

let your training journey begin



Delivery guide: *SAGE Knowledge* training presentation

Our Trainers have put together this delivery guide to accompany the ***SAGE Knowledge* training presentation**. If you plan on delivering the training presentation to educate users about the *SAGE Knowledge* platform, this document will help you prepare and deliver the session. The following pages contains a slide-by-slide representation of the presentation, with tips, suggestions and guidance from the SAGE Training team. We hope that this guide makes it simple and painless to deliver training to your users!

If you want to learn more about this database, [explore more of our training resources](#), or [get in touch](#) with the SAGE Training team who will be happy to help you!

Getting started...

1. This guide and the accompanying presentation are available through the SAGE training pages, and have been designed to provide guidance and inspiration so that you feel comfortable and confident to deliver your own sessions on our products. Any of these resources can be modified to best meet the needs of users at your institution, so please feel free to amend the presentation in any way before you begin.
2. *SAGE Knowledge* is comprised of different collections of content, and your institution may not have access to all content available. It is worth checking with the library what level of access you have before starting any training or information sessions.
3. Before you deliver this presentation to others, you might like to refresh your own knowledge of the platform using our **An introduction to *SAGE Knowledge*** presentation.
4. If you would like to add a more interactive component to your presentation, we have prepared some simple yet effective **training activities**, that you can use to get participants exploring the platform first-hand. If you decide to use one of these activities, we recommend setting this at the end of the full presentation, to help participants consolidate what they have learnt during your presentation and apply their learning in a hands-on way.

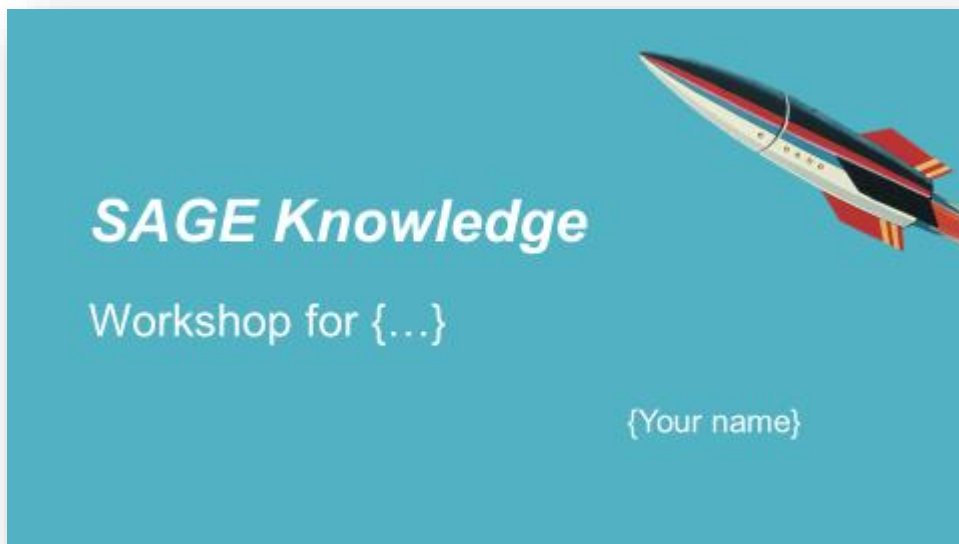
Setting up...

1. The training session works most effectively if delivered in a teaching or training room with a presentation screen, with each participant having access to their own computer or laptop; this allows participants to get hands-on with the platform and apply their learning under the guidance of the instructor.
2. Before promoting your session to potential participants, it is worth spending some time thinking about what you would like participants to have learnt, understood or achieved by the end of the session. Being clear on these aims will help guide the development of your session, i.e. how long the session needs to be, and how much detail you want to include in the session.
3. Prior to delivering your session, it is worth finding out how many participants will be attending, and who they are, i.e. undergraduate students, researchers, faculty, or library staff, as each of these groups might have different motivations for attending.

General training tips...

1. Aim to arrive in good time to the teaching or training room to set up your presentation screen, check the internet connection, and open the appropriate pages on the *SAGE Knowledge* platform so that you are able to demonstrate the content, tools and functionality to the session participants.
2. Give participants plenty of opportunity to ask questions and clarify information. The presentation is broken down into logical sections with heading slides, which provide nice, natural pauses where the presenter can open the floor for questions.

Beginning your session



Title slide

Add in your workshop title, who it is for, your name and contact details.

Session outline

- Introduction to *SAGE Knowledge*
- Live platform demonstration
- Final questions and session round-up



Session outline

This slide informs your participants of the session structure, so they know what to expect. You might like to amend this slide, especially if you decide to change the structure of this ready-made presentation, depending on your audience needs and session criteria (e.g. duration, location).

Session objectives

By the end of this session, participants will be able to:

- Describe how *SAGE Knowledge* resources can help them in their study and research
- Locate relevant resources using browse and search
- Save a resource to a list within the platform



Session objectives

Objectives are a great way of helping participants engage with a session, as they can see what they should be able to do by the end of the session. These are the session objectives created specifically for this ready-made presentation. If you change anything within the presentation, you should double-check to ensure that the session will still deliver the objectives; if not, then you can amend the objectives on this slide.

Discussion questions

- How familiar are you with *SAGE Knowledge*?
- What projects are you currently working on or interested in?
- What do you hope to gain from today's session?



Discussion questions

Discussion questions are a great way of opening a session, especially as an ice-breaker and to help the group feel comfortable with each other.

These are some questions which might be suitable for a *SAGE Knowledge* session, but you may like to change these to better suit your group.

Ask participants to discuss their answers to these questions in pairs or small groups. Allow 5 minutes or so for feedback, depending on the size of the group.

Introduction to the product

SAGE Knowledge is where we host all our online book and reference content, ideal for learning new theories, concepts, debates and applications in your subject area.

SAGE Knowledge content covers the following subject areas:

Business & Management	Leadership
Counseling & Psychotherapy	Media, Communication & Cultural Studies
Criminology & Criminal Justice	Nursing
Education	Politics & International Relations
Geography, Earth & Environmental Science	Psychology
Health & Social Care	Social Work
	Sociology


<http://sk.sagepub.com>

Overview slide

This slide provides a basic and concise introduction to *SAGE Knowledge*, including the subject areas covered. You might edit this to cover only those subjects you wish to promote or that your institution has access to.

The URL of the platform is also shown at the bottom of the slide for easy reference.

What's in it?

- Full access to *SAGE Knowledge* includes over 4,600 books and over 600 reference items
- However, the content you can access through *SAGE Knowledge* will depend on the subscription at your library; it's possible your library does not subscribe to all the content
- If you do not have access to a particular item, you will see the following icon next to it in the search results: 
- If you aren't sure which content you have access to at your institution, please check with your library staff



What's in it?

This slide offers a simple summary of what users can find on *SAGE Knowledge*, including how they can learn whether or not they have access to a particular item. We recommend editing this slide in the following ways:

- Edit the first bullet point to only indicate the content you have access to
- Edit the last bullet point to add in a key library contact

Who is it for?

- **Students and researchers**
 - Learn more about key topics in your subject area, at all levels of study
 - Get multiple perspectives on topics from SAGE authors all around the world
 - Save items to lists to keep track of useful information for your projects
 - Download citation information for easy referencing
 - Discover new resources with 'More like this' recommendations
- **Faculty**
 - Introduce students to high-quality content from well-known experts
 - Create engaging reading lists for your classes
 - Ensure students get easy access to full-text titles on- and off-campus
 - Allow all students to access whenever, wherever, with unlimited simultaneous users and a mobile-responsive design



Who is it for?

Here you can show your participants what they can gain from using the *SAGE Knowledge* platform, depending on their role. You may like to edit this slide by showing only those user groups that your session is targeted at.

Getting started on the platform

The slides that follow are all screenshots from the platform in slide format. However, we recommend that you use these slides as a guide for a live platform demonstration, instead of showing the slides themselves. It is beneficial for participants to see how to access the platform from your institution's homepage or library page, and to see how to navigate the platform live. The screenshots provide a suitable back-up for participants to review after the session, or in case you have internet problems during your session.

The SAGE Knowledge homepage

You can access SAGE Knowledge by going to <https://sk.sagepub.com>

SAGE books and reference items will also be available through your library catalogue, and search engines like Google.

The screenshot shows the SAGE Knowledge homepage with a search bar, navigation links, and a grid of collection categories: SAGE Books, SAGE Business Cases, CQ Press, SAGE Reference, SAGE Video, and SAGE Navigator.

The homepage
This screenshot shows the platform homepage, as well as the direct URL and information about other methods users can use to access the content, for example the library catalogue. If you are unsure, you should check with a librarian that content is available through other channels.

Browsing by Discipline

Click the Discipline menu at the top of the screen on any page to see all content for your subject area.

Please note, it is possible that some of these content options will appear as gray on your screen, if your institution does not subscribe to a particular collection.

The screenshot shows the Discipline menu open, listing various subject areas such as Business & Management, Counseling & Psychotherapy, and Education.

Browsing by Discipline
This screenshot shows how users can browse content by discipline. Depending on your institution's access level and settings, some options may be inactive and therefore the screenshot may look slightly different to your version.

Browsing by Discipline

Browse through the taxonomy for your discipline to explore available subject areas and study themes.

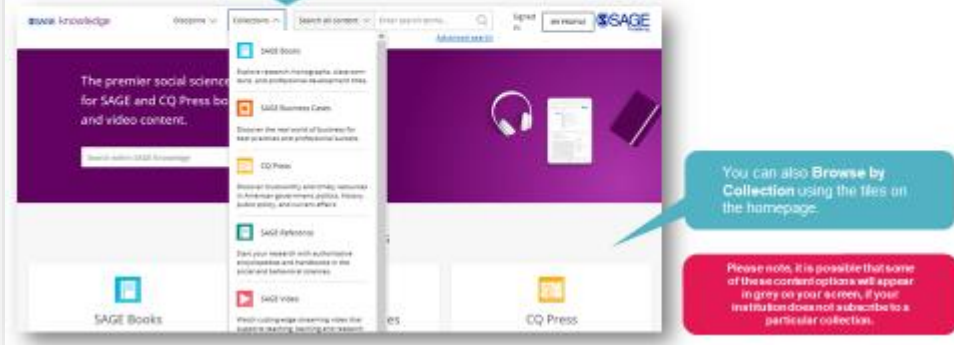
Please note, some discipline or topic areas will show zero results (0) depending on your institution's collection status.

The screenshot shows a taxonomy breakdown view for the Education discipline, listing various sub-topics like All Education (2126), General Education (17), and Classroom Discipline & Organization (230).

Browsing by Discipline
This second screenshot shows the taxonomy breakdown view that appears once a user has chosen a particular discipline. This breakdown can be an efficient way of finding out how much content is available on a particular topic or study area.

Click to open the Collections menu to explore all content within a particular collection, for example, if you want to see all of our Books.

Browsing by Collection



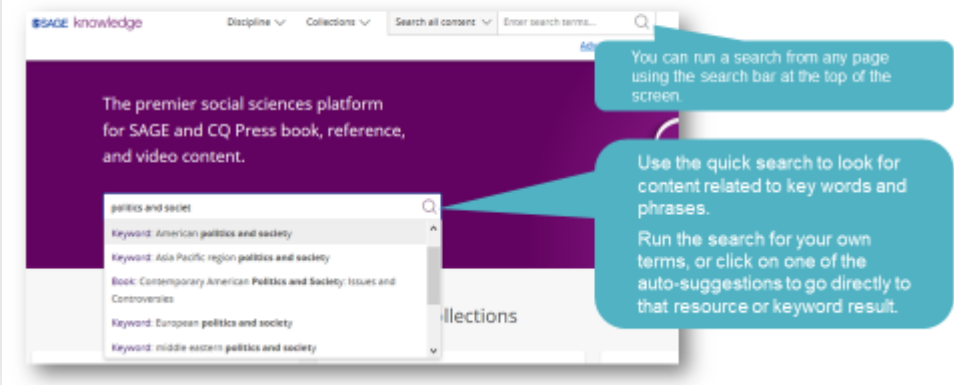
You can also Browse by Collection using the tiles on the homepage.

Please note, it is possible that some of these content options will appear in grey on your screen, if your institution does not subscribe to a particular collection.

Browsing by Collection

This screenshot shows how users can browse content by collection or content type, either from the homepage or on other pages of the platform. Browsing this way can be helpful if the user knows they want a monograph, a dictionary, or a video, for example.

Using the Quick search



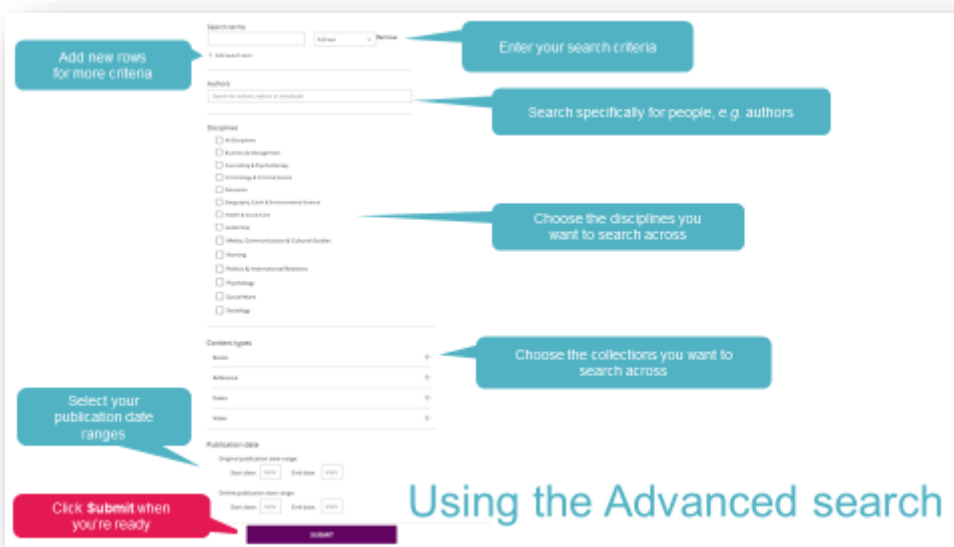
You can run a search from any page using the search bar at the top of the screen.

Use the quick search to look for content related to key words and phrases.

Run the search for your own terms, or click on one of the auto-suggestions to go directly to that resource or keyword result.

Using the Quick search

This screenshot shows users how to run a simple keyword or phrase-based search, along with auto-suggestions recommended by the platform.



Add new rows for more criteria

Enter your search criteria

Search specifically for people, e.g. authors

Choose the disciplines you want to search across

Choose the collections you want to search across

Select your publication date ranges

Click Submit when you're ready

Using the Advanced search

Using the Advanced search

This screenshot shows users where to access the advanced search, and some tips for running an effective advanced search using some of the main criteria fields.

Viewing your results

Use the filters on the left-hand side of the search results page to refine your search, you can search within your results, filter by content type and subject, and use the publication date slider to find older or newer content.

You must click the **Apply filter** button to apply your changes

Click the image or title to open the item.



Viewing your results

This screenshot shows users what their search results page will look like. It highlights important functionality including search filters, opening the desired item, and knowing how to identify unavailable content.

The resource page

Entire Works

Entire Work refers to the complete version of a text, e.g. a whole Book or a complete Encyclopedia

When you are viewing your search results, if you leave only Entire Works selected, each complete work will only appear in the search results once.



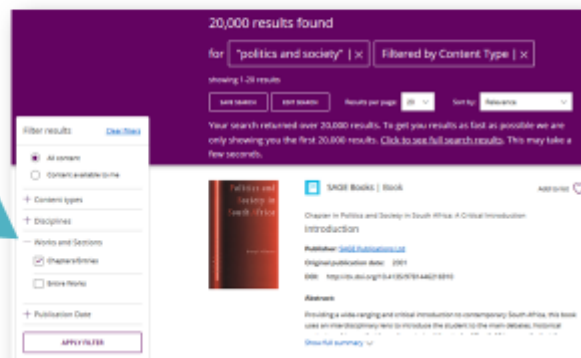
Entire Works

This screenshot shows users how to use the search filters to locate **entire works** only, for example whole dictionaries or an entire book.

Chapters and Entries

Chapters and Entries refers to the individual component of a text, e.g. a chapter within a Book or an entry in an Encyclopedia

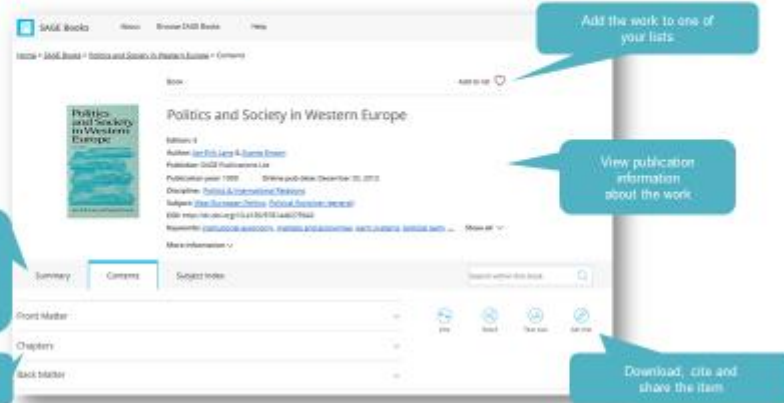
When you are viewing your search results, if you leave only Chapters/Entries selected, you will often see multiple results from the same Entire Work, with a larger number of results returned.



Chapters and Entries

This screenshot shows users how to use the search filters to locate **individual chapters or entries** within a larger work, for example a chapter of a book or a single encyclopedia entry.

Entire Work page



Entire Work page

This screenshot shows the resource page for an entire work (in this case, a book). The call-out shapes highlight key functionality on a page like this, for example finding more bibliographic information about the title, browsing the chapter view, and downloading, citing and sharing the work.

Chapter and Entry page

The screenshot shows a digital book interface for 'Public Sector Growth and the Welfare State'. It features a search bar at the top right, a navigation menu on the left, and a main content area with a table of contents on the right. Callouts highlight key features: 'Return to Entire Work' points to a navigation button; 'Search for a term or phrase within the chapter you're viewing' points to the search bar; 'Download, cite and share the item, or save it to one of your lists using the heart icon' points to a heart icon; 'Full text of chapter or entry continues down the page' points to the main text; and 'Browse through other chapters and entries in the work' points to a 'View all' link.

Chapter and Entry page
This screenshot shows the resource page when viewing a chapter or entry (in this case, a book chapter). The call-out shapes highlight key functionality on a page like this, for example downloading as PDF, adding the resource to a list, navigating to other chapters in the work, and searching within the page for a specific word or phrase.

Creating a profile

Encourage participants to create their own profile and experiment with adding resources to a list. Allow 12-15 minutes to complete this, and then 3-5 minutes for feedback so participants can discuss some of the resources they discovered.

Creating a Profile

Click the My Profile button, then select Create my profile towards the bottom of the pop-up window that appears.

Once you've created your free profile, you can sign in here at any time.

The screenshot shows the 'Create my profile' form with fields for First Name, Last Name, Email Address, Password, and Confirm Password. A 'Sign in' button is highlighted in red. A callout points to the 'Create my profile' button at the bottom of the form.

Creating a Profile
This screenshot shows users how they can create their own personal profile in *SAGE Knowledge*, and, for future reference, how they can log in once they have created their profile.

Saving searches

When you're logged into your Profile and you are viewing your search results, click the **Save Search** button to save your search criteria, so that you can quickly re-run the same search again later.

The screenshot shows search results for 'Politics and Society' with a 'Save Search' button highlighted in red. A callout points to this button.

Saving searches
This screenshot shows users how they can save a search to their profile, once they are logged in.
Please note: you will need to be signed in to your own profile to demonstrate this functionality in full.

Managing lists

When logged in to your Profile, you can add resources to **My Lists** in order to save items of interest for later.

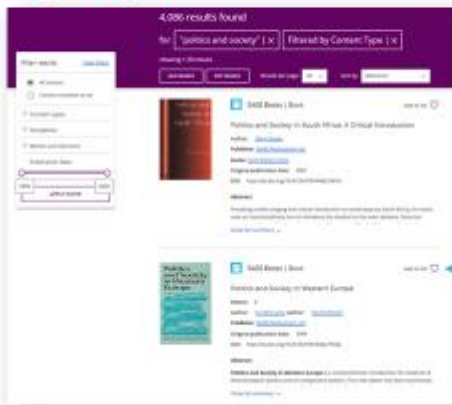
On any resource page, click the **Add to list** button.

When the pop-up window appears, choose an existing list to add your resource to, or create a new list.

The screenshot shows a resource page for 'Politics and Society in Western Europe' with an 'Add to list' button highlighted in red. A callout points to this button. Another callout points to the 'Add to list' pop-up window.

Managing lists
This screenshot shows users how they can add a resource to a list from the resource page, once they are logged in.
Please note: you will need to be signed in to your own profile to demonstrate this functionality in full.

Managing lists

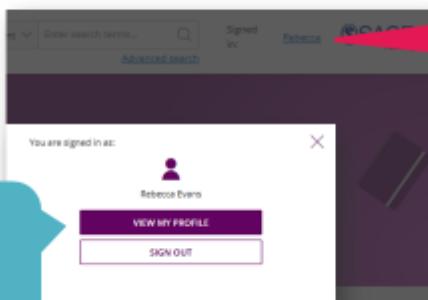


When logged in to your Profile, you can add resources to **My Lists** in order to save items of interest for later.

You can also add an item to a list from your search results page.

Managing lists
 This screenshot shows users how they can add a resource to a list from the search results page, once they are logged in. **Please note: you will need to be signed in to your own profile to demonstrate this functionality in full.**

Managing your Profile



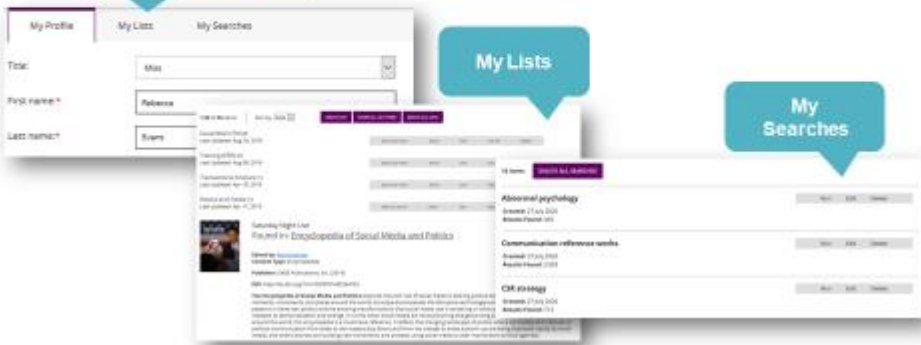
Select **View my profile** to edit your profile details, and view and edit your saved searches and lists.

When you are signed in, you can access your lists and saved searches by clicking on your name at the top-right of any page.

Managing your Profile
 This screenshot shows the user how to access their profile area when they are signed in and navigating the platform. **Please note: you will need to be signed in to your own profile to demonstrate this functionality in full.**

Managing your Profile

Toggle between your profile areas



My Lists

My Searches

Managing your Profile
 This screenshot highlights the different things a user can do within their profile once they are signed in, such as editing their profile information, accessing their saved searches, and viewing their lists. **Please note: you will need to be signed in to your own profile to demonstrate this functionality in full.**