Trainer's top tips: *SAGE Business Cases*

Our Trainers have put together their top tips for using the **SAGE Business Cases** platform, where you have access to thousands of cases to bring real-life business scenarios into your classroom. If you want to learn more about this database, explore more of our training resources, and speak to your library staff!

Create a free profile to access teaching notes, add cases to lists and save searches

It is really important to create a free profile so that you can access instructor-only teaching notes, which are available with a large number of the cases within our collection. In addition, you will be able to save searches and add cases to lists to refer to later. You can create an account anytime by going to http://sk.sagepub.com/profile

Access Teaching Notes: Log in and go to **My Profile** in the upper-right corner of the platform. Scroll down and tick the check-box entitled **SAGE Business Cases Instructor Access.** Enter the verification code provided by your librarian, then click the purple **Save** button. From now on, you will just need to log in to your profile, and all Teaching Notes will be unlocked to you. Ask your librarian if you need help with the code.

Save a search: On the search results page, click the **Save results** icon at the top-right of the screen. Give your search a title and click **Save**.

Save a case to My Lists: On the case page, click the second option in the set of icons to the right of the case title (when you hover over the icon it will say **Add to My List**). Choose the list you'd like to add the case to, or create a brand-new list.

You can access **My Lists** and **My Searches** via the **My Profile** section at the top-right of the platform.

Browse by subject to start exploring our case collection

From the *SAGE Business Cases* homepage (https://sk.sagepub.com/cases), use the **Browse by Subject** headings in your chosen field. This will open up a list of sub-topics within a speciality; for example, browsing **Leadership** will present you with options such as **Leadership theories**, **Leadership development** and **Leadership and ethics**.

Check which cases you can access

You may not be able to access every single business case in our collection, depending on your institution's subscription level. Unavailable cases will be indicated by a purple padlock icon: 🔒 If in doubt or if you have any questions, ask your library contact who will be able to clarify what level of subscription your institution has.

Link to cases in your Virtual Learning Environment

If you teach at an institution that uses a Virtual Learning Environment (VLE) or Learning Management System (LMS), you can share a case's direct link within relevant course pages. This makes it really easy for your students to access these cases, and be confident that they are of an appropriate level and quality. You could do this for pre-reading, homework assignments, and extra reading for building knowledge around a course topic.

Use discussion questions and extra resources to create engaging experiences

A lot of the cases in *SAGE Business Cases* are accompanied by a series of discussion questions and extra resources, which are designed to provide a fuller picture of the case scenario, and to encourage your students' to reflect critically upon the situation. You can use these to create new learning activities and assignments to challenge your learners and engage them in the process of evaluating the case, especially if you combine them with the tip above!

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**.