

Guide to your SAGE Campus trial

Welcome to your institution's trial to SAGE Campus! SAGE Campus is a learning platform with 200+ hours of online courses for skills and research methods. Our courses are fully self-paced, packed with an engaging mix of video, interactives, formative assessments and more - to give practical skills that can be applied to study, research and the workplace.

This guide covers:

1. [Overview](#)
2. [How to create an account and login](#)
3. [How to enrol on an online course or a cohort](#)
4. [Extra features for Cohort Administrators \(faculty\)](#)

Overview

To access the [SAGE Campus platform](#) you need to first authenticate as a member of your institution to create an account. Institutions can authenticate via the below methods (please note: your institution might not be set up for all options) and instructions are linked:

- [Institutional IP or VPN](#)
- [EzProxy](#)
- [Shibboleth or OpenAthens](#)
- [Library Card](#)

After you've created an account, you can simply log into 'My Profile' on the platform from anywhere using your username and password and no longer need to authenticate.

If for some reason you cannot access SAGE Campus through the above routes, ask your Institutional Administrator (usually the Library) to create a username and password on your behalf.

By default, you'll be given a **learner role** once you create an account as per the instructions in this guide. This role is perfect for you if you're a student, researcher or faculty member wanting to take SAGE Campus online courses yourself or have been assigned them by your university.

If you are a faculty or staff member and would like to create cohorts and assign learners courses during your SAGE Campus trial, you will need a Cohort Administrator role. To get this, first create your SAGE Campus account using the instructions in this guide and then ask your Institutional Administrator to assign you a Cohort Administrator role. Guidance on the features of being a Cohort Administrator are [here](#).

If you have any questions or issues with access control, please contact the SAGE support team at: onlinesupport@sagepub.co.uk.



How to create an account to log into SAGE Campus

Below are instructions on how to authenticate your access to SAGE Campus for the first time to create your username and password via:

IP and VPN

1. Go to the SAGE Campus platform: <https://classroom.sagepub.com/>
2. Click on 'Institution' in the top right hand corner as circled in the screenshot below

Welcome to the SAGE Campus online learning platform where you can access all of our 11 online courses, totalling 145+ hours of learning. Browse through our available courses below and click to the course pages to find out more about what they cover and the learning outcomes. Once you have self-enrolled in a course, or enrolled with a code given to you by a Cohort Administrator, the course will appear under the 'My Courses' section of this homepage and on your SAGE Campus profile.

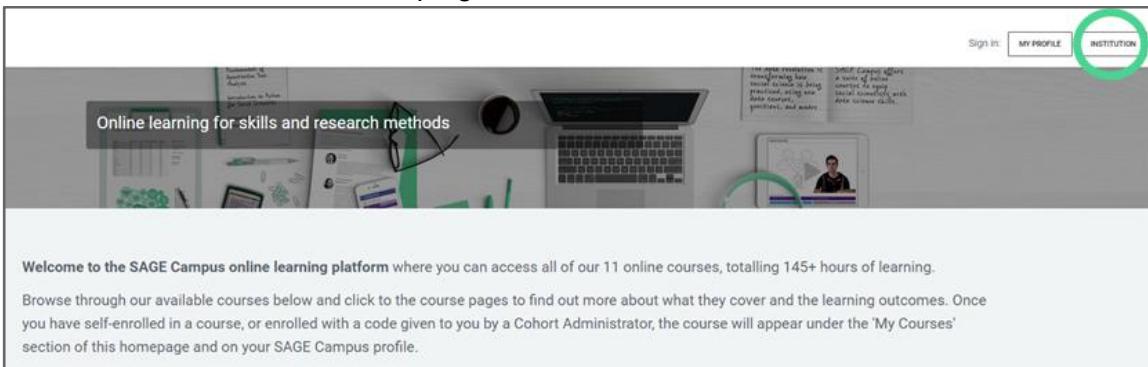
3. If you are on your institution's IP or are connected via VPN, you will automatically authenticate and be taken to the below form to create your account. Once you've created your account, you will be taken to the SAGE Campus homepage and can access all the courses. Instructions on how to enrol on a course are [here](#).

The screenshot shows the 'Sign Up' page for SAGE campus. At the top, it says 'You are an authenticated new user from INSTITUTION NAME'. Below that is a 'Sign Up' button. The main area has two sections: 'Choose your username and password' and 'More details'. Under 'Choose your username and password', there is a 'Username' field with a note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, ~, or #'. There is also a 'Click to enter text' button. Under 'More details', there is an 'Email address' field and an 'Email (again)' field.

4. Once you've created your username and password you no longer will need to authenticate and can simply login from anywhere at the below link or by clicking 'My Profile' instead of 'Institution' in the Step 2 screenshot.
<https://classroom.sagepub.com/login/>

EzProxy

1. Go to the SAGE Campus platform by way of your EzProxy server's URL provided by your institution. You will be prompted to login using your usual institution credentials before being taken to the platform homepage.
2. Click on 'Institution' in the top right hand corner as circled in the screenshot below



3. You will automatically authenticate and be taken to the below form to create your account. Once you've created your account, you will be taken to the SAGE Campus homepage and can access all the courses. Instructions on how to enrol on a course are [here](#).

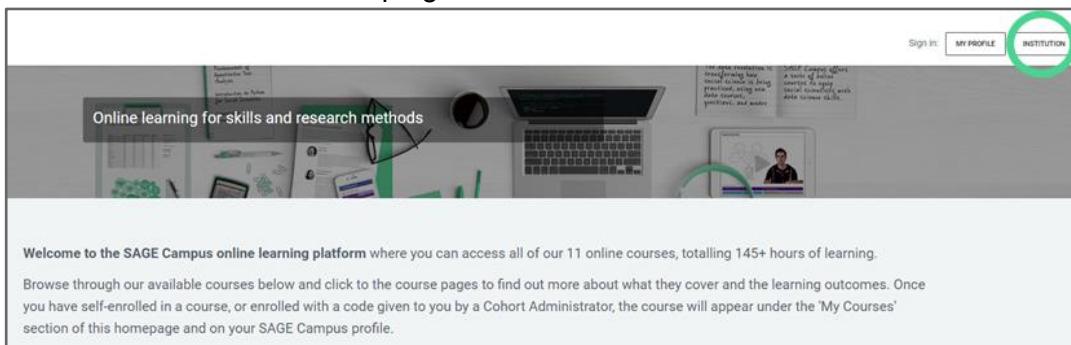
A screenshot of the 'Sign Up' form on the SAGE campus website. The form is titled 'SAGE campus' at the top. It starts with a message: 'You are an authenticated new user from INSTITUTION NAME. If you already have an account, please log in through your profile.' Below this, there is a 'Sign Up' section with a 'Choose your username and password' dropdown. It contains fields for 'Username' and 'Password', with validation messages. There is also a 'Click to enter text' link. Below this is a 'More details' section with fields for 'Email address' and 'Email (again)'. A 'Collapse all' link is located at the top right of the form.

4. Once you've created your username and password you **no longer will need to authenticate** and can simply login from anywhere at the below link or by clicking 'My Profile' instead of 'Institution' in the Step 2 screenshot.
<https://classroom.sagepub.com/login/>



Shibboleth or OpenAthens

1. Go to the SAGE Campus platform: <https://classroom.sagepub.com/>
2. Click on 'Institution' in the top right hand corner as circled in the screenshot below



3. If you are not on your institution's IP or connected via VPN, you will be taken to our 'Where Are You From' authentication form in the screenshot below. Input your institution's country and name by typing in the drop down fields. If your institution isn't appearing, please try all variations of the institution name. If you're still struggling, contact: onlinesupport@sagepub.co.uk

The form is titled 'Where Are You From?'. It has two dropdown menus: 'Begin typing to select your institution's country' and 'Begin typing to select your institution'. There is a checkbox for 'Remember my institution' and a 'CONTINUE' button at the bottom.

5. Once you've found your institution, you will be given the options in the screenshot below to authenticate via the methods your institution uses; either OpenAthens/Shibboleth, or via your Barcode/Library Card. Choose OpenAthens/Shibboleth.
6. You will be taken to your Shibboleth/OpenAthens login page and can use your usual university credentials to login and be redirected to a permissions page. You need to 'accept' for your information to be shared with SAGE Publishing - any of the permissions will do. You only need to do this once.



7. You will be taken to the below form to create your account. Once you've created your account, you will be taken to the SAGE Campus homepage and can access all the courses. Instructions on how to enrol on a course are [here](#).

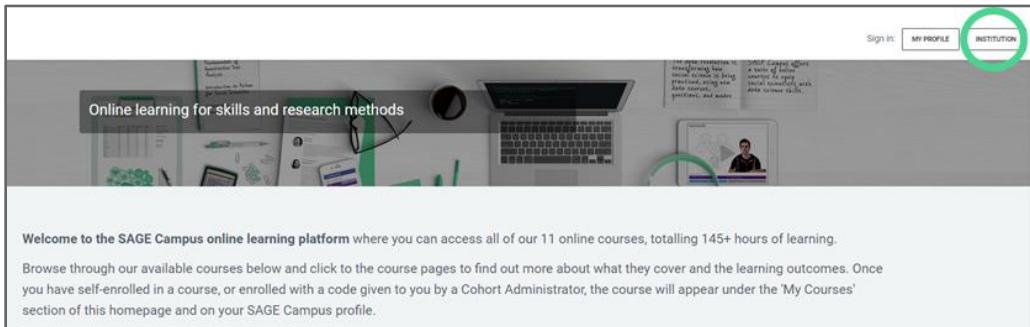
A screenshot of the SAGE campus Sign Up page. At the top, it says "SAGE campus". Below that, a message says "You are an authenticated new user from INSTITUTION NAME". There is a link "If you already have an account, please log in through your provider". The main section is titled "Sign Up" and has two expandable sections: "Choose your username and password" and "More details". Under "Choose your username and password", there is a "Username" field with a note: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #". There is also a "Click to enter text" button. Under "More details", there are fields for "Email address" and "Email (again)". A "Collapse all" button is located in the top right corner of the form area.

8. Once you've created your username and password you **no longer will need to authenticate** and can simply login from anywhere at the below link or by clicking 'My Profile' instead of 'Institution' in the Step 2 screenshot.
<https://classroom.sagepub.com/login/>

SAGE campus

Library Card

1. Go to the SAGE Campus platform: <https://classroom.sagepub.com/>
2. Click on 'Institution' in the top right hand corner as circled in the screenshot below



3. If you are not on your institution's IP or connected via VPN, you will be taken to our 'Where Are You From' authentication form in the screenshot below. Input your institution's country and name by typing in the drop down fields. If your institution isn't appearing, please try all variations of the institution name. If you're still struggling, contact: onlinesupport@sagepub.co.uk

A screenshot of a web browser window showing the 'wayf.sagepub.com' login page. The title bar says 'wayf.sagepub.com'. The page itself has a light blue header with the SAGE campus logo. Below it, a message says 'All fields are required'. The main section is titled 'Where Are You From?'. It contains two dropdown menus: one for 'Begin typing to select your institution's country' and another for 'Begin typing to select your institution'. There is also a checkbox labeled 'Remember my institution' and a purple 'CONTINUE' button at the bottom.

4. Once you've found your institution, you will be given the options in the screenshot below to authenticate via the methods your institution uses; either OpenAthens/ Shibboleth, or via your Barcode/Library Card. Choose Barcode/Library Card.

SAGE campus

The screenshot shows the 'Institutional Login' page for SAGE campus. At the top, it says 'SAGE campus' and 'Institutional Login for University of Mike'. Below that, there's a link 'Not your institution? Click here to start again' and a note 'Please choose from an option shown below.' There are two main buttons: 'OPENATHENS/SHIBBOLETH' and 'BARCODE/LIBRARY CARD #'. A small note below the buttons says 'Research off-campus without worrying about access issues. Find out about Loan Library here.' Administrators and Non-Institutional Users are prompted to enter their 'Username*' and 'Password*', with a 'Remember me?' checkbox. A note at the bottom says '* Required fields'. A 'LOGIN' button is at the bottom, and a link 'Forgot your login information?' is at the very bottom.

5. You will be taken to the below screenshot and asked to enter your university barcode number or library card number.

The screenshot shows the 'Welcome University of Mike' page. It says 'Please enter your barcode number or library card number below.' Below that is a field labeled 'Barcode/Library Card #' with a placeholder 'Barcode/Library Card #' and a 'LOGIN' button.

6. You will be taken to the below form to create your account. Once you've created your account, you will be taken to the SAGE Campus homepage and can access all the courses. Instructions on how to enrol on a course are [here](#).

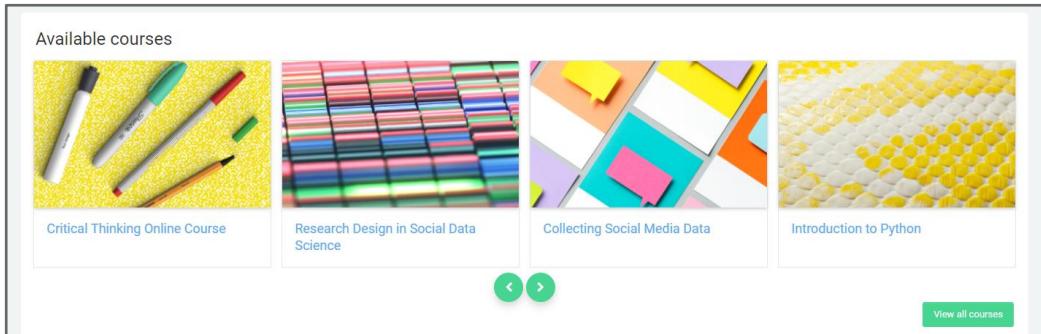
The screenshot shows the 'Sign Up' page. It says 'You are an authenticated new user from INSTITUTION NAME' and 'If you already have an account, please log in through your profile.' The 'Sign Up' section has two main sections: 'Choose your username and password' and 'More details'. Under 'Choose your username and password', there are fields for 'Username' and 'Click to enter text'. A note says 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as an * - ; or #'. Under 'More details', there are fields for 'Email address' and 'Email (again)'. A 'Collapse all' link is at the top right.

7. Once you've created your username and password you **no longer will need to authenticate** and can simply login from anywhere at the below link or by clicking 'My Profile' instead of 'Institution' in the Step 2 screenshot.
<https://classroom.sagepub.com/login/>

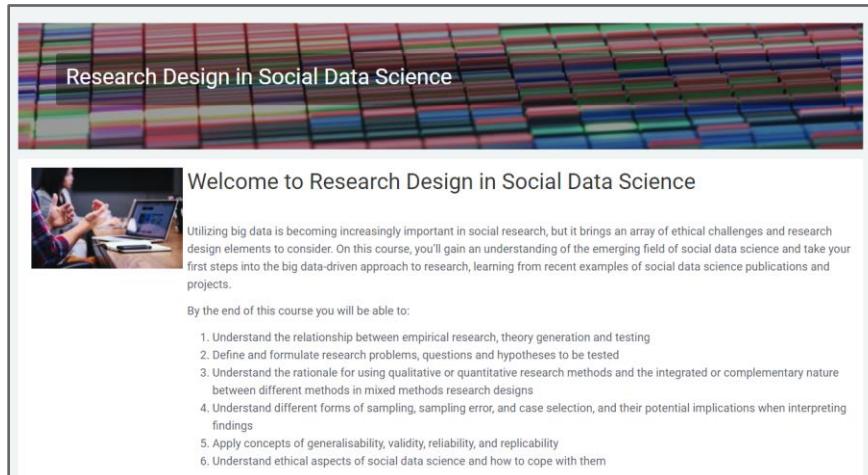
Enrolling on a course

You can self-enrol on courses of your choice and you can also be added to a cohort and assigned courses by a Cohort Administrator. Instructions on how to enrol on a course are below:

1. Browse all the online courses on the SAGE Campus platform from the homepage under 'Available Courses' in the screenshot below.



2. Click on the individual course pages to find out more about their learning objectives and what is covered. For example, in the screenshot below.



3. If you have been assigned the course as part of a cohort, enter your enrolment key that your Cohort Assigner provided you with under 'Cohort Learners' as circled in the screenshot on the next page and click 'enrol me'. If you are not part of a cohort and want to self-enrol, simply click 'enrol me' under the 'Self-enabled Learners' section marked with an X in the screenshot on the next page.

Collecting Social Media Data

Home / My courses / Institutional Trials (August 2020) / Collecting Social Media Data v2. / Enrol me in this course / Enrolment options

Enrolment options

Collecting Social Media Data



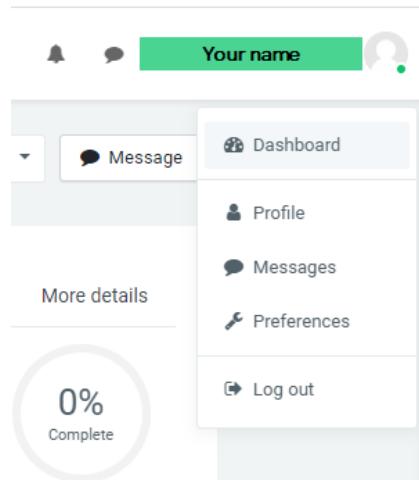
Cohort learners

Enrolment key

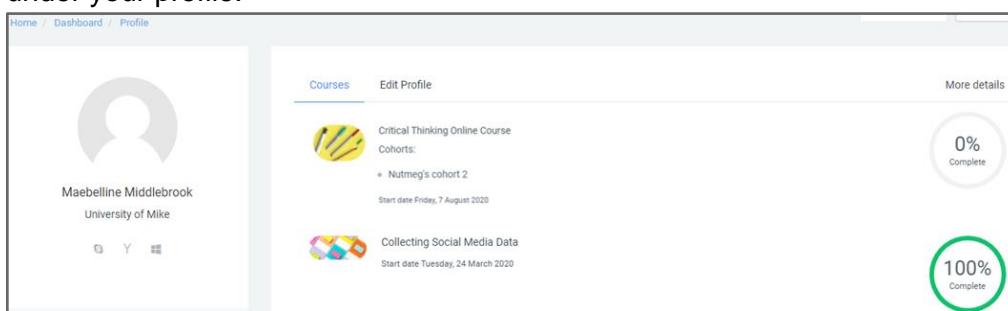
Self-enabled learners

No enrolment key required.

4. You can find the course/s you are enrolled on on the homepage under 'My Courses' or by clicking on your name in the top right hand corner of the screen and clicking 'Profile' as per the screenshot below.



5. You will be able to see your progress tracking of all the courses you are enrolled on under your profile.



Courses	Edit Profile	More details
Critical Thinking Online Course Cohorts: • Nutmeg's cohort 2 Start date Friday, 7 August 2020		0% Complete
Collecting Social Media Data Start date Tuesday, 24 March 2020		100% Complete

Cohort Administrator

About the Cohort Administrator role

- Who is it for?: for faculty or staff members who want to use SAGE Campus courses for their teaching or use them with students and researchers.
- Features: an ability to create cohorts of learners on courses by creating and sharing an enrollment key, and track the progress of their cohorts.
- Assigned by: Institutional Administrators assign users at their institution Cohort Administrator roles. If your Institutional Administrator has not yet assigned you this, please request this.

Once you have been assigned a Cohort Administrator role, you can create cohorts and assign courses to students, as well as view completion and progress reports for your cohorts. How you do this is outlined below.

How to create a cohort and assign courses

1. Click 'Cohort administrator' on the left hand side panel of the homepage.
2. Click the 'Add cohort' button on the dashboard.

The screenshot shows the SAGE campus dashboard. On the left, there's a sidebar with a list of modules: 'Welcome to the Critical Think...', 'Module 1: Why bother thinkin...', 'Module 2: What's the point of...', and 'Module 3: How can I argue m...'. The main area is titled 'Cohort Administration for Professor Nutmeg in Critical Thinking Online Course'. It shows a table with one row: Name (Nutmeg's cohort 2), Description (empty), Enrollment key (Password123#), Members (2), and Edit. Below the table is a 'Save changes' button.

3. Fill out the details and click 'Save changes'. The details will include the creation of an enrolment key. This key needs to be shared with all learners you assign to this cohort so they can enrol onto the cohort. Each learner will access this course through their logins, select a course to enrol and add the enrolment key you provided.

The screenshot shows the SAGE campus interface for cohort administration. On the left, there's a sidebar with navigation links like 'Search courses', 'Critical Thinking v2', 'Cohort administration', and 'My courses'. The main area is titled 'New group in Critical Thinking Online Course' and contains a 'General' tab. Under 'General', there are fields for 'Cohort name' (with a red asterisk indicating it's required), 'Cohort description' (with a rich text editor toolbar), 'Enrolment key' (with a 'Click to enter text' button), 'Cohort messaging' (with dropdowns for 'No' or 'Yes'), 'Hide picture' (with dropdowns for 'No' or 'Yes'), and 'New picture' (with a 'Choose a file' button and a note about maximum file size). A large dashed box area allows for dragging and dropping files. At the bottom, there are 'Save changes' and 'Cancel' buttons.

How to view progress and completion reports for your cohorts

You are able to see progress and completion reports for your cohorts on the SAGE Campus platform. Simply click into the course cohort you wish to view from your profile or on your homepage and in the top right hand corner click 'Reports' as marked in the screenshot below.

The screenshot shows the homepage of the 'Critical Thinking Online Course'. It features a yellow header bar with the course title. Below the header, there's a yellow sidebar on the left with the text 'CRITICAL THINKING' and 'TOM CHATFIELD'. The main content area has a green background with a yellow diagonal stripe. The text 'Welcome to the Critical Thinking Online Course!' is displayed. Below this, there's a paragraph about the course equipping users with critical thinking skills and practical techniques. A section titled 'The course also:' lists several bullet points. In the top right corner of the main content area, there's a 'Reports' button with a dropdown menu. The 'Completion report' option is circled in green. The entire screenshot is framed by a black border.