

# let your training journey begin



## Trainer's top tips: *SAGE Knowledge*

Our Trainers have put together their top tips to help you promote the **SAGE Knowledge** platform, where your patrons can access SAGE's digital book and reference content, videos and business cases. If you want to learn more about this platform, [explore more of our training resources](#) or [contact us](#) directly!

The *SAGE Knowledge* platform hosts a number of different products. We suggest that you explore the dedicated training resources for *SAGE Video* and *SAGE Business Cases* if you have access to either of these products.

### Make sure you can access Secure Center to administrate your access

*SAGE Knowledge* 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 have not subscribed to a certain selection of books, by default those books will display with padlock icons; you can use Secure Center to make those books 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](mailto:onlinesupport@sagepub.co.uk)

### Check out our Discoverability Checklist

To ensure your patrons have the most user-friendly experience, we index *SAGE Knowledge* content in discovery layers and mainstream search engines, and send metadata to ERM systems; we also provide regularly-updated MARC records. We also encourage librarians to catalogue *SAGE Knowledge* in their A-Z and subject listings, to ensure optimal discovery. Read our full [Discoverability Checklist](#) to see how we recommend maximising discoverability of this resource.

### Create a free profile to personalise the platform

By creating a free profile on the *SAGE Knowledge* platform, users can add resources to personal lists and save searches to easily run again in the future. Users can create a profile using the link at the top-right of the screen, registering with an email address and password of their own choosing. We recommend all users create a free profile, especially faculty members and librarians who may want to share resource lists with their students.

### Browse by Discipline to explore available content across formats

The content in *SAGE Knowledge* spans 13 subject areas: at the top of any page, you can use the **Disciplines** drop-down menu to look across all resources in a specific subject area. This is one of the quickest ways of discovering what the platform contains relevant to your own needs, so we recommend showing this feature to students and faculty during training and outreach sessions.