

Vantage Coordinator User Guide

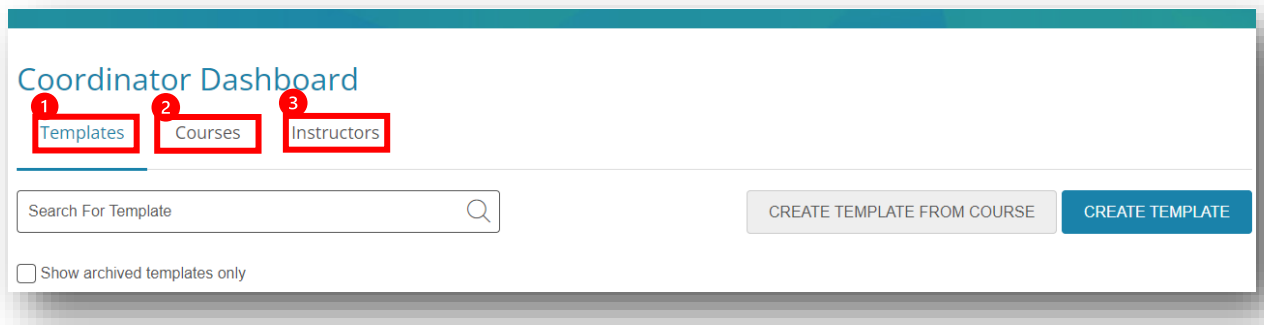
Purpose of this Coordinator user guide is to give you a thorough overview and how-to instructions of the core functionalities of the Vantage Coordinator role. If you have any question or issues while working in the Coordinator role, please do not hesitate to reach out to SAGE's LMS Support team for assistance (LMSsupport@sagepub.com).

Coordinator Dashboard Overview

From the Coordinator Dashboard, you can access the Templates, Courses, and Instructors tabs. You will notice the dashboard defaults to the Templates tab.

Here is a brief overview of what you can do from each tab:

- 1. Templates:** From the Templates tab, you can create and edit Vantage course templates; Turn Vantage courses into templates to create multiple courses; View all templates created in their departments.
- 2. Courses:** From the Courses tab, you can create multiple copies of a template (up to 25 at time); Assign and un-assign courses to instructors in your approved departments for your institution; Assign and un-assign teaching assistants; View basic course information.
- 3. Instructors:** From the Instructors tab, you can search for existing approved Vantage instructors in your assigned departments at your institution; Create new Vantage instructor accounts for the departments you manage.

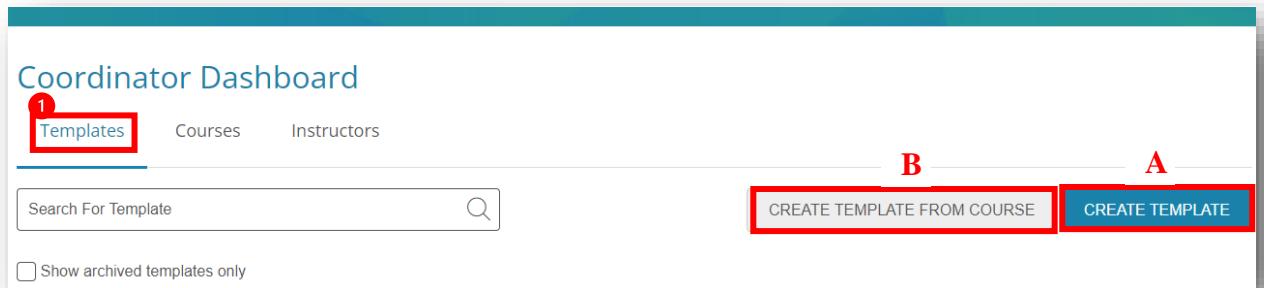


Before you can start creating and assigning your Vantage courses to an instructor, you need to have a template to create those courses from. Once you have created a template, then you can create courses from that template and assign them to instructors. Adding instructors can be done during course copy/creation or after, as you have the option to leave courses unassigned.

1. Templates Tab

From the Templates tab, you can create and edit Vantage course templates; Turn Vantage courses into templates to create multiple courses; View all templates created in their departments.

You have two options for creating templates:

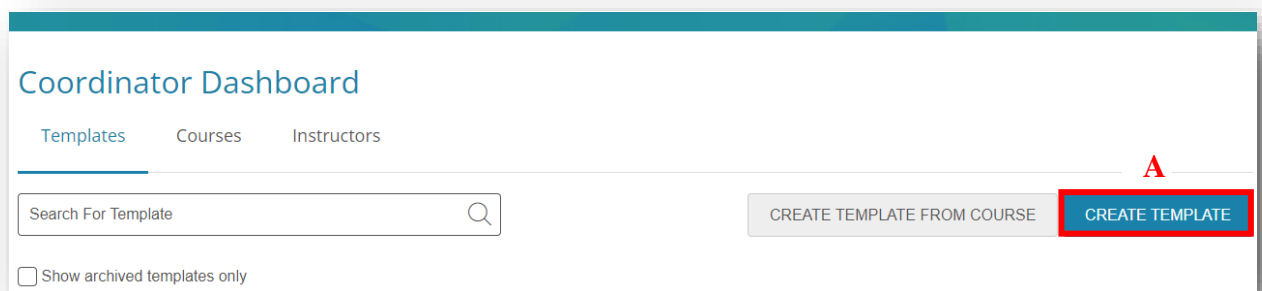


- A. Click the “CREATE TEMPLATE” button to build your template from scratch. Simply follow the template creation steps.
- OR**
- B. Click the “CREATE TEMPLATE FROM COURSE” button to copy an existing Vantage course from a Vantage user within your department.

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

To Create a New Template:

- Click the “CREATE TEMPLATE” button:



- Fill out the "Template Information" page:

Create a New Template

1. Enter Template Information

Tell us a little bit about your template to get started. Mandatory fields are marked with an asterisk.

Select an institution*

Select option ▾

Select an institution
Select a Department*

Unknown ▾

Search for a title by author or title name Browse for a title by discipline

Start typing to search titles... 🔍

Template Name*

0 / 140

- Fill out the "Gradebook & Assignment Settings" page:

Create a New Template

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

Chapter Tests

- Fill out the "Assignment Details" page as desired:

Assignments for Template

3. Assignment Details

You can select your assignment settings for your template below. You can come back later if you want to edit or want to apply different settings to individual sections.

Show/Hide Chapters Export Assignments Due dates Preview

Part I: Human Resources, Strategic Planning, and Legal Requirements		
Chapter 1: What Is Human Resource Management?	<input type="checkbox"/>	<input type="checkbox"/>
Chapter 2: Strategy-Driven Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
Chapter 3: The Legal Environment	<input type="checkbox"/>	<input type="checkbox"/>
Part II: Staffing		

- Finish Template Creation by reviewing the settings then Click "Complete":

Assignment Details

Go to Assignment Details to review or edit individual assignment details.

1. Template Information 2. Gradebook & Assignment Settings 3. Assignment Details 4. Review & Complete

Your template has been created

Template ID

HRITZW-9662

To Edit a Template:

You can edit your templates at any time from the Templates tab. You can edit every aspect of the Template by clicking "Edit" by the desired Template. This will take you to the global settings screen for the template where you can edit at the following three levels:

Coordinator Dashboard

Templates Courses Instructors

HRITZW-9662

Show archived templates only

	Short Name	Full Name	Number of Courses	Created On	Created By		
<input type="button" value="EDIT"/>	HRITZW-9662	Coordinator testing 5/11/21	0	5/11/2021	jonathan.hritz.crm@sagepub.com	Student View	<input type="button" value=""/> <input type="button" value=""/>

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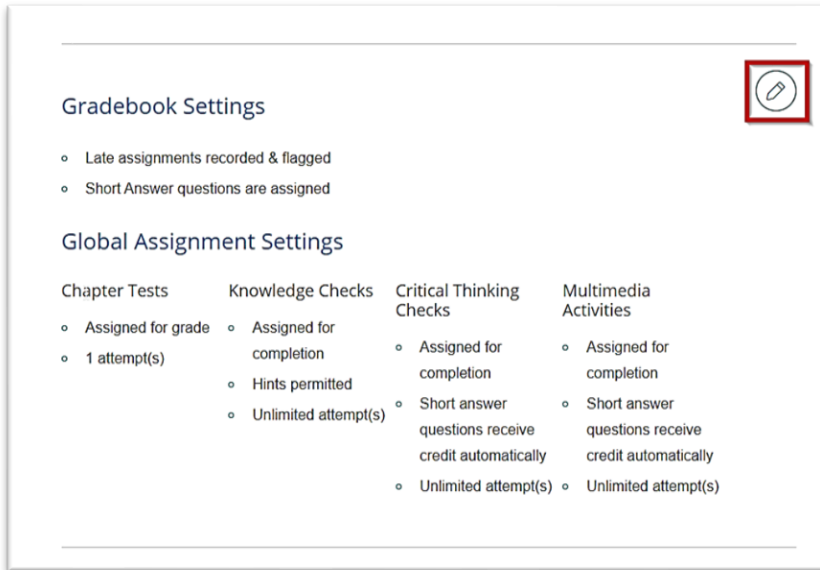
- **Template Details:** Here you can edit the Templates name, Section Name, Start and End Dates, Time Zone, and Description:

Edit Template

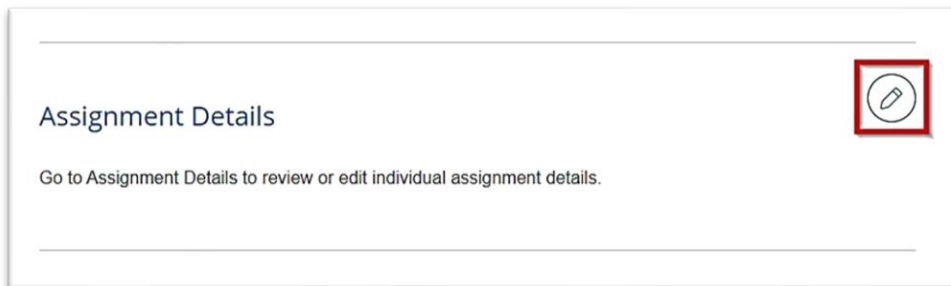
Template Details

Template Name	Coordinator testing 5/11/21	
Institution	SAGE Institution	
Department	College Sales	
Title	Human Resource Management Robert N. Lussier, John R. Hendon Fourth Edition 2022	
Template Dates	05/11/2021 — 08/31/2021	
Template Time Zone	(UTC-06:00) Central Time (US & Canada)	

- Gradebook Settings: Clicking the edit icon will take you to the global Gradebook Settings where you can change the overall setting for Chapter Test, Knowledge Checks, Critical Thinking Checks, and Multimedia Activities:



- Assignment Details: Clicking the edit icon will take you to the Assignments page where you can edit due dates and assignments:



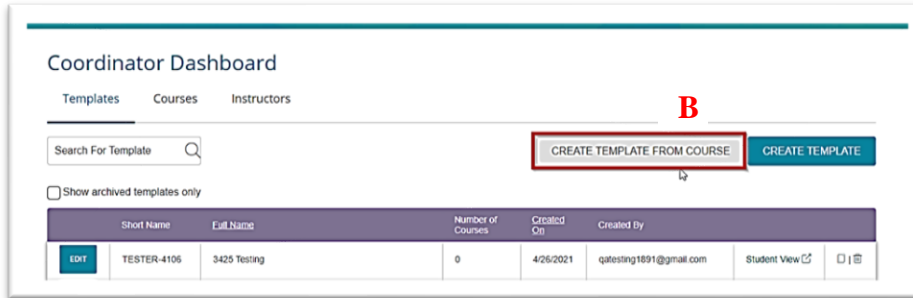
- Click "Save Changes" when finished.

How to turn a course into a template:

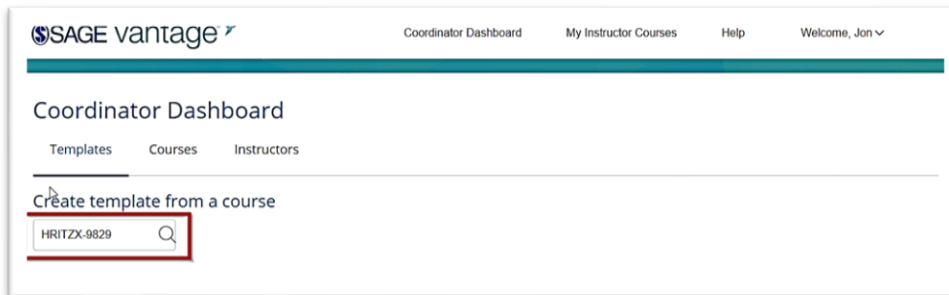
You have the option to turn Vantage courses from instructors within your approved departments into Templates. All that is required is the Course ID of the course you wish to create a Template from. Once the course has been converted into a template, you can create multiple copies and assign them.

To Create a Template from a Course:

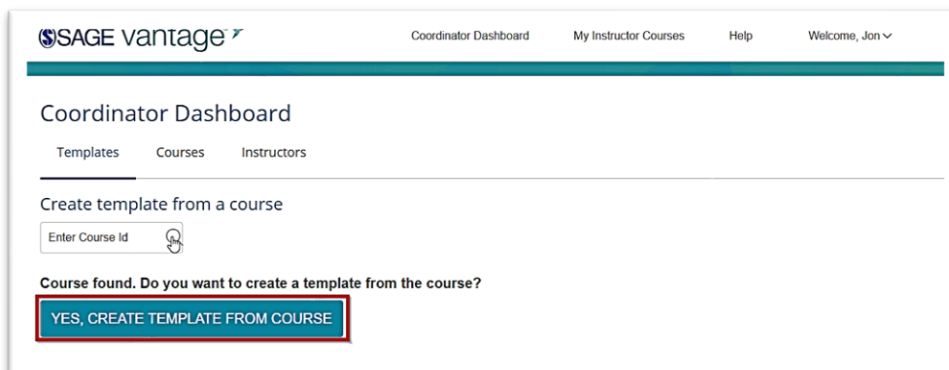
- Click the "CREATE TEMPLATE FROM COURSE":



- In the Search box, enter the Course ID of the course you want to turn into a template and click the magnifying glass icon:



- If the course is found, click on "Yes, Create Template from Course" button:



- Make any edits to the global settings:

- Save Changes

To Search Templates

You can search for existing Templates by either the Course ID, Short Name, or Full Name. Simply type in the "Search for Template" box and click the magnifying glass icon.

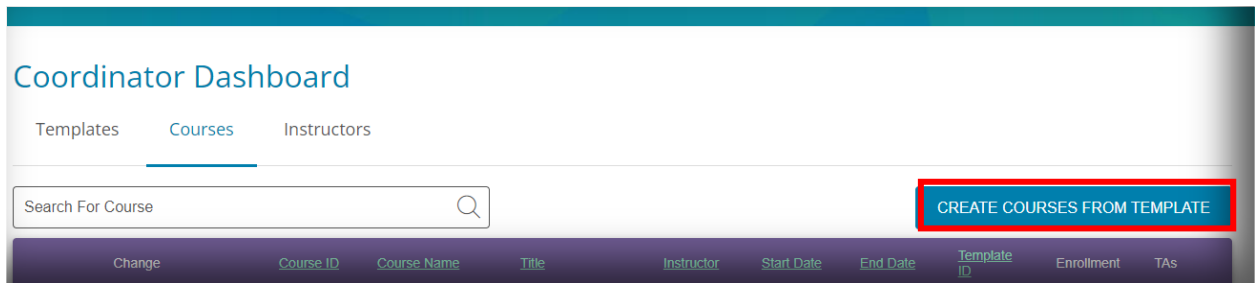
2. Courses Tab

From the Courses tab, you can create multiple copies of a template (up to 25 at a time), assign and un-assign courses to instructors and teaching assistants in your approved departments at their institution, and view basic course information.

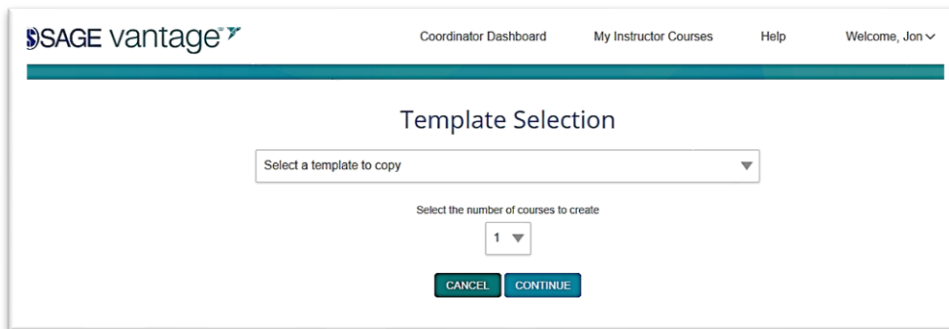
Change	Course ID	Course Name	Title	Instructor	Start Date	End Date	Template ID	Enrollment	TAs
INSTRUCTOR TEACHING ASSISTANTS	AREND-5406	Sum 5/30/23	Introduction to Social Work	Arend, B	11/16/2022	12/31/2022	HRITZW-8393	0	0
INSTRUCTOR TEACHING ASSISTANTS	ARENDE-1863	Fall 8/21/23	Introduction to Social Work	Arend, B	8/21/2023	11/28/2023	HRITZW-8393	0	0

To "Create Courses from a Template":

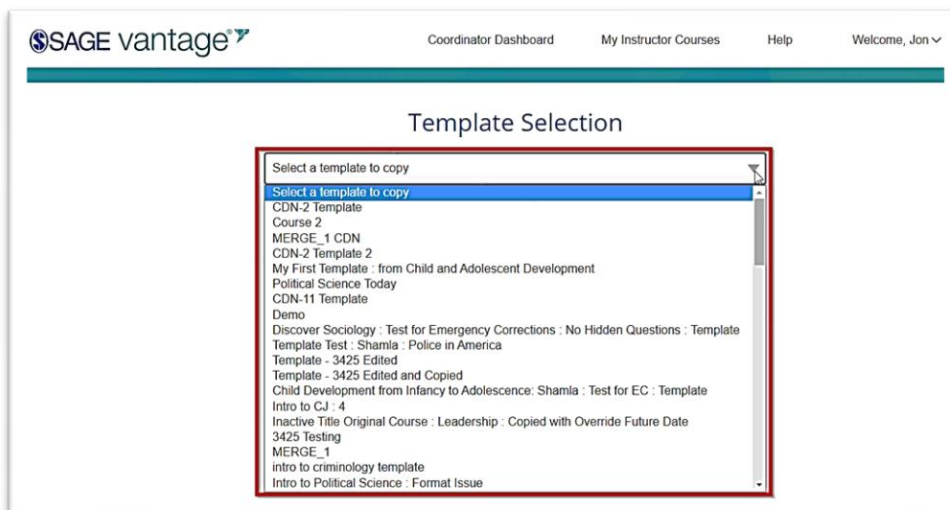
- Click "CREATE COURSES FROM TEMPLATE" button.



- From the Template Selection screen:



- Select the template to copy from dropdown menu:



- Select the number of copies to create (up to 25 at a time):

- Click "Continue".
- On the New Courses screen, you can edit the Course Name, Section, Start/End Date, and assign a course to an instructor. (*note: Courses cannot have identical names. Either the Name, Section name, and/or Start/End Date must be unique for all courses copied from this template*):

Course Name*	Section	Start Date*	End Date*	Instructor Email	Department*
transfer test 2/3/2021	Section 1	2/3/2021	6/23/2021		College Sales
transfer test 2/3/2021	Section 2	2/3/2021	6/23/2021		College Sales
transfer test 2/3/2021	Section 3	2/3/2021	6/23/2021		College Sales

- Click "Create":

New Courses Do not copy assignment due dates

Course Name*	Section	Start Date*	End Date*	Instructor Email	Department*
transfer test 2/3/2021	Section 11	2/3/2021	6/23/2021		College Sales
transfer test 2/3/2021	Section 21	2/3/2021	6/23/2021		College Sales
transfer test 2/3/2021	Section 31	2/3/2021	6/23/2021		College Sales

CANCEL **CREATE**

To "Search for a Course":

From the Courses Tab, you can search for courses by either the Course ID or the Course Name:

Coordinator Dashboard

Templates Courses Instructors

Search For Course

Course Id	Course Name	Title	Instructor	Start Date	End Date	Enrollment
COORDI-0521	TEST 3582 Template 1	Imagining Society: An Introduction to Sociol...	TPlns1, S	5/5/2021	5/31/2021	0

To "Change an Instructor or Teaching Assistant"

You can change, assign, or un-assign a course to an instructor and add or delete a teaching assistant in your approved department(s) if they already has a Vantage account (which can be checked on the Instructor Tab).

From the Courses Tab:

- Click on "Instructor" or "Teaching Assistant":


Coordinator Dashboard

Templates Courses **Instructors**

Search For Course Q CREATE COURSES FROM TEMPLATE

Change	Course ID	Course Name	Title	Instructor	Start Date	End Date	Template ID	Enrollment	TAs
INSTRUCTOR TEACHING ASSISTANTS	AREDD-5406	Sum 5/30/23	Introduction to Social Work	Arend, B	11/16/2022	12/31/2022	HRITZW-8393	0	0
INSTRUCTOR TEACHING ASSISTANTS	ARENDE-1863	Fall 8/21/23	Introduction to Social Work	Arend, B	8/21/2023	11/28/2023	HRITZW-8393	0	0


- Enter the email address of the instructor you want to change, assign or un-assign a course to or the teaching assistant you want to add or delete.
- Click "Save" button/icon or "UNASSIGN COURSE"/delete icon:



Change Instructor

Enter the email of the Instructor you wish to change this course to:

Cancel **UNASSIGN COURSE** **SAVE**



Change Teaching Assistants

Enter the email of a Teaching Assistants you wish to assign:

Name	Email
No Teaching Assistants	

Close

3. Instructor Tab

From the Instructors tab, you can search for existing approved Vantage instructors in your assigned departments at your institution and create new Vantage instructor accounts for the departments you manage.

Coordinator Dashboard

Templates Courses **Instructors**

Search for Instructor Q **B** CREATE INSTRUCTOR

General Guidelines & Reminders:

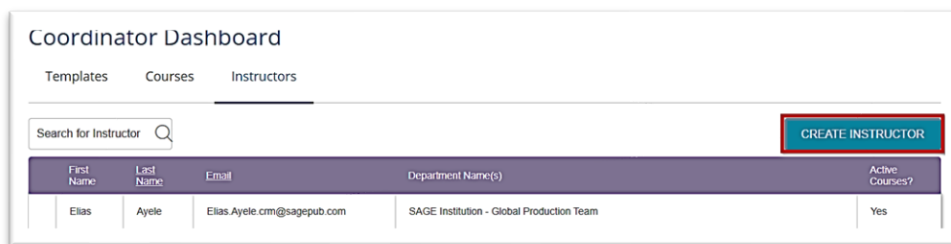
- You can create new Vantage instructors for the departments that are associated with your account.
- If you cannot find an existing instructor when you search on them either:
 - They do not have a Vantage account and need to have one created,
 - The instructor you are searching for is associated with another department. In which case, reach out to our LMS Support team (LMSsupport@sagepub.com) to fix the issue.
 - Or the instructor has never logged into Vantage but has an account. Have the instructor reset their password and log into Vantage. Then you can assign a course to them

*If you have any issues finding or creating instructor accounts, reach out to your primary SAGE contact for assistance.

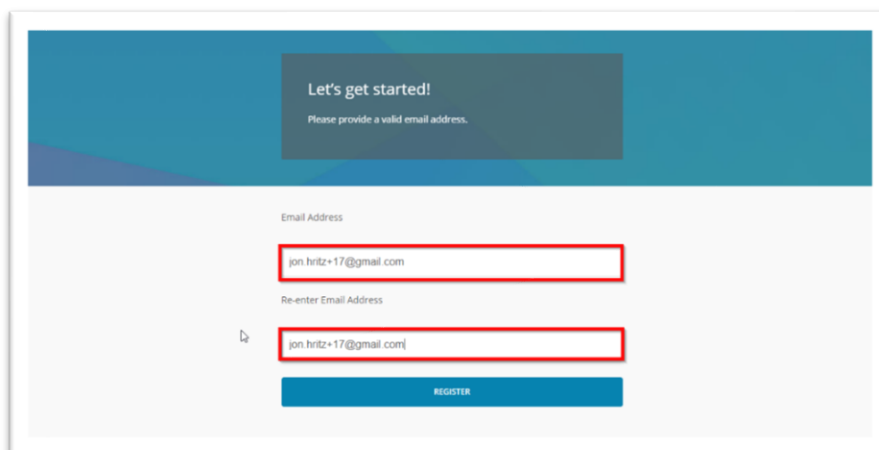
To "Create Instructor":

From the Instructor's tab:

- Click "CREATE INSTRUCTOR" button:



- Enter the instructors email address and click "Register":



- Complete the form for: Title, First Name, Last Name, Department:

You are creating a new instructor account.

All fields except title are required.

Title

First Name

Last Name

Country

Department

Email Address

- Click "Register" .

To "Search for Instructor":

In the "Search for Instructor" box, you can search by First Name, Last Name, or Email to confirm if an instructor exists for your department.

Coordinator Dashboard

Templates Courses Instructors

Search for Instructor

First Name	Last Name	Email	Department Name(s)	Active Courses?
Elias	Ayele	Elias.Ayele.crm@sagepub.com	SAGE Institution - Global Production Team	Yes
Matt	Baddeley	Matt.Baddeley.CRM@sagepub.com	SAGE Institution - College Sales	No