Student Help Guide

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Contents

System Requirements 2
Video Tutorials 3
Registration Information 3
Registering & Joining Your SAGE Vantage course 3
Using a Grace Period 10
Purchasing Access to Your SAGE Vantage Course 11
Campus Bookstore 11
Direct Purchase 12
Inclusive Access 13
VitalSource 13
RedShelf 13
Registration Help 13
Vantage Platform Information 14
My Courses Dashboard 14
Course Tiles 15
My Access 17
Transfer 21
Course Dashboard 23
Navigation Menu 24
Course Management Tools 24
Table of Contents 24
Course Details 25
Course Progress Indicators 25
Assignments tab 26

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Completed Work tab 26
Navigating Your SAGE Vantage Course 28
Table of Contents 28
Search 32
Page Numbers 33
Vantage Activity Sidebar 33
Glossary Terms 37
Highlighting Text 39
Note-taking 41
Printing Your Text 45
Creating Citations 45
Polls 46
Videos 47
Activities 48
Completing Activities in SAGE Vantage 48
Video Activities 48
Data Activities 50
Completing end-of-section Knowledge Checks and Chapter Tests 51
Overdue Assignments 52

System Requirements

SAGE Vantage is designed for use on desktop computers, laptops, tablets, and mobile devices. Some features are not available on smaller devices, such as map-based activities. For best results, use the most recent versions of Firefox®, Google Chrome™, or Safari®.

Within Vantage, you can find your system's settings by visiting **Help** and selecting **Check System Settings** from the menu.

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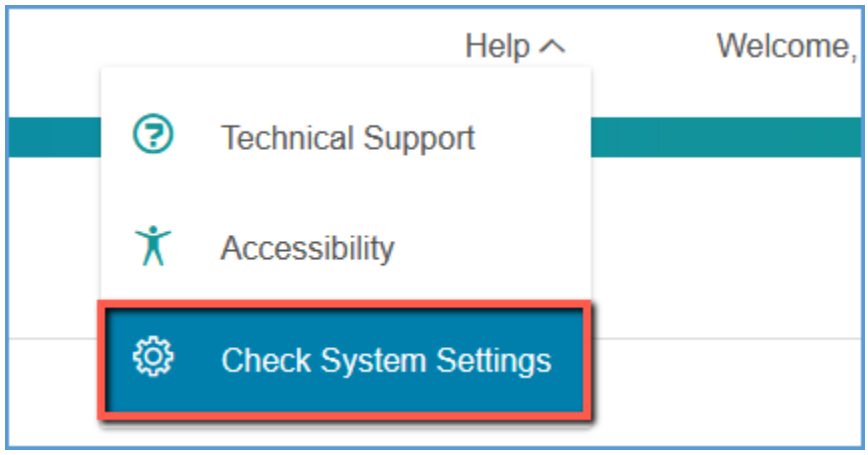

For additional help, please contact Vantage Technical Support via our website:

https://sagevantage.softwareassist.com/

Video Tutorials

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

- Vantage Video Tutorial Playlist

Registration Information

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

Registering & Joining Your SAGE Vantage course

To begin the registration process in your Vantage course, click on the link provided by your instructor to access Vantage. The link format you use will depend on if your instructor is using Vantage as a standalone product or integrated with your Learning Management System or LMS (Blackboard, Canvas, D2L Brightspace, Moodle).

1. You may receive a "Join Course" link from your instructor if your instructor is using Vantage as a standalone product. It will be in this format: https://vantage.sagepub.com/ABCDEF-1234/JoinCourse

   Your instructor may give you this link via email or another method. It may also be added

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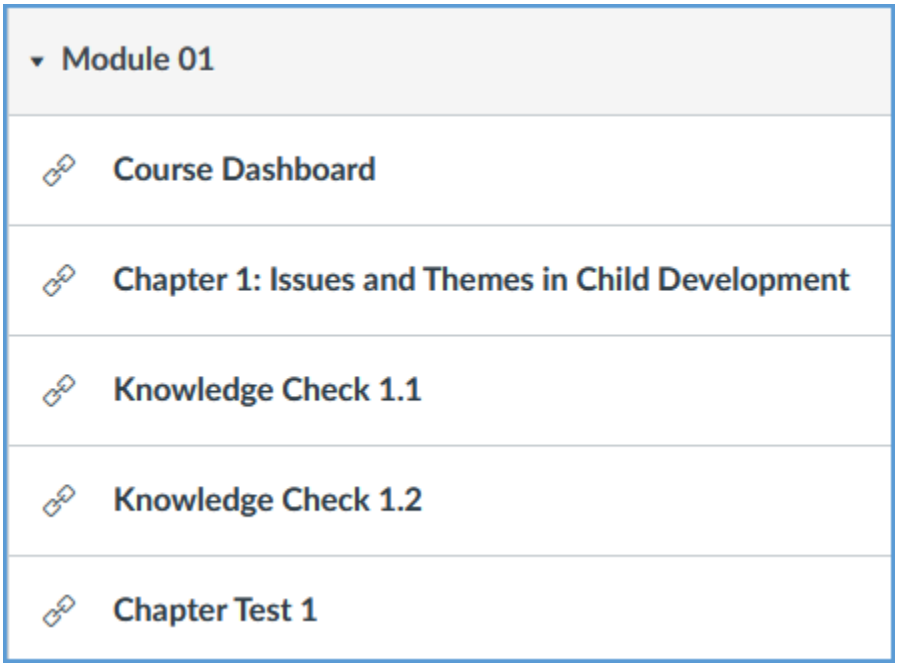
to a course in your LMS.

2. If your instructor is using Vantage integrated with your LMS, click on any Vantage content link in the course in your LMS. These links may include the Course Dashboard, chapter reading links, Knowledge Checks, Video Activities, Chapter Tests or other content within Vantage. This image shows a few examples.



Once you click a Vantage link, if you already have a SAGE Vantage account, you will login to Vantage. If you do not have a SAGE Vantage account, you will begin the registration process.

Complete the information requested to register. If Vantage is integrated with your LMS, your name and email address will be prefilled in the registration form. Choose a username (you can use your email address if you wish).

TIP: Make sure to use your school email address when registering for Vantage.

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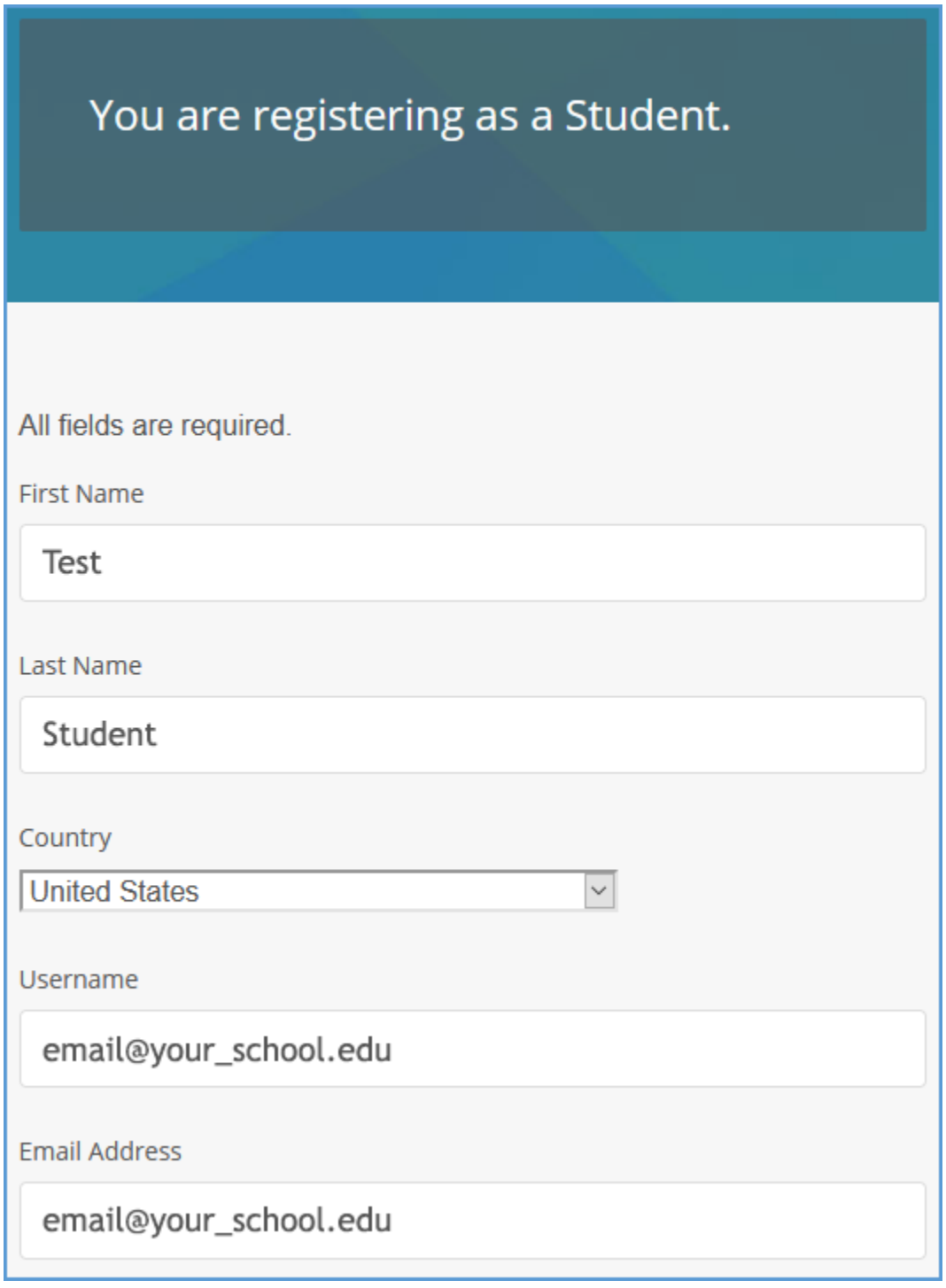

Create a password for your Vantage account. You only need to use this password if you access SAGE Vantage without clicking on a link from your LMS. This password does NOT have to be the same as your LMS password. Tick the checkbox to confirm that you agree to the Terms of Use. Complete the process by clicking the Register button.

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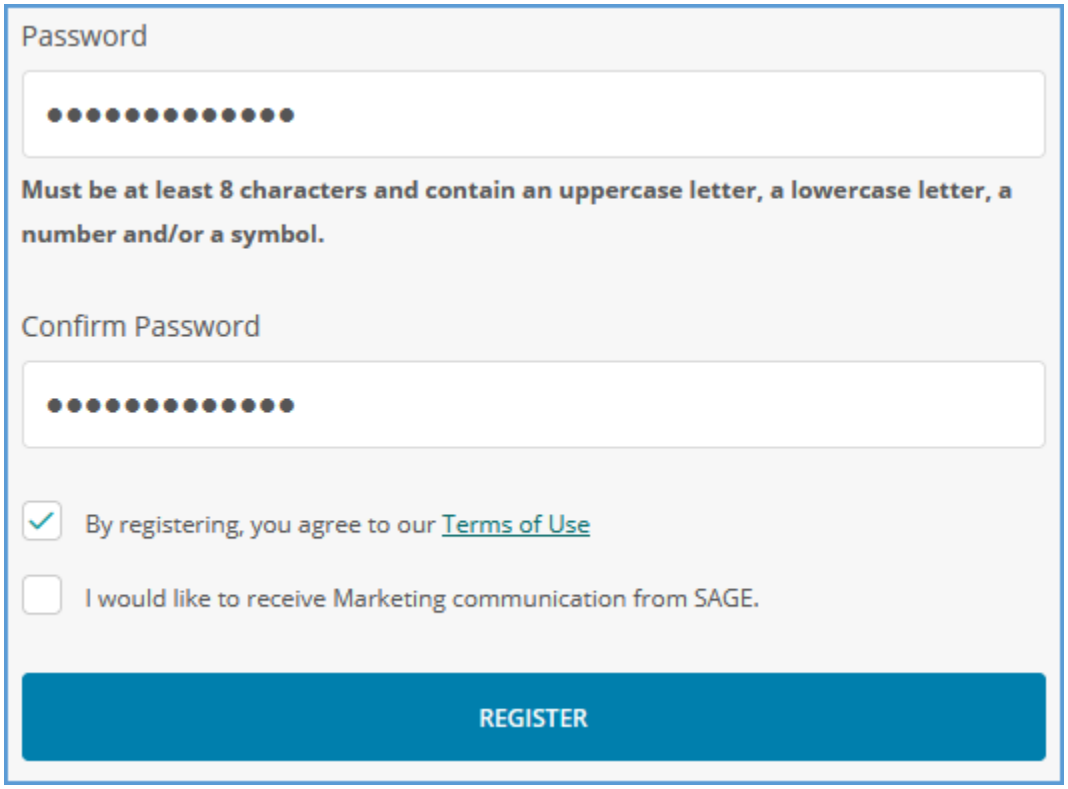
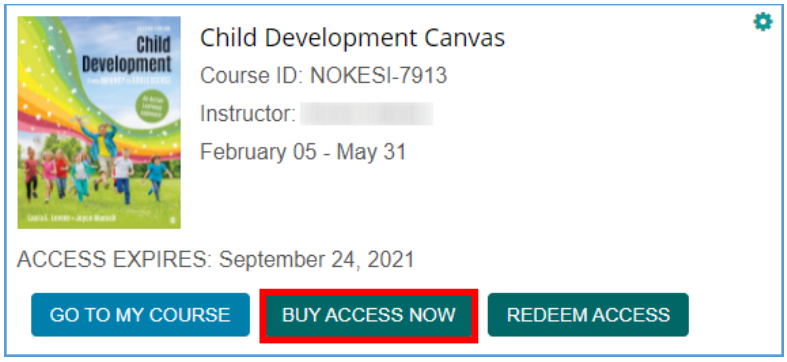


When you register for a course, you are given a two-week grace period. During the grace period, you can access all content and submit up to three Chapter Tests.

You can purchase access to your course directly in Vantage or through your campus bookstore.

To purchase access in Vantage, the **Buy Access Now** button is available on your course tile or on your grace period banner. You can also purchase from the **Redeem Access** page through your course tile or grace period banner if you visit this page before you have purchased your subscription.



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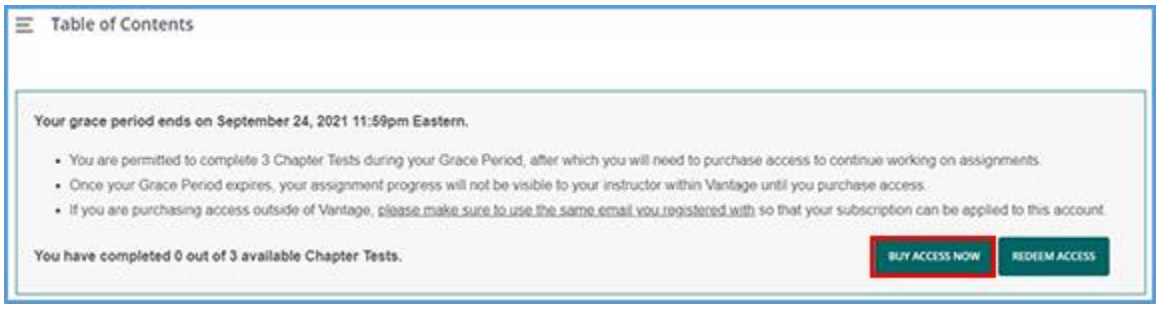

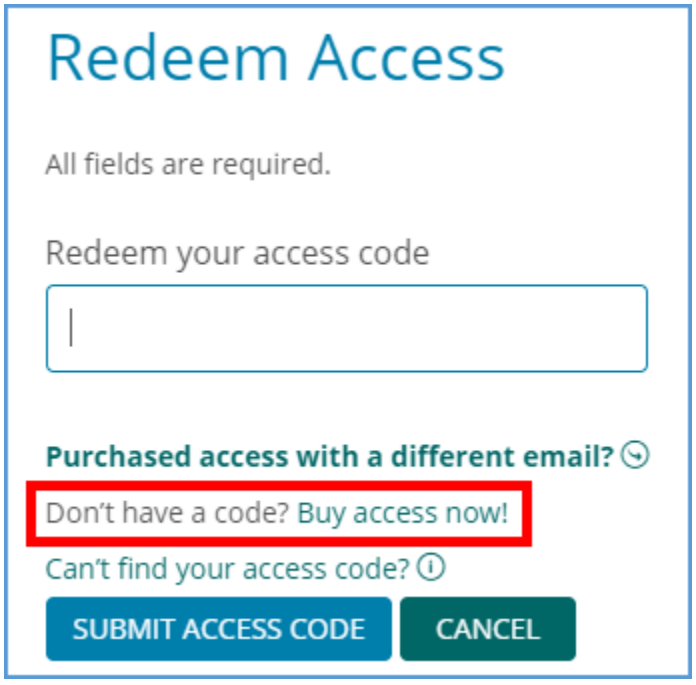

When purchasing through your campus bookstore, you will get a redemption code for your course. It may be on a standalone printed access card, bundled with your textbook, or included with other course materials.

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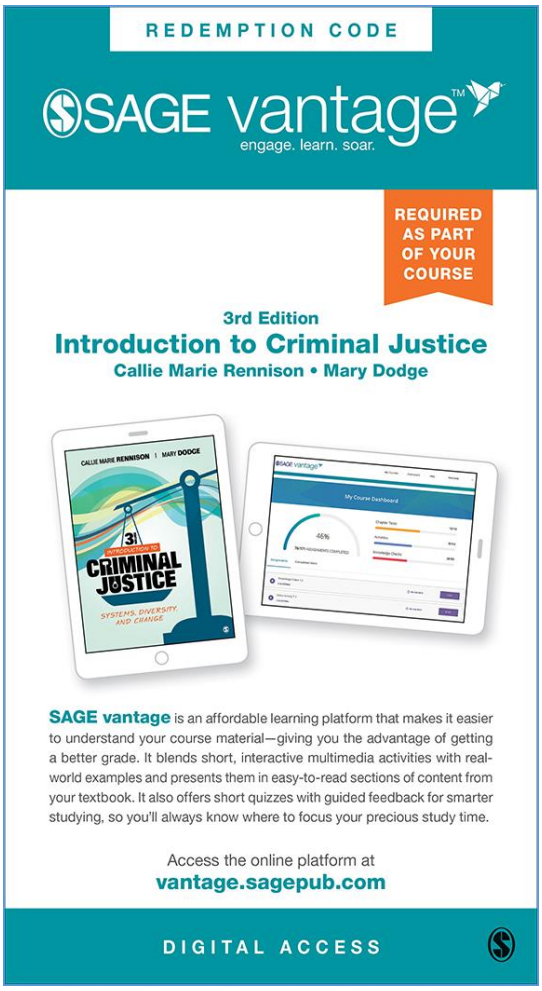
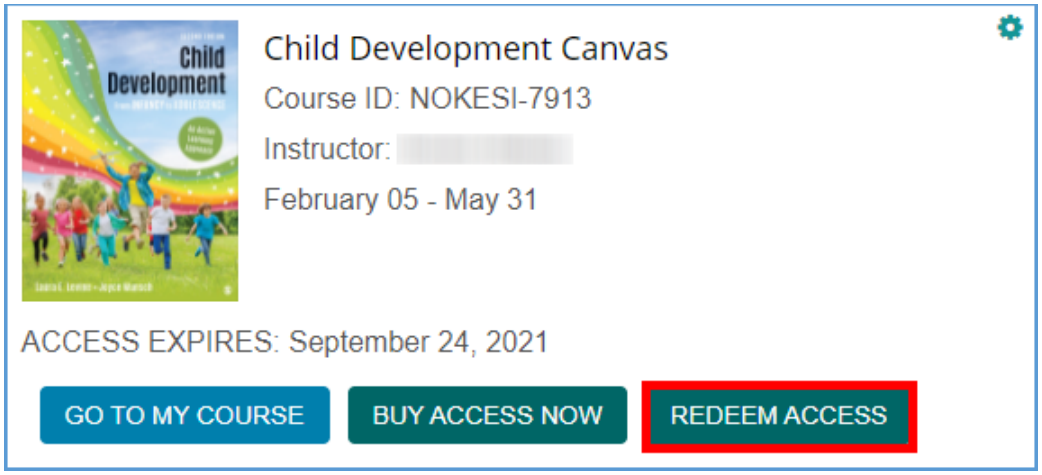


If you purchased a physical code, use the **Redeem Access** button in Vantage to apply the purchase to your course. This button is available on your course tile or on your grace period banner.



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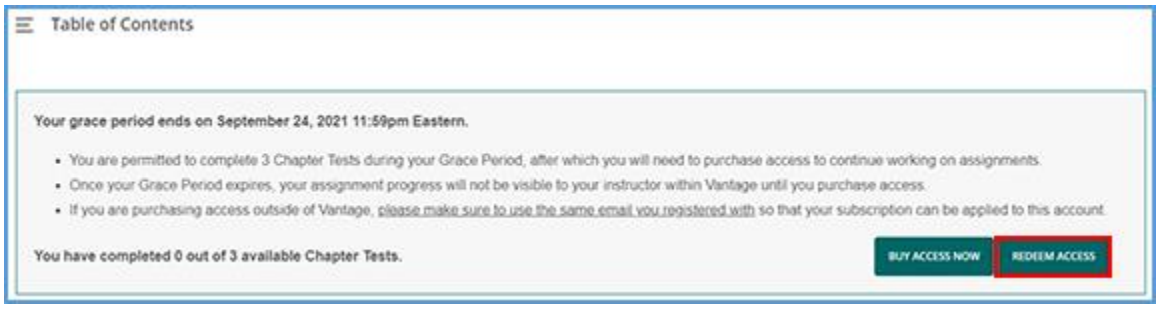
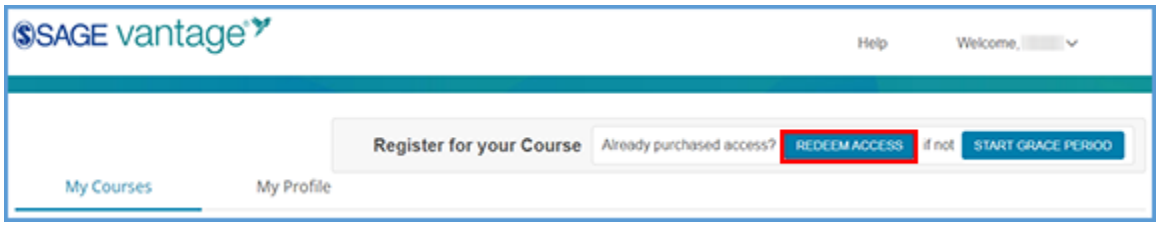
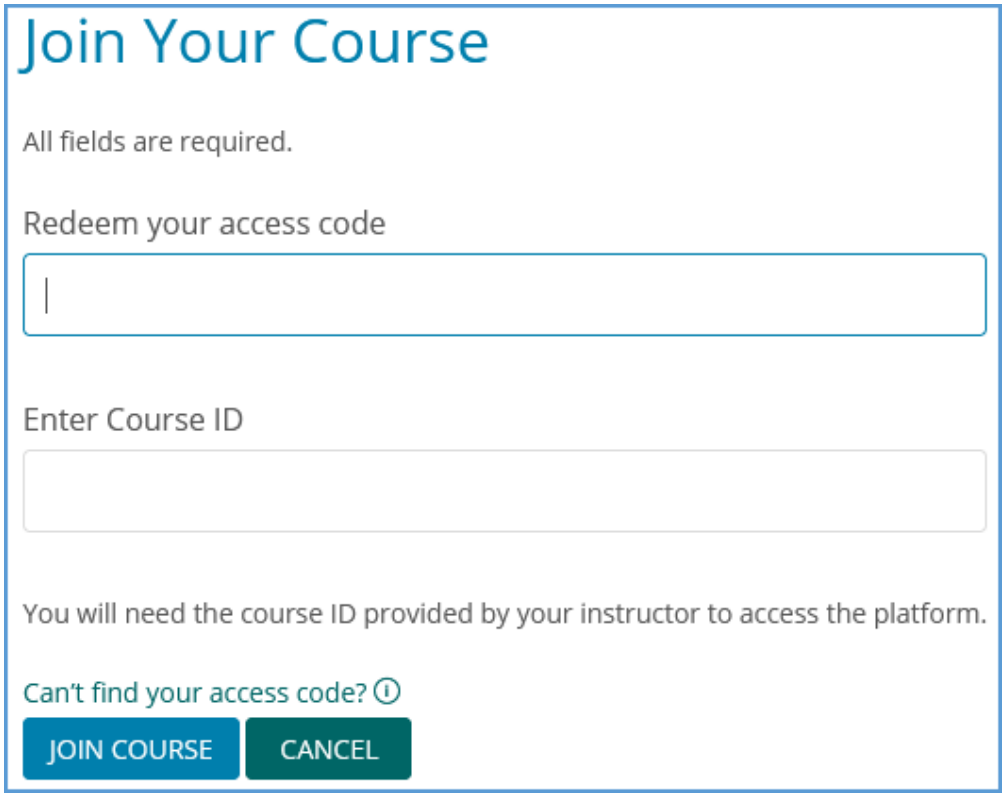


You can also use the **Redeem Access** button on your My Courses dashboard.



You will need to enter your instructor's Course ID to apply your subscription to your course. The Course ID is a 10-digit code that includes the instructor's last name, a hyphen, and 4 numbers (e.g., JOHNSO-1234; SMITHL-6789). After you enter your access code and the Course ID, click **Join Course** to complete registration in your course.



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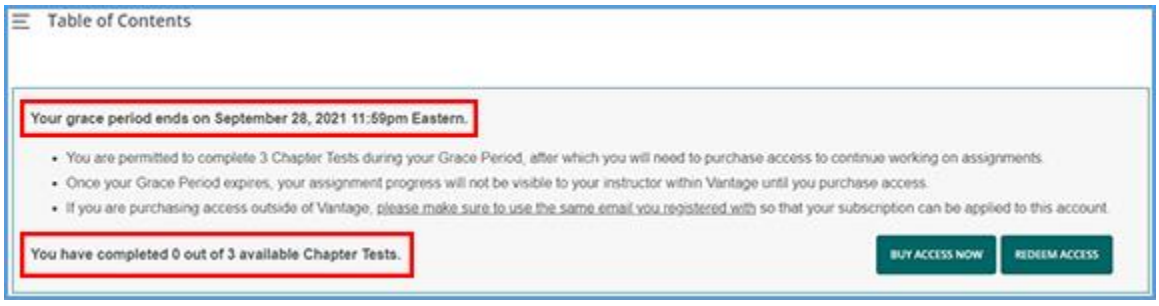
Using a Grace Period

If you have not purchased access to your Vantage course by the start of class, registering for your course will automatically enroll you in a 14-day grace period. During the grace period, you can complete only three (3) chapter tests.

The grace period expiration date can be viewed on the course tile of your My Courses page in Vantage.

You can also see the expiration date in the banner on the course Dashboard under the Table of Contents. This banner also shows how many chapter tests you have completed towards the three-test limit.



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.

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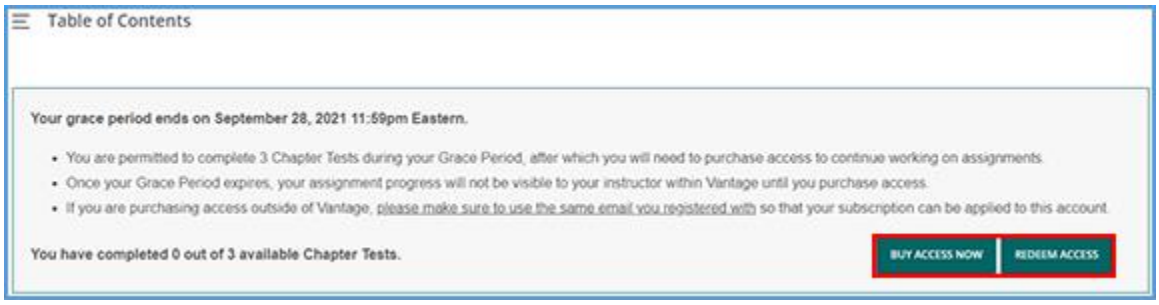
Options to **Buy Access Now** or **Enter Access Code** are available on the course tile on your My Courses page or on the course Dashboard under the Table of Contents.



Purchasing Access to Your SAGE Vantage Course

There are several options for purchasing access to Vantage. Your instructor may provide you with information on how to buy access. Descriptions of the options are provided below.

Campus Bookstore

When purchasing Vantage through your campus bookstore, you receive a physical card printed with an access code. This access code card may be sold as a standalone item or could be bundled with other course materials such as the printed textbook. The access code is used in conjunction with your instructor's Vantage Course ID. Redemption instructions are included on the card.

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Direct Purchase

To purchase access to Vantage directly from the website at https://vantage.sagepub.com, you must first register with Vantage using your school email address. You can first sign up with a 14-day grace period, then purchase access when you are ready. Access can be purchased from the course tile on your My Courses dashboard or from within your textbook.

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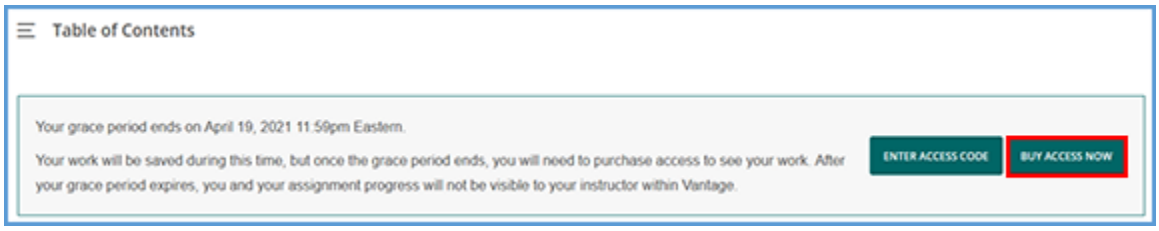

Inclusive Access

Access to your course may be part of an Inclusive Access offering negotiated by your school. Joining Vantage through Inclusive Access will result in the best price for you when compared to other purchase options. Register for your course using the 14-day grace period to opt in to the course.

VitalSource

You can purchase a digital access code through VitalSource at https://www.vitalsource.com/. To complete purchase on the VitalSource website, you will need to create an account with VitalSource. Once you complete the transaction on the VitalSource website, you will receive the digital access code. Register or login to your Vantage account at https://vantage.sagepub.com to redeem the access code. You will then use the Vantage website to access your course.

RedShelf

You can purchase access to your course through RedShelf at https://redshelf.com/. To complete purchase on the RedShelf website, you will need to create an account with RedShelf. Follow the prompts in your RedShelf account to click the **Access Now** button and follow instructions to access your course in Vantage. You will then use the Vantage website to access your course.

Registration Help

If you are having difficulty registering for your course, please visit https://sagevantage.softwareassist.com/ for assistance. 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

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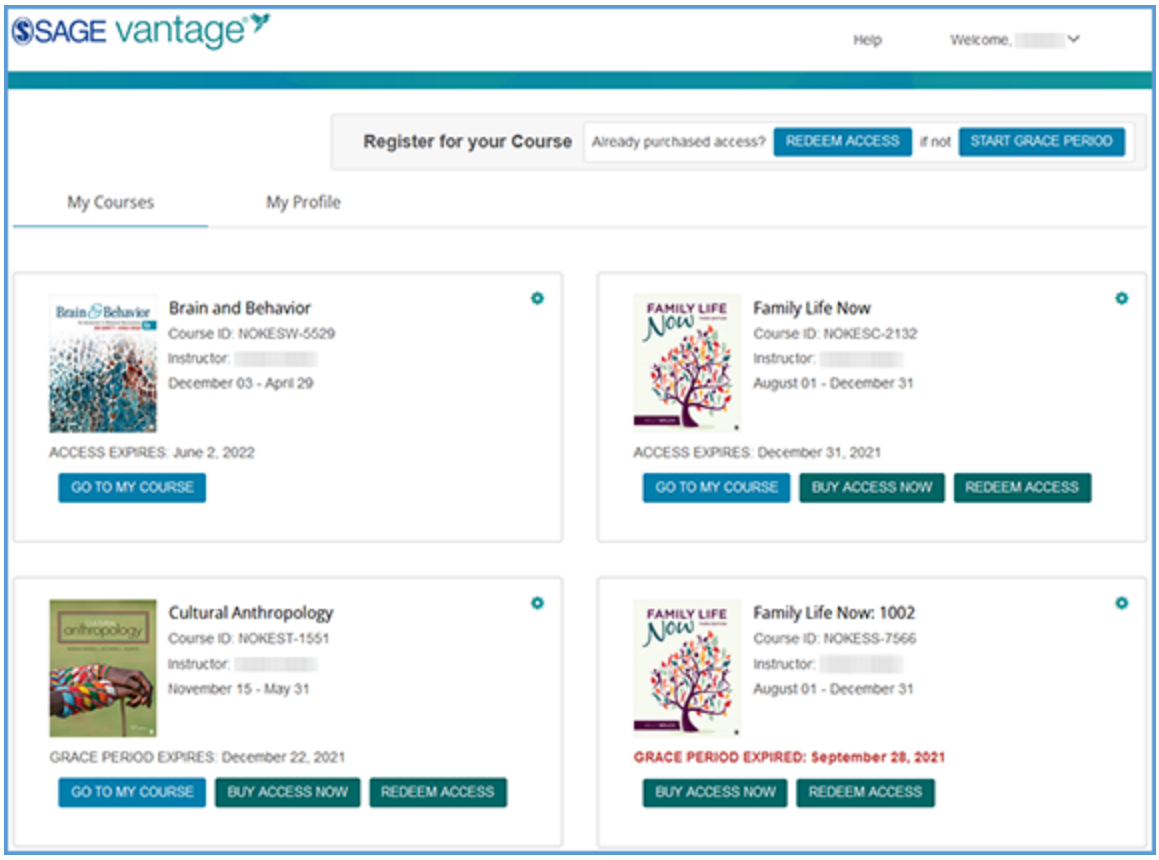
    - The Course ID you were provided
- Access Code used (if applicable)
- Purchase method (if applicable)
- Screenshots of any error messages you encountered

Vantage Platform Information

My Courses Dashboard

If you login directly to your Vantage account at https://vantage.sagepub.com, you start on your My Courses dashboard.



At to the top right of the page, the **Help** link takes you to the Vantage Technical Support website.

Clicking **Welcome, [Your Name]** in the top right corner allows you to visit your profile page or log out of your Vantage account. On your My Profile page, you can see the name, username and email address tied to your Vantage account.

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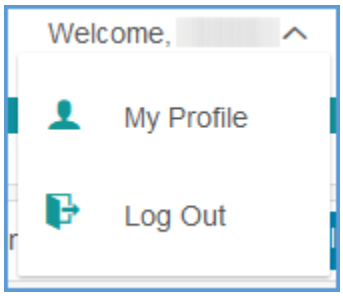
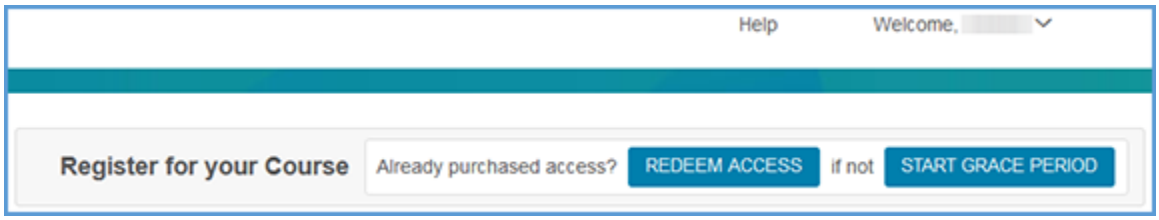


You can **Redeem Access** or **Start Grace Period** for your instructor's course from your My Courses dashboard. You will need your instructor's Course ID to get started.



Once you navigate to a course, you can return to your My Courses dashboard by clicking the Vantage logo at the top left of the page or **My Courses** in the top navigation menu. The My Course link becomes available after you have navigated to your course.

Course Tiles

Each Vantage course you enroll in will have its own course tile. The course tile includes your instructor's course details:

- Textbook cover image
- Course name
- Section info (if applicable)
- Course ID
- Instructor's name
- Start and end date of the course
- Grace Period end date or Course Access end date

Each course tile includes a **Go to My Course** link so you can go straight to your course dashboard. You can also purchase access to your course directly on the course tile or redeem access if you've already purchased.

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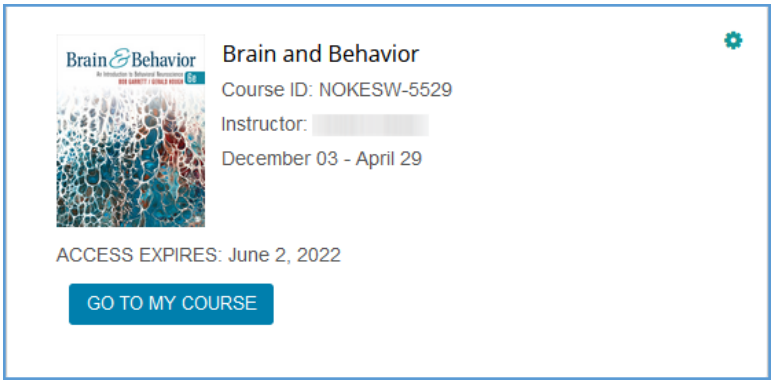
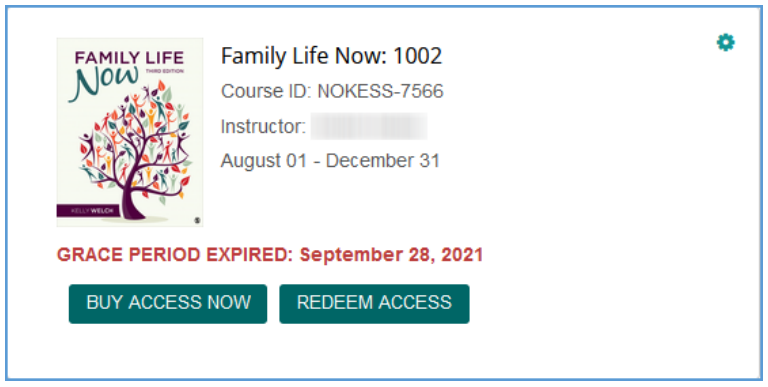
Once you apply the subscription for your course to your account, the **Buy Access Now** and **Redeem Access** options will go away. If your grace period expires and you have not yet purchased access to your course, the option to access your course disappears. Here are some sample course tiles:





The gear icon at the top right of your course tile opens the Course Management Tools menu. This menu includes **My Access** and **Transfer** options which give you control to solve some common issues with Vantage accounts:

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- Updating your account to use your school email address if you purchased with a different email
- Changing your course section to a different section of the same course

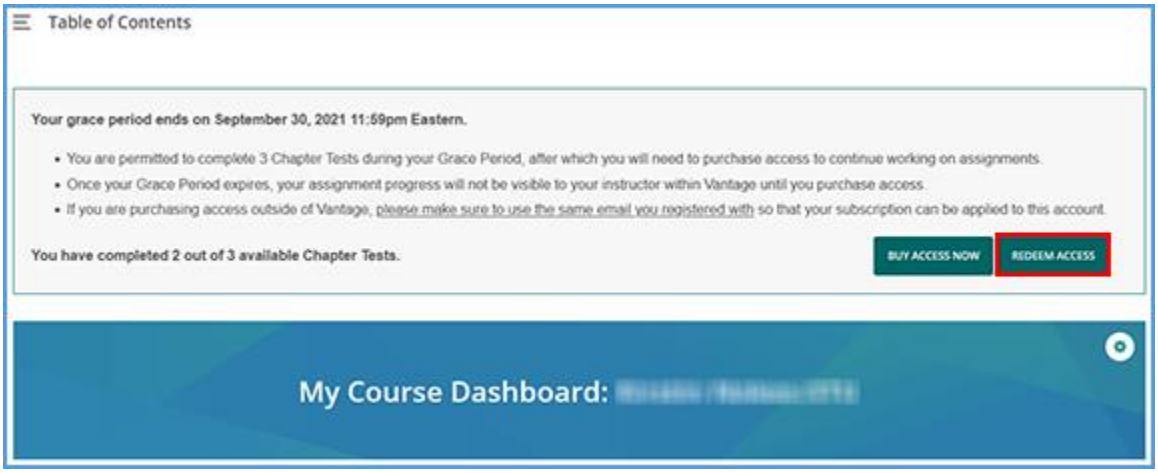
My Access

Your Vantage account is typically accessed through your school email address, so your purchase will need to be associated with this account. When purchasing access to Vantage, you may have used your personal email address. Choose one of the methods below to apply your purchase to the Vantage account you want to use for your course.

Method 1:

1. Login to the Vantage account that should be associated with your course at https://vantage.sagepub.com. This will typically be your school email address. Go to the Dashboard of your course.

2. Click the **Redeem Access** button.



3. In the pop-up window, click on **Purchased access with a different email?**

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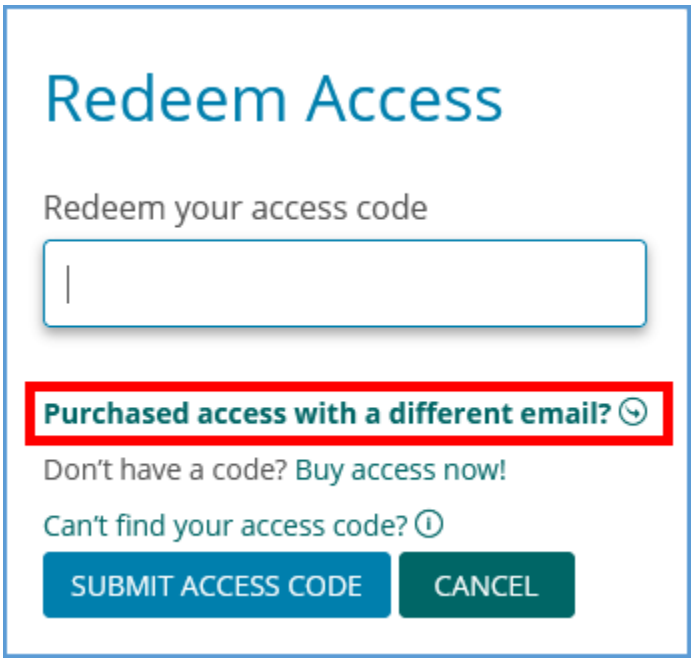
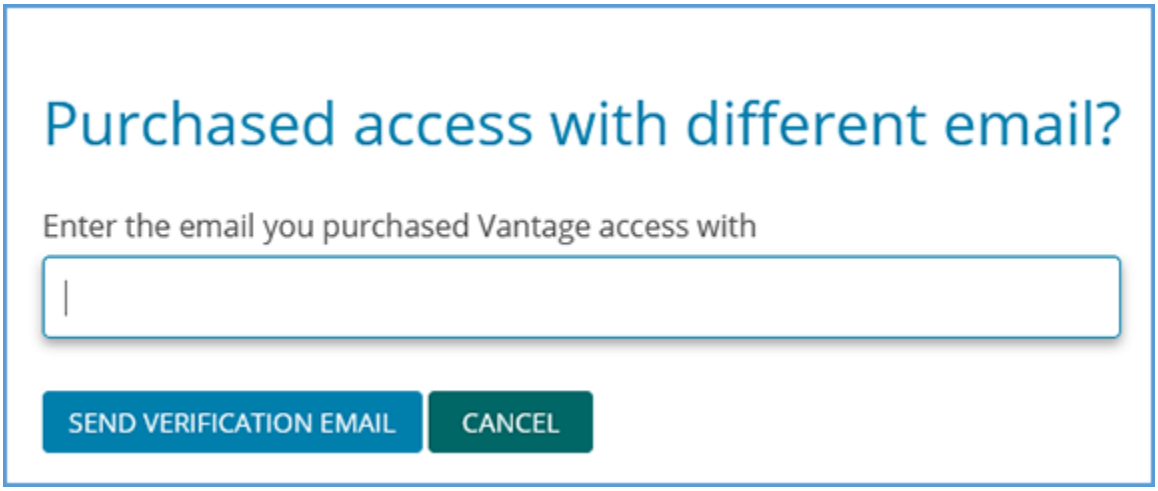


4. Enter the email address you used to purchase your Vantage access. Next, click the **Send Verification Email** button.



5. Go to the inbox of the email address you used to purchase your Vantage access. You will receive an email with a verification code to migrate your access to your school email address. This code is valid for 30 minutes.

6. Enter the verification code and click the **Migrate Access** button. Your Vantage access will be applied to the correct account.

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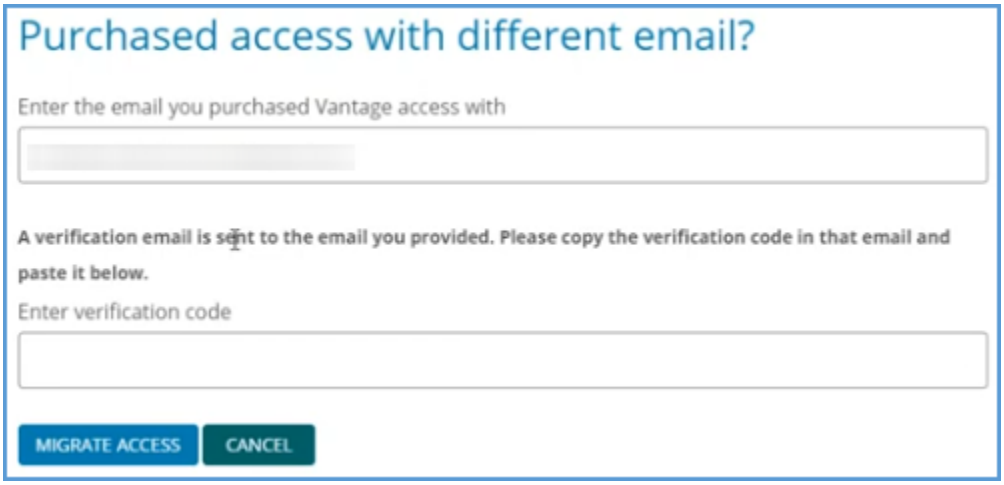
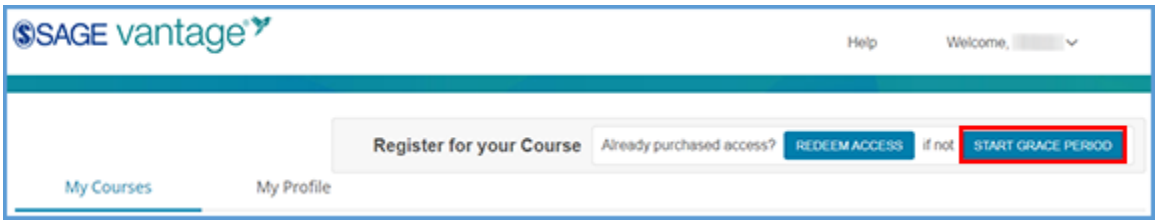


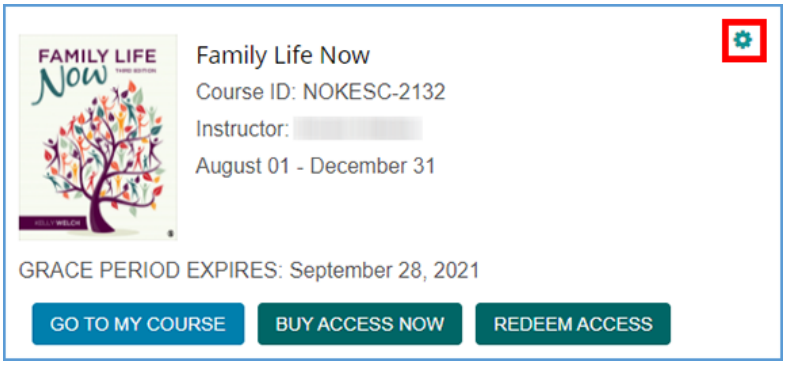
Method 2:

1. Login to the Vantage account that should be associated with your course at https://vantage.sagepub.com. This will typically be your school email address.

2. If you have not yet started the Grace Period for your course under this account, you can click the **Start Grace Period** button at the top right corner. You will need the Course ID of your instructor's course to do so.



3. Locate the course tile for your course. Click the gear icon to open the action menu.



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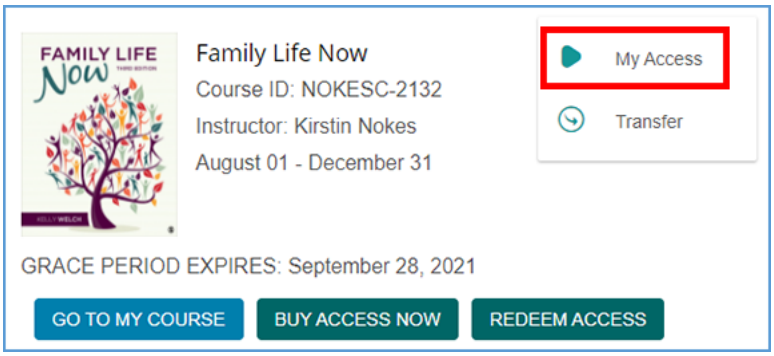
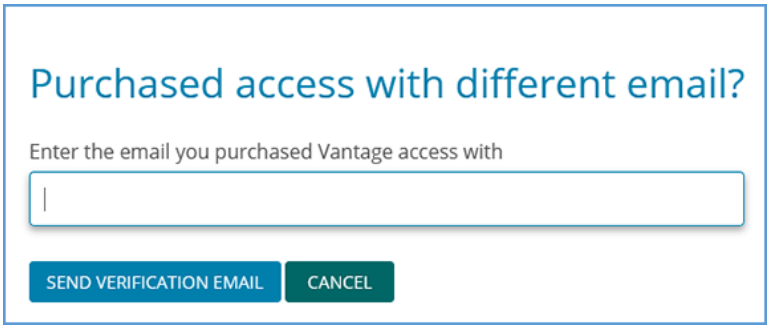
4. Click the **My Access** button.

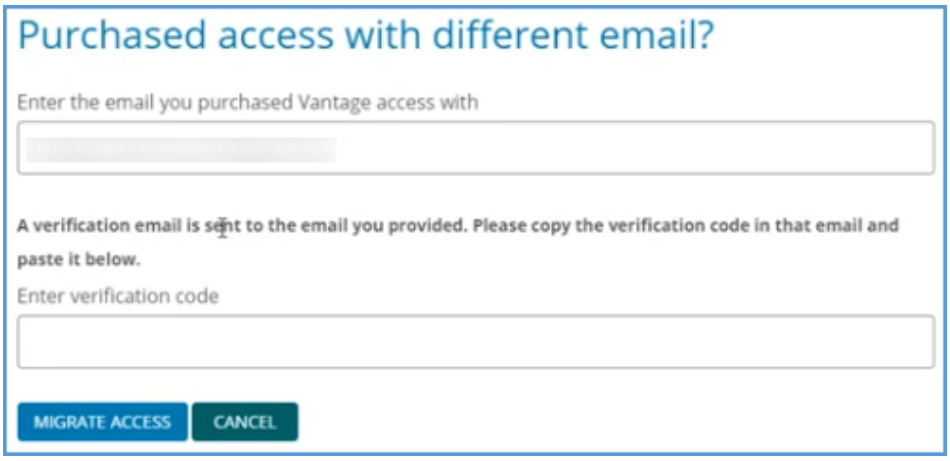


5. Enter the email address you used to purchase your Vantage access. Next, click the **Send Verification Email** button.



6. Go to the inbox of the email address you used to purchase your Vantage access. You will receive an email with a verification code to migrate your access to your school email address. This code is valid for 30 minutes.

7. Enter the verification code and click the **Migrate Access** button. Your Vantage access will be applied to the correct account.



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Transfer

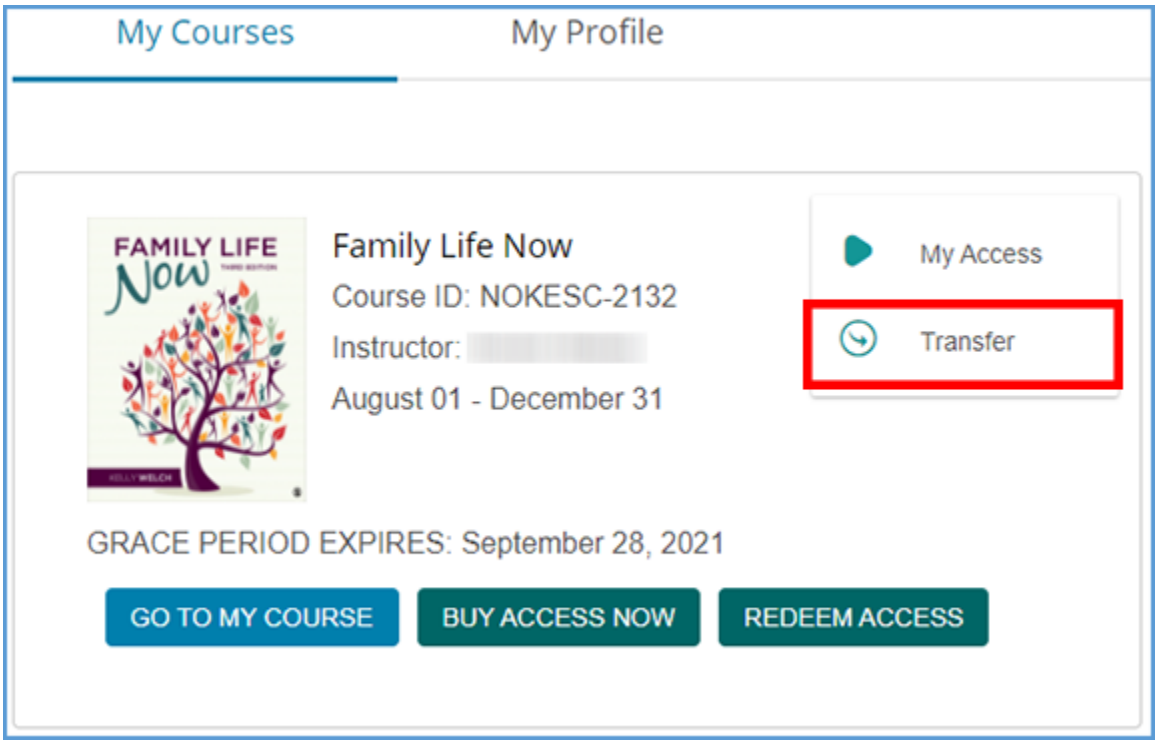
Once you register for a Vantage course, there may be circumstances where you need to transfer to another section. You can easily move yourself to the new section in Vantage.

TIP: When you transfer to another Vantage course, the new course must be for the same textbook / ISBN as the original course.

1. Get the Course ID for the course you want to transfer into from your instructor. The Course ID is a 10-digit code that includes the instructor's last name, a hyphen, and 4 numbers (e.g., JOHNSO-1234; SMITHL-6789).

2. Access your Vantage My Courses dashboard. You can get to your dashboard by clicking on any Vantage link from your LMS or by logging in directly to Vantage at https://vantage.sagepub.com.

3. Locate the course tile of your current course. Click the gear icon at the top right of the course tile. Click **Transfer**.



4. In the "Transfer to another course" pop-up window, enter the Course ID for the new course. Click **Transfer**.

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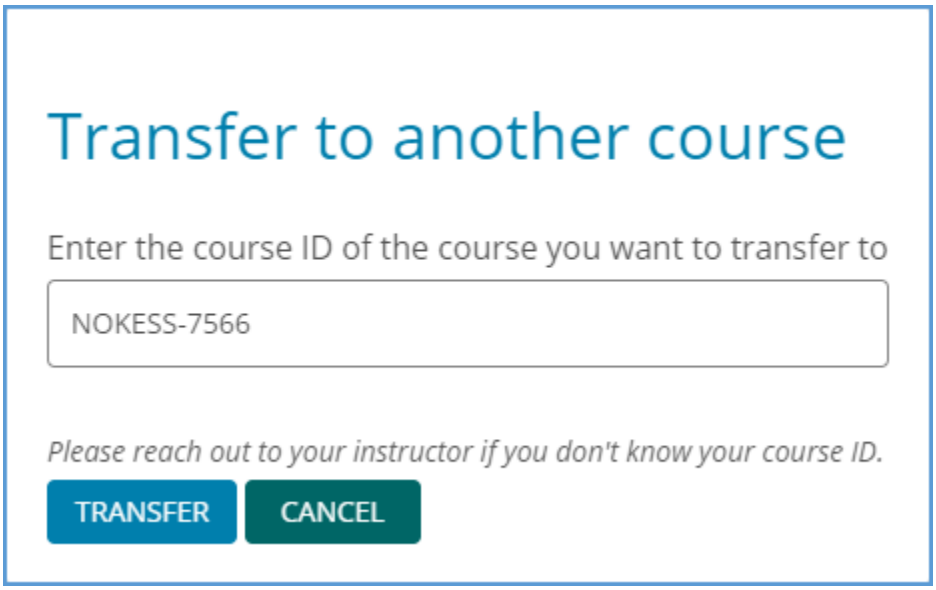
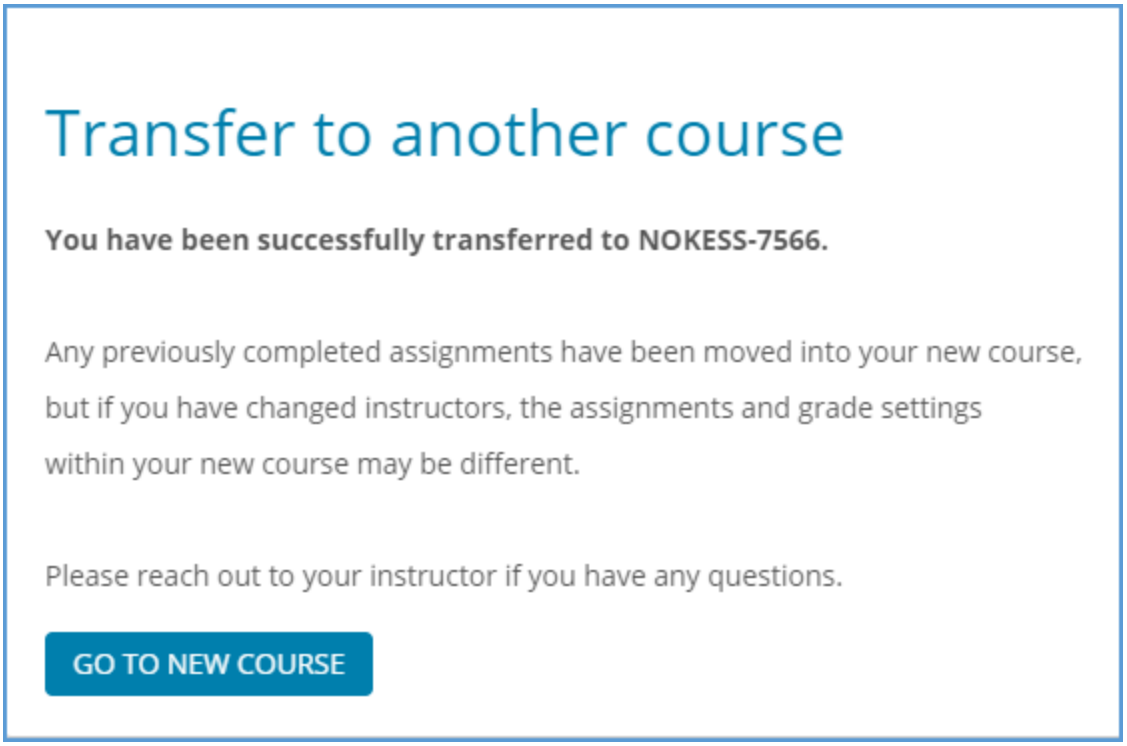


5. You will see a confirmation message that the transfer completed. All of your previously completed work will transfer over to the new course. You can click **Go to New Course** to start working immediately in the new course.



6. You can also verify on your My Courses dashboard that your course reflects the new Course ID.

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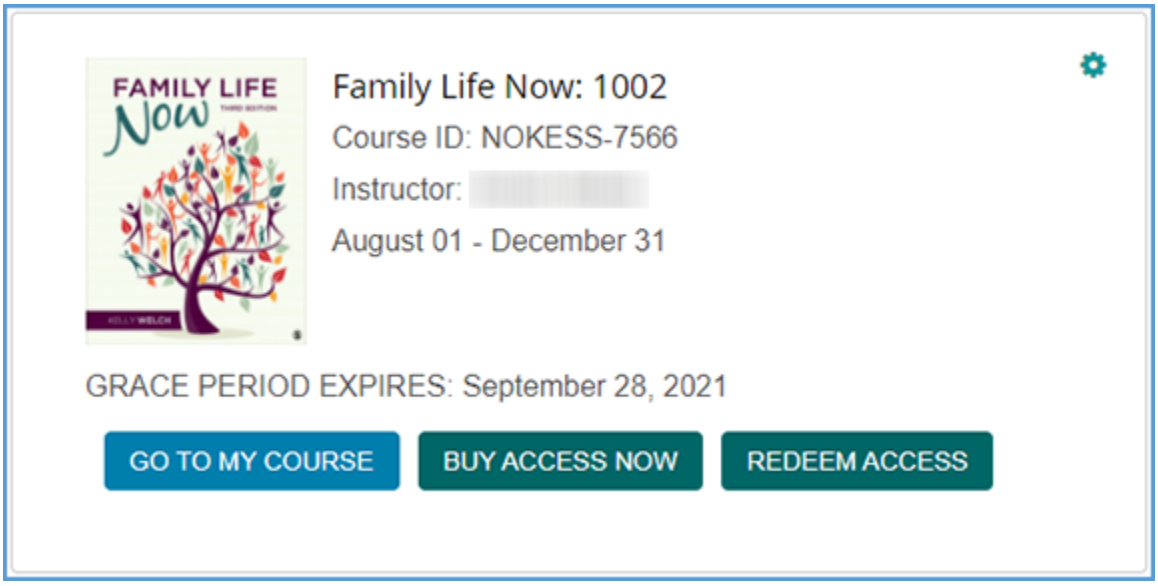
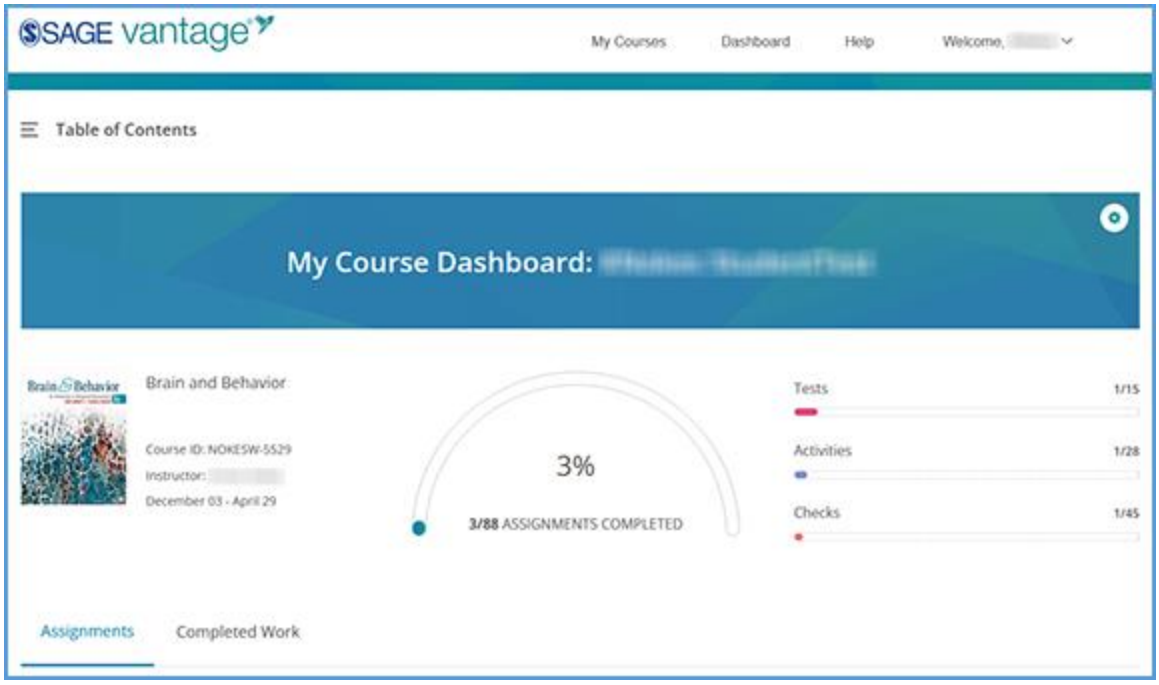


Course Dashboard

Each course you are enrolled in has its own dashboard. You course dashboard includes a number of features to help you progress through your course.



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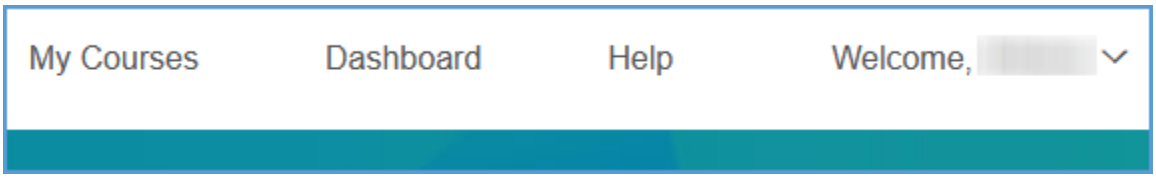
Navigation Menu

The top navigation menu at the upper right of your Course dashboard allows you to move around your Vantage account.

- **My Courses**: Takes you to your My Courses dashboard
- **Dashboard**: Takes you to the Course dashboard for the course you are currently in
- **Help**: Opens the Vantage Technical Support website
- **Welcome, [Your Name]**: View your profile page or logout of your account



Course Management Tools

The gear icon at the top right of your Course Dashboard banner opens the Course Management Tools menu.

If you purchase access to Vantage using an email address other than your school email address, **My Access** allows you to apply the subscription to the appropriate account.

Transfer allows you to move yourself from one Vantage course section to a new course section.

> **TIP**: When you transfer to another Vantage course, the new course must be for the same textbook / ISBN as the original course.

Table of Contents

The Table of Contents for your text is at the top left of the page. You can quickly access content for any chapter from this location.

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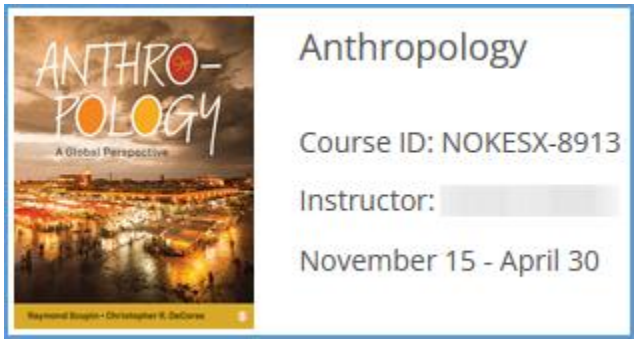
Course Details

Your instructor's course details are available on your Course dashboard:

- Textbook cover image
- Course name
- Section info (if applicable)
- Course ID
- Instructor's name
- Start and end date of the course



Course Progress Indicators

You can view your progress through the course assignments on your dashboard. The indicator on the left displays how many course assignments you have completed out of the total number of assignments. There are also indicators to the right for each assignment type.

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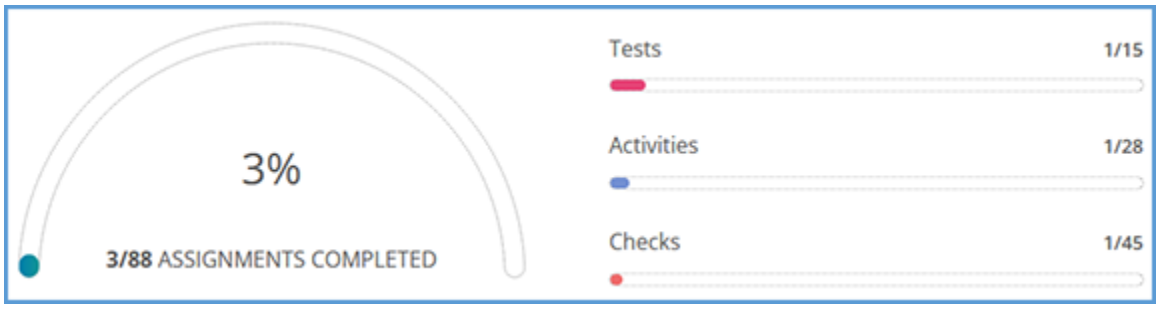
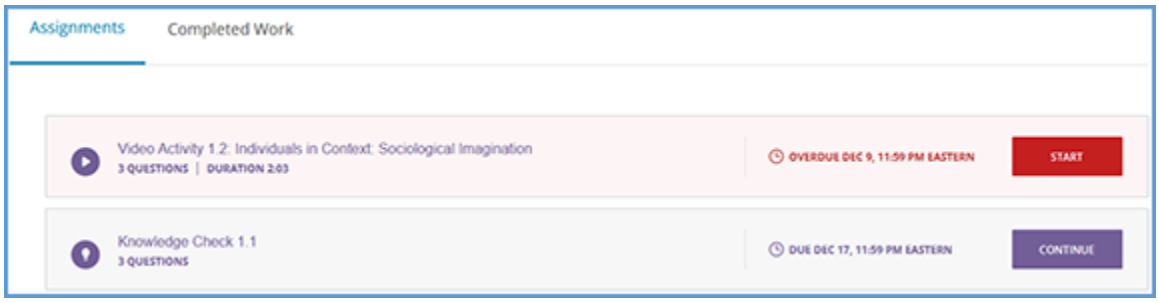


Assignments tab

The Assignments tab makes it easy to keep track of any upcoming or overdue assignments. You can view the assignment's name and how many questions it contains. Video activities also list how long the video is. Assignments are listed in order of due date. If your instructor has not set a due date for the assignments, they are listed in order of appearance within the textbook.

You can click **Start** (or **Continue** if you have previously started the assignment) to go directly to that assignment. Overdue assignments will have red dates and Start buttons.



Completed Work tab

Any assignment you have fully completed at least one time are listed on the Completed Work tab. You can view the assignment's name, the date you completed it, and how many questions were included. Your current grade is listed with grades for assignments completed late in red. If the assignment allows multiple attempts, you can see the results of your most recent attempt for that assignment. If you want to retake an assignment, you can click **Retake** to go directly to that assignment.

> **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's gradebook.

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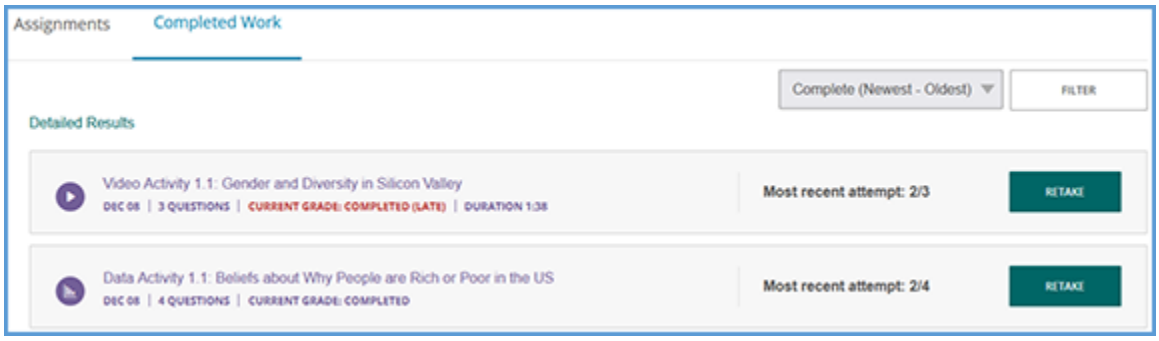
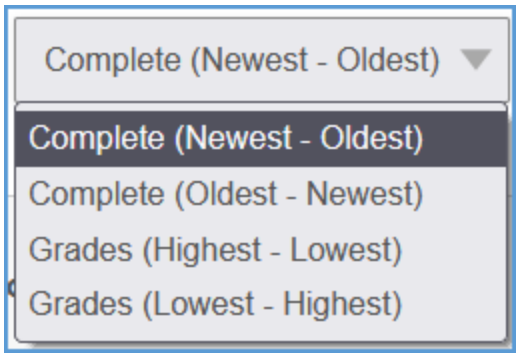
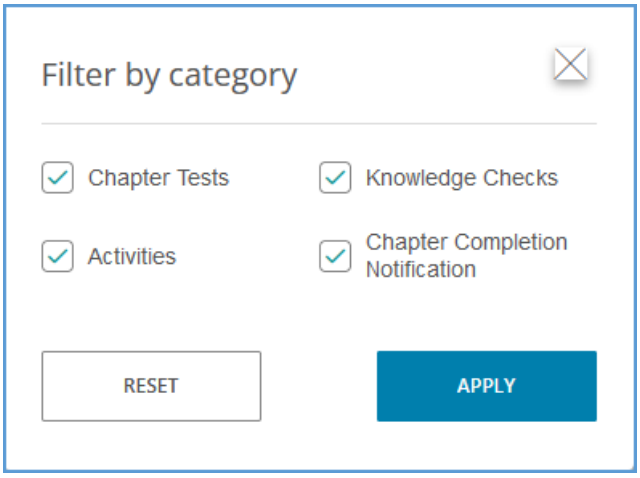


The Completed Work tab provides tools to help you better monitor your progress through any assignments you have completed. These tools are available at the top right of your completed assignments list.

You can change the sort order by clicking **Complete (Newest – Oldest)** to expand the dropdown menu. Once you choose an option from the menu, your completed assignments will adjust to match your selection.



You can also **Filter** your completed assignments list by the type of assignment. Make your selections and **Apply** or **Reset** to restore the list to its default.



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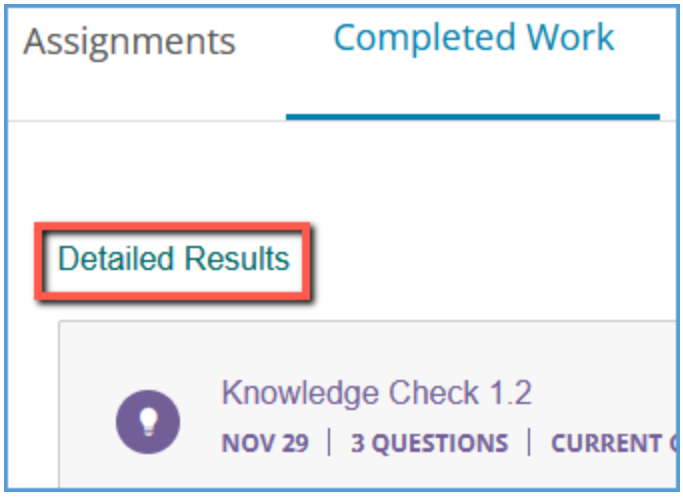
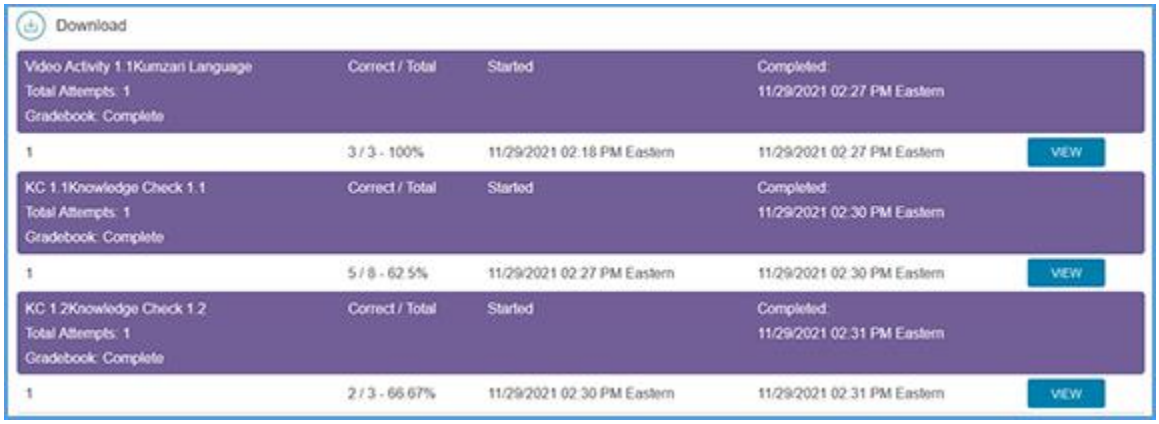
You can visit the **Detailed Results** section to review any completed attempt.



Click **View** next to any attempt to review your answers for that attempt. At the top left of the Detailed Results page, you can also **Download** a CSV file that includes completion dates and scores for all assignment attempts you have made.



Navigating Your SAGE Vantage Course

Table of Contents

At the top left of your course, you can access the Table of Contents for your book. Click on it to view the chapters in your textbook.

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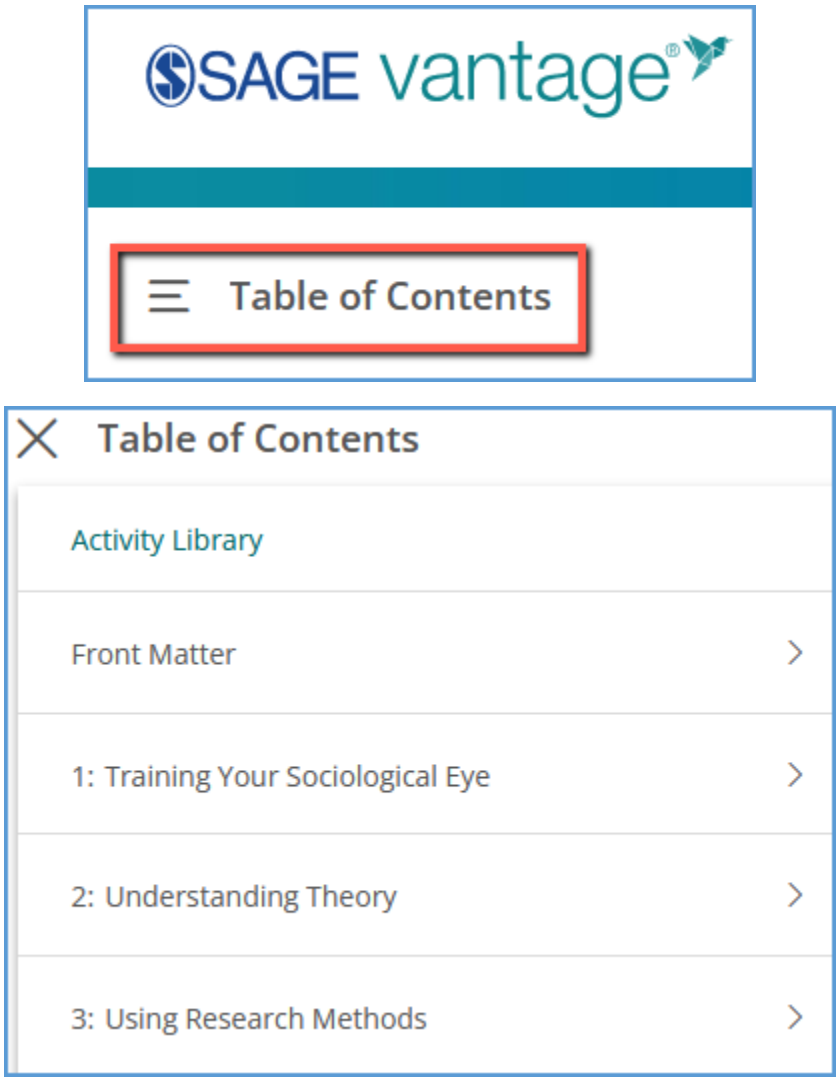
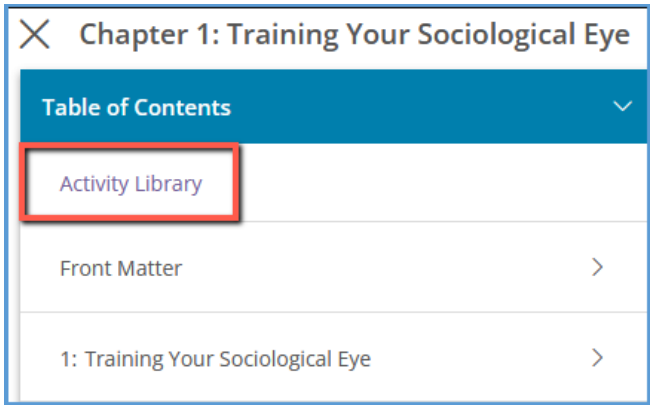


You can access the Activity Library at the top of the chapter list. This link is a shortcut to view all multimedia activities within your course.



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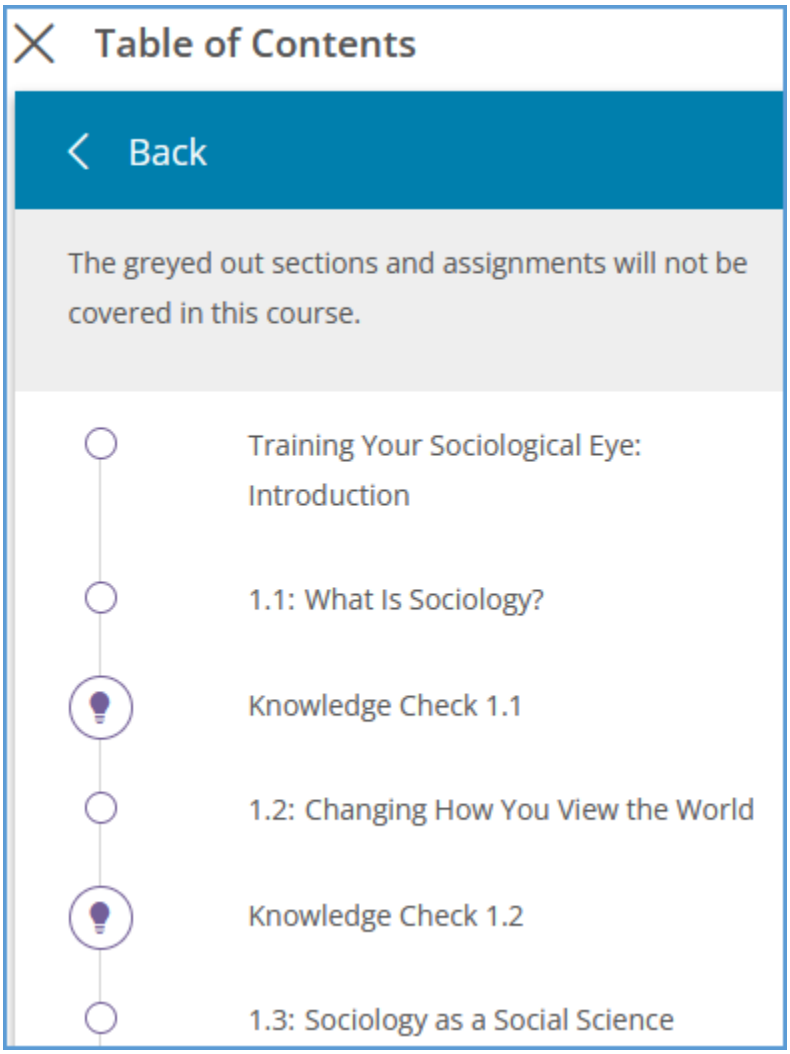
Clicking on any chapter shows the list of all sections and assignments in that chapter. Activities are not included in the list. You can use the Back button at the top to return to the chapter list.



You can track your location within the textbook with the location indicator.

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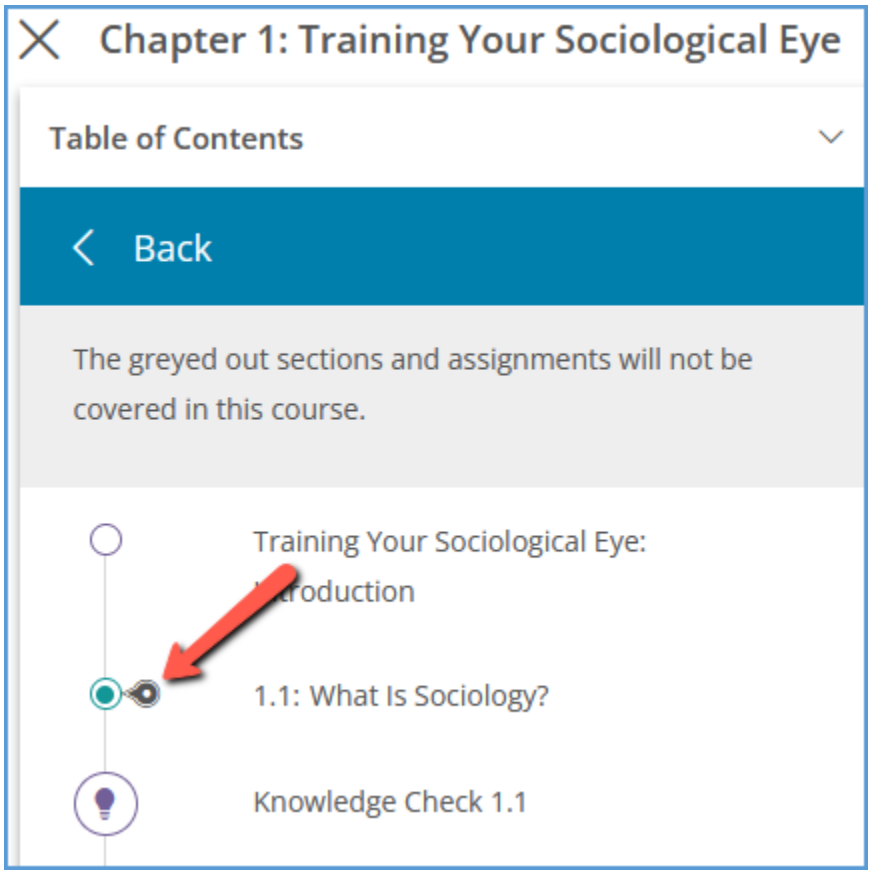
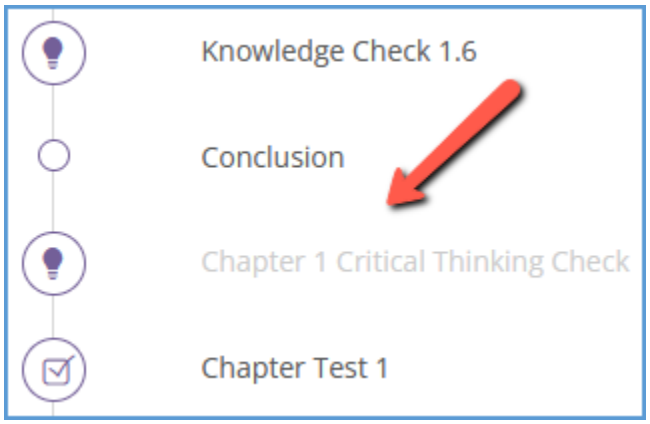


Any content that is not assigned by your instructor appears in grey. You can still access this content, but any Knowledge Checks or other assignments you complete are for your own reference. Your instructor will not see the results.



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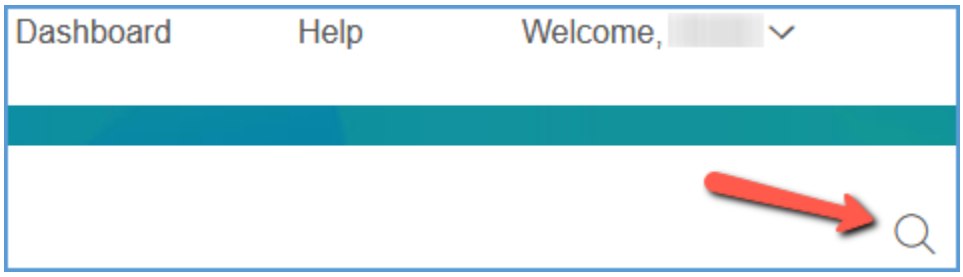
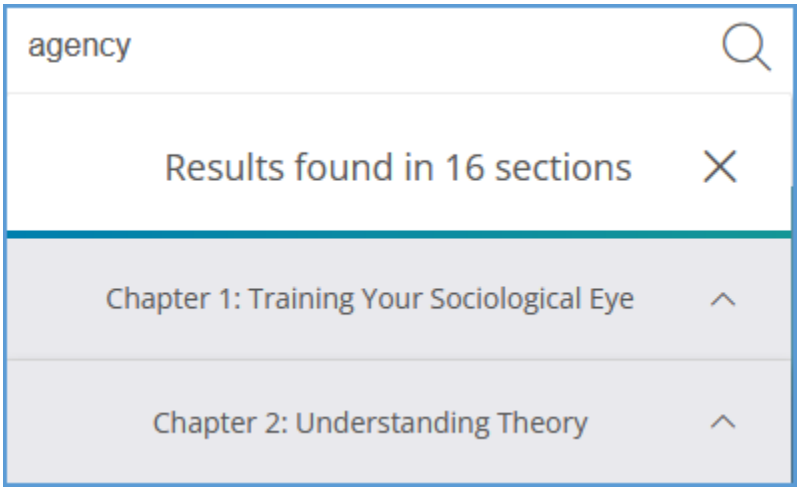
Search

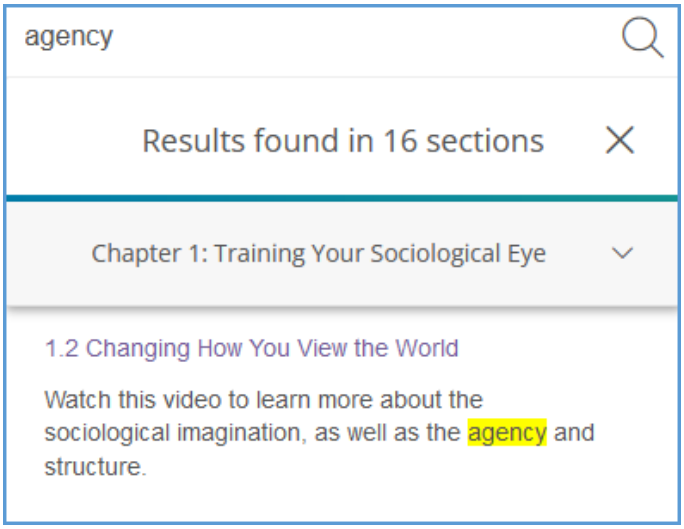
At the top right of your text, **Search** allows you to look for a word or phrase within the textbook. Click the magnifying glass, type in the term you want to find, then click the magnifying glass again to see the results.



The results include the number of times the term appears in the textbook and every location where it is found.



Click on a chapter to expand it and see the section where the term appears in that chapter.



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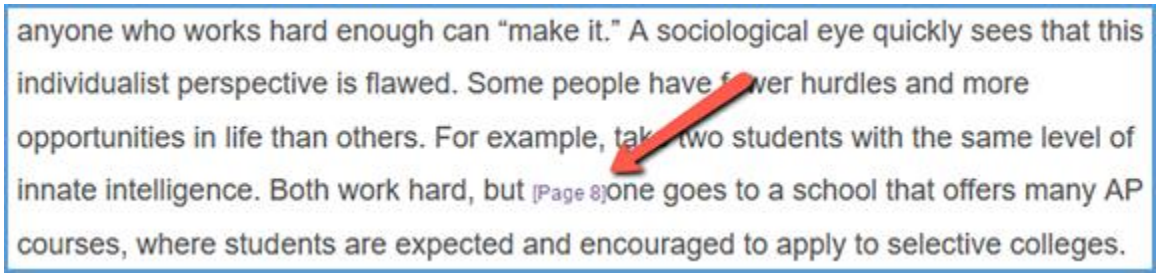
Click on the section to be taken directly to the location in the textbook.

Page Numbers

As you read through your textbook, you will run across page number indicators. These page numbers coincide with the pages of the printed textbook. In this example image, the page indicator is [Page 8]. If you were to open a print textbook to page 8, you would see the same content.



Vantage Activity Sidebar

If you are accessing SAGE Vantage on a laptop or desktop, the right side of your screen includes the Vantage Activity Sidebar. The tools found in the Activity Sidebar are described below.

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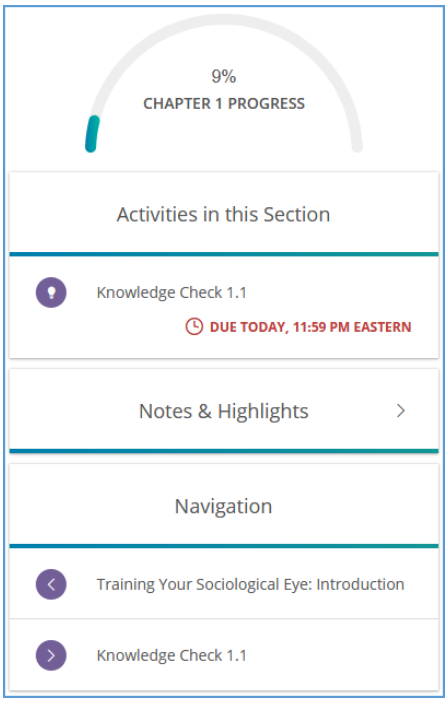
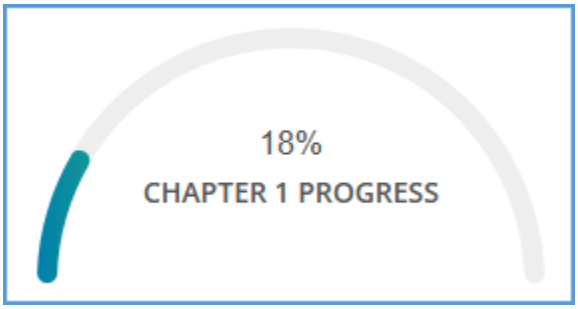


Progress Indicator

The progress indicator at the top of the Activity Sidebar tracks how many assignments you've completed in the chapter. It allows you to see at a glance how much of the chapter's materials you've completed.



Activities in this Section

Each chapter in your textbook is divided into sections with each section having its own set of activities to complete. This area of the sidebar helps you keep tabs on due dates for each activity so you can stay on track with your course's schedule. Completed assignments are also marked so that you can easily tell what you've already finished and what still remains.

TIP: Ready to complete an activity? Click on the activity's name in the sidebar to get started.

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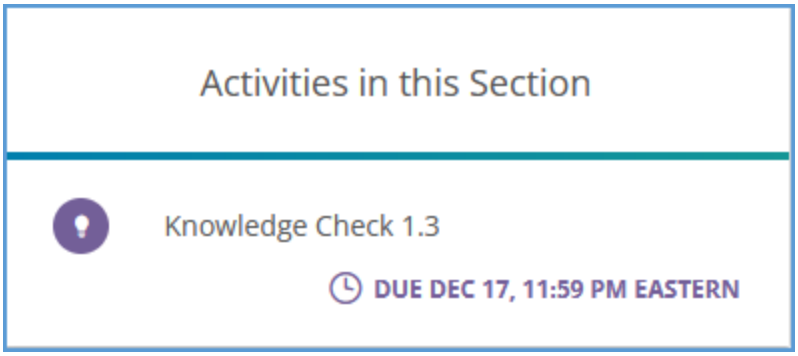
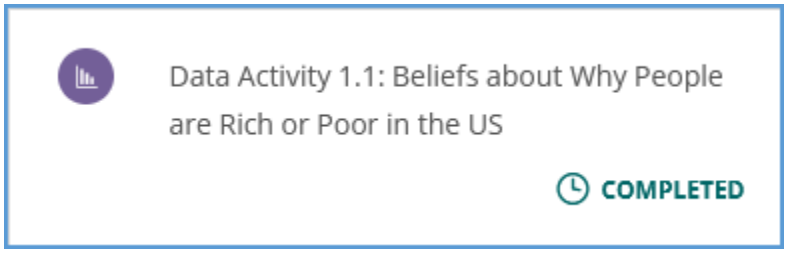
Each activity lists its name along with its due date and may contain additional helpful messaging so you can more easily check the status. Here are examples of the various statuses you will see for activities in the sidebar.

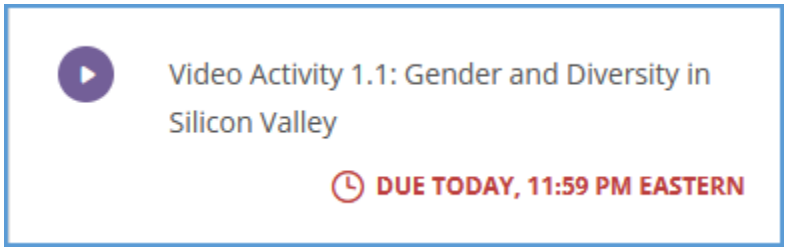
Due dates are purple if they are more than a couple days in the future.

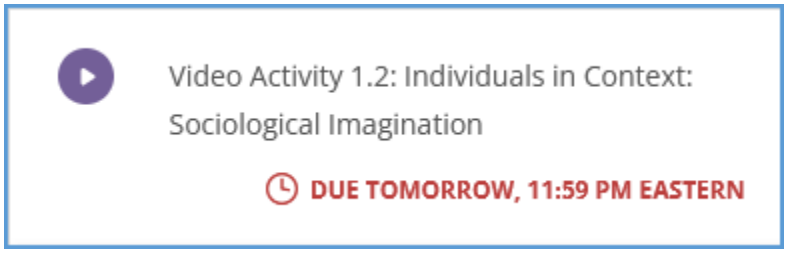


Any activity you have finished shows a green Completed status.



Pending due dates are red with a Due Today or Due Tomorrow message.





Overdue activities also have red dates with a message indicating the late status.

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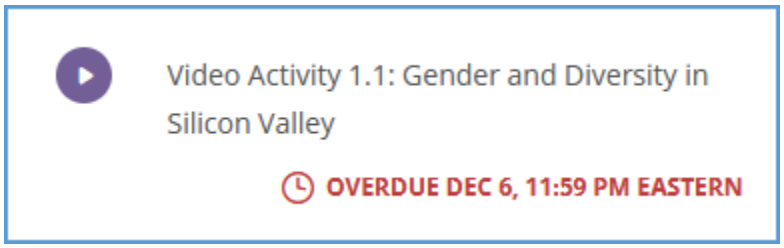
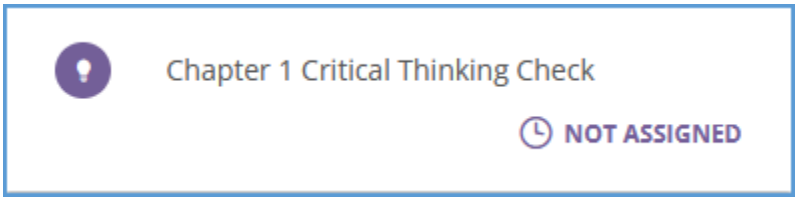


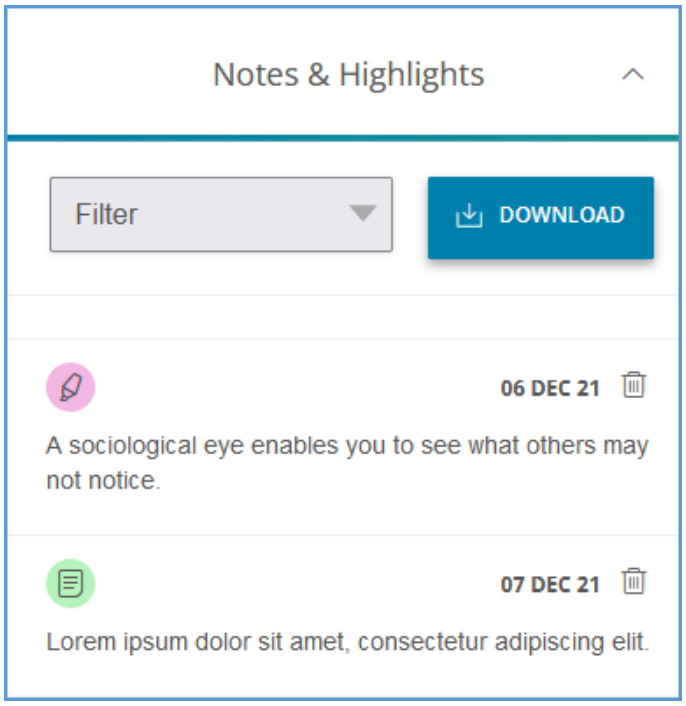
If an activity is not assigned by your instructor, the sidebar will show that status.

TIP: You can use unassigned activities for self-study even if your instructor is not including them for grading or completion purposes.



Notes & Highlights

As you read through the textbook, you can make notes or highlights for later reference. They are collected in the Notes & Highlights area for each chapter section. The highlighter or notepaper icon indicates which type of notation you've made.



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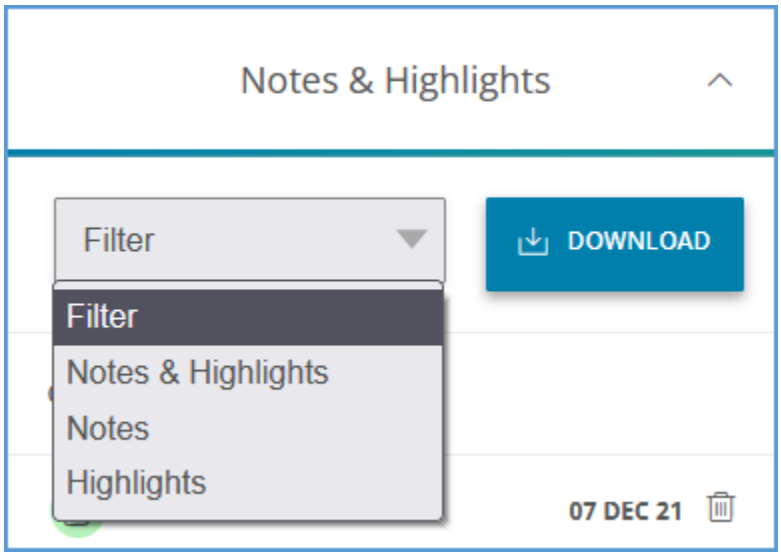
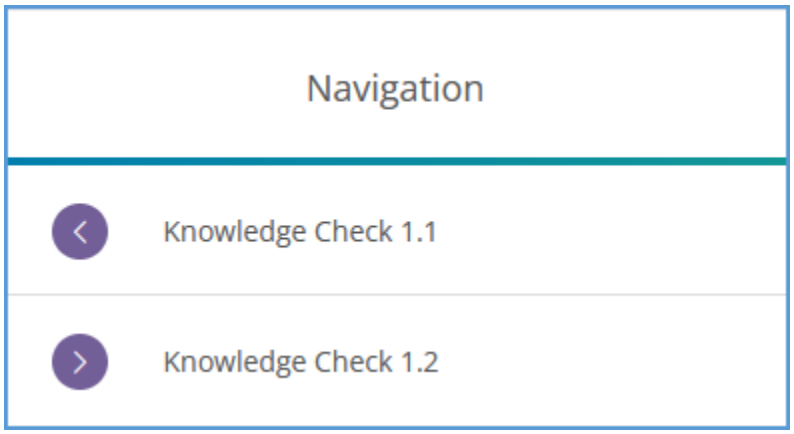
You can use the **Filter** dropdown menu to sort by only notes, only highlights or both. Click **Download** to create a PDF based on your selection to create a study guide.



Navigation

The Navigation area allows you to quickly skip to the previous Knowledge Check or the next Knowledge Check. Once you click on your selection, you are taken directly to the activity.



Glossary Terms

As you read through your text, you may run across words that are blue and underlined. These terms can be found in the glossary of your textbook.

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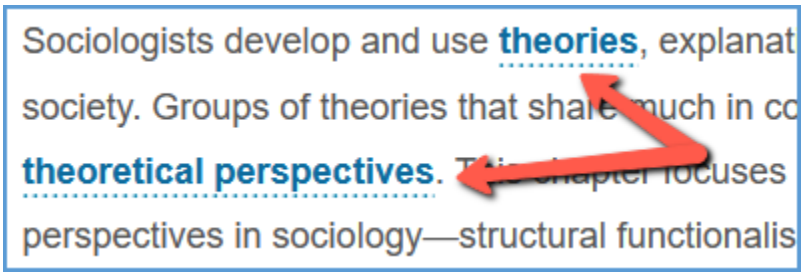
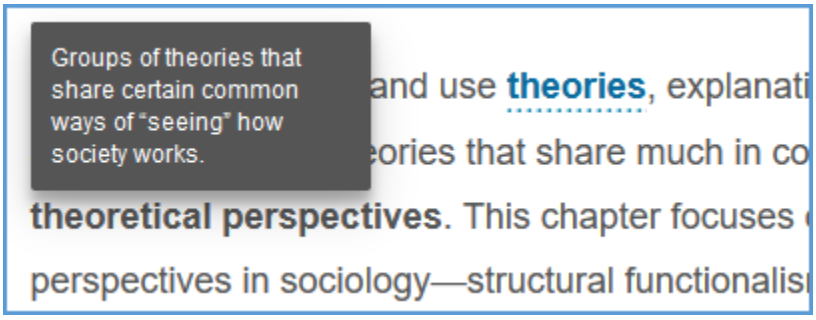
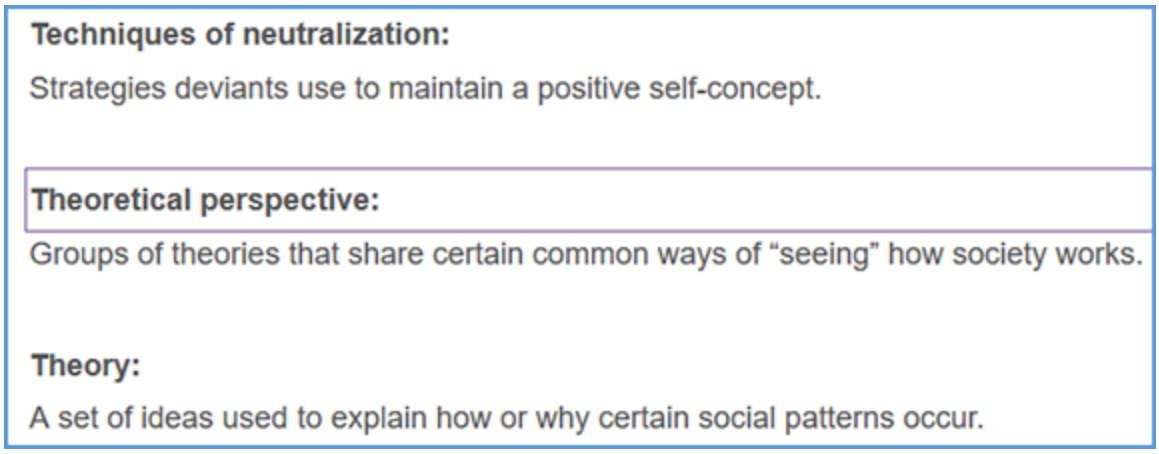


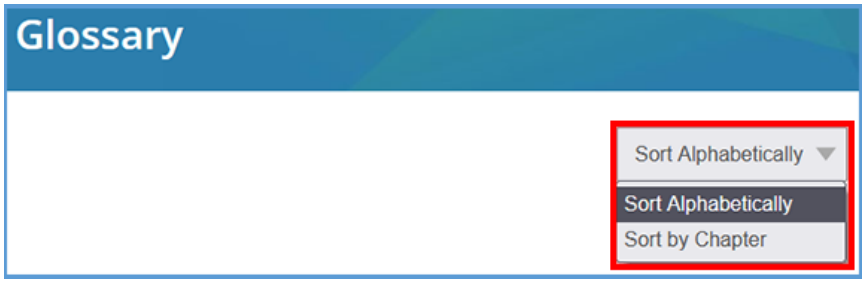
When you hover over the glossary term, the definition appears in a pop-up window.



Clicking on the term takes you to that term in the glossary.



Once you are in the Glossary, the default view sorts all terms in alphabetical order. You can change the view to sort by chapter using the dropdown menu at the top right of the page.



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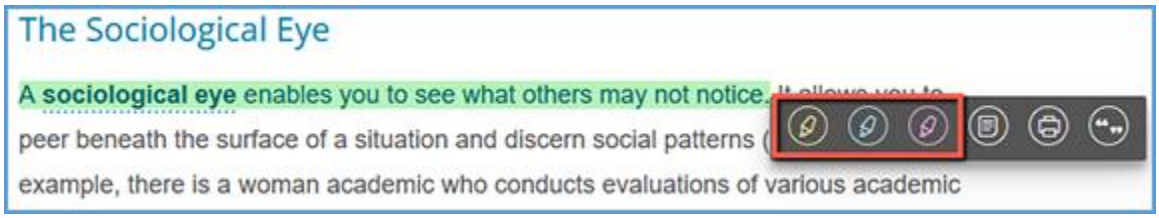
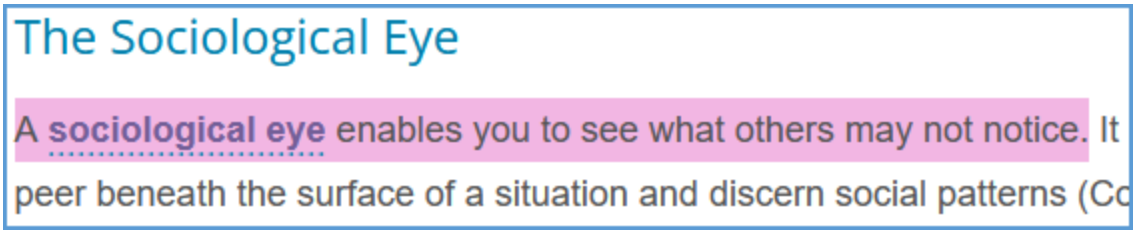
Highlighting Text

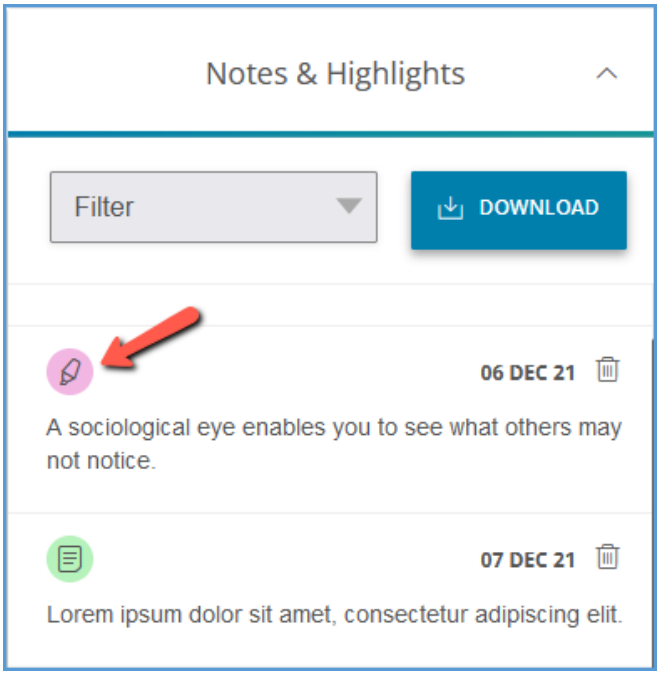
You can highlight text as you read to call out important information. Select the text you want highlighted and the tool bar will automatically appear.



Choose a color and your text selection will be highlighted for easy reference. Three colors are available to help categorize your highlights based on your study needs.



Any highlights you make are also available in the Notes & Highlights section of the activity sidebar. Highlights are flagged with the highlighter icon in the same color you used for that highlight. It includes the date the note was made and the text that was selected.



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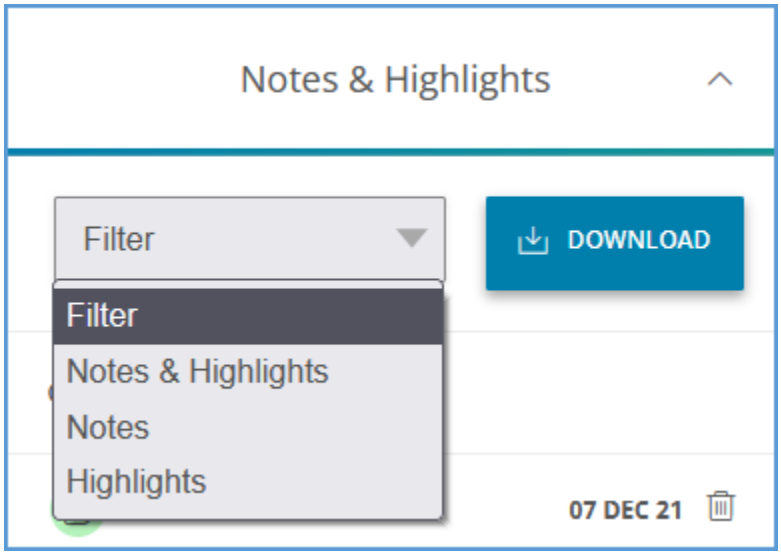
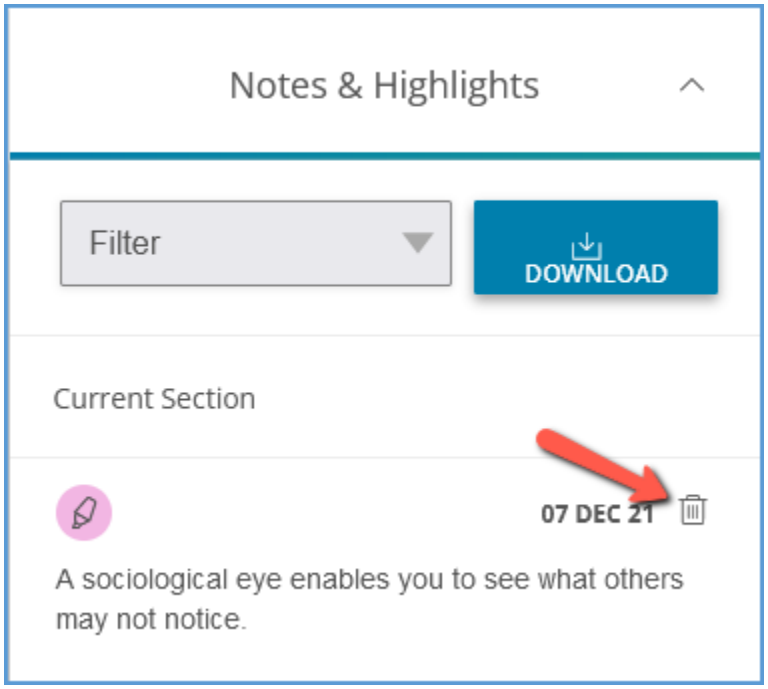
By default, the Notes & Highlights section shows both notes and highlights. Click the **Filter** dropdown menu and select **Highlights** to see only the highlights you have made for the section. **Download** collects your Notes and/or Highlights (based on your Filter selection) into a single PDF that you can use to review.



You can delete highlights directly from the activity sidebar. Locate the highlight you want to remove and click the trash can icon to **Delete** it.



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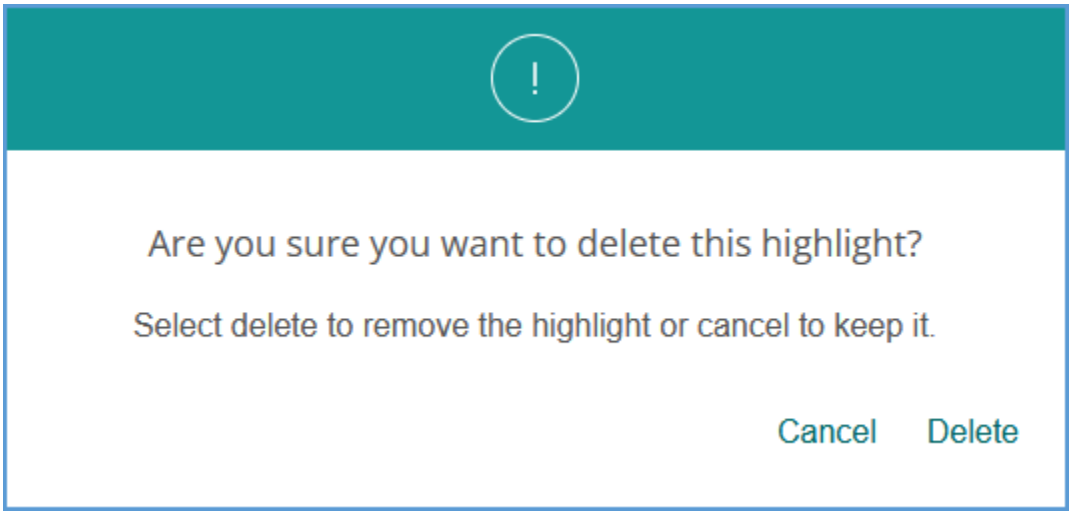
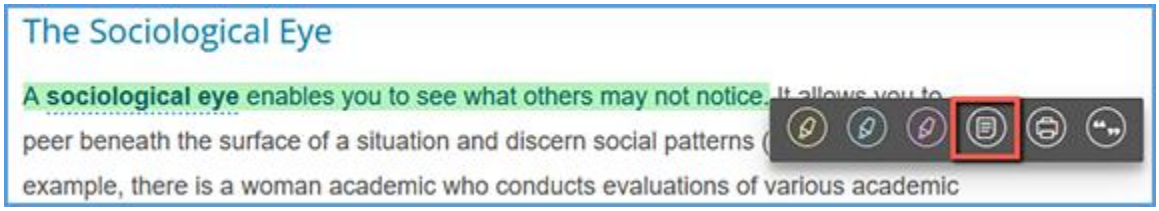
In the pop-up message asking you to confirm, click **Delete** to proceed or **Cancel** to exit without making changes.

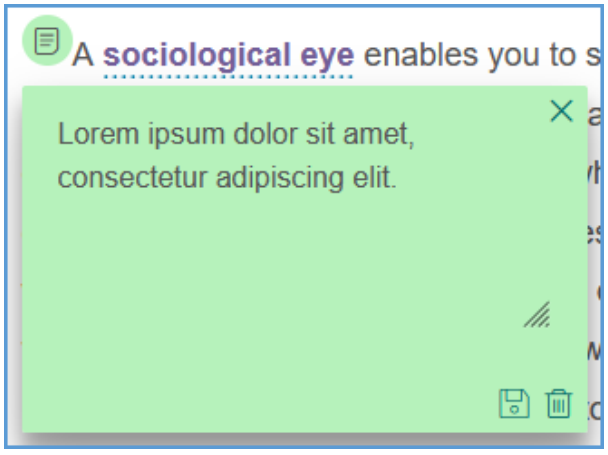


Note-taking

You can take notes as you read. Select the text you want to annotate and the tool bar will automatically appear. Click the **Notes** icon.



Start typing your note in the textbox of the green pop-up window.



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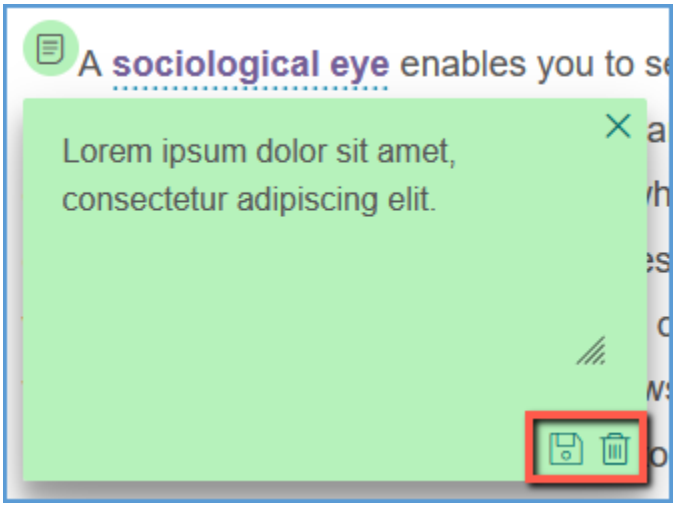
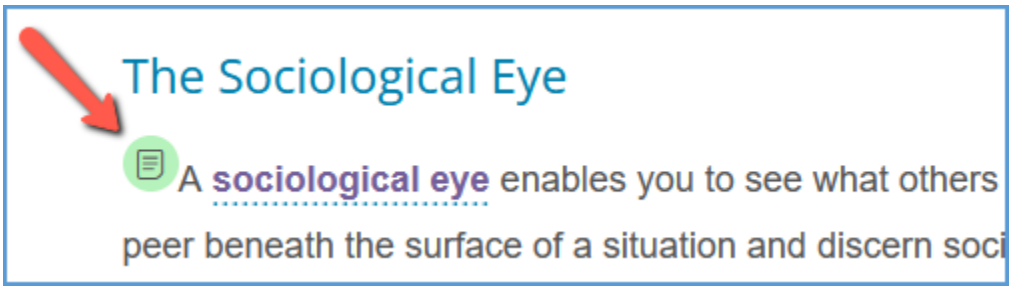
Once you've finished typing your note, click the **Save** icon to store your note for future reference. If you decide that you don't want to keep the note you are making, you can **Delete** it by clicking the trash can icon.



Once you save a note, the text you selected will have an icon at the location of the text you selected.



Click this icon to view or make changes to your note. If you make changes, click the **Save** icon. If you no longer need the note, you can **Delete** it by clicking the trash can icon.

When deleting a note, a pop-up message asks you to confirm before removing it. Click **Delete** to confirm or **Cancel** to exit without making changes.

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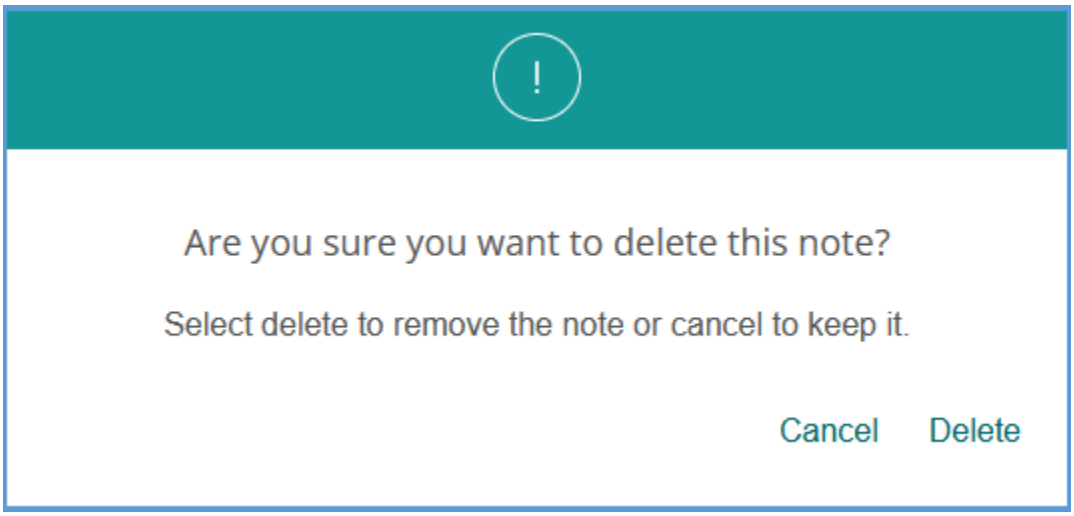
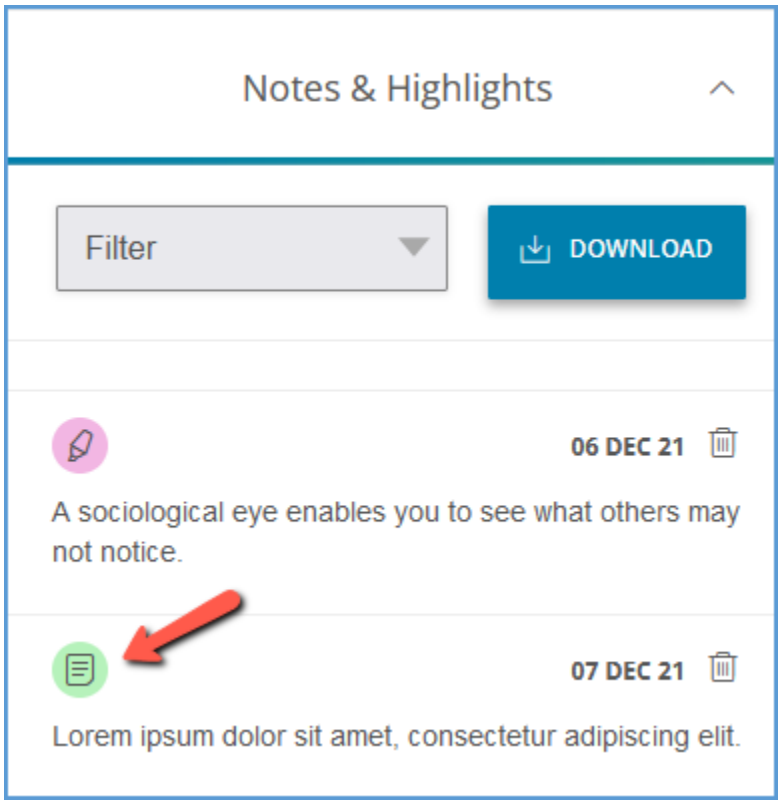


Any notes you make are also available in the Notes & Highlights section of the activity sidebar. Notes are flagged with the note icon. It includes the date the note was made and the information in the note.



By default, the Notes & Highlights section shows both notes and highlights. Click the **Filter** dropdown menu and select **Notes** to see only the notes you have made for the section.

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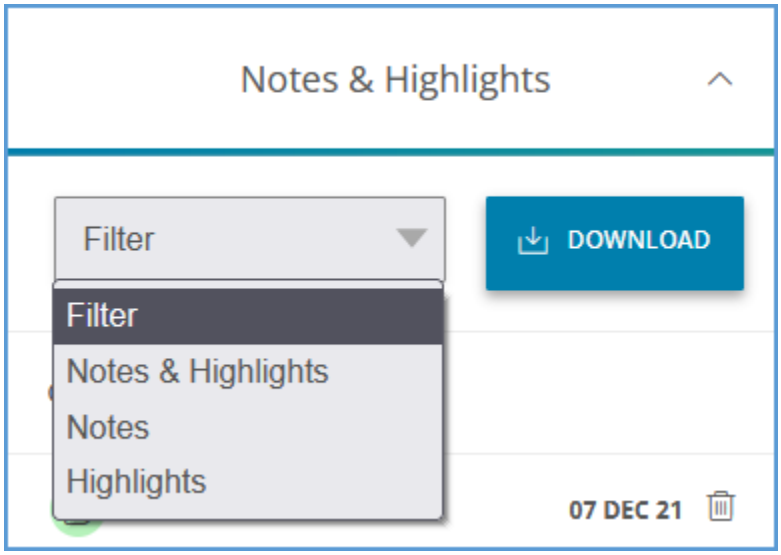
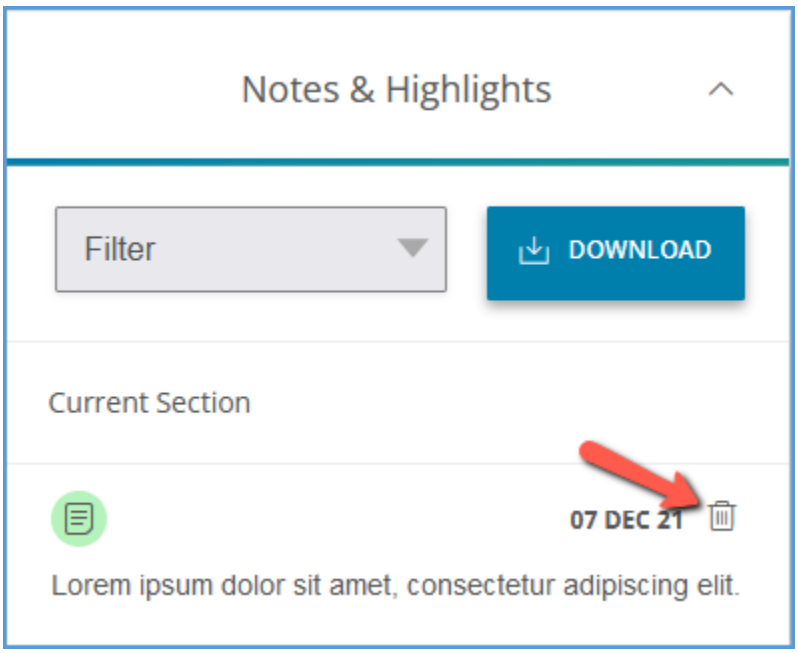
Download collects your Notes and/or Highlights (based on your Filter selection) into a single PDF that you can use to review.



You can delete notes directly from the activity sidebar. Locate the note you want to remove and click the trash can icon to **Delete** it. In the pop-up message asking you to confirm, click **Delete** to proceed or **Cancel** to exit without making changes.



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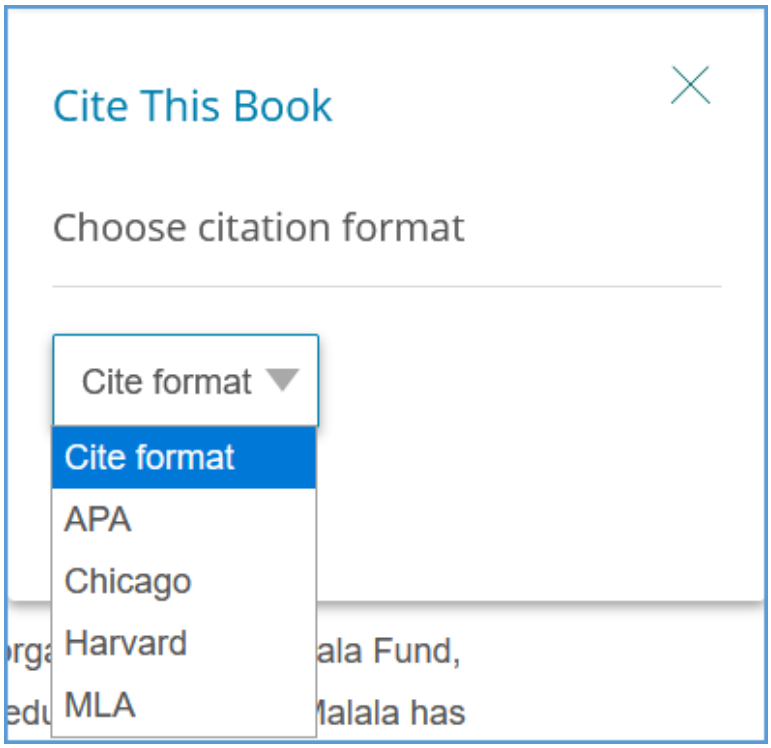
Printing Your Text

You can print your text if you need a hard copy. Select some text and the tool bar will automatically appear. Click 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. Select the text you want to cite and the tool bar will automatically appear. Click the **Citations** icon to open the format picker.

Click the **Cite format** to open the dropdown menu. Choose the citation format you require.



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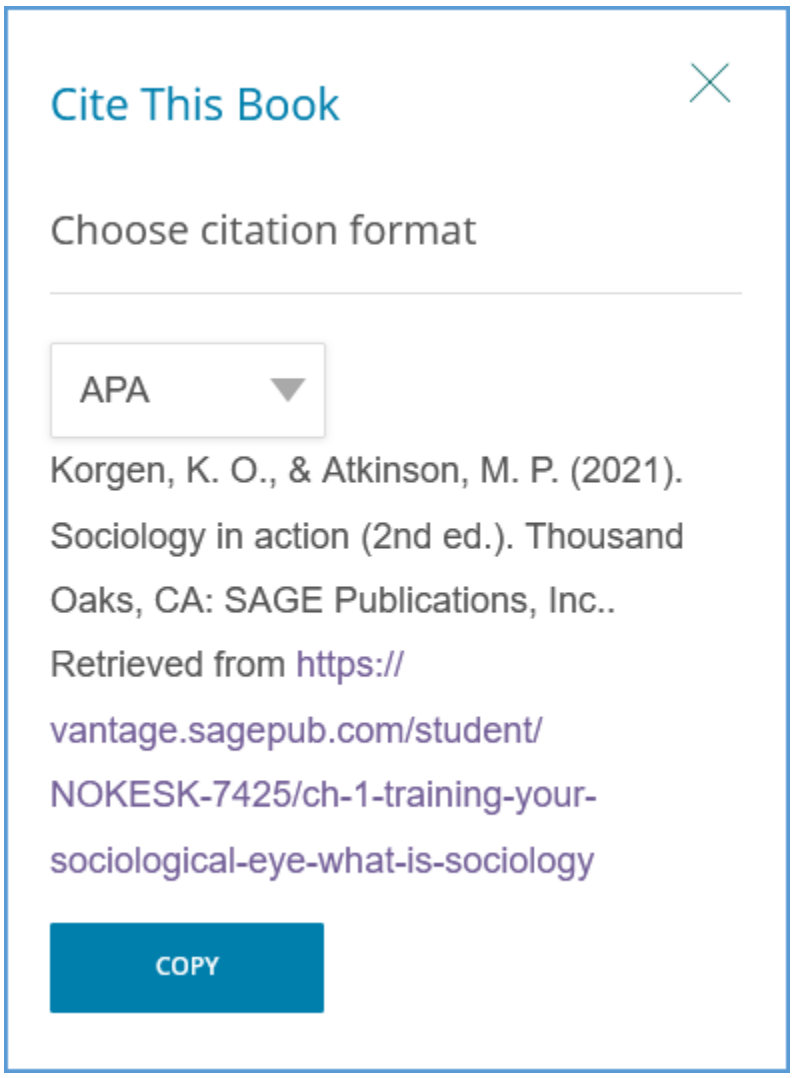
Once you choose a format, you can copy the citation and paste it where required.



Polls

Some SAGE Vantage titles include interactive poll questions. To see what others think about the topic, choose an answer, and click **Submit**. After you submit your answer, you can see the results of the poll. Use the toggle at the bottom right of the poll to view the results for **Your class** or **All respondents**.

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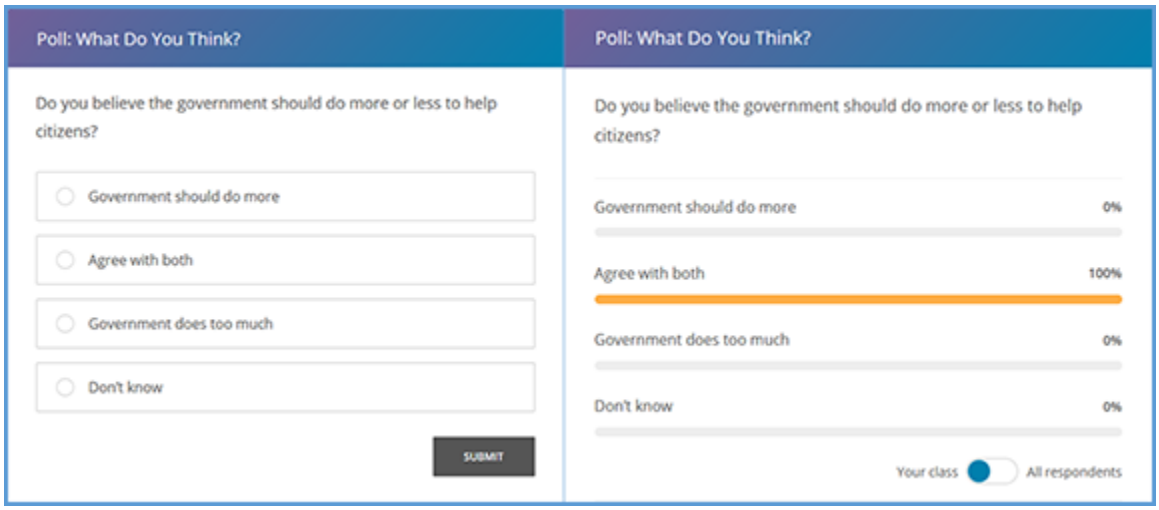
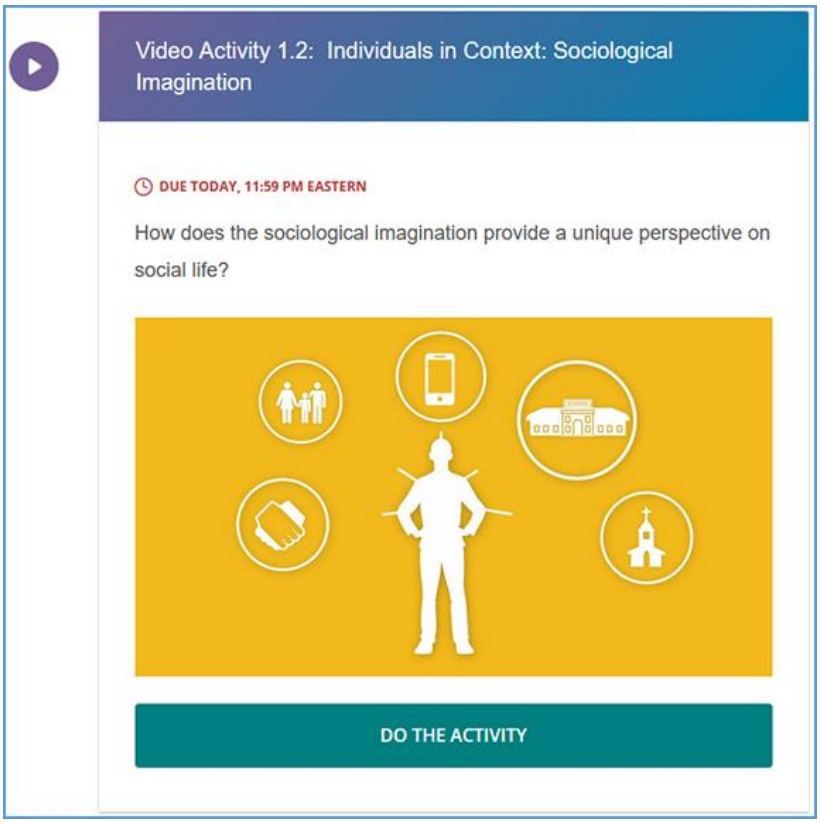


Videos

Some SAGE Vantage titles include inline videos for you to watch as you read the textbook. You can begin by clicking **Do the Activity**. If your instructor has assigned a due date, it displays under the title of the activity.



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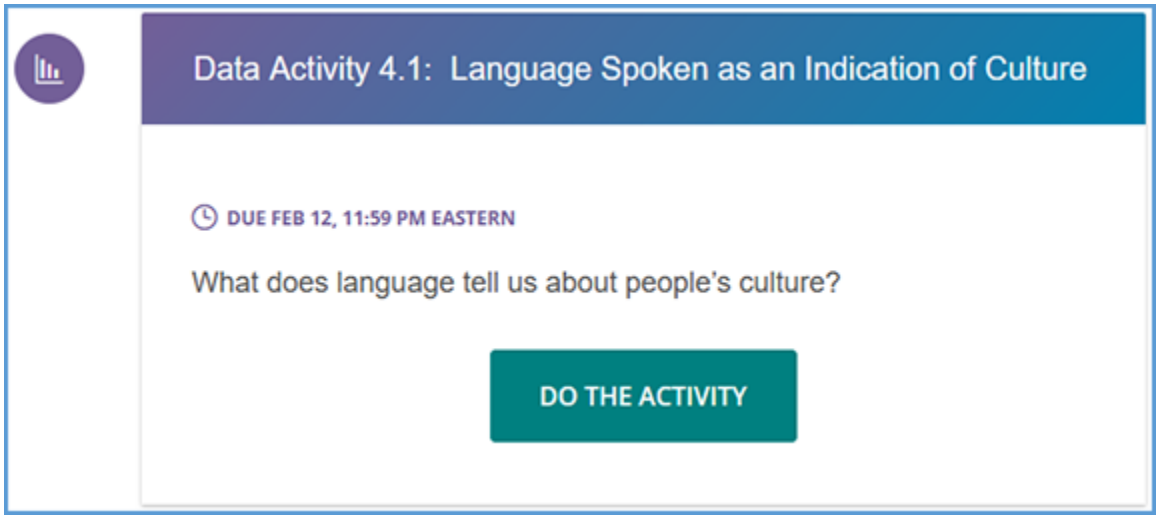
Activities

Multimedia activities are found throughout your SAGE Vantage reading experience. If you are in a section with an activity, you can begin by clicking **Do the Activity**. If your instructor has assigned a due date, it displays under the title of the activity.



Completing Activities in SAGE Vantage

Video Activities

To complete a video activity, you must first watch the video. The questions appear at the end of the video.

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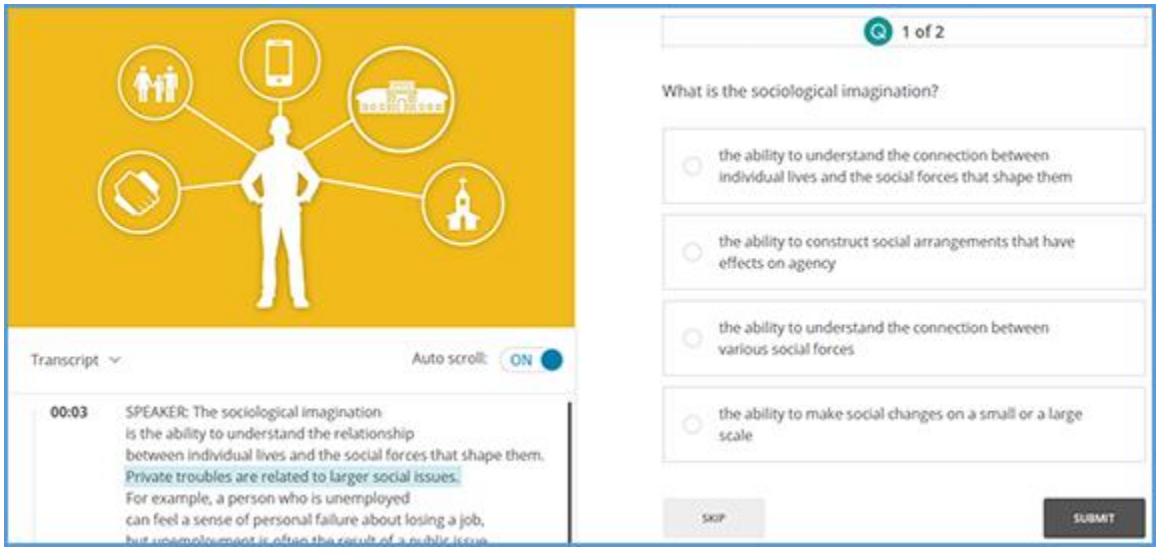
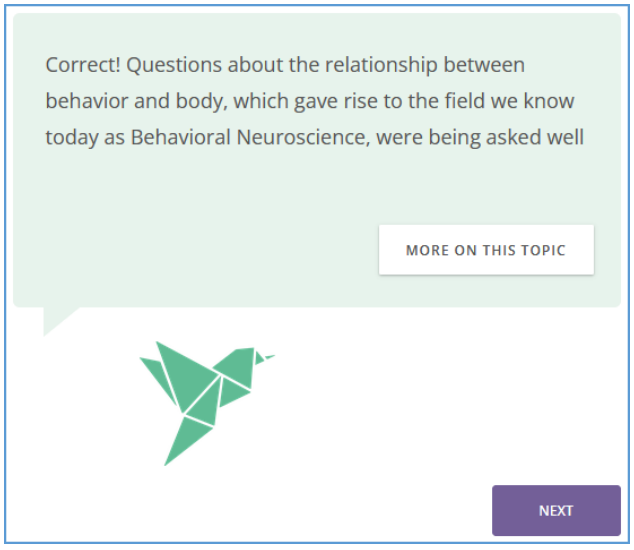
Depending on your device, the questions display either next to or below the video player. You can "skip" questions, but each question must be answered before the activity is considered complete.

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



Once you submit the answer to a question, you receive instant feedback indicating if your answer was correct (green) or incorrect (red). Click **More on This Topic** to visit the section in your textbook that discusses the related material. Click **Next** to move to the next question. You can also go to the **Previous** question, **Skip** a question or **Submit** your answer to the question.



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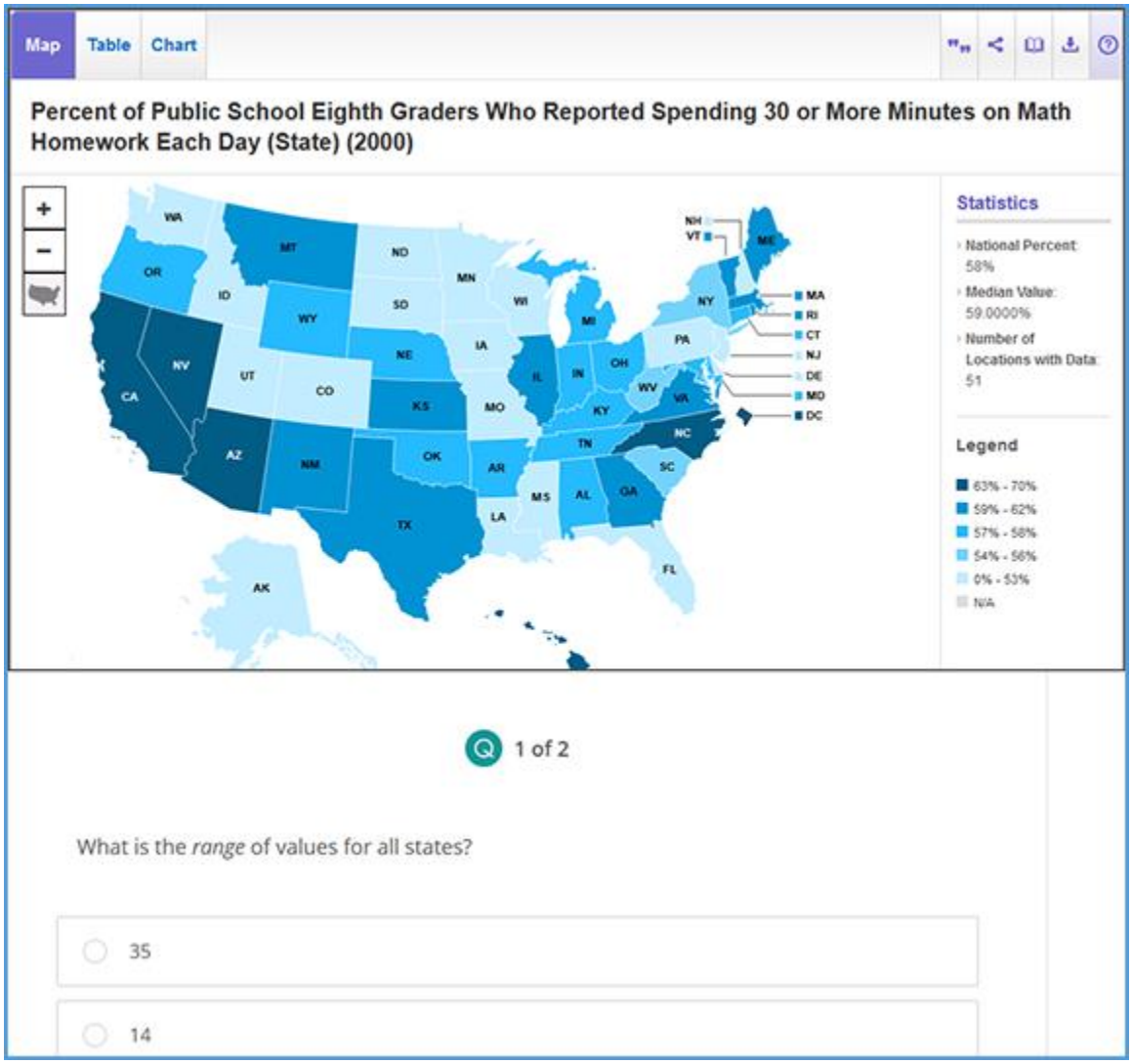
Data Activities

Data activities include interactive maps or other multimedia. 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 each question must be answered before the activity is considered complete. Once you submit the answer to a question, you receive instant feedback indicating if your answer was correct (green) or incorrect (red). Click **More on This Topic** to visit the section in your textbook that discusses the related material. Click **Next** to move to the next question. You can also go to the **Previous** question, **Skip** a question or **Submit** your answer to the question.

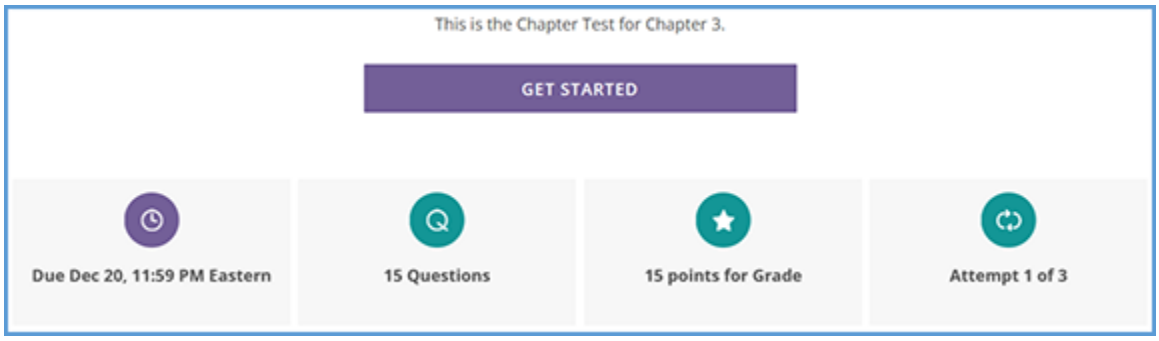


Completing end-of-section Knowledge Checks and Chapter Tests

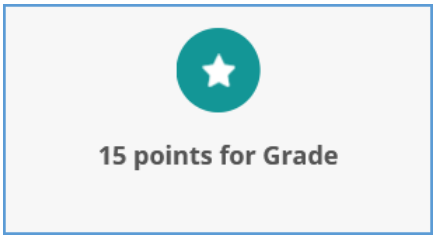
Before you begin an assignment, an introduction page provides helpful information about how your instructor has set up the assignment. This page lists:

- The due date
- The number of questions
- If it's assigned for a grade or completion
- The number of attempts allowed

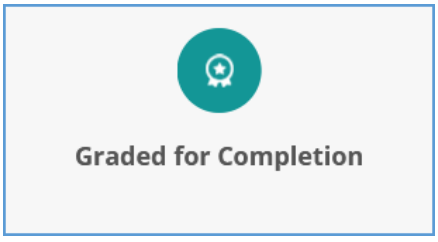
Click **Get Started** to begin. If you have previously started the assignment, but exited before finishing, you will instead have the option to **Continue**.



Assignments for a grade function slightly differently than assignments for completion.



If the assignment is **for a numeric grade**, all questions are answered then submitted for grading. Each question is worth the same number of points. You must get everything correct in a question to earn the point.



If the assignment is **graded for completion**, questions are answered one at a time. Feedback is provided immediately for each question, and you have the option to go directly to the textbook materials that support the question. These types of assignments do not have a point value.

Once you complete the assignment, your results are displayed. This page allows you to:

- See your results for the attempt

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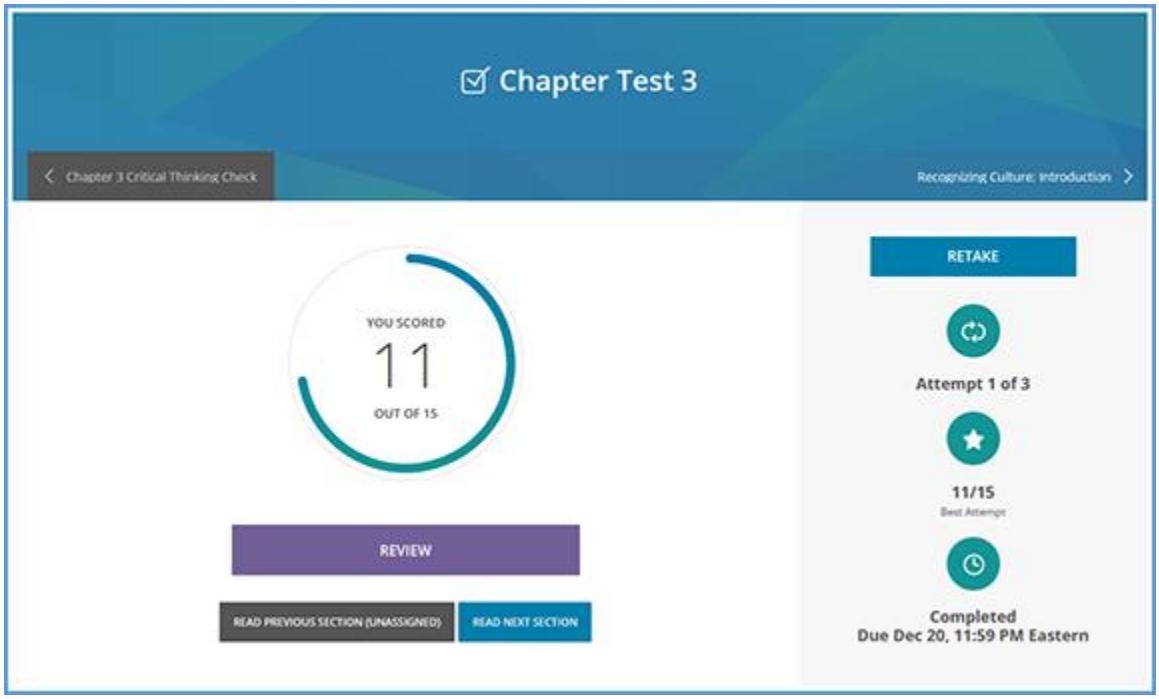
- Track the number of attempts remaining
- What is currently reported in the gradebook (Completed or point value based on the assignment's settings)
- Completion date for the attempt

Depending on your instructor's settings for the assignment, you may be able to **Review** your answer or **Retake** the assignment if you have attempts remaining.

TIP: Since you may be able to complete a graded assignment more than once, the score recorded in your instructor's gradebook could be different than the results on your current attempt. In the example image below, the Chapter Test allows three attempts with the instructor accepting the best of the three. The current score recorded in the gradebook is 11, but if higher scores are made on subsequent attempts on this assignment, the final gradebook score could be higher.



Overdue Assignments

If an assignment 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.

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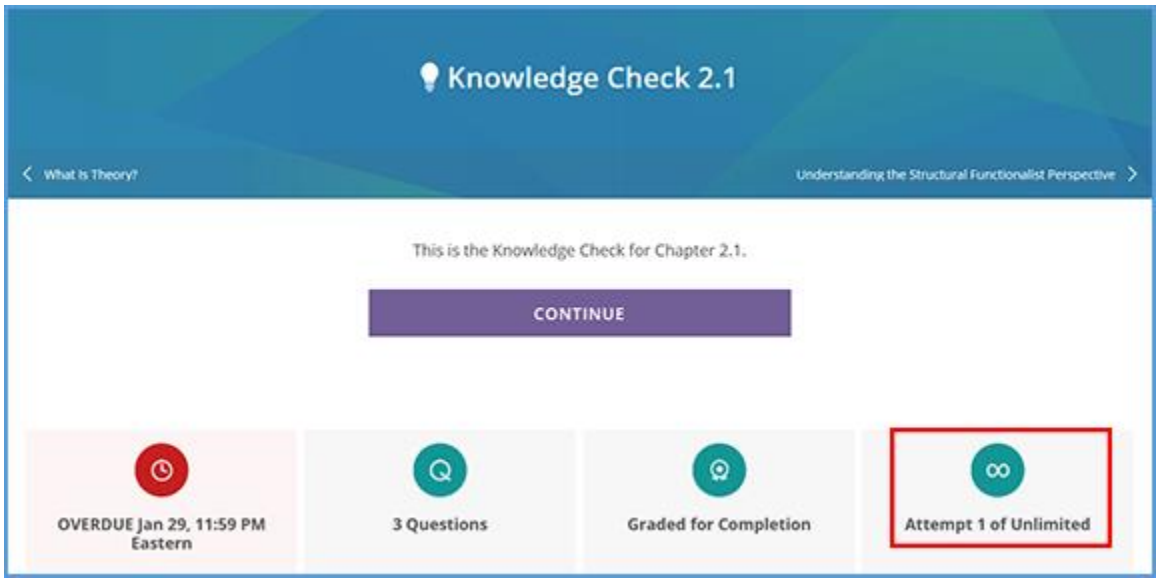

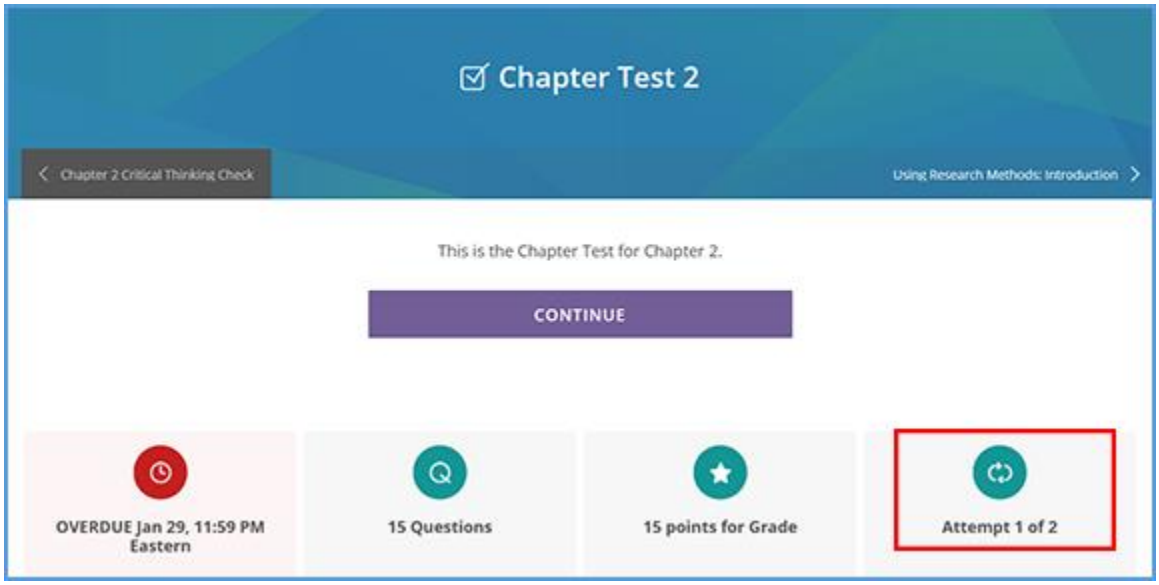

If your instructor accepts grades from overdue assignments and allows multiple attempts, only the FIRST attempt will be used in the gradebook. Grades from later attempts will be ignored.

If your instructor does not accept late grades, no grade is recorded in the gradebook regardless of the number of attempts you are allowed. The assignment tells you before you start and when you finish that the grade is not recorded.

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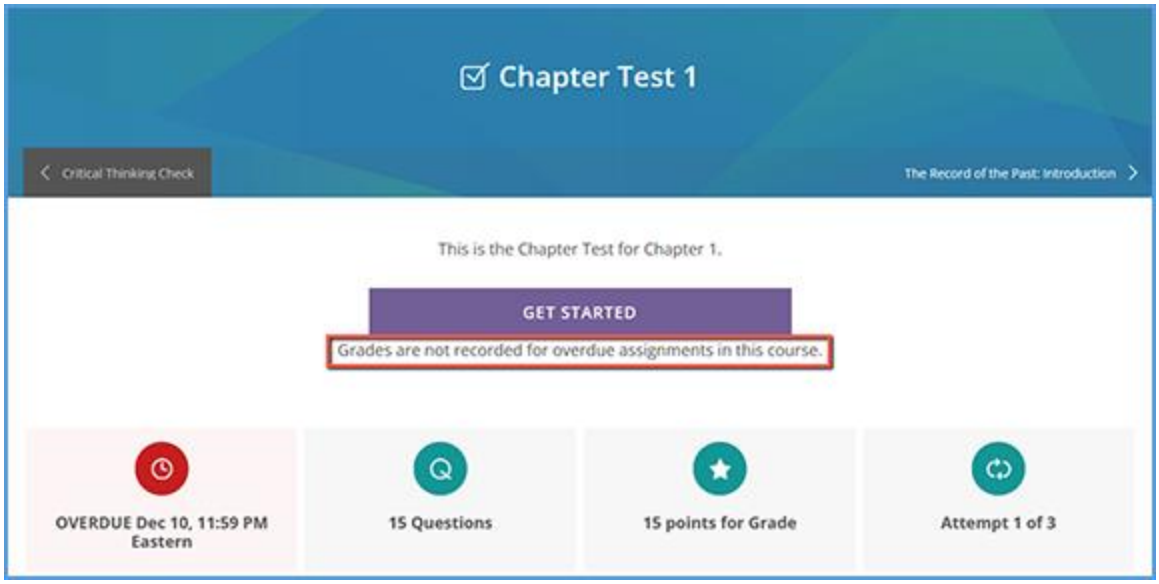

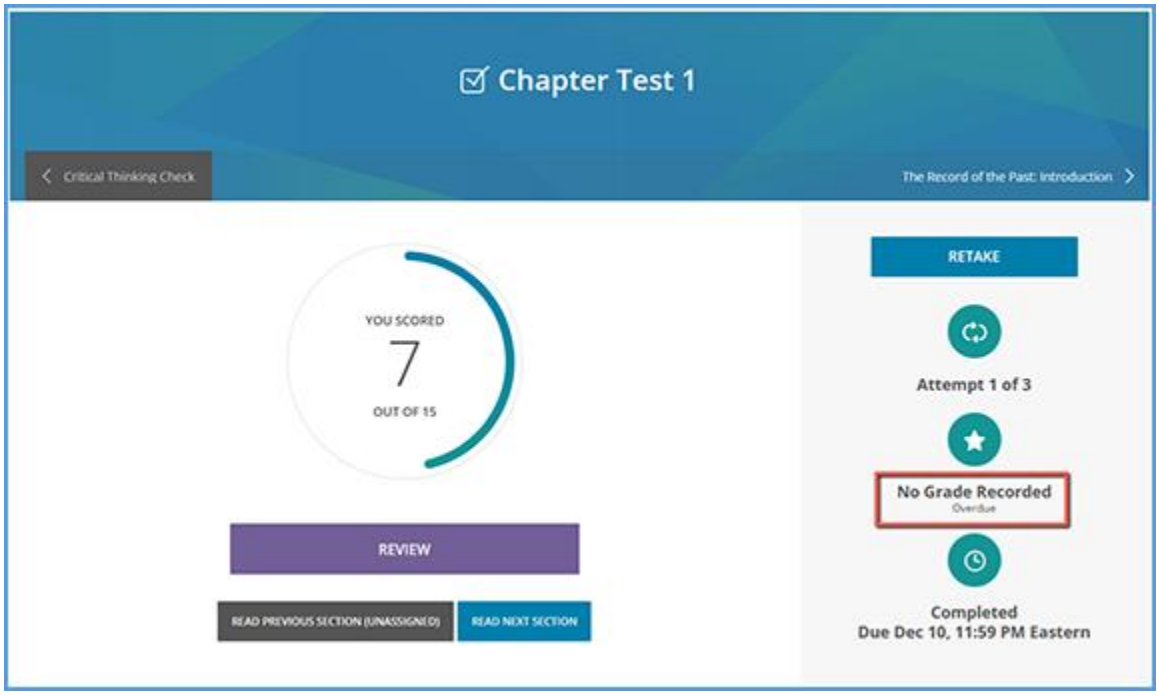

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