

let your training journey begin



Trainer's top tips: *SAGE Business Cases*

Our Trainers have put together their top tips to help you promote ***SAGE Business Cases***, where Business and Management faculty and students can access high-quality, peer-reviewed cases for the classroom. If you want to learn more about this platform, [explore more of our training resources](#) or [contact us](#) directly!

As *SAGE Business Cases* is hosted on the *SAGE Knowledge* platform, we recommend that you check out our *SAGE Knowledge* training resources.

Make sure you can access Secure Center to administrate the product

SAGE Business Cases is administrated using **Secure Center**, which sits on a separate website to the main platform. In Secure Center, you can download MARC records, pull usage reports, check your IP ranges, and manage off-campus access. You can also use Secure Center to control whether unavailable content in *SAGE Knowledge* is visible or invisible. For example, if you only have access to *SAGE Business Cases*, and no other content such as books or videos, by default those books and videos will display with padlock icons; you can use Secure Center to make those items invisible when your patrons are browsing the platform or running searches.

You should have received your Secure Centre Administrator credentials when your access was confirmed. If you need any assistance accessing Secure Center, please contact our **Online Support team** on onlinesupport@sagepub.co.uk


Set up your instructor notes password and tell your faculty

Teaching notes are available with around 75% of our business cases, but they are locked so that students cannot access them. You will need to set up a verification code and share this code with your faculty members so that they are able to view the teaching notes that accompany the cases. You can set up and manage your verification code in **Secure Center**, the administration area for *SAGE Business Cases*, described above. You can [watch and share our short Teaching Notes tutorial](#) to better understand the process and to ensure faculty make the most of this tool.

Check out our Discoverability Checklist

To make *SAGE Business Cases* as discoverable as possible, we index the cases in discovery layers and mainstream search engines, and send regular updates to ERM vendors. We also provide free MARC records, and we encourage librarians to list it in their A-Z and relevant subject listings. [Read our Discoverability Checklist](#) to pick up some tips and tricks on enhancing engagement with *SAGE Business Cases* across campus.

Ensure users know which cases they can access

Depending on your chosen *SAGE Business Cases* subscription level, your patrons may not have access to every single case on the platform. Those that are not available at your institution will be signified by a purple padlock icon on the results page and the case page:  It is worth explaining this to your users – particularly faculty members – in order to manage their expectations and to clarify what level of availability they can expect.

Use the Collection page to direct users straight to *SAGE Business Cases*

As *SAGE Business Cases* sits alongside other resources on the *SAGE Knowledge* platform, it's possible there will be other content that your patrons do not have access to. In this situation, you may like to promote the direct *SAGE Business Cases* URL, so that your users can start their exploration from there. You can access this page via the **Collections** menu at the top of the platform, and the direct link is <https://sk.sagepub.com/cases>.