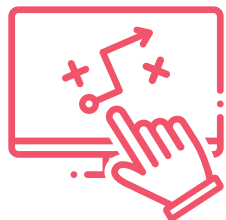


A QUICK START GUIDE FOR LIBRARIANS



APPOINT A [SECURE CENTER ADMIN](#)

- Download MARC records
- Pull usage reports
- Check IP ranges
- Manage off-campus access
- Select preference for subscription sensitivity



EXPLORE [LIBRARIAN](#) AND [FACULTY RESOURCES](#)

- Review [discoverability checklist](#), [user guide](#), [LibGuide](#), and more
- Download collateral (title lists, instructor manuals, etc.)
- Learn about [accessibility standards](#)
- Find discipline-specific instructor manuals



CREATE A USER PROFILE

- Save searches
- Store custom lists
- Share content with patrons
- Access locked assessment questions



BUILD CUSTOM LISTS OF CONTENT

- Share with patrons, researchers, faculty, and students
- Incorporate into LibGuides, online learning systems, and websites
- Highlight when teaching the platform to patrons and in classes



BROWSE AND SEARCH

- Browse all or by discipline
- Conduct a quick or advanced search







COORDINATE LIVE TRAINING

- Train-the-trainer
- End user (patrons, faculty, students, institution-wide)
- General resource overview
- Custom inquiry workshops (department/discipline specific)

TOP TIPS FOR TEACHING











✓ PLAN

- 
Review [Top Tips for Getting Started with SAGE Video](#)
- 
Develop a lesson plan
 - Connect to research question/use case
 - Align with learning outcomes
- 
Design training activity
- 
Curate content related to an activity, example research inquiry, or course via a custom list



✓ DELIVER

- 
Illustrate access to resource through library website
- 
Log in to personal profile and highlight benefits
 - Save searches
 - Build and share custom lists
 - Create and store custom video clips
 - Access locked assessment questions
- 
Demonstrate search options
 - Quick and advanced search
 - Browse by all or by discipline
- 
Review results page options and features
 - Edit search and filter options (discipline, date range, etc.)
 - Save search (must be logged into personal profile)
 - Add to list (must be logged into personal profile)
- 
Discuss video page elements
 - Searchable transcript
 - Video player functionality (Closed Captions, playback speed adjustment, video quick keys, etc.)
 - Summary, Chapters, and Video Info tabs
- 
Reference platform tools
 - Download transcript PDF, Cite, Share, Embed, and Get Link options
 - Save to list (must be logged into personal profile)
 - Custom video clip creation (must be logged into personal profile)
- 
Tie together via training activity
 - For patrons, researchers, and students**
 - Review activity
 - Show example list
 - Incorporate hands-on activity
 - Encourage 1 or 2 learners to share results
 - Wrap up with facilitated Q&A
 - For faculty, practitioners, and instructors**
 - Discuss teaching applications of streaming video
 - Demonstrate embed options
 - Navigate to Faculty Resources and sample assignments
 - Incorporate hands-on activity
 - Encourage 1 or 2 learners to share results
 - Wrap up with facilitated Q&A
- 
Follow up
 - Share session lists and links to support resources (e.g. FAQs, user guides, LibGuides, etc.)
 - Provide link to session recording if presented virtually
 - Solicit session feedback ([example evaluation form](#))