SAGE vantage®

Instructor Implementation Guide

Version: November 2021

Contents

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 Vantage Technical Support via our website:

https://sagevantage.softwareassist.com/

Video Tutorials

Tutorial videos for Vantage are available on the Vantage Technical Support website:

- Vantage Video Tutorial Playlist

Instructor Registration & Login

You can sign up for an instructor account, login, or reset your password on the SAGE Vantage website: https://vantage.sagepub.com
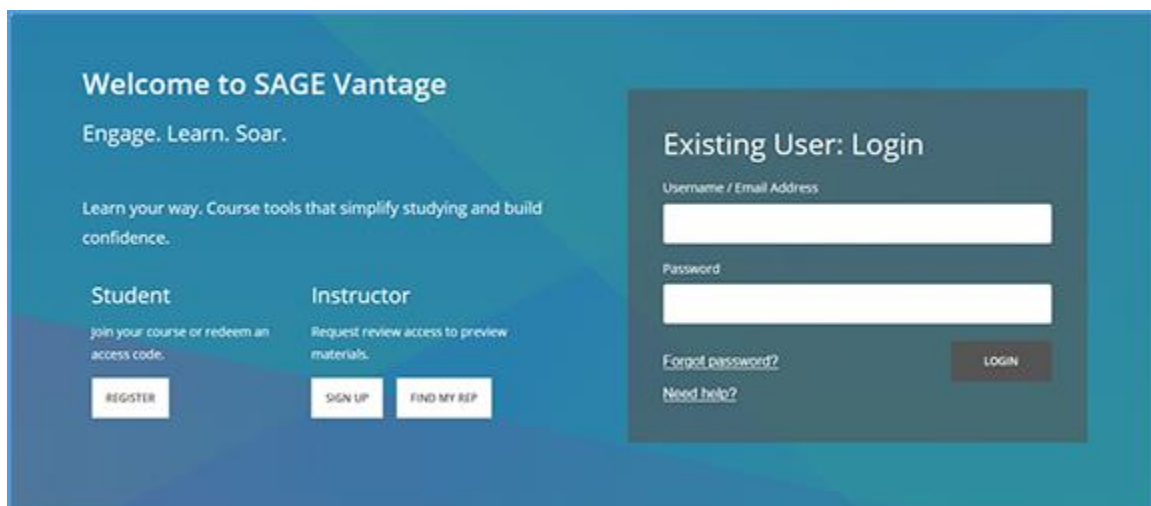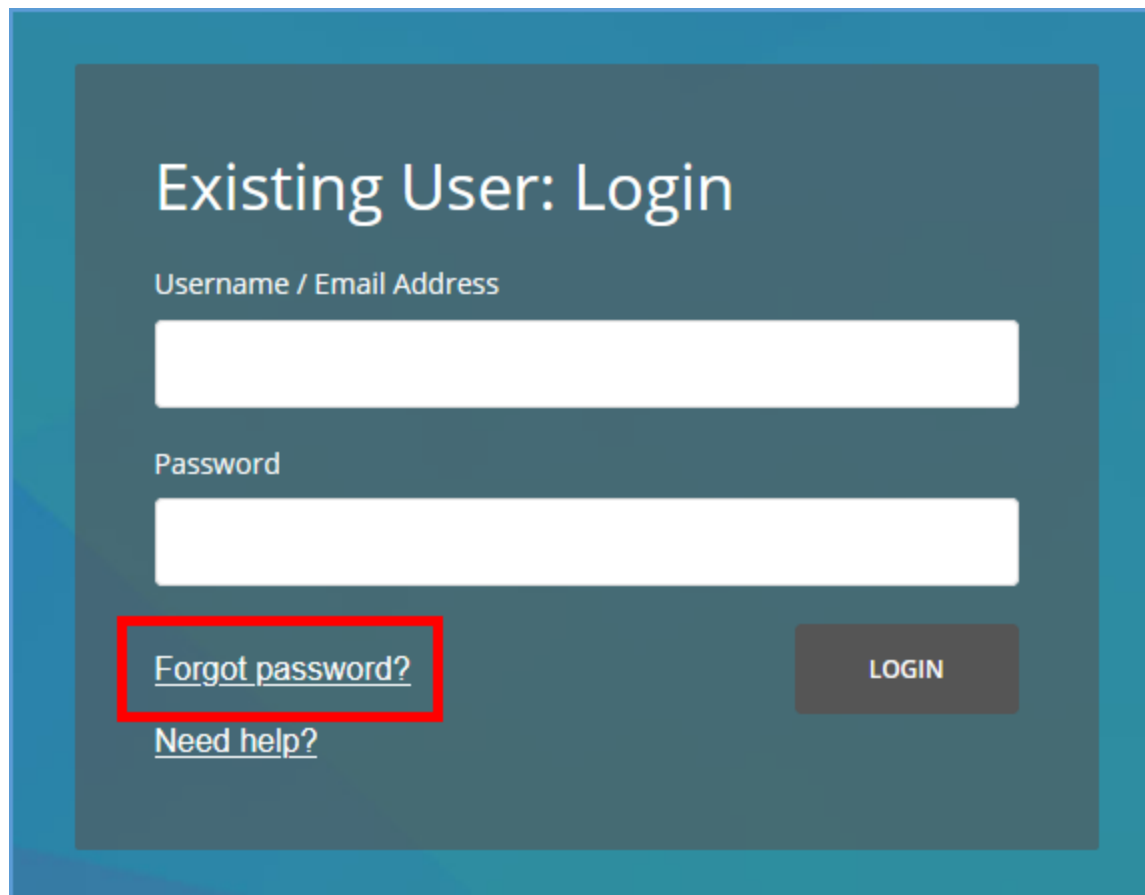

If you already have a SAGE instructor account

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 called 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 SAGE Edge instructor resources.

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


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. You may receive a request for more information to confirm you are an instructor. Once you are approved, you will be able to access Vantage.
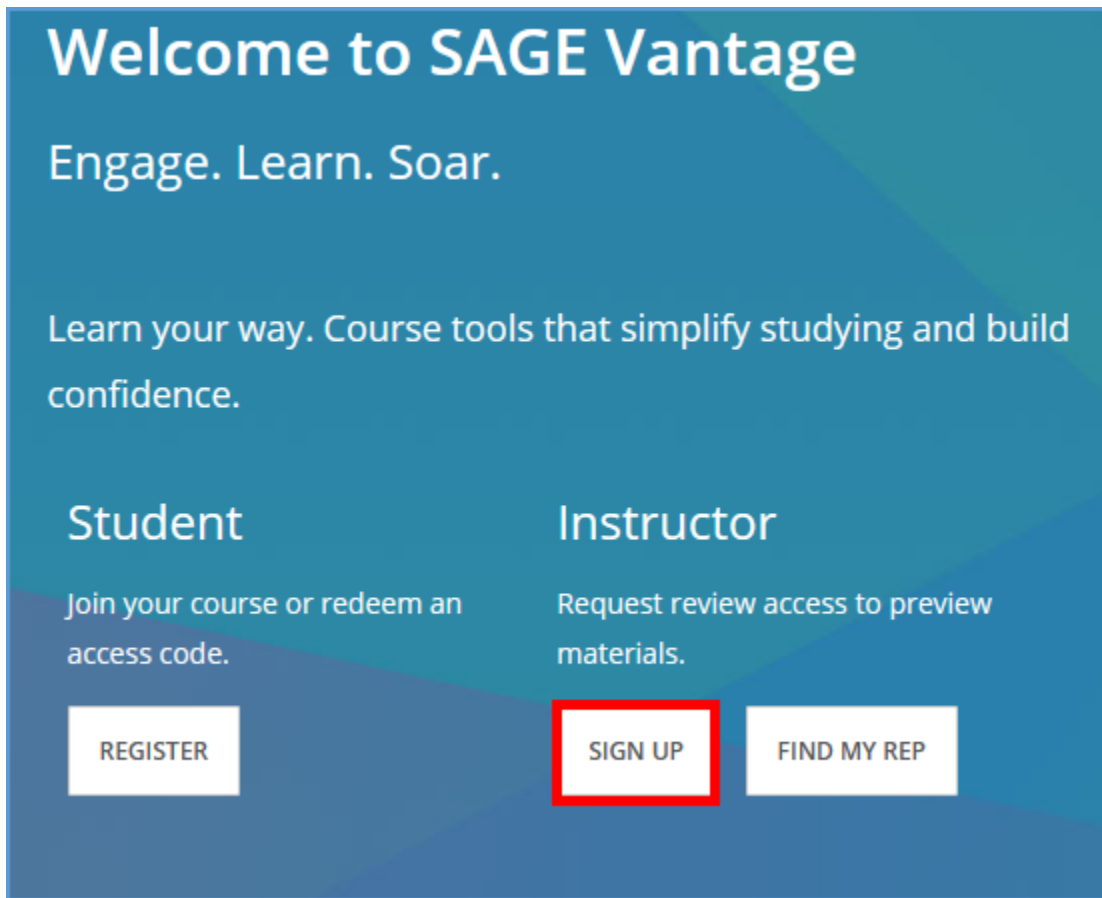
Course Creation

The first time you login to Vantage, you have the option to **Create a Sample Course** or **Create a Course**.
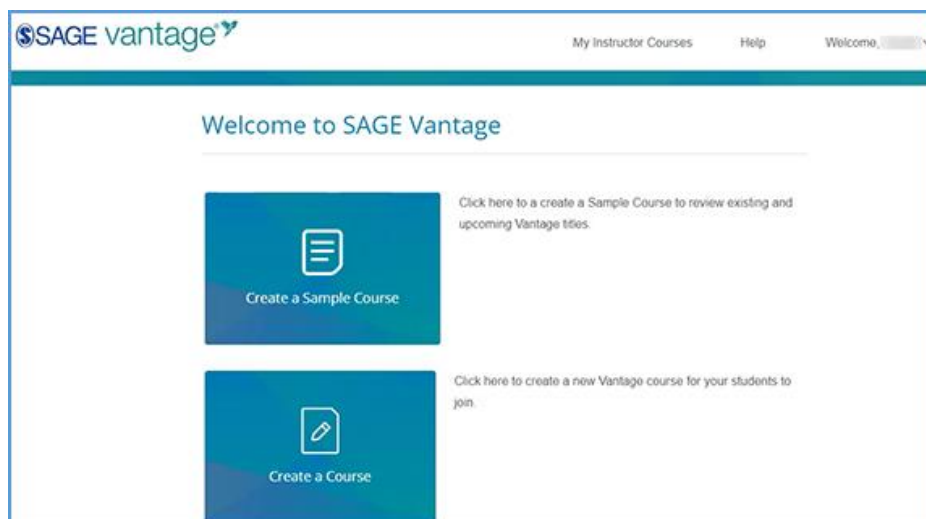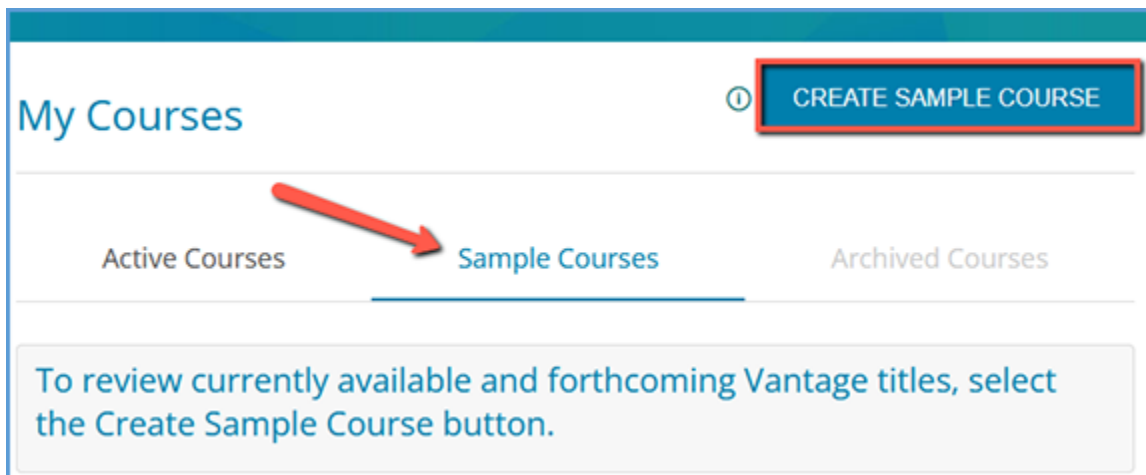
Sample Courses

Sample Courses allow you to explore a Vantage course 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.

If you have never created a course in Vantage, the first time you login you can choose to **Create a Sample Course** on the main page. If you have created courses before, you can switch to the Sample Courses tab on your My Courses dashboard. Click **Create Sample Course** in the upper right corner of the page.

You can start typing to search by author or title.

You can also search by discipline. Once you choose the discipline, you can further refine your
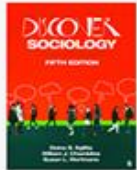
search by choosing a Course Area. All titles available for the discipline and course area combination you select display. Choose your title from the list.

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

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 at the top right of your course tile to access the Course Management Tools. Choose **Edit** to modify sample course settings. You can also manually Archive the course if you are finished with your review.

In the Course Details section, click the **Edit Course Information** pencil icon to the right to change the date.
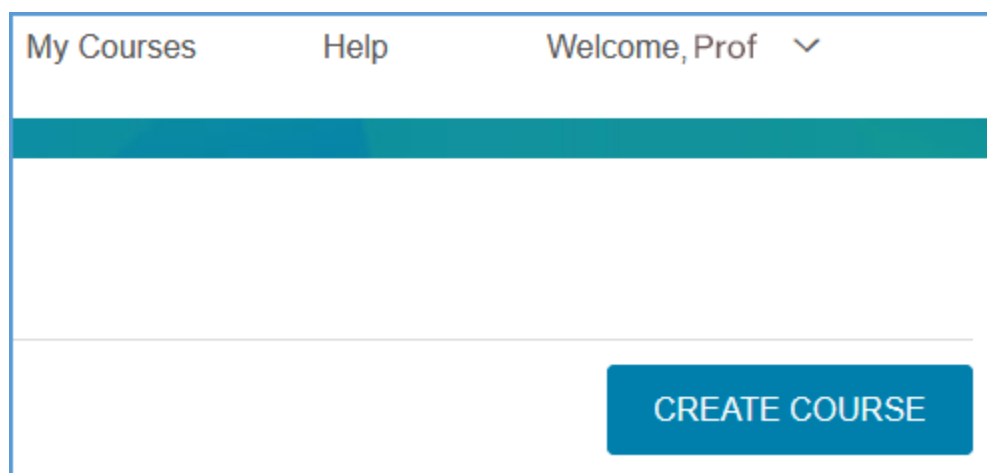
Create a New Course

If you have never created a course in Vantage, the first time you login you can choose to **Create a Course** on the main page.

If you have created a course before, you can use the **Create Course** button at the top right of your My Courses dashboard to create a new course.

You will then have the option to **Create a New Course** or **Copy an Existing Course**.

> ✈ **TIP**: If you do not have at least one course in your account, the option to **Copy an Existing Course** will be greyed out.
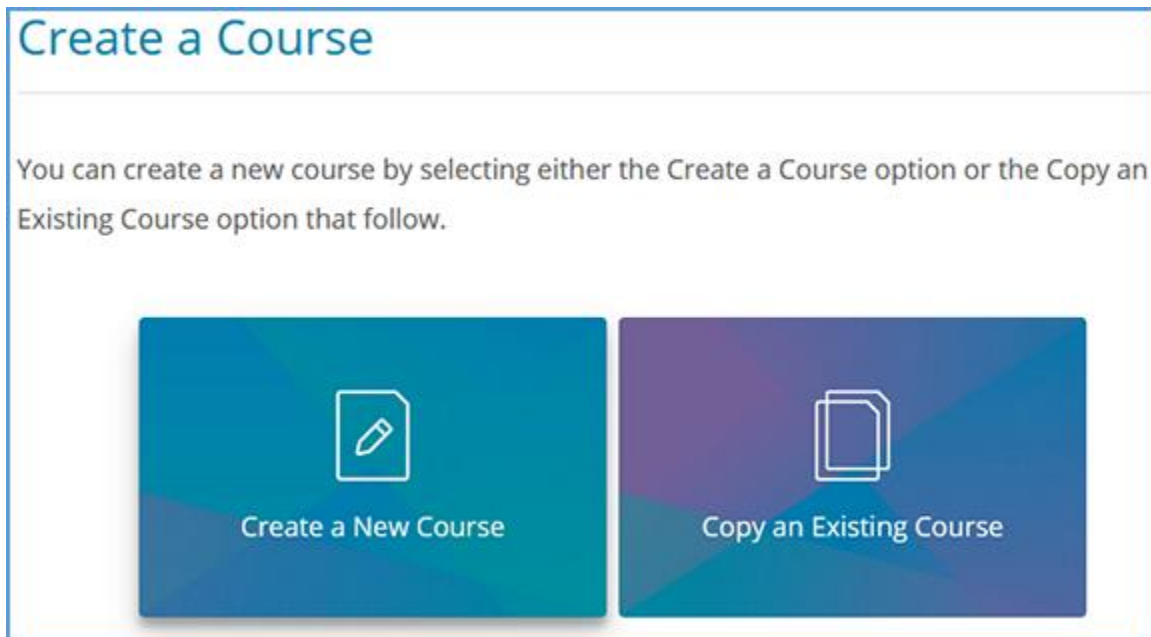
Once you begin the course creation process, there are three sections that need to be completed:

1. Enter Course Information
2. Choose Gradebook and Assignment Settings
3. Review & Complete Course

> ✈ **TIP**: If you start the course creation process, but need to finish at a later time, Vantage will keep your progress. When you are ready to resume, visit your My Courses dashboard and locate the course tile. The status will show it is incomplete. Click **Complete** to pick up where you left off.
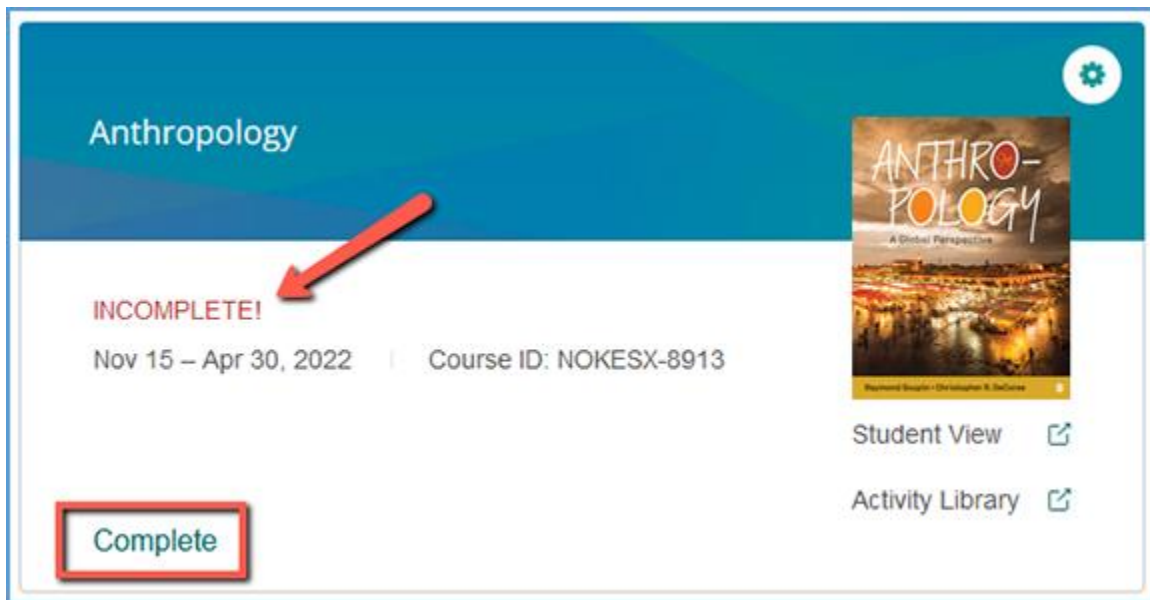
1. Enter Course Information

First fill in the course details. The information you enter here displays on your My Courses dashboard. Mandatory fields are marked with an asterisk.

1. Being by selecting an Institution and Department. If you do not see your institution or department in the dropdowns, follow the directions on the right of the page to update your information.

2. Locate the title you wish to use. There are two ways to find it.

    You can start typing to search by author or title.

You can also search by discipline. Once you choose the discipline, you can further refine your search by choosing a Course Area. All titles available for the discipline and course area combination you select display. Choose your title from the list.

3. Complete the Course name, Section Name, Course Start and End dates, Time Zone, and Course Description fields. Section Name and Course Description are optional fields, but all other information is required.

   🕊 **TIP**: Student access to the site is not based on the course 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.

4. Click **Next** once you complete your course details.

2. Gradebook and Assignment Settings

On this page, you will determine the default settings for your gradebook. You can also choose the initial settings for the various assignment types found in your course. The gradebook and assignment settings default to the most commonly selected options.

> ✈ **TIP**: You are not limited to the assignment choices you make during the course creation process. You can make more granular changes to assignments after you create your course.

Gradebook Settings

You can choose if you want to accept late assignments in your course. Regardless of whether you accept late assignments, students can still complete an overdue assignment (up to the potential number of attempts allowed). This setting will determine what happens with a student's late submission in the gradebook.

If you accept late assignments, late submissions are recorded and flagged in your gradebook. If you do not accept late assignments, late submissions are flagged in your gradebook, but the grade is not recorded.

In this section, you can also choose to include short answer questions and Critical Thinking Checks if they are available in your course. These types of questions require students to write a brief paragraph.

Default settings:

- Accept late assignments
- Assign short answer questions and Critical Thinking Checks

2. Choose Gradebook and Assignment Settings

Default settings are selected. For more information about these settings, see the help page.

Gradebook Settings

Late Assignments

◉ Accept late assignments
◯ Do not accept late assignments

Short Answers and Critical Thinking Checks

◉ Assign short answer questions and Critical Thinking Checks
◯ Do not assign short answer questions and Critical Thinking Checks

Global Assignment Settings by Type

In this section, you can choose default settings for each assignment type for the course as a whole (global). You can make more granular changes to assignments after you create your course.

Each assignment type can be assigned for a grade or completion. When assigned for completion, the assignment is marked for whether the student completed it as opposed to for a grade which displays a point value.

◉ Assigned for a grade
◯ Assigned for completion

If there is a type of assignment you don't want to use in your course, you can choose not to assign them. By ticking the checkbox "Do not assign…", all assignments of that type will not be assigned. Students may still be able to access the assignment as they work through the text which many find useful as study aids.

☐ Do not assign Chapter Tests

You can choose the number of attempts allowed for each assignment type. Assignments that are graded for completion are generally set to unlimited attempts. When assigning for a grade, some assignment types can be set to use a specific attempt: Most recent attempt, Best attempt, or the Average of all attempts.

How many attempts are permitted?

[-] ☑ Unlimited

How many attempts are permitted?

[-] ☑ Unlimited

Which attempt should be graded?

○ Most recent attempt
◉ Best attempt
○ Average of all attempts

Chapter Tests

Chapter Tests are summative assessments at the end of each chapter. In addition to the settings described above, Chapter Tests also offer the option to allow students to review the test as a study aid.

Default Settings:

- Assigned for a grade
- One attempt
- Unlimited Chapter Test reviews

Global Assignment Settings by Type

Chapter Tests

∘ Summative
∘ 15 questions, pulled randomly from pool of 45 and shuffled

∘ One at end of chapter

☐ Do not assign Chapter Tests

How should Chapter Tests be assigned?

◉ Assigned for a grade
○ Assigned for completion

How many attempts are permitted?

[1] ☐ Unlimited

Which attempt should be graded?

○ Most recent attempt
◉ Best attempt
○ Average of all attempts

☑ Unlimited Chapter Test Reviews (one per attempt if unchecked)

Knowledge Checks

Knowledge Checks are formative assessments that appear at the end of each section within a chapter. In addition to the settings described above, Hints can be enabled to help point students in the right direction.

Default Settings:

- Assigned for completion
- Hints are allowed
- Unlimited attempts

Knowledge Checks

- Formative
- 1-5 questions, shuffled
- One at end of reading section

☐ Do not assign Knowledge Checks

How should Knowledge Checks be assigned?

○ Assigned for a grade
◉ Assigned for completion

Should hints be permitted?

◉ Yes
○ No

How many attempts are permitted?

[-] ☑ Unlimited

Critical Thinking Checks

Critical Thinking Checks are summative assessments at the end of each chapter. Students write a brief paragraph for each question.

> ⤷ **TIP**: If you chose not to assign short answer questions under the Gradebook Settings, you will not see the Critical Thinking Checks.

Default Settings:

- Assigned for completion
- Unlimited attempts

Critical Thinking Checks

- Summative
- 5-8 short answer questions, shuffled
- One at end of chapter

☐ Do not assign Critical Thinking Checks

How should Critical Thinking Checks be assigned?

○ Assigned for a grade
◉ Assigned for completion

How many attempts are permitted?

[-] ☑ Unlimited

If you assign Critical Thinking Checks for a grade, you can choose to have students receive credit automatically or to review their responses.

TIP: If you choose to review their responses, students will not receive a grade until you review and accept their attempt.

Critical Thinking Checks

- Summative
- 5-8 short answer questions, shuffled
- One at end of chapter

☐ Do not assign Critical Thinking Checks

How should Critical Thinking Checks be assigned?

⦿ Assigned for a grade
○ Assigned for completion

⦿ Short answer questions receive credit automatically
○ Short answer questions require instructor review

How many attempts are permitted?

[-] ☑ Unlimited

Which attempt should be graded?

○ Most recent attempt
⦿ Best attempt
○ Average of all attempts

Multimedia Activities

Depending on your course, you may have one or more types of multimedia activities available.

TIP: If your course includes Self-Assessment Activities, they can only be assigned for completion.

Default Settings:

- Assigned for completion
- Unlimited attempts

Multimedia Activities

- Build critical thinking and data literacy
- 2-4 questions, not shuffled
- Includes video, data, reading or self-assessment activities depending on your title

☐ Do not assign Activities

How should Multimedia Activities be assigned?
○ Assigned for a grade
● Assigned for completion

How many attempts are permitted?
[-] ☑ Unlimited

BACK   REVIEW

Once you have finished with the default settings for your course, click **Review** to check your settings.

3. Review & Complete Course

The Review page is the last step before course creation. On this page, you can double check the settings you made for your course. If you need to change something, you can click the pencil icon to go back and edit that section. You can also go to the bottom of the page and click the **Back** button.

1. Review the Course Details. If you need to make changes, click the pencil icon to the right of this section.

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3. Review & Complete Course

Here's a summary of your course setup. Please review and make changes before completing.
(Note: You will be able to edit these settings later as well.)

Course Details

Course Name	Sociology
Instititution	SAGE Institution
Department	College Sales
Title	**Discover Sociology**
	Daina S. Eglitis, William J. Chambliss, Susan L. Wortmann
	Fifth Edition	2022
Course Dates	09/30/2021 — 12/31/2021
Course Time Zone	(UTC-05:00) Eastern Time (US & Canada)

2. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

Gradebook Settings

- Late assignments recorded & flagged
- Short Answer questions are not assigned

3. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.

Once you are satisfied with your course settings, click **Complete** to finish creating your course.

You will see a new page that indicates "Your course has been created." You can click the respective **Copy** buttons to copy the course link or Course ID of your newly created course. You can then paste these details to wherever you want to store the information.

> 🕊 **TIP**: The course link is used only for courses that will **NOT** be integrated with an LMS. If you plan to pair your Vantage course with a course in your LMS (Blackboard, Canvas, D2L Brightspace or Moodle), this course link will not work to allow your students access to your Vantage course.

You can also click the **Send** button to email a copy of this information to yourself.

Once you are finished on this page, click **Back to My Courses** to return to your My Courses dashboard. You will now have a course tile for your course that shows the name, section information (if added), start and end dates, and the Course ID.

Copy an Existing Course

If you have created a Vantage course in the past, you may wish to copy that course to use for another section in the same term or for a new term.

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

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

- Gradebook Settings
- Individual Assignment Settings
- Hidden Chapters

The following information is not copied:

- Course ID
- Students
- Grades

To get started, click the **Create Course** button at the top right of your My Courses dashboard.
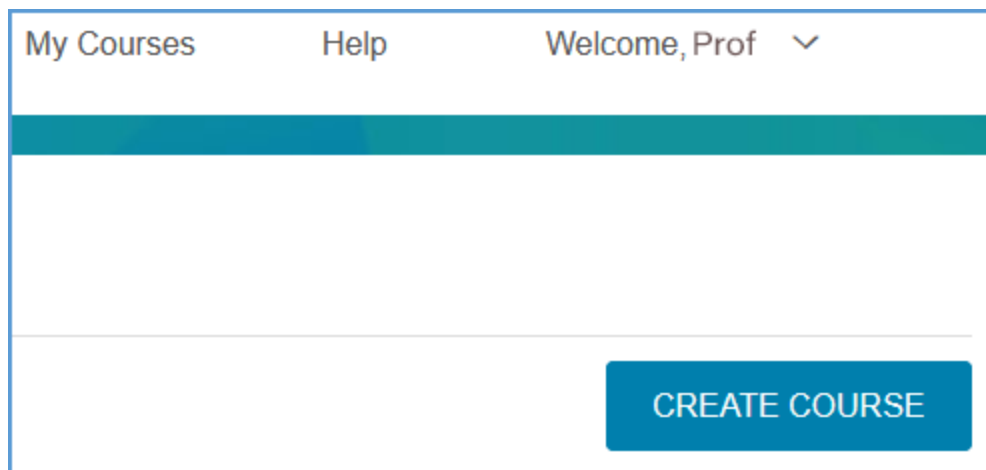
Choose **Copy an Existing Course**.
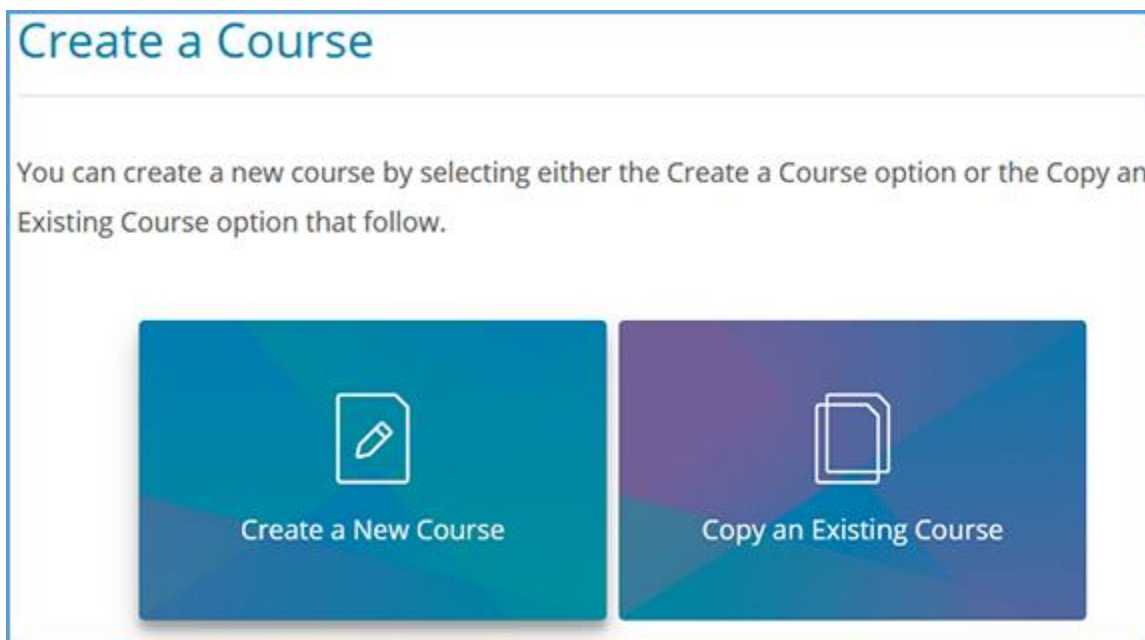
You will see a list of all of your courses available to copy. Locate the course you want to copy and select it. Scroll to the bottom of the page. If the course dates of your old and new courses match – for example, if you are running multiple sections of the same course in a single term – you can copy the due dates as well. Tick the "Copy due dates" checkbox to retain them.

Copy an Existing Course

Select Course to Copy:

○ POL 1000 Test [Copy - 20210119] (01/19/2021 — 05/19/2021)

○ POL 1000 Test (01/11/2021 — 05/28/2021)

○ Introduction to Sociology : Section 1001 (01/14/2021 — 05/31/2021)

☑ Copy due dates (Only available if Start/End date are the same from original course)

[BACK]   [NEXT]

Once you have made your selection, click the **Next** button to continue.

On the following page, you will be asked to change at least one of the following pieces of course information:

- Course Name
- Section Name
- Course Dates

Course Name*

Introduction to Sociology

25 / 55

Section Name

Section 1001

12 / 20

Course Start Date*   Course End Date*

1/14/2021   5/31/2021

You already have a created course with this Name, Section name, and Start/End Date. Please change one of those fields.

Course Time Zone*

(UTC-05:00) Eastern Time (US & Canada)

Once you change one or more of these fields, click the **Next** button to move to the next step: 3. Review & Complete Course. As with the normal course creation process, you can click the pencil icon next to each section to make changes.

Once you are satisfied with your course settings, click **Complete** to finish creating your course.

You will see a new page that indicates "Your course has been created." You can click the respective **Copy** buttons to copy the course link or Course ID of your newly created course. You can then paste these details to wherever you want to store the information.

> **TIP**: The course link is used only for courses that will NOT be integrated with an LMS. If you plan to pair your Vantage course with a course in your LMS (Blackboard, Canvas, D2L Brightspace or Moodle), this course link will not work to allow your students access to your Vantage course.

You can also click the **Send** button to email a copy of this information to yourself.

Once you are finished on this page, click **Back to My Courses** to return to your My Courses dashboard. You will now have a course tile for your course that shows the name, section information (if added), start and end dates, and the Course ID.

My Courses Dashboard

After you have at least one course in your Vantage account, when you login, you start on your My Courses dashboard. If you navigate to any other area of your account, such as a gradebook, you can always return to your My Courses dashboard by clicking the Vantage logo at the top left of the page or **My Instructor Courses** at the top right of the page.
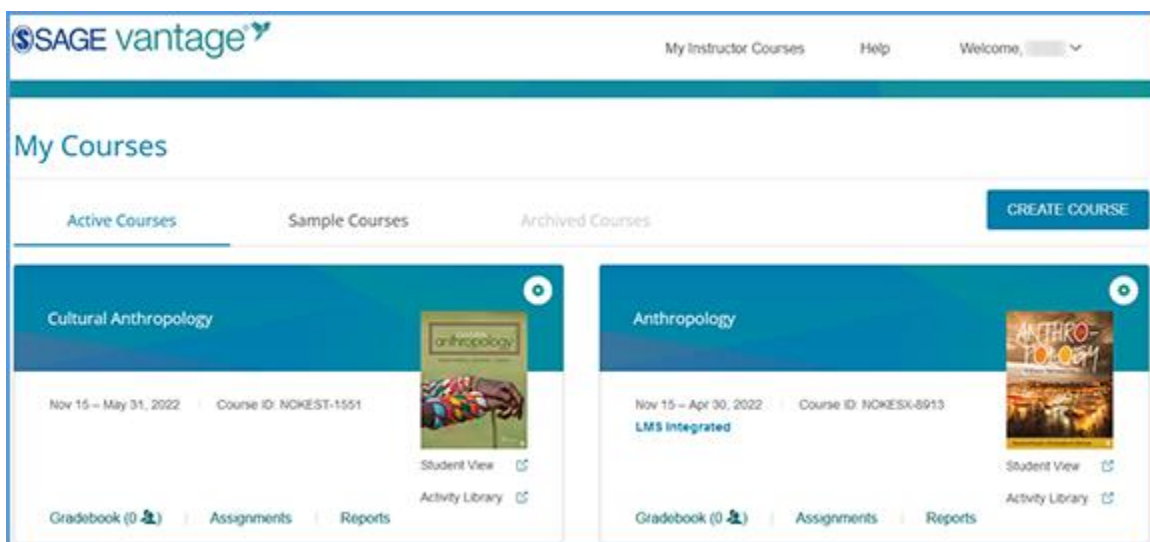
Continuing across the top navigation options, **Help** takes you to the Vantage Technical Support website. The support site offers self-serve options including tutorial videos for instructors and students. It also offers Help Desk assistance via phone or ticket submission.

 Clicking on **Welcome, [Your Name]** opens a menu.
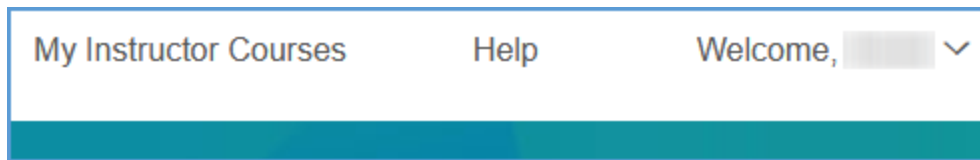
You can view your profile, get the name of your Vantage representative or log out of your account.
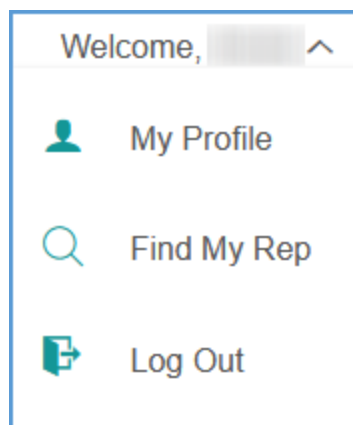
Your dashboard has three tabs for tracking your courses: Active, Sample and Archived.
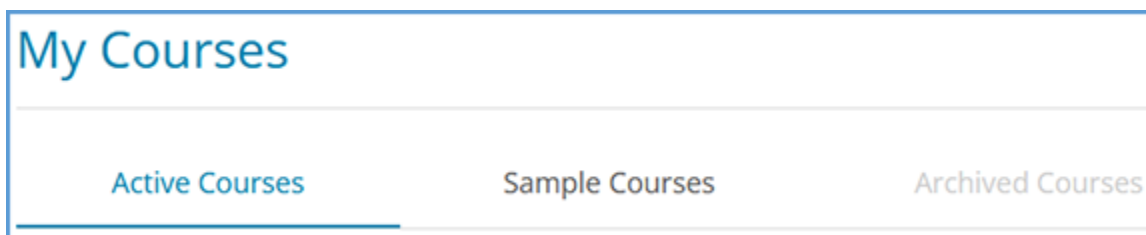
When you login, you start on the Active Courses page. This page contains a course tile for all courses you are actively teaching as well as any completed courses that you have not archived. Any sample courses you create appear on the Sample Courses page. Courses from the Active or Sample Courses tabs can be moved to the Archived Courses tab when you are finished with

them. Moving completed courses can help reduce clutter on your Active Courses tab especially if you teach multiple sections each term.

A blue tab indicates you are on that page. Most of the time, this will be the Active Courses tab since any courses you are actively teaching appear on this page. A dark grey tab shows that you have courses on that page. In the example image above, there is at least one course available on the Sample Courses page. If the tab is light grey, that page has no courses on it. In the image above, no courses have been moved to the Archived Courses page yet.

Course Tiles

On your My Courses dashboard, each course you create in Vantage can be managed through its course tile. The course tile recaps the course information you entered during course creation:

- Textbook cover image
- Course name
- Section info (if applicable)
- Start and end dates
- Course ID
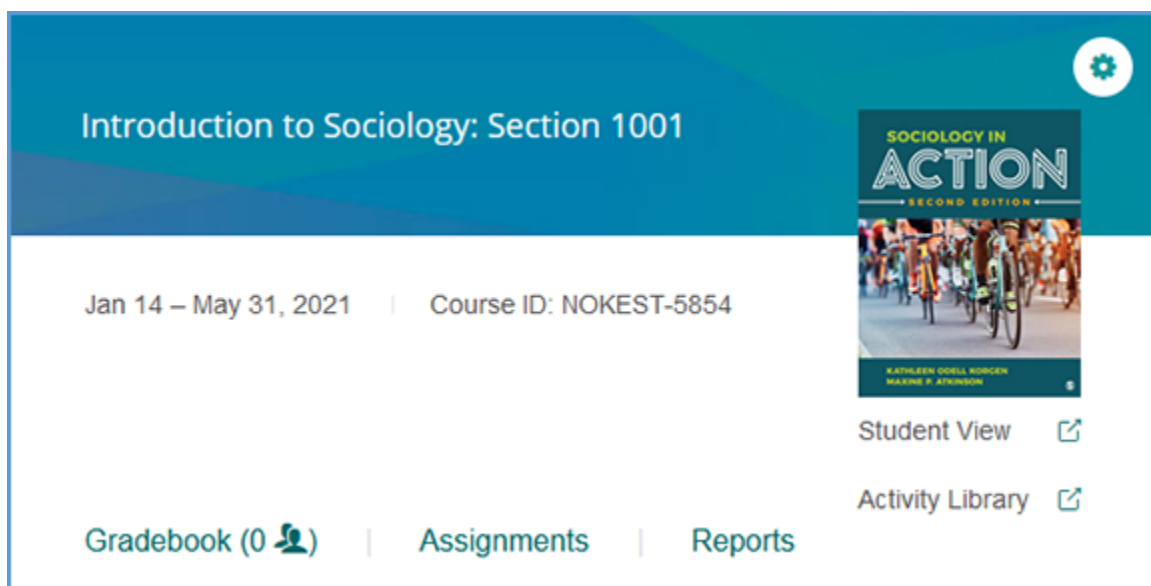
If you integrate your Vantage course with your LMS, your course tile shows that the course is paired with your LMS.
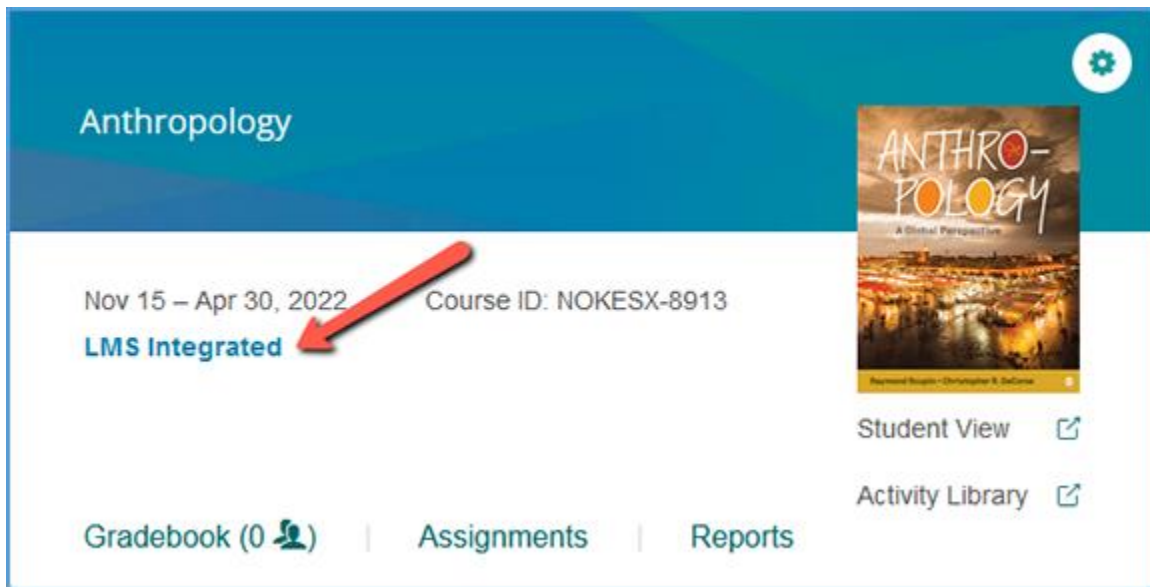
If your course is offered through Inclusive Access, your course tile includes that information as well.
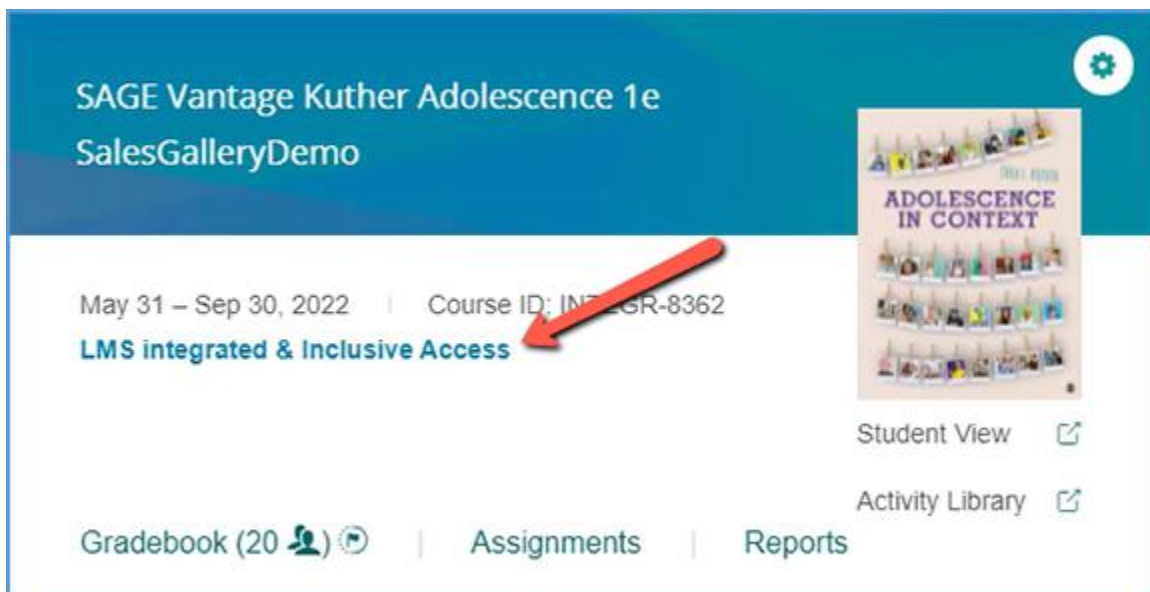
Active courses (including Sample courses) have a blue background. Archived courses have a grey background.
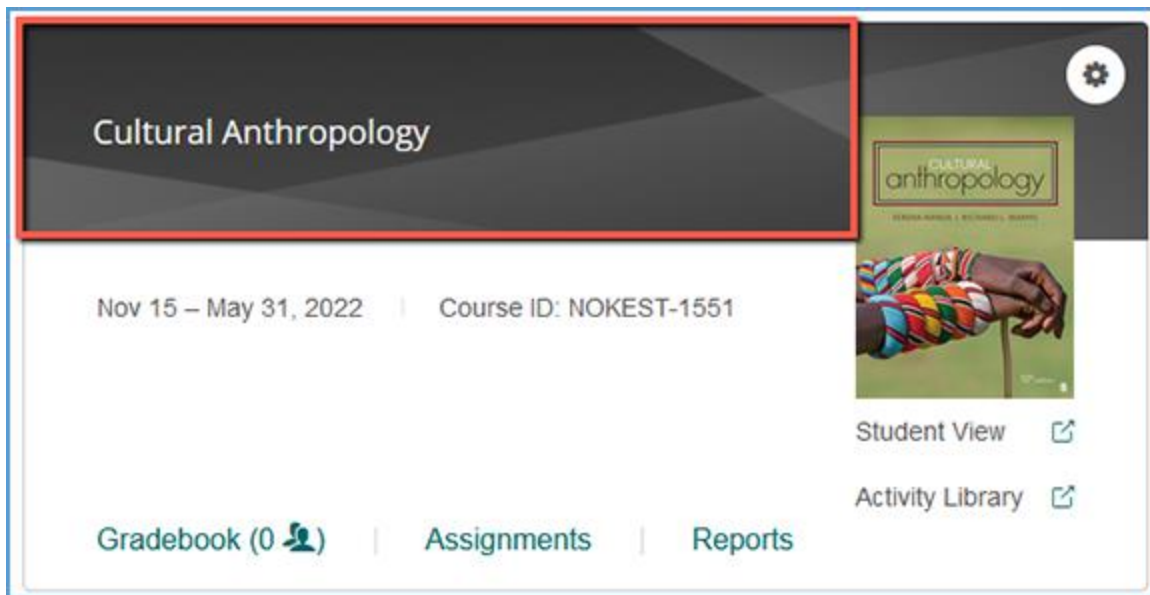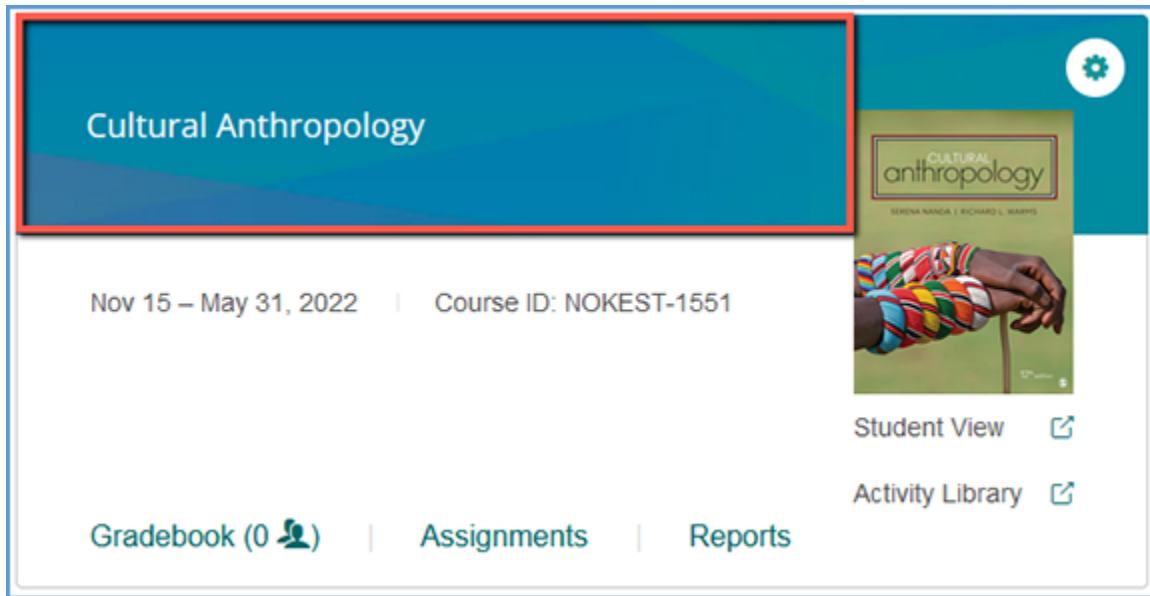
Your course tile provides access to a number of other tools to help you manage your course. These tools are explored below.

Course Management Tools

The gear icon in the top right corner of your course tile opens the Course Management Tools menu.
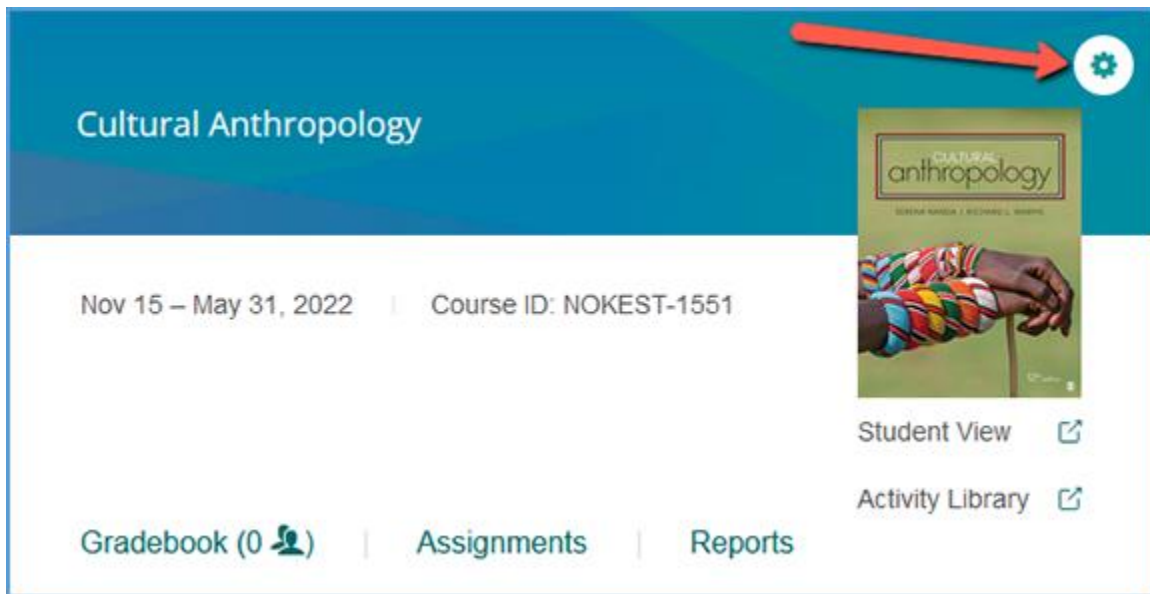
The options available on this menu vary slightly depending on if your course is paired with your LMS or if students have enrolled in your course. Similarly, sample courses have a smaller tools menu.
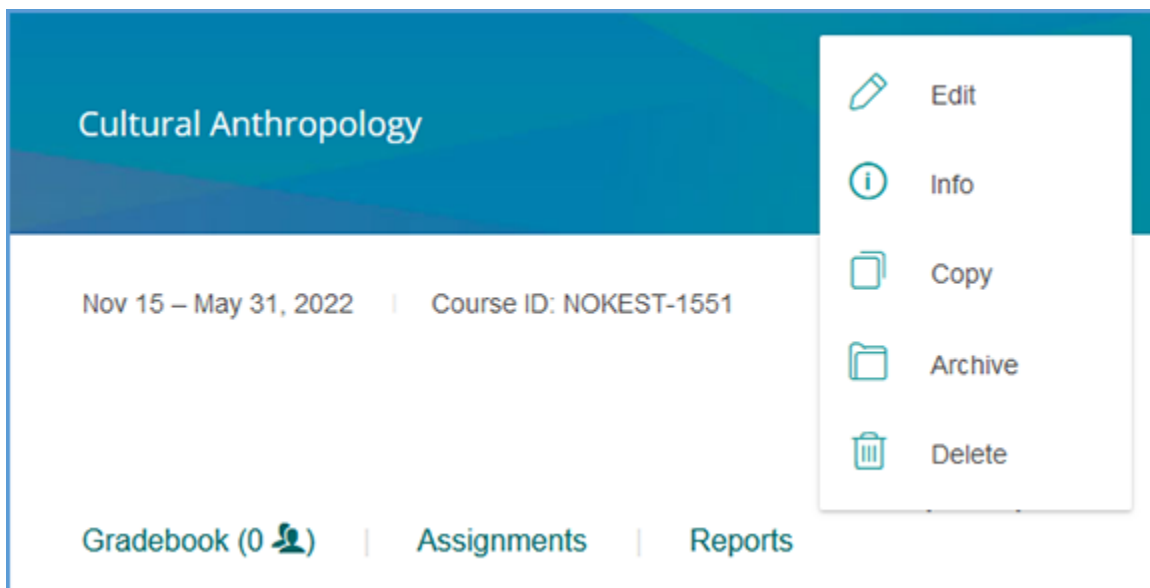
If the course is archived, the menu changes slightly. Student enrollments and LMS pairing status still apply for archived courses, so the course management tools menu will reflect that as well.
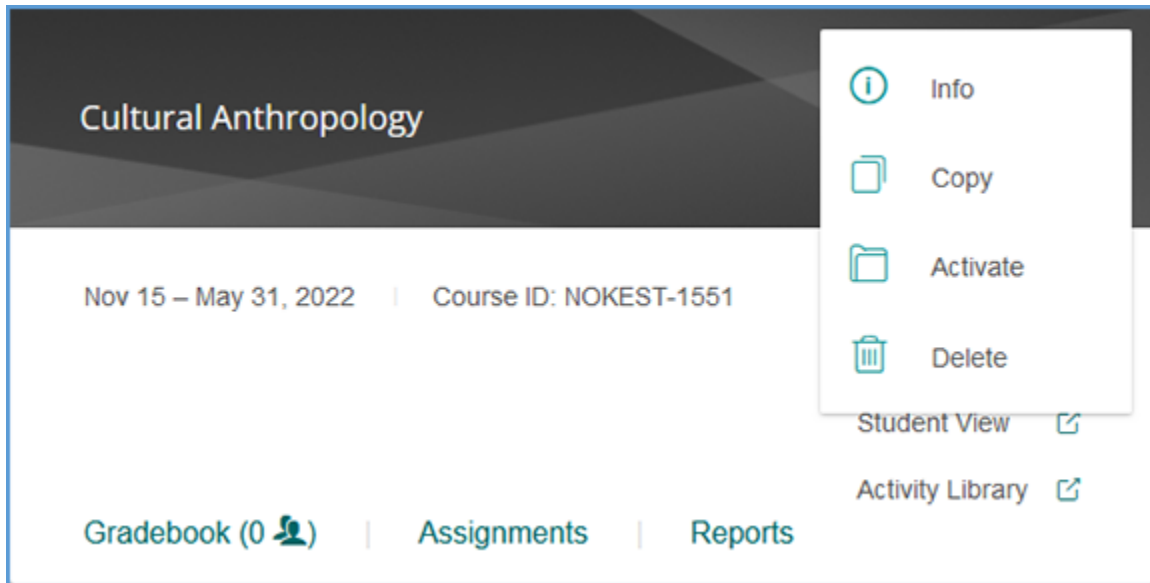
Edit

Edit allows you to revisit your Course Details, Gradebook Settings and Global Assignment Settings. You can also view or remove Teaching Assistants in your course. Once you open the Edit Course page, click the pencil icon next to a section to make changes.

Info

Info only appears on the menu if the course is not integrated with your LMS. It takes you to the Course Information page which gives the link and Course ID that you can provide to students to help them access your course.

> **TIP**: This link is only meant to use with Vantage courses that will **NOT** be integrated with an LMS. If your course is integrated with your LMS, this link will not allow students to access your Vantage course.

Copy

Copy provides a shortcut to copy the course. If you are using a course for multiple sections in the same term, you can use this link to quickly copy it for each section.

Archive

Archive lets you move completed courses to the Archived Courses tab. You can still access the archived course, but moving it allows you to use your Active Courses tab for those courses currently in session.

When you choose to archive the course, a pop-up message confirms it's been archived. Click **OK** to dismiss the pop-up.
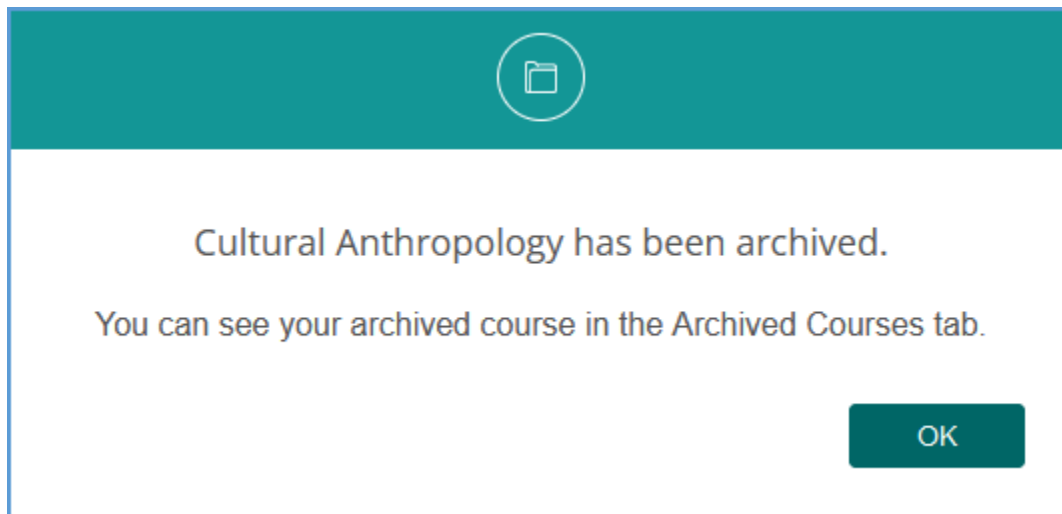
Delete

Delete is only available if no students are enrolled in your course. Once a student enrolls in your course, the option to delete will not appear in the Course Management Tools menu.

Deleting a course is irreversible. When you choose to delete a course, you will see a pop-up warning message. You can proceed by clicking **Delete**. You can also instead choose to **Archive** or **Cancel** without taking any action.

Delete course Sociology?

Please note that all data will be lost and there is no recovery option. We suggest only using this for courses created in error. For courses you are no longer using, consider the Archive option which will allow you future access to grades and student information.

Cancel   Archive   DELETE
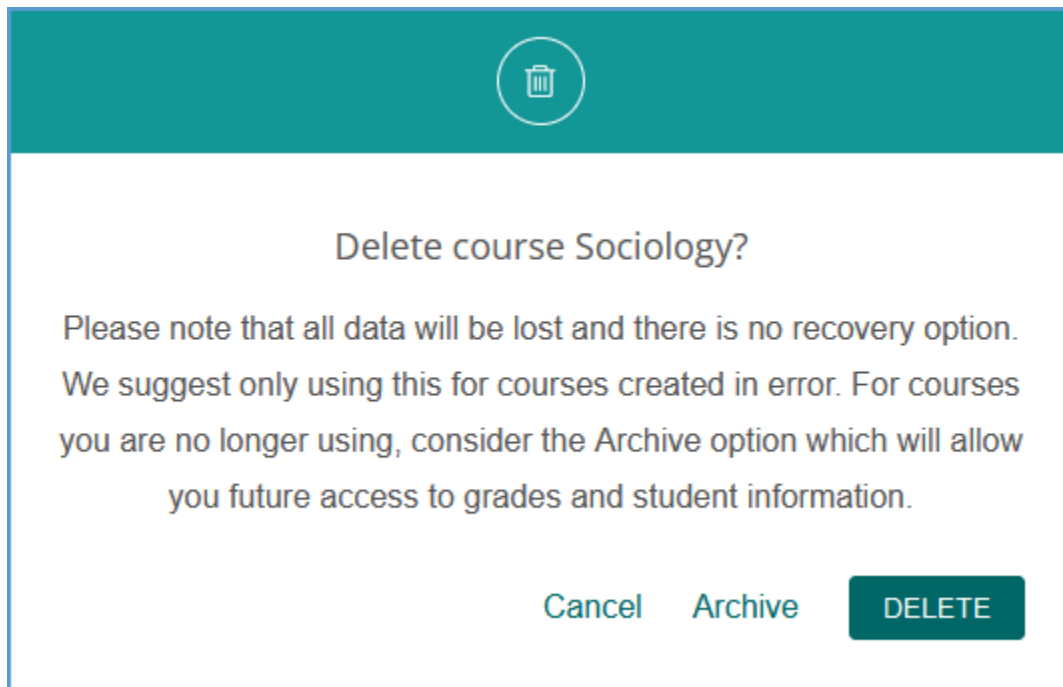
Activate

Activate is available for any course moved to the Archived Courses tab. Once you activate the course, a pop-up message confirms it was restored. Click **OK** to dismiss the pop-up.

Cultural Anthropology has been activated.

You can see your activated course in the Active Courses tab.

OK
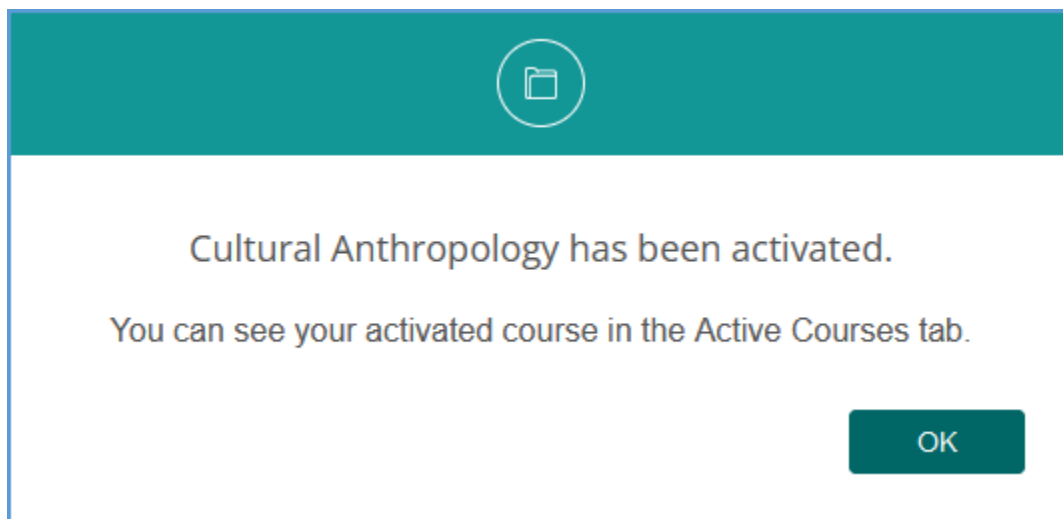
Student View

The **Student View** allows you to preview the course as a student. Content and assignments appear exactly as a student would see them.
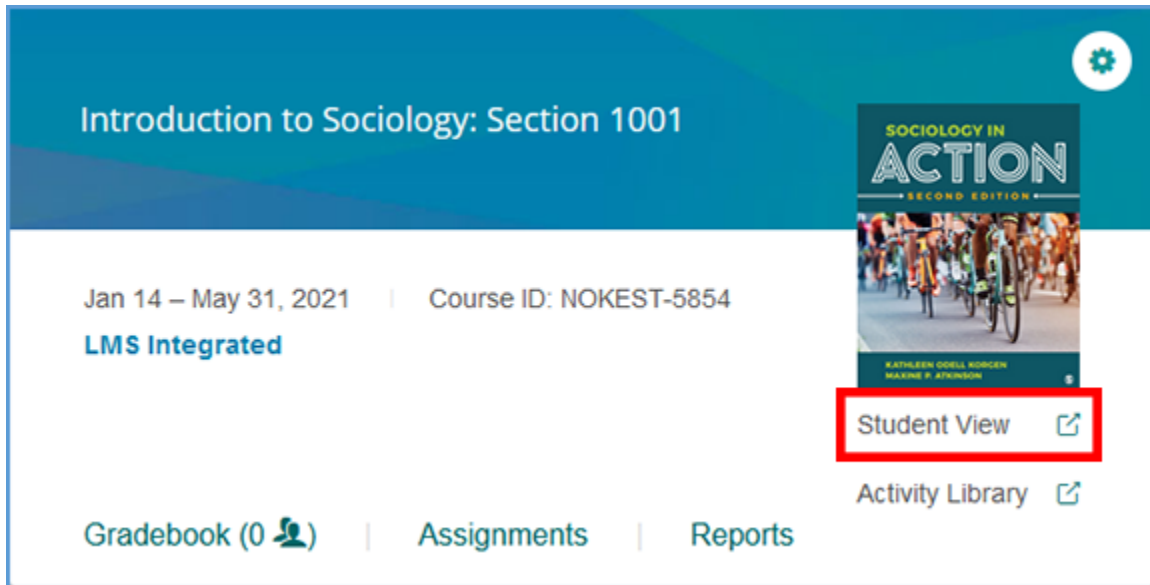
If you are on another tab in your course, you can get to the Student View from the top right corner.
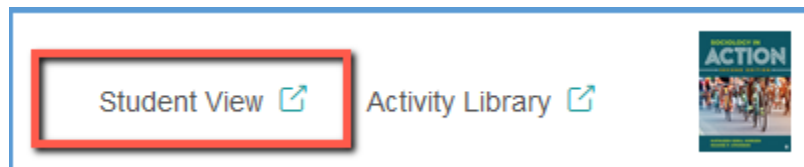
Once you launch the course, a message appears at the top left of the page indicating you are in preview mode.
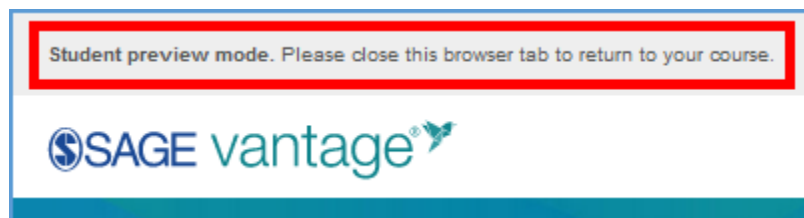
The dashboard, content, and assignments appear exactly as a student would see them. Any work you complete as a student will be displayed as progress on the dashboard components.
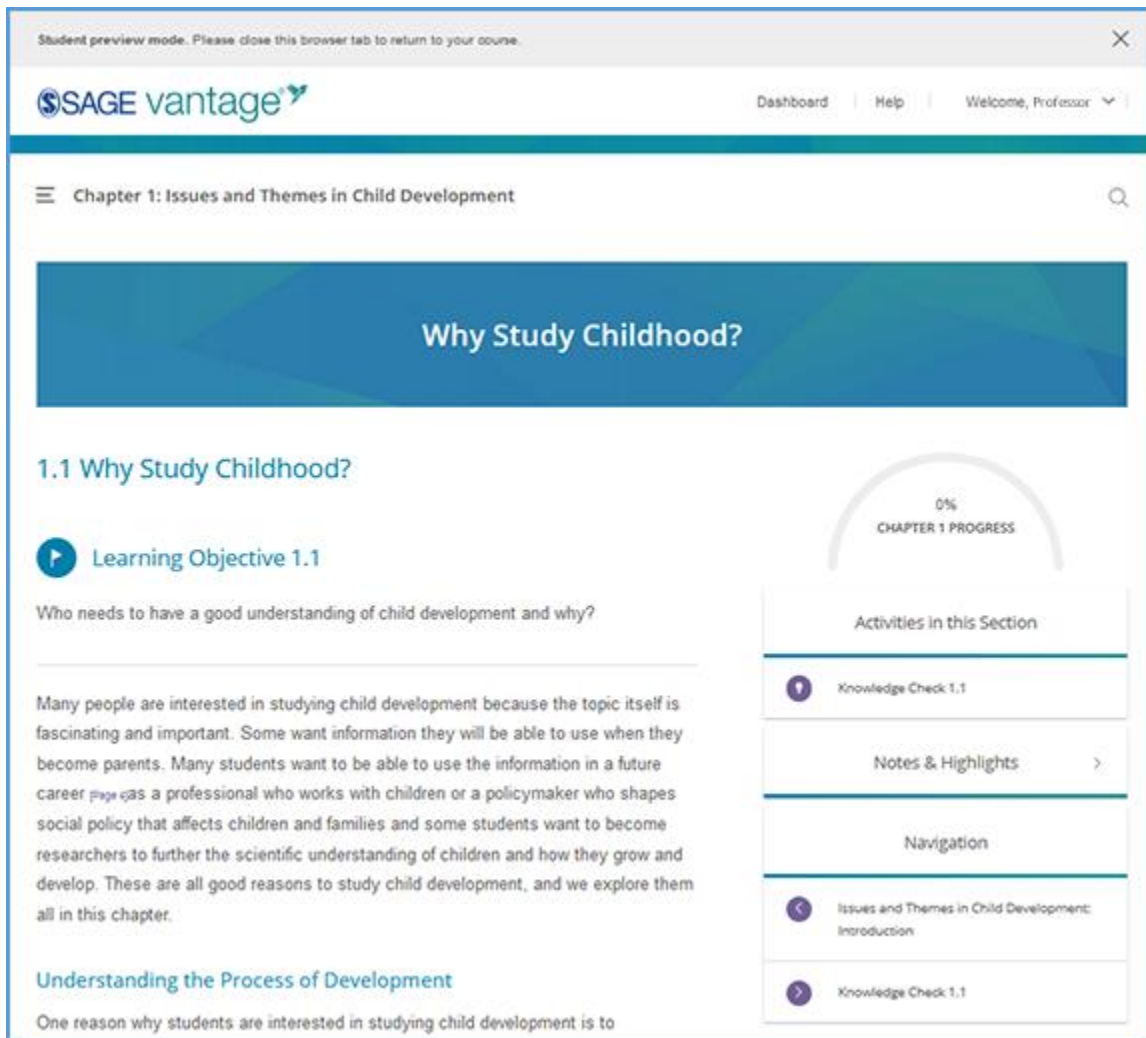
When you are finished reviewing content in preview mode, you can close the browser tab.

🐦 **TIP**: If you click a Vantage link in your LMS, you are taken to the Student Preview mode. You can quickly get to your My Courses dashboard by clicking the Vantage logo.
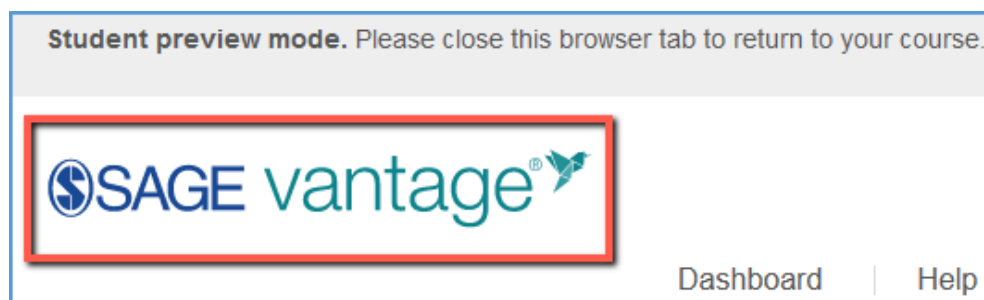
Activity Library

The **Activity Library** allows you to view all data and video activities in a collected location.
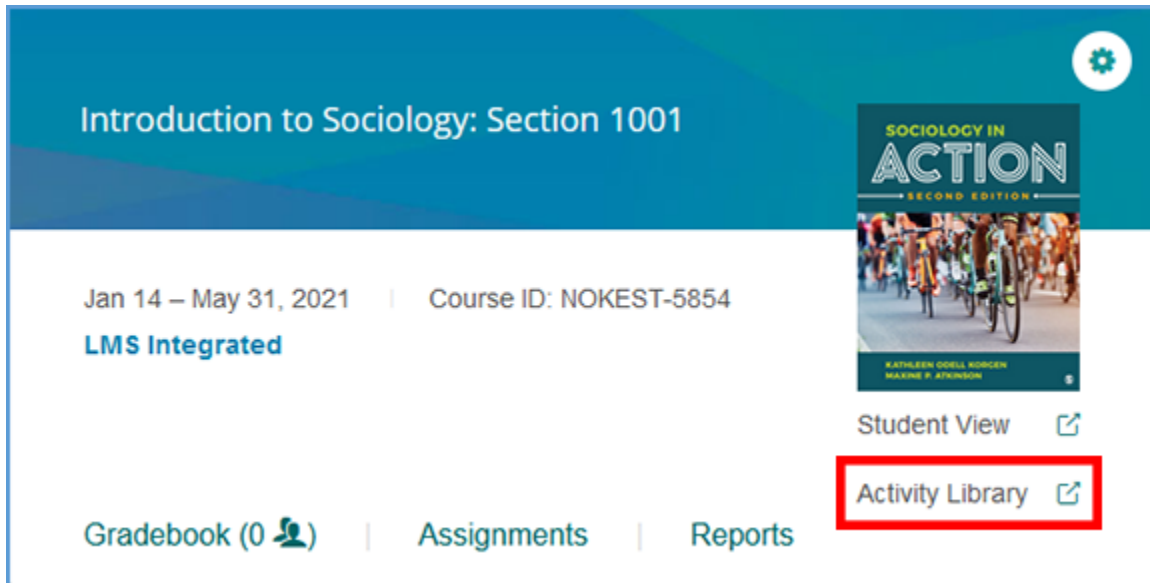
If you are on another tab in your course, you can get to the Activity Library from the top right corner.
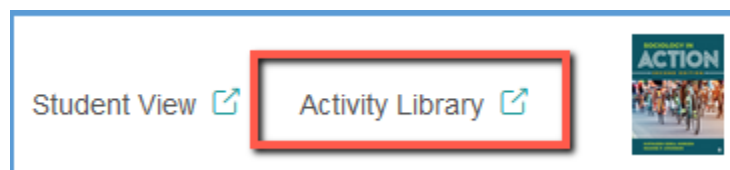
Activities are grouped by chapter and in the same order they are presented in the text.
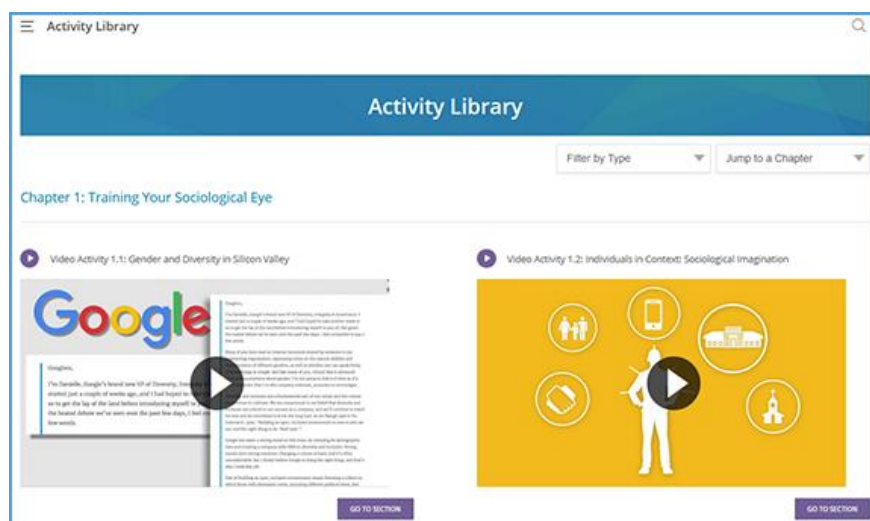
You can use the dropdown menus at the top right of the page to sort activities. The **Filter by Type** menu allows you to sort by only data activities or video activities.
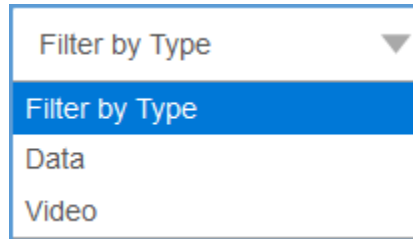
You can also show activities for a specific chapter by clicking **Jump to a Chapter** and choosing the chapter you wish to see.
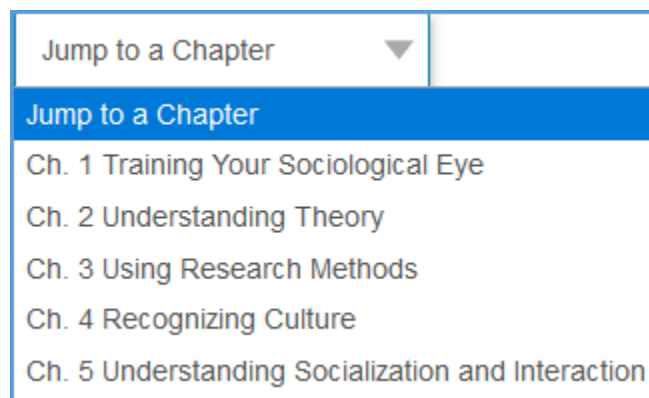
View activities in context with the textbook by clicking the **Go to Section** button underneath the activity. This feature takes you to the activity in Student Preview mode.

Assignments

On the Assignments page you can:

- Hide chapters
- Export the assignments
- Preview assignments as a student
- Set due dates
- Change the settings for individual assignments

Editing assignment settings on this page allows you more granular control over your assignments than the global settings made during course creation.

To get started, locate your course on your My Courses dashboard and click **Assignments**.
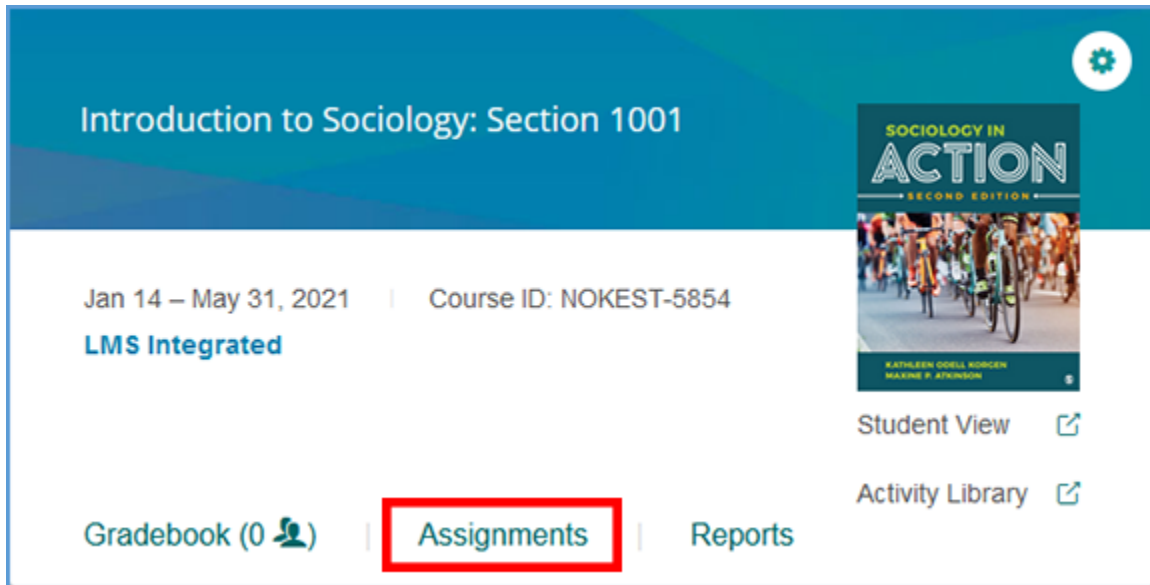
If you are already in another area of your Vantage course, you can easily get to the Assignments from the top navigation menu.
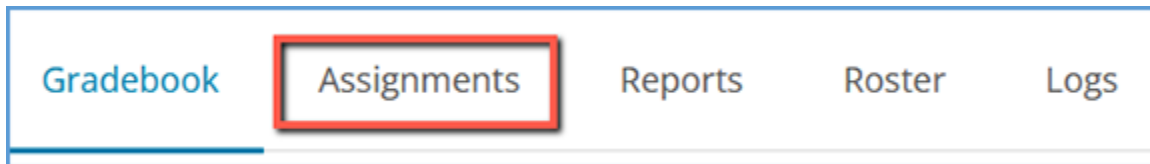
Show/Hide Chapters

You may want to omit a chapter from your course curriculum. The **Show/Hide Chapters** option allows you to quickly unassign all contents of the chapter.
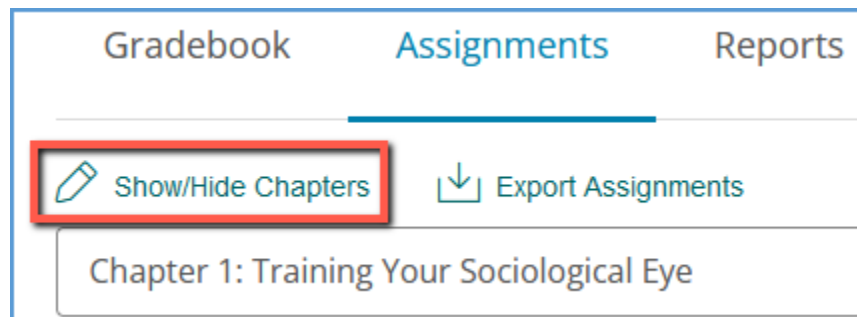
🕊 **TIP**: Even if a chapter is "hidden" from the course, students can still access the content.

![SAGE vantage®]

In the chapter list, uncheck the box for any chapter you want to exclude from your course.

Once you are finished with your selections, click **Save** at the bottom of the page. You can also **Cancel** without saving any changes.

Once you click Save on the "Show/Hide Chapters" page, you will see a pop-up message asking you to confirm your changes. This pop-up indicates that any assignments within the chapter will be automatically unassigned. Click **Save** to confirm or **Cancel** to exit without saving any changes.

In the Table of Contents, the hidden chapter is greyed out. All sections and assignments for the chapter are also greyed out. A message at the top of the Table of Contents indicates this content is not covered.

Table of Contents ⌄

The greyed out sections and assignments will not be covered in this course.

Activity Library

Front Matter   >

1: Training Your Sociological Eye   >

2: Understanding Theory

3: Using Research Methods   >

Table of Contents ⌄

< Back

The greyed out sections and assignments will not be covered in this course.

○ Understanding Theory: Introduction

○ 2.1: What Is Theory?

💡 Knowledge Check 2.1

○ 2.2: Understanding the Structural Functionalist Perspective

If you decide at a later date that you want to include a hidden chapter, you can revisit the "Show/Hide Chapters" page. Check the box for that chapter and save your changes. You can then edit due dates and assignment settings as normal.

Export Assignments

Use **Export Assignments** to create a CSV export of your assignment settings.
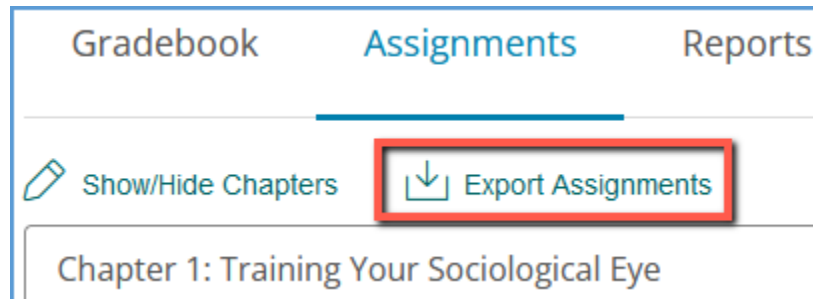
This export file includes the following information for each assignment:

- Assignment name
- Assignment due date
- Number of questions in the assignment
- Number of points possible in the assignment
- Assignment type (completion or grade)
- If hints are permitted
- Number of attempts allowed
- The LMS link for the assignment

Preview

You can visit the student preview for each chapter or any assignment directly from the Assignments page. The **Preview** button on the far right of the page launches the student view.
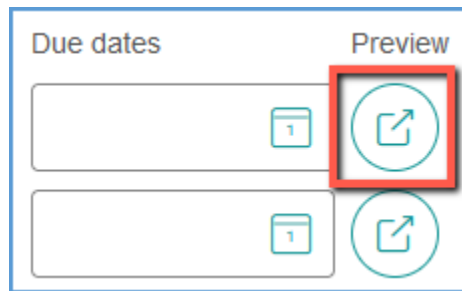
Chapter previews begin on the first page of that chapter while assignment previews take you directly to the assignment you are previewing.
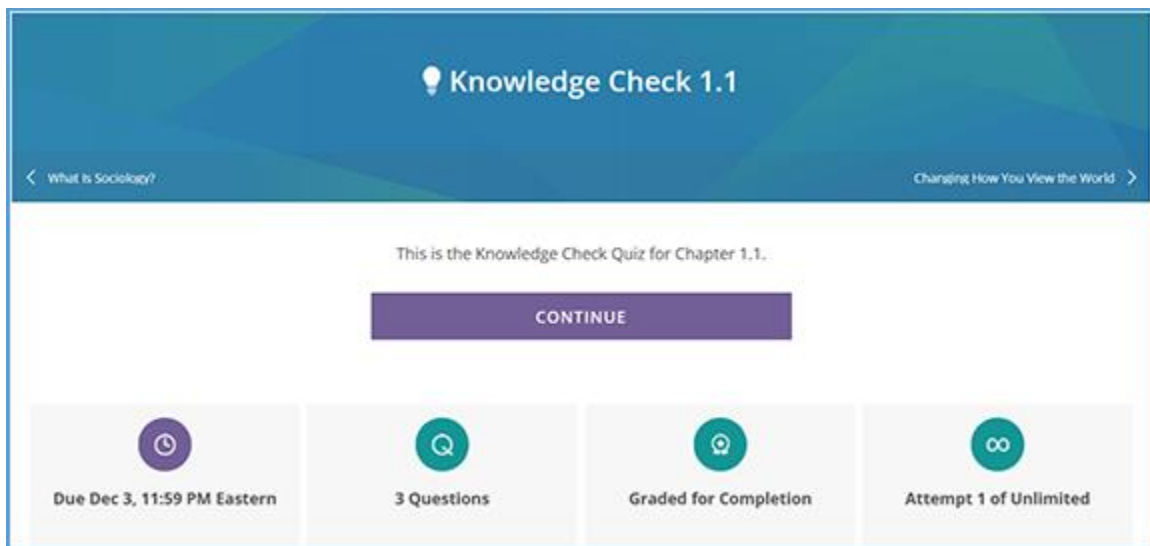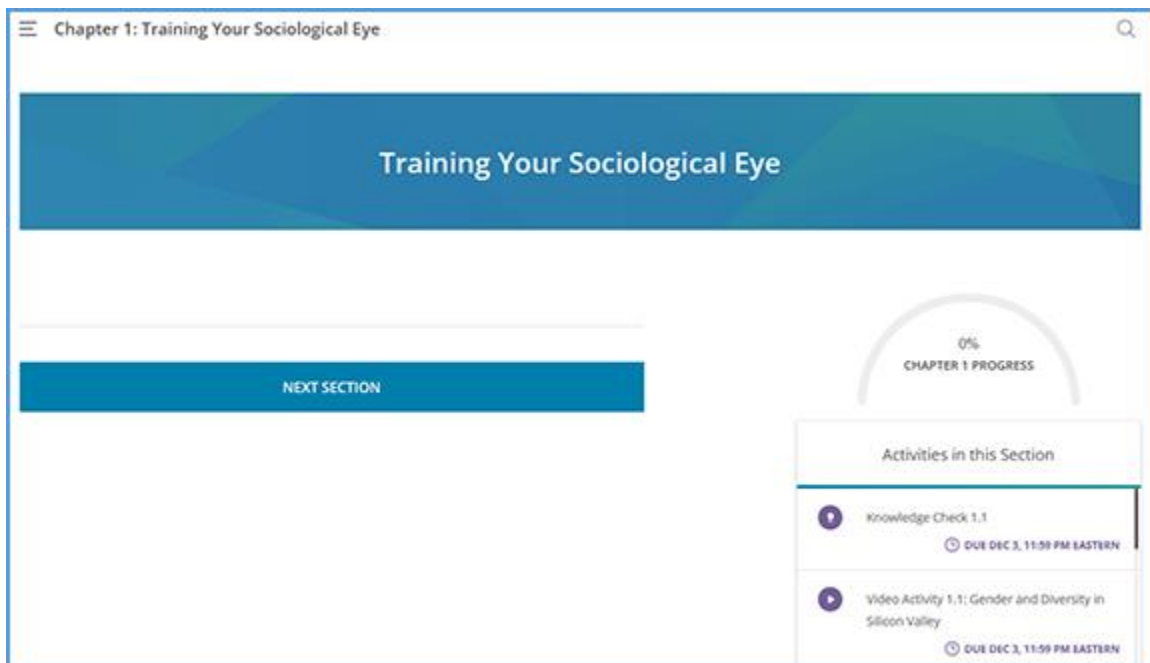
Due Dates

The due dates for a chapter can be set on the right side of the Assignments page. After expanding the chapter's contents, due dates can further be set for assignments within that chapter.
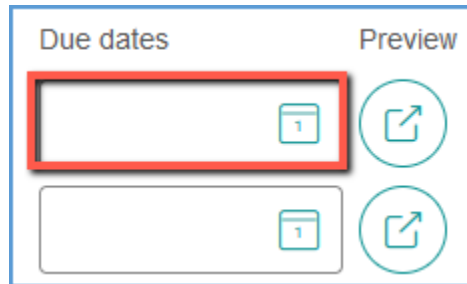
Clicking the calendar icon opens an interactive calendar for you to set the due date.
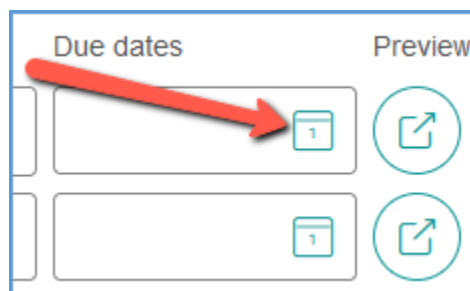
You can navigate by month and year to choose the appropriate date. You can also set the specific hour/minute for that date. The calendar defaults to the current day's date at 11:59 PM.
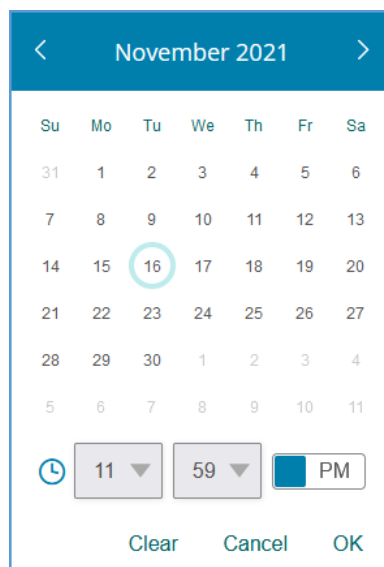
Once you set the due date, click **OK** to save the change. You can also **Cancel** without saving or use **Clear** to remove any date that is already set.

When you set the due date at the chapter level, all content within that chapter receives the same due date. It is possible to edit the due dates for the assignments separately from the chapter's due date.

When assignments within a chapter have a different due date than the chapter itself, the due date field for that chapter will have a red asterisk.
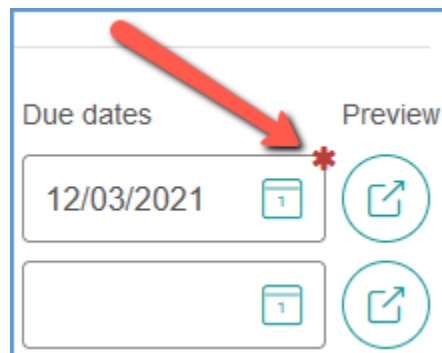
Once you have set a due date for the chapter or assignments within it, if you make further changes to the due date, a pop-up warning appears. This message tells you that the new date conflicts with the date(s) already set for the chapter. Changing the due date will change it for all content within that chapter. Click **Change** to proceed or **Cancel** to exit without saving.
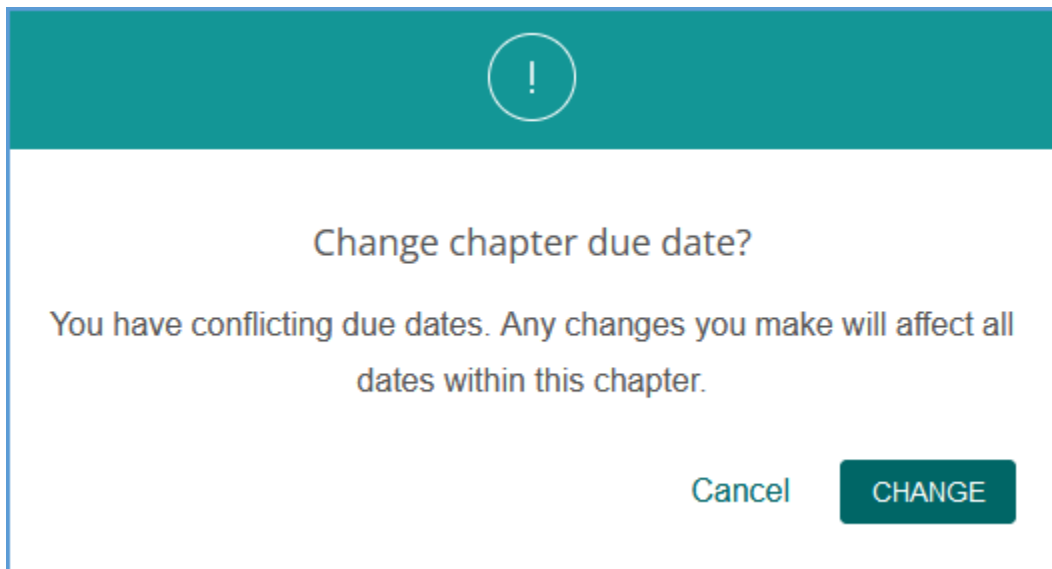
The due date you set will be clearly noted for your students in their dashboard and on the assignment page itself.
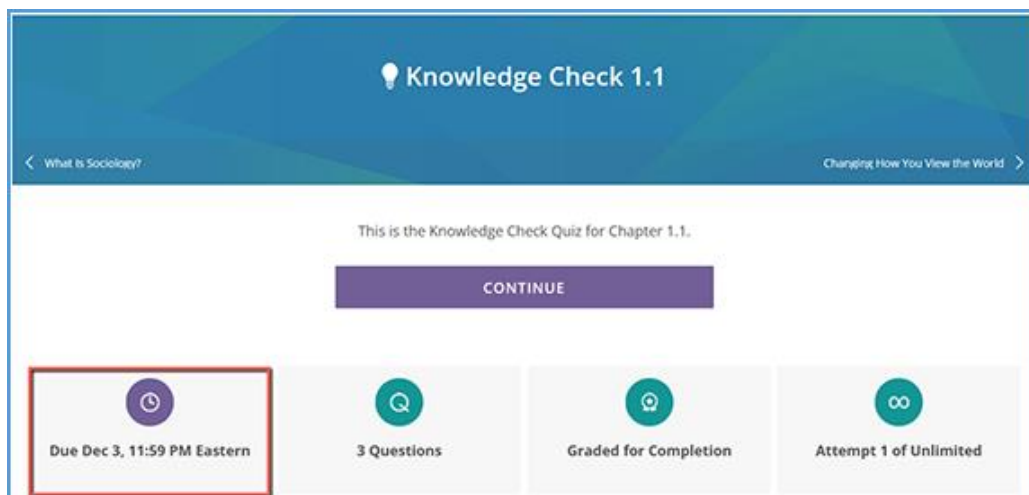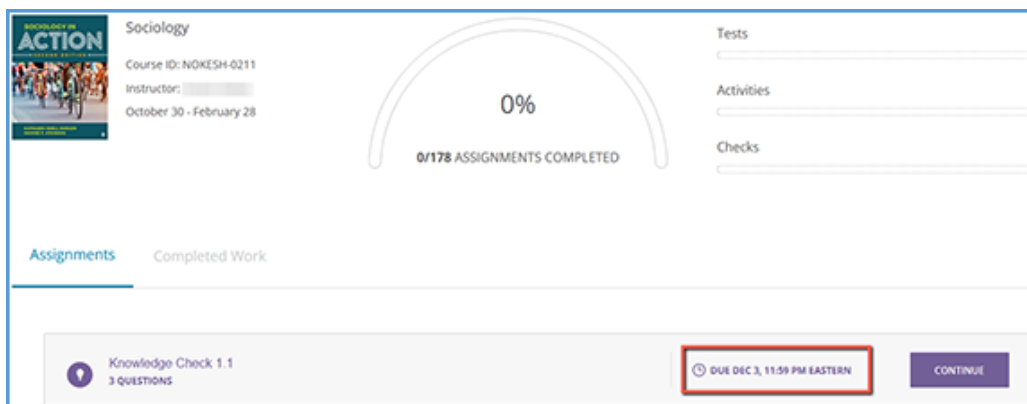
Editing Assignments

The Assignments page is organized by chapters. To edit individual assignments, click on the caret for a chapter to expand its contents.
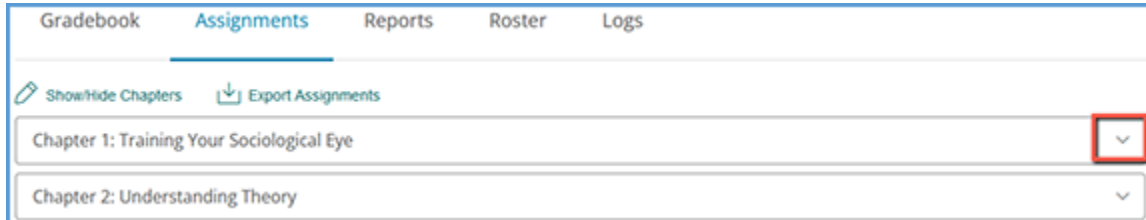
The chapter contents are sequentially organized to match the book's structure. Each section in the chapter has its own heading. Any assignments that occur within that section are listed under the section's heading. Each assignment includes a purple icon associated with the type of assignment it is.

The example image below shows two sections from Chapter 1 of this textbook. Section 1.1 includes a single Knowledge Check. Section 1.2 contains several activities of varying types.
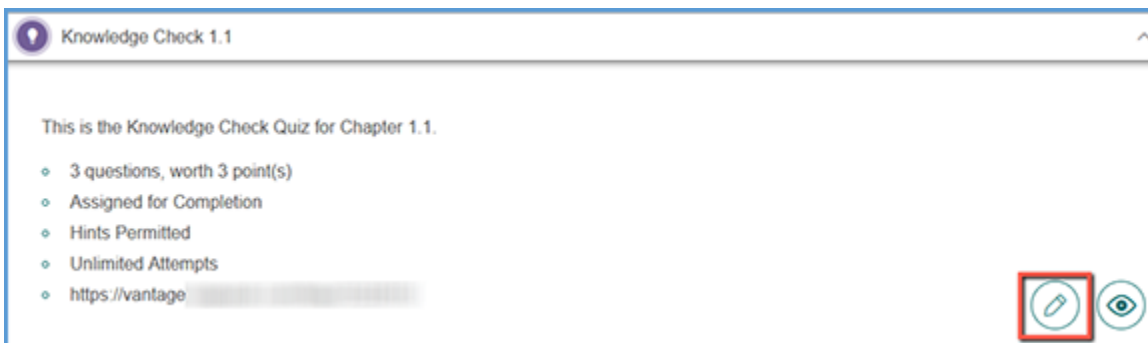
Edit Settings

To edit the settings for any assignment, click the caret for the assignment to expand it.

The current settings for the assignment are shown. Initially, these reflect the global settings decisions made during course creation.
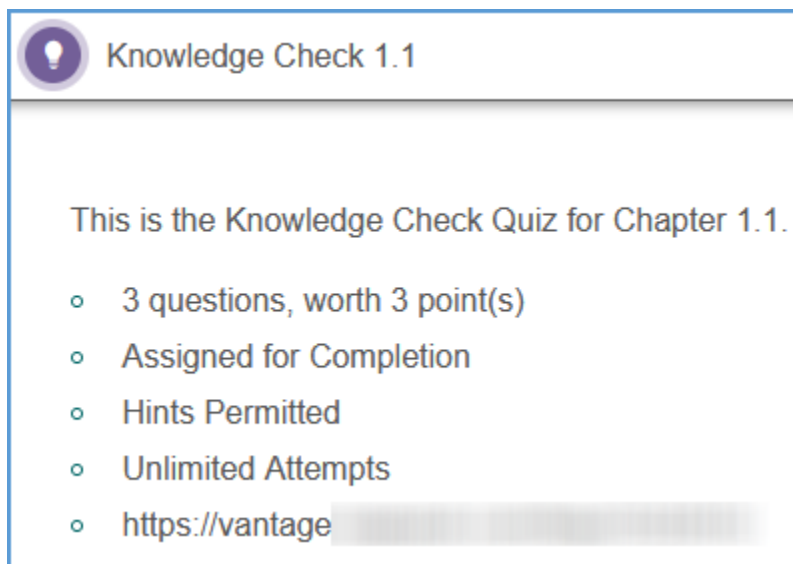
Click **Edit Settings** icon for the assignment which is found to the right of the assignment's settings summary.

Settings changes made here override the global settings made during course creation. Any changes at the assignment level will impact only the settings for that assignment. The settings vary slightly based on the assignment type. For example, hints are available for Knowledge Checks, but not for other assignment types.

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.

Once you are finished making changes, click **Save Changes** to save the new settings or **Cancel** to exit without saving.

Preview Assignment Questions

You can see the questions for any assignment by clicking the Preview icon which is found to the right of the assignment's settings summary.
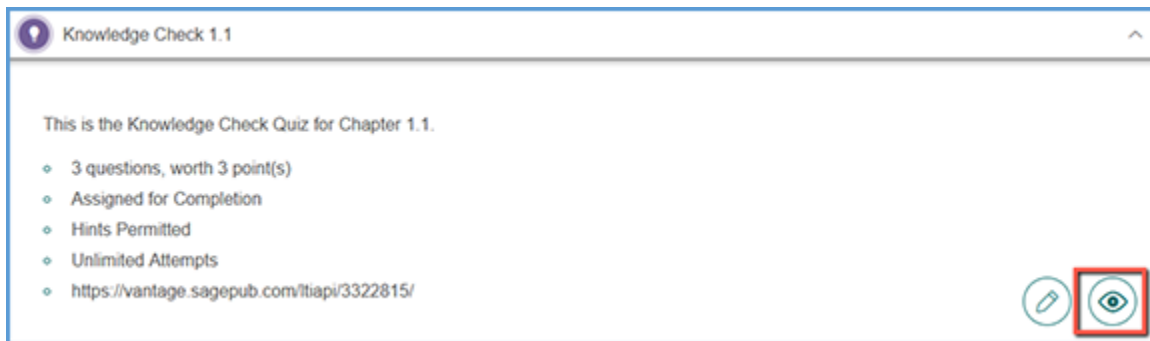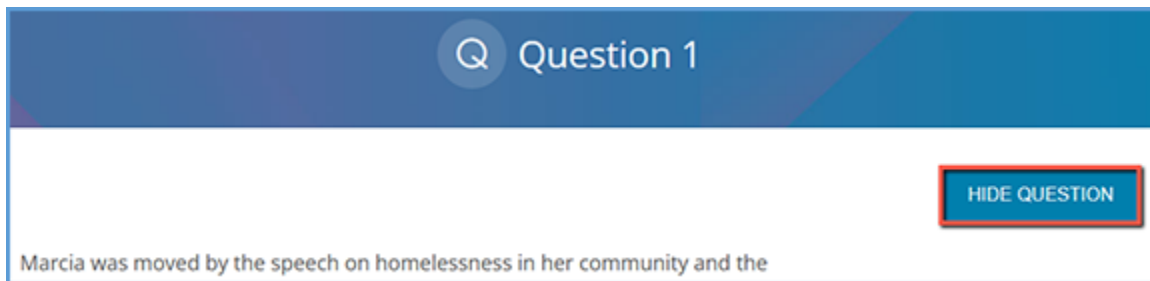
The Preview repeats the summary of the assignment's settings at the top of the page. All available questions for the assignment are displayed along with feedback and hints that students will see when they complete the assignment. Please note that in the example image below, some information has been removed.
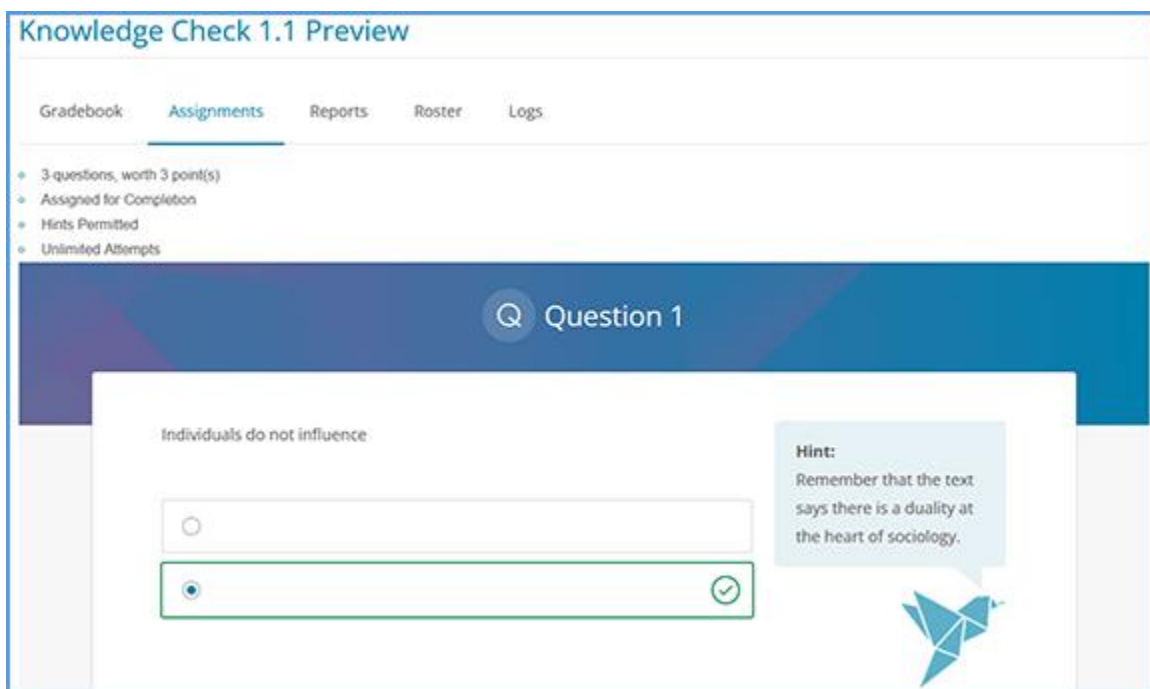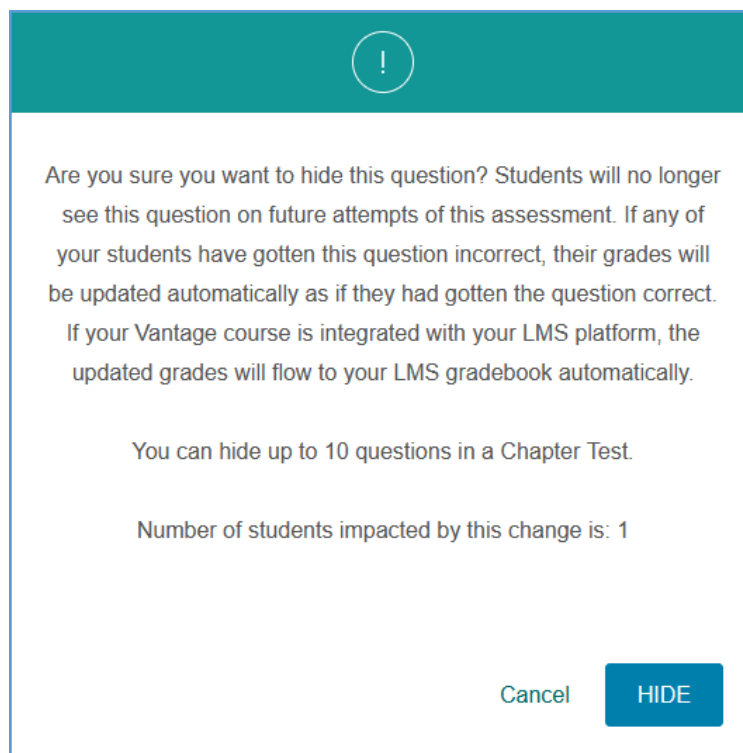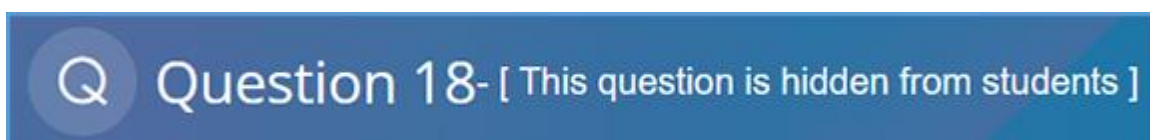

Hide Questions in Chapter Tests

When previewing questions for Chapter Tests, you can hide questions that you want to remove from the pool. You can hide up to 10 questions from a total pool of 45 questions. Locate the question you want to hide and click **Hide Question**.

Q Question 1

HIDE QUESTION

Marcia was moved by the speech on homelessness in her community and the

A pop-up warning message explains what will happen as a result of removing the question. If any students have completed an assessment attempt that included the question, their response to the question will be marked correct even if they answered incorrectly. Their grades update automatically. The pop-up tells you how many students are impacted by hiding the question. If the question has not appeared on any assessment attempts, the message will indicate that "No student grades will be changed."


Are you sure you want to hide this question? Students will no longer see this question on future attempts of this assessment. If any of your students have gotten this question incorrect, their grades will be updated automatically as if they had gotten the question correct. If your Vantage course is integrated with your LMS platform, the updated grades will flow to your LMS gradebook automatically.

You can hide up to 10 questions in a Chapter Test.

Number of students impacted by this change is: 1

Cancel   HIDE

Once the question is hidden, it is marked to help keep track of it in the pool.

Q Question 18- [This question is hidden from students]

If you want to restore a hidden question at a later date, locate the question in the pool and click **Show Question**.
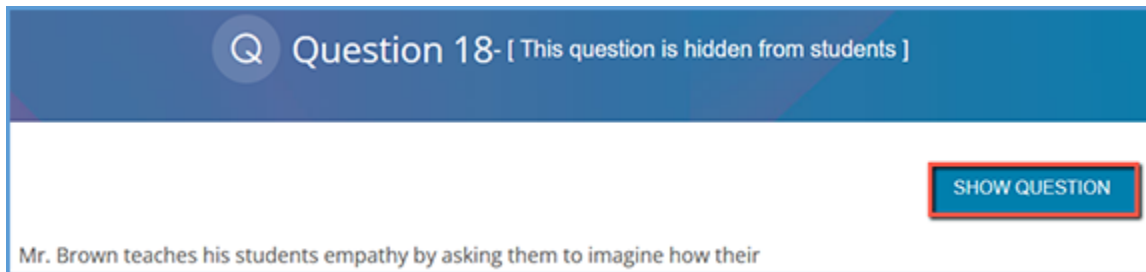
A pop-up message will ask you to confirm if you want to **Show** the question or **Keep Hidden** for future assessment attempts. Make your selection to either restore the question or keep it hidden from any assessment attempts.
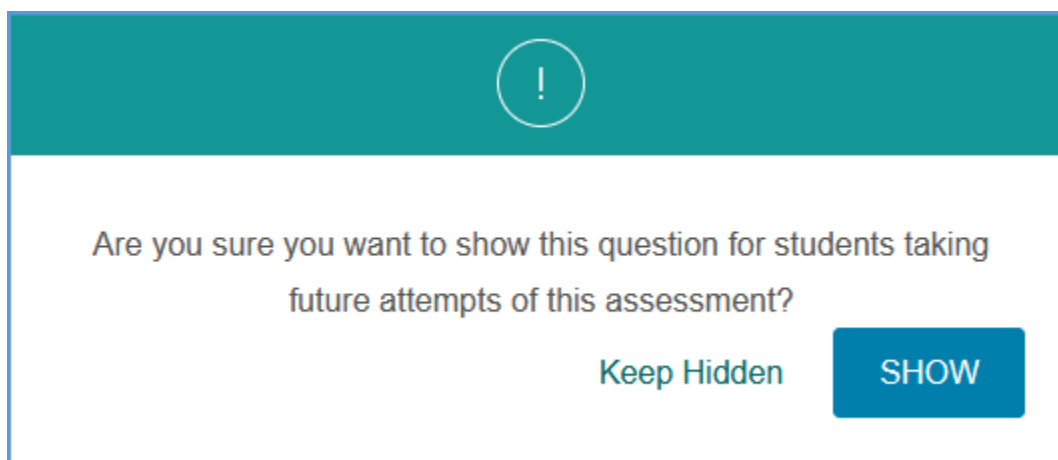

If you have removed questions from the question pool, you may find it easier to preview the questions based on their status. At the top right of the preview page, you can use the filter dropdown menu to sort questions by All, Hidden or Assigned.
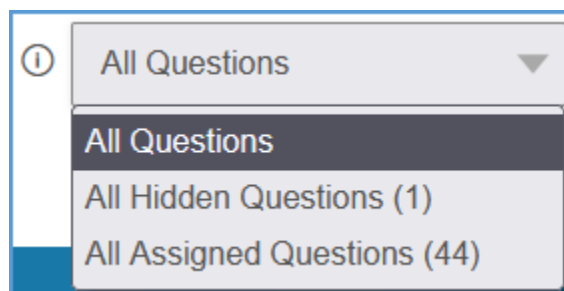
Gradebook

For each course, you will have a gradebook. You can quickly get to the gradebook for any course by locating that course on your My Courses dashboard and opening the Gradebook page.
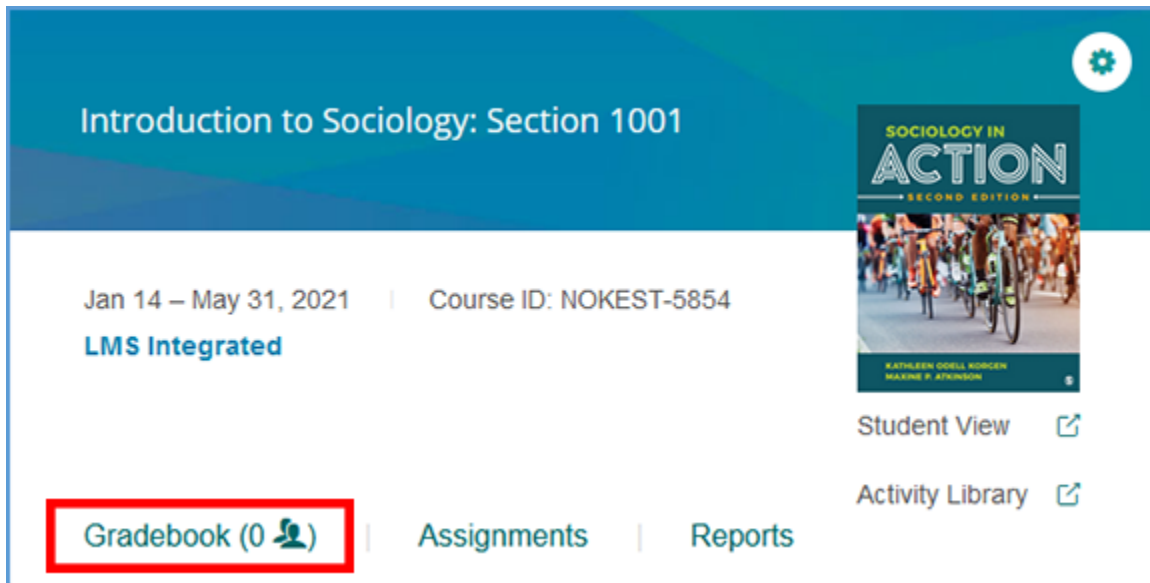
If you are already in another area of your Vantage course, you can easily get to the Gradebook from the top navigation menu.
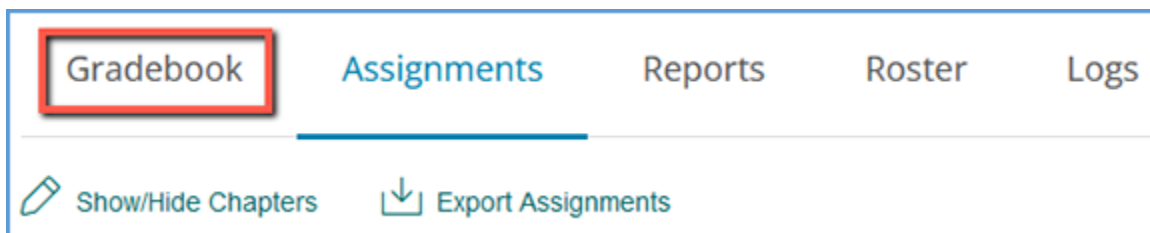
Viewing the Gradebook

Your gradebook reflects your course creation decisions and any subsequent assignment setting updates you may have made. It is designed to help you monitor student progress at a glance.

A student must have registered in your Vantage course to appear in your gradebook. Your list of students appears in the left column. The second column tallies the points a student has received for their completed assignments out of the total possible number of points for all assignments – whether for a grade or completion.

Name	Total
Josiah Anderson	19 / 858
Jorge Hernandez	49 / 858
Ali Khan	28 / 858
Elizabeth Lee	12 / 858
Elena Nolan	28 / 858

Each column in the gradebook is an activity in the textbook. The columns are in the same order as they appear in the textbook.
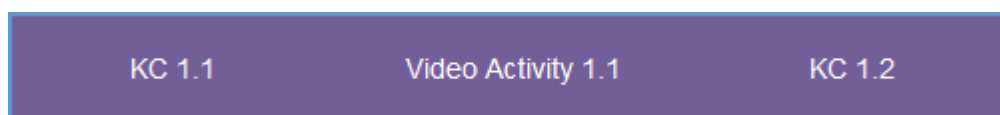
Assigned for Completion

Assignments for completion default to a simple graphic reflecting the completion status. Assignments that have not been attempted show a dash while an assignment with a completed attempt uses a purple circle.

These examples show completion status in the gradebook:

Not yet attempted

Completed attempt

Assigned for a Grade

Assignments for a grade are blank if the student has not yet made an attempt. Once the student completes an attempt, the number of points received out of the total possible points will be posted. Additionally, the percent score is listed.

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

These examples show how assignments for a grade appear in the gradebook:

Not yet attempted

Completed attempt
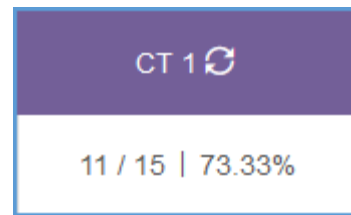
Late Assignments

Once the due date for an assignment is reached, if a student has made no attempts or submitted an attempt after the due date, the grade is flagged with a red bar. If the assignment is for a grade, the point value is also red. The below examples reflect how the gradebook will look based on whether you choose to accept late grades and if the assignment is for a grade or completion.

TIP: When a student submits an assignment late and multiple attempts are allowed for that assignment, only the first attempt completed after the due date is recorded in the gradebook. Subsequent attempts are ignored for reporting purposes. For example, if the assignment is set to record the best of three attempts and the first attempt is submitted after the due date, only the first attempt matters – even if it was not the best attempt.

Late grades are recorded and flagged:

Assigned for completion with no attempts after the due date
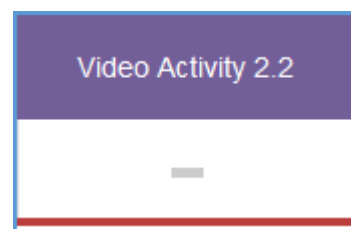
Assigned for completion and submitted late
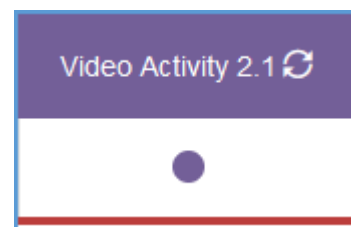
Assigned for a grade with no attempts after the due date
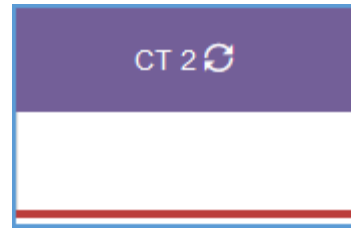
Assigned for a grade and submitted late
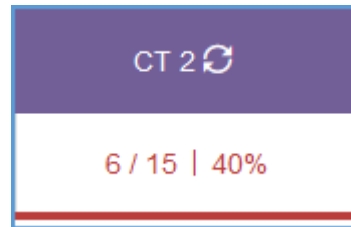
Late grades are not accepted:

Assigned for completion – regardless of whether an attempt is made after the due date
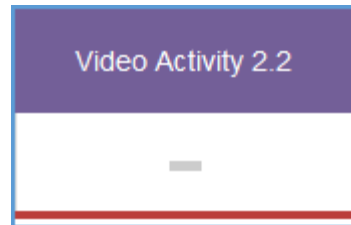
Assigned for a grade – regardless of whether an attempt is made after the due date
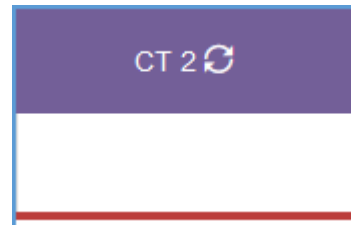

Gradebook Tools

A number of tools are available to help you manage your gradebook. They can be found across the top of your Gradebook. These tools will allow you to:

- Download the gradebook
- Edit student grades
- Jump to assignments in a specific chapter
- Search for students by name
- Filter assignments to show specific selections
- Alter the numeric grade display
- Toggle to full screen
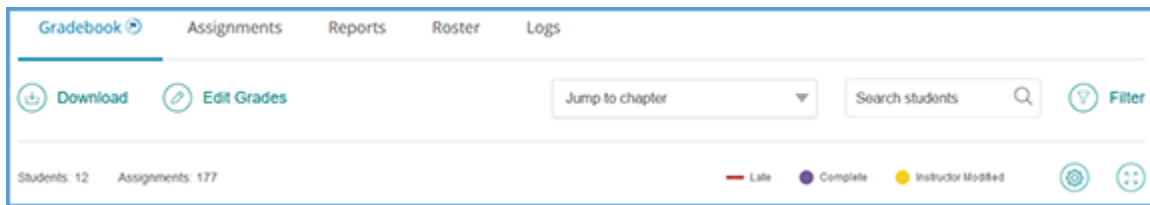
Download

You can download a copy of your gradebook in CSV format.
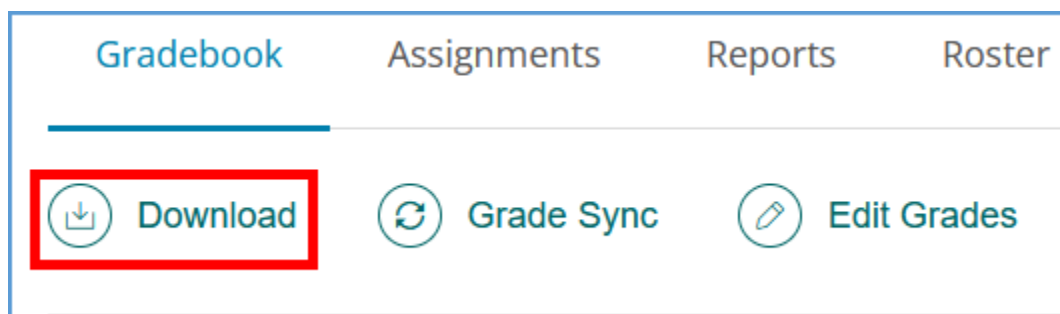
The download options are:

- Download all grades for this course
- Download only grades currently filtered in gradebook
- Download grades and completion dates for this course
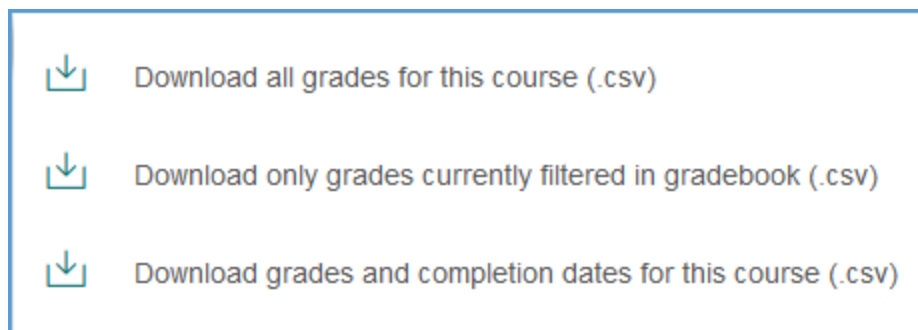
Download all grades for this course

When downloading all grades, the CSV includes students' names as well as the group they are assigned to (if applicable) and their current grades for each assignment in the gradebook. Assignments for completion are marked as complete or incomplete. Assignments for a grade

show the current point value or will be blank if the student has not yet attempted that assignment.

Download only grades currently filtered in gradebook

If you filter your gradebook, you may want to download a CSV of the results of that filter. In this example, the gradebook is filtered to show only Chapter Tests. The download includes only the grades currently filtered in the gradebook.

Download grades and completion dates for this course

You may want to track grades and completion dates. Choosing this download option provides a more comprehensive CSV of the current status of each student's submissions. This download includes:

- First and last names
- Student group
- Assignment name
- Grade
- Due date (If applicable)
- First completion date

- Late (noted with an X)

Grade Sync

If you need to manually send a grade sync, there are three options available in your gradebook:

1. All grades in the course
2. All grades for a specific student
3. All grades for a specific assignment

Once you click the grade sync button, it can take a few minutes for the grades to flow to your LMS gradebook.

> **TIP**: For large classes, it's recommended to send grades for a specific student or for assignments that seem to be missing. A typical Vantage course contains around 200 assignments. If you choose to grade sync everything with your LMS, that can easily be thousands of grades which can overwhelm the LMS if sent all at once.

Edit Grades

You can manually edit grades for any assignment in the gradebook by clicking **Edit Grades**.
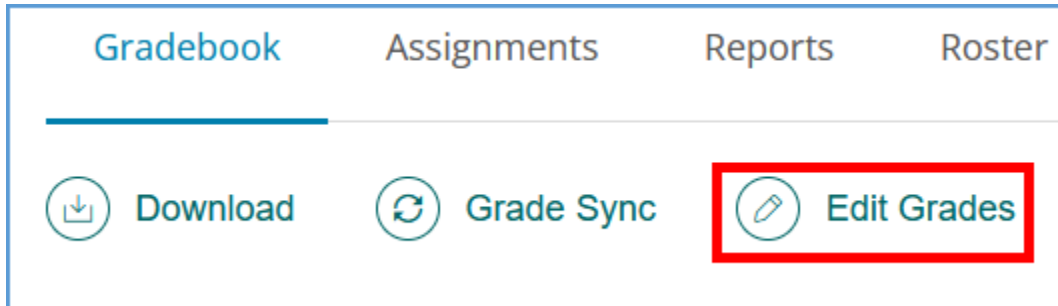
Before moving to the edit screen, a pop-up message asks you to confirm that you want to edit grades. Click **OK** to proceed or **Cancel** to return to the gradebook without making edits.
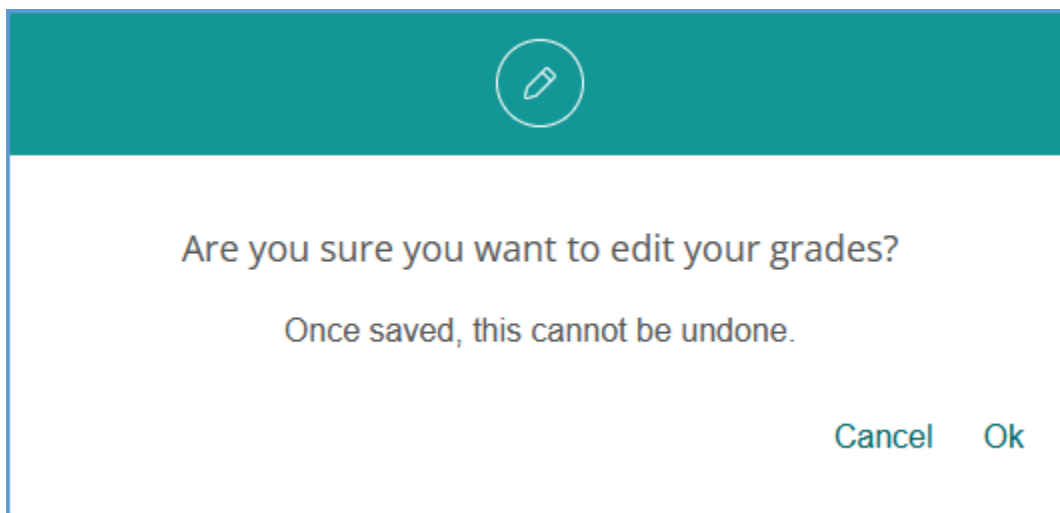
If an assignment is assigned for completion and not yet completed, you can mark it complete. If the assignment is already marked complete (shows a purple circle), you cannot change it. Locate the assignment column for the student's assignment you want to edit.

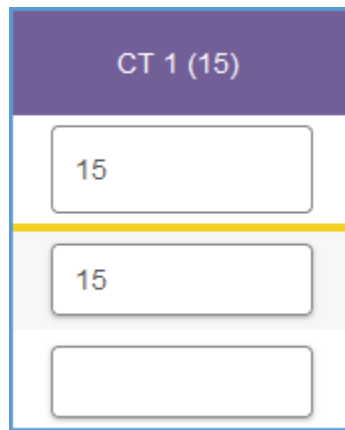| Name (0)	leo Activity 1.1 (4)	KC 1.2 (5)	Video Activity 1.2 (4)
Josiah Anderson	●	●	●
Jorge Hernandez	●	●	●
Ali Khan	●	●	●
Elizabeth Lee	●	●	—

Click inside the textbox for the assignment. A checkbox appears that you can tick to mark the assignment complete.

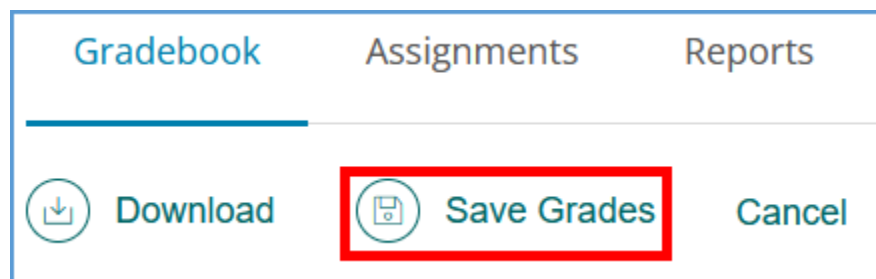| Name (0)	leo Activity 1.1 (4)	KC 1.2 (5)	Video Activity 1.2 (4)
Josiah Anderson	●	●	●
Jorge Hernandez	●	●	●
Ali Khan	●	●	●
Elizabeth Lee	●	●	☐ Complete?

Once you click the checkbox, a green check appears in it. The assignment will also be flagged with a yellow bar indicating it is "Instructor Modified."
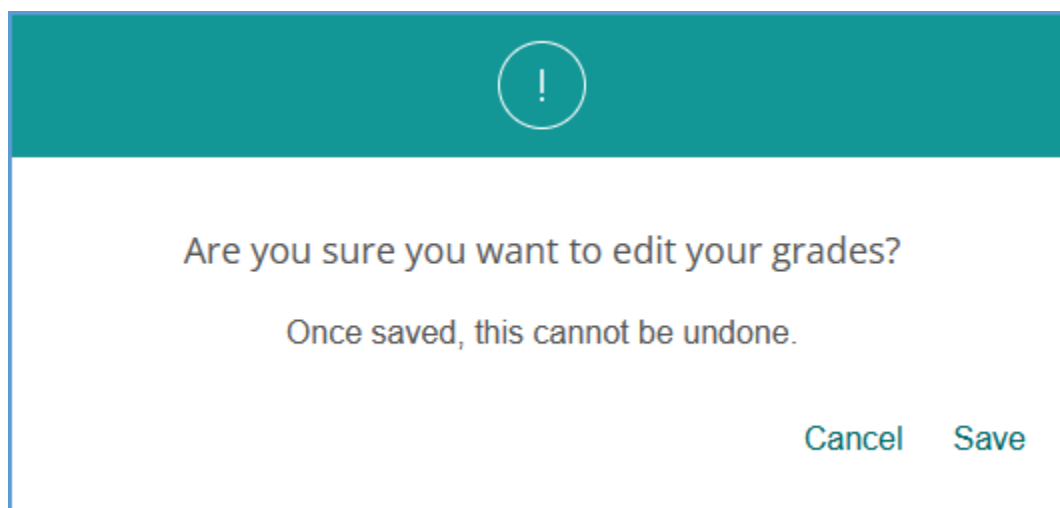
☑ Complete?
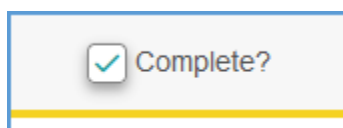
To edit graded assignments, locate the student and assignment you want to edit. Click inside the textbox to add the grade. You can enter a score if none exists or edit an existing score. Once you make a change, the assignment is flagged with the yellow bar.

Once you have finished with your gradebook edits, click **Save Grades** at the top of the page.

Once you click "Save Grades," a pop-up message asks you to confirm your gradebook edits. Click **Save** to keep the changes to your gradebook or **Cancel** to return to editing the gradebook.

Once you save the changes, the edited grades are flagged with a yellow bar and a red X. If you want to remove an edit, click the red X to restore it to its pre-edited state.

Once you are on the Edit Grades page, if you change your mind about making edits, you can **Cancel** before you commit to any changes. Cancelling does not save any edits you might have made to the gradebook.
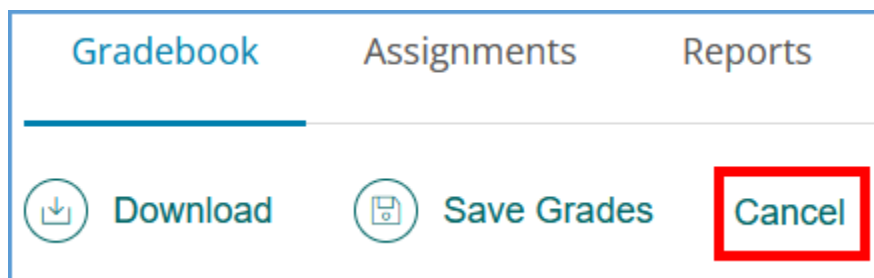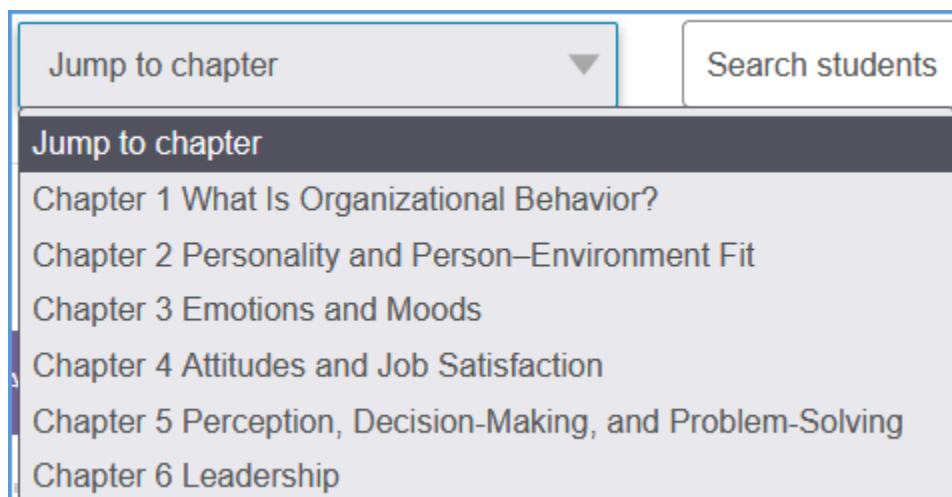
Jump to Chapter

Depending on the number of assignments you choose to include in your gradebook, locating a specific assignment can be a challenge. Use the **Jump to chapter** feature to quickly find any assignment for that chapter.
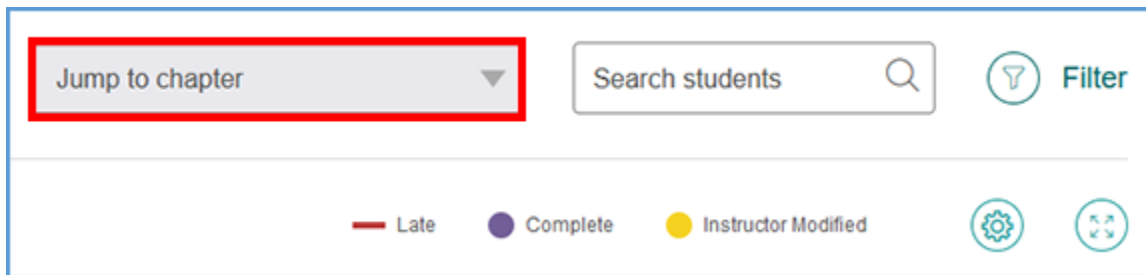
Clicking **Jump to chapter** opens a dropdown menu that lists each chapter in your course. Choose the chapter you want to see from the menu.
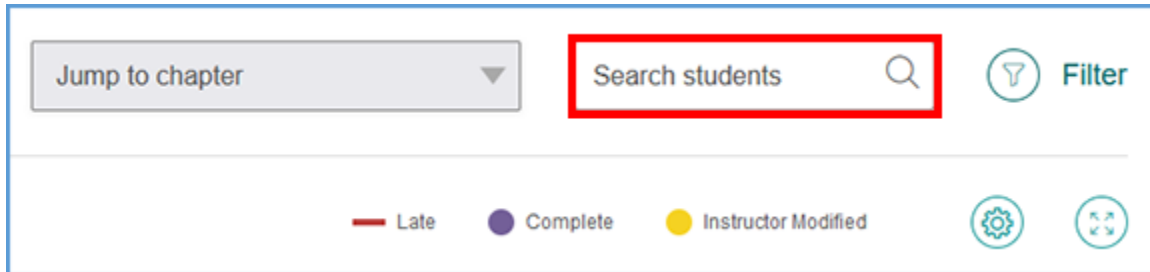

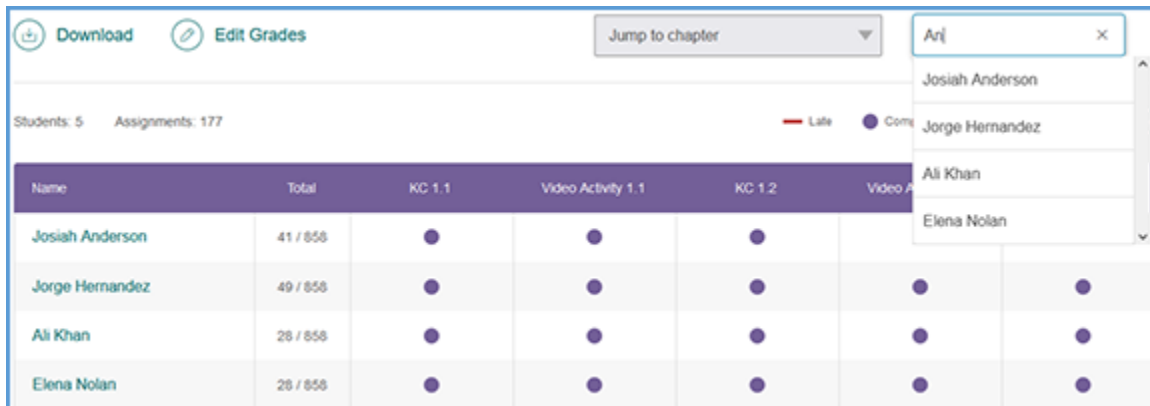Your gradebook will automatically scroll to the first assignment column for that chapter.

Search Students

The **Search students** feature allows you to quickly find a specific student in the gradebook.

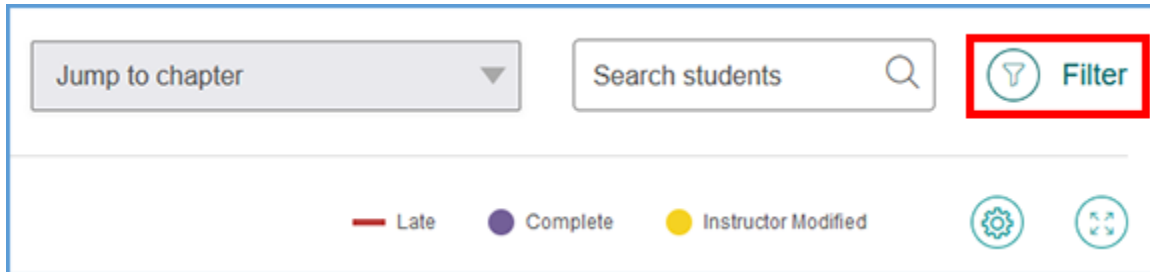Once you start typing a name, the gradebook automatically filters to any students that include a match.

A list of student names matching the criteria also appears under the search box. You can click a name in this list to filter the gradebook to show only that student.
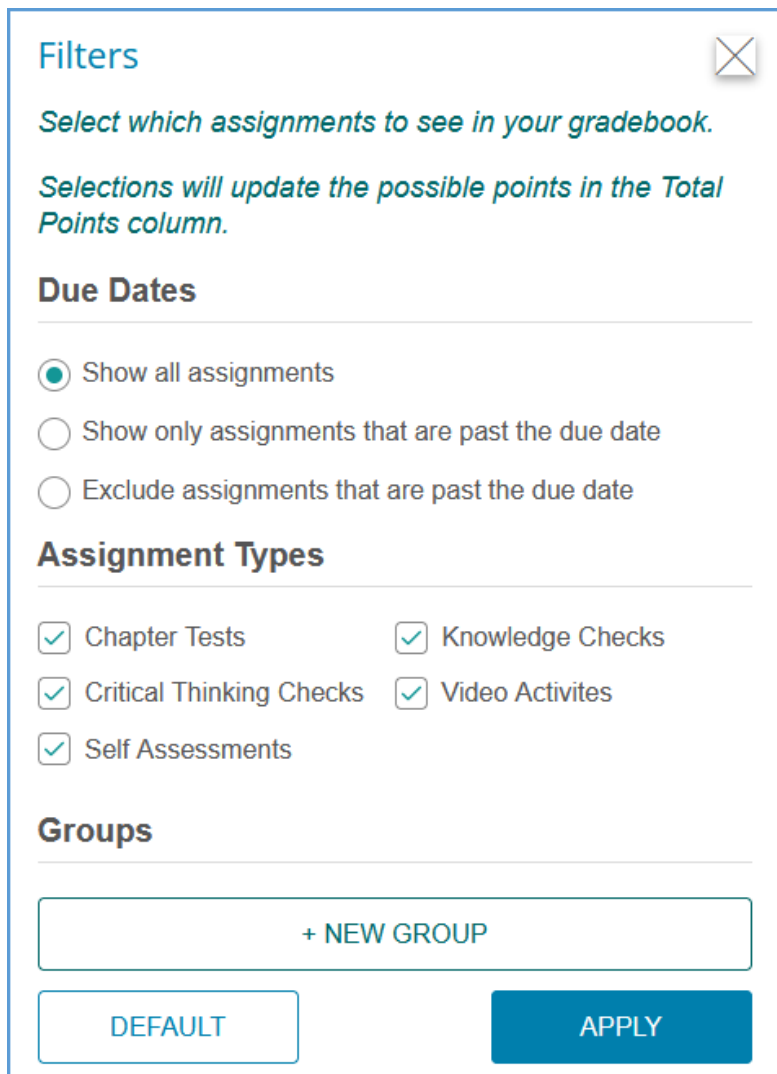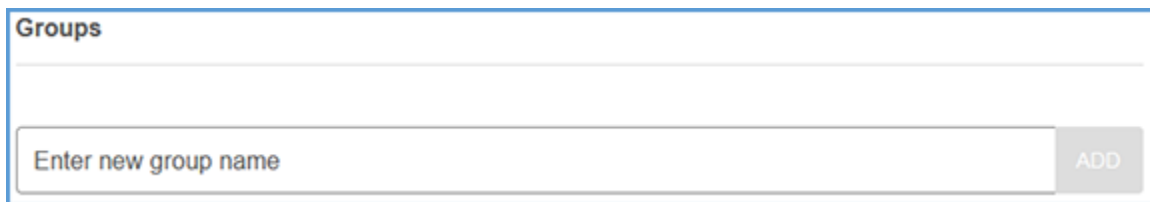
SAGE vantage®
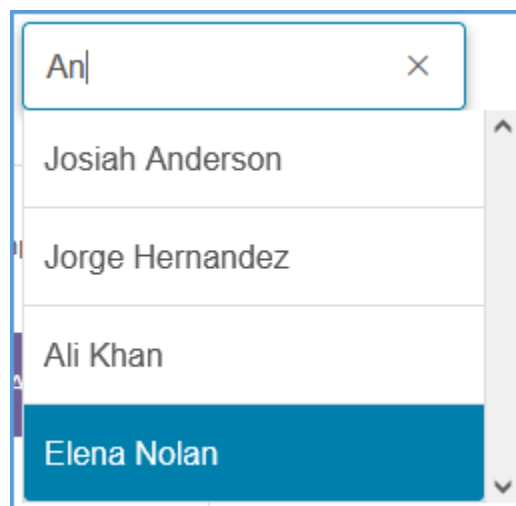
Filter

The **Filter** tool helps you sort the gradebook based on selections you apply.

The filter options allow you to sort the gradebook by Due Dates and Assignment Types. Make your selections then click **Apply** to update your gradebook view based on your filter settings. You can also create groups to help filter your gradebook by clicking **+ New Group**.
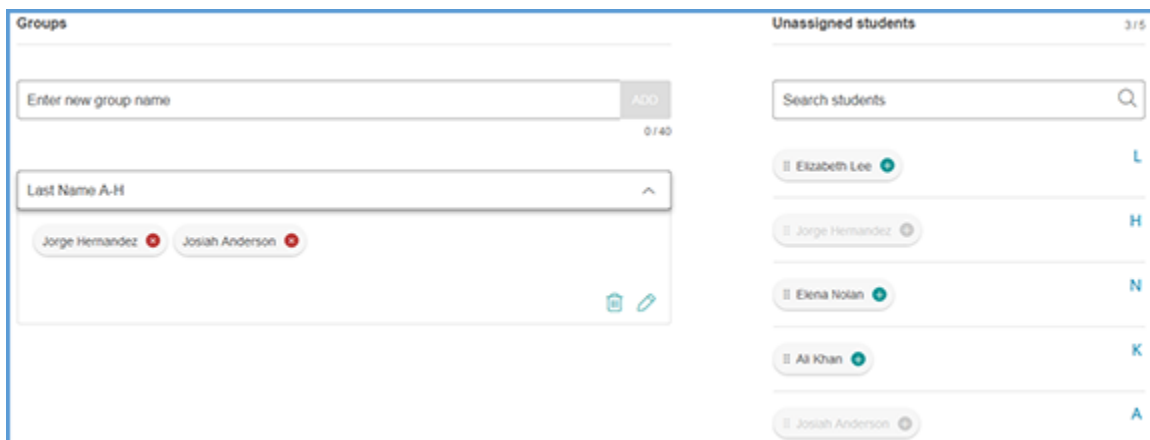
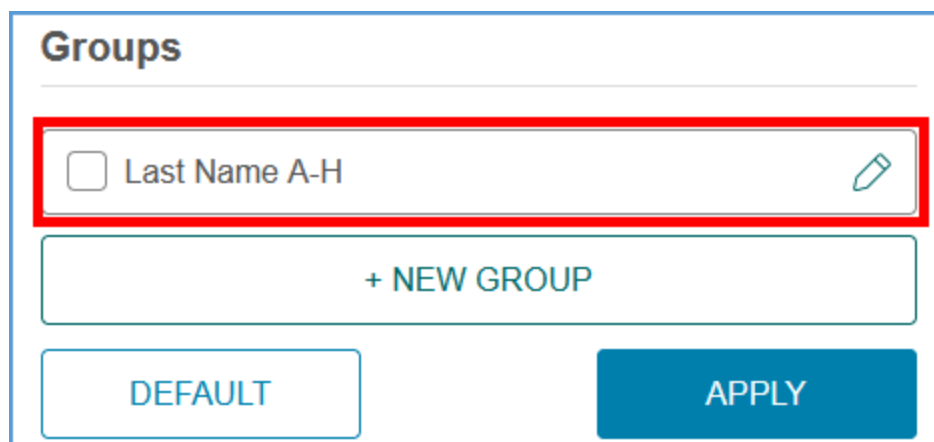Enter the name of the group you want to create then click **Add**.

You can then drag and drop students from the right side of the page onto your newly created group. Click the red X next to a student's name to remove them from the group.
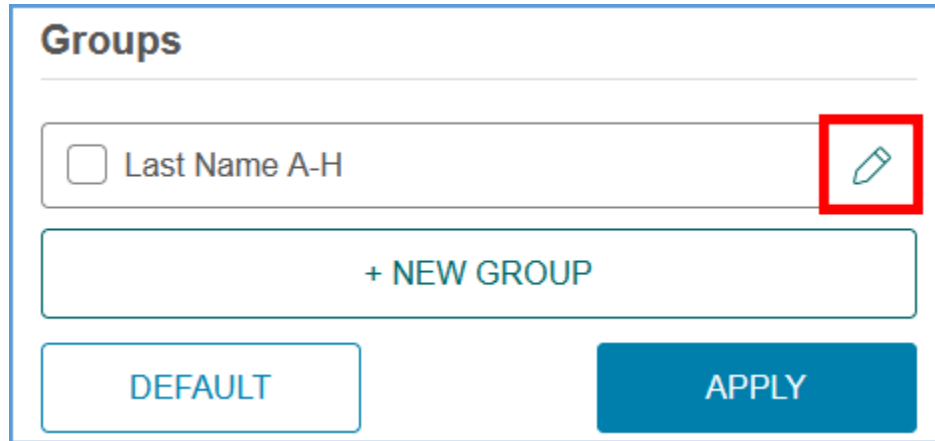

You can repeat these steps to add as many Groups as you would like. Once you add the groups, they become available as a selection to filter your gradebook.
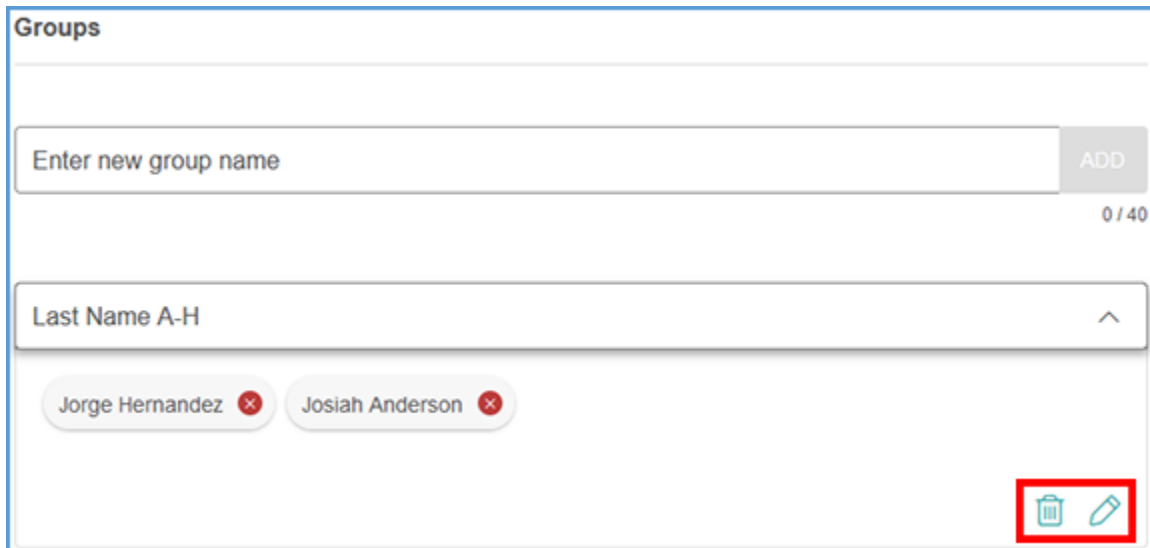
If you want to edit or delete a group at a later date, click the pencil icon for that group on the Filter pop-up window.
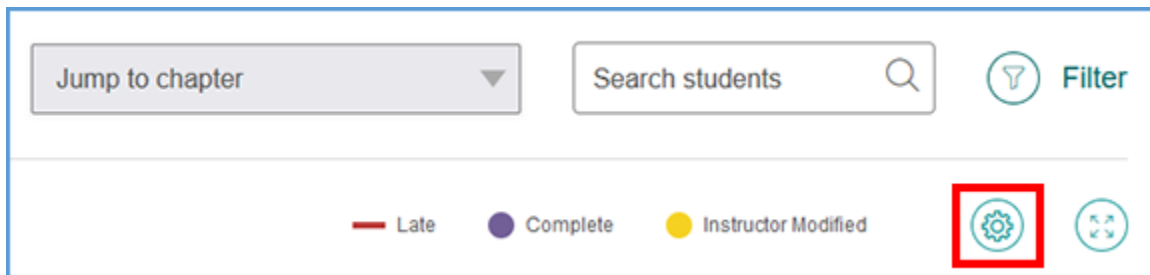

The trash can icon deletes the group while the pencil icon can be used to edit it.
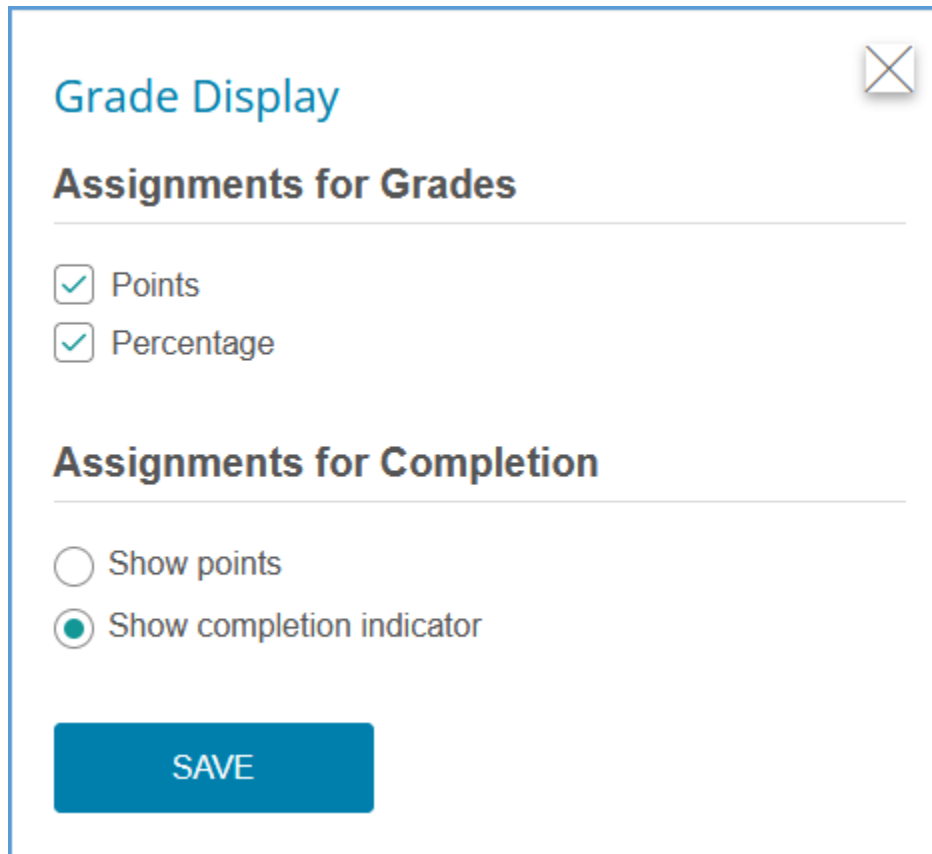

Settings

You can adjust the completion and grade display of your gradebook by clicking the gear icon at the top right corner of the gradebook.

The default display options show both points and percentages for assignments for grades. Assignments for completion show the completion indicator using a dash for assignments that are not yet completed and a purple circle for completed attempts.

These settings translate to a series of dashes, purple circles and grades based on a student's progress through the assignments. Assignments for a grade that are not yet attempted will be blank.

SA 1.2	CTC 1	CT 1
—	●	15 / 15 | 100%

You can change assignments for grades to show only the points or the percentage.

CT 1	CT 1
15 / 15	100%

You can also change assignments for completion to show the point value instead of the completion indicator.

KC 1.2
5/5

Full Screen Toggle

There may be times where you need more space to view your gradebook. A full screen toggle is available at the top right of the gradebook which expands the gradebook to use the width of the full page.

Once in full screen mode, the available tools are limited to the Settings gear icon and the Exit icon to return to the normal gradebook view.

Student Assignment Overview

You can click on a student's name in the gradebook to view details of their progress on their Assignment Overview page. At the top of the page, you can see a snapshot of the number of assignments the student has completed with a breakdown of those assignments by type.
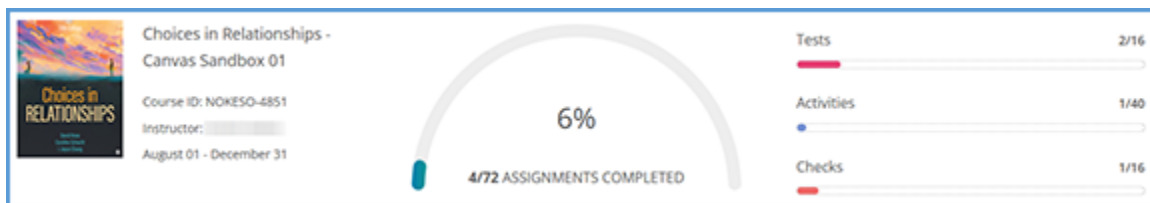

More specific details and actions for grade management are available on the bottom of the page. You will see all submitted attempts for any assignment the student has completed. Each assignment will show the current grade based on your course settings. Each attempt shows the points received and the percentage as well as the start and end dates for that attempt. Any completion date that is after the due date appears in red.
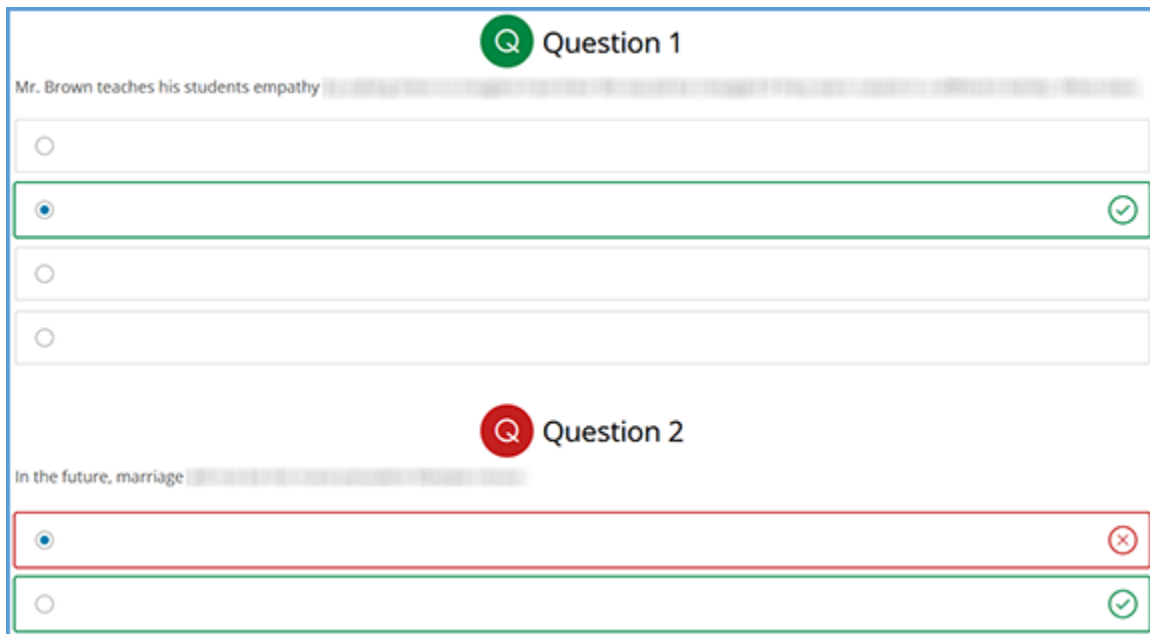
There are additional actions you can take for each assignment attempt: Review, Delete, Accept Late or Revoke Due Date Extension.

Review

Review allows you to see more specific information about the student's attempt for the assignment. At the top of the page, you can see a quick snapshot about the student's attempt.
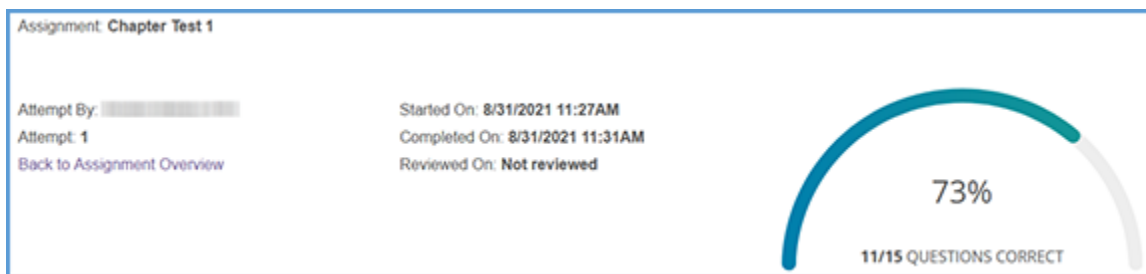
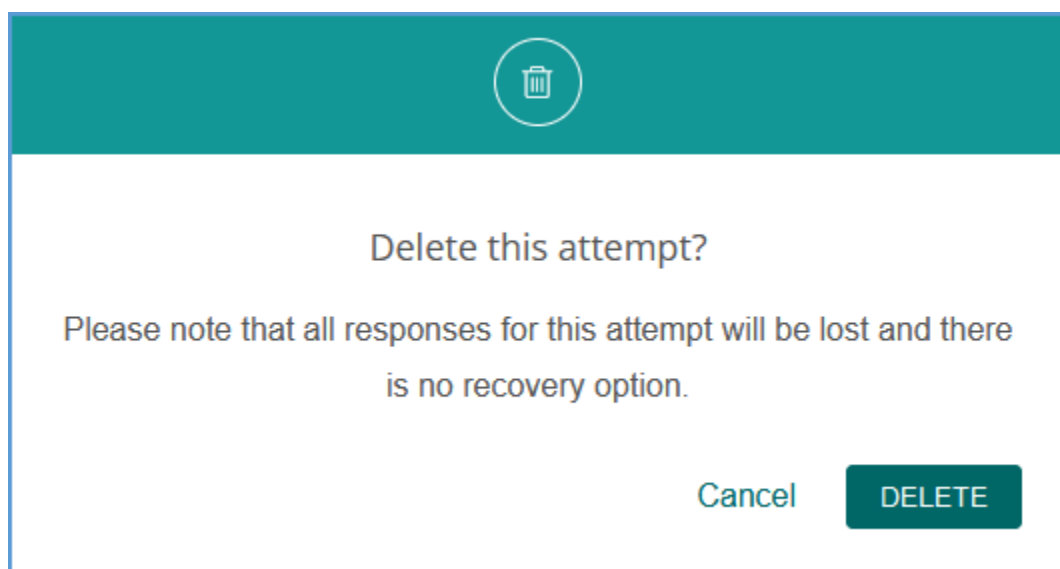Below this information, you can see which questions the student received on the attempt along with their responses. Green indicates the student answered the question successfully. Red shows areas where further review is necessary. Please note that in the example image below, some information has been removed. In your course, you will be able to see all question information for the student's attempt.

You can click **Back to Assignment Overview** at the top or bottom of the page to return to the student's activity.

Delete

It may be necessary to delete a student's attempt on an assignment. Locate the assignment and the attempt you want to remove and click **Delete**. A pop-up window will warn you that once the attempt is deleted, there is no way to recover the data. You can click **Cancel** to exit out or **Delete** to proceed.

Accept Late / Revoke Due Date Extension

There may be situations where you want to accept a late grade for a student's assignment attempt. Locate the assignment you want to accept. Click **Accept Late** to accept the grade. If you allow multiple attempts for the assignment, you can choose which attempt you want to accept. Once you accept the late grade, it becomes an on-time submission in your Vantage gradebook.

Once you accept the late grade, the "Accept Late" button is replaced by a "Revoke Due Date Extension" button. If you need to undo the late acceptance, you can click **Revoke Due Date Extension** to restore the grade as a late submission in the gradebook (the "Accept Late" button will reappear).

The "Accept Late" button is not available for any assignment that is submitted on time in the Vantage gradebook. This could be important for an assignment that allows multiple attempts if any one of those attempts was submitted on time.

If you allow multiple attempts for an assignment, and at least one attempt is completed on time while other attempts are completed late, Vantage uses only the on-time grades to determine the score. The late attempts are not included regardless of the assignment settings. These assignments will not be marked late in the Vantage gradebook.

For example, if a Chapter Test is set to use the best of three attempts and the student completes two attempts on time and one late, the best of the first two attempts will instead be used – even if the late attempt has the highest score.

| Attempt 1	8 / 15	Submitted on time
Attempt 2	11 / 15	Submitted on time
Attempt 3	14 / 15	Submitted late

The Vantage gradebook reflects "11" as the best of all three attempts. Attempt 3 is not used because it was submitted late.

In this situation, since the assignment has valid on-time attempts, the "Accept Late" button is not available. You will need to manually adjust the student's grade to use the correct attempt.
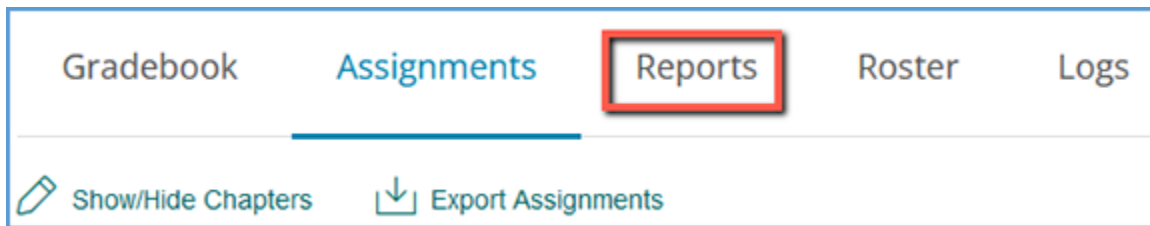
Reports

The reports available in Vantage provide 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.

> **TIP**: Report data updates once each day. To see changes, check back the following day.
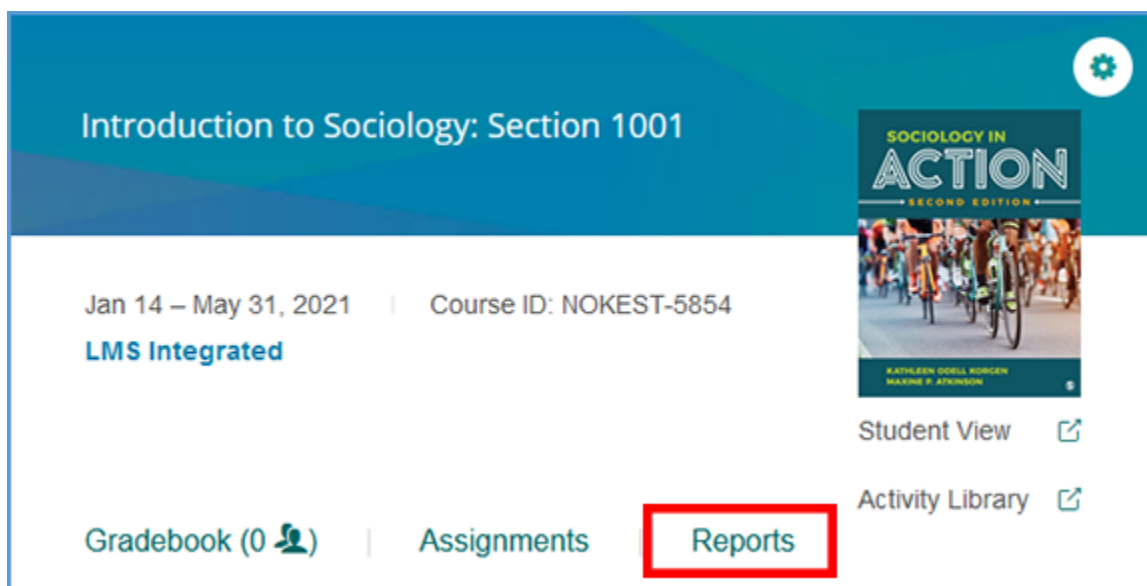
If you are already in another area of your Vantage course, you can easily get to the Reports from the top navigation menu.

SAGE vantage®

| Gradebook | Assignments | Reports | Roster | Logs |

✎ Show/Hide Chapters   ⤓ Export Assignments

You can download any report in CSV or PDF format. Look for the download link under the report type header and choose the format you want to download.

Student Activity

⤓ Download

Student Activity

⤓ Download csv

⤓ Download pdf
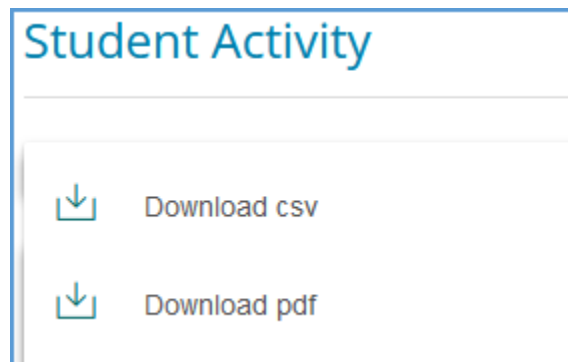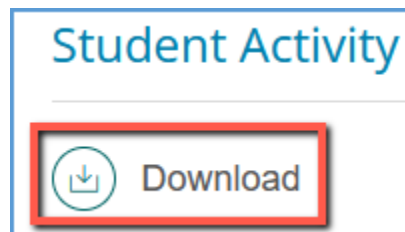
Student Activity Report

The Student Activity Report shows activity and progress for each student in the course. On the Reports page, you can view the following details for all students:

- The number of sessions a student has initiated
- Date of the first session
- Date of the last session
- The number of sections viewed in the course
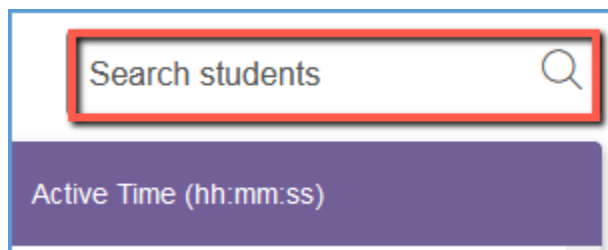- Total active time in the course

You can search for students by name using the search textbox at the top right of the Student Activity Report. The search allows you to filter the student list based on your search criteria.

You can click on a student's name to view details of their progress on their Assignment Overview page. At the top of the page, you can see a snapshot of the number of assignments the student has completed with a breakdown of those assignments by type.
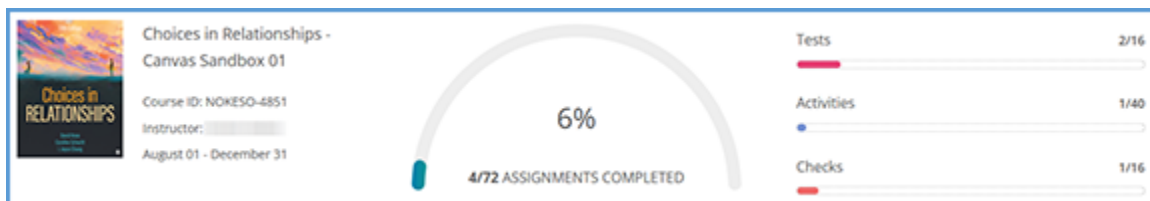
More specific details and actions for grade management appear on the bottom of the page. You can review or delete a student's completed attempts or accept a late grade. You can also download a CSV of the student's completed assignments.

Learning Objective Performance Report

Every question in Vantage is tied to a learning objective. The Learning Objective Performance report calculates the number of correct responses compared to the total number of questions answered for each learning objective.

The overall performance for each objective is color-coded to help you quickly see how well your students understand the material. The color codes indicate high (green), average (yellow), or low (red) levels of understanding.

You can use the Filter menu at the top right of the report to fine tune the display. You can pick specific chapters and/or performance ranges to easily view progress day-to-day.

Course Progress Report

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

You can use the Filter menu at the top right of the report to limit the assignments you see on the report. You can select specific assignment types and choose to look at assigned, unassigned or all assignments regardless of their assigned status.

Hovering your mouse over any bar in the graph allows you to see the detail for that type of assessment for that chapter.
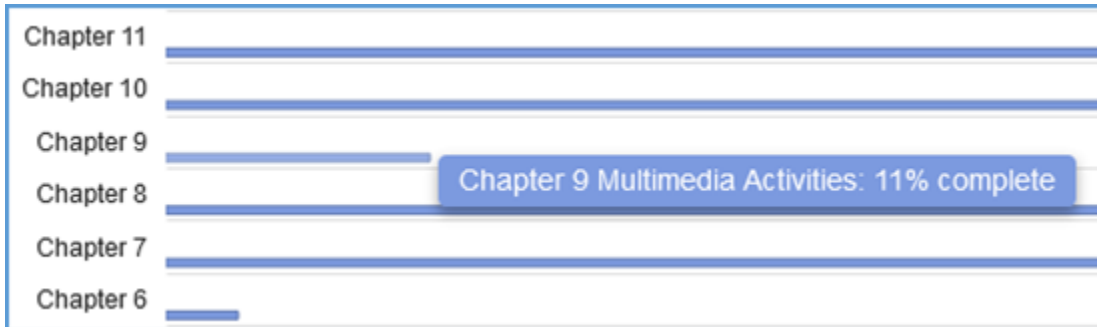
Teaching Assistants in Vantage

Teaching Assistants (TA) have the same course management capabilities as instructors. Your TA needs to have an instructor account in SAGE Vantage. They also need the Vantage Course ID so they can join your course as a TA.

Add a TA to a course

Once your TA logs into their Vantage account, they can click **Welcome, [Your Name]** in the top right corner, then choose **My Profile**.
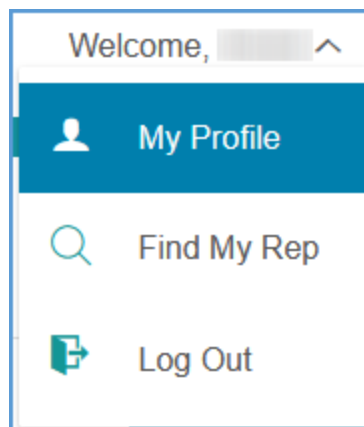
On the My Profile page, they will click **Join Course as a Teaching Assistant**.

My Profile

User Type	Instructor, Course Coordinator
Name	
Email	
Institution	SAGE Institution - College Sales
Country	US
Marketing Communication	I am currently receiving Marketing
Default Dashboard	Currently, my default dashboard is

JOIN COURSE AS A TEACHING ASSISTANT

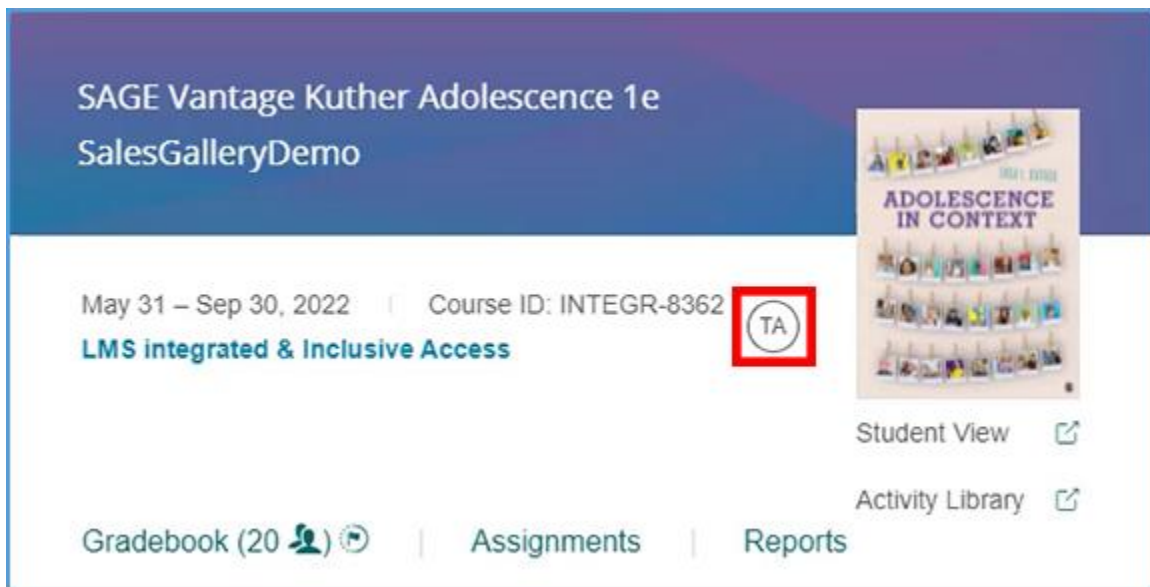They will enter the Course ID, then click **Join Course** to enroll as a TA.

Join a course as a teaching assistant!

Enter Course ID

You will need the course ID provided by your instructor to join.

JOIN COURSE

On the TA's My Courses dashboard, the course tile will show the TA icon next to the Course ID.

Remove a TA

To remove someone from having TA access to your course, locate the course tile on your My Courses dashboard. Click the gear icon to access the Course Management Tools, then choose **Edit** from the menu.
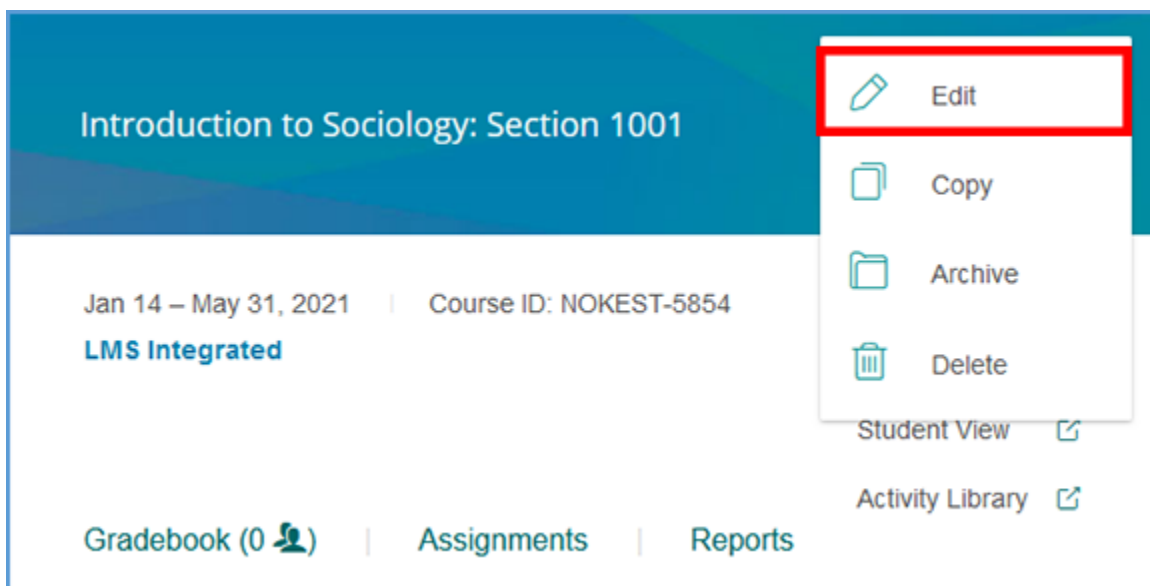
You will see a list of TAs at the bottom of the page. Click the red X next to the TA's name to remove them from your course.

A pop-up window will ask you to confirm you want to remove the TA from your course. Click **Remove** to finish the process or **Cancel** to exit without removing them. Once you refresh your browser window, you will see that they are no longer listed as a TA in your course.