

let your training journey begin



Delivery guide: *SAGE Video* training presentation

Our Trainers have put together this training delivery guide to accompany the **SAGE Video training presentation**. If you plan on delivering the training presentation to educate users about the **SAGE Video** 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 Video** 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 Video** 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.

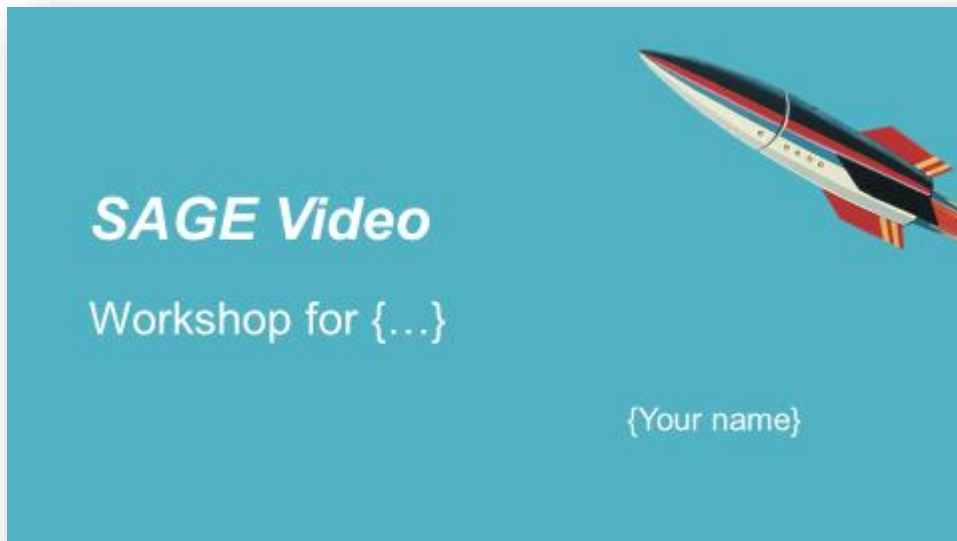
Setting up...

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 Video** 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 Video*
- 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 Video* resources can help them in their study and research
- Locate relevant videos using browse and search
- Save a video 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

- What is your level of experience in using the *SAGE Video* platform?
- What would you most like to gain from attending today?
- How are you currently using video in your own teaching or learning?
- How would you like to be using video in your own teaching or learning?



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 Video* 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 platform

Why watch educational video?

- We conducted market research in the 2014/15 academic year, [White paper study conducted by SAGE](#)
- We surveyed 1673 students
 - 49% undergraduate
 - 33% graduate/post-graduate
 - 18% unspecified
- Respondents came from North America, Asia Pacific, Europe and South America



Why watch educational video?

SAGE conducted a white paper study in 2014/2015 before developing the *SAGE Video* subject collections to explore the market needs for educational video. You can read the white paper [here](#).

Why watch educational video?

According to our respondents, this is the reason people watch educational video:

- **63.4%** Professor plays it during class
- **59.3%** For help in understanding course material
- **43.2%** Assigned as homework prior to class
- **41.4%** Assigned as supplemental material
- **34.3%** To see the steps necessary to do something successfully
- **31.8%** To see a practical example of a theoretical concept
- **29.4%** To get another perspective
- **25.1%** As part of a research assignment
- **17.7%** To illustrate a point in a presentation you are making



Why watch educational video?

Students were able to select as many reasons as they liked from the list as to why they watched educational video. In some way or another, 95% of students were using video for educational purposes, which demonstrates the importance of video in teaching and learning.

SAGE Video is a series of **streaming video collections** developed in partnership with leading academics, societies and practitioners, to deliver pedagogical and research-oriented video mapped to disciplinary curricular needs.

You can access the platform at:
<http://sk.sagepub.com/video>


Overview slide

This slide provides a basic and concise introduction to *SAGE Video*.

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

What's in it?

- *SAGE Video* is currently made up of **eleven** subject collections:

Business & Management	Political Science & International Relations
Psychology	Counseling & Psychotherapy
Education	Media, Communication, & Cultural Studies
Sociology	Criminology & Criminal Justice
Social Work	Nursing
Leadership	
- The content you can access through *SAGE Video* will depend on the subscription at your library
- If you do not have access to particular content, you will see the following icon next to the resource: 
- If you aren't sure which video subject collections your institution subscribes to, please check with your library staff



What's in it?

This slide offers a simple summary of what users can find on *SAGE Video*, 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 subject collections you have access to
- Edit the last bullet point to add in a key library contact



History of development of the *SAGE Video* subject collections

This slide explains when the video subject collections were launched, and how they have developed since 2015.

The slide can be adapted to cover only the content you wish to promote or that your institution has access to.

SAGE Video collections

- Created to support pedagogical needs across higher education, from undergraduate teaching and learning, student reference, research projects, through to higher level academic interest material
- Developed with our **author and editor networks** to meet pedagogical needs; overseen by an Editorial Advisory Board
- All videos available **globally**
- About 60% of content **exclusive** to SAGE
- **New and original** productions, plus licensed material



SAGE Video collections

This slide explains how the content on the platform was developed, chosen and created. This can help to establish credibility and reassure participants of content quality.

Video types

There are 17 video types, designed to help with different objectives in teaching or learning situations – each type has a different use.

The six most common are:

- **Video cases** shed light on a key course topic, examining a certain context or problem
- **Documentaries** to explore a particular theme or topic in-depth
- **In Practice** to make connections between theory and practice with a real-life context
- **Interviews** with leading academics
- **Tutorials** explaining the principles of a key course topic; how to understand it; how to do it; key points
- **Definitions** of key terms and concepts



SAGE Video types

There are 17 different video types available on the platform, although not each video subject collection has every video type.

Video types are designed to support different teaching or learning objectives.

Who is it for?

- **Faculty**
 - Keep students engaged with exciting video content
 - Embed directly into Learning Management Systems for convenient access
 - Rely on high-quality, stable videos that won't disappear
 - Choose from curriculum-mapped content, direct from the experts
- **Students**
 - Study and self-serve at their own pace
 - Understand how concepts are really applied, beyond the book
 - See academics and practitioners in the flesh
 - Feel confident referencing reliable, credible content from an academic publisher
- **Researchers** conducting independent projects
 - Refer to real-life examples for deeper understanding
 - Get inspired for new research topics
 - Engage critically with multiple perspectives
- **Librarians** providing research support, information workshops
 - Bring valuable video resources to the academic community
 - Meet changing expectations of the learning landscape
 - Ensure patrons are using quality, citable resources



Who is it for?

Here you can show your participants what they can gain from using the SAGE Video 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

SAGE Knowledge hosts a number of SAGE's digital library products, including SAGE Video.

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

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.

The SAGE Knowledge homepage

SAGE Video is hosted on the SAGE Knowledge platform. This screenshot shows the SAGE Knowledge homepage, as well as the direct URL and information about other methods users can use to access SAGE Video. 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 Collection

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

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 the SAGE Knowledge homepage, and how to navigate to the SAGE Video collection homepage through two methods. 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.

The SAGE Video homepage

You can access SAGE Video directly by going to <http://sk.sagepub.com/video>

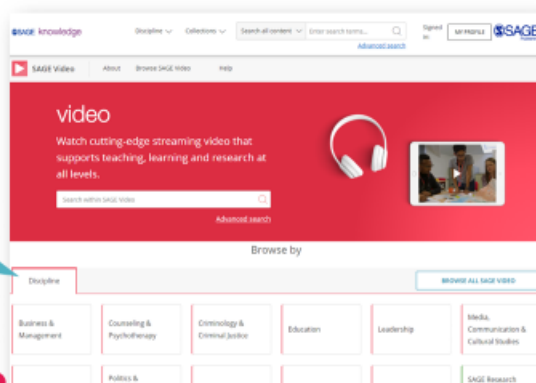
SAGE Video content will also be available through your library catalogue, and search engines like Google.

The SAGE Video homepage

This screenshot shows the SAGE Video homepage, and the direct URL. Content is also able to be accessed through the library catalogue and search engines. Students might want to bookmark this link, librarians might want to add this link to a subject guide, and faculty might want to add this link to a reading list or link to it from a learning management system (LMS) or virtual learning environment (VLE).

Browsing from the SAGE Video homepage

Browse by **Discipline** to access the **subject taxonomy** to get a more granular breakdown of the **Discipline**.

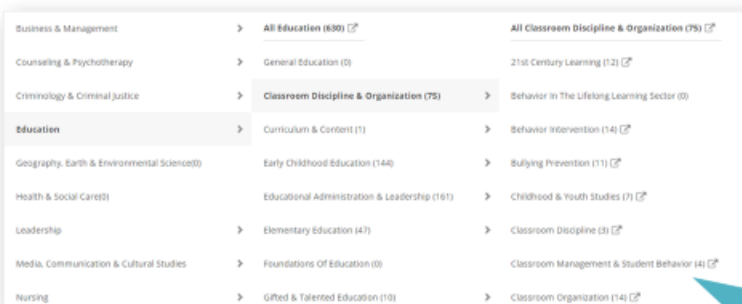


Please note, it is possible that some of these content options will appear in grey on your screen, if your institution does not subscribe to a particular collection.

Browsing from the SAGE Video homepage

This screenshot indicates how users can browse video 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



The subject taxonomy allows you to discover videos on your chosen topic or research area. It is also a great way of seeing what is covered in the video discipline collection, especially if you're not sure of your key word search terms.

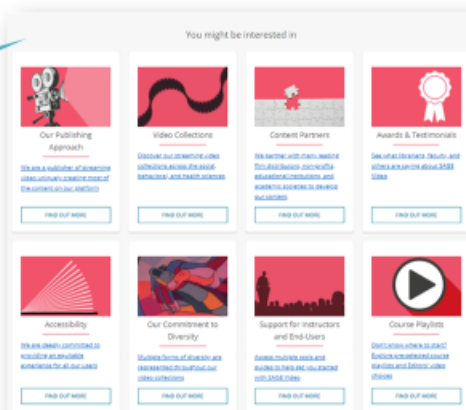
Please note, some discipline or topic areas will show zero results (0) depending on your institution's collection status.

Browsing by Discipline

This screenshot displays the subject taxonomy page and indicates how users can browse video content by Discipline from the video homepage and see a more granular breakdown of a selected Discipline.

Browsing from the SAGE Video homepage

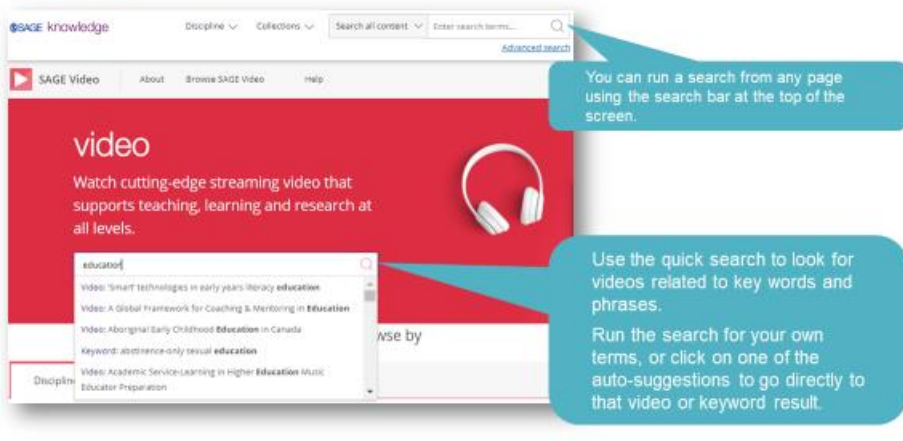
Explore the **You might be interested in** links towards the bottom of the **SAGE Video** homepage to find out more about the video collections.



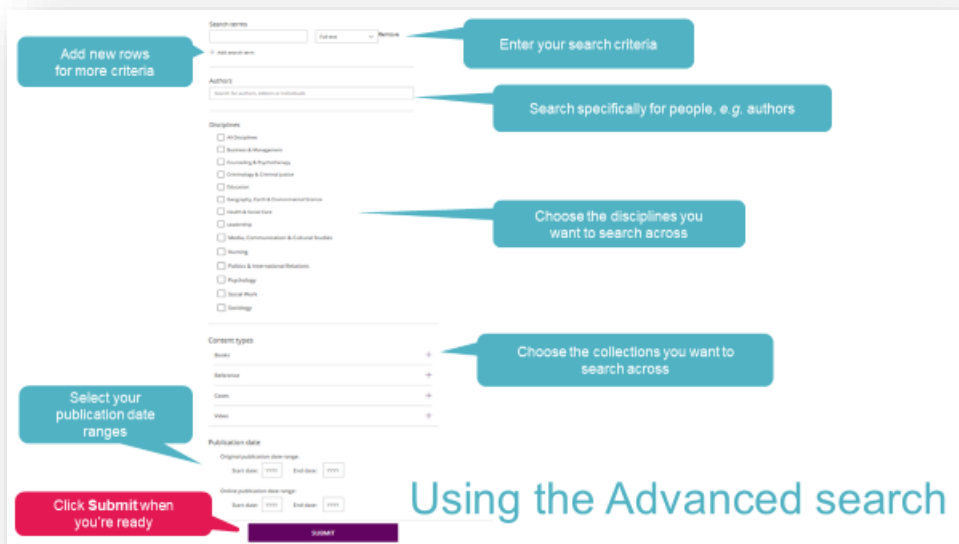
Browsing from the SAGE Video homepage

This screenshot indicates how users can explore the 'You might be interested in' links towards the bottom of the SAGE Video homepage.

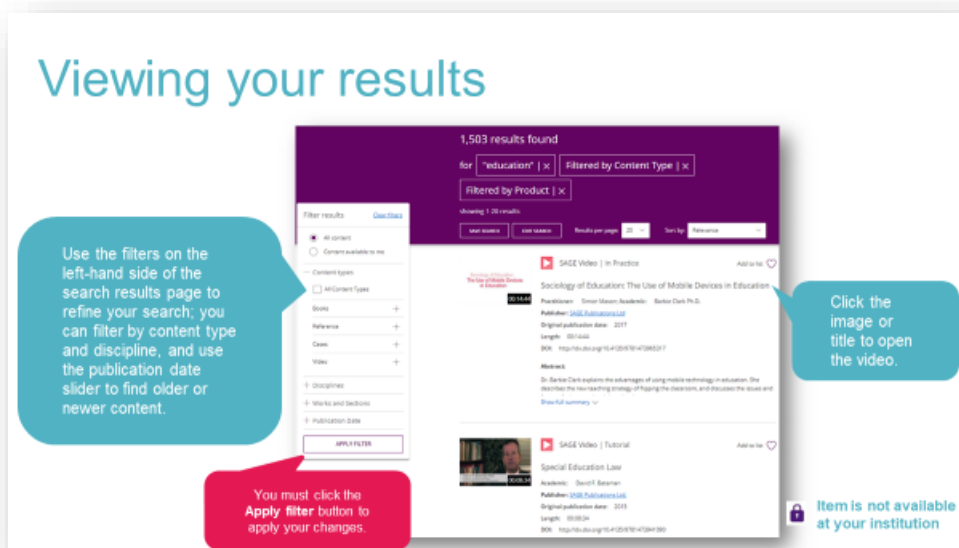
Using the Quick search



Using the Quick search
This screenshot shows the quick search feature on the SAGE Video homepage.



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



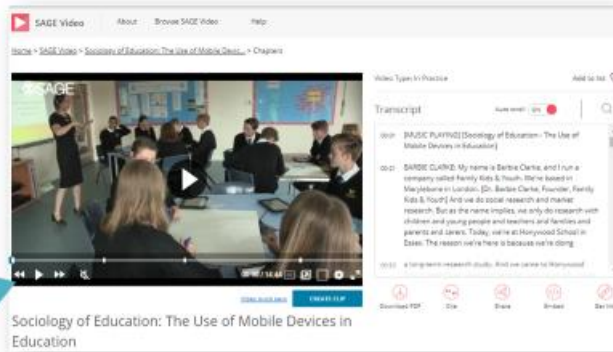
Viewing your results
This screenshot displays some search results so that users can see what the results page looks like. It highlights the filters that users will want to use to refine their search results, on the left-hand side of the screen.

It also indicates, at the bottom-right corner, how users can identify content that is not available to them due to their institution's access restrictions.

The Video page

SAGE Video page

Use the functions at the bottom of the video display to adjust the volume, increase and decrease the video quality and playback speed, add subtitles, open in a new tab, or view full-screen.

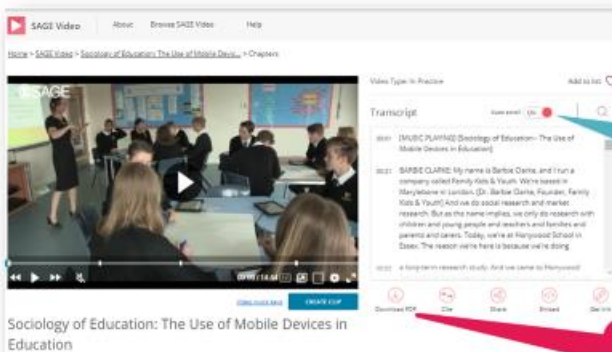


Video page – video tool bar

This screenshot shows a video page.

The call-out shape highlights some of the key functionality on the tool bar just below the video display, for example, adjusting the volume, increasing and decreasing video quality, and adding subtitles.

SAGE Video page



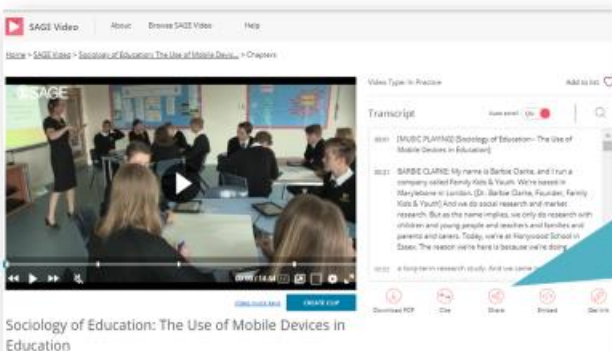
Use the auto-scrolling transcript to follow along with the video as it plays.

Videos are streaming only, but you can download a PDF of the video transcript by clicking the Download PDF icon.

Video page – video transcript

The call-out shapes highlight some of the key functionality related to the video transcript to the right of the video display, for example, using the auto-scrolling transcript to follow along with the video as it plays, and downloading the video transcript as a PDF.

SAGE Video page

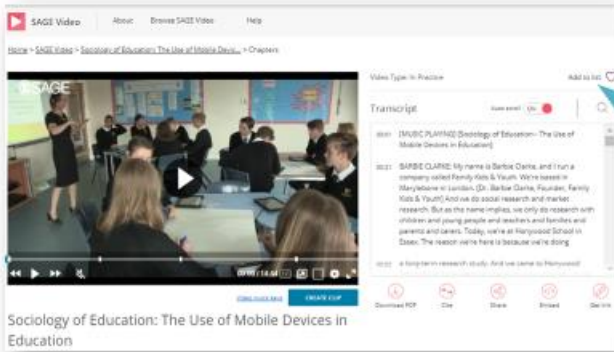


Use the icons beneath the video transcript to: to Cite in 4 referencing styles, Share with a friend, student or colleague, Embed a video into a learning management system (LMS) or virtual learning environment (VLE), or Get link to generate a permalink to link to the video page directly.

Video page – interactivity icons

The call-out shape highlights some of the key functionality related to the interactivity icons beneath the video transcript, for example, downloading a citation for the video you are viewing.

SAGE Video page



Use Add to list to create lists of your favourite videos.
You will need to be signed in to your Profile to add videos to a list.

TIP: You can learn how to create a Profile in the next section.

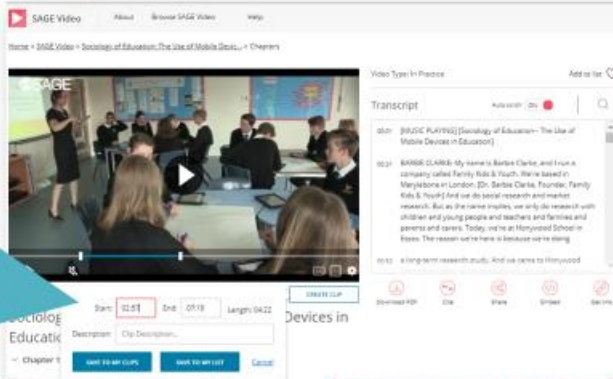
Video page – add to list
The call-out shape highlights how to create lists of your favourite videos by using **Add to list**.
Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.
You can find out how to create a profile in the next section.

Create video clips

Create video clips

- Click on **Create Clip** beneath the video.
- Use the sliders that appear on the video to select the start and end times of your clip.
- Click on **Save to my clips** (a list just for clips) or **Save to my list**.
- If you select **Save to my list**, choose the list you'd like to add the video clip to, or create a brand-new list.

You will need to be signed in to your Profile to save clips.



TIP: You can learn how to create a Profile in the next section.

TIP: To learn how to access your lists, go to **Managing your Profile**, in the next section.

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.
You can find out how to create a profile, and access your lists in the next section.

Creating a Profile

Encourage participants to create their own profile and experiment with adding videos to a list and creating a video clip. 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 'Sign in to my profile' page with fields for email and password, and a 'SIGN IN' button. Below it is a 'CREATE MY PROFILE' button. A secondary window shows the 'Create Profile' form with fields for title, first name, last name, email address, and password.

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 'education' with filters for content type and product. A 'Save Search' button is highlighted in the search bar area.

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

The screenshot shows a video player for 'Sociology of Education: The Use of Mobile Devices in Education'. A pop-up window titled 'Add to list' is open, showing options to add the resource to an existing list or create a new one.

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

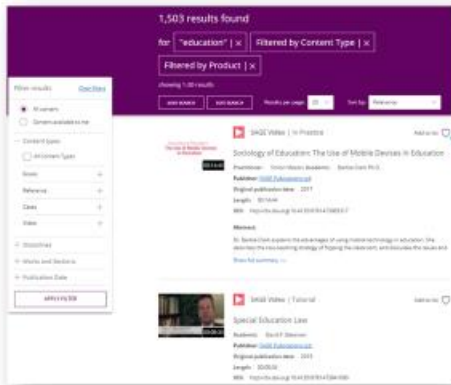
On any resource page, click the Add to list button.

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

Managing lists

This screenshot shows users how they can add a video to a personal list, once they are logged in from the video page. **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.

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

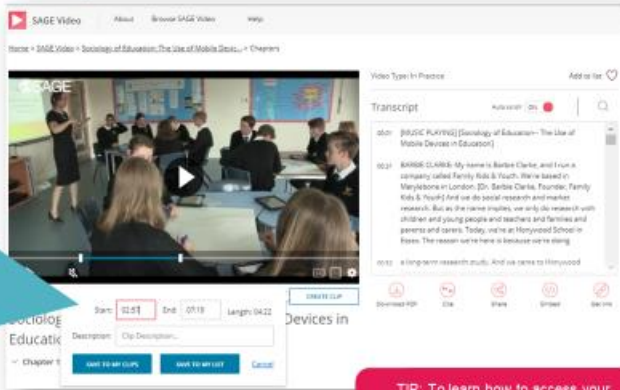
Managing lists
 This screenshot shows users how they can add a video to a personal list, once they are logged in from the search results page.
Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.

Create video clips

Create video clips

- Click on **Create Clip** beneath the video.
- Use the sliders that appear on the video to select the start and end times of your clip.
- Click on **Save to my clips** (a list just for clips) or **Save to my list**.
- If you select, **Save to my list**, choose the list you'd like to add the video clip to, or create a brand-new list.

You will need to be signed in to your Profile to save clips.

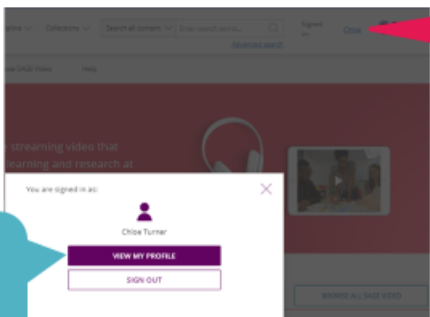


TIP: To learn how to access your lists, go to **Managing your Profile**, on the next slide.

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.
 You can find out how to access your lists on the next slide.

Managing your Profile

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

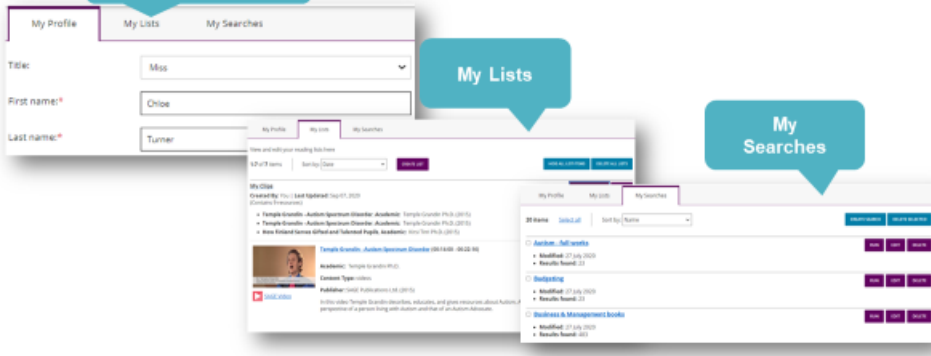


When you are signed in, you can access your lists and saved searches by clicking on your name at the top-right of any page.

Managing your Profile
 This screenshot demonstrates how a user can access their profile and view and edit their details and saved searches and lists.
Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.

Managing your Profile

Toggle between your profile areas



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.