# 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](mailto: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/
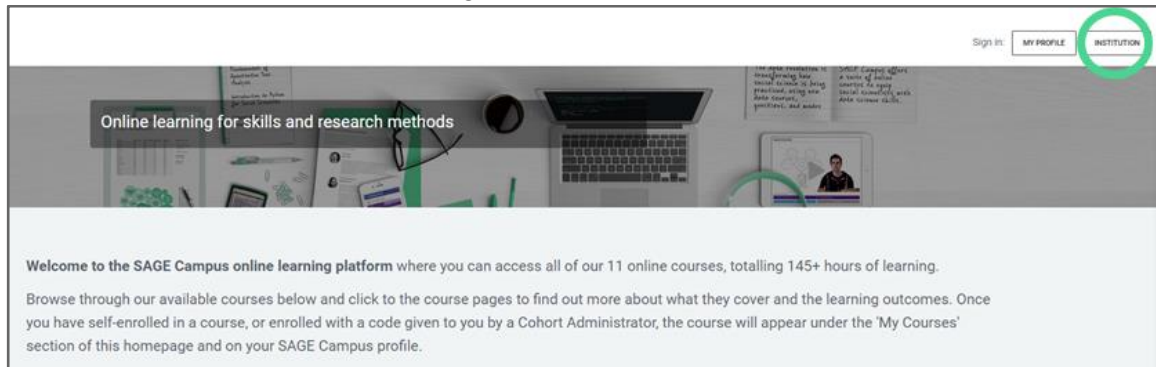2. Click on 'Institution' in the top right hand corner as circled in the screenshot below
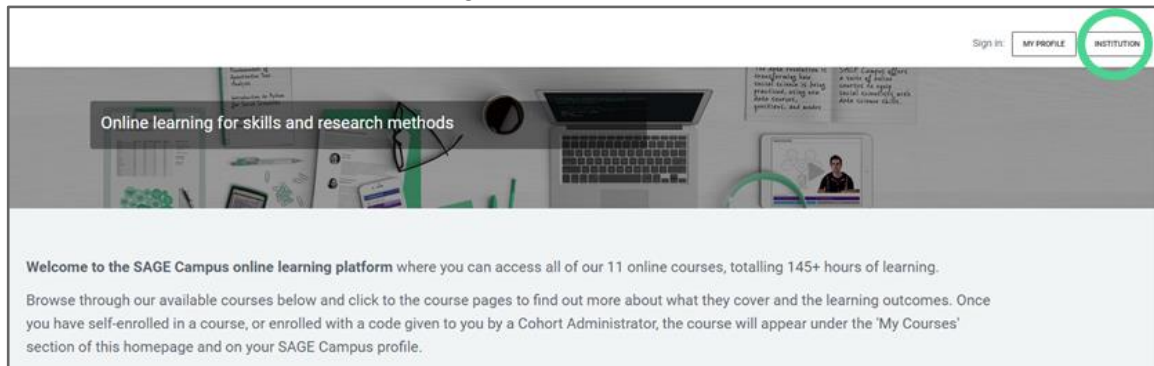


3. If you are on your institution's IP or are connected via VPN, you will automatically authenticate and be taken to the below form to create your account. Once you've created your account, you will be taken to the SAGE Campus homepage and can access all the courses. Instructions on how to enrol on a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



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.
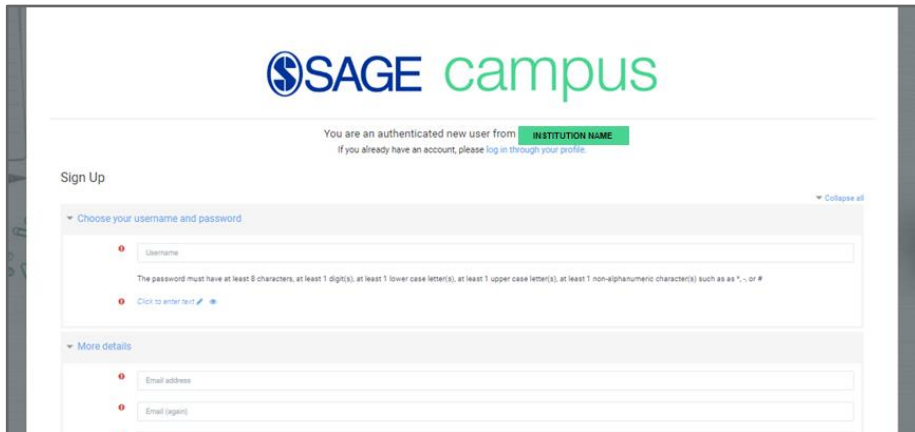https://classroom.sagepub.com/login/

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.
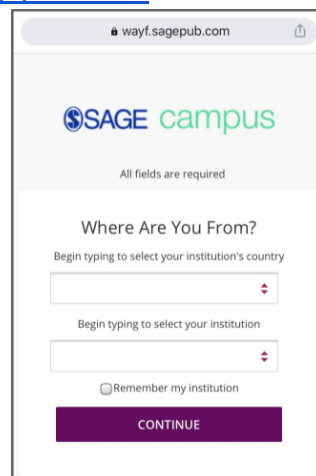


4. Once you've created your username and password you **no longer will need to authenticate** and can simply login from anywhere at the below link or by clicking 'My Profile' instead of 'Institution' in the Step 2 screenshot.
https://classroom.sagepub.com/login/

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
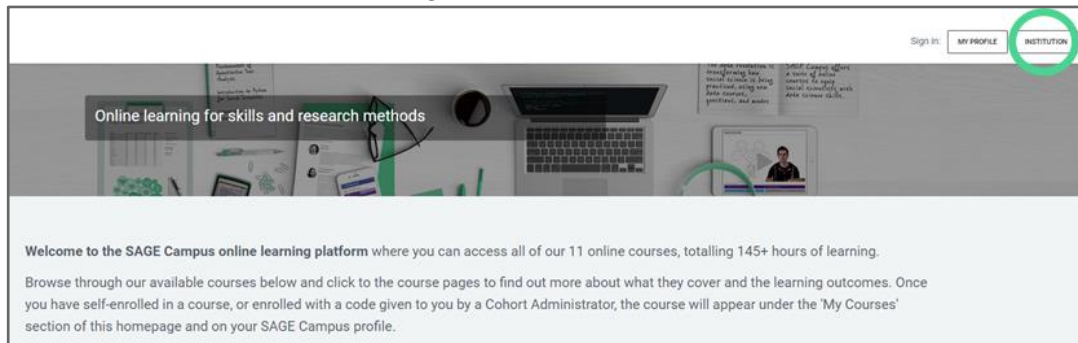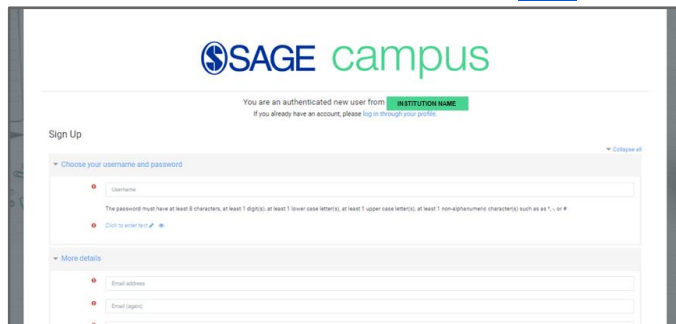


3. If you are **not** on your institution's IP or connected via VPN, you will be taken to our 'Where Are You From' authentication form in the screenshot below. Input your institution's country and name by typing in the drop down fields. If your institution isn't appearing, please try all variations of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



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](here).
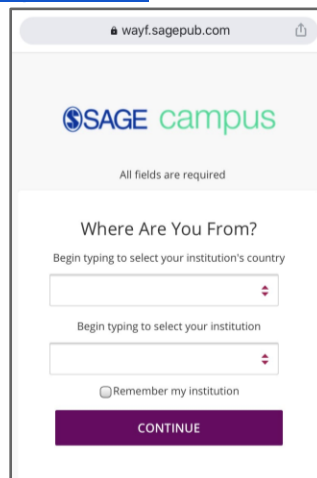


8. Once you've created your username and password you **no longer will need to authenticate** and can simply login from anywhere at the below link or by clicking 'My Profile' instead of 'Institution' in the Step 2 screenshot.
   https://classroom.sagepub.com/login/

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
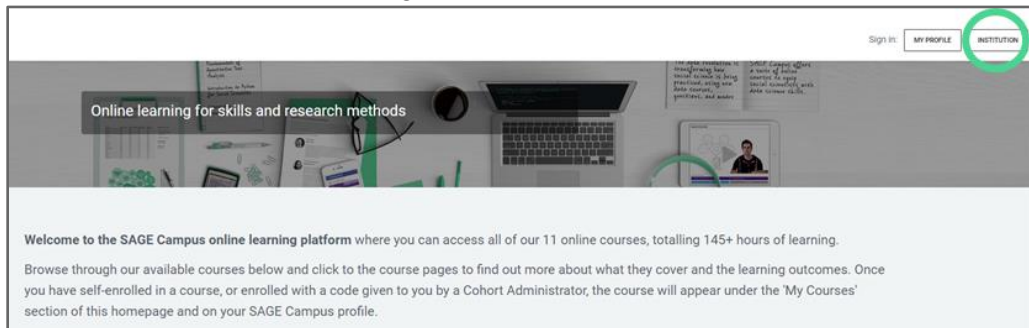


3. If you are **not** on your institution's IP or connected via VPN, you will be taken to our 'Where Are You From' authentication form in the screenshot below. Input your institution's country and name by typing in the drop down fields. If your institution isn't appearing, please try all variations of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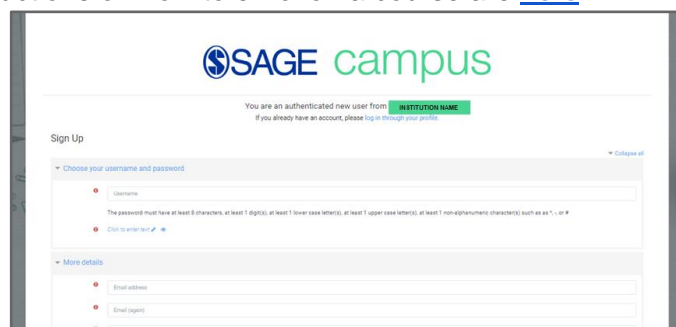


4. Once you've found your institution, you will be given the options in the screenshot below to authenticate via the methods your institution uses; either OpenAthens/ Shibboleth, or via your Barcode/Library Card. Choose Barcode/Library Card.
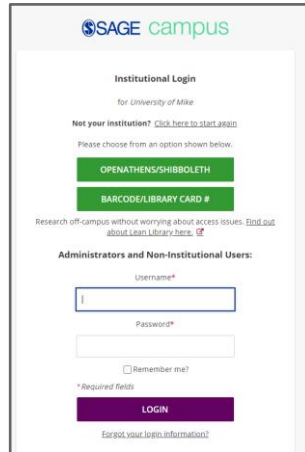
5. You will be taken to the below screenshot and asked to enter your university barcode number or library card number.
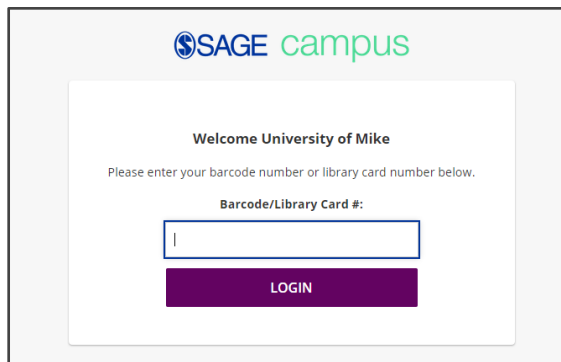


6. You will be taken to the below form to create your account. Once you've created your account, you will be taken to the SAGE Campus homepage and can access all the courses. Instructions on how to enrol on a course are [here](#).



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.
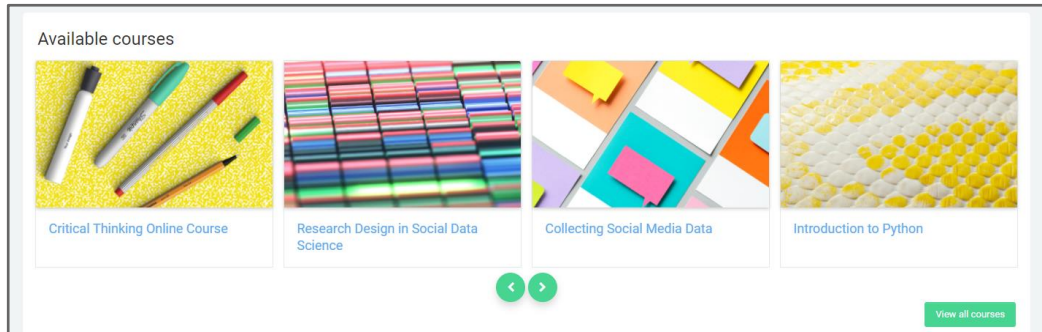
2. Click on the individual course pages to find out more about their learning objectives and what is covered. For example, in the screenshot below.
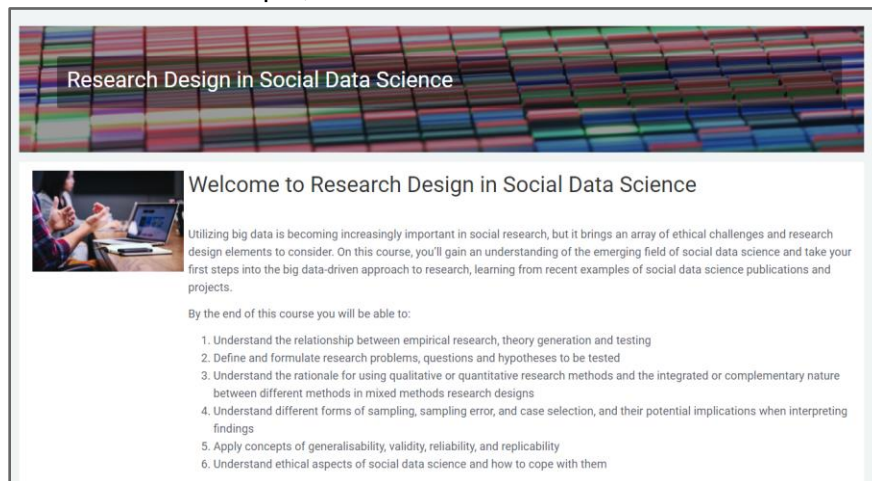
3. If you have been assigned the course as part of a cohort, enter your enrolment key that your Cohort Assigner provided you with under 'Cohort Learners' as circled in the screenshot on the next page and click 'enrol me'. If you are not part of a cohort and want to self-enrol, simply click 'enrol me' under the 'Self-enabled Learners' section marked with an X in the screenshot on the next page.

Enrolment options

Collecting Social Media Data

Cohort learners

Enrolment key

Enrol me

Self-enabled learners

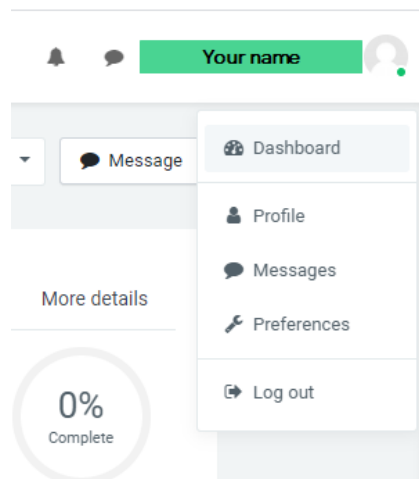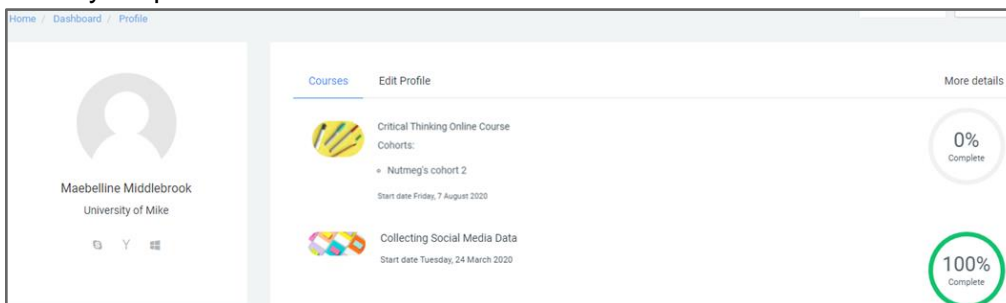No enrolment key required.

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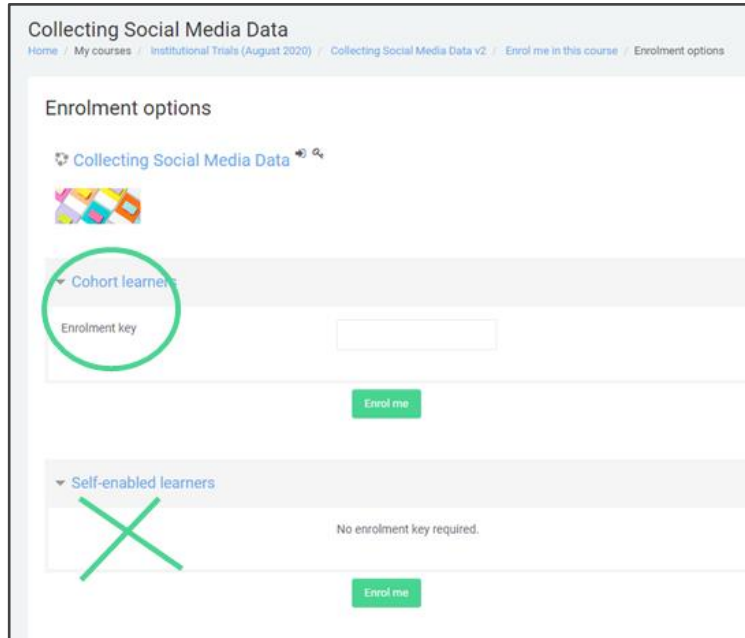
4. You can find the course/s you are enrolled on on the homepage under 'My Courses' or by clicking on your name in the top right hand corner of the screen and clicking 'Profile' as per the screenshot below.



Your name

Message        Dashboard

Profile

Messages

More details        Preferences

Log out

0%
Complete

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



Home / Dashboard / Profile

Courses    Edit Profile                                     More details

Critical Thinking Online Course
Cohorts:                                                    0%
                                                            Complete
  ○ Nutmeg's cohort 2
Start date Friday, 7 August 2020

Maebelline Middlebrook
University of Mike

Collecting Social Media Data                                100%
Start date Tuesday, 24 March 2020                           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.
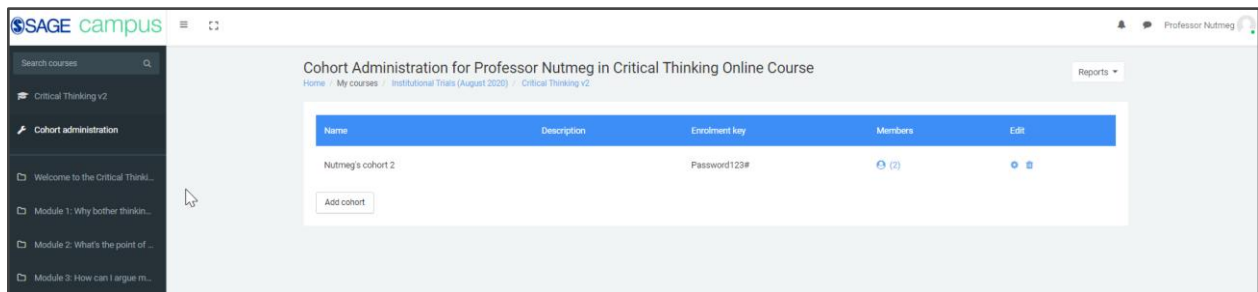


3. Fill out the details and click 'Save changes'. The details will include the creation of an enrolment key. This key needs to be shared with all learners you assign to this cohort so they can enrol onto the cohort. Each learner will access this course through their logins, select a course to enrol and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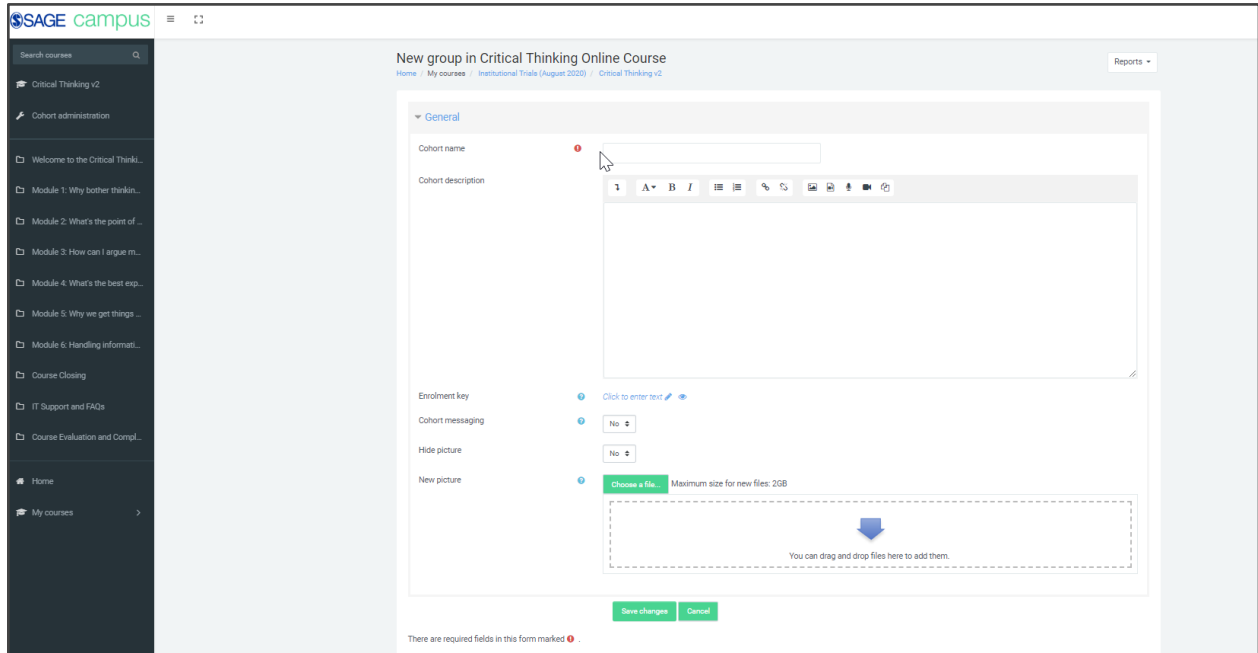
## How to view progress and completion reports for your cohorts

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.