

SAGE amp Instructor Getting Started Guide

Key Courseware Capabilities:

- **Ability to view the course as a student in addition to instructor settings**

- **Setting and editing assignment policies**
 - Hide or show assignments
 - Change number of attempts, time limits, start/end dates
 - Other customization features

- **Editing point values and question content in assignments**

- **Transparency into every attempt from each student**
 - Display student performance/grade
 - Display the question that the student received, the student’s response, and the correct feedback

- **Class performance reports (Item Statistics)**
 - Filter by assignment to see how the class performed on each question in the assignment
 - Pinpoint key concepts or assignment questions that students may be struggling with and will require additional instruction

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Contacting Technical Support

To contact Technical Support,

- Email textbookstechsupport@sagepub.com
- Call **1 (805) 410-7080**

Technical Support Hours

Monday - Friday:

8:00 a.m. - 11:00 p.m. ET

Saturday & Sunday:

11:30 a.m. – 8:00 p.m. ET

Getting Access to Your SAGE amp Course

1. Go to the **SAGE amp course URL** provided to you.
2. Log in with your instructor user login and password.
3. Click on the course name that you would like to access.

Viewing Course Content

Instructors view and navigate their course content in the same way as students, through the Class Homepage. For Course Navigation Help, visit: <https://study.sagepub.com/products/techsupport/sage-amp/course-navigation-help>

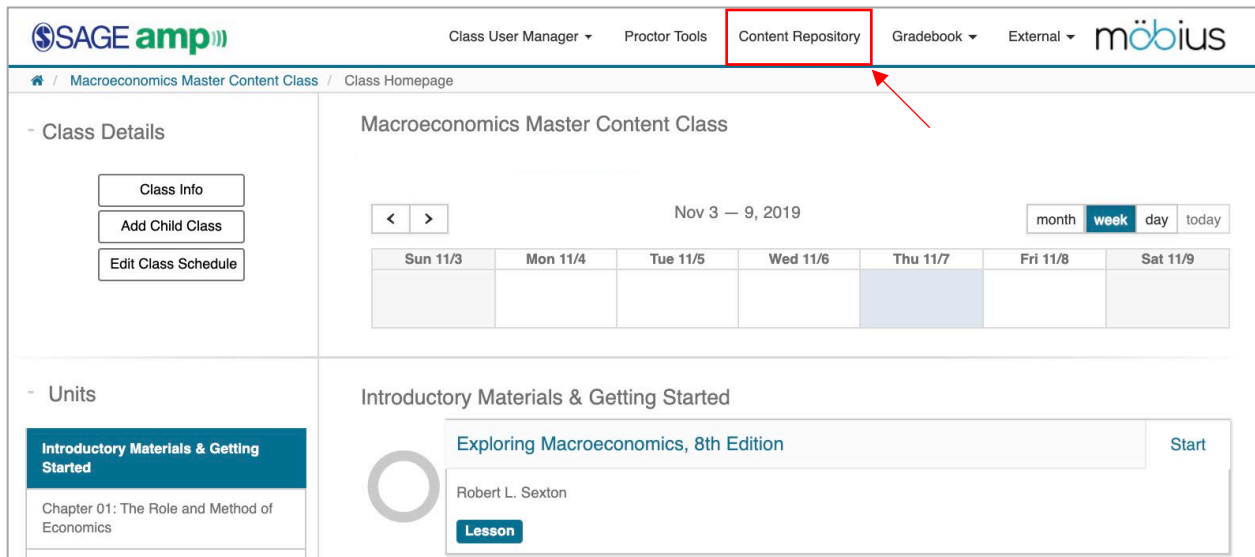
Make sure that you are logged in as an **(Instructor)** in the upper-right-hand corner.

Help | Instructor Name (Instructor) | Logout

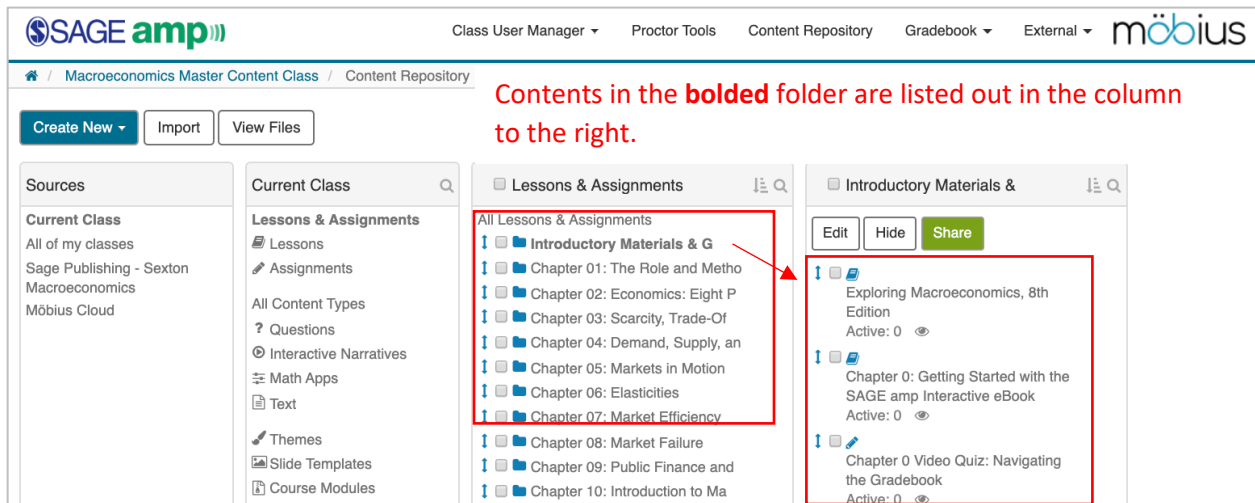
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Setting Assignment Policies


To set assignment policies such as due dates, time limits, and number of attempts, click on **Content Repository** at the top of the screen.



In the middle of the page, look for the **bolded** chapter folder under **Lessons & Assignments**. If a chapter is bolded, this means that the contents of that chapter are listed in the column to the right.



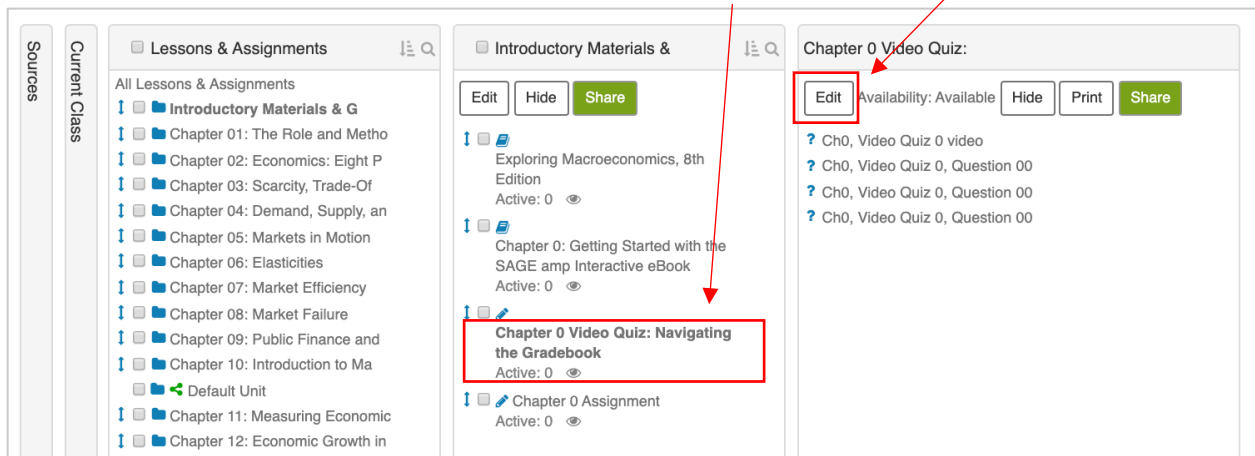
Contents in the **bolded** folder are listed out in the column to the right.

Note: On some occasions, you may see folders with this icon.  This means that the course content cannot be modified (e.g. content cannot be deleted or changed), but *can* have their assignment policies altered. In order to delete or change a question, instructors will have to **Clone** the chapter's content first, then make further customized modifications. **This limitation is only required in rare occasions. Most course content can be edited or changed *without* the requirement to Clone.**

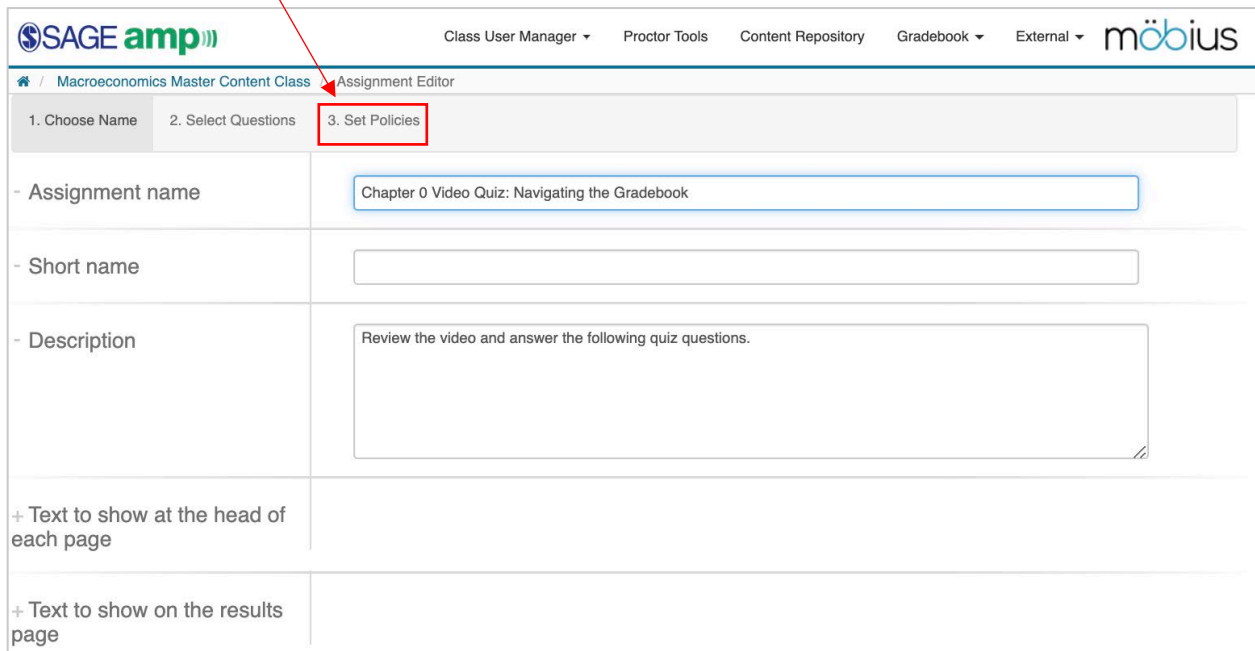
To set an assignment's policies, select the assignment and click **Edit**.

1. Click on the assignment.

2. Click **Edit** to change the assignment policies.



Then, click on **3. Set Policies**.



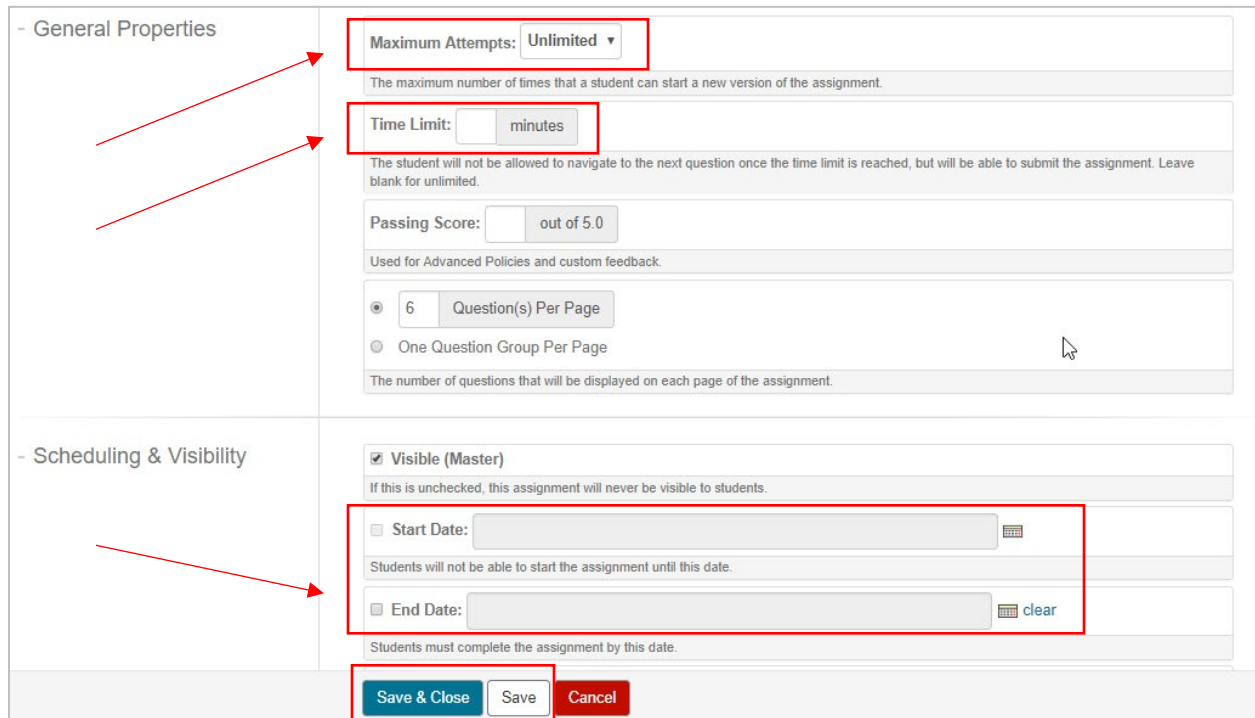
Here, instructors are able to set assignment attributes such as setting their assignments to anonymous practice. Anonymous practice allows for students to complete assignments *WITHOUT* results being recorded in the gradebook. For more information on assignment attributes and setting assignment policies, please visit:

https://www.digitaled.com/support/help/html/MobiusInstructor/ch06.html#ManagingAssignments_AssignmentEditorStep3SetPolicies

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Editing Assignment Policies

Next, scroll down to **General Policies** to set **Maximum Attempts** and **Time Limit**. Below that section, under **Scheduling & Visibility**, instructors can set **Start Date** and **End Date**.



The screenshot shows the SAGE amp assignment policy editor. It is divided into two main sections: "General Properties" and "Scheduling & Visibility".

General Properties:

- Maximum Attempts:** Set to "Unlimited".
- Time Limit:** Set to "minutes".
- Passing Score:** Set to "out of 5.0".
- Question(s) Per Page:** Set to "6".

Scheduling & Visibility:

- Visible (Master):** Checked.
- Start Date:** Empty field.
- End Date:** Empty field with a "clear" button.

At the bottom, there are three buttons: "Save & Close", "Save", and "Cancel".

Use **Save & Close** or **Save** when you are ready to save your assignment policies.

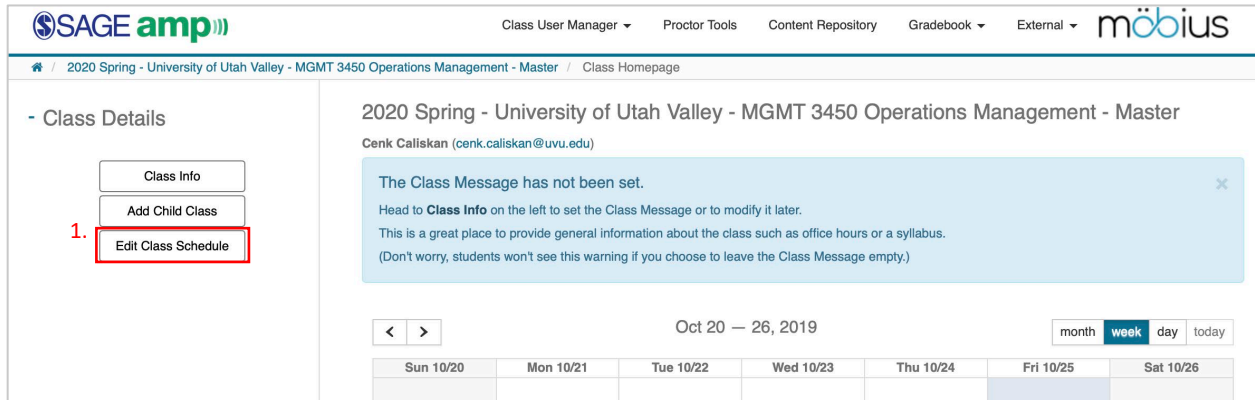
- **Maximum Attempts** – Instructors can set a maximum number of attempts between one and five or Unlimited. If students exceed the maximum designated number, students can **Request exception**, and instructors can consider and give approval for one more attempt at the assignment.
- **Time Limit** – If there is a time limit set for an assignment, students will see the Time Remaining during the course of completing the assignment. When the time limit expires, the system will not allow the student to answer any more questions. However, the student can still submit the assignment for grading. As students approach the time limit, a pop-up window warns them of their remaining time.
- **Start and End Dates** – These dates and times govern the availability of the assignment to students. Before and after the indicated availability window, the assignment is displayed and viewable on the Class Homepage, however, it cannot be selected and accessed.

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Scheduling Assignments in Batches

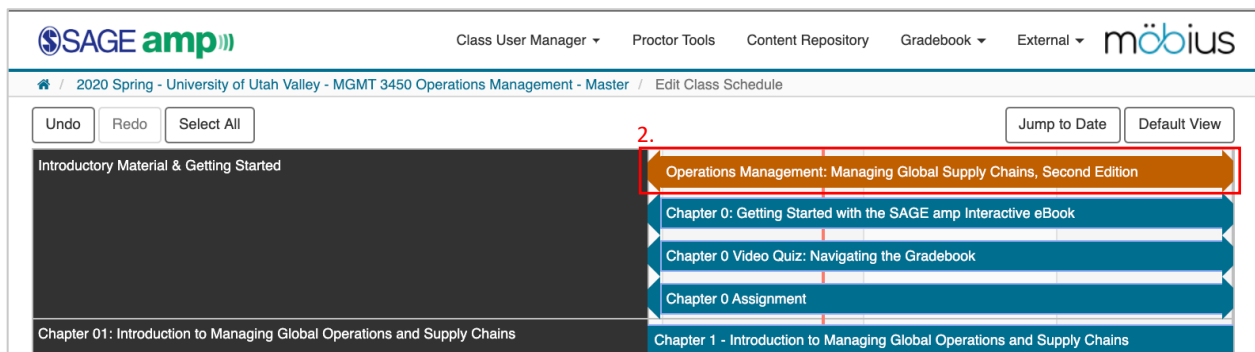
Instructors have the ability to schedule assignment start dates and due dates for multiple assignments at once. To schedule assignments in batches,

1. Select **Edit Class Schedule** under Class Details on your Class Homepage.



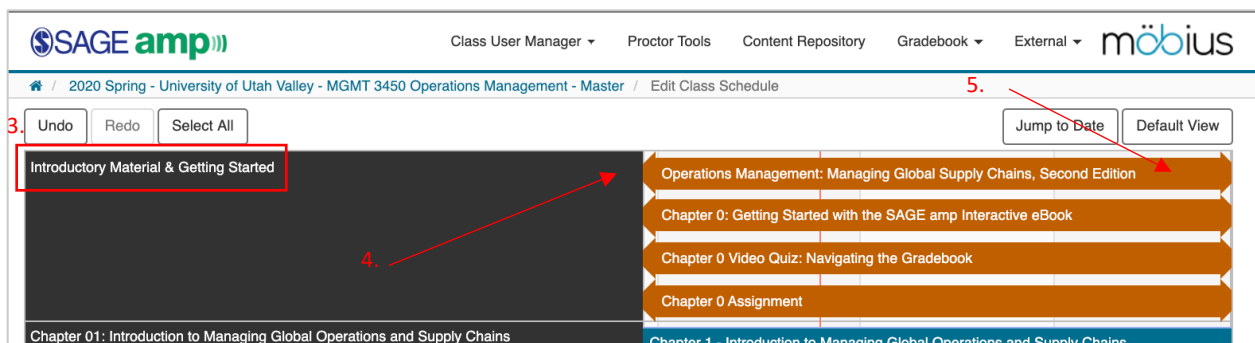
The screenshot shows the 'Class Details' section on the left with three buttons: 'Class Info', 'Add Child Class', and 'Edit Class Schedule'. The 'Edit Class Schedule' button is highlighted with a red box and labeled '1.'. The main content area shows the class name, instructor name, and a calendar for October 20, 2019.

2. Here, you can select an individual assignment by clicking it. Your selected assignment bar will display as orange.



The screenshot shows the 'Edit Class Schedule' page with a list of assignments. The 'Operations Management: Managing Global Supply Chains, Second Edition' assignment bar is highlighted in orange and labeled '2.'. Other assignments include 'Chapter 0: Getting Started with the SAGE amp Interactive eBook', 'Chapter 0 Video Quiz: Navigating the Gradebook', and 'Chapter 0 Assignment'.

3. To select all the assignments in a particular unit, select the unit from the left column. All assignments in the selected unit will appear orange.



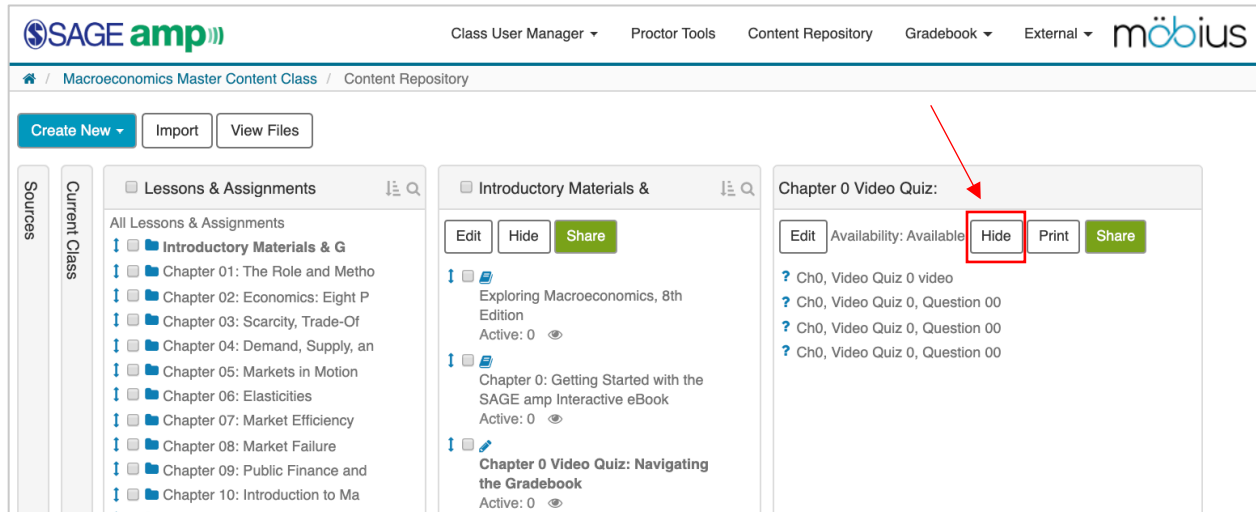
The screenshot shows the 'Edit Class Schedule' page with the 'Introductory Material & Getting Started' unit selected in the left column, labeled '3.'. All assignments in that unit are highlighted in orange. The unit name is labeled '3.', the assignments are labeled '4.', and the right-side arrow of the first assignment bar is labeled '5.'.

4. To set the Start Date, click, hold, and drag your cursor from the left-side arrow.
5. To set the End Date, click, hold, and drag your cursor from the right-side arrow. The schedule settings you just set will now be reflected on your Class Homepage.

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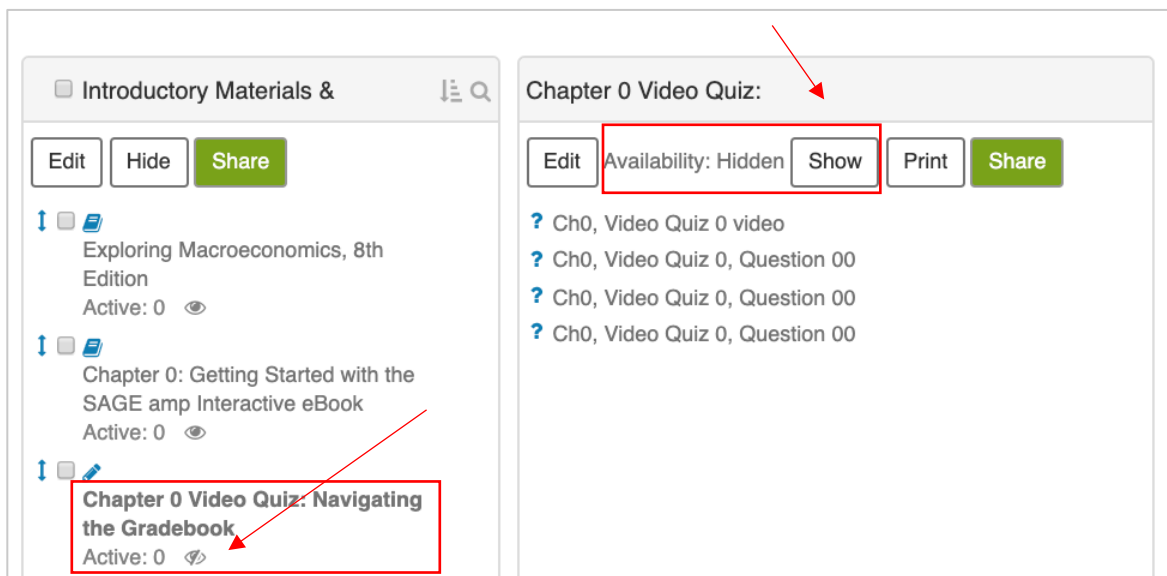
Show/Hide Assignments

In the **Content Repository**, next to the Edit button, instructors can **Hide** or **Show** modules to control availability to students. Be sure to Refresh the page after clicking Hide or Show.



The screenshot shows the SAGE amp interface for the 'Macroeconomics Master Content Class'. The 'Content Repository' section is active. On the right, the 'Chapter 0 Video Quiz' module is selected. The 'Availability' is set to 'Available', and the 'Hide' button is highlighted with a red box and a red arrow pointing to it. Other buttons visible are 'Edit', 'Print', and 'Share'.

After refreshing the page, you will see an eyeball with a slash through it beneath the assignment. Click **Show** and refresh the page to make the assignment visible to students.



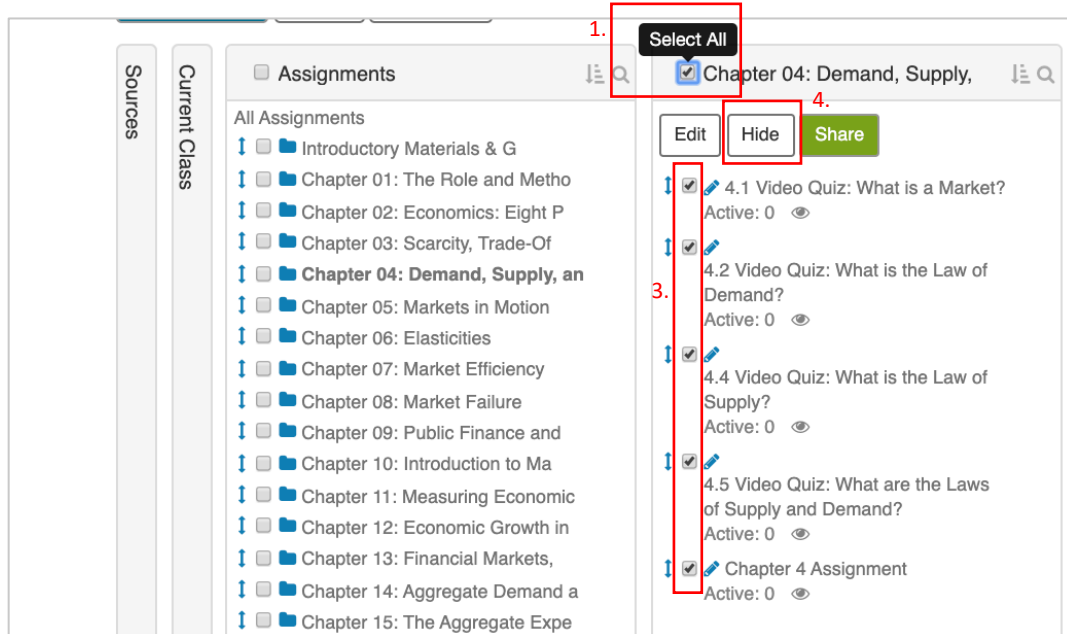
The screenshot shows the SAGE amp interface after the 'Hide' action. The 'Chapter 0 Video Quiz' module is now set to 'Hidden', and the 'Show' button is highlighted with a red box and a red arrow. In the 'Introductory Materials &' section, the assignment 'Chapter 0 Video Quiz: Navigating the Gradebook' is shown with a red box around it and a red arrow pointing to a slash through an eyeball icon, indicating it is hidden.

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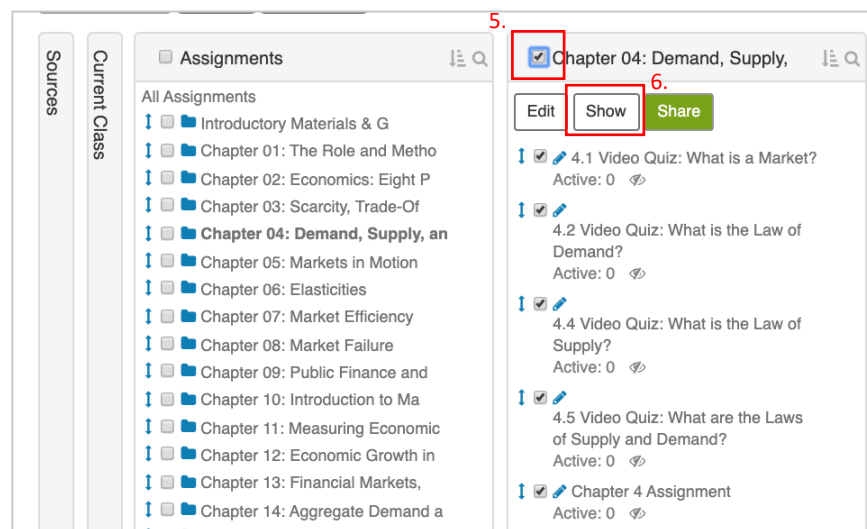
Show/Hide Assignments in Batches

Instructors can also hide and show assignments in batches. To show or hide all the assignments in a unit,

1. Check the Select All box.
2. All of the assignments in a given unit will now be selected.



3. To deselect an assignment from your selected batch, uncheck the check box next to the assignment name.
4. Select **Hide** to hide all assignments. Hidden assignments will now have an eyeball with a slash through it beneath the assignment.



5. To show assignments in batches, check the Select All box.
6. Select **Show**. Visible assignments will now have an eyeball beneath the assignment.

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Editing a Question

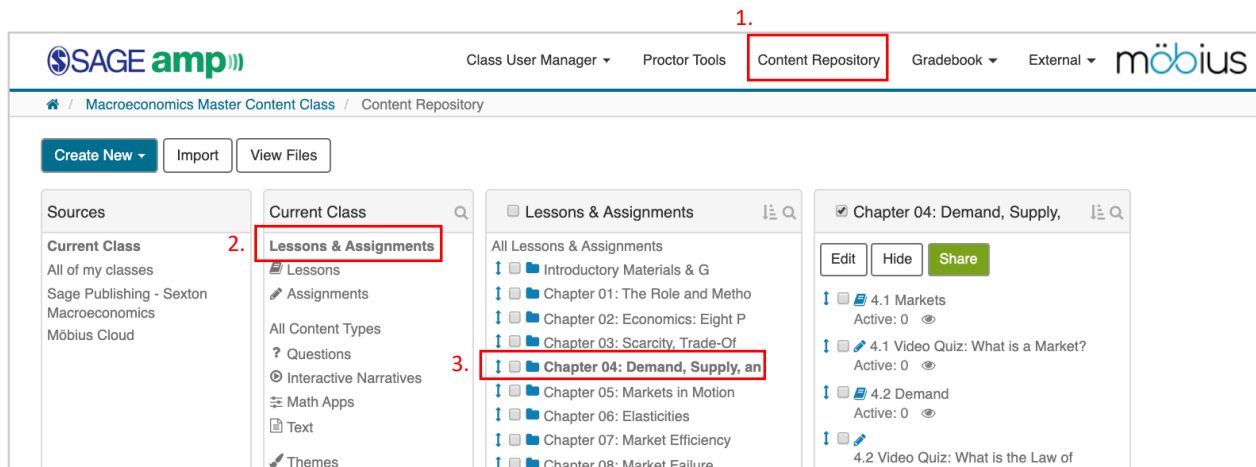
Instructors are able to edit a question, import a question from another chapter, write their own questions, as well as change the point values for questions in their SAGE amp course. For advanced detailed instructions on working with the question editor such as authoring algorithmic questions, adding images to questions, etc., please visit:

<https://www.digitaled.com/support/help/html/MobiusInstructor/ch08.html>

These getting started instructions will walk through the steps on how to make edits to the Chapter 4 Assignment.

To start editing questions in you SAGE amp course,

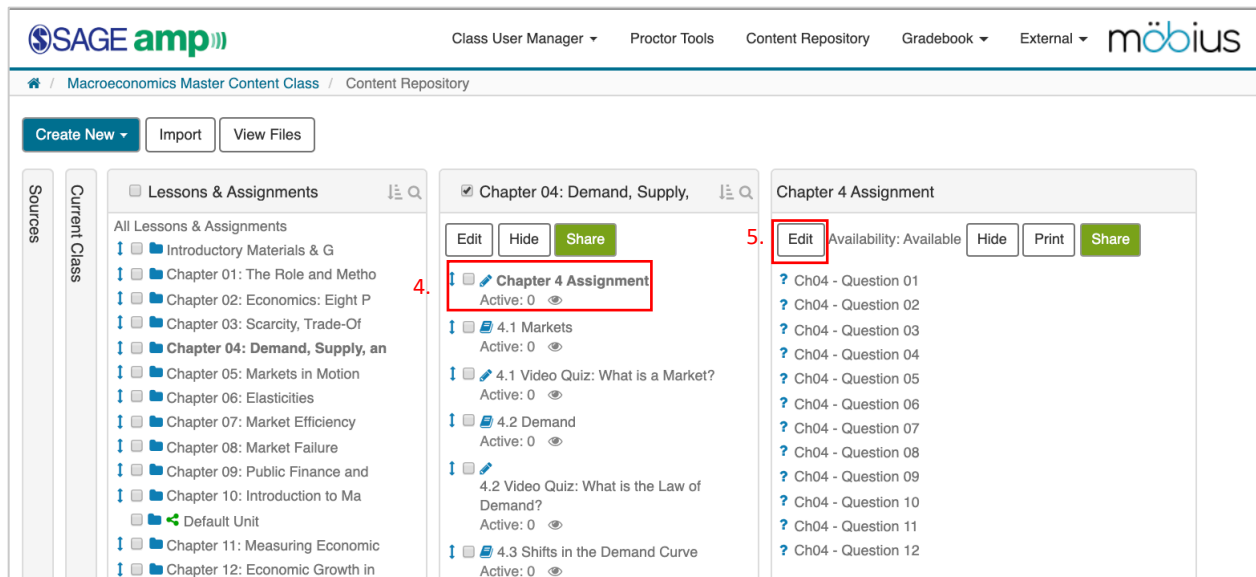
1. Go to the Content Repository.
2. Select **Lessons & Assignments**.
3. Select the chapter that requires editing.



The screenshot shows the SAGE amp interface with the following elements:

- 1.** The **Content Repository** tab is highlighted in the top navigation bar.
- 2.** The **Lessons & Assignments** section in the 'Current Class' sidebar is highlighted with a red box.
- 3.** The **Chapter 04: Demand, Supply, an** item in the 'Lessons & Assignments' list is highlighted with a red box.

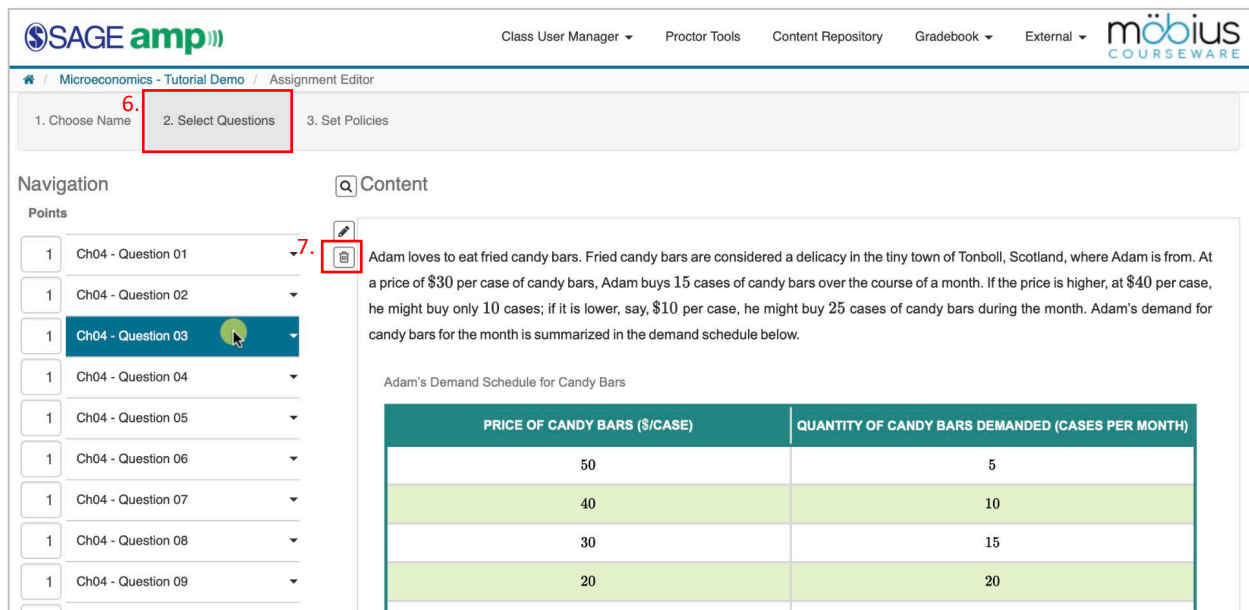
4. Select the proper assignment that you wish to modify.
5. Click **Edit**.



The screenshot shows the SAGE amp interface with the following elements:

- 4.** The **Chapter 4 Assignment** item in the 'Chapter 04: Demand, Supply, an' list is highlighted with a red box.
- 5.** The **Edit** button in the 'Chapter 4 Assignment' detail view is highlighted with a red box.

- Select **2. Select Questions**.
- After navigating to the specific question that you wish to modify, **click on the pencil tool** to the left of the question window to begin the editing process.



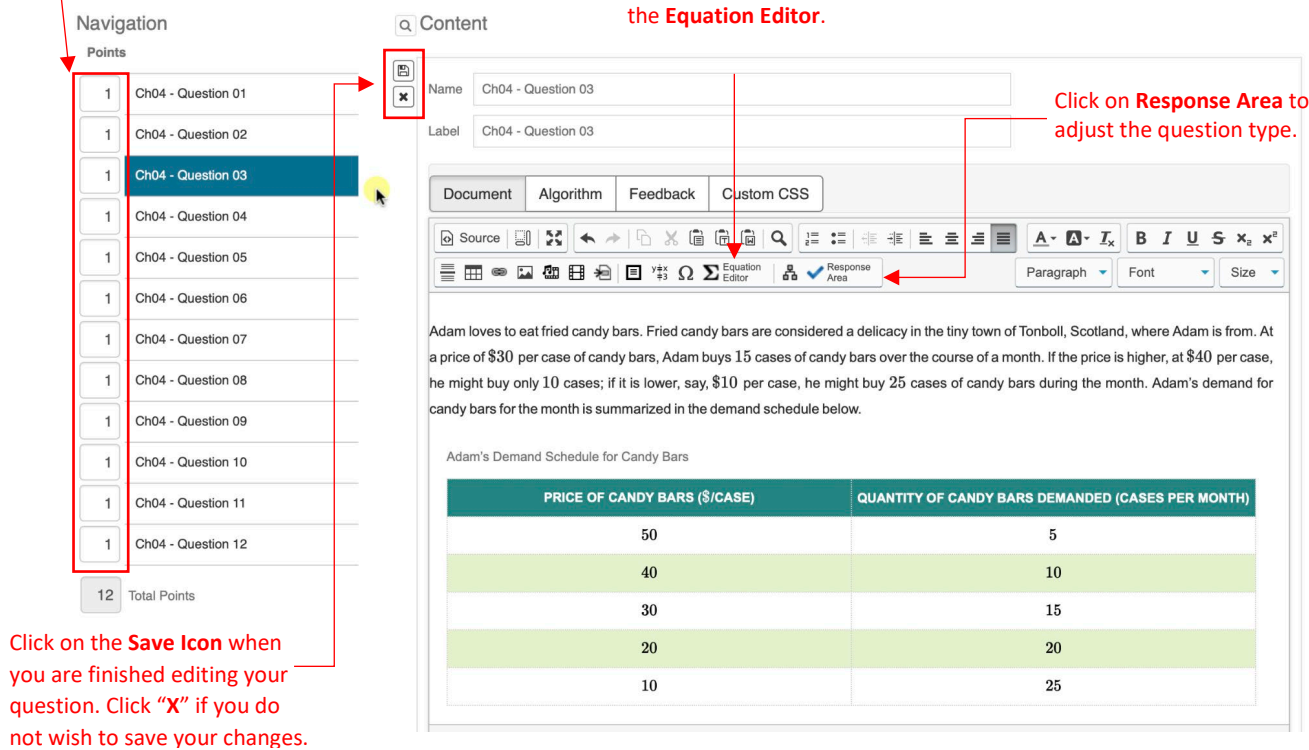
PRICE OF CANDY BARS (\$/CASE)	QUANTITY OF CANDY BARS DEMANDED (CASES PER MONTH)
50	5
40	10
30	15
20	20

On this page, any edits to the question can be made. Equations can be modified, the response area can be adjusted, and the type of question can be edited. When you are finished editing your question, **click on the save icon**. If you do not want to save, click the **"X"** to exit.

Adjust the point values for each question using the left column.

Equations can be modified using the **Equation Editor**.

Click on **Response Area** to adjust the question type.



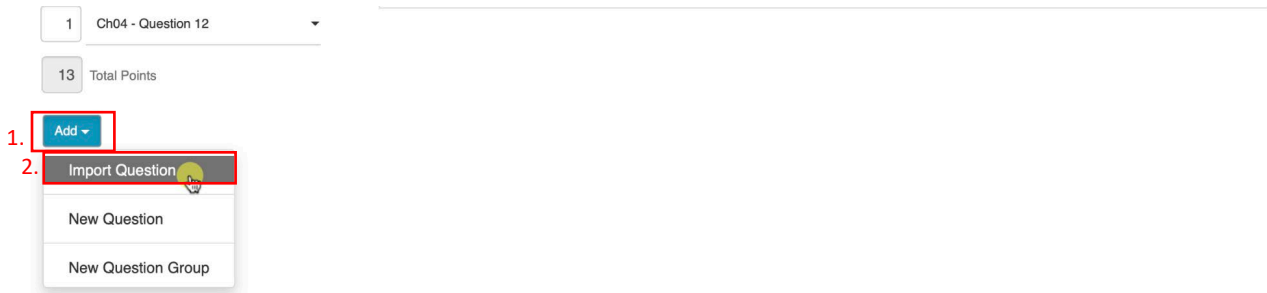
Click on the **Save Icon** when you are finished editing your question. Click **"X"** if you do not wish to save your changes.

Importing a Question

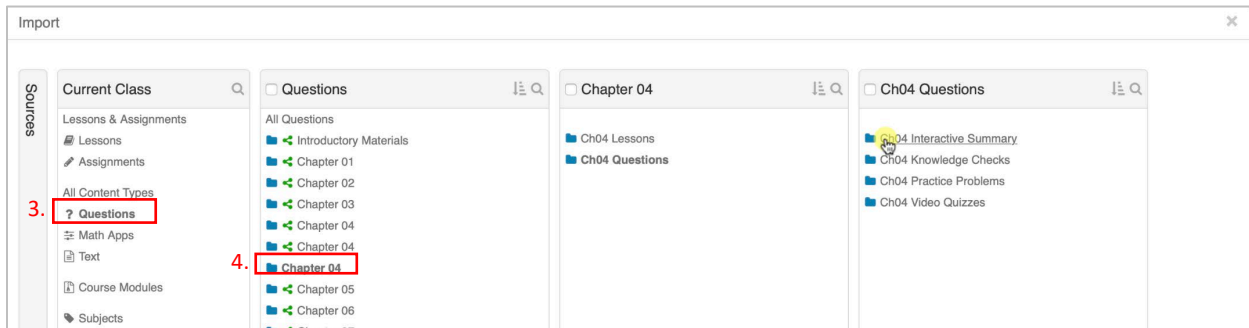
When adding a question, content can be imported from another chapter or questions can be created. Here, the steps will be shown for how to import questions from Knowledge Check 4.1.

To start,

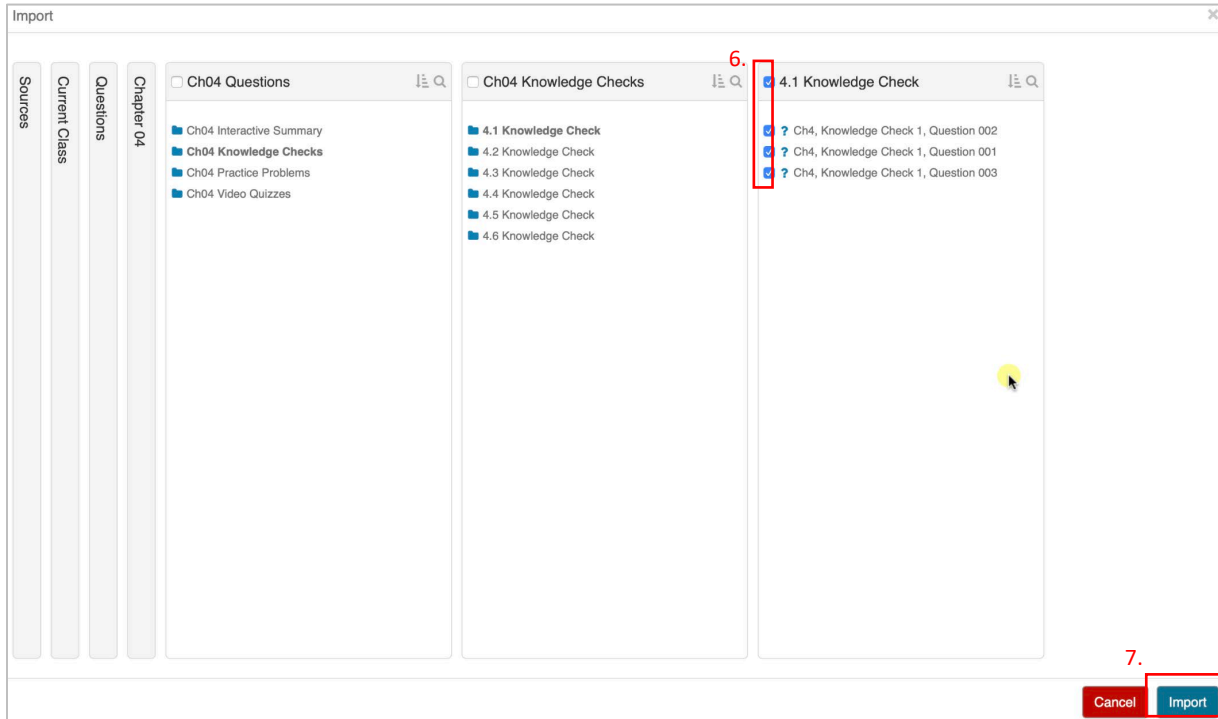
1. Select **Add**, located beneath the “Total Points” for a given assignment in the Content Repository. A drop-down menu should appear.
2. Select **Import Question**. An Import window should appear.



3. Under All Content Types, Select **Questions**.
4. Click on the Chapter you wish to import the question from.



5. Find the corresponding section for the questions you would like to import.
6. Select the question or questions you wish to import.
7. Click **Import** when done. You should see that the imported questions have been added to the overall assignment and the total point value of the assignment has adjusted accordingly.

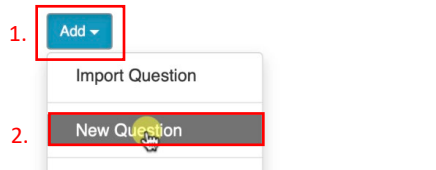


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Adding a Question

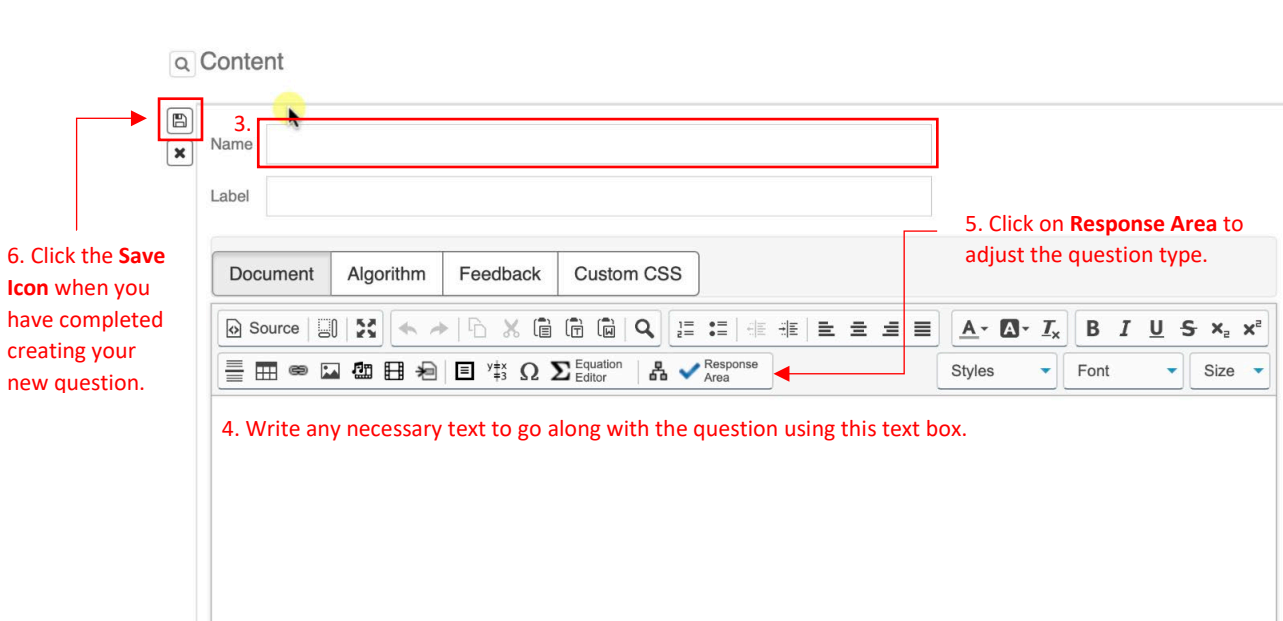
To add your own question to your SAGE amp course,

1. Select **Add** located beneath the "Total Points" for a given assignment in the Content Repository. A drop-down menu should appear.
2. Select **New Question** from the drop-down menu.



Here, you will be able to,

3. Name your question.
4. Create any necessary text to go along with the question using the text box.
5. Click **Response Area** and choose the question type appropriate for your question.
6. Click the **Save Icon** when you have completed creating your new question. You should see that your new question was added to the assignment and that an additional point was added for the question.



The image shows the question editor interface with several numbered annotations:

- 3.** A red box highlights the 'Name' text input field.
- 4.** A red box highlights the large text area for entering necessary text.
- 5.** A red arrow points to the 'Response Area' icon in the toolbar.
- 6.** A red arrow points to the 'Save' icon (a floppy disk) in the top-left corner of the editor.

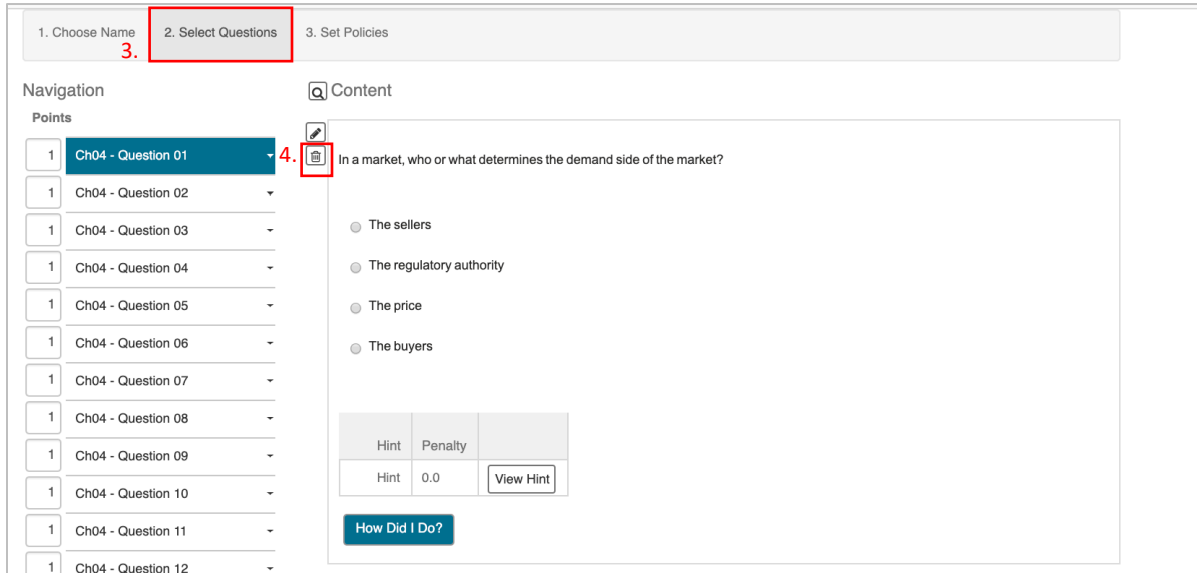
Additional interface elements include a search bar at the top, tabs for 'Document', 'Algorithm', 'Feedback', and 'Custom CSS', and a toolbar with icons for source, undo, redo, copy, paste, search, and various text formatting options like bold, italic, underline, strikethrough, subscript, and superscript. A 'Response Area' icon is also present in the toolbar.

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Removing a Question from an Assignment

To delete a question from an assignment,

1. Navigate to the assignment in the **Content Repository**.
2. Select **Edit**.
3. Select **2. Select Questions**.
4. Select the delete icon.
5. A pop-up menu should appear prompting you to confirm the deletion of the question of interest. Select **OK**.



1. Choose Name 2. Select Questions 3. Set Policies

3.

Navigation

Points

1	Ch04 - Question 01	4.
1	Ch04 - Question 02	
1	Ch04 - Question 03	
1	Ch04 - Question 04	
1	Ch04 - Question 05	
1	Ch04 - Question 06	
1	Ch04 - Question 07	
1	Ch04 - Question 08	
1	Ch04 - Question 09	
1	Ch04 - Question 10	
1	Ch04 - Question 11	
1	Ch04 - Question 12	

Content

In a market, who or what determines the demand side of the market?

- The sellers
- The regulatory authority
- The price
- The buyers

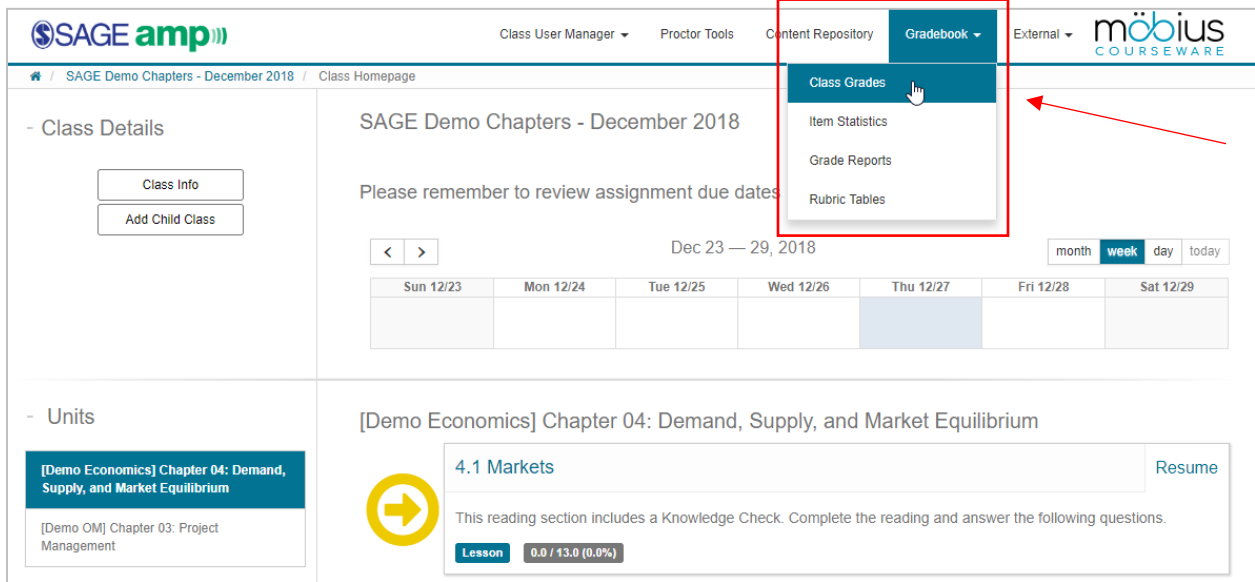
Hint	Penalty	
Hint	0.0	View Hint

How Did I Do?

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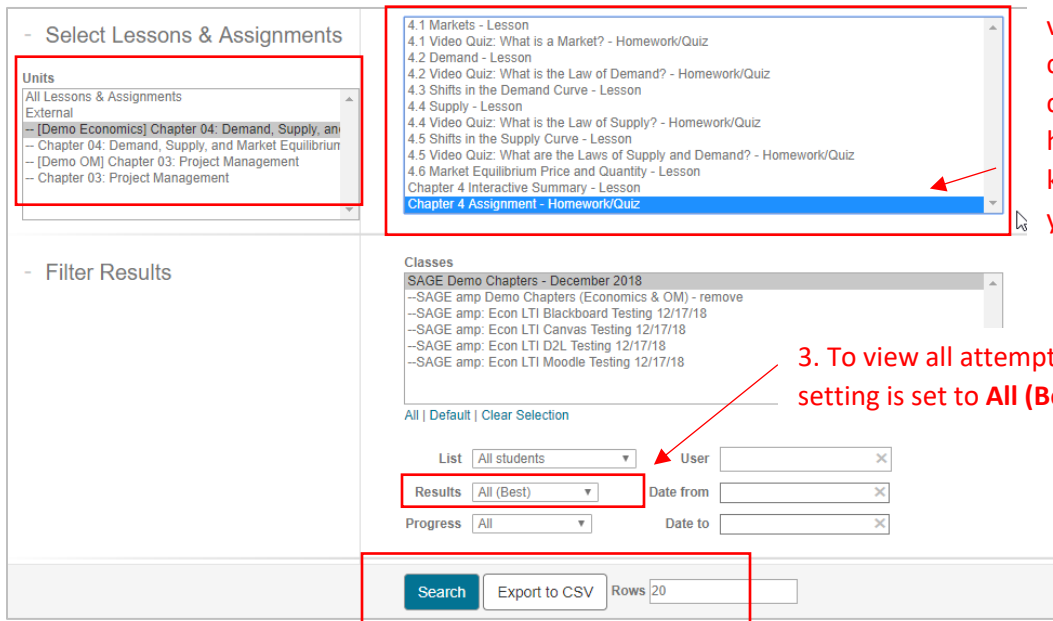
Viewing Student Attempts on Assignments

To view student grades and assignment results, click **Gradebook** at the top of the screen then select **Class Grades**.



The screenshot shows the SAGE amp interface. At the top right, the 'Gradebook' dropdown menu is open, and 'Class Grades' is highlighted. A red arrow points to this selection. The main content area shows the class details for 'SAGE Demo Chapters - December 2018' and a calendar view for December 2018.

1. Select the chapter to view



The screenshot shows the 'Select Lessons & Assignments' section. A red box highlights the 'Units' list, with a red arrow pointing to '[Demo Economics] Chapter 04: Demand, Supply, and Market Equilibrium'. Another red box highlights the 'Chapter 4 Assignment - Homework/Quiz' item in the list. A third red box highlights the 'Results' dropdown menu, which is set to 'All (Best)'. A fourth red box highlights the 'Search' button and 'Export to CSV' link at the bottom.

2. Select the assignment to view. To select multiple items, click, hold, and drag the cursor over multiple items OR hold down "ctrl" on your keyboard and select the items you would like to view.

3. To view all attempts, check that the **Results** setting is set to **All (Best)**.

4. Use **Search** to see the results listed below or **Export to CSV** for a downloaded file.

After clicking **Search**, scroll down to see students' grades.

Class Grades			
Item Statistics			
Page: 1 of 2 Rows: 1 - 20 of 21 - Ach Woo			
Summary Data		Chapter 4 Assignment	
Total Points		13.0	
Last	Given	Progress	Grade
Student 1	Name	☹	1.83
Student 2	Name	☹	2.67
Student 3	Name	☹	1
		☺	1
Student 4	Name	☹	3
Student 5	Name	☺	6.95
		☺	6
Student 6	Name		-
Student 7	Name	☺	1
		☺	1
		☺	1
		☺	1




If a student has submitted an assignment multiple times, instructors can see the grade of each attempt in the **Class Grades**.

Click on the student's name to see **Details** of each attempt, including their responses, correct answers, and corresponding feedback for each question.

- Student 7 Name		Login: Email: Student ID:	Lessons & Assignments Completed: 7 Active: 8 To Be Reviewed: 12 Passed: 7				
Page: 1 of 1 Rows: 1 - 4 of 4 - Thu							
Lesson/Assignment Name	Status	Details	Score	Total	Start	End	Duration
Chapter 4 Assignment	☺☺	Details	1	13.0	12/13/18 1:29:10 PM PST	12/13/18 1:45:05 PM PST	15 min
Chapter 4 Assignment	☺☺	Details	1	13.0	12/13/18 1:47:01 PM PST	12/14/18 1:58:19 PM PST	1 days 11 min
Chapter 4 Assignment	☺☺	Details	1	13.0	12/17/18 12:37:52 PM PST	12/17/18 12:53:27 PM PST	15 min
Chapter 4 Assignment	☺☺	Details	1	13.0	12/21/18 11:36:24 AM PST	12/27/18 3:12:22 PM PST	6 days 3 hrs 35 min

Click **Details** to view the details of each attempt of the assignment.

Note the symbols under **Status**:

-  = The assignment has been completed by the student.
-  = The student is still working on the assignment and has not submitted for grading.
-  = The assignment includes questions that require manual grading, so only part of the assignment has been automatically graded.

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Grading an Assignment

Click **Details** to review the details of one specific attempt by a student. For each question, instructors can review, modify the grade, and/or leave a comment for the student.

Student 7 Name

Login:
 Email:
 Student ID:

Lessons & Assignments
 Completed: 7 Active: 8
 To Be Reviewed: 12 Passed: 7

Update selected grades as Update Grades Save Question Grades

Page: 1 of 1 Rows: 1 - 13 of 13 - 0

Q1 0/1.0

🔍
🕒
✎
💬

Fully Graded:	✓
Grade Overridden:	✗
Parts Ungraded:	0

View Original Response Unfiltered Response

In a market, who or what determines the demand side of the market?

Your response	Correct response
	The buyers

Feedback:

✗ Grade: 0/1.0 ✎

✗ Total grade: 0.0x1/1 = 0%
 Feedback:
 In any market, whether it's a foreign exchange market, a real estate market, a grocery store, or a flea market, the roles of buyers and sellers are important. Buyers, as a group, determine the demand side of the market. Buyers include consumers and firms. Sellers, as a group, determine the supply side of the market. Sellers include the firms that produce and sell goods and services and the resource owners who sell their inputs to firms. The interaction of buyers and sellers determines market prices and outputs—through the forces of supply and demand.

= View the question again.

= View a history of any grade changes along with the accompanying notes.

= Change a student's grade for one question.

= Add a comment for the student.

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Class Performance Reports / Item Statistics

To gain further insight into student performance and to pinpoint what concepts students may be struggling with, instructors can generate and view helpful reports. Click **Gradebook** at the top of the screen then select **Item Statistics**.

1. Select the chapter to view

2. Select the assignment to view. To select multiple items, click, hold, and drag the cursor over multiple items.

3. To view results for all the students in the class, check that this field is set to **All students**.

4. Use **Search** to generate a report below.

After clicking **Search**, scroll down to see students' grades. In this scenario, a report for **Chapter 4 Assignment** has been generated. This report shows every question in the assignment along with some key information:

- **Count** = Number of students who submitted the assignment
- **Correct** = Number of students who answered this question correctly
- **Partial** = Number of students who answered parts of this question correctly
- **Incorrect** = Number of students who did NOT answer this question correctly

For more information regarding how **Success Rate**, **p-Value**, **d-Value**, **p-Biserial**, and **r-Biserial** are calculated, refer to this [online help guide from Maplesoft](#).

Item Statistics :

Chapter 4 Assignment 🚩

Question	Description	Success rate	p-Value	d-Value	p-Biserial	r-Biserial	Count	Correct	Partial	Incorrect
(1)	🔍 Ch04 - Question 01	0.667	0.667	0.667	0.836	1.084	18	12	0	6
(2)	🔍 Ch04 - Question 02	0	0	0	-0	-	18	0	0	18
(3)	🔍 Ch04 - Question 03	0.741	0.722	0.556	0.617	0.824	18	13	1	4
(4)	🔍 Ch04 - Question 04	0.444	0.389	0.556	0.676	0.86	18	7	2	9
(5)	🔍 Ch04 - Question 05	0.292	0.222	0.444	0.562	0.785	18	4	3	11
(6)	🔍 Ch04 - Question 06	0.222	0.222	0.222	0.465	0.648	18	4	0	14
(7)	🔍 Ch04 - Question 07	0.472	0.278	0.333	0.548	0.732	18	5	5	8
(8)	🔍 Ch04 - Question 08	0.361	0.333	0.444	0.56	0.726	18	6	1	11
(9)	🔍 Ch04 - Question 09	0.333	0.333	0.444	0.612	0.793	18	6	0	12
(10)	🔍 Ch04 - Question 10	0.417	0.278	0.556	0.54	0.721	18	5	3	10
(11)	🔍 Ch04 - Question 11	0.344	0.167	0.111	0.368	0.548	18	3	6	9
(12)	🔍 Ch04 - Question 12	0.37	0.333	0.667	0.747	0.969	18	6	2	10
(13)	🔍 Ch06 - Question 03	0.056	0.056	-0.111	-0.116	-0.237	18	1	0	17

These reports enable instructors to gain insight into how the class performed on each individual question in the assignment. In this scenario, the instructor can see that for Question 06, 18 students submitted the assignment, 4 students answered correctly, and 14 students answered incorrectly. That may prompt the instructor to look at this question more closely.

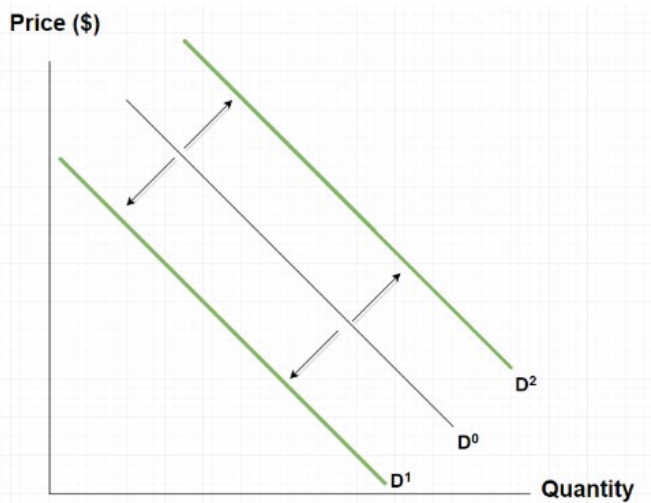
The instructor can, then, click the magnifying glass to see the contents of Question 06.

(4)	🔍 Ch04 - Question 04
(5)	🔍 Ch04 - Question 05
(6)	🔍 Ch04 - Question 06
(7)	🔍 Ch04 - Question 07

Preview

Two popular taxi services, Uber and Lyft, compete for services in Los Angeles. What would you expect to see in the demand curve for Lyft if the relative price for Uber increased significantly?

Select the demand curve of the graph that shows the correct effect of the increased price of Uber on the demand curve for Lyft.



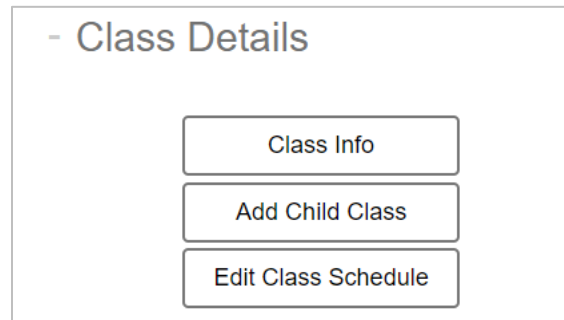
Hint	Penalty	
Hint	0.0	<input type="button" value="View Hint"/>

These reports create opportunities for instructors to have more insights into how students are performing in their assignments and to plan for timely interventions or additional support to ensure students are understanding the course materials.

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Editing Class Info and Setting Time Zones

Basic class information and settings can be adjusted from the “Class Info” section on the Class Homepage.



Click on **Class Info**, and then **Edit** to see the current class settings. To make changes to the Time Zone so that assignment due dates are displayed in a different time zone, scroll down to the **Time Zone** field and select your preferred time zone.

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