

A background image showing two people, a man and a woman, sitting at a desk and working on laptops. The man is on the left, wearing a plaid shirt and glasses, looking towards the woman. The woman is on the right, wearing a grey sweater and headphones, smiling and looking at her laptop. There are two laptops on the desk. The entire image has a teal overlay.

SAGE catalyst

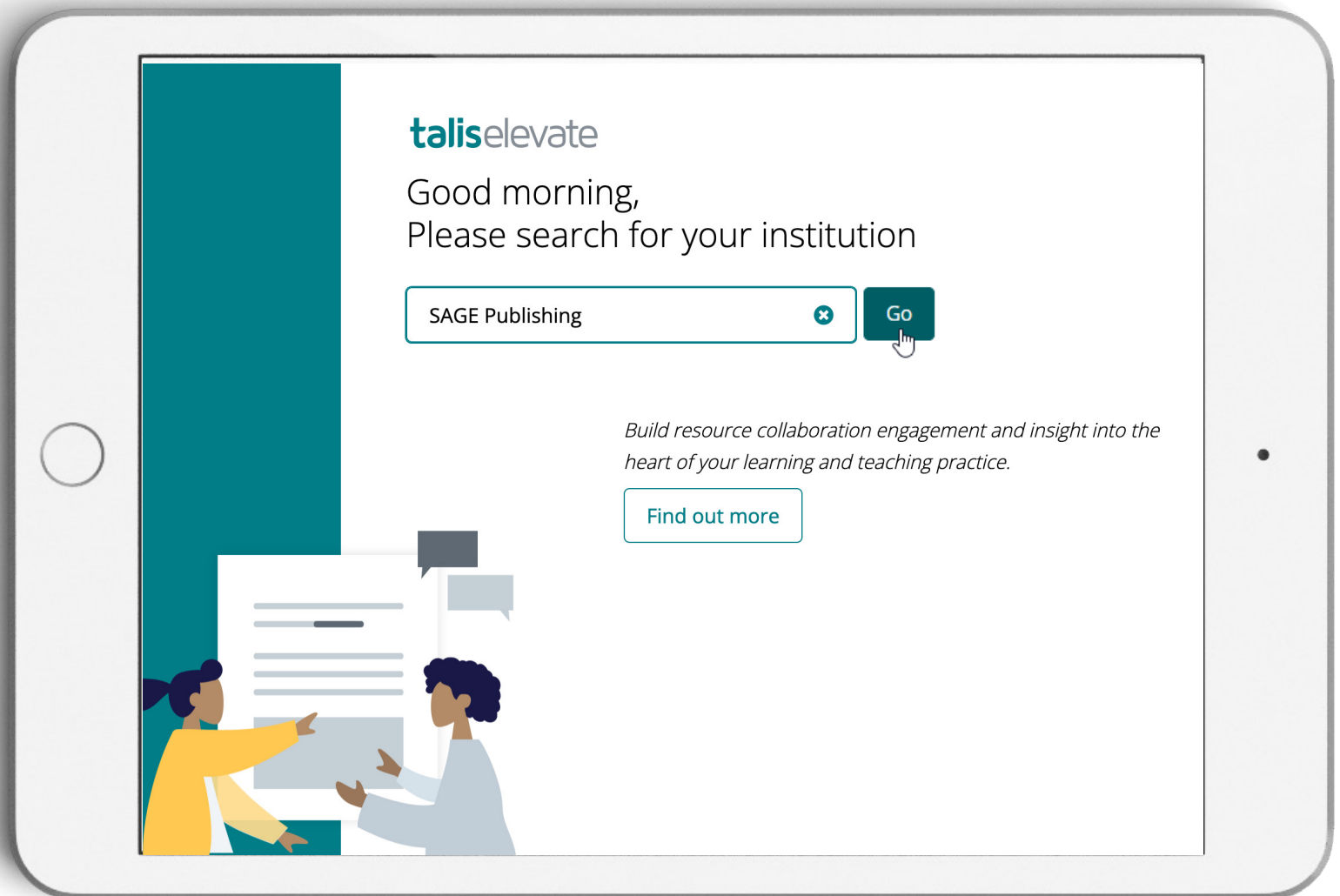
POWERED BY
taliselevate

SAGE Catalyst Guide: Setting up Your Module in Talis Elevate

This guide will give an overview of making use of the Talis Elevate platform from setting up a module to adding SAGE textbooks to share with your students.

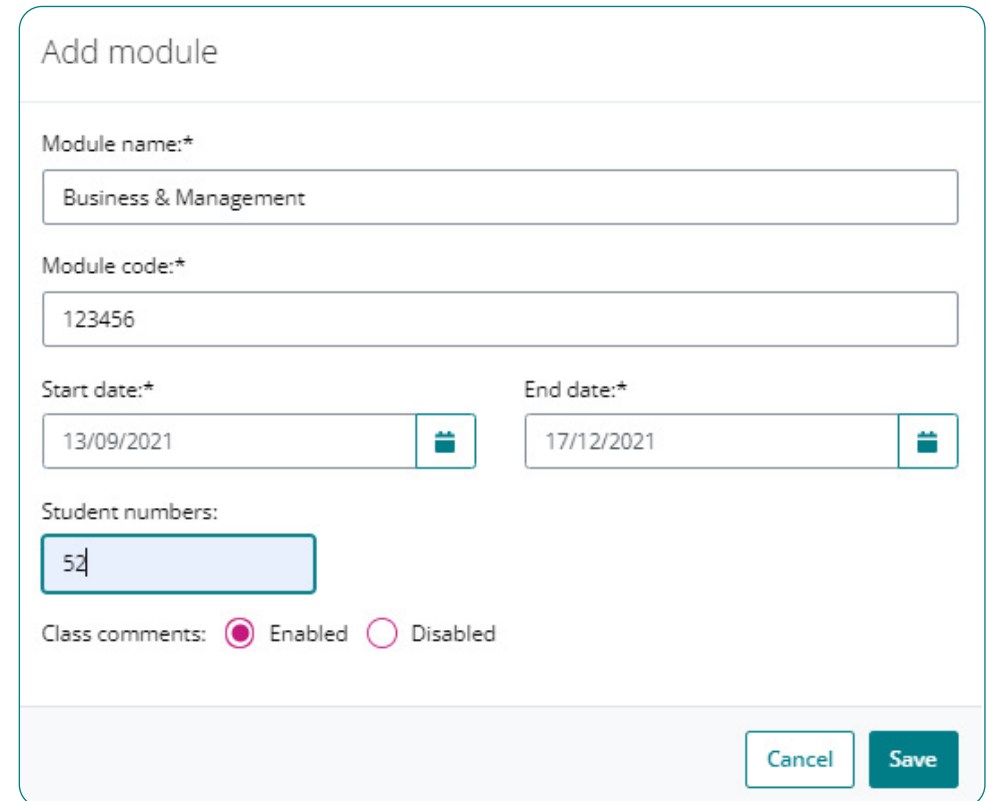
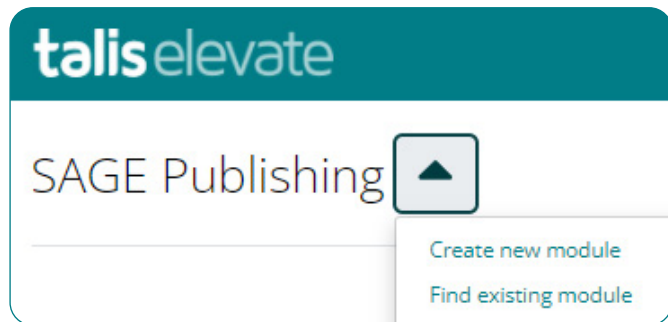
Step 1: Login

Navigate to the Talis Elevate homepage app.talis.com and enter your institution name to login



Step 2: Create your module

1. From your Talis account, click on the drop-down menu on the left of the screen, and select 'Create new module'. Fill out your module details on the next screen.
2. Add all the details for your module, class size, and make sure the module code is the same that's shown on your VLE for easy access when your institution integrates Tales Elevate with your VLE. This can be changed at any time.

A screenshot of the 'Add module' form in the Talis Elevate system. The form is titled 'Add module' and contains several input fields and a radio button. The 'Module name:*' field contains 'Business & Management'. The 'Module code:*' field contains '123456'. The 'Start date:*' field contains '13/09/2021' and the 'End date:*' field contains '17/12/2021', both with calendar icons to their right. The 'Student numbers:' field contains '52'. At the bottom, there is a 'Class comments:' section with two radio buttons: 'Enabled' (which is selected) and 'Disabled'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

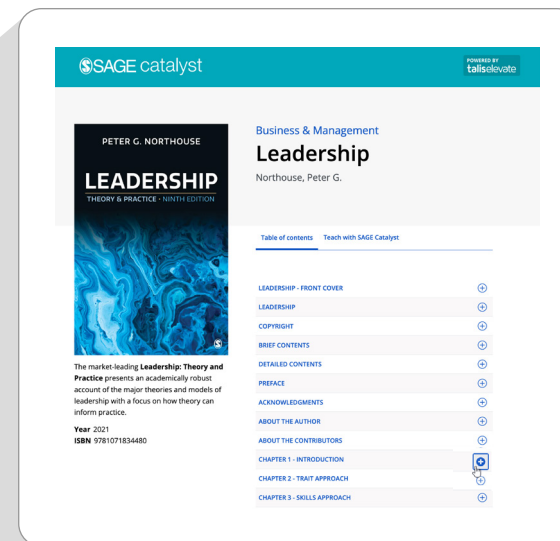
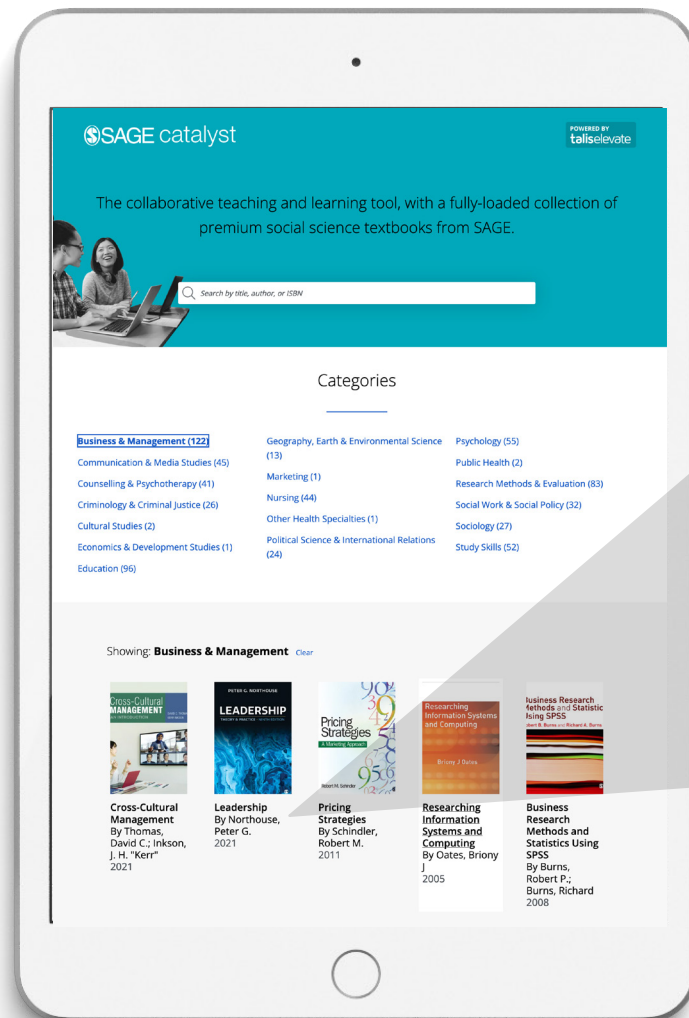
3. Once ready, click on '**save**' and your new module will be added to your drop-down menu.

Step 3: Add chapters from your SAGE textbooks via the Discovery Layer webpage

1. Go to your institution's dedicated discovery layer webpage

2. You can search by title, author, ISBN or browse by subject under categories. Click on the textbook you wish to add to the module you have created.

After selecting the textbook, click on the plus sign next to the chapter you wish to add.



3. A **'Find a Module'** box will pop up with all the modules you have created on your account. Select the module of choice and click on **'Add to module'**.

Find a module

You have selected Chapter **CHAPTER 1 - INTRODUCTION** from **Leadership**

Module Title	Code	Start Date
<input type="radio"/> Media & Communication MA	987456	4th Oct, 2021
<input type="radio"/> SAGE Publishing	2021123	1st Oct, 2021
<input checked="" type="radio"/> Business & Management	123456	5th Sep, 2021
<input type="radio"/> Journalism BA	639852	15th Aug, 2021

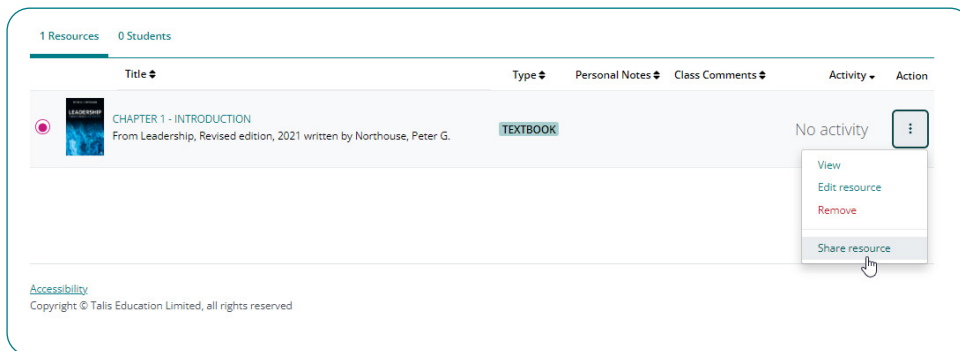
Cancel

Add to module

4. All done! Click on **'view resource'** and you will be redirected to your Talis account where the chapter is now available!
5. Once on your Talis Elevate account, select the module you have just added the content into, and the details will be displayed on the bottom of the screen. You can edit it or remove it at any time.

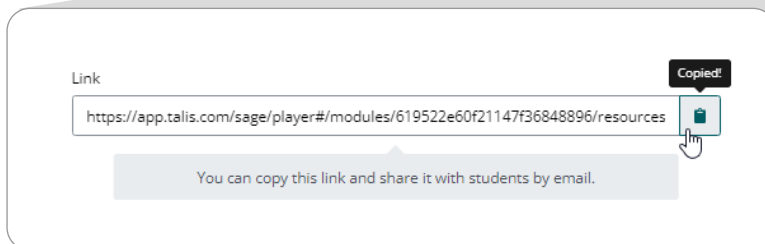
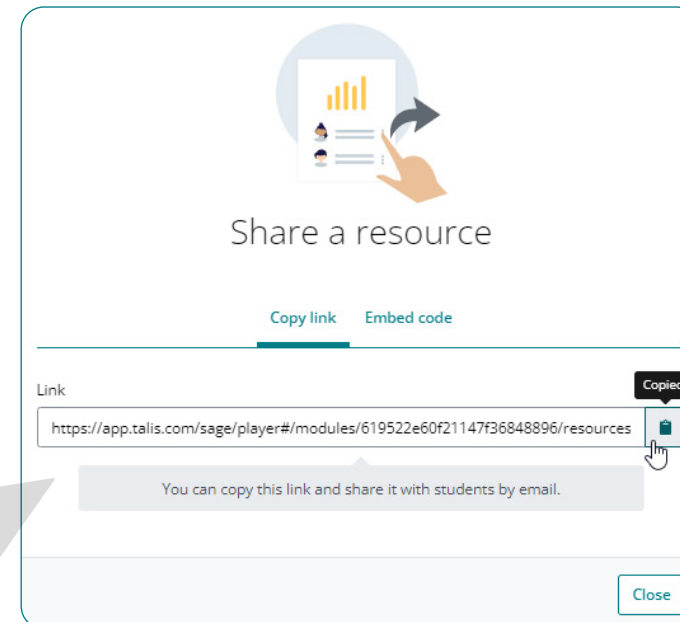
Step 4: Share resources on your VLE

You can share individual resources or your whole module. To share a resource, click on the ellipsis icon next to the resource title and click on **'share resource'**.



A **'Share a Resource'** box will pop up giving you an option to share your resource via a link or embed code.

To add a link or embed code to your VLE website, click on **'Copy link'** or **'Embed code'** and then click on the clipboard icon on the right of the web address to copy the link.



Sharing a Resource Via Link

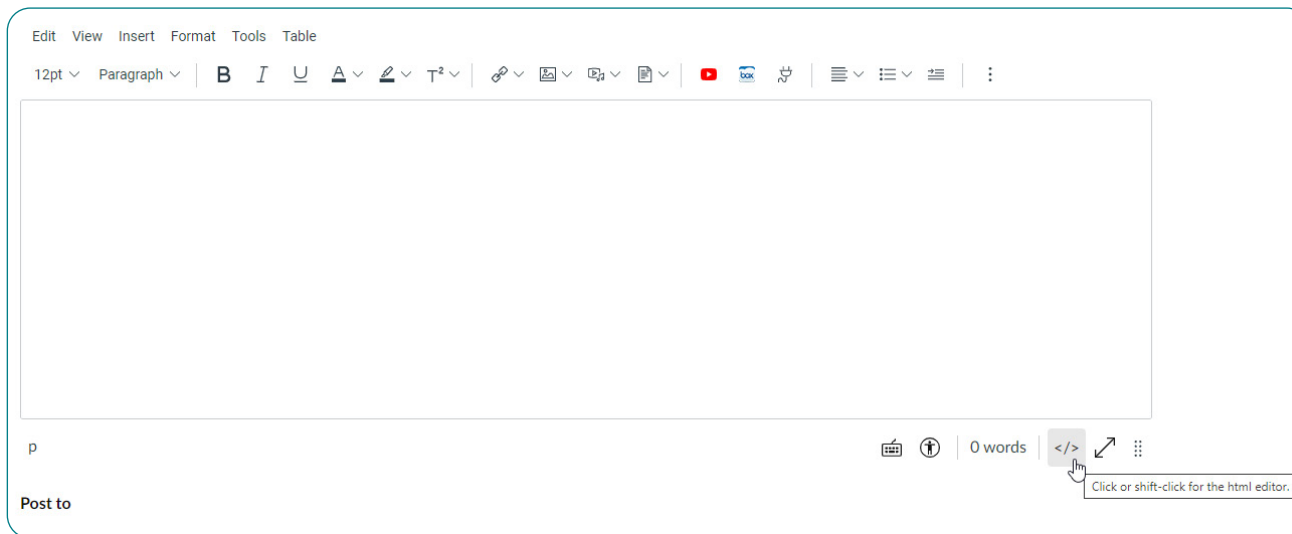
This can be shared anywhere in your VLE via an announcement, discussion board, or an item on the content area of your VLE (most common approach).

Once the link is copied you can add it to your VLE site as usual (normally into a link/URL area, dependent on your VLE). Whenever possible, set the link to "open in new tab" to ensure your students continue to have the VLE open in the original tab.

Sharing a Resource Via Embed Code

Embed code is an HTML code that will visually embed the resource in your VLE. You will need to edit your course HTML to do this step.

1. Go to any page with a Rich Content Editor (sometimes just called content editor)
2. Click on the HTML button (showing you the page in HTML form) and paste the embed code where you'd like it to appear on the page.



3. There might also be an option to add an embed code to your page, discussion board, or announcement page, and you just need to paste the code copied earlier.
4. Once you paste the code you can click again on the html editor icon to go back to content editor, and you will be able to see your resource on the screen!

Note that depending on the size of the frame this resource embeds in, it may show the 'preview' of the resource rather than the full resource embedded. This is to ensure a user has a good experience navigating and engaging with the resource.

Step 5: Add comments or questions directly in the resource

Faculty and students can ask questions, make comments, reply and tag each other – or post their comment anonymously, encouraging student participation and class discussion.

Either click on the page/content or highlight a sentence or paragraph you wish to make a comment on. You can edit or delete it at any time by clicking on the ellipsis icon next to the comment. All students will be able to reply or add their own comments to engage in class discussion, as well as make their own personal notes.

CHAPTER 1 - INTRODUCTION
From Leadership, Revised edition, 2021 written by Northouse, Peter G.

Class comments

Personal notes

Marcella Rielli

New 2m

Everyone reads this chapter and share or views by next week.

Reply Agree

Marcella Rielli

New a few seconds

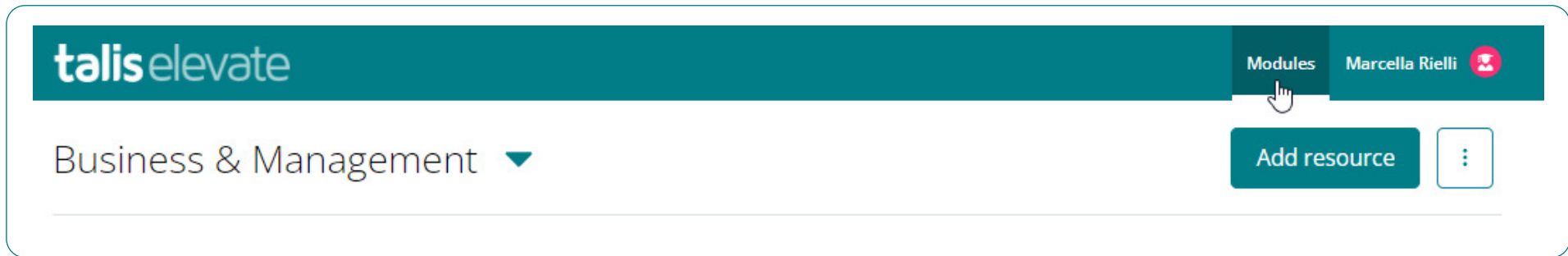
What does the author mean by this statement? Do you agree or disagree?

Reply Agree

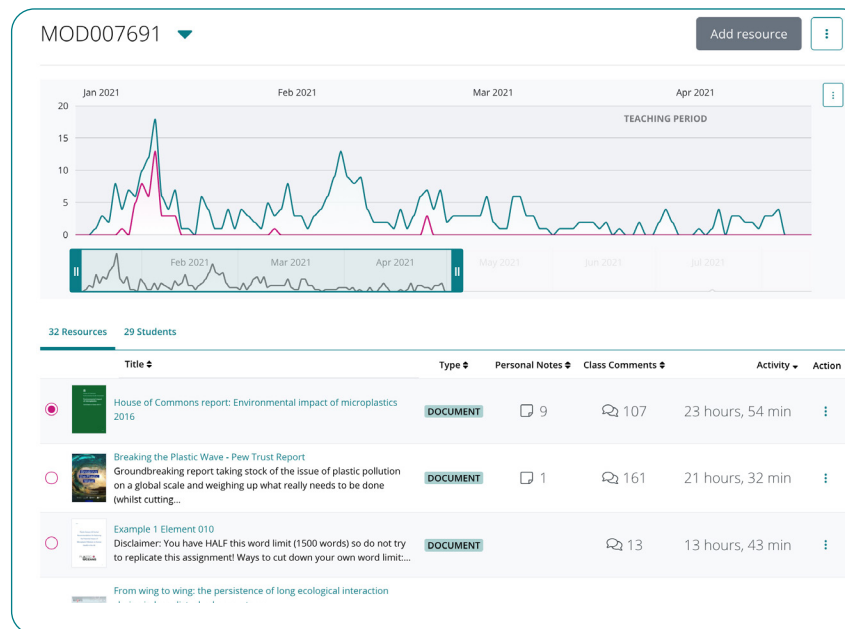
Leadership is a highly sought-after and highly valued commodity. In the 25 years since the first edition of this book was published, the public has become increasingly captivated by the idea of leadership. People continue to ask themselves and others what makes good leaders. As individuals, they seek more information on how to become effective leaders. As a result, bookstore shelves are filled with popular books about leaders and how to be a leader. Many people believe that leadership is a way to improve their personal, social, and professional lives. Corporations seek those with leadership ability because they believe these individuals bring special assets to their organizations and, ultimately, improve the bottom line. Academic institutions throughout the country have responded by offering programs in leadership studies, including at the master's and doctoral levels.

In addition, leadership has gained the attention of researchers worldwide. Leadership research is increasing dramatically, and findings underscore that there is a wide variety of different theoretical approaches to explain the complexities of the leadership process (e.g., Bass, 2008; Bryman, 1992; Bryman, Collinson,

Step 6: Gain insight with your analytics & module manager



Once your students start accessing your resources, you'll be able to view all engagement analytics at student, resource and module-level.



To get analytics on a specific resource only, open that content and click on the analytics icon on top of the screen.



Need more support?

If you need support using the Talis Elevate app, check out the [support pages](#) on the Talis website.