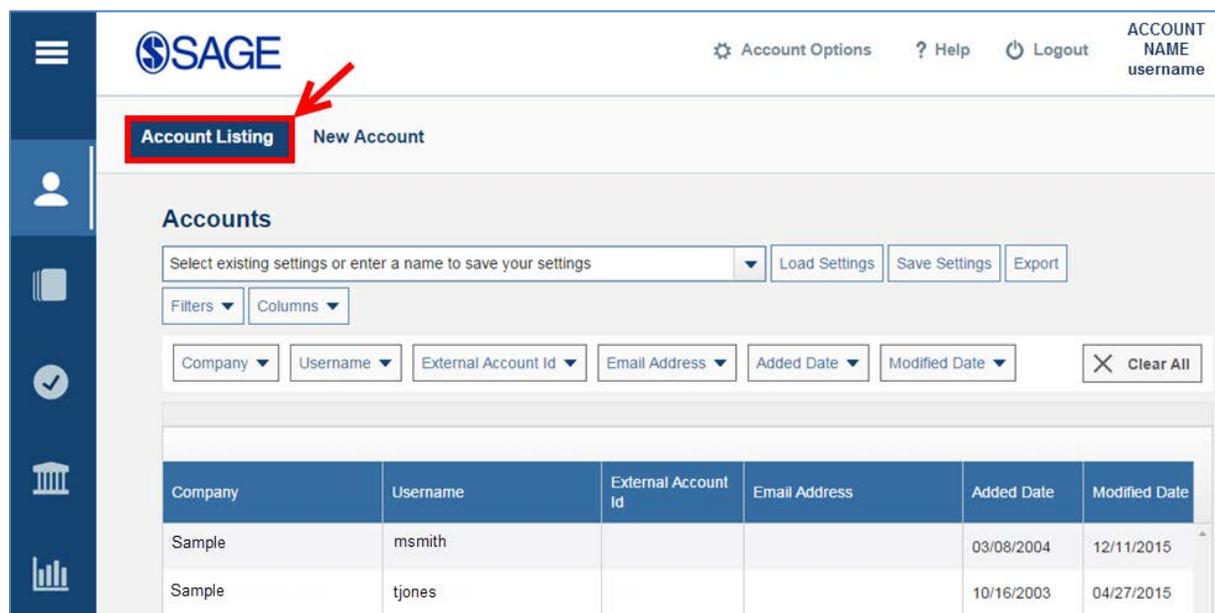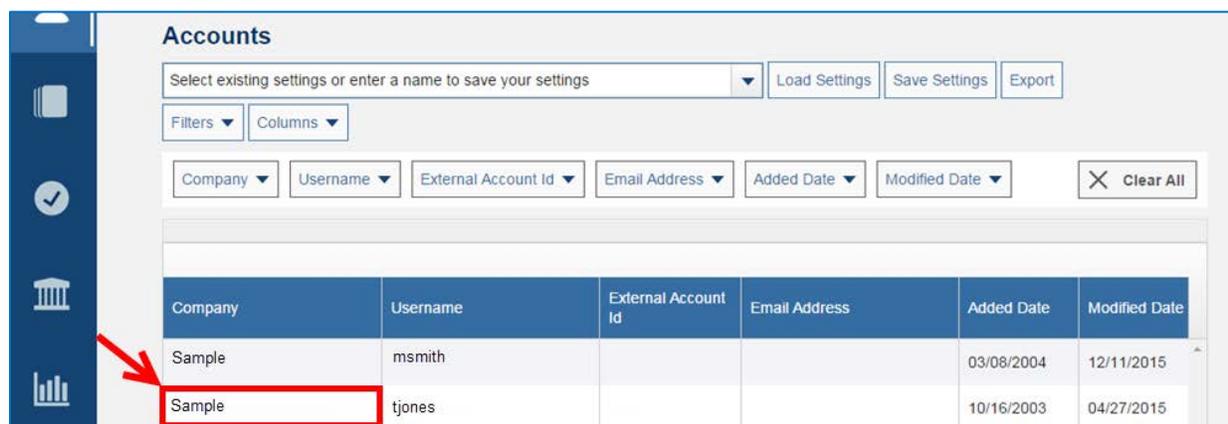# SAGE businesscases

Teaching Notes Access

SAGE has developed a librarian-led process for acquiring access to teaching notes. This allows librarians to vet the profiles requesting this access, as having locked teaching note is vitally important. This document provides an overview of how to approve and establish access to teaching notes.

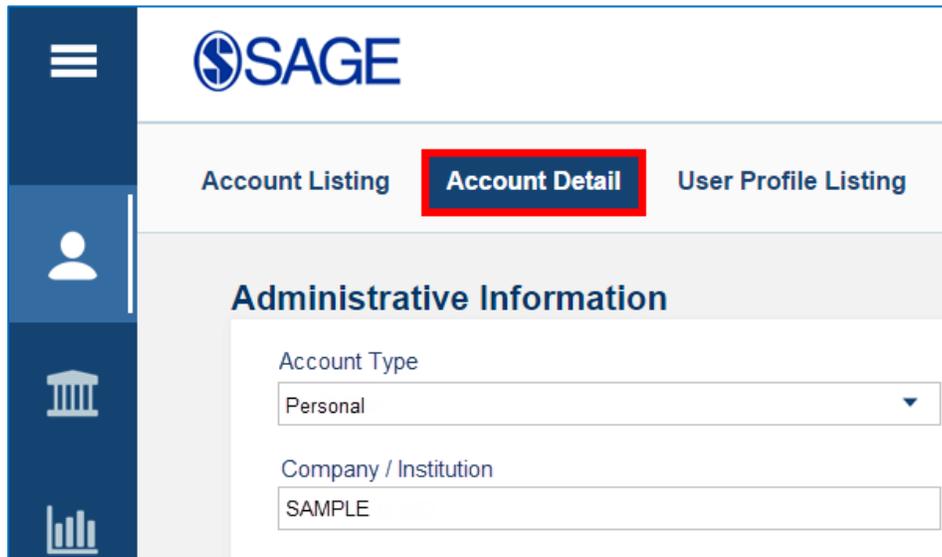## Creating a SAGE Business Cases Instructor Verification Code

- Log in to Secure Center, which you can find at http://securecenter.sagepub.com/. Once logged in, the "Account Listing" page will load.
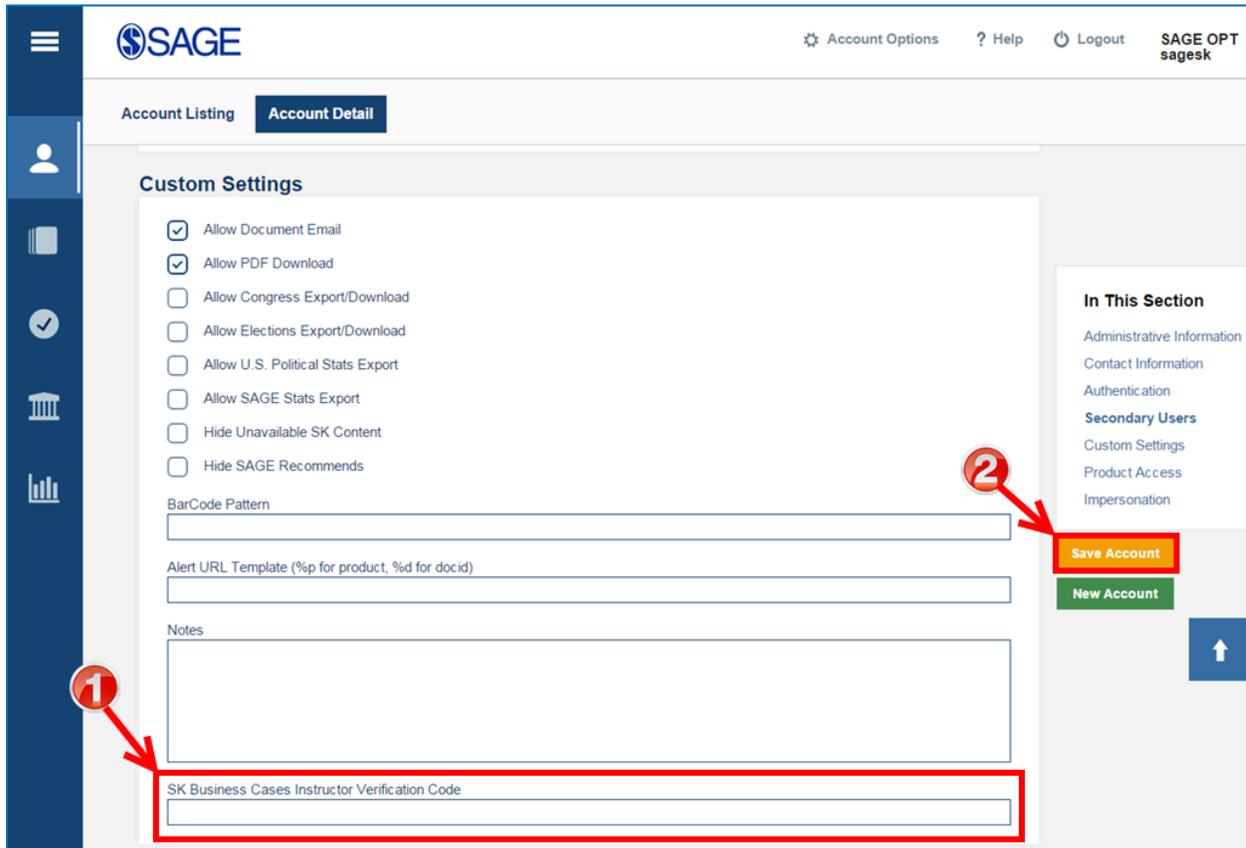

- Double click on the account for which you want to create/edit the SAGE Business Cases instructor verification code.

- This will take you to the "Account Detail" page.

- Scroll down until you see the "Custom Settings" section. Here, you will see a field called "SK Business Cases Instructor Verification Code." Type in the code you want to use, making sure that you do not include any spaces. *This code is case sensitive.*

- Once you have created your code, click "Save Account." You can now share this code with instructors/faculty.

Using a SAGE Business Cases Instructor Verification Code

SAGE Business Cases is a global collection of 1,000 proprietary, licensed, and commissioned cases that inspires researchers to develop their own best practices and prepare for professional success. This resource is accompanied by instructor-only teaching notes with suggested teaching strategies, target audience, and possible responses to discussion questions that can help facilitate classroom discussion. To access teaching notes using your library's verification code, follow these steps:

- Access SAGE Knowledge and click "Profile" to log in or create a new profile.

- You can also access this page directly at http://sk.sagepub.com/profile

- This will load the "My Account" page.

- Scroll down until you find the "SAGE Business Cases Instructor Access" checkbox. When you select this checkbox, a "Verification Code" field will appear. Input your code into this box and click the "Save" button at the bottom of the page. Remember that the code is case sensitive.

Accessing SAGE Business Cases Teaching Notes

Once you have added an instructor verification code to your personal account on SAGE Knowledge, you will be able to access the teaching notes from any case study within SAGE Business Cases.

- Access SAGE Business Cases at: http://sk.sagepub.com/cases/

- Once on the Business Cases page, there are three ways to search:

    1. Browse all business cases
    2. Browse by subject
    3. Search by keyword

- Once you have searched for and selected a case, click the "Teaching Notes" tab.

- Teaching notes provide instructors with support material and resources to assist with presenting a case to students. Content within teaching notes include suggested teaching strategies, discussion questions, analysis of discussion questions, links to web resources and further reading, bibliographies, and more.

- A PDF file, which can be saved to your computer or printed, is available for each set of teaching notes.