

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 anyway 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.

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](#).

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	Health & Social Care
Counseling & Psychotherapy	Media, Communication & Cultural Studies
Criminology & Criminal Justice	Politics & International Relations
Education	Psychology
Geography, Earth & Environmental Science	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 4,000 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 'Similar content' 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.

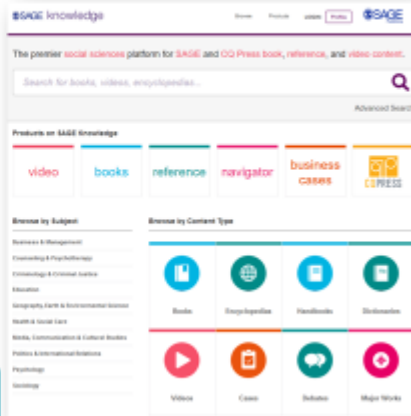
Getting started on the platform

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 homepage

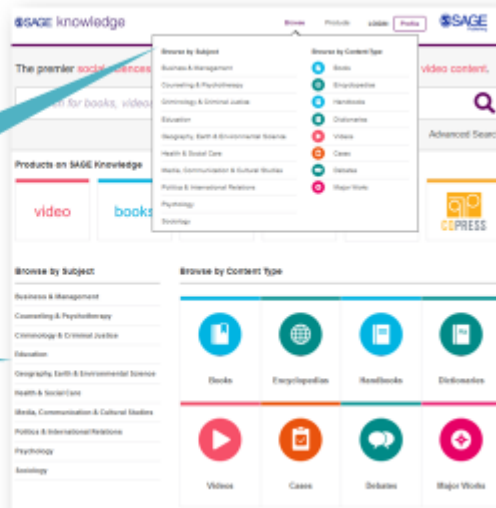
This screenshot shows the platform homepage, as well as the direct URL and information about other methods users can use to access the content, for example the library catalogue. If you are unsure, you should check with a librarian that content is available through other channels.

Browsing by Subject

Hover over the **Browse** menu at the top of the screen on any page to see all content for your subject area.

You can also **Browse by Subject** here on the homepage.

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



Browsing by Subject

This screenshot indicates the two ways in which users can browse content by subject from the homepage. 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 Content Type

Hover over the **Browse** menu and select one of the **Browse by Content Type** options if you want to see, for example, all of our Encyclopedias.

You can also **Browse by Content Type** here on the homepage.

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



Browsing by Content Type

This screenshot indicates the two ways in which users can browse content by content type from the homepage. Again, the screenshot may look slightly different to your version depending on what options are active through your library's subscription.

Using the Quick search

Use the quick search to look for 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.



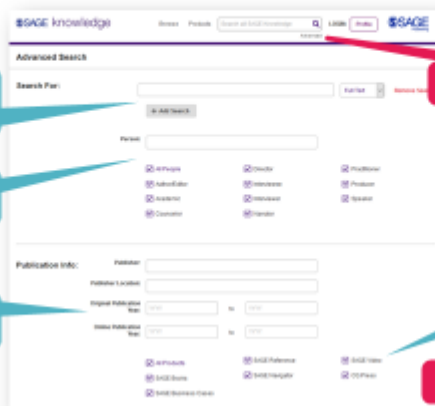
Using the Quick search
This screenshot shows the quick search feature on the homepage, and some of the auto-suggestions users will see as they start typing their search terms.

Using the Advanced search

Enter your search criteria, and add new rows to search multiple criteria.

Search specifically for people, e.g. authors

Select your publication date ranges



Access the Advanced search from any page on the platform

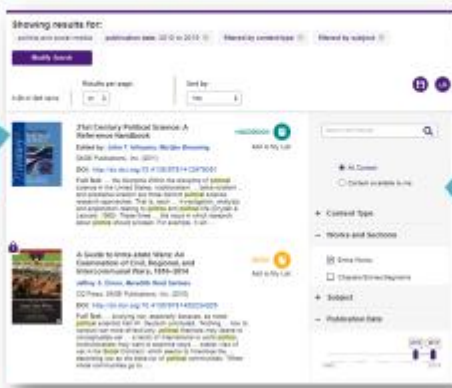
Select which products you want to search across

Explore more search options further down the page

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

Click the image or title to open the item.



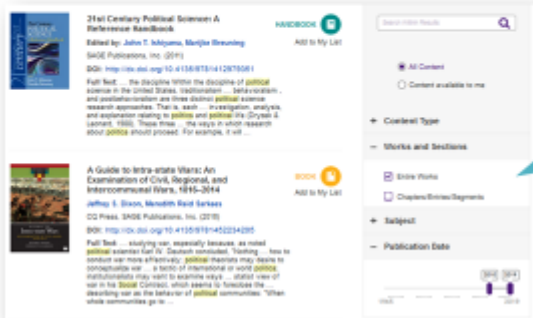
Use the filters on the right-hand side of the search results page to refine your search; you can search within your results, filter by content type and subject, and use the publication date slider to find older or newer content.

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 bottom-left corner, how users can identify content that is not available to them due to their institution's access restrictions.

The resource page

Entire Works



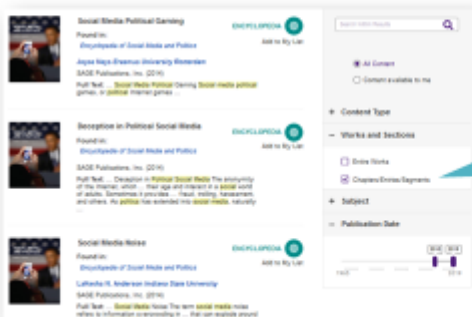
Entire Work refers to the complete version of a text, e.g. a whole Book or a complete Encyclopedia

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 entries or chapters from the same larger work in your results.

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 table of contents to access individual chapters, and viewing related content that may interest the reader.

Chapter and Entry page

Search for a term within this chapter or entry

Download this item as a PDF (please note, PDF download is not available for Entire Works)

Full text of chapter or entry continues down the page

Chapter 3: (Re)defining Politics: Neoliberalism and the State
By James W. McManey

See an Introduction to Politics, State and Society
2024-10-16 10:00 AM EDT (UTC-4) 10:00 AM EDT

Subject: Political Science (general), Inter-Government & Public, Political Science (general)

Find in this Book Show Page Numbers On This Page [Download PDF](#)

Key Concepts and Issues

- Neoliberalism and neoconservatism
- Neo-right ideology
- The neo-right in politics
- Thatcherism
- The legacy of Thatcherism
- The neo-right and morality politics

Key Theorists and Writers

- Milton Friedman
- Andrew Ross

Chapters

- Chapter 2: Legitimacy and Power in the United Kingdom
- Chapter 4: The Politics of Welfare and the Welfare State

[View all chapters](#)

[Smaller content on SAGE Knowledge](#)

[Keywords](#)

Download citation information for this item

Share item link via email or social media

Browse through other chapters and entries in this 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

Click the **Profile** button and then click on the button **Create Profile**; fill in your details in the form that appears.

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

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** icon to save your search criteria, so that you can quickly re-run the same search again later.

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 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 My Lists** icon.

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

Managing lists
This screenshot shows users how they can add a resource to a personal 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.

Managing your Profile

You can access your lists and saved searches by clicking on **My Profile** from any page when you are logged in.

My Lists

My Searches

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.