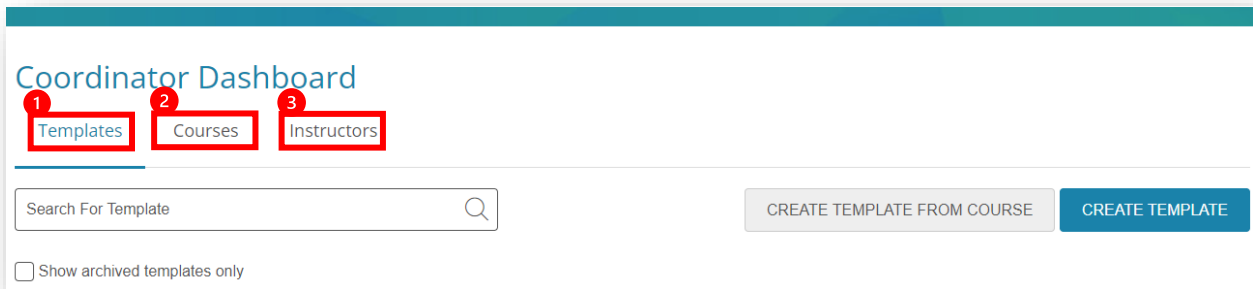


## Vantage Coordinator Quick Start Guide

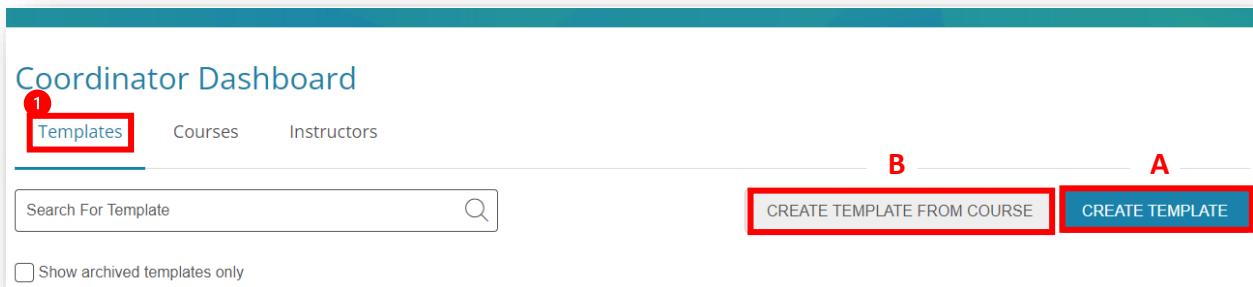
**What is a Coordinator role in Vantage?** The Coordinator role in Vantage allows Coordinators at an institution to:

Create and edit course templates; Create and assign multiple Vantage courses from that template (up to 25 at a time); Search for current Vantage instructors in their assigned department; Create new Vantage instructors for the department they manage; Add or remove teaching assistants from courses.



**Step 1: Set up your course Template:** Before you can create courses to share with an instructor, first create a course template on the Templates tab.

You have two options for creating templates:



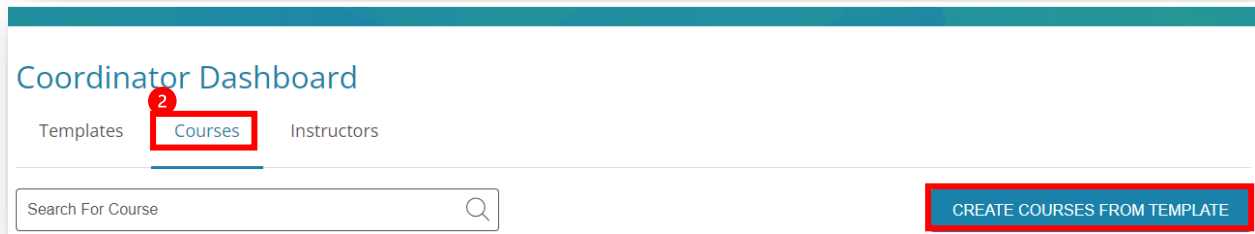
A. Click the “CREATE TEMPLATE” button to build your template from scratch. Simply follow the template creation steps.

OR

B. Click the “CREATE TEMPLATE FROM COURSE” button to copy an existing Vantage course from a Vantage user within your department.

*Reminder: You can always edit your templates once they have been created by simply clicking the “Edit” button for the template that needs changes.*

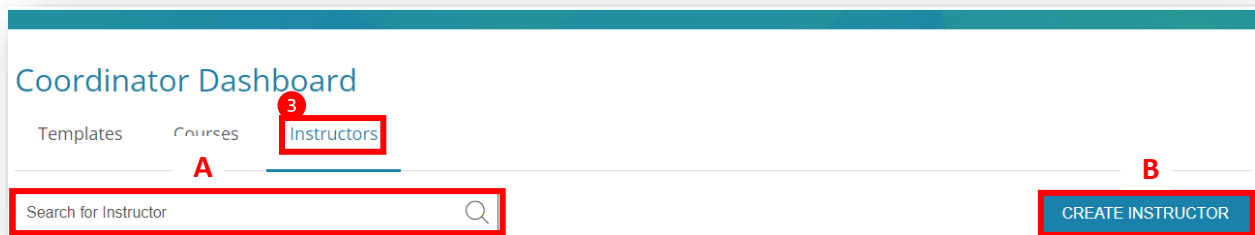
**Step 2: Create your Vantage courses:** Now that your template is ready, you can create the course to share with instructors in the Courses tab.



- Click “CREATE COURSES FROM TEMPLATE” button.
- Select the template name you want to create courses from.
- Select the number for courses you would like to create (up to 25 at a time).
- Change course names, sections, and dates for each course as needed.
- Assign (or leave unassigned) courses to a specific instructor using their email address.
- Click “Create”.

*Reminder: You can easily edit and change instructors for individual courses after creating courses. Simply click “Edit” to change global settings or “Change Instructor” to reassign a course.*

**Step 3: Setting up new Vantage users:**



- A. In the Instructors tab, confirm if your instructors are existing Vantage users by searching for their name or email address in the Search menu.

OR

- B. To create a new Vantage instructor account, click the “CREATE INSTRUCTOR” button and follow the steps. Newly created instructors will receive an email from SAGE instructing them to reset their password.

If you have any issues creating instructor accounts or if you receive an error message, contact SAGE’s LMS Support team for assistance.

**Need Help?** Contact SAGE’s LMS Support team at [LMSSupport@sagepub.com](mailto:LMSSupport@sagepub.com) for assistance.