Student Help Guide

Version: April 2021

Contents

General Support Information 2
Registration Information 2
Registering & joining your SAGE Vantage course through an LMS 2
Registering & joining your SAGE Vantage course without an LMS....5
Using a Grace Period 9
Getting Help with Registration 11
Vantage Platform Information....12
Student Dashboard 12
Reading in SAGE Vantage 15
Content Page "Sidekick" 15
Definitions....16
Highlighting Text 17
Note-taking 18
Printing Your Text....19
Creating Citations....19
Polls 21
Videos 22
Activities....23
Completing Activities in SAGE Vantage....23
Video Activities....23
Data Activities 25
Completing end-of-section Knowledge Checks and Chapter Tests 25
Overdue Assignments....27

© 2021 SAGE Publications

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/

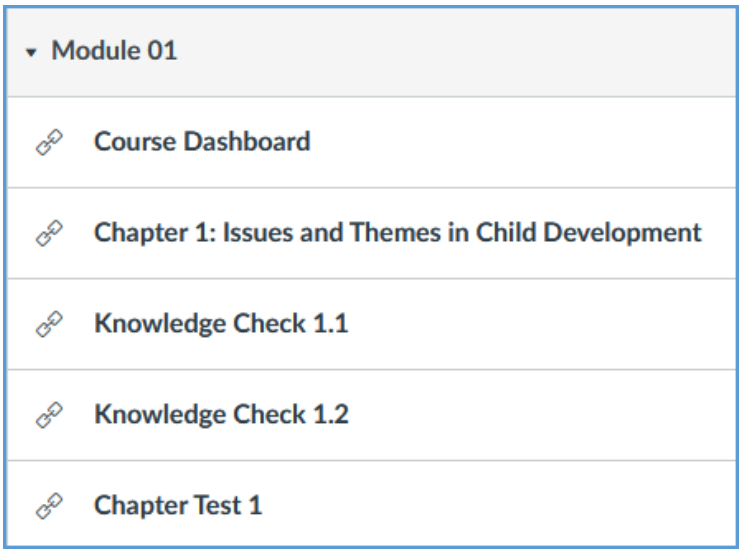
Registration Information

Please note that your instructor may give you more information about joining your specific course.

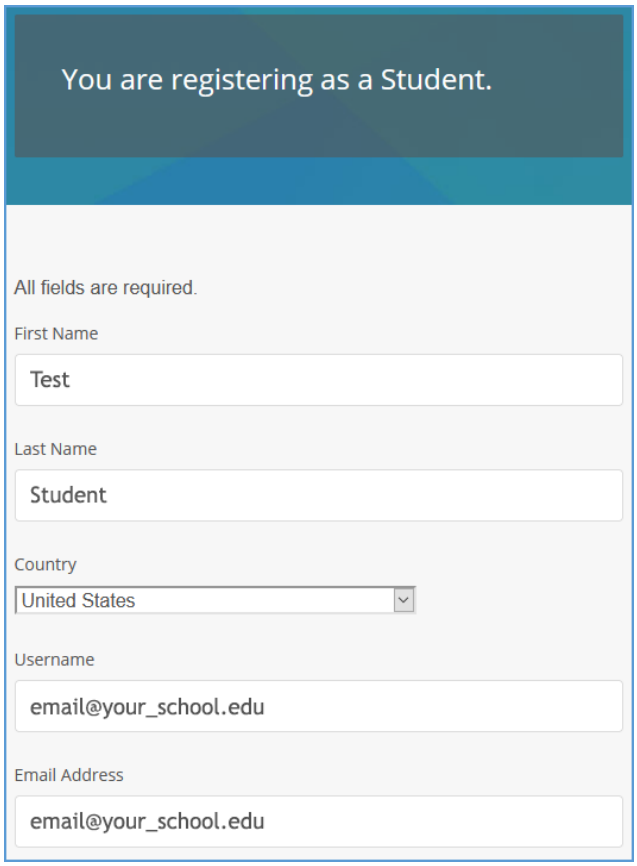
Registering & joining your SAGE Vantage course through an LMS

If your instructor has opted to use SAGE Vantage with your Learning Management System (LMS) – i.e., Blackboard, Canvas, Moodle, or D2L – then you should make sure to access SAGE Vantage through a Vantage link within that LMS. If your course offers a "Click here to access SAGE Vantage" link or a Course Dashboard link, these are recommended to begin the registration process, though you can begin with any Vantage link.

© 2021 SAGE Publications



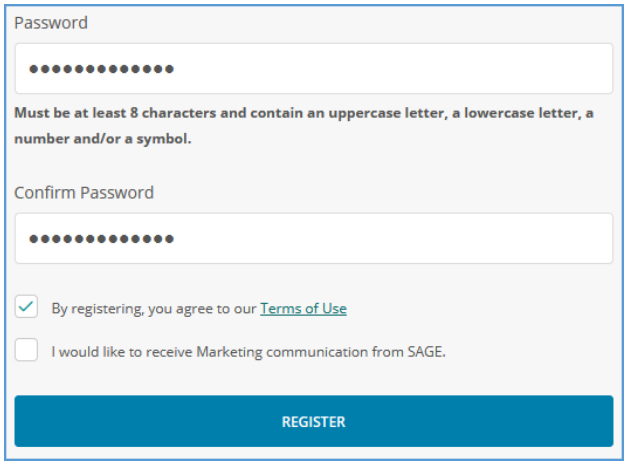
The first time you visit SAGE Vantage, your name and email address will already be populated in the registration form. Choose a username (you can use your email address if you wish).



Create a password for your Vantage account. You only need to use this password if you access SAGE Vantage without clicking on a link from your LMS. This password does NOT have to be the

© 2021 SAGE Publications

same as your LMS password. Tick the checkbox to confirm that you agree to the Terms of Use. You can also opt-in to marketing communication from SAGE to stay informed. Complete the process by clicking the Register button.

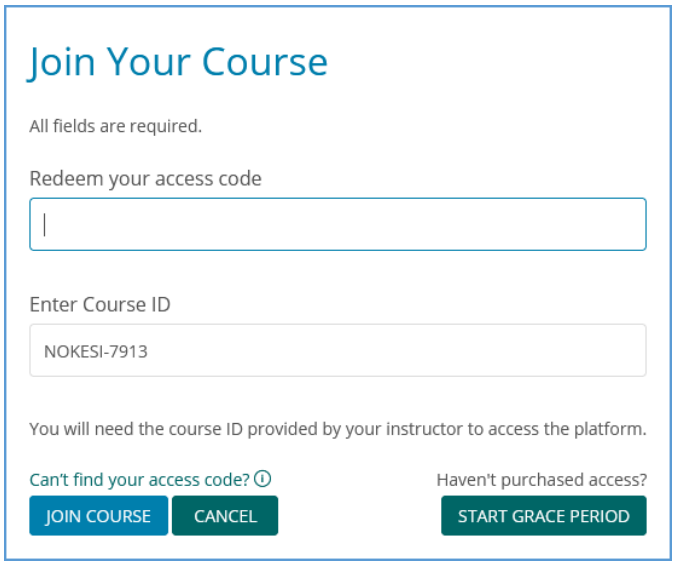


After you go through the basic registration process, you will be prompted for an access code. Your access code must be for the title your instructor has assigned, so double check the ISBN / title / author. If you purchase access through a campus bookstore, the code may be a standalone printed access card, bundled with your textbook, or included with other course materials.

> **TIP**: If you purchased access online, you will receive an email with instructions on how to login to your course. If you do not receive this email, be sure to check your spam/junk folder.

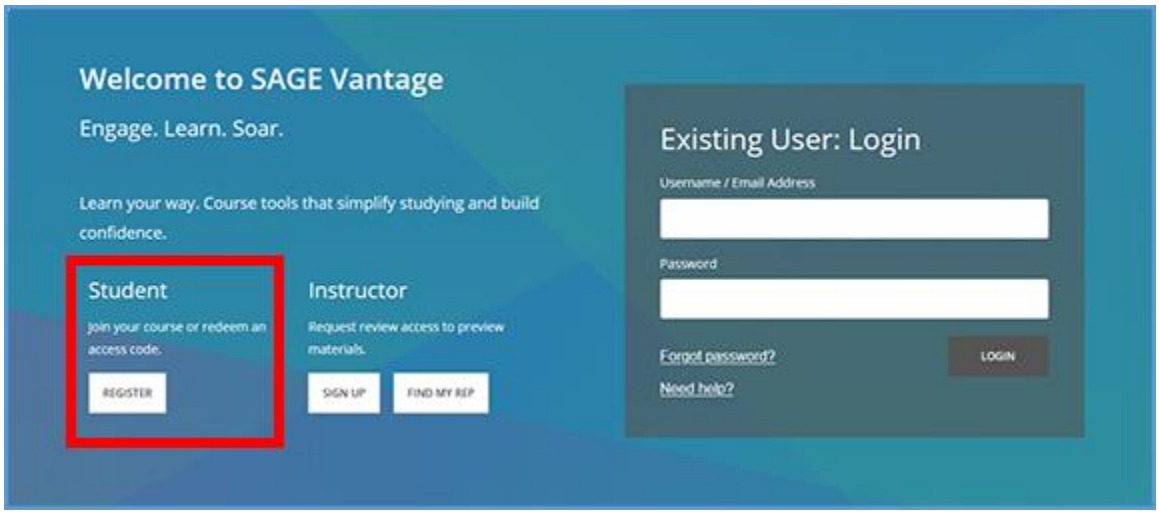
If you have not yet purchased access to your course, you can sign up for a grace period instead.

© 2021 SAGE Publications



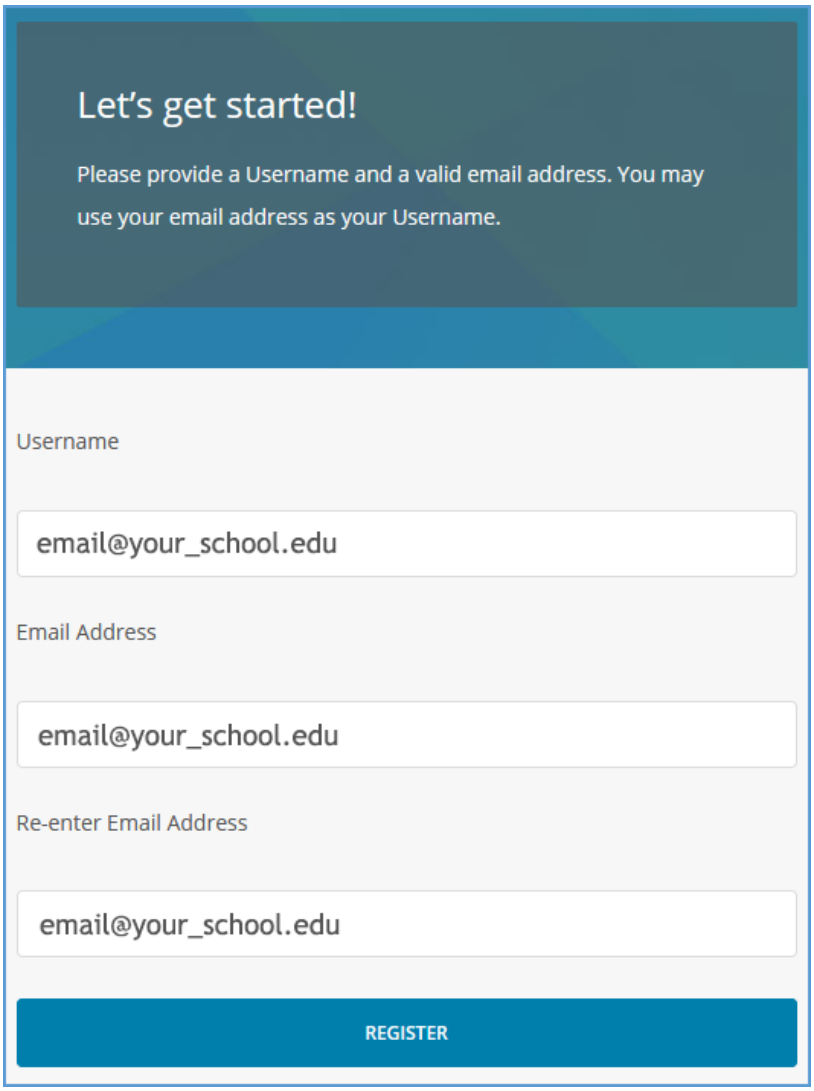
Registering & joining your SAGE Vantage course without an LMS

If your instructor has not opted to use SAGE Vantage with your Learning Management System (LMS) – i.e., Blackboard, Canvas, Moodle, or D2L – then you will access SAGE Vantage directly through the website at https://vantage.sagepub.com. Start the student registration process on the homepage.



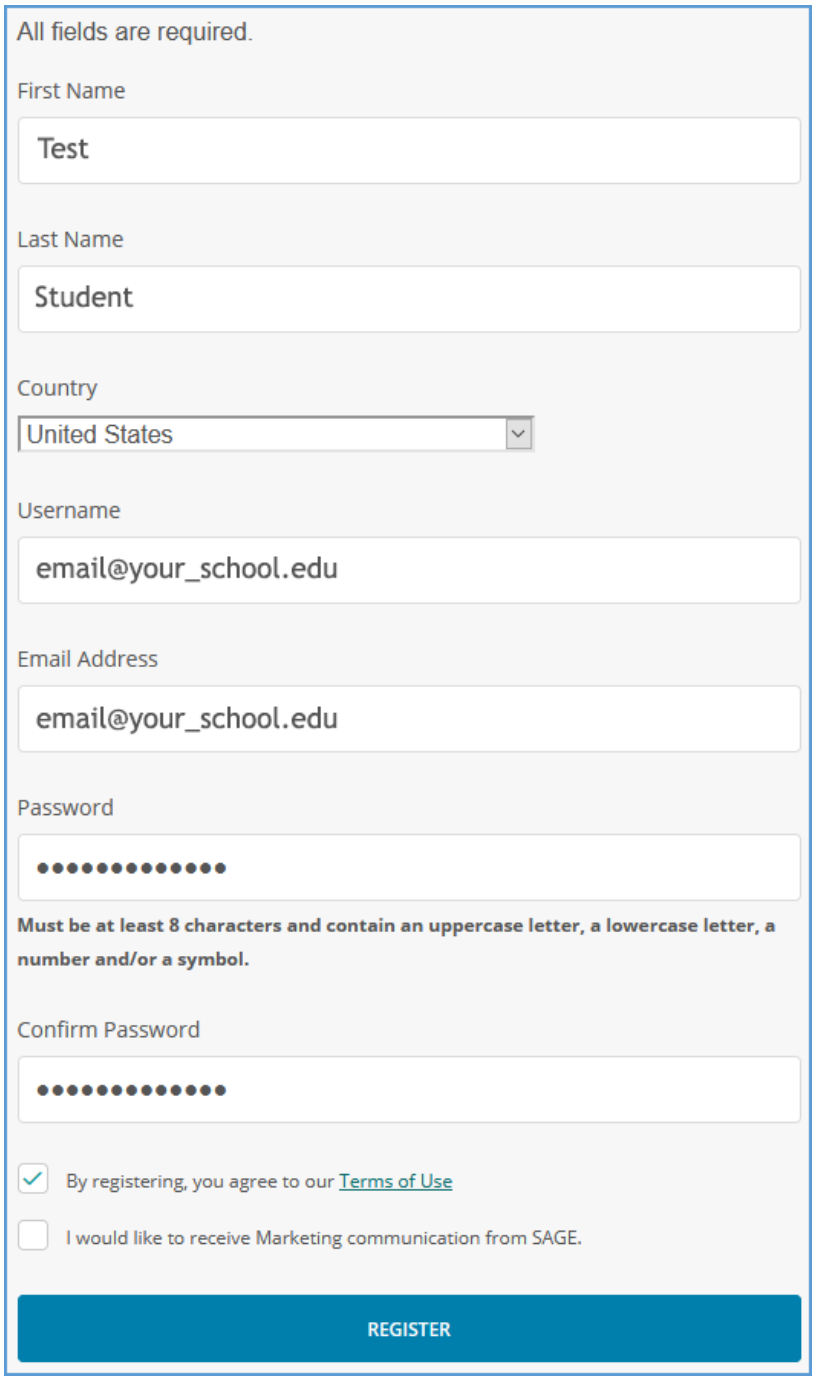
Enter a username and your email address. You can use your email address as your username if you wish. Click the "Register" button once you have filled in this information.

© 2021 SAGE Publications



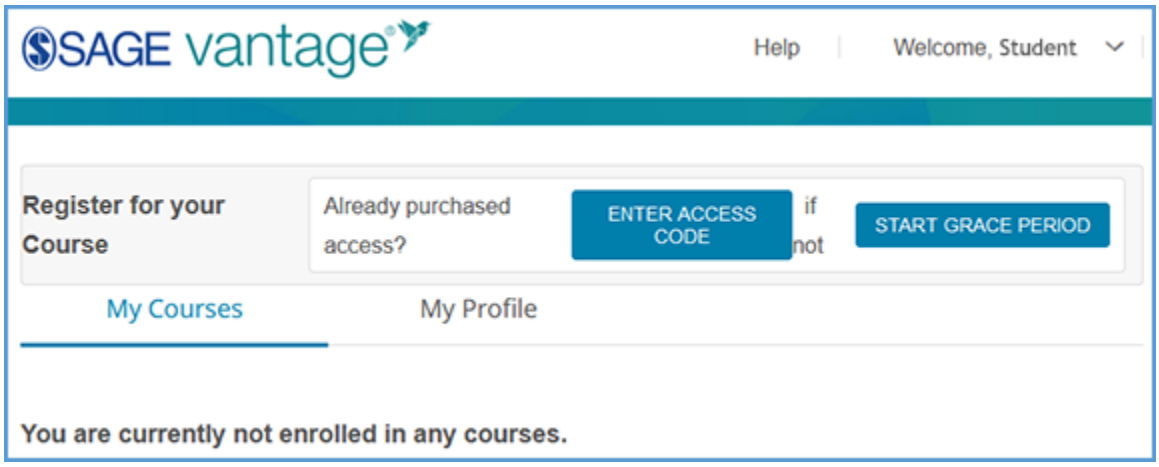
On the next page, your username and email address will already be populated. Enter your first name, last name, and a password into the appropriate fields. Tick the checkbox to confirm that you agree to the Terms of Use. You can also opt-in to marketing communication from SAGE to stay informed. Complete the process by clicking the Register button.

© 2021 SAGE Publications

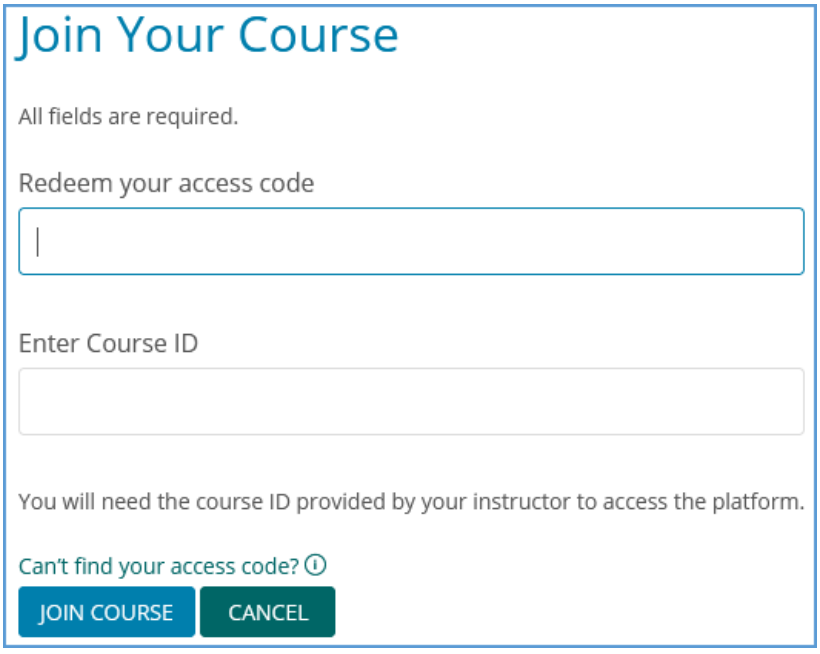


You will be taken to your My Courses page in Vantage. To join a course, click "Enter Access Code" at the top of the page.

© 2021 SAGE Publications

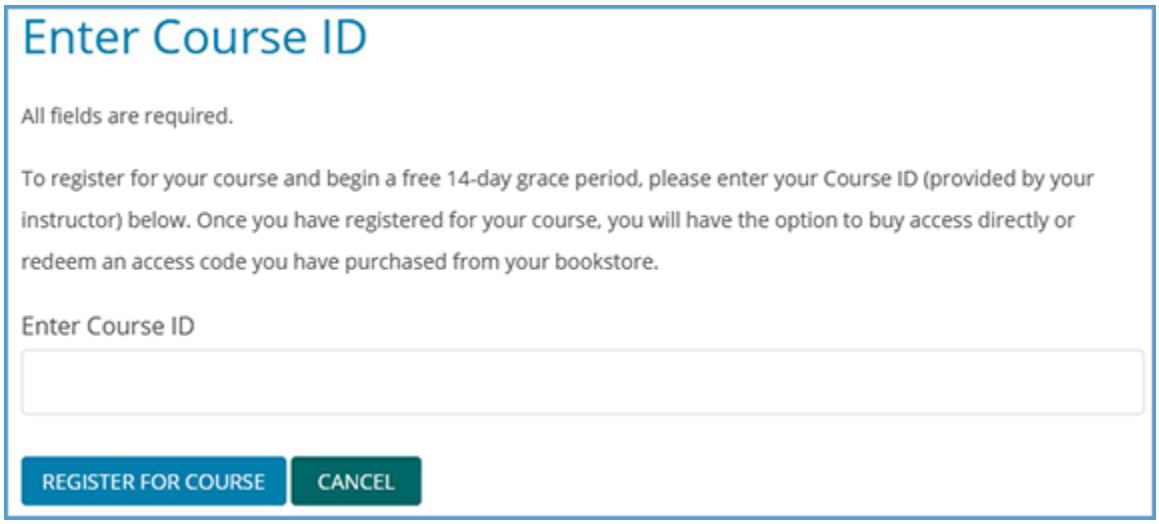


You will need the access code and Course ID. The access code may be on a standalone printed access card, bundled with your textbook, or included with other course materials that you purchase through your campus bookstore. Your instructor will provide the Course ID which is a 10-digit code that includes the instructor's last name, a hyphen, and 4 numbers (e.g., JOHNSO-1234; SMITHL-6789). Enter the information and click "Join Course" to complete registration in your course.



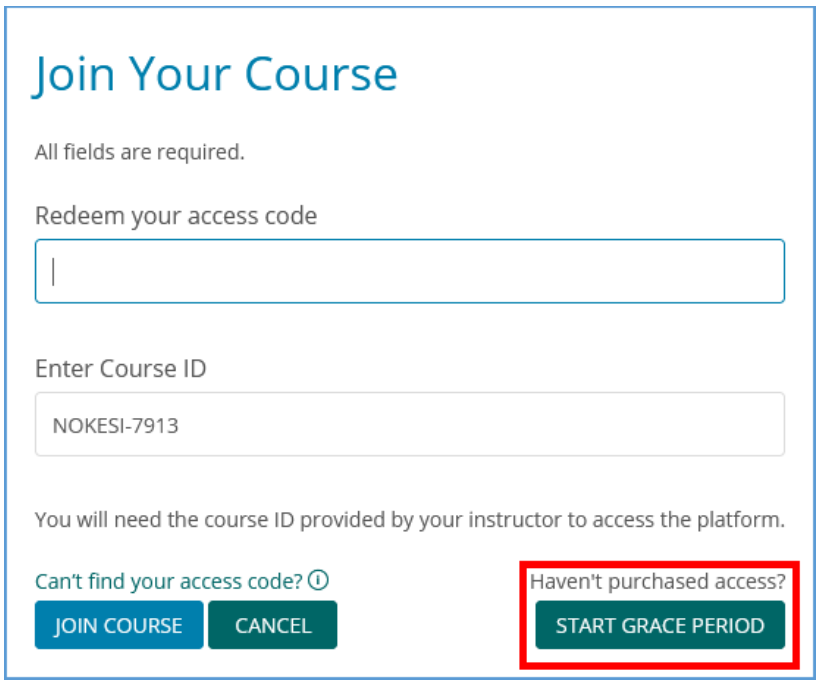
If you have not yet purchased access to your course, you can sign up for a grace period. From the My Courses page, click the "Start Grace Period" button. Enter the Course ID provided by your instructor, then click "Register for Course." Once you join the course using a grace period, you will have the opportunity to purchase access online or enter the access code if you purchase through your campus bookstore.

© 2021 SAGE Publications



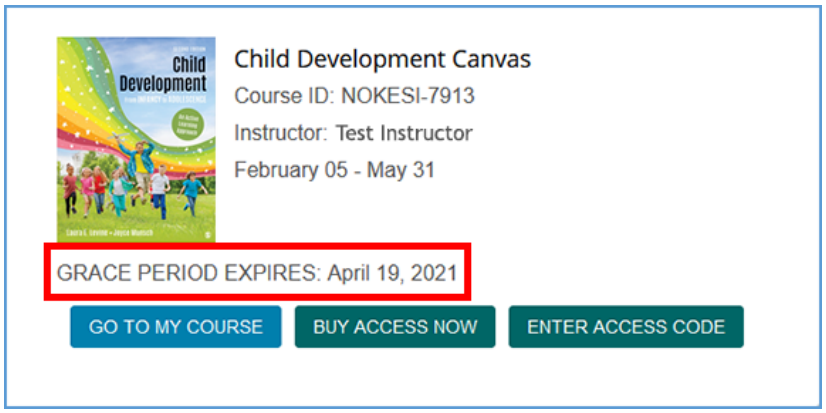
Using a Grace Period

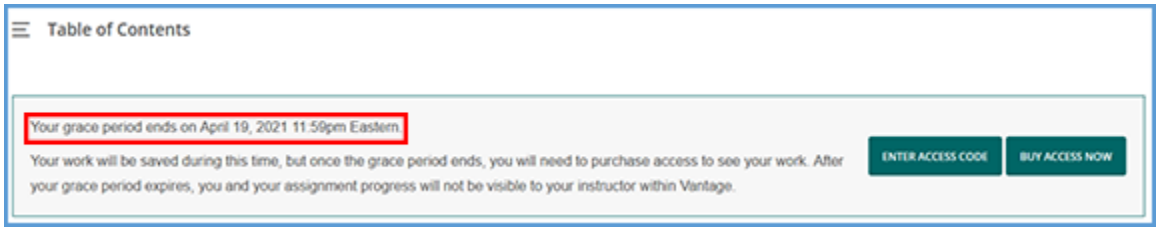
If you have not purchased access by the start of class, or you have an issue with your access that needs to be resolved, you can sign up using a grace period so you don't fall behind. Register for Vantage then click the "Start Grace Period" button.



Grace period access lasts 14 days. The grace period expiration date can be viewed on the course tile of your My Courses page in Vantage or on the course Dashboard under the Table of Contents.

© 2021 SAGE Publications

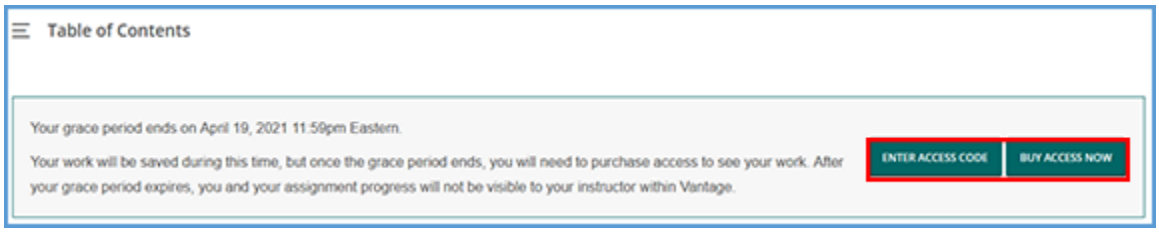




If your 14-day grace period expires, you will no longer be visible to your instructor in your course. You can regain access to your course, along with all your progress, by buying access online or entering an access code from a printed product purchased from your campus bookstore.

Options to "Buy Access Now" or "Enter Access Code" are available on the course tile on your My Courses page or on the course Dashboard under the Table of Contents.

© 2021 SAGE Publications



Getting Help with Registration

If you are having difficulty with registering for your course, please contact us. Please make sure to let us know:

- What title/author your instructor has assigned
- If you are using an LMS
    - What LMS you are using
    - The exact URL you used to start the registration process
- If you are not using an LMS
    - The Course ID you were provided
- Access Code used (if applicable)
- Purchase method (if applicable)
- Screenshots of any error messages you encountered

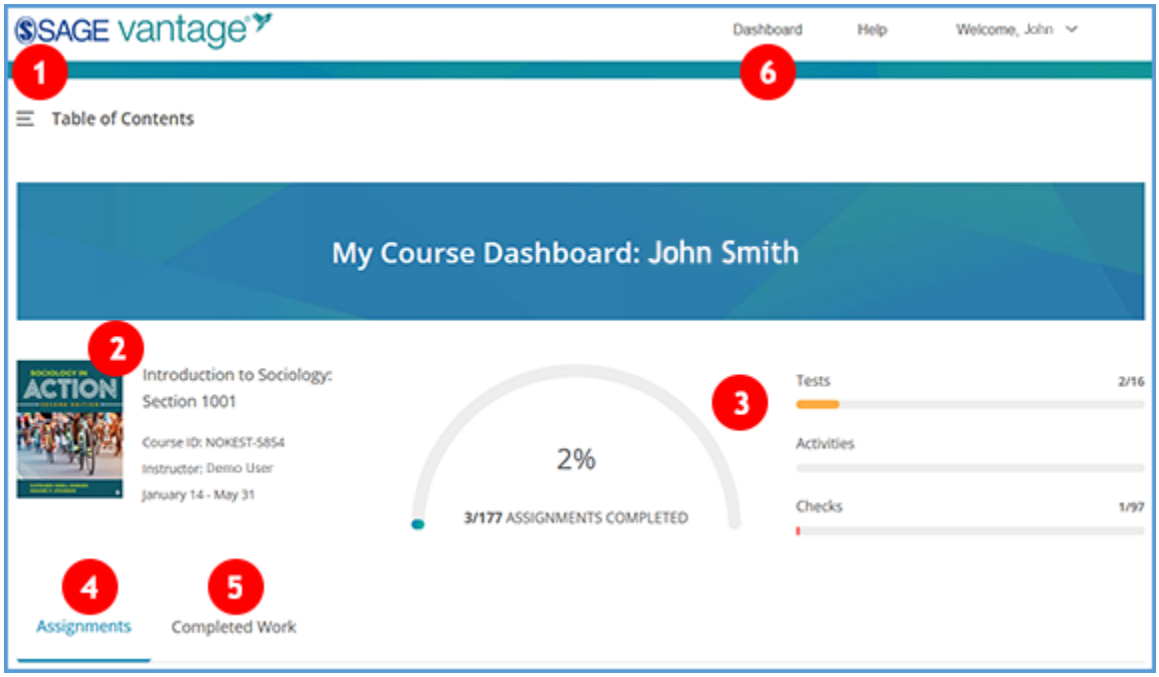
© 2021 SAGE Publications

Vantage Platform Information

Student Dashboard

Once you have logged in, the dashboard will be your main landing page. On your Student Dashboard you will find:

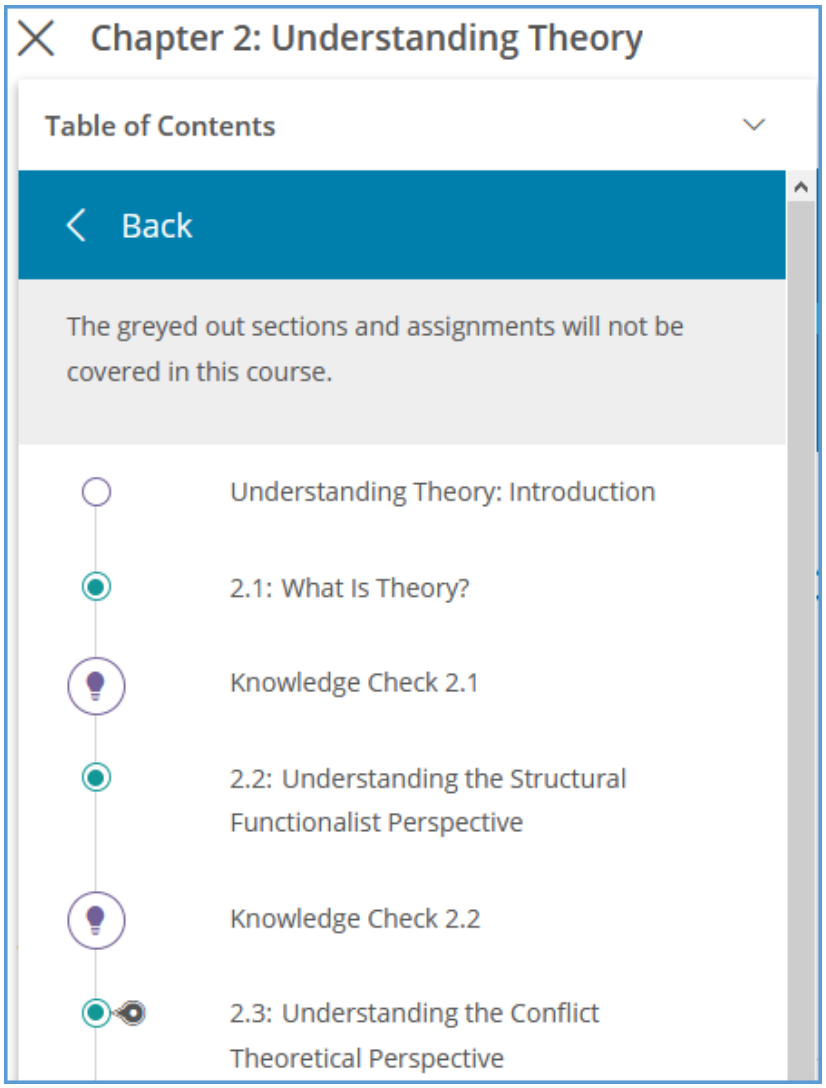
1. Table of Contents
2. Course Information
3. Course Progress
4. Assignments
5. Completed Work
6. Link back to your Dashboard



TIP: You can return to your dashboard at any time – except while you are working on an assignment – by clicking the "Dashboard" link (6) or the SAGE Vantage logo at the top of the page.

The **Table of Contents** allows you to navigate to any content page, knowledge check, or chapter test. You can also see your present location.

© 2021 SAGE Publications

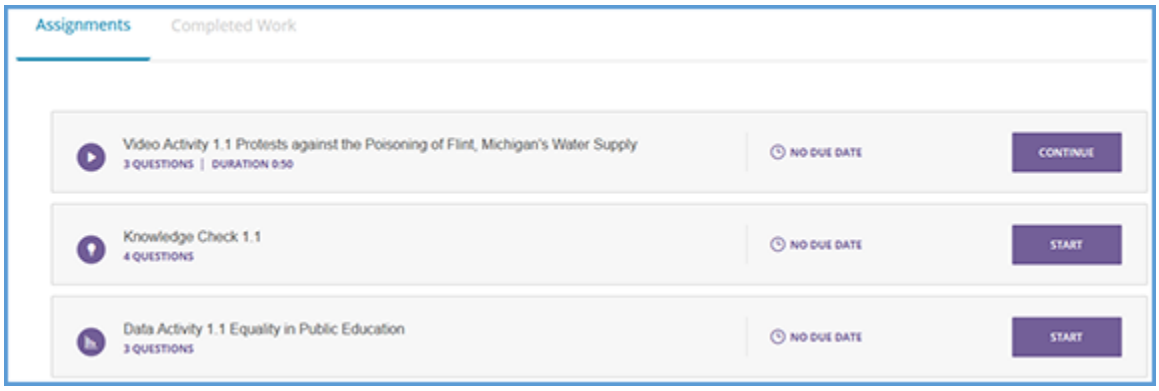


Course Information is populated by your instructor at the start of your course.

Course Progress displays how many course assignments you have done and how many you have left to do. If your instructor has not assigned something, it will not count in the calculation.

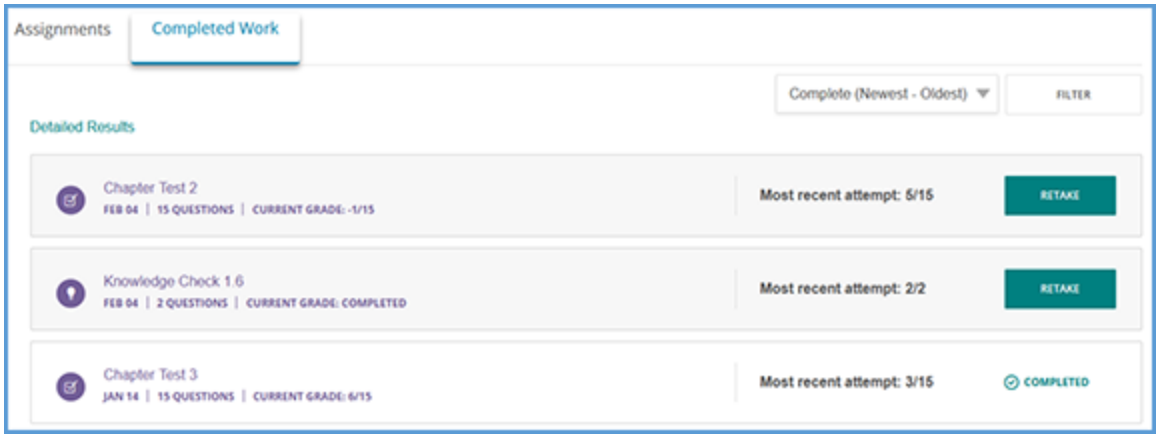
Assignments are listed in order by due date. If your instructor has not set a due date for the assignments, they are listed in order of appearance through the book. Click the "start" button to be taken to the activity, knowledge check, or chapter test. If you have previously started the assignment, the button will read "continue."

© 2021 SAGE Publications



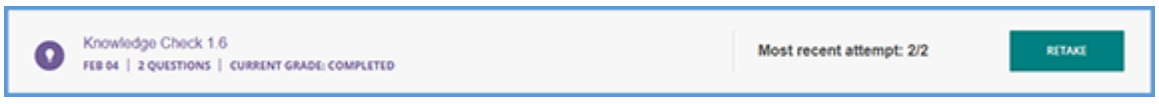
TIP: If an assignment is overdue or if it is due in the next 24 hours, it will appear in red.

Completed Work tab displays any assignments you have fully completed at least one time. You will also have access to a list of all your completed work via the Detailed Results section, which will show you each attempt on each assignment for the entire course.



If your instructor has allowed multiple attempts at the assignment, you will be able to access the assignment with the "Retake" button.

The assignment will show you the last time you completed the assignment, the current grade you have in your instructor's gradebook, and how many questions you got correct on the last attempt.



TIP: Since your instructor can decide to record the best, most recent, or average of all attempts, the number of questions you got correct on the last attempt will not necessarily match what is in your instructor gradebook.

© 2021 SAGE Publications

Reading in SAGE Vantage

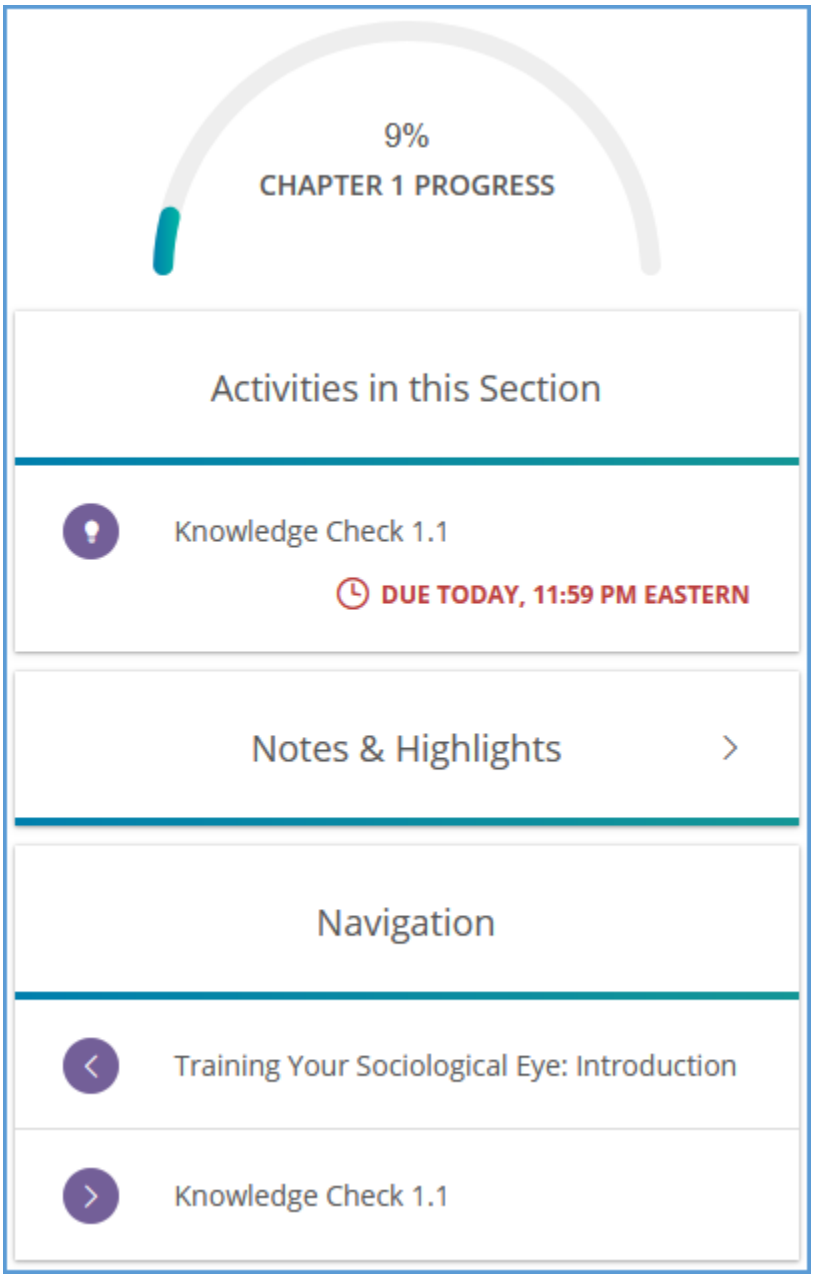
Each book section of SAGE Vantage will have a content page which is indicated by a major heading of your textbook. These readings are aligned with the print book. You will see page number indicators embedded in the text.

Content Page "Sidekick"

If you are accessing SAGE Vantage on a laptop or desktop, the right side of your screen will include information about what assignments are in the section you are reading.

- **TIP**: Track your progress through the chapter with the indicator at the top of each content page. This is based on how many assignments you have completed.

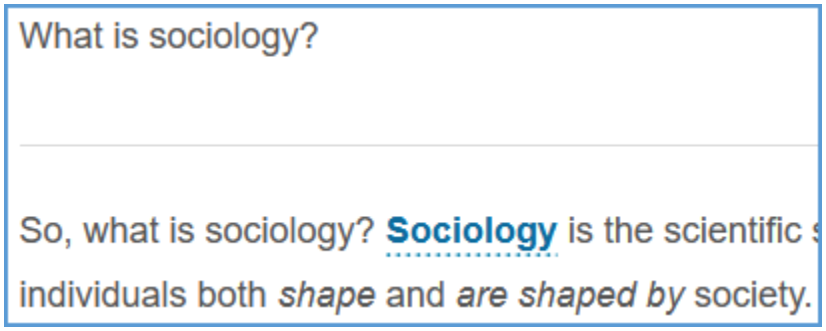
© 2021 SAGE Publications



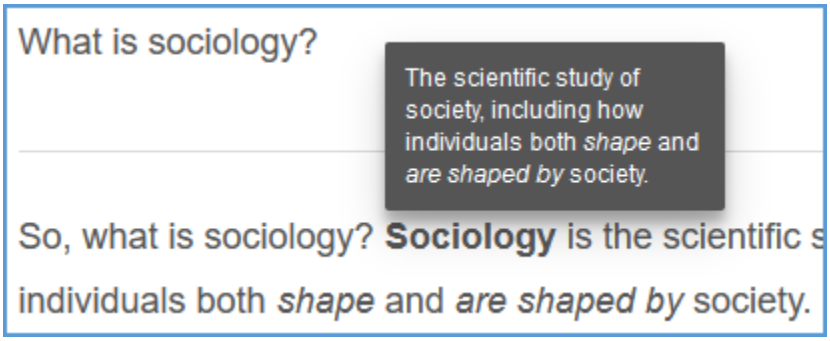
Definitions

As you read through your text, you may run across words that are blue and underlined.

© 2021 SAGE Publications

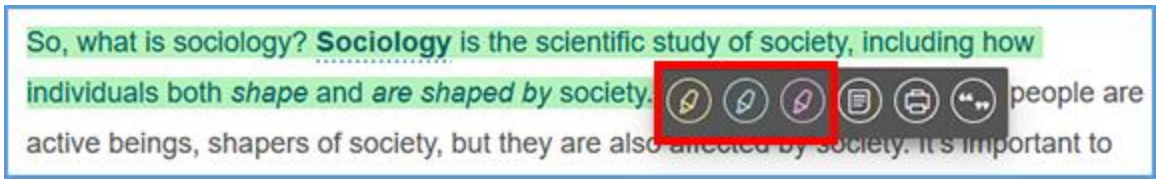


Hover your cursor over the word to see the definition for this term.

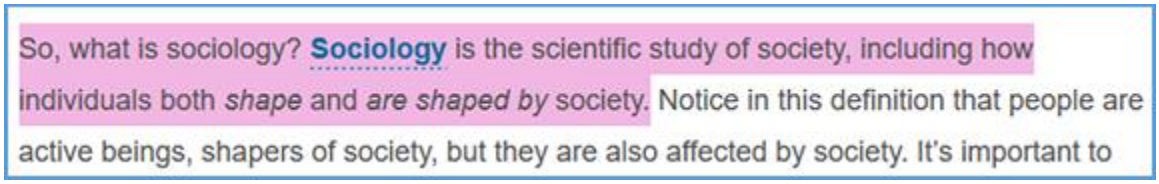


Highlighting Text

You can highlight text as you read to call out important information. Use your cursor to select the text you want, and the tool bar will automatically appear.

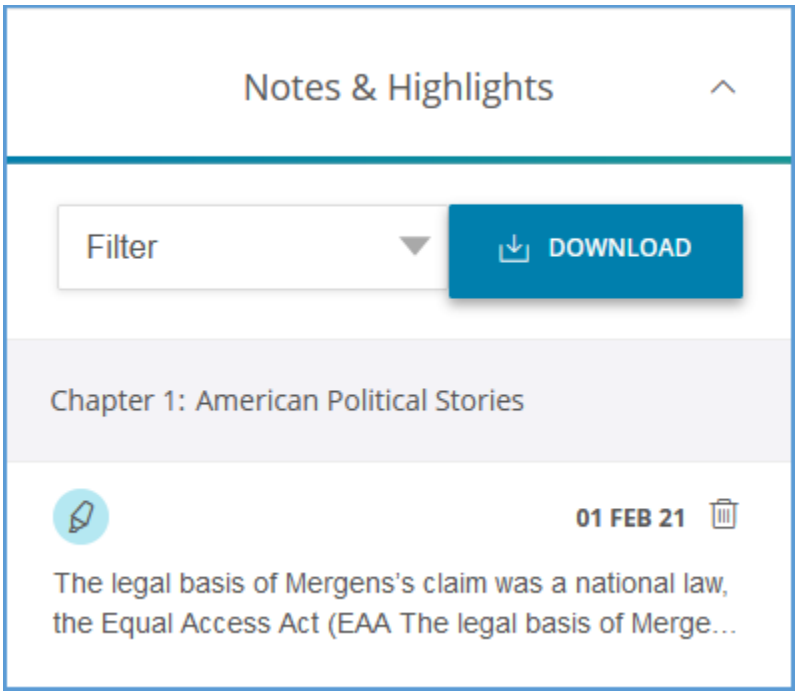


Choose a color and your text selection will be highlighted for easy reference.



© 2021 SAGE Publications

You can access all highlights you make in the "Notes & Highlights" section of the content sidekick. Navigate by chapter or download everything for an easy study guide. You can use the Filter dropdown menu to sort by only Highlights. If you decide you don't need to keep the highlighted text, you can use the Trash Can icon to delete the highlight.

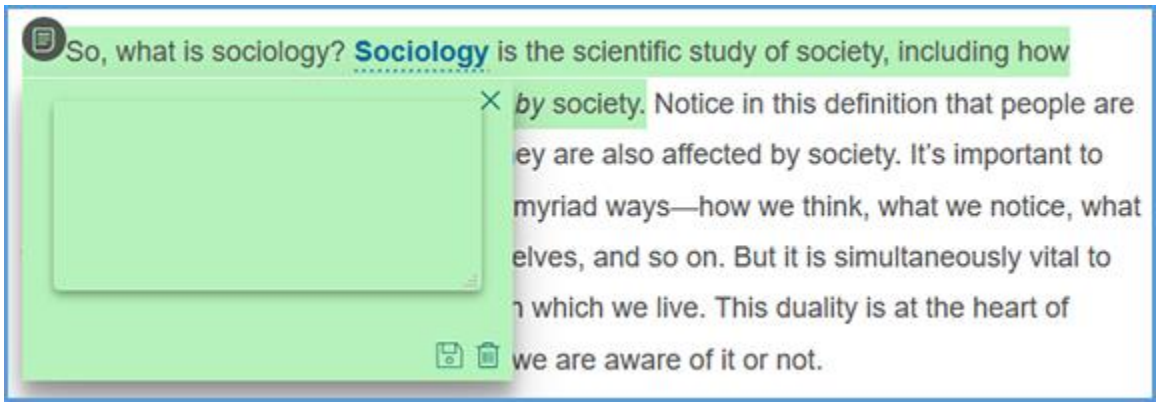


Note-taking

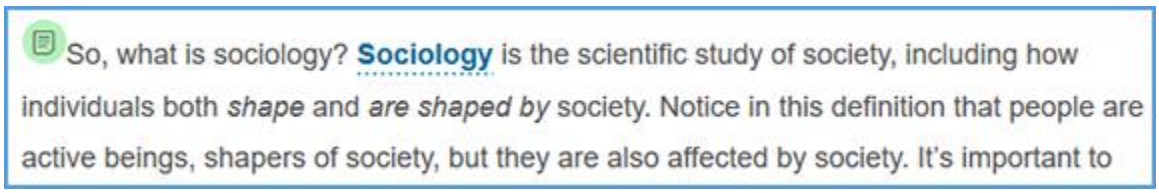
You can take notes as you read. Use your cursor to select the text you want to add notes to, and the tool bar will automatically appear.

Choose the Notes option, and a textbox pops up allowing you to add your notes. Click the Save icon to store your note for future reference.

© 2021 SAGE Publications



Once you save a note, an icon will display with the text you selected.



You can click on this icon to display your note if you need to make changes or to delete it. All notes are also available in the "Notes & Highlights" section of the content sidekick. As with highlights, you can navigate by chapter or download everything for an easy study guide. You can use the Filter dropdown menu to sort by only Notes. Notes can be deleted from the sidekick by clicking the Trash Can icon next to the note you want to remove.

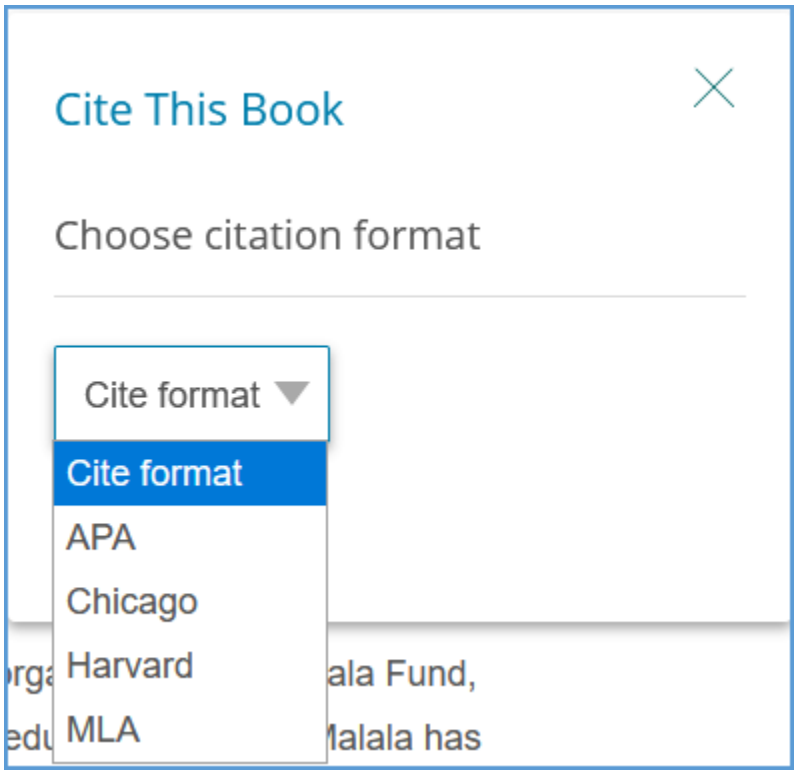
Printing Your Text

You can print your text if you need a hard copy. Use your cursor to select some text, and the tool bar will automatically appear. Select the print icon to open the section you are currently reading in a print-friendly format.

Creating Citations

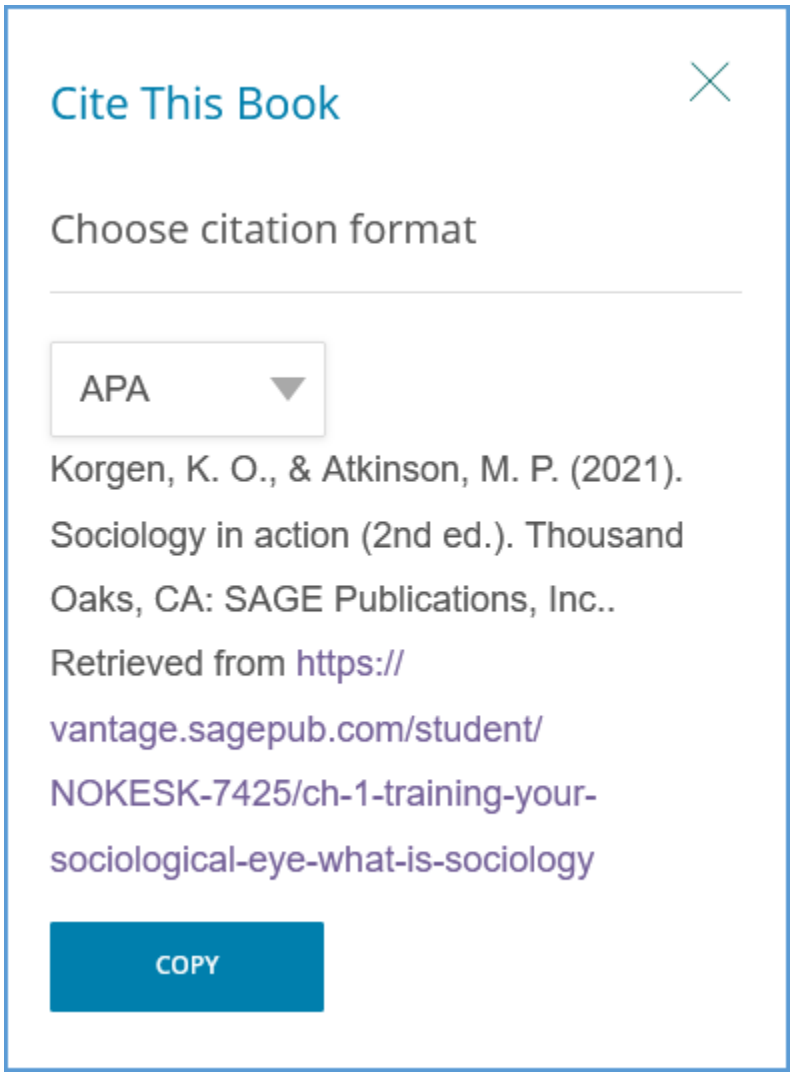
You can easily create citations to assist with source attributions. Use your cursor to select the text, and the tool bar will automatically appear. Select the Citations icon to open the format picker.

Choose the citation format you require.



Once you choose a format, you can copy the citation and paste it where required.

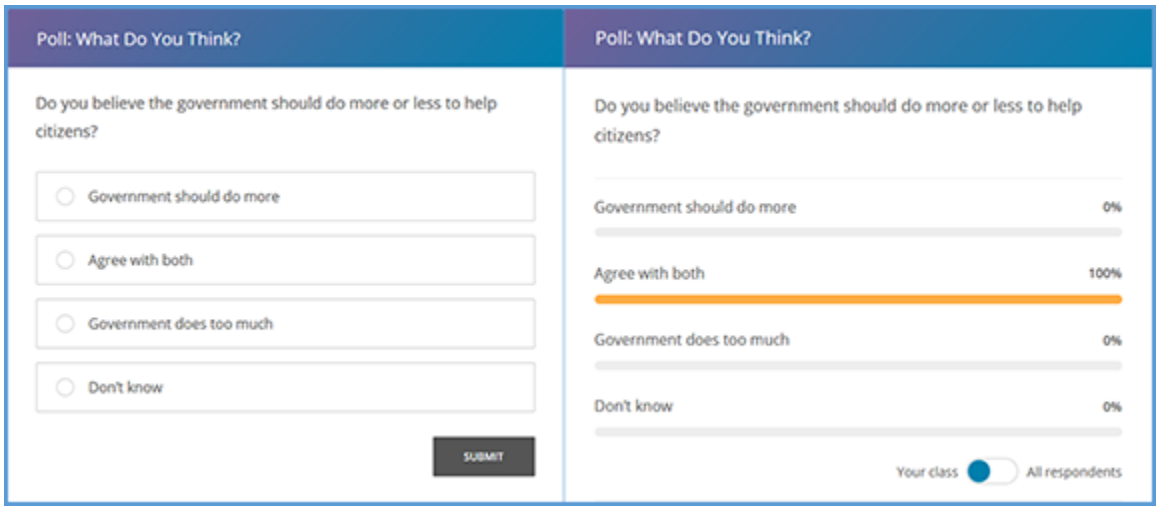
© 2021 SAGE Publications



Polls

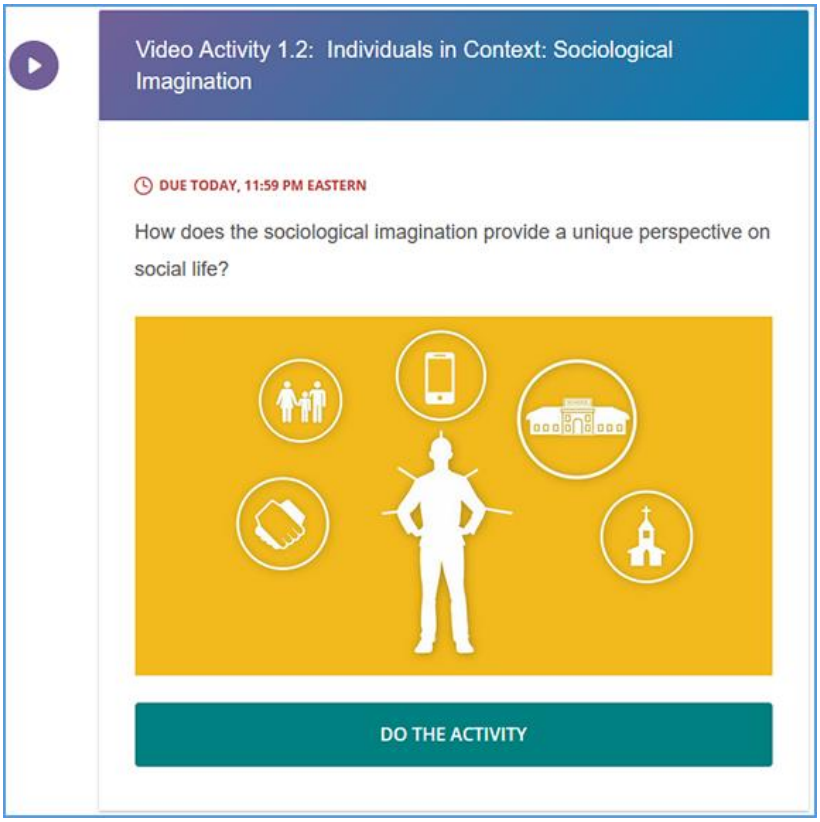
Some SAGE Vantage titles include interactive poll questions. To see what others think about the topic, choose an answer, and click "submit." You will be able to see what percentage of your peers agree with you.

© 2021 SAGE Publications



Videos

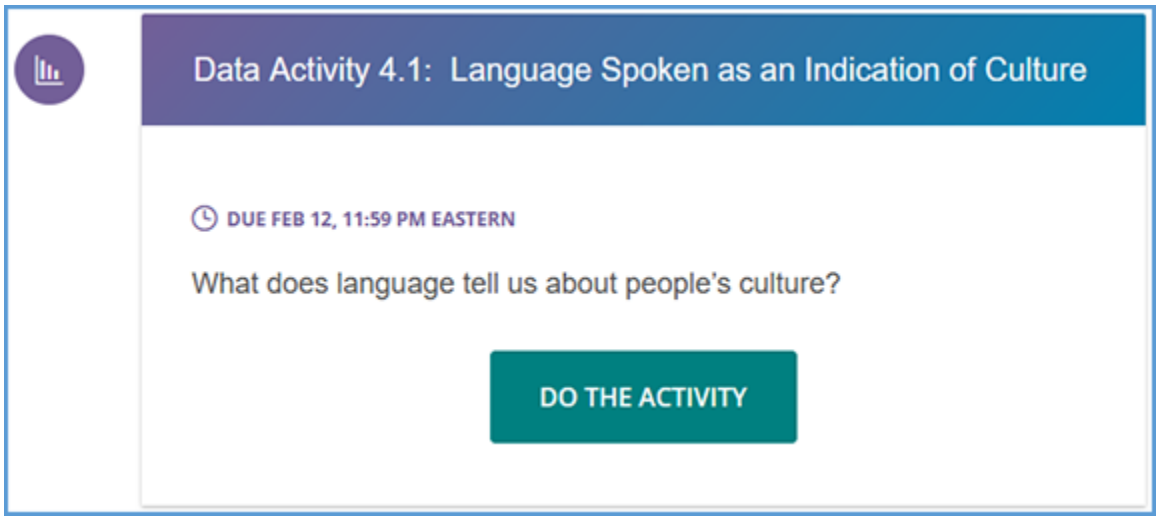
Some SAGE Vantage titles include inline videos for you to watch as you read the textbook. You will see a prompt for you to "Do the Activity." If your instructor has assigned a due date, that will display as well.



© 2021 SAGE Publications

Activities

Multimedia activities are found throughout your SAGE Vantage reading experience. If you are in a section with an activity, you will see a prompt for you to "Do the Activity." If your instructor has assigned a due date, that will display as well.



Completing Activities in SAGE Vantage

Video Activities

To complete a video activity, you will need to watch the video. The questions will be asked at the end of the video.

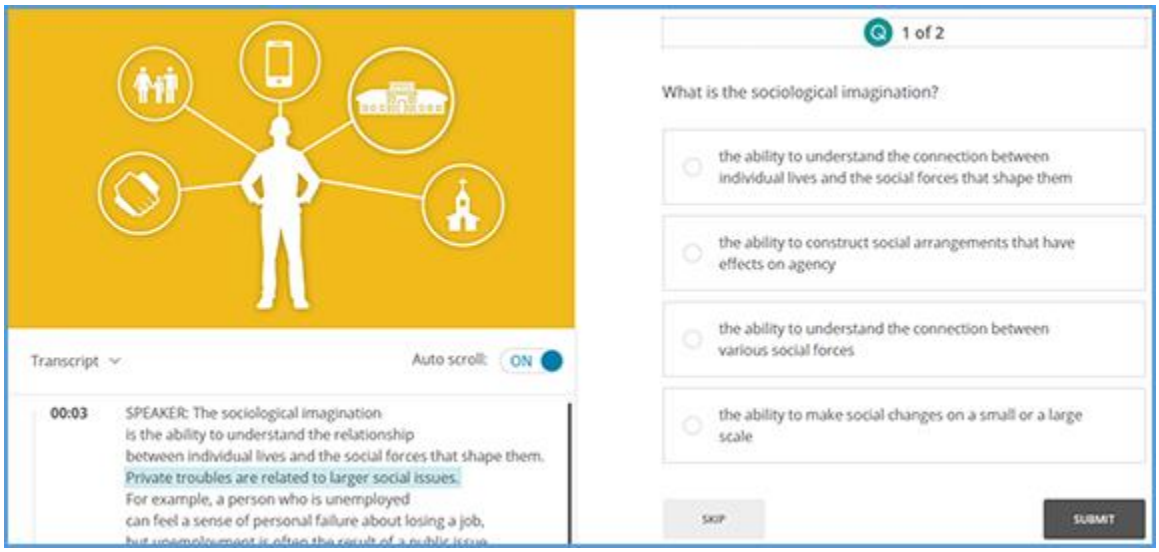
© 2021 SAGE Publications

TIP: Press the closed-captioning button to enable closed captioning.

Depending on your device, the questions will display either next to or below the video player. You can "skip" questions, but you will need to answer each one before the activity is considered complete. Once you submit your answer to a question, you will see if your answer was correct or incorrect.

TIP: While answering video activity questions, you can use the video controls to watch it again or read the transcript.

© 2021 SAGE Publications



Data Activities

Interactive maps or other multimedia will be used for data activities. The questions are located under the map.

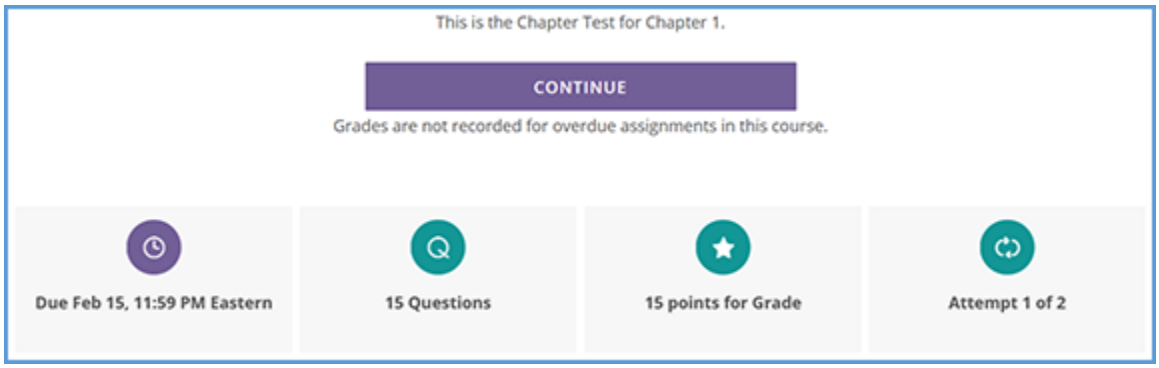
TIP: You will not be able to access data activities on a mobile device.

You can "skip" questions, but you will need to answer each one before the activity is considered complete. Once you submit your answer to a question, you will see if your answer was correct or incorrect.

Completing end-of-section Knowledge Checks and Chapter Tests

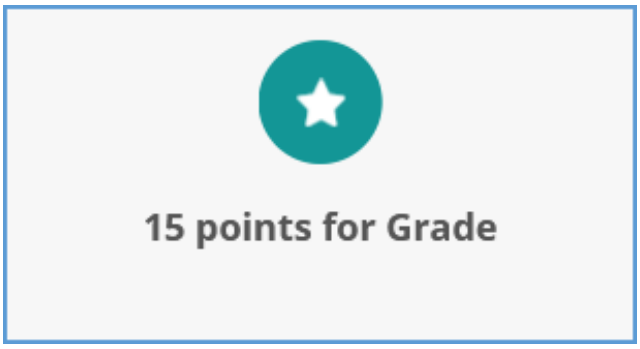
Before you begin the assignment, you will be taken to an introduction page. From here, you can see how the instructor has set up the assignment and how many questions you will be asked.

© 2021 SAGE Publications



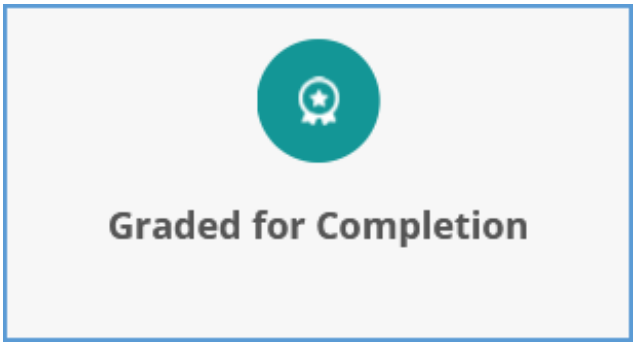
For each assignment, your instructor has determined:

- Due date including time
- Type of grade (completion or numeric grade)
- Number of attempts allowed



If the assignment is **for a numeric grade**, you will answer all the questions and then submit them for grading.

Each question is worth the same amount of points. You must get everything correct in a question to earn the point.



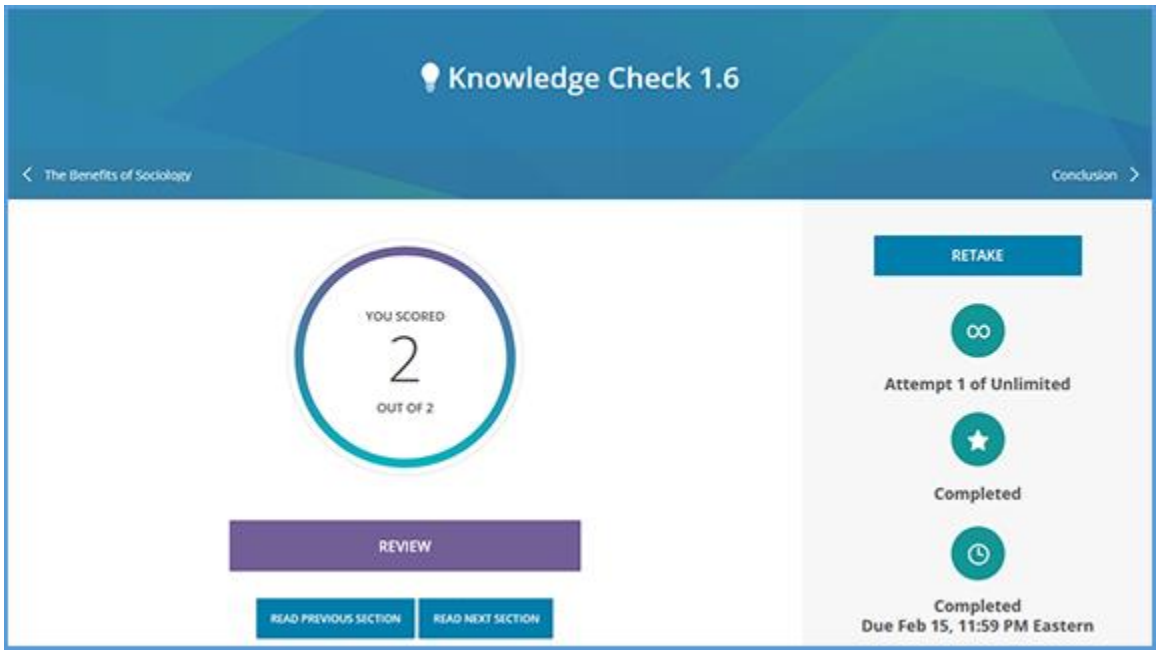
If the assignment is **graded for completion**, you will answer questions one at a time. You will see the answer to each question immediately after you have submitted your choice(s). These types of assignments do not have a point value.

At the end of the assignment, you will:

© 2021 SAGE Publications

- See your results
- Review the questions and feedback about your responses
- See how many attempts you have left
- Know what grade is recorded in your instructor's gradebook ("Completed" or a point value)

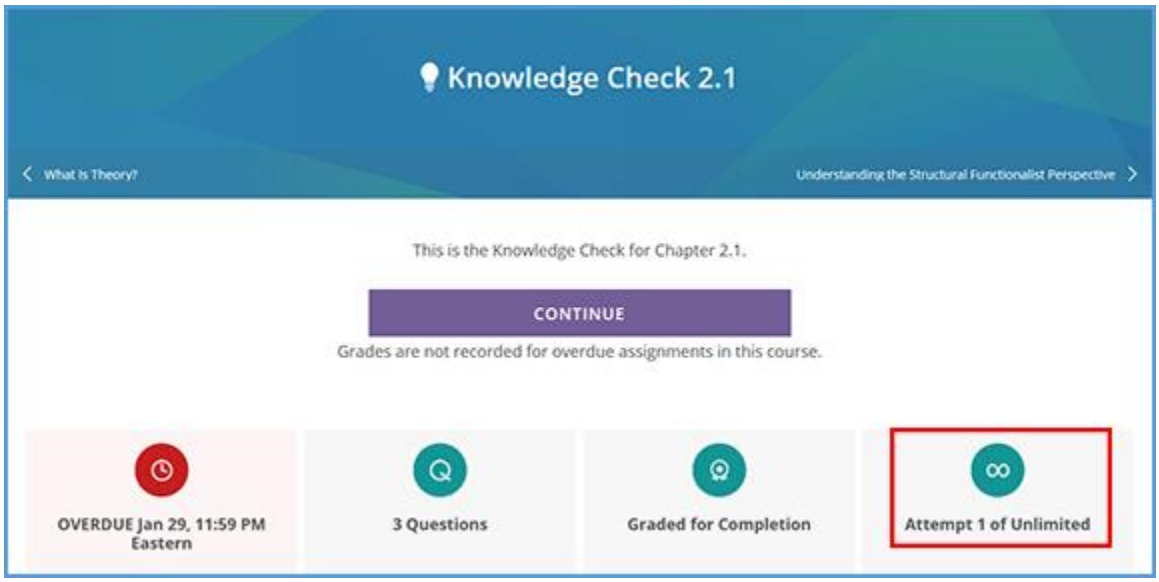
TIP: Since you may be able to take an assignment more than one time, the score you receive on the latest attempt may not be the same as the grade recorded in your instructor's gradebook.



Overdue Assignments

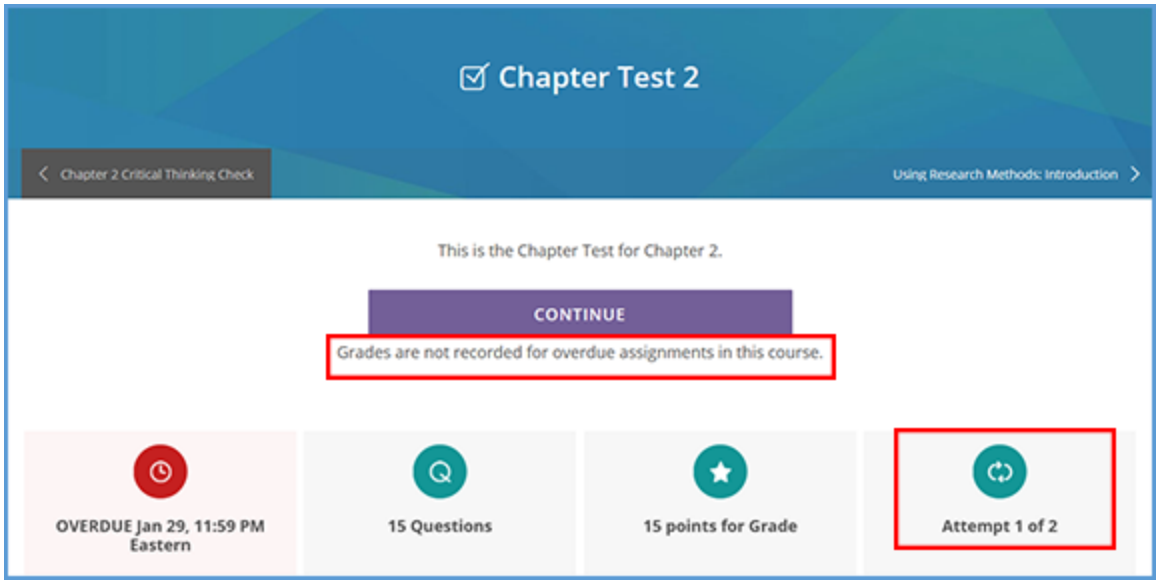
If an assignment for completion is overdue, you can take it until you have zero remaining attempts.

© 2021 SAGE Publications

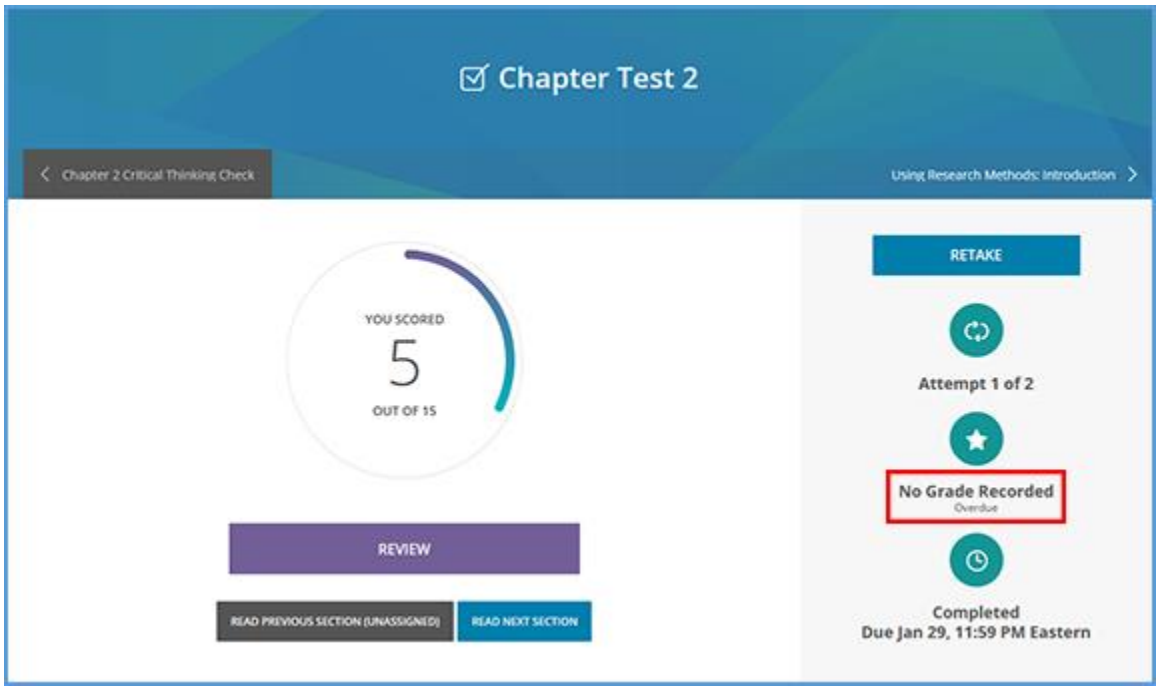


If an assignment for a grade is overdue, you can complete the number of allowed attempts. Keep in mind that your instructor has control over whether the grade for an overdue assignment is recorded in the gradebook.

TIP: If your instructor accepts grades from overdue assignments and allows multiple attempts, only the FIRST attempt will be used in the gradebook. Grades from later attempts will be ignored.



© 2021 SAGE Publications



© 2021 SAGE Publications