

Quick Start Guide:

Setting Up Your Course



Get Ready

What you need to get started:

- New empty course shell for your LMS (Blackboard, Canvas, D2L or Moodle)
- Access the Instructor Resources Site for your text: www.sagepub.com
- Have your Academic Calendar and Course Syllabus available to add due dates
- Create your Vantage account and course: <https://vantage.sagepub.com>
- If you're integrating course materials through a partner tool (like VitalSource Launch or Willo Labs), refer to their guidelines
- Decide how you want to set up your course modules/folders, ex. by week, chapter, or assignment type



Build

Execute your plan:

- Create modules/content folders
- Add content for students from the Instructor Resources site
- Add Vantage links for students in the modules/ content folders area using the LTI tool
- Create a Help module/folder for LMS and Vantage student helpdesk information: <https://sagevantage.softwareassist.com>
- Create text information module/folder that includes ISBN and purchase link for students



Plan

Design your course format:

- Determine the weight for Vantage assignments in the course, ex. 30%
- In Vantage access the Activity Library to decide what activities/videos you will assign and what you will show in class/online
- Choose assignment settings: which for a grade and which for completion only
- If have a midterm and final, download Course Cartridge to access the text test bank: www.sagepub.com
- Decide which ancillary resources you will use, ex. add PowerPoints to content area for students to review and discussion questions to use to create discussion boards: www.sagepub.com
- Decide if you will have additional projects/assignments outside of publisher content



Additional Help

- <https://sagevantage.softwareassist.com/>
- Email: lmssupport@sagepub.com
- Schedule onboarding, in-service or refresher training