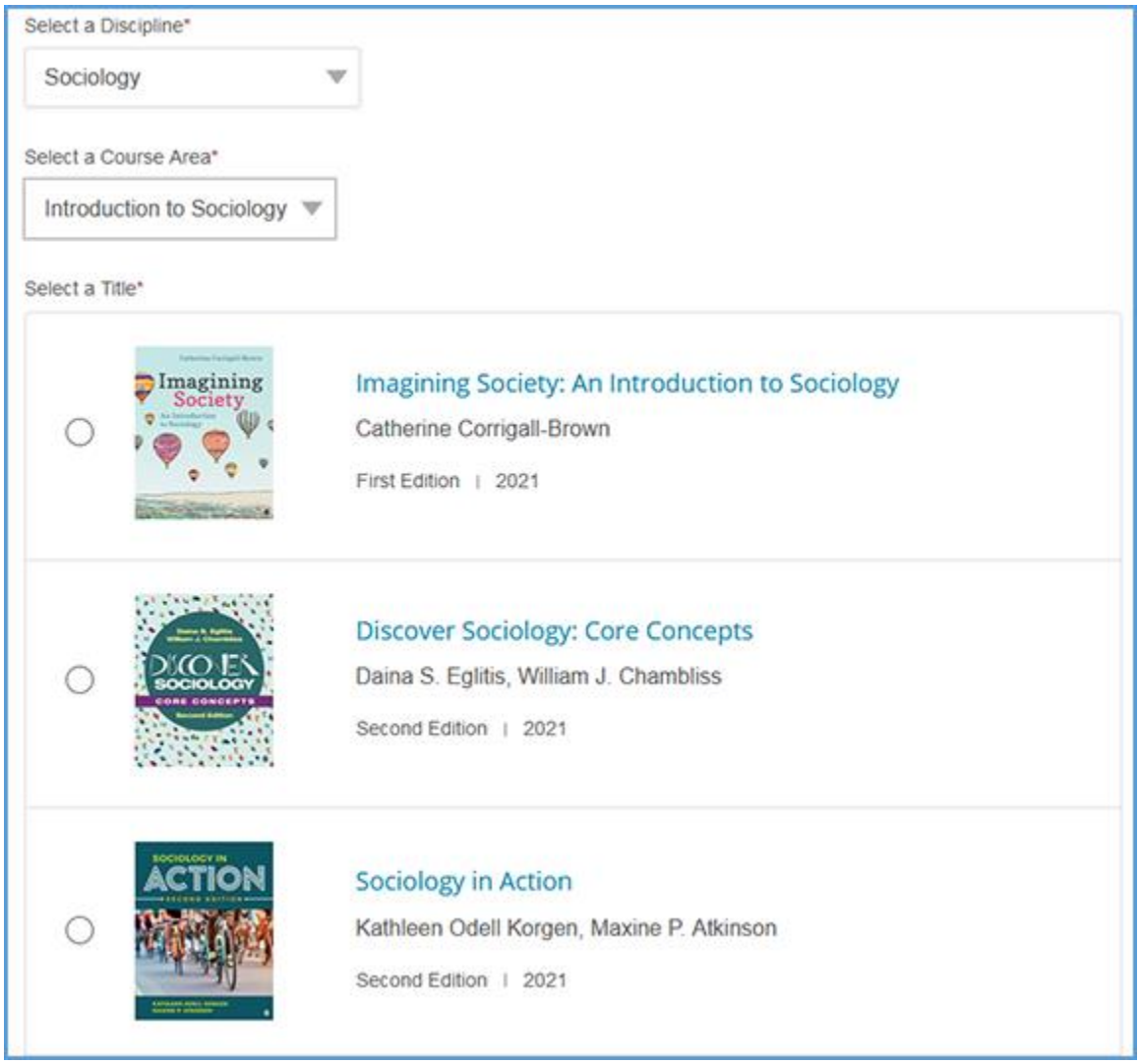
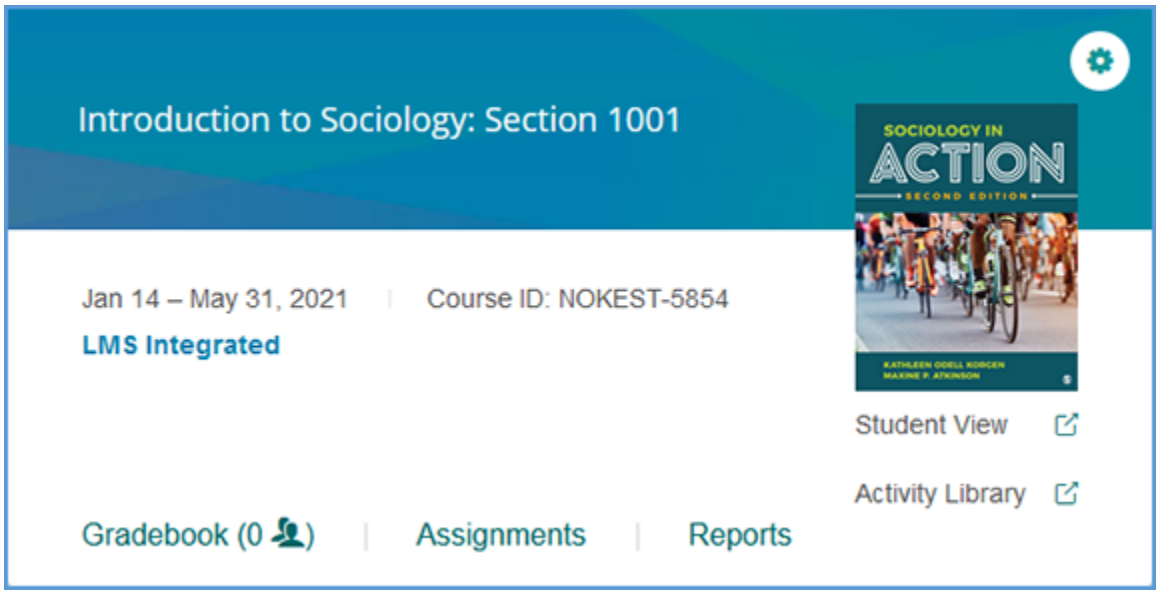


The course name, section name, and course dates will display to your students on their dashboard:



2. Gradebook & Assignment Settings

Gradebook Settings

You begin by making your preferred gradebook settings. You can choose whether you want to accept late assignments. Students can still complete assignments after the due date, but this option allows you to choose whether a grade for a late assignment will be accepted or rejected. The default option is to accept late assignments.

You can also choose if you want to include short answer questions in your course. Short answer questions require students to respond with a brief paragraph. The default option is to assign short answer questions.

- **TIP**: Short answer questions require manual grading. They are not automatically graded by Vantage.

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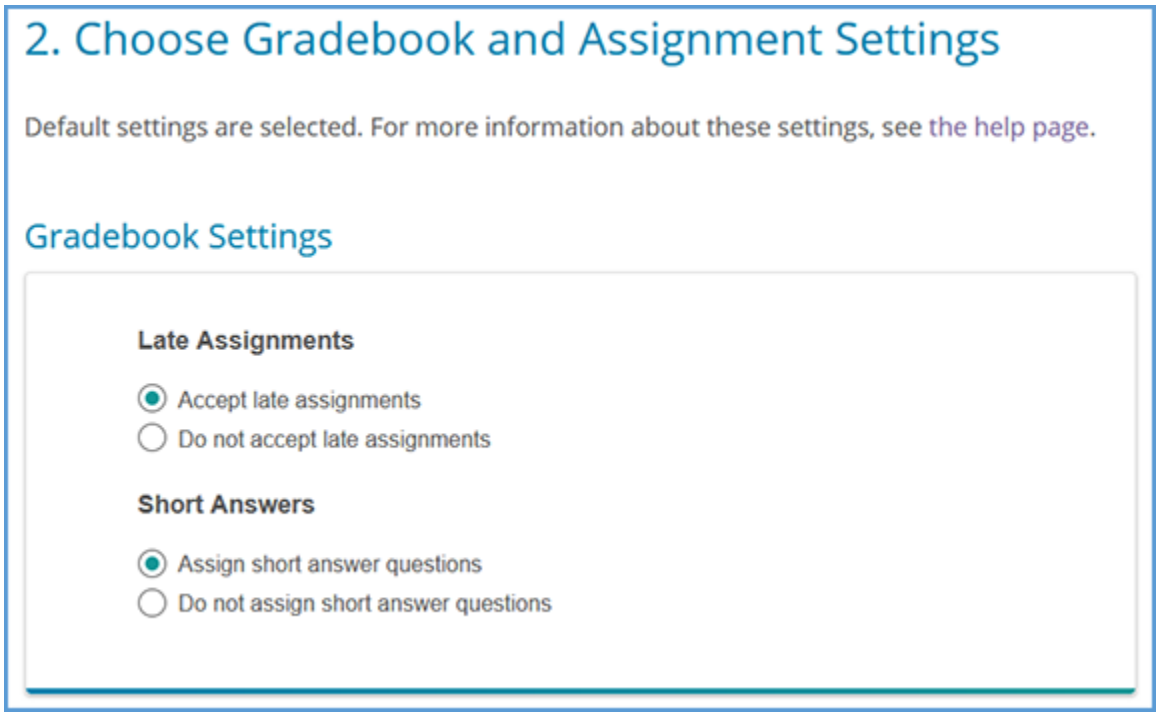

Global Assignment Settings by Type

You can customize assignment settings based on the type of assignment. Each assignment type has its own set of default values that you can change based on the needs of your course. The settings you make here apply to all assignments of that type (global).

TIP: You can adjust individual assignment settings after course creation.

- **Chapter Tests**: Defaults to assigned for a grade with one attempt

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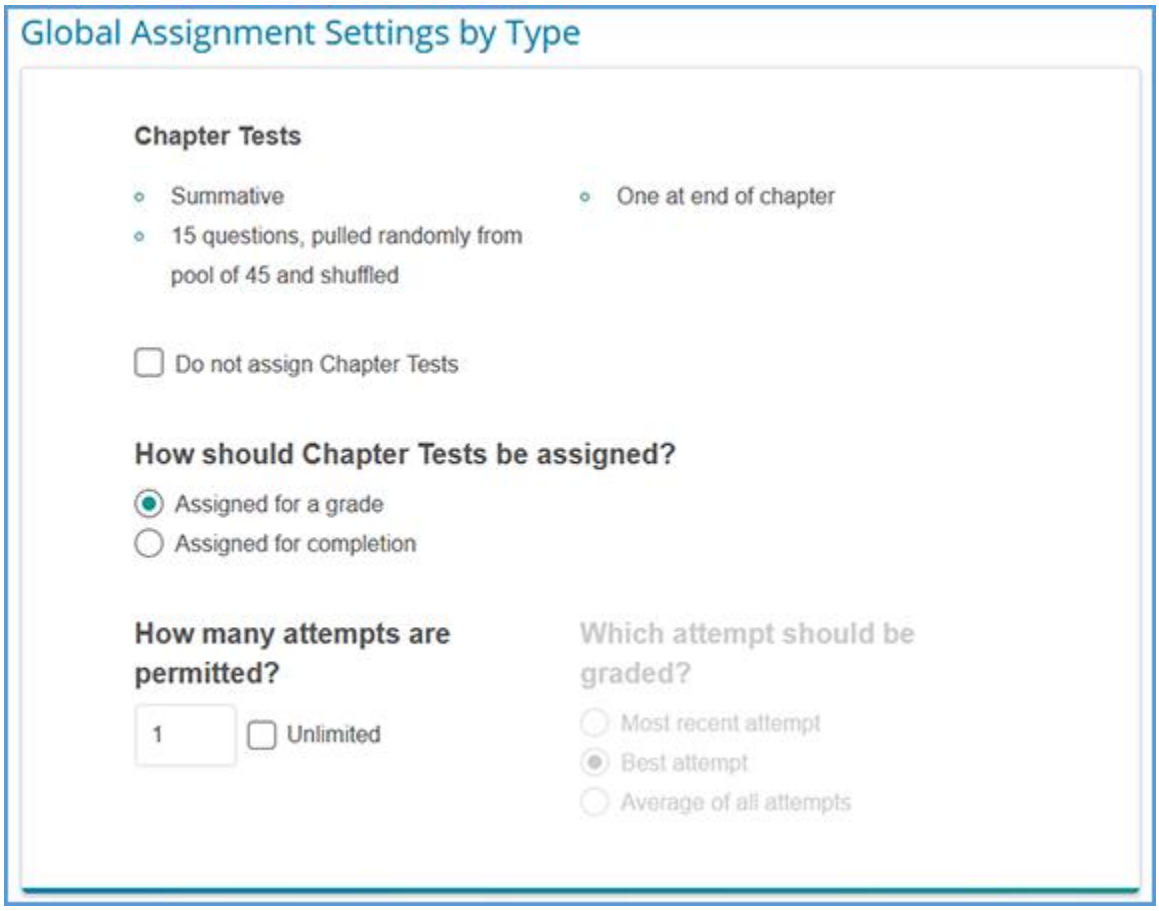
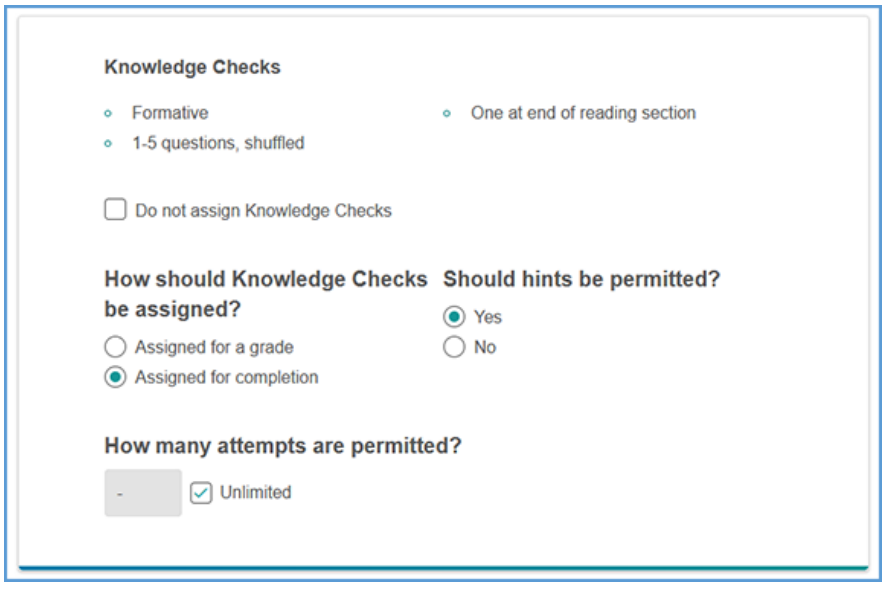


- **Knowledge Checks**: Defaults to assigned for completion with unlimited attempts and hints are enabled



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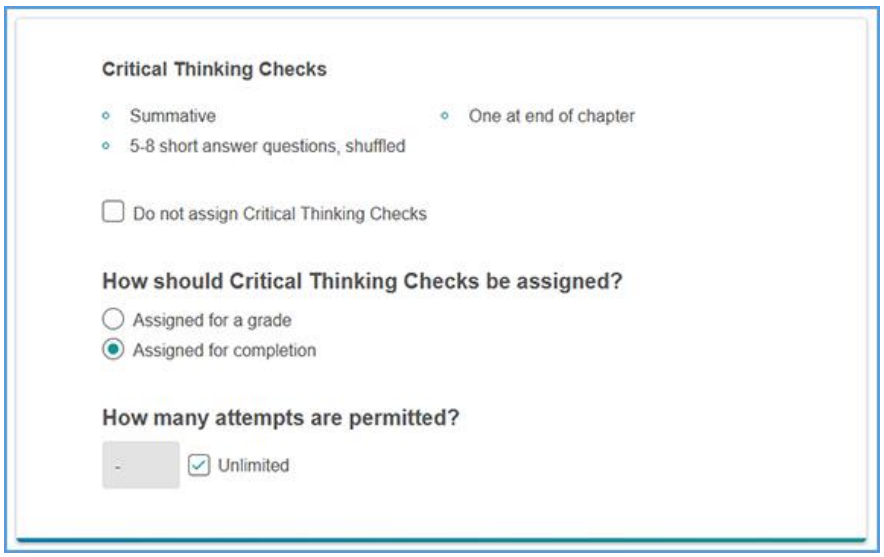
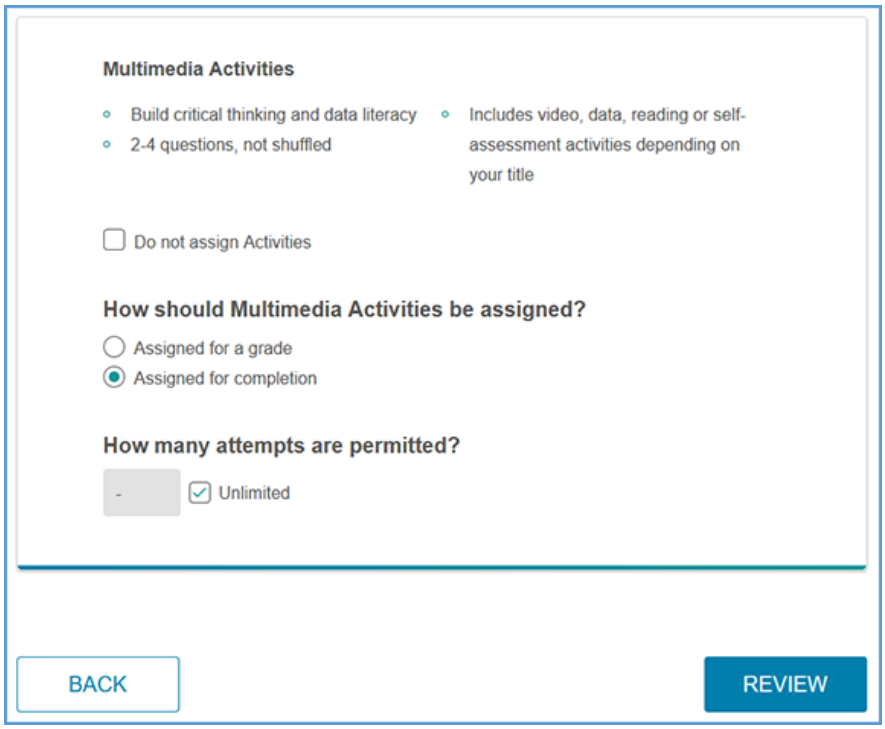
- **Critical Thinking Checks**: Defaults to assigned for completion with unlimited attempts (this section will not appear if you are not using short answer questions)



- **Multimedia Activities**: Defaults to assigned for completion with unlimited attempts



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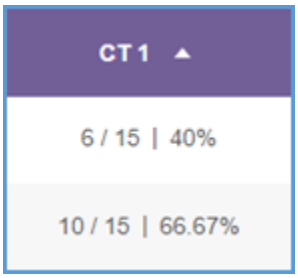
Assigned for Grade vs. Assigned for Completion

If you assign something for a grade, your students will complete all questions before seeing correct answers or feedback. You will see the points earned and/or the percentage correct in your gradebook.



If you assign something for completion, your students will see the correct answer and feedback immediately after they submit their response. You will see a "completed" indicator in your gradebook after a student has finished the entire assignment once.

Note that the multimedia activity experience will not change based on gradebook setting. Students will always receive feedback immediately after answering the question.

Hints

The platform can provide hints to your students while they are taking Knowledge Checks. You can choose whether to disable or enable hints.

Number of Attempts

You can allow your students multiple attempts on their assignments.

- Knowledge Checks and Multimedia Activities will shuffle and repeat the questions.

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- Chapter Tests draw from a question bank to allow for approximately three unique full test attempts. These tests will be evenly distributed across the chapter's learning objectives.

TIP: If anything is assigned for a grade and is past the due date, students will be able to take an assignment as many attempts as you allow. However, the grade in your gradebook will not update to reflect these additional attempts. Students can take assignments that are assigned for completion as many attempts as you allow, regardless of due date.

Which attempt is graded?

This setting will only be activated if an assignment is assigned for a grade and you've allowed multiple attempts. As the instructor, you can choose whether to record the most recent score, the best score, or an average of all scores. By default, the system will record the best attempt by the student.

3. Review & Complete Course

Once you've made your global settings, click the "Review" button to move to the last step of the course creation process. In this final step, you will review the course information you set.

If you see anything you want to change, you can click the edit icon for the Course Settings or Gradebook Settings section to go back to the previous screens. You can also use the "Back" button at the bottom left of the page.

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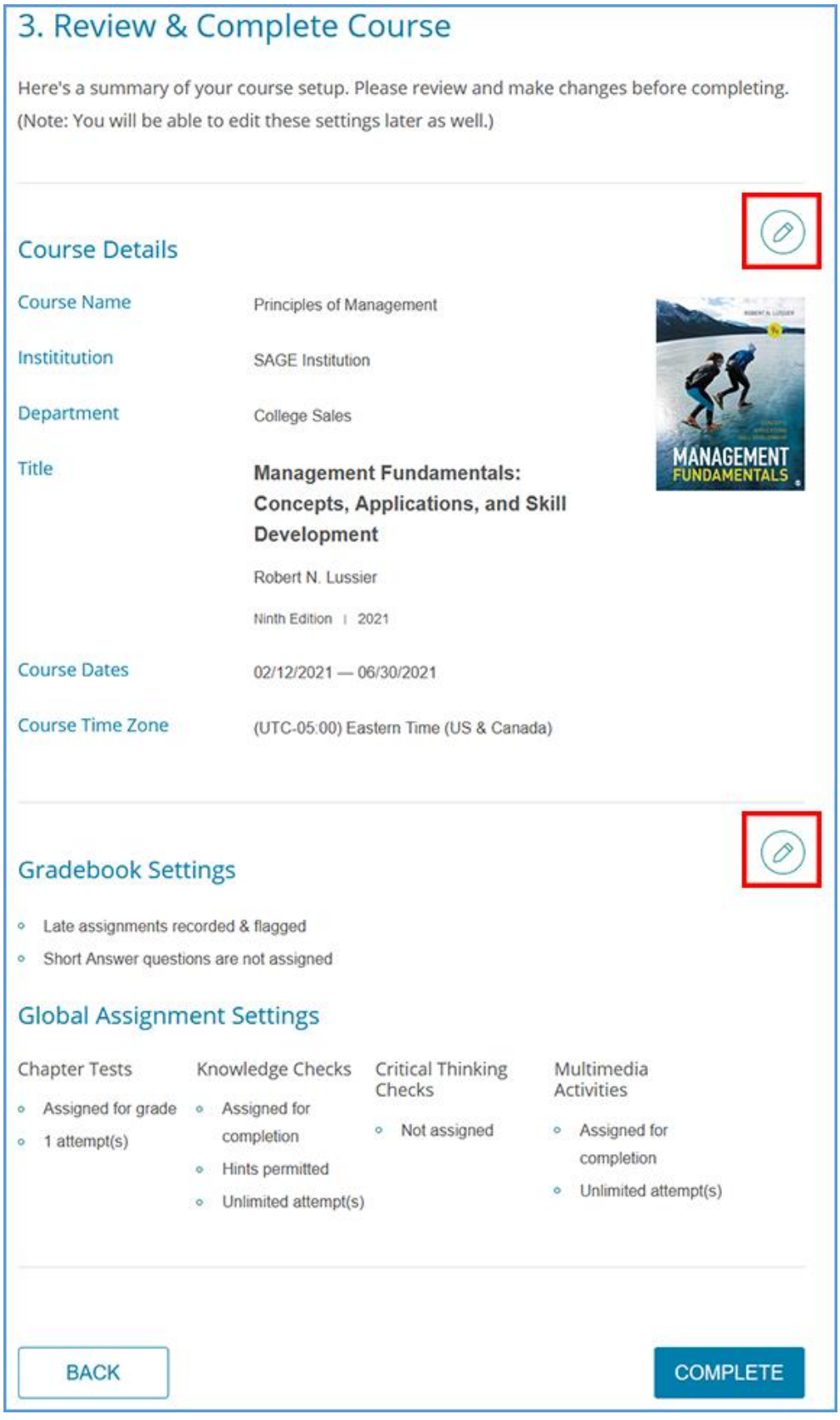

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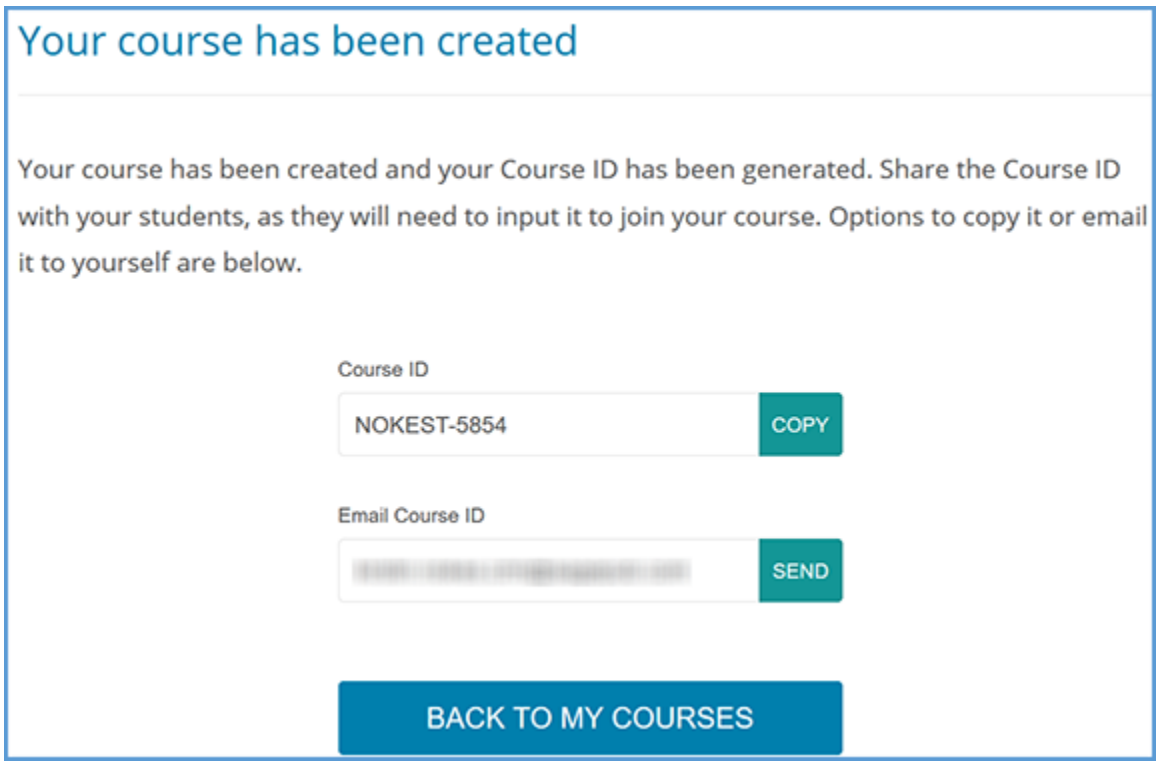
Once you're done with your review, click the "Complete" button.

Course Created Confirmation

You can copy your course ID here or email yourself the course details.



Copying a Course

When making a course copy, the following information is retained in the copy:

- Course Information
- Gradebook Settings
- Individual Assignment Settings
- Hidden Chapters

The following information is not copied:

- Course ID

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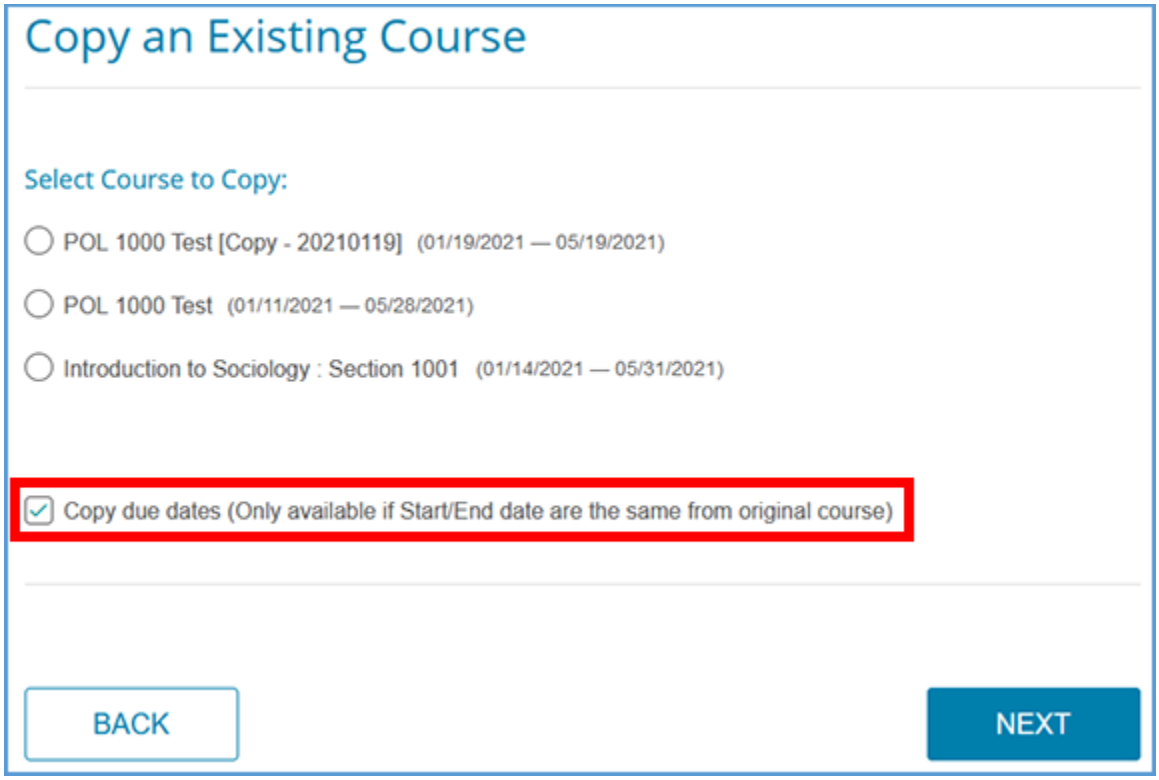
- Students / Grades

When you choose to copy a course, you will see a list of all your courses available for copying. If the course dates of your old and new courses match – for example, if you are running multiple sections of the same course in a single term – you can copy the due dates as well. Tick the "Copy due dates" checkbox to retain them.



After clicking "Next," you will be asked to change at least one of the following pieces of course information:

- Course Name
- Section Name
- Course Dates

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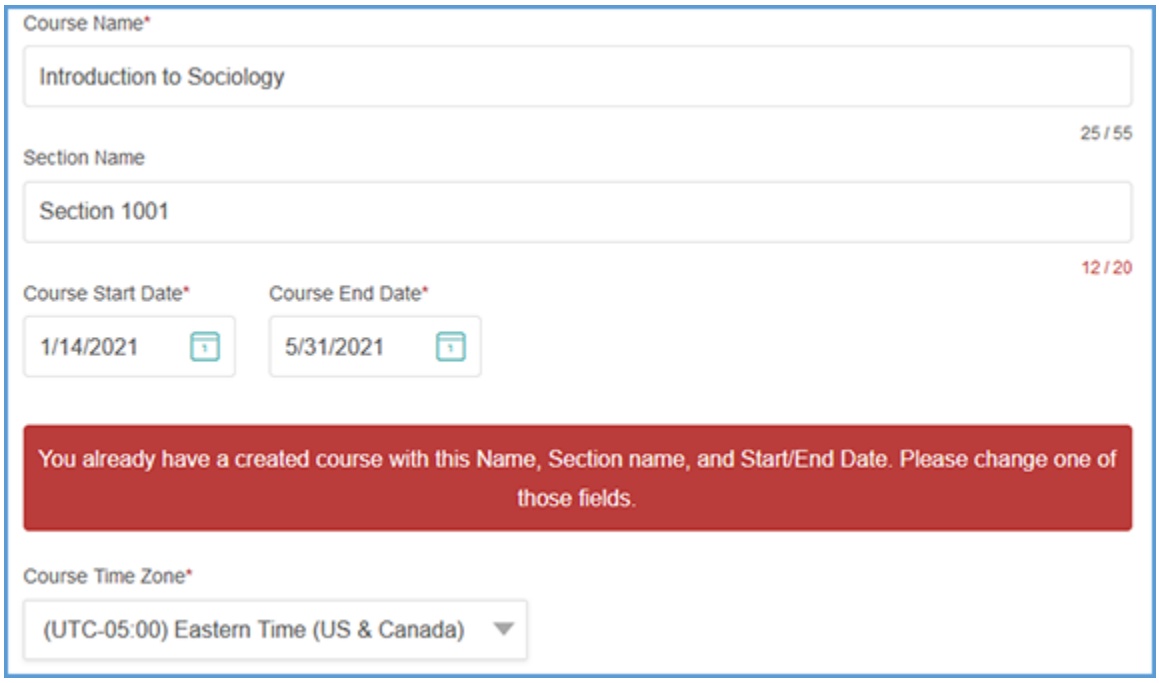

Once you change one or more of these items, you can click "Next" to move to the next step: 3. Review & Complete Course. If you see anything you want to change, you can click the edit icon for the Course Settings or Gradebook Settings section to make changes.

Teaching Assistants in SAGE Vantage

Teaching Assistants (TA) have the following capabilities:

- Edit assignment settings
- Edit due dates
- View student grades
- View reports

Add a TA to a course

Your TA will first need an instructor account in SAGE Vantage.

They can then add themselves to your course by clicking the "Welcome, First Name" in the top right of any page. They can choose "My Profile" from the menu options which will then give them the opportunity to join a course as a teaching assistant. You will need to provide your Vantage Course ID to your TA so they can complete this process.

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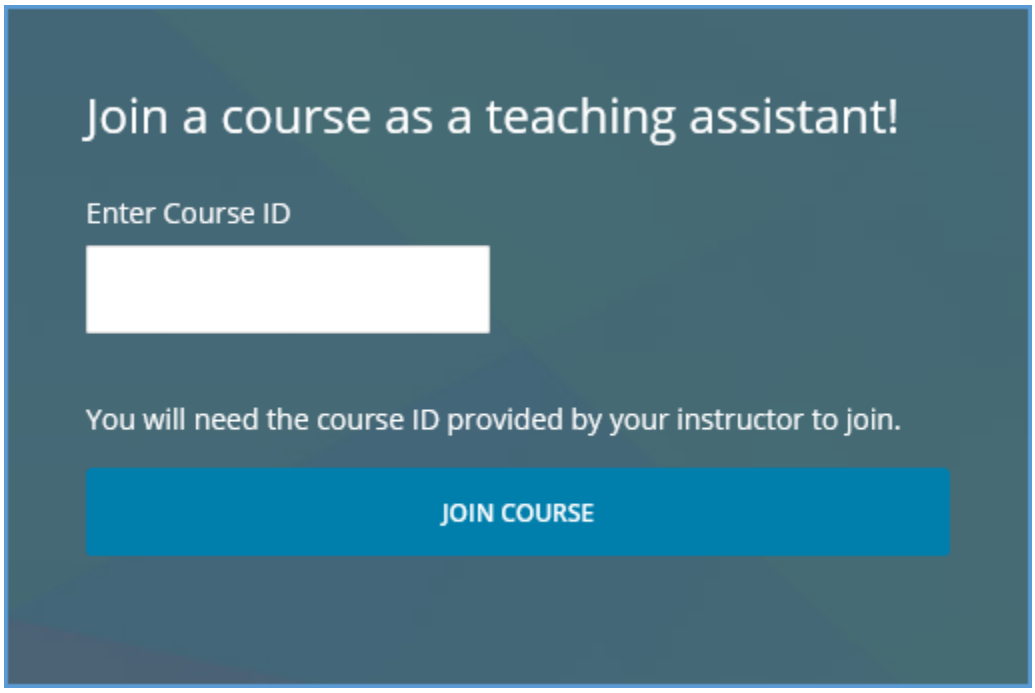
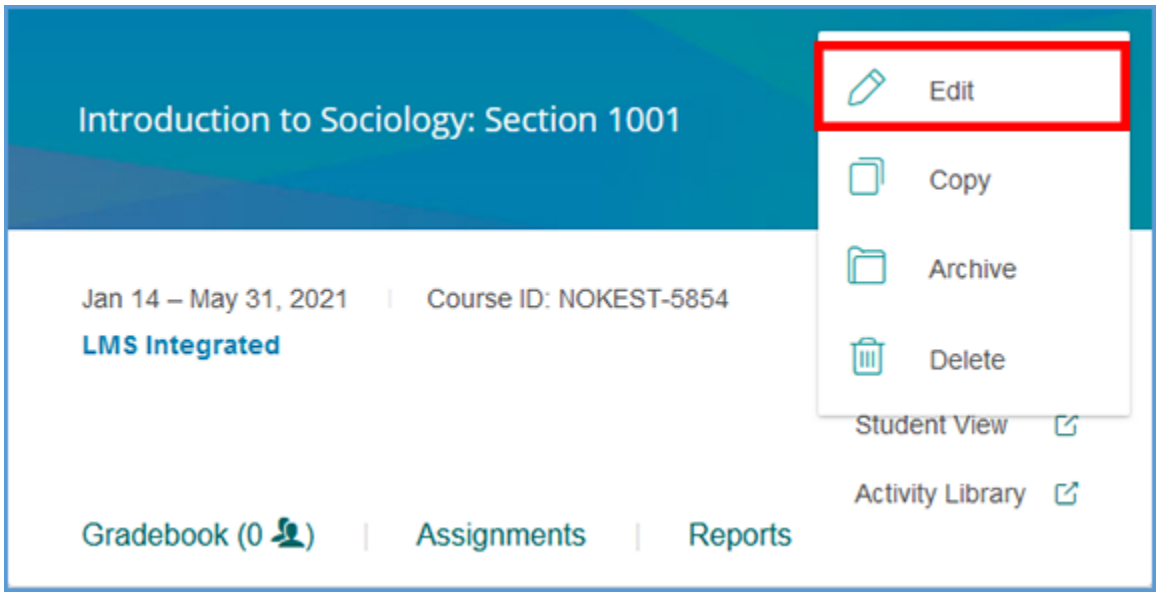


Remove a TA

To remove someone from having TA access to your course, locate your course in Vantage and click the gear icon. Click the gear icon on your course tile, then choose "Edit" from the menu.



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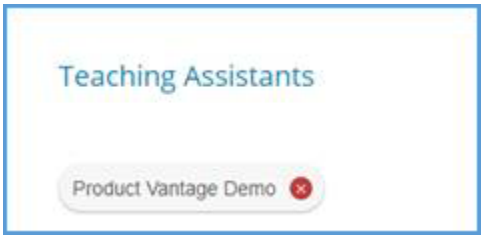
You will see a list of TAs at the bottom of the page. Click the red "X" next to the TA's name to complete the process.



My Courses / Instructor Dashboard

Once you have created at least one course, your landing page when you login to Vantage is your "My Courses" dashboard. You can return to this page at any time by clicking the SAGE Vantage logo in the top left of your screen. From this page, you can view and manage all your active or archived courses. From each course tile you can

- Access the edit menu to change Course Details or global settings
- Use the student preview mode
- View the Activity Library
- Manage your gradebook
- Override global assignment settings for a chapter or single assignment
- View course reports

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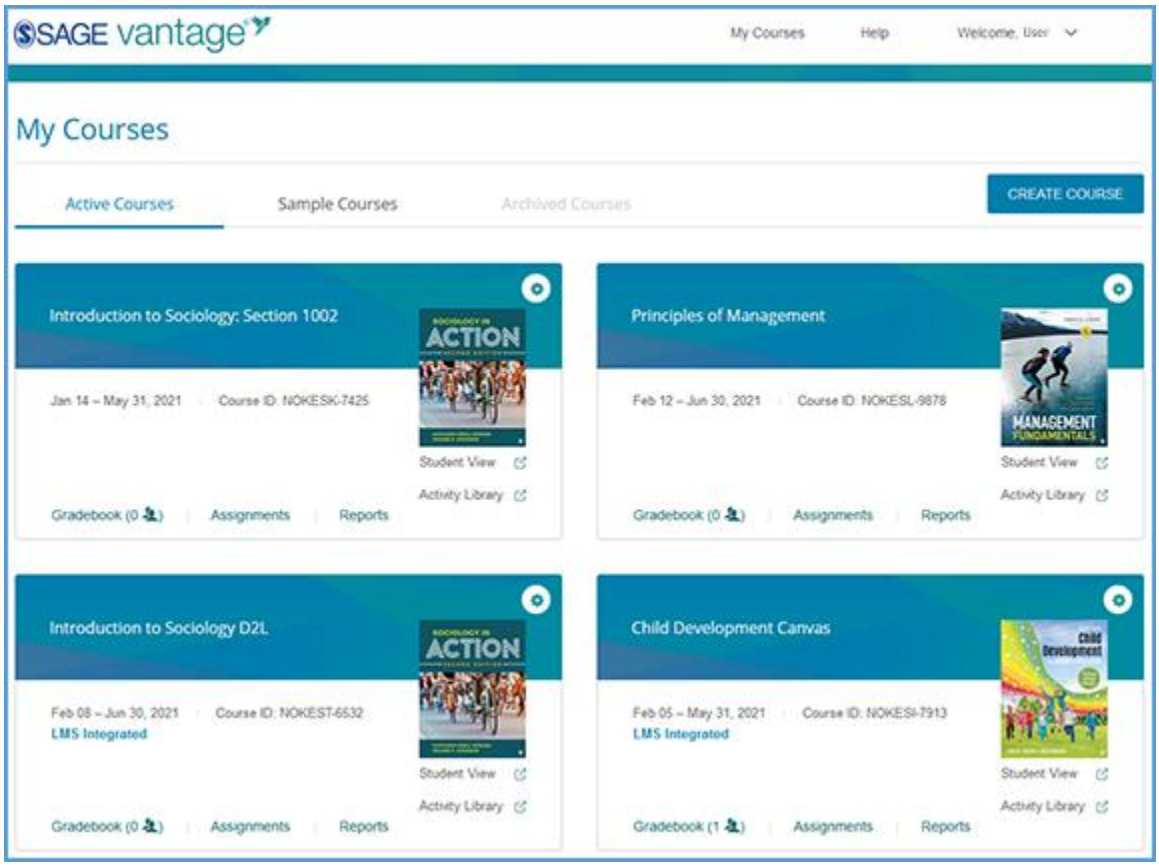
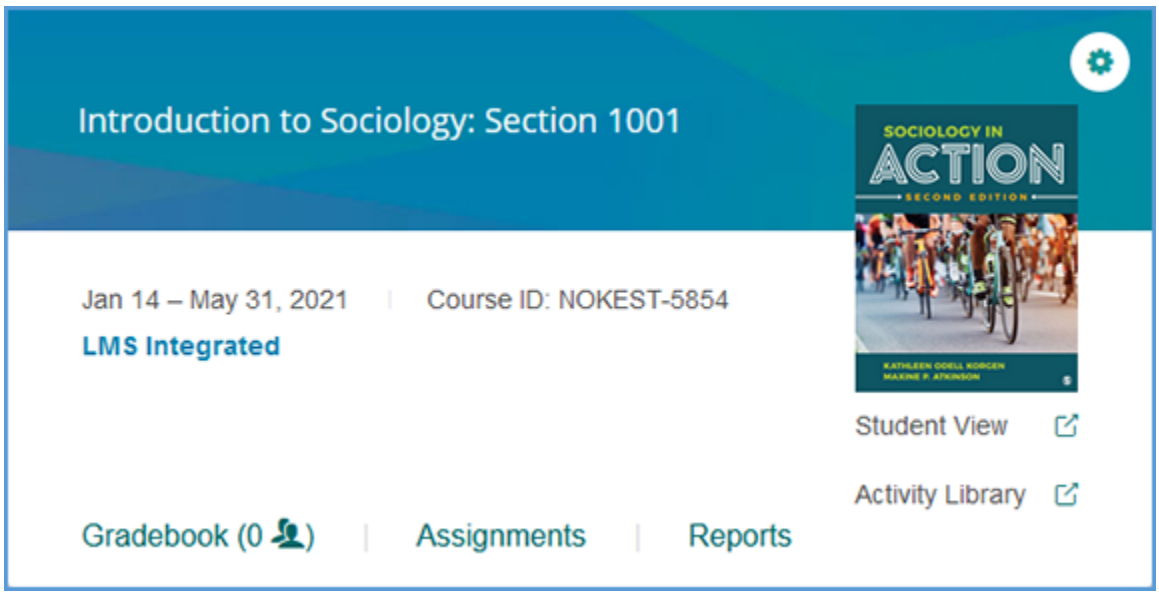


Managing Your Courses

On your My Courses page, you will have a course tile for each course you have in Vantage.



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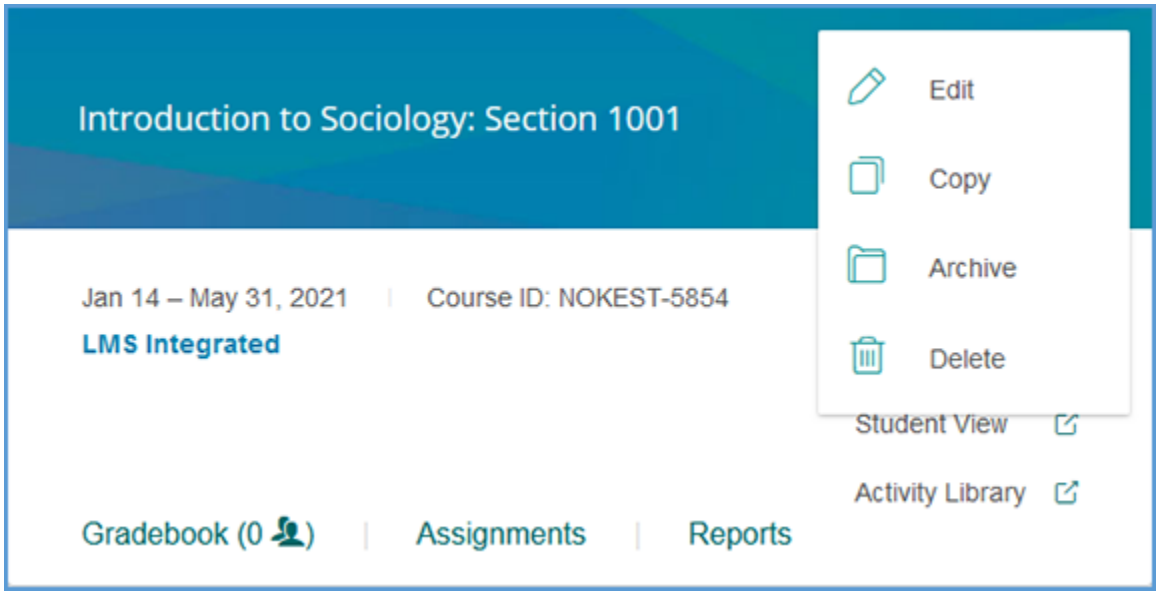
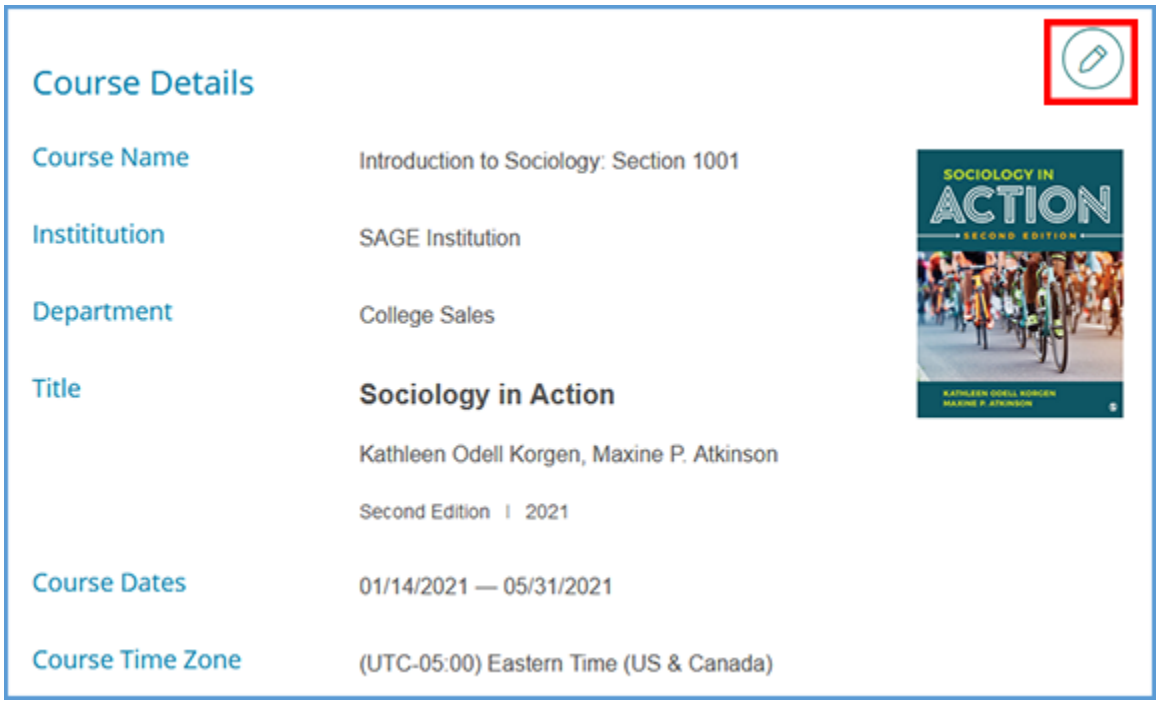
Using the gear icon, you can edit, archive, or copy a course. If no students have joined a course, you can also delete the course.



When you choose "Edit" from your course tile, you will have the ability to edit your course details, gradebook settings, or your global assignment settings. On the Edit Course page, you can click the pencil icon next to the appropriate section to make your changes.



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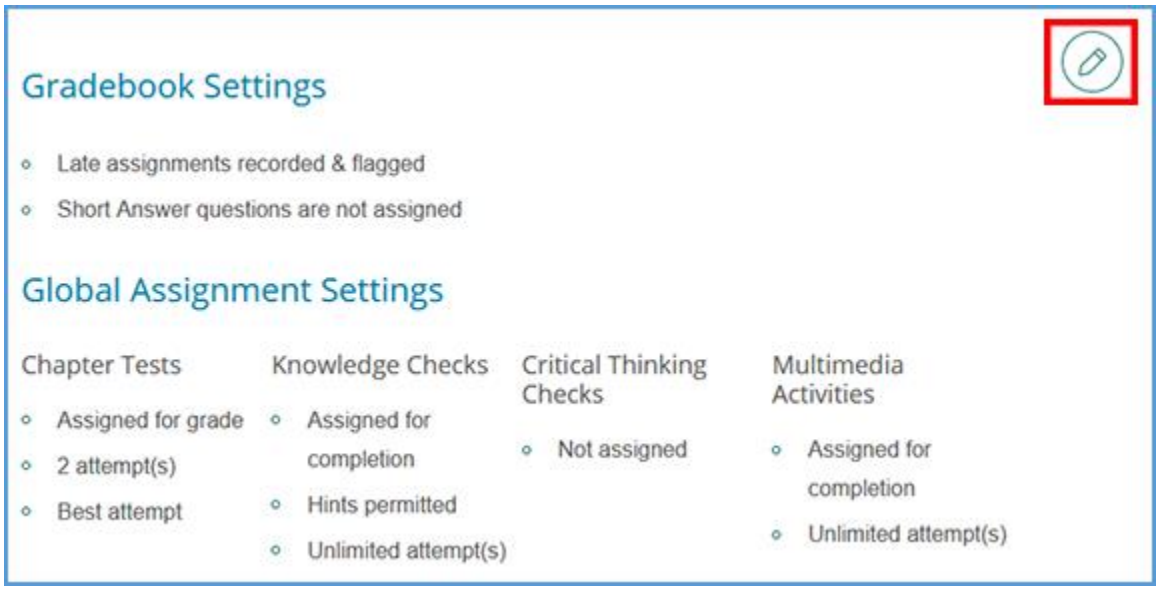
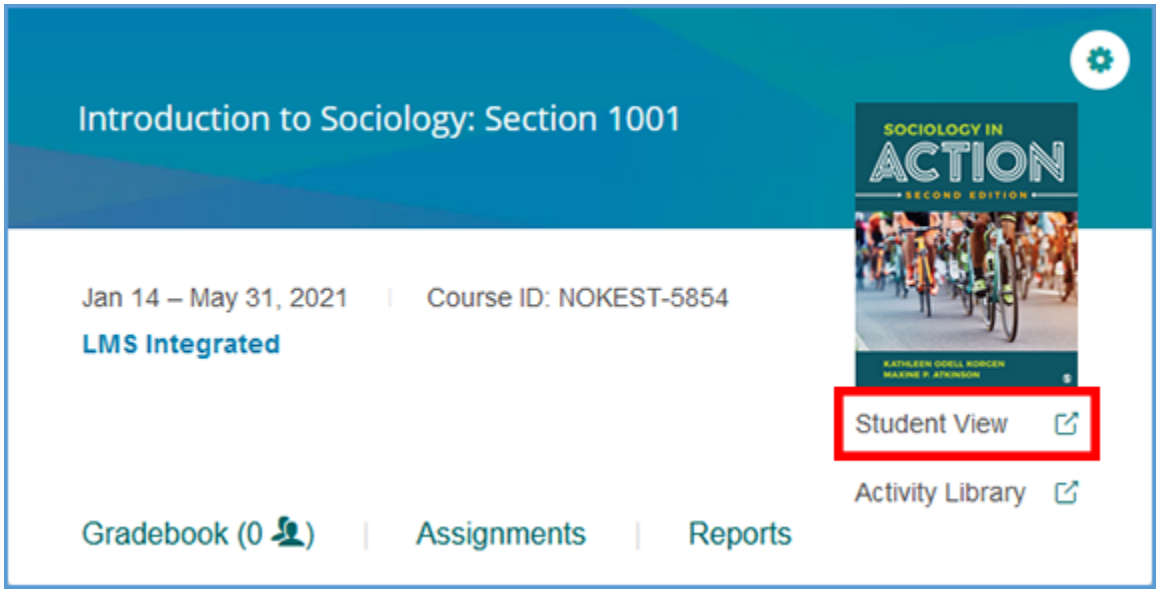


Student View

The "Student View" link allows you to preview the course as a student. Content and assignments appear exactly as a student would see them.



Once you launch the course, a message appears at the top of the page indicating you are in preview mode. When you are finished reviewing content in preview mode, you can close the browser tab.

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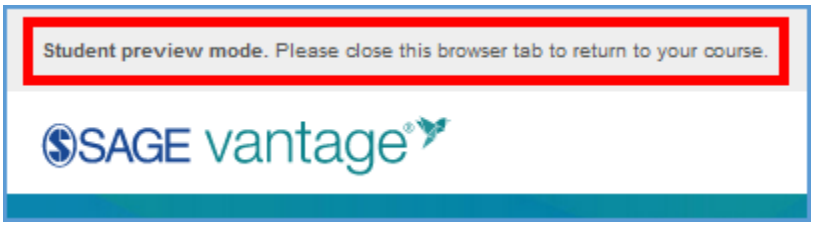
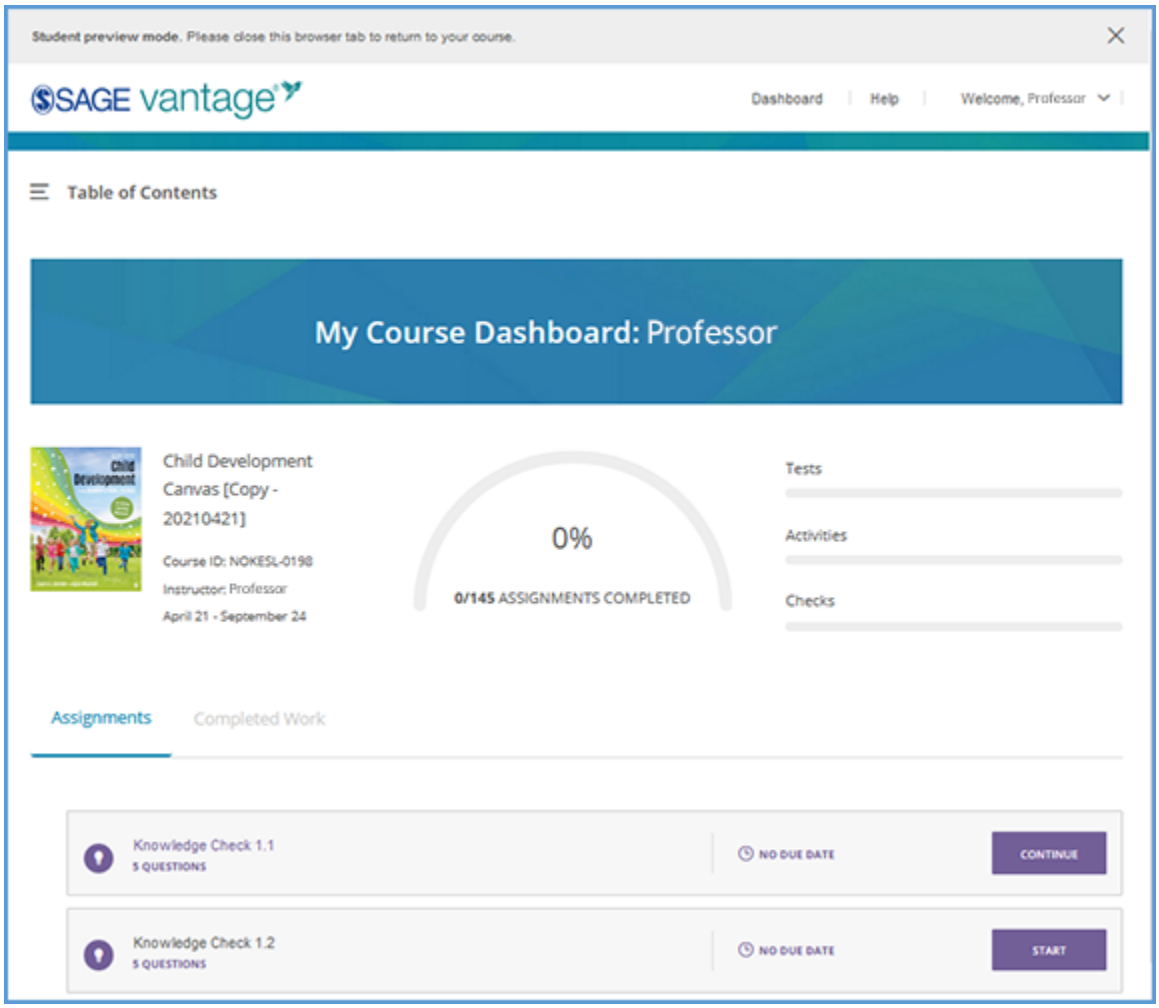


The dashboard, content, and assignments appear exactly as a student would see them. Any work you complete as a student will be displayed as progress on the dashboard components.



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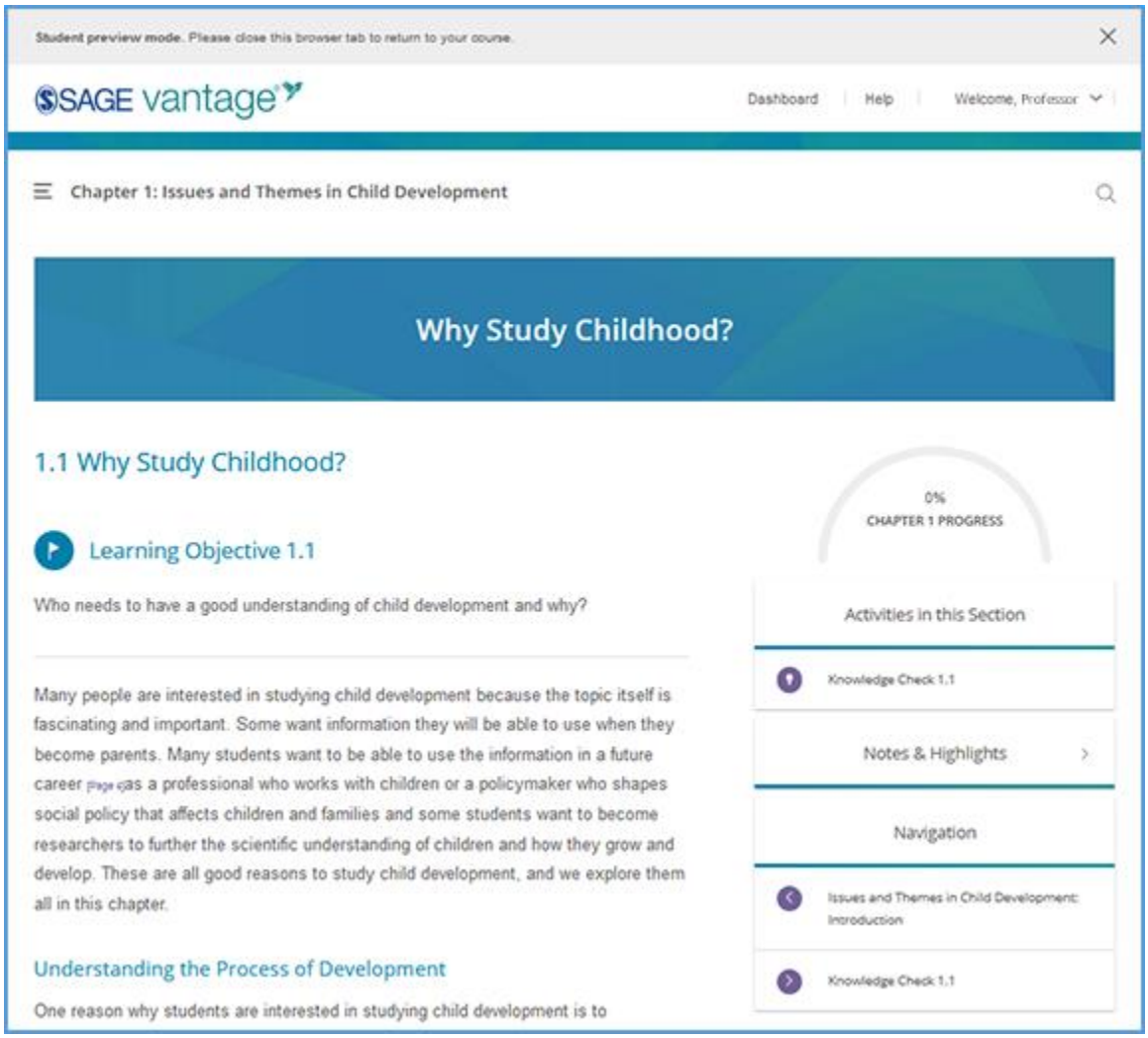

Activity Library

The "Activity Library" link allows you to view all data and video activities in a collected location. Activities are grouped by chapter and in the order they are presented in the text.

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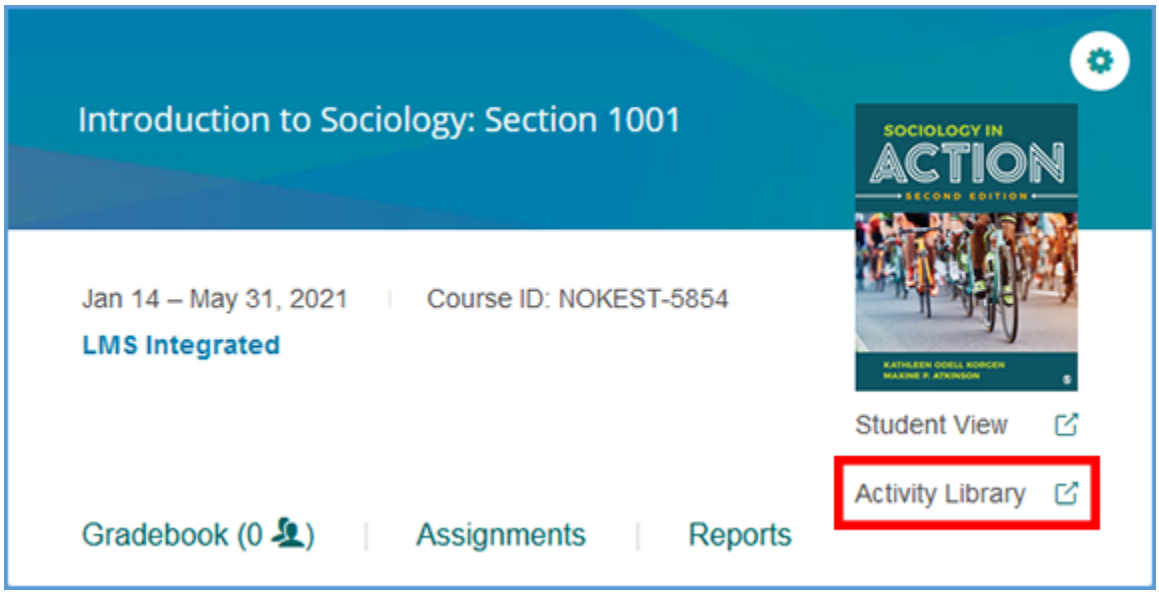

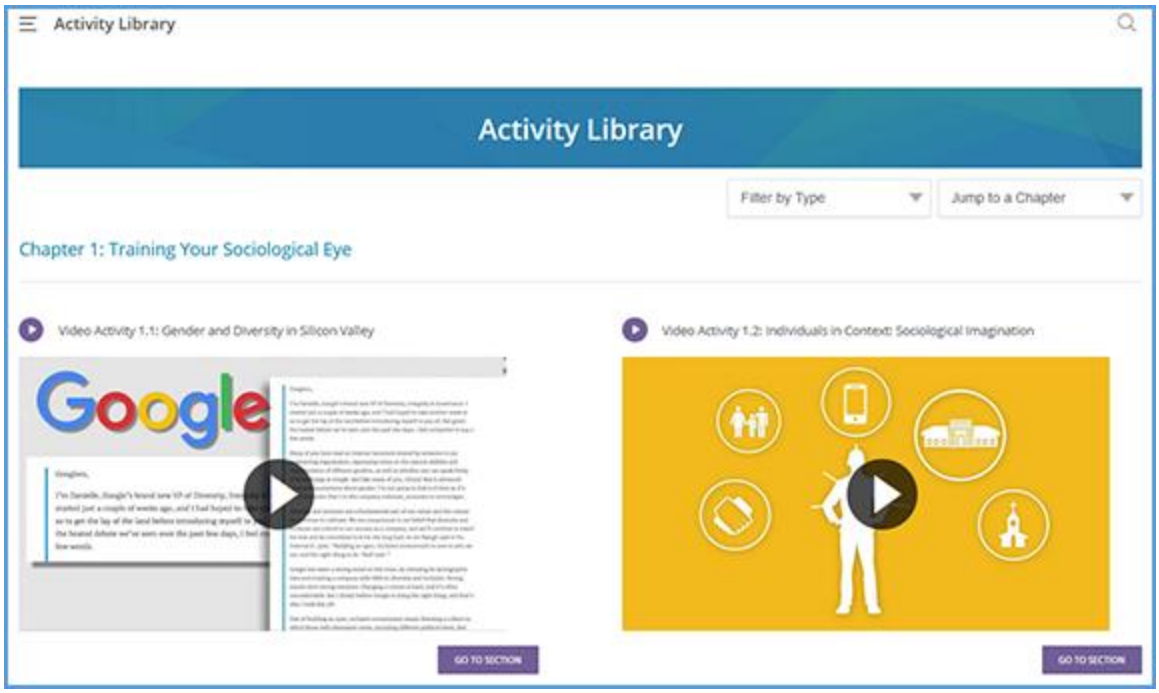

You can use the dropdown menus to sort. The "Filter by Type" menu allows you to sort by only data activities or video activities.

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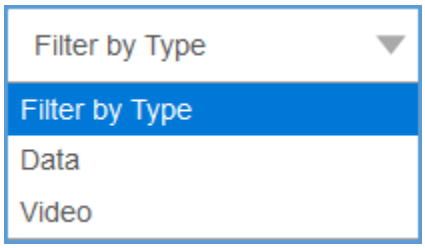
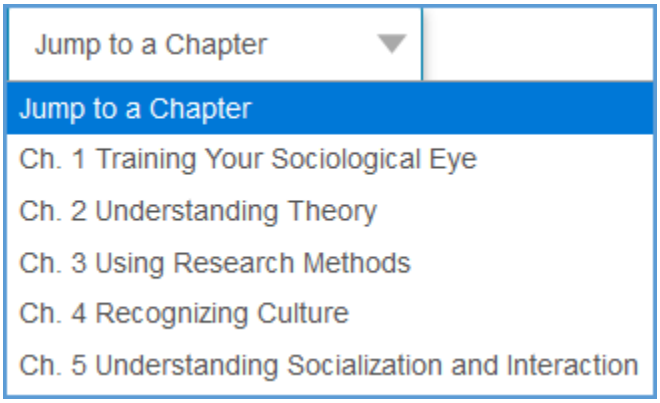


You can also sort activities by chapter.



View activities in context with the textbook by clicking the "Go to Section" button underneath the activity. This feature takes you to the activity in Student Preview mode.

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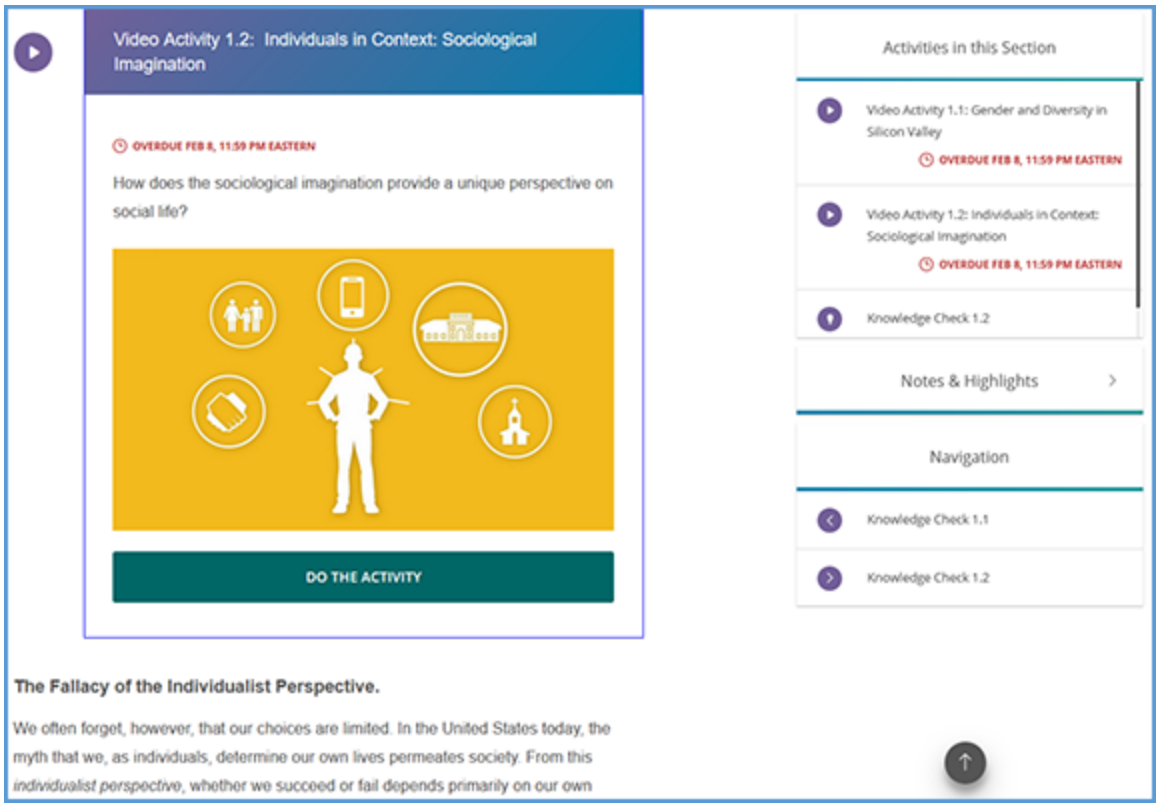
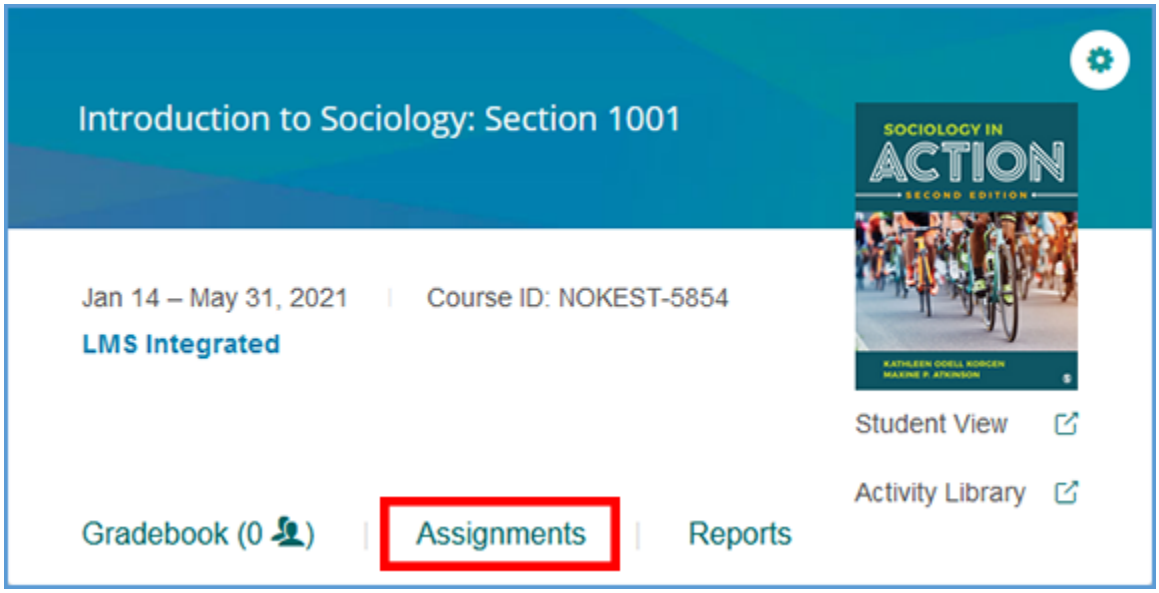
Video Activity 1.2: Individuals in Context: Sociological Imagination
GO TO SECTION


Video Activity 1.2: Individuals in Context: Sociological Imagination
OVERDUE FEB 8, 11:59 PM EASTERN
How does the sociological imagination provide a unique perspective on social life?
DO THE ACTIVITY
Activities in this Section
Video Activity 1.1: Gender and Diversity in Silicon Valley
OVERDUE FEB 8, 11:59 PM EASTERN
Video Activity 1.2: Individuals in Context: Sociological Imagination
OVERDUE FEB 8, 11:59 PM EASTERN
Knowledge Check 1.2
Notes & Highlights
Navigation
Knowledge Check 1.1
Knowledge Check 1.2
The Fallacy of the Individualist Perspective.
We often forget, however, that our choices are limited. In the United States today, the myth that we, as individuals, determine our own lives permeates society. From this individualist perspective, whether we succeed or fail depends primarily on our own

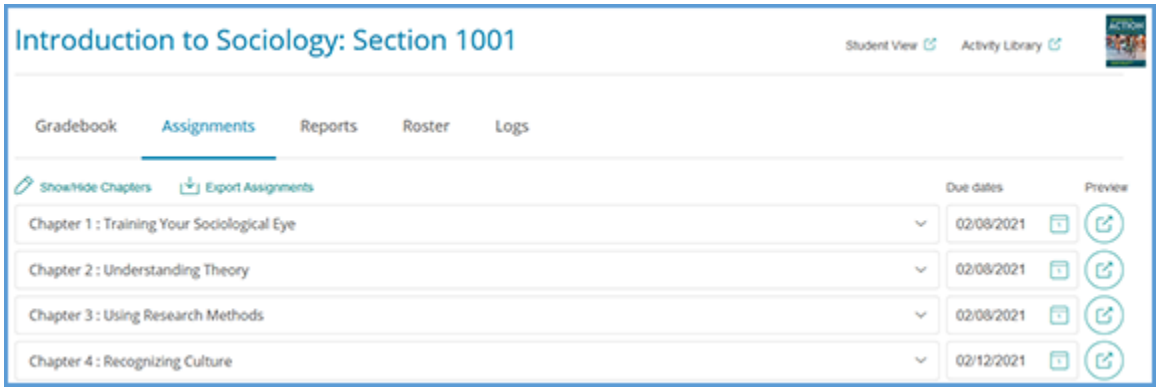
Assignments

On the Assignments page you can set due dates, unassign chapters, and change the settings for individual assignments. These settings allow you more control than the global settings made during course creation.

To get started, locate your course on your My Courses dashboard and click the "Assignments" link.



The Assignments page is organized to match the book's structure – you can navigate within chapters and sections to see where the assignments appear.



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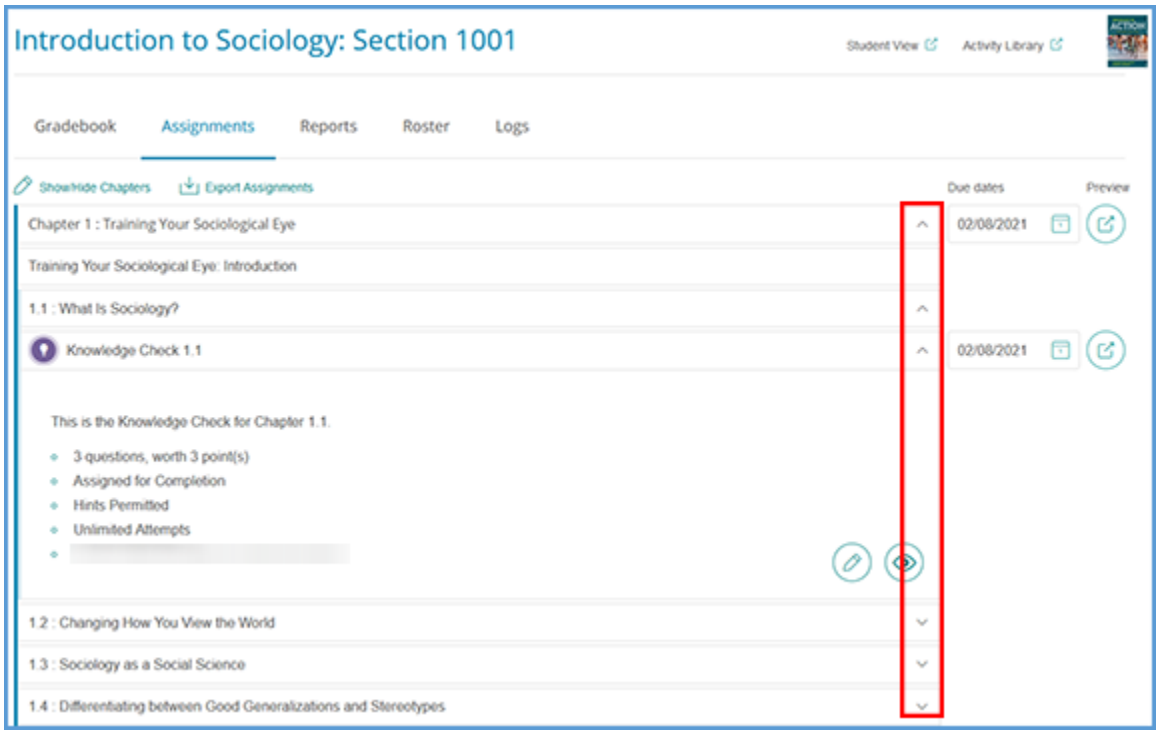
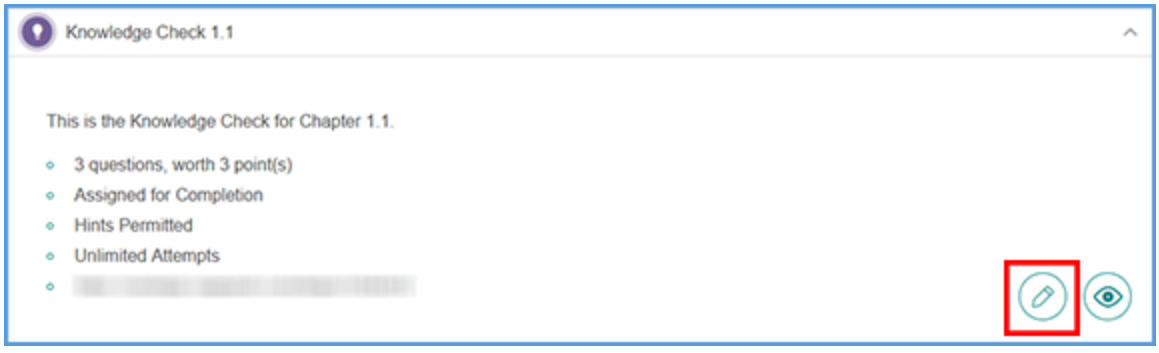
To see the contents of a chapter, expand that chapter by clicking on the caret next to its name. Once you open the chapter, you can expand each section to see what assignments are available in that section.



Edit Settings

You can edit the individual assignment settings by clicking the edit icon.



Changes made here will override the global settings you made during course creation. Any changes at the assignment level will impact only the settings for that assignment.

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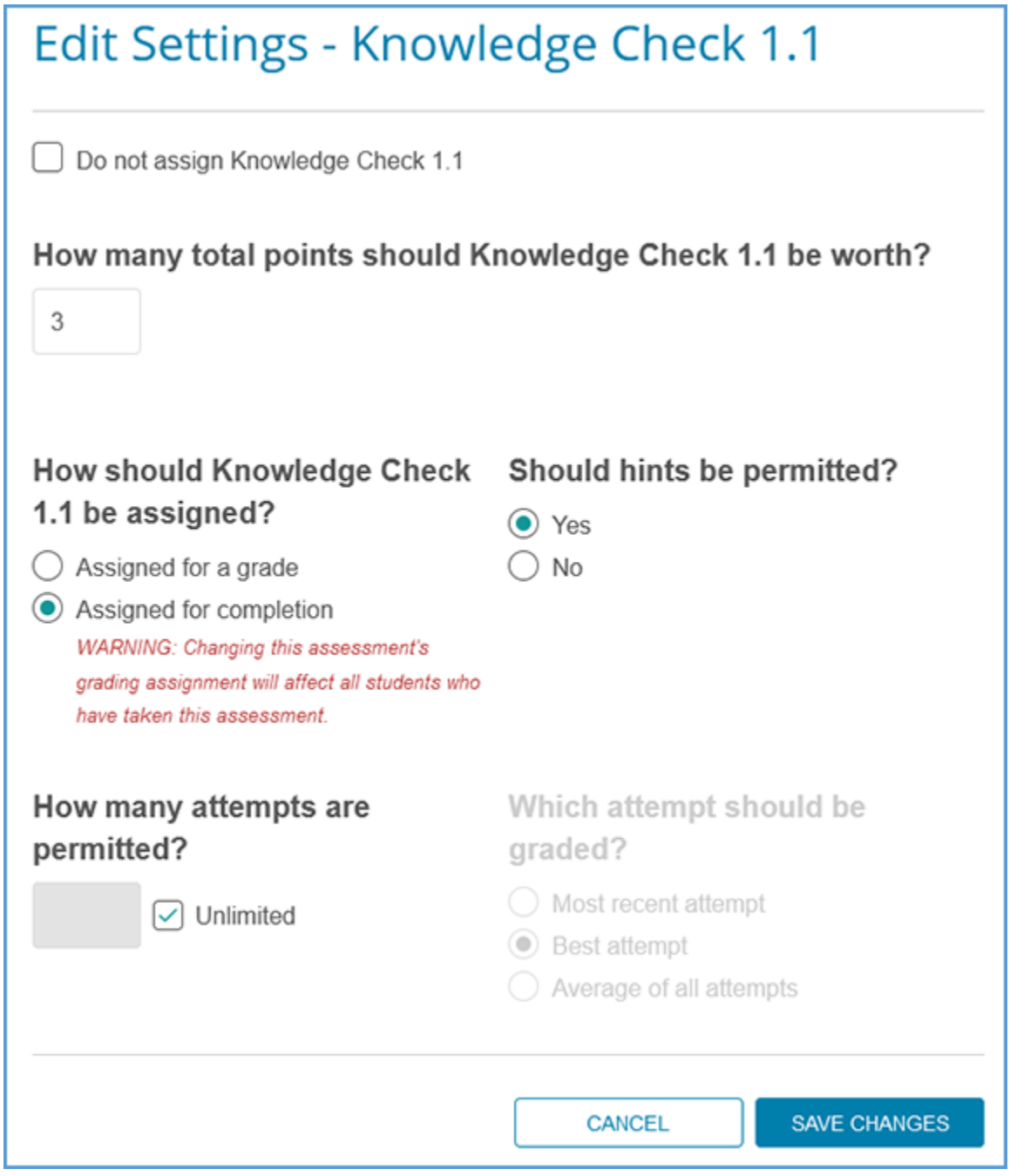
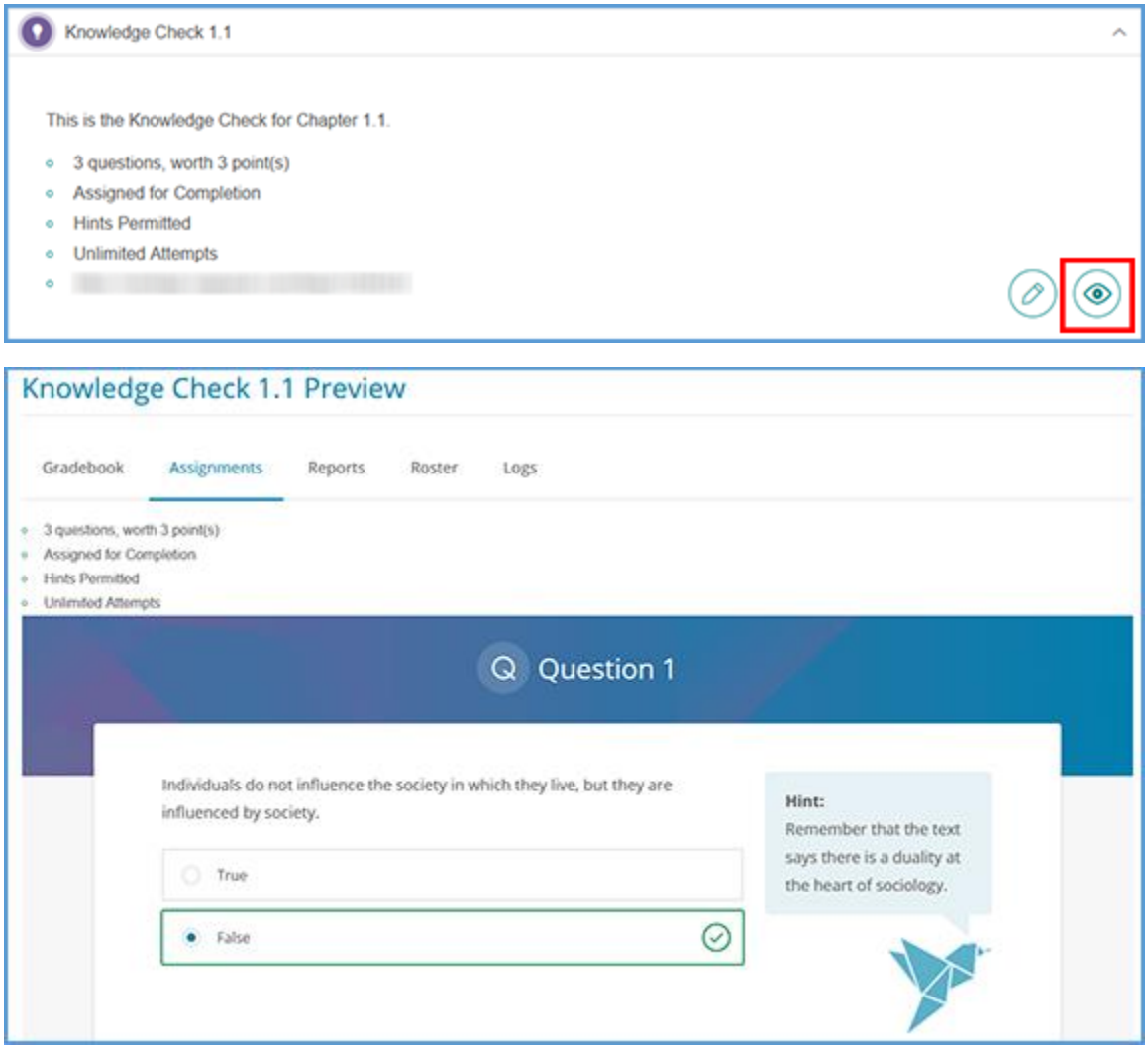
You can adjust the total points an assignment is worth. The gradebook calculation will evenly divide the points among the questions in the assignment. The default point value for an assignment is one point per question.

TIP: You can change assignment settings after students have taken that assignment. The gradebook will be updated to reflect the new settings.



Preview

Clicking the Preview icon gives you a summary of the assignment's settings. It also allows you to see all questions in that assignment. Answer feedback as well as hints are included.



Student Preview Mode

The Student Preview Mode allows you to see the assignment from the student's perspective.

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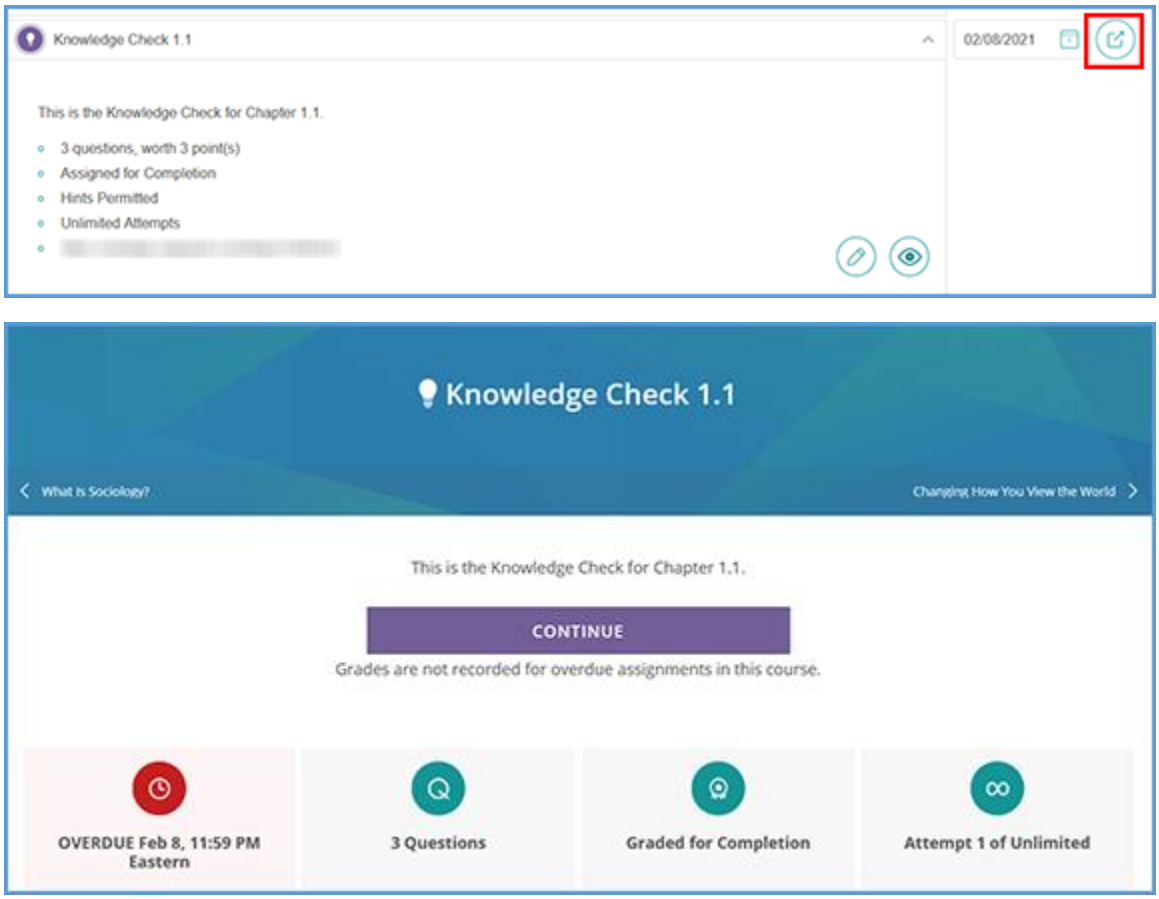
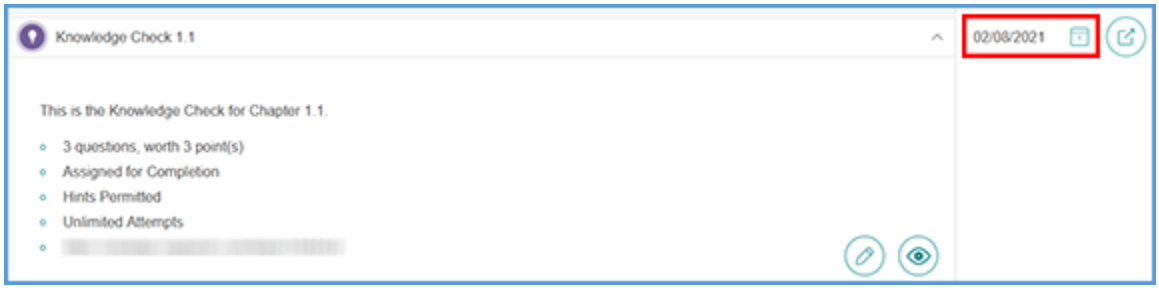


Setting Due Dates

You can set due dates for any or all Vantage assignments by clicking the date next to an assignment.



The due date also includes a time which is based on the time zone you used during your initial course setup. By default, the time will be 11:59pm on the date you've selected.

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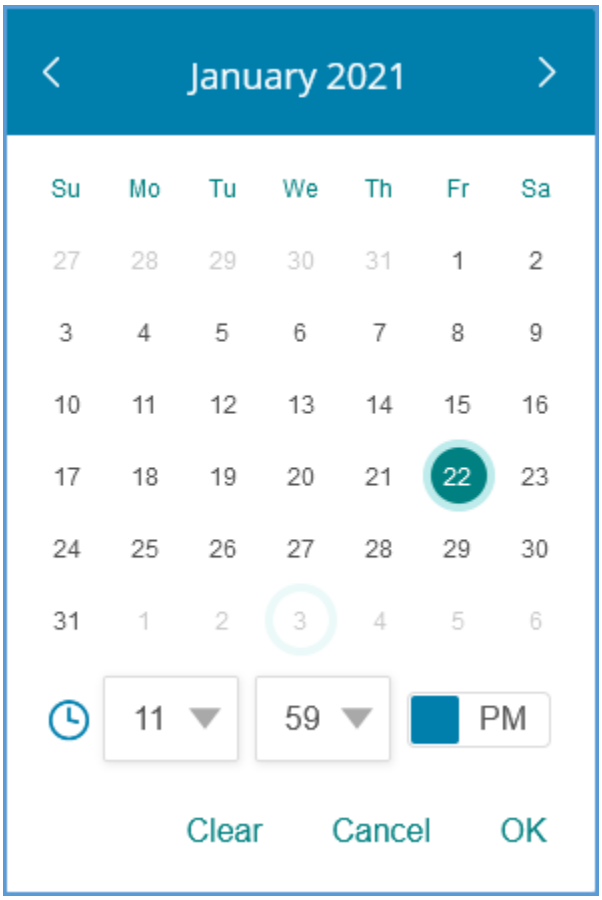
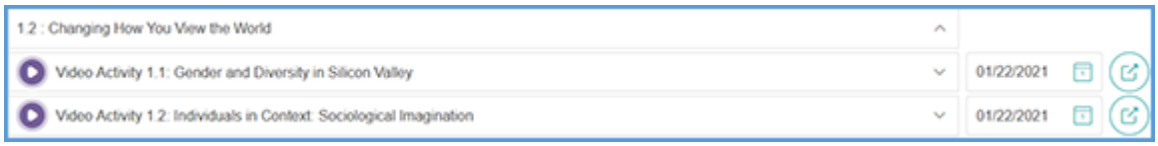
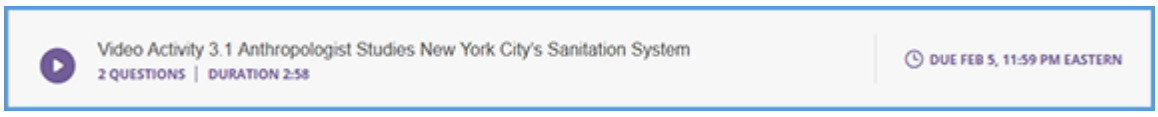


You can set the due date at the chapter level and the due date will apply to every assignment within that chapter. You can also adjust each individual assignment's due date.



The due date you set will be clearly noted for your students in their dashboard and on the assignment page itself.



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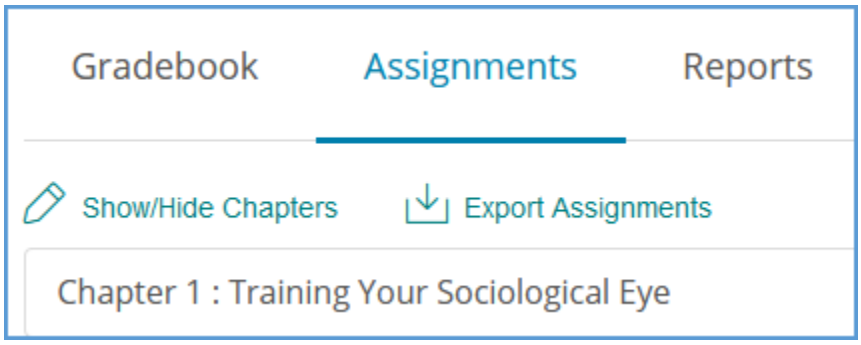
Hiding (Unassigning) Chapters

If you are not covering a chapter in your course, you can unassign all the assignments using the Show/Hide Chapters menu.



Once in the menu, simply deselect the check next to the chapter number. Once you are finished, click the "Save" button at the bottom of the page.

Students will still be able to read these chapters and do the assignments, but they will see messaging that tells them it is not assigned.

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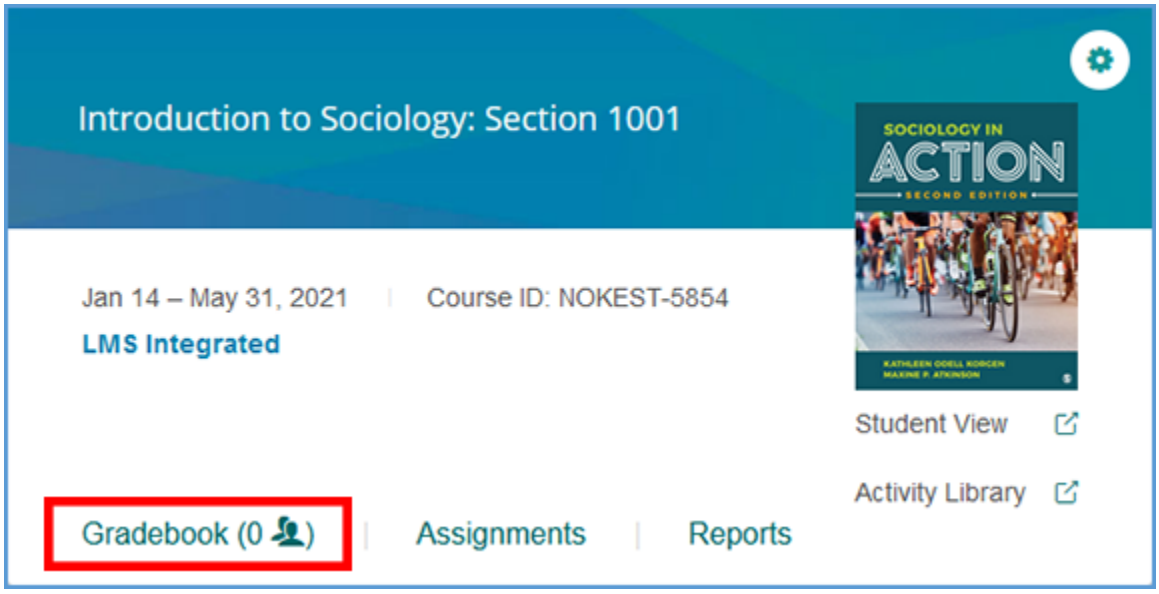
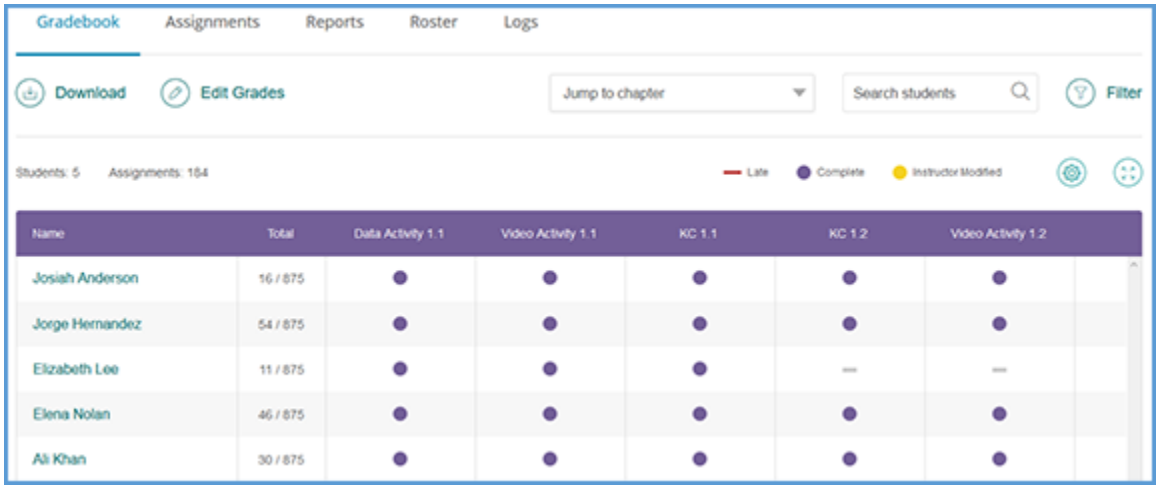
Gradebook

For each course, you will have a gradebook.



The student must have registered in SAGE Vantage to appear in your gradebook. Your list of students appears on the left side. Each column is an assigned activity. If you did not assign it, an assignment will not display as a column in your gradebook.



Once a student has fully completed an assignment for the first time, a grade value will display in that cell. The display will depend on the setting choices you made for the assignment and whether the student's first attempt was completed before the due date.

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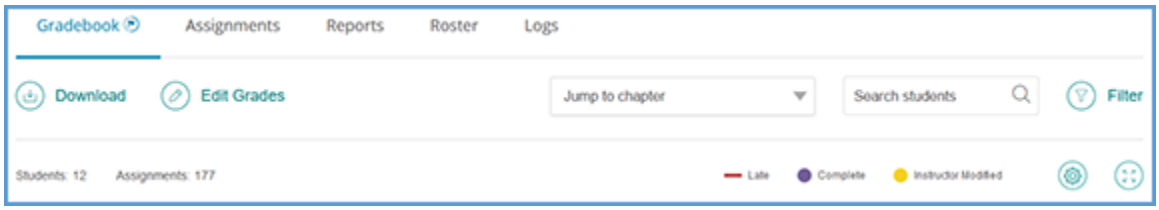
Gradebook Tools

The Vantage gradebook tools will allow you to:

- Find students by name
- Filter assignments to show only chapter tests, knowledge checks, etc.
- Alter the numeric grade display to points, percentages, or a combination
- Jump to assignments in a specific chapter
- Edit student grades
- Download your entire or filtered gradebook



Individual Student Progress Report

You can click on any student's name to see what assignments they have completed, what they scored, how many attempts they have made, and how they answered any given question.

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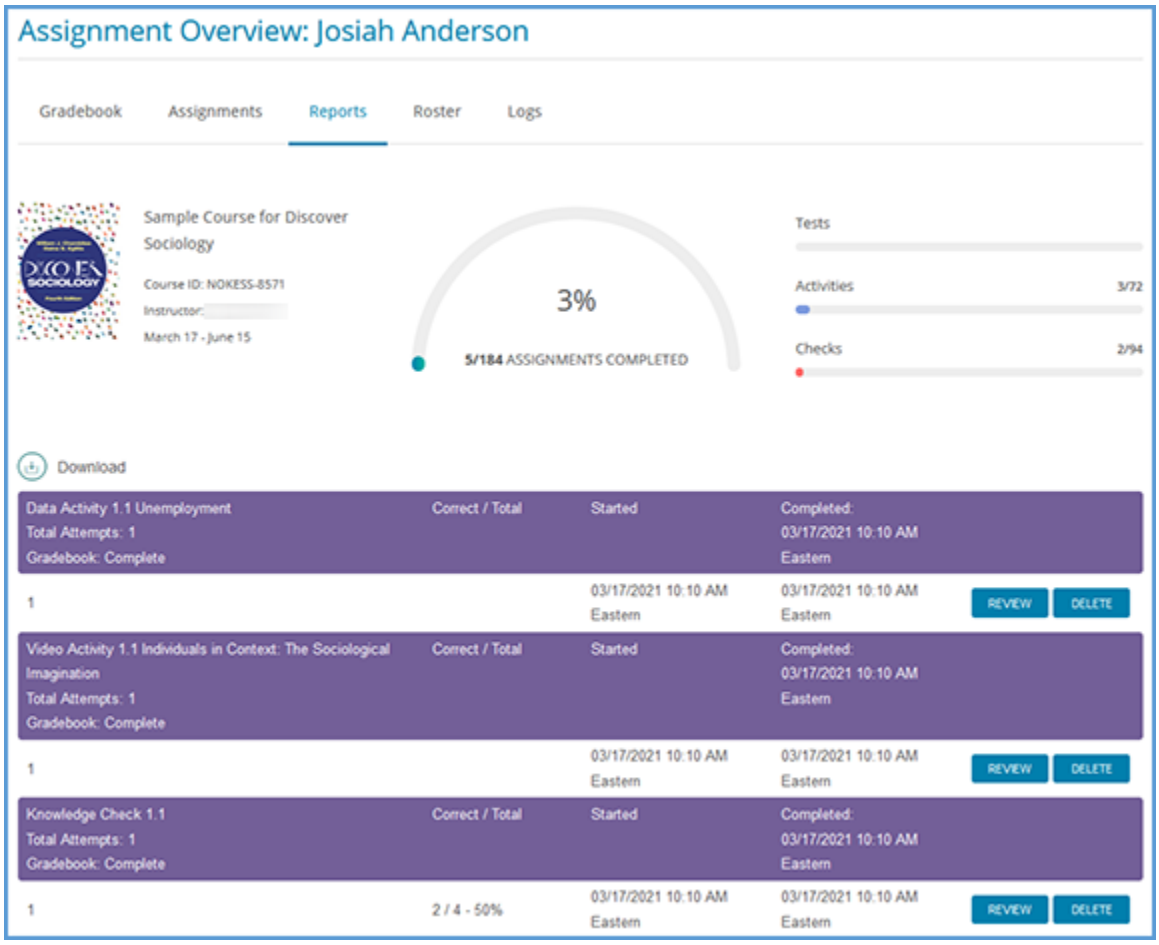

Total Points Column

After student names, the next column of the gradebook is the total points column. It will show you the total points a student has earned out of the total points possible (e.g., 57/647). For any assignment that is assigned for completion, a student will get the full number of points.

- **TIP**: This column will react to any applied filters, so you can see total points a student has on assignments that are past due by using the past due filter and looking at the total points.

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Name	Total
Paula Adams	9 / 764
Matthew Anderson	27 / 764
Michael Garcia	18 / 764
Anna Hernandez	27 / 764
James Johnston	18 / 764
Patricia Kim	18 / 764
Elizabeth Lee	18 / 764
Joseph Miller	18 / 764

Grade Display

If you have assigned an assignment for a grade, but the student has not completed it, the cell will be empty.

CT 2

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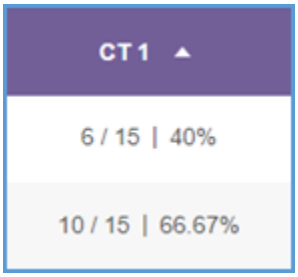
If you have assigned an assignment for a grade and the student has completed it, the cell will contain the current score the student has achieved. You can change the display of the number to either points or percentages in the "Filter" tool.



TIP: If the due date has not passed and multiple attempts are allowed, the student's grade could still change!

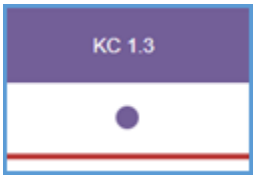
If you have assigned an assignment for completion, but the student has not completed it, the cell will display a grey dash.

If you have assigned an assignment for completion and the student has completed it, the cell will display a purple circle.

Late Grades

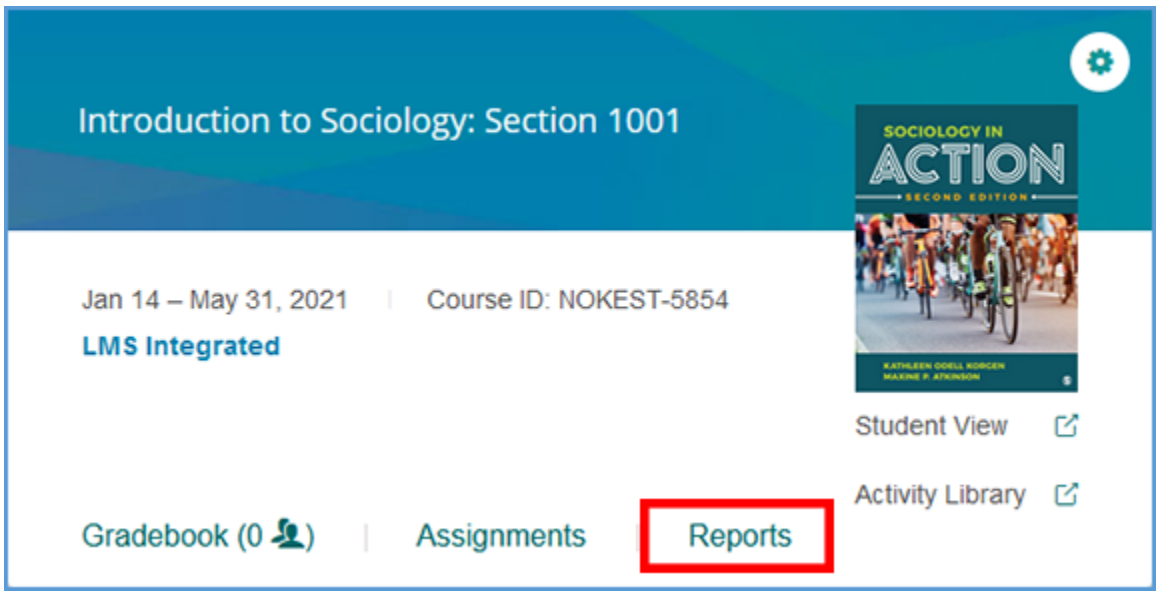
If your course accepts late grades (see the "Creating your SAGE Vantage course" section), the platform will record the grade of the first attempt completed after the due date. If the student

completed the assignment for the first time after the due date, there will be a red line displayed under the grade.



Reports

The reports available in Vantage will give you insights into your students' progress in the course. You can quickly get to the reports for any course by locating that course on your My Courses dashboard and opening the Reports page. Each report can be downloaded in .csv or .pdf format.



Student Activity Report

This report will list each student enrolled in your Vantage course. You can also use the search function to pull up information about a single student. You can gain the following information about your students:

- how much time they have spent in the course
- how many content pages they have viewed

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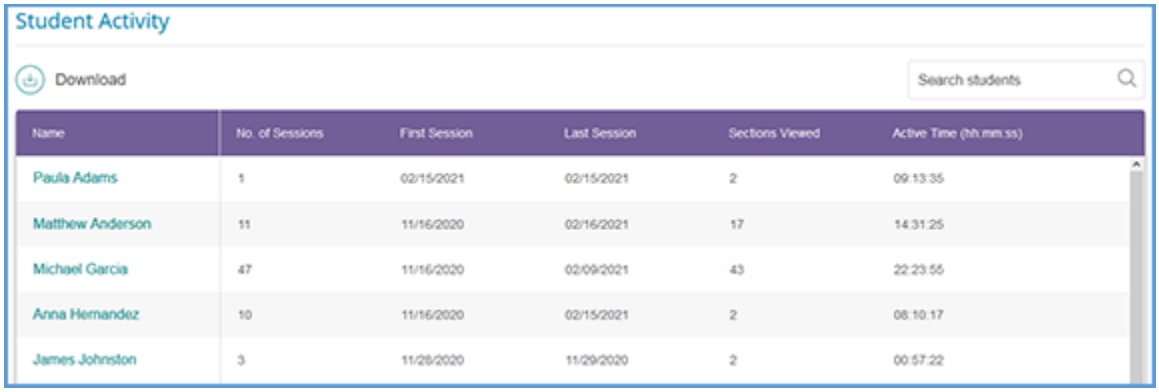
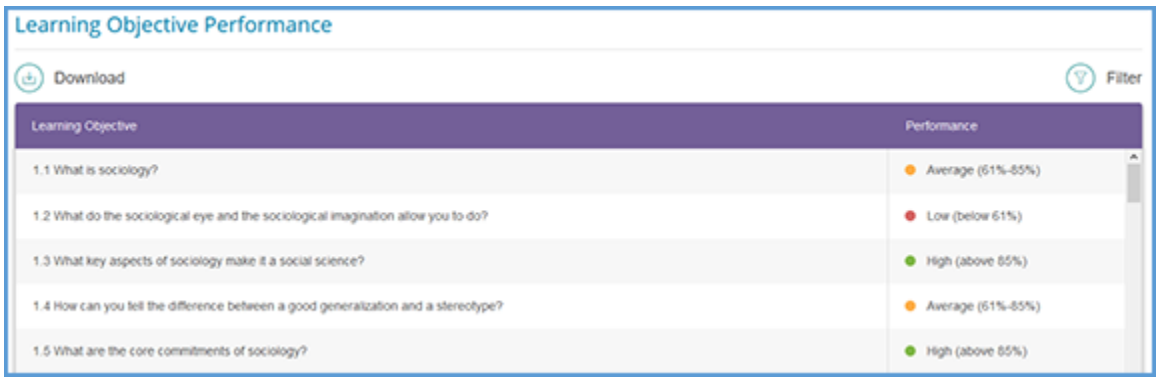
- when they most recently used the site



TIP: Student Activity data is captured once daily. You will need to check the following day to see changes to the data.

Learning Objective Performance Report

Every question in SAGE Vantage is tied to a learning objective. This report calculates the number of correct responses compared to the total number of questions answered for each learning objective. You can quickly see how well your students are understanding the material. You will see a high (green), medium (yellow), or low (red) indicator for each.



You can use the Filter menu to fine tune your report. You can pick chapters and performance ranges to easily view progress day-to-day as the term progresses.

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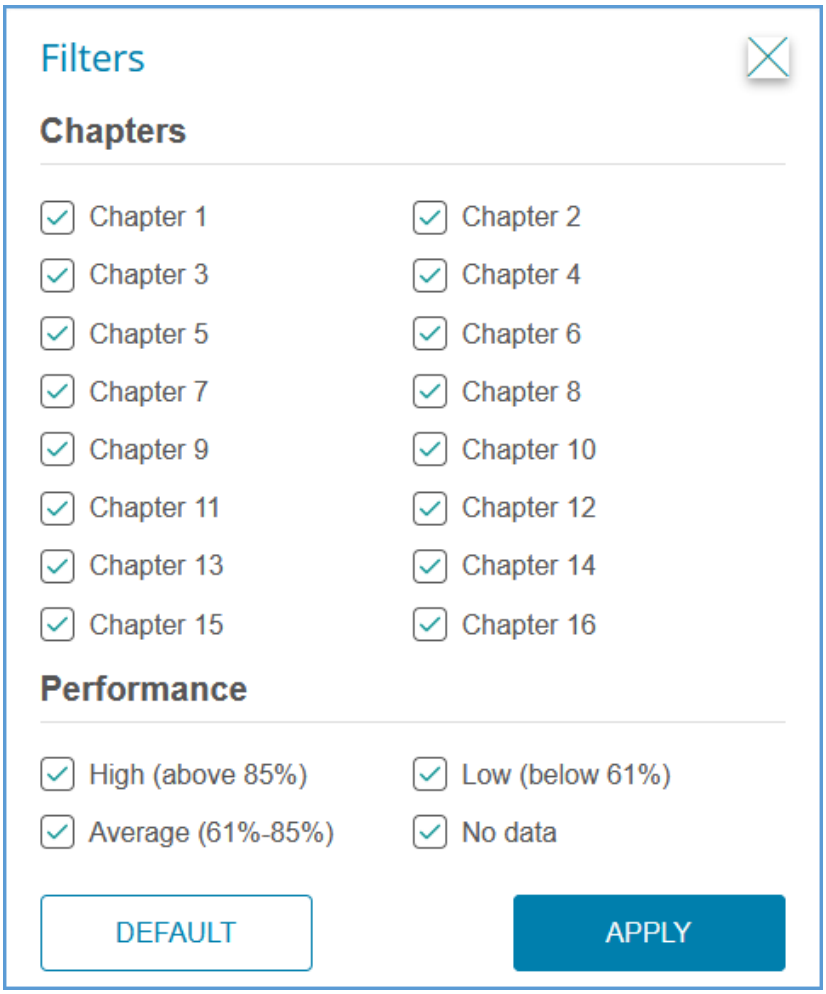

Course Progress Report

This report provides graphics so you can quickly see how your students are progressing through the course material.

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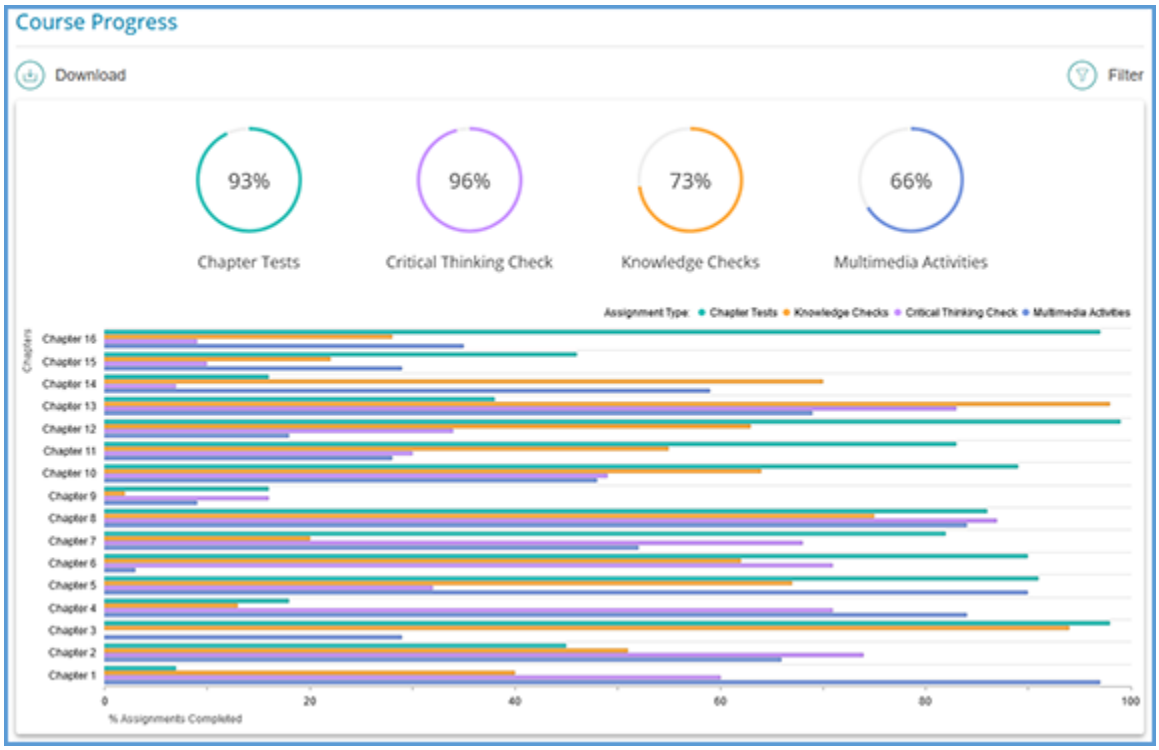
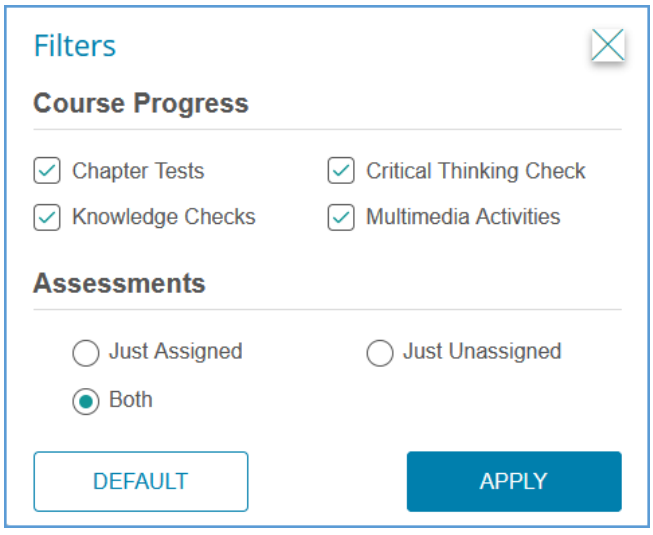


You can use the Filter to limit the assignments you see on the report.



You can also mouse over the graph for a chapter to see information about only that chapter.

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