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
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
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.

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

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
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?

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

**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?**
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?**
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.

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 right on your screen, if your institution has not chosen to use a particular collection.

Browsing by Discipline

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

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

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.
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
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
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

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
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
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
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 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 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

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.