Delivery guide: *SAGE Research Methods* training presentation

Our Trainers have put together this training delivery guide to accompany the *SAGE Research Methods* training presentation. If you plan on delivering the training presentation to educate users about the *SAGE Research Methods* platform, this document will help you prepare and deliver the session. The following pages contain 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 Research Methods* 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 Research Methods* 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, you should find 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 Research Methods* 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.

If you are in Europe, the Middle East, Africa, Asia, or Oceania, you can explore more of our training resources [here](#).
If you are in North America, Latin America, or the Caribbean, you can explore more of our training resources [here](#).
Session outline

- Introduction to *SAGE Research Methods*
- 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 Research Methods* can help them in their study or research
- Locate relevant resources using browse and search options
- Save a resource to a list within the platform
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.

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 Research Methods session, but you may like to change these to better suit your group.

- What is your level of experience in using the SAGE Research Methods platform?
- What would you most like to gain from attending today?
- What is your biggest research methods challenge, in terms of your own teaching or learning?
Introduction to the platform

**SAGE Research Methods** is a database containing over 5,000 resources, dedicated to the subject area of Research Methods. It supports all stages of the research process from: **writing a research question, conducting a literature review, choosing the best research methods, analysing data, to writing up your results and thinking about publication.**

You can access the platform at:  
[http://methods.sagepub.com/](http://methods.sagepub.com/)

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**Overview slide**
This slide provides a basic and concise introduction to **SAGE Research Methods**. The URL of the platform is also shown at the bottom of the slide for easy reference.

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**What’s in it?**
This slide offers a simple summary of what users can find on **SAGE Research Methods**, including how they can learn whether or not they have access to particular content.

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

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**History of development of the SAGE Research Methods collection**
This slide explains how the collection has developed since launch in 2011. A brief description of the different content types might be useful, but this can be adapted to cover only the content you wish to promote or that your institution has access to.

More information on content and tools can be found in the **An introduction to SAGE Research Methods** presentation.

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2011 SAGE Research Methods launched.
2014 SAGE Research Methods Cases 1 added.
2015 SAGE Research Methods Datasets 1 added.
2016 SAGE Research Methods Video added.
2017 Project Planner tool added.
2018 SAGE Research Methods Video: Practical Research and Academic Skills added.
2019 SAGE Research Methods Video: Data Science, Big Data Analytics, and Digital Methods, Cases 2 and Datasets 2 added.
Content

- Content is written by researchers, who largely are research methods faculty from a broad range of disciplines.
- Content is peer-reviewed by experts in that field.
- Content is commissioned by:
  - Utilising pre-existing relationships with authors who have written key research methods textbooks or journal articles.
  - Calls for papers.
  - Contacting individuals doing interesting research.
  - Meeting researchers at conferences.

Who is it for?

- **Students** learning about and doing research for the first time
  - Consolidate topics covered in lectures and seminars
  - Explore options beyond core modules
  - Practise key skills and see concepts applied in real-life

- **Seasoned researchers conducting their own projects**
  - Justify methodology with high-quality reference works
  - Develop their skillset in their own way
  - Explore new methods not used before
  - Refine understanding of publishing and dissemination practices

- **Faculty teaching Research Methods and supervising projects**
  - Engage students with high-quality, reliable resources
  - Access ready-made items designed with pedagogy in mind (videos, cases)
  - Share resources free at the point of access, with no access restrictions

- **Librarians providing research subject, information workshops**
  - One central resource for a huge range of research resources
  - Use effective resources in training and outreach
  - Engage faculty with resources that demystify the research process

Content

This slide explains how the content on the platform was chosen and created, and how it is overseen. This helps to establish credibility and reassure participants of content quality.

Who is it for?

Here you can show your participants what they can gain from using the SAGE Research Methods 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 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. 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 the platform

This screenshot indicates the three ways in which users can browse content from the homepage. Depending on your institution’s access level and settings, some content type options available may differ, so therefore the screenshot may look slightly different to your version.
Using the Quick Search
This screenshot shows the quick search feature on the homepage, and some of the auto-suggestions users will see as they start typing their search terms.

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 displays some search results so that users can see what the results page looks like. It highlights the filters that users will want to use to refine their search results, on the right-hand side of the platform screen.

It also indicates, at the top-right corner in the Refine by filter, how users can filter by results that are available through the library’s subscription.
Creating a profile

Encourage participants to create their own profile, and experiment with adding resources to a reading 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 Research Methods, 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 logged in to your own profile to demonstrate this functionality in full.
Managing reading lists

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

On any resource page, click the List icon.

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

Managing your Profile

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

Reading Lists

This slide provides some more information about reading lists, and how they can be used.

Reading Lists are set to public by default to encourage sharing among users, but you can make your list private to keep it for your own use, and share with others you choose.

Faculty members can use the Embed feature to share a Reading List with their students on their learning management system (LMS) or virtual learning environment (VLE).
Content types

The following slides contain information about the different content types available on the platform. You should edit this to cover only the content you wish to promote or that your institution has access to.

**SAGE Research Methods Core**


**Books** — comes in 5 categories:
- Books — full digital versions of print text
- Handbooks — comprehensive coverage of specific subjects
- Little Blue Books — in-depth guide on specific qualitative research methods
- Little Green Books — in-depth guide on specific quantitative research methods
- Major Works — volumes of curated book and journal content that address particular methods of research

**Reference** — comes in 2 categories:
- Dictionary — quick definitions of research methods concepts
- Encyclopaedia — longer definitions with more context

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**Resource page**

This screenshot shows a full-text book chapter page. The call-out shapes highlight key functionality, for example downloading as PDF, downloading citations, and searching within the resource for a specific word or phrase.

*Please note: you will need to be logged in to your own profile to demonstrate some of this functionality in full.*

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**SAGE Research Methods Cases overview slide**

This slide provides a basic and concise introduction to **SAGE Research Methods Cases**.

**SAGE Research Methods Cases** are detailed records of how real research projects are conducted, written by the researchers themselves.

They explain why the researchers chose the research methods, how they overcame challenges, what went well, and what they might have done differently.
SAGE Research Methods Cases page
This screenshot shows a full-text case page. The call-out shapes highlight key functionality, for example downloading as PDF, downloading citations, and searching within the case. Please note: you will need to be logged in to your own profile to demonstrate some of this functionality in full.

SAGE Research Methods Datasets overview slide
This slide provides a basic and concise introduction to SAGE Research Methods Datasets.

SAGE Research Methods Datasets page
This screenshot shows a full-text dataset page. The call-out shapes highlight key functionality, for example downloading as PDF, downloading citations, and navigating to the Teaching and Learning Material tab. Please note: you will need to be logged in to your own profile to demonstrate some of this functionality in full.

SAGE Research Methods Datasets
is a collection of sample datasets and instructional guides that can be used to support the teaching and independent learning of quantitative and qualitative data analysis techniques.
SAGE Research Methods Video is a streaming video collection created to support undergraduate teaching, student reference, research projects and higher level academic interest material. Content covers the entire research methods and statistics curriculum.

SAGE Research Methods Video: Practical Research and Academic Skills is a streaming video collection which offers support on the practical skills needed to successfully complete research. Practical skills such as project management, writing for publication, presenting work, and building networks are covered.

SAGE Research Methods Video: Data Science, Big Data Analytics, and Digital Methods is a streaming video collection covering a range of data science methods, the issues and challenges of using big data and digital methods, and the intersection of computer science and the social sciences.
SAGE Research Methods Video

**VIDEO** - comes in 8 categories:

- **Definition** - 1-2 minute description of a key concept by a leading academic.
- **Documentary** - licensed films from various content partners.
- **In Practice** - practitioner contexts and methods applied to real-world situations, help to make connections between theory and practice.
- **Interview** - leading academic in the field doing in-depth about their experiences and observations on research methods.
- **Lecture** - filmed at events such as conferences, academic giving a lecture.
- **Tutorial** - overview of a key course topic: how to understand it, how to do it, what the key points are.
- **Video Case** - explain how a researcher did their research, which methods they chose and why and how they overcame any practical or methodological challenges.
- **Conversations** - between academics about a concept or topic, offering interesting insights and perspectives.

SAGE Research Methods Video page

This screenshot shows a video page. The call-out shapes highlight key functionality, for example, downloading as PDF, searching within the video transcript, and using the tabs underneath the video to discover more information and related content.

SAGE Research Methods Video page

This screenshot shows a video page. The call-out shapes highlight key functionality, for example, downloading citations, and embedding the video into a learning management system (LMS) or virtual learning environment (VLE). Please note: you will need to be logged in to your own profile to demonstrate some of this functionality in full.

SAGE Research Methods Video types

The slide introduces the eight video types that are available in the SAGE Research Methods collection. Different video types support varied teaching and learning aims.

Videos can be:

- **Set up pre-class viewing to stimulate in-class discussion.
- Shown in class to provide an introductory viewpoint.
- Embedded into a learning management system (LMS) or virtual learning environment (VLE) for revision purposes.
Create video clips

This screenshot describes how to create video clips. Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.

Create video clips
- Click on Create Clip.
- Use the sliders that appear on the video to select the start and end time of your clip.
- Click on Save to add to the clip to My Clips (a list just for clips) or To List.
- Choose the list you’d like to add the video clip to, or create a brand-new list.
"Tip: To learn how to access your watching list, revisit Managing your Profile."
Accessing the Research Tools

Access the Research Tools from anywhere in the platform at the top of the page, under Research Tools.

Methods Map

This screenshot shows an entry for discourse analysis from the Methods Map. The call-out shapes highlight key functionality, for example, using Broader and Narrower to explore related research methods concepts, and searching within the Methods Map.

Methods Map

This screenshot shows a book chapter resource page. The call-out shape demonstrates where the Methods Map can be accessed from a resource page.
This screenshot shows the What is Sampling? section from the Data Collection entry. The call-out shape demonstrates how to expand a section.